Send

Overview

The TapeTrack Lite Send function is used to select media volumes that reside in one location for the purpose of putting the volumes into a move status to another location.

When a volume is put into a move status this only represents the request to move the volume and a second step is required to confirm the movement of the volume.

In addition to putting each volume into a move state, the send function also allows you to set the:

1. Next Move date (the date the volume will automatically return to another location).
2. A description of the volume.
3. A late threshold where the volume will be flagged as late if it has not been confirmed.

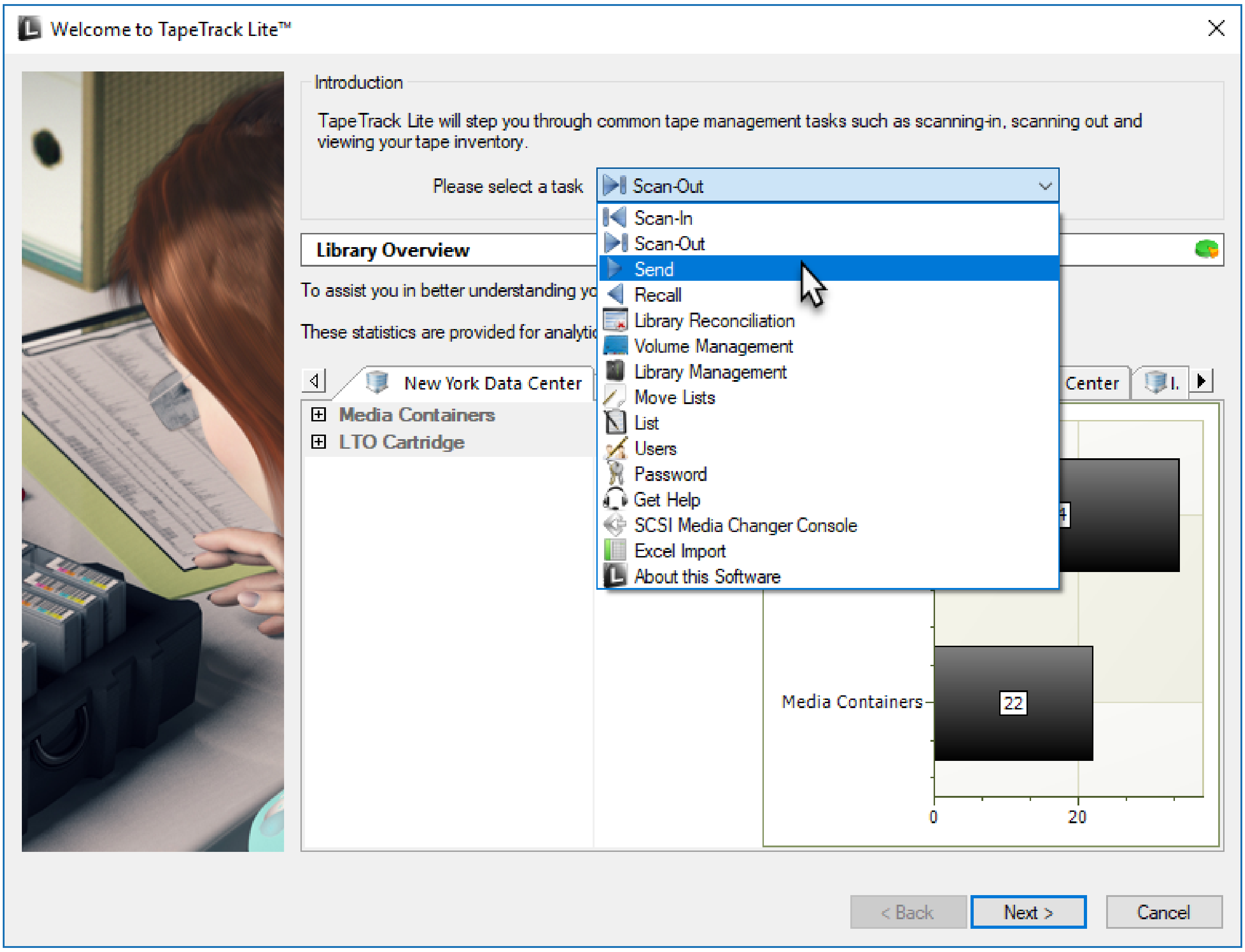
Video Walkthrough

video

Steps

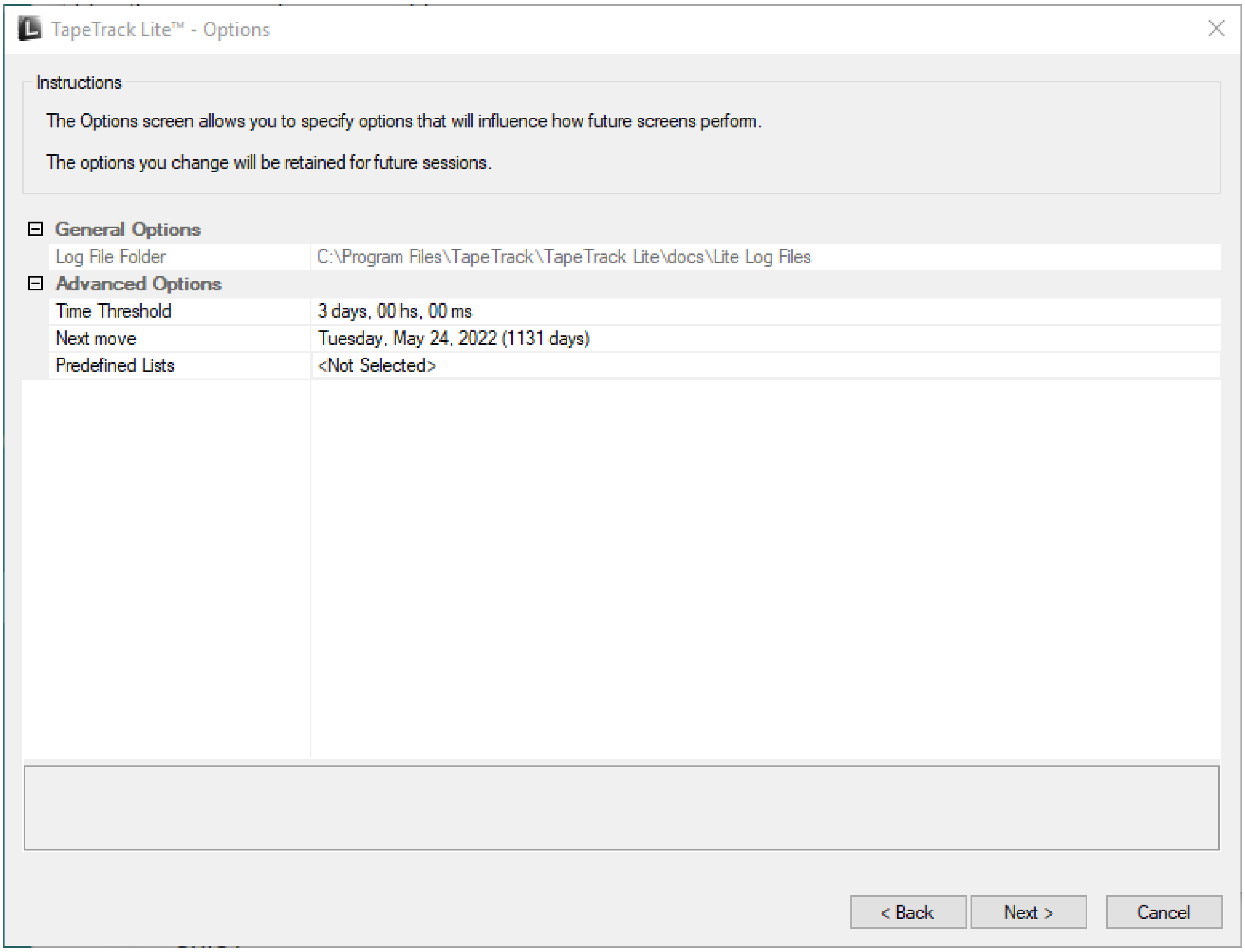
Select Send

1. Select Send from the Library Management Tasks drop-down menu.
2. Once you have selected the required task, you then press `Next` to progress to the next screen.



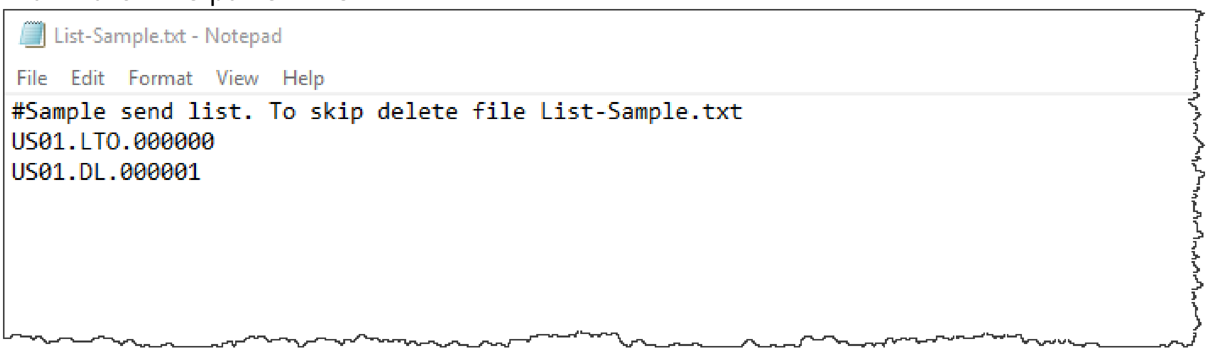
Options

This will open the Options window. If required you can set the location for the log files to be written to, or leave the default. To change the default directory, click in the right of the Log File Folder and click on the more options button (…) and select the preferred directory.



Notes:

- **A** If required you can set the location for the log files to be written to, or leave the default. To change the default directory, click in the right of the Log File Folder and click on the more options button (…) and select the preferred directory
- **B** Under `Advanced Options`:
  - Set the time deadline before a volume will be marked as overdue at its target repository.
  - The date for the volumes next move.
  - List of pre-defined volumes. To add additional lists, create new files in the install directory that match the pattern List-*.txt.



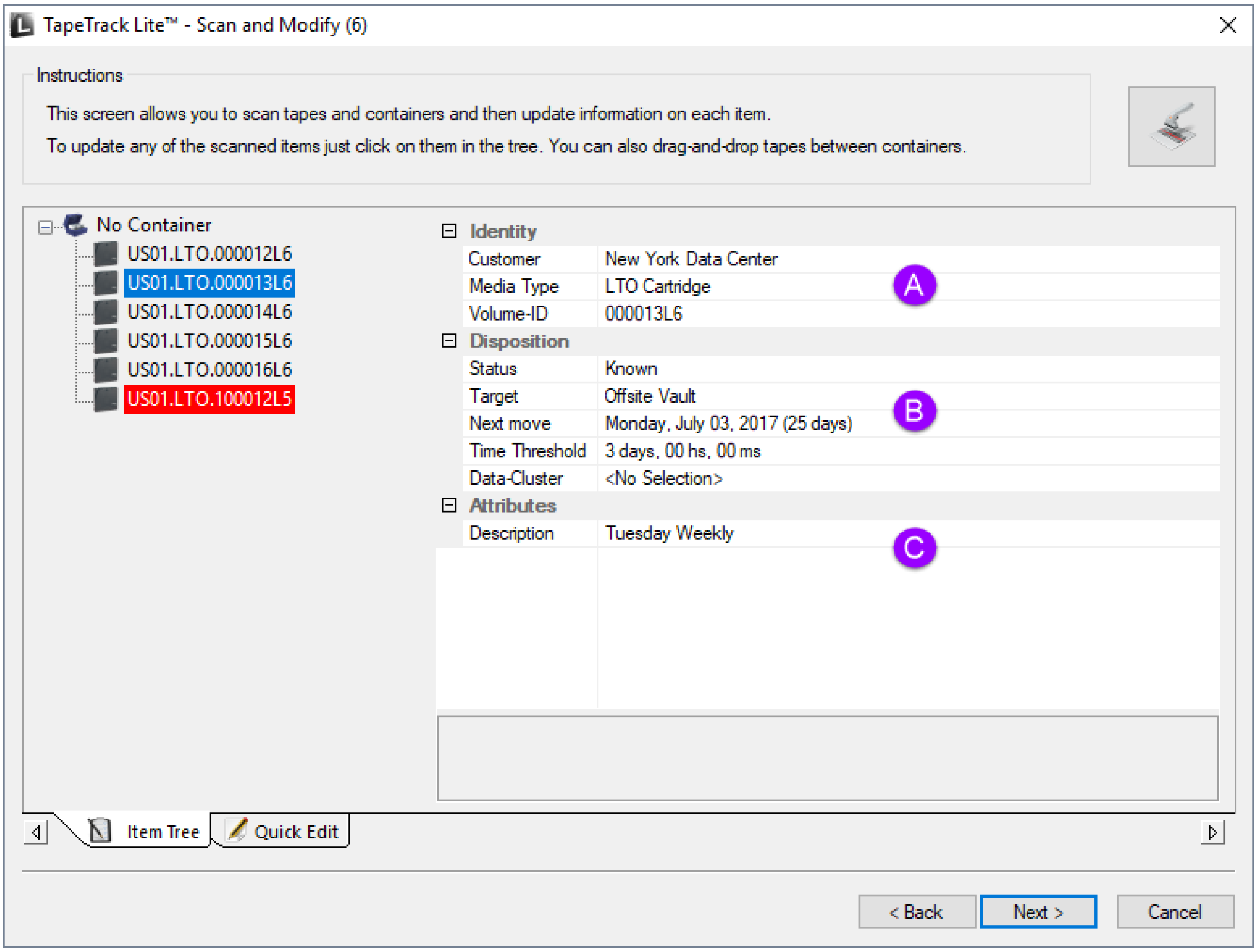
Scanning to add Volumes

This opens the Scan and Modify window which, by default, opens the Scan To Add Volumes window. Scan out the required tapes using your preferred scanning method When all volumes are scanned in close Scan To Add Volumes window by clicking X at top right of window.

Displaying Volumes

This sets focus to the Scan And Modify window. All volumes previously scanned in are displayed in the main pane of the window. Recognized volumes are displayed with black font on white background. Unrecognized volumes are displayed with white font on a red background. Left clicking on any volume ID will display that media's:

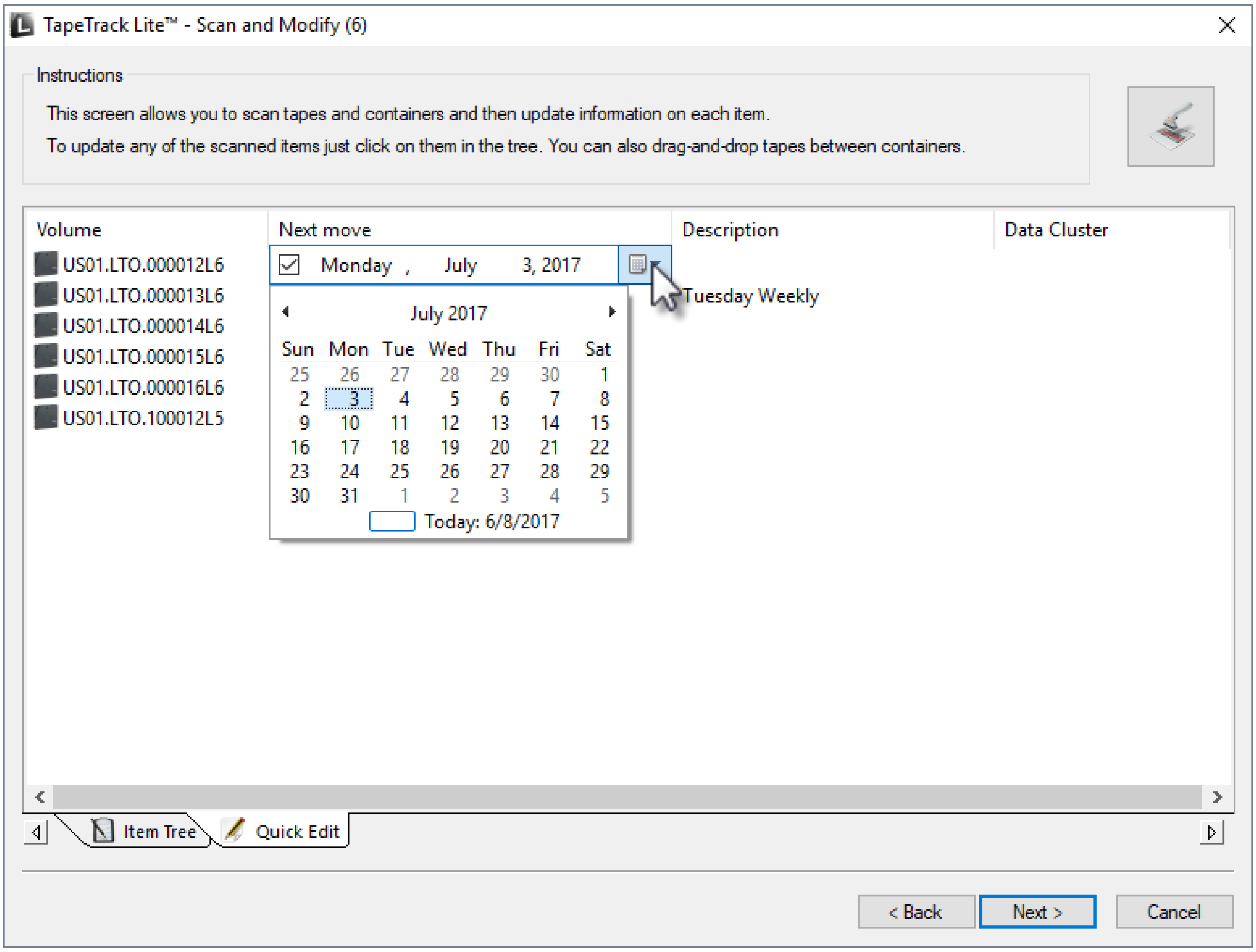
To alter current settings on a volume select required volume on left pane in window. Change any attribute on that volume by clicking in attribute window and selecting required value.



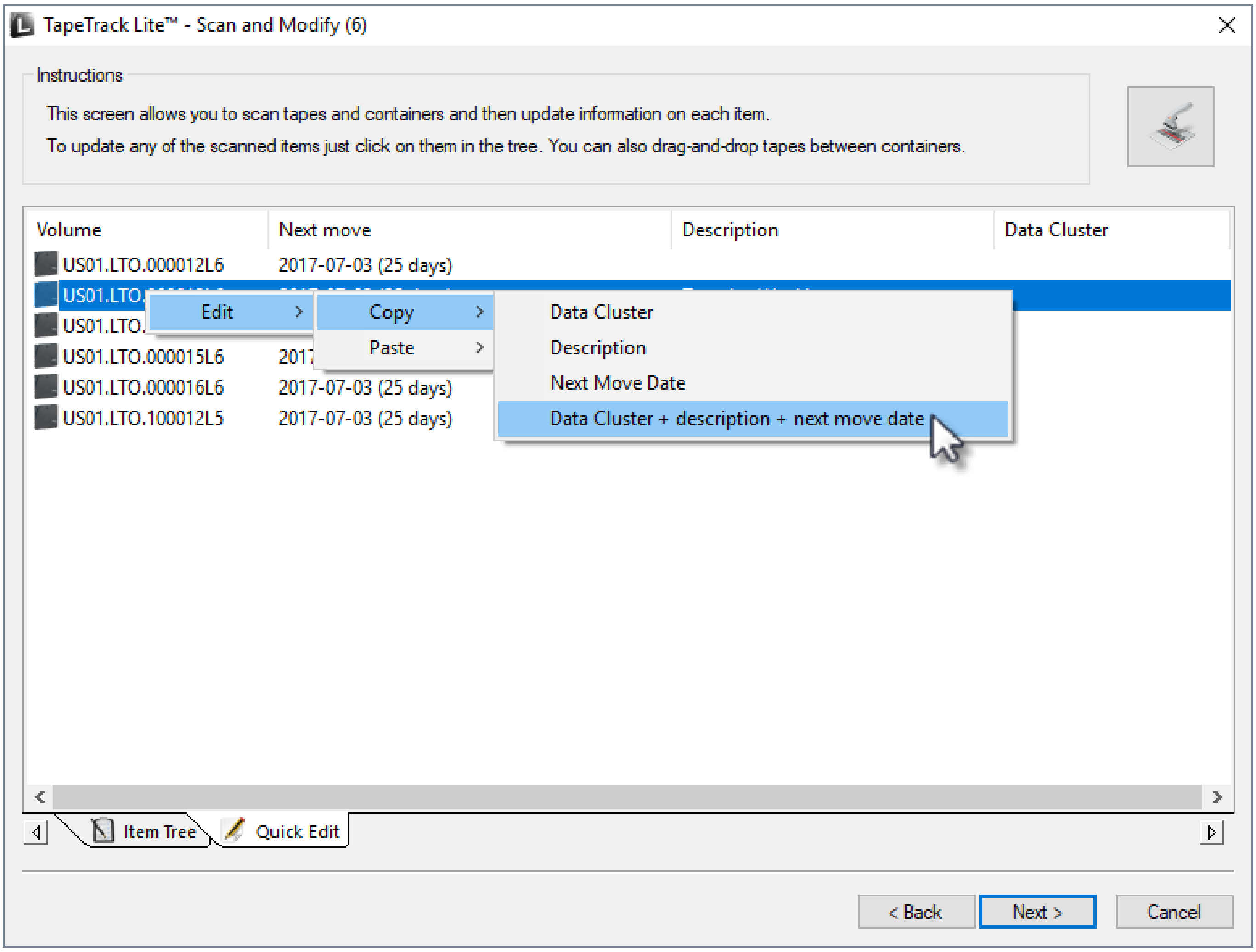
Notes:

- **A** Customer ID, Media Type, Volume ID
- **B** Status (Known or unknown), Target repository, Next move date, Time threshold and data cluster
- **C** The volumes description

Multiple volumes can be edited as a group using the Quick Edit tab. Select a tape and set next move date, description and/or data cluster.

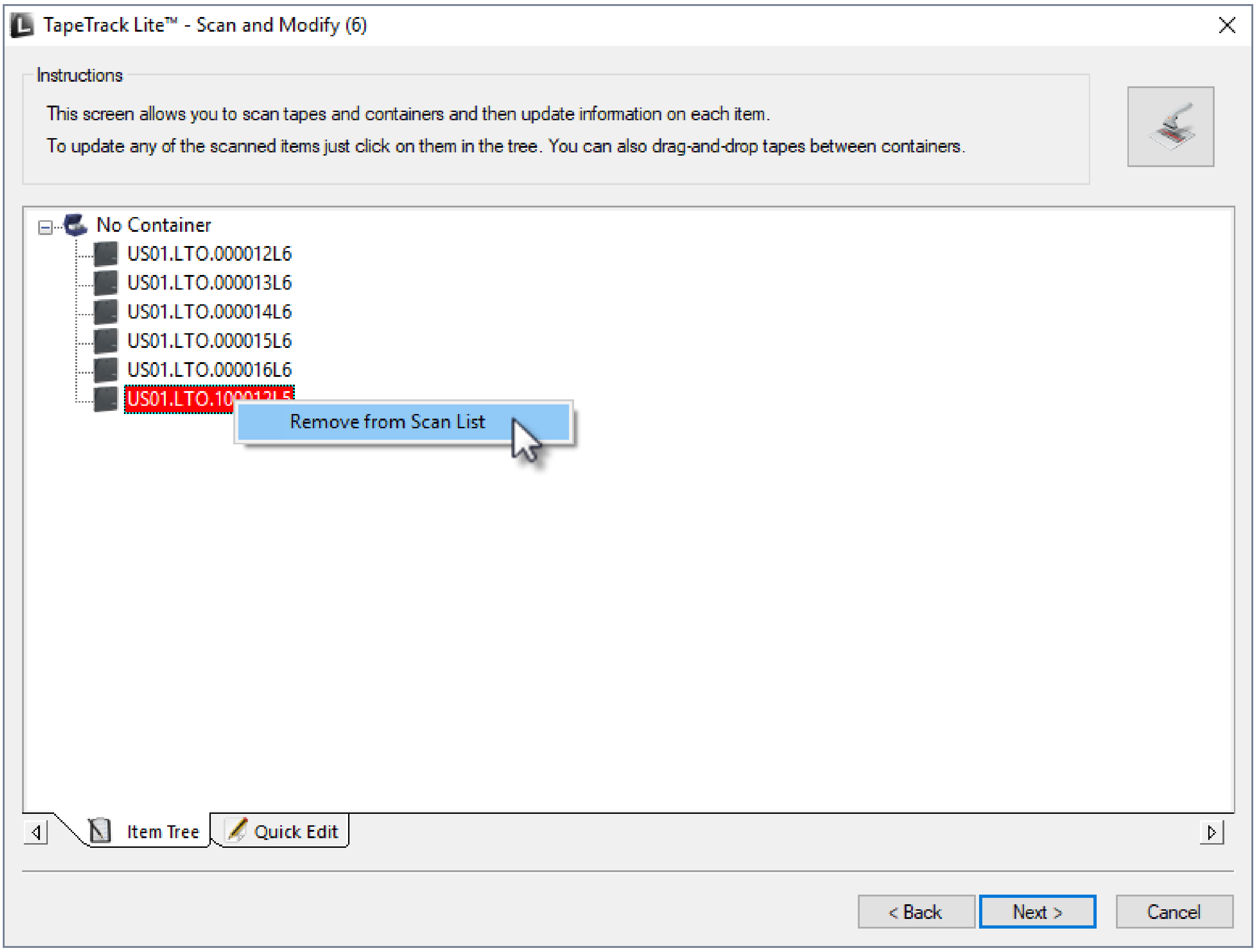


Right click the modified volume and select **edit - copy -** and the appropriate value from the options.



Select volumes to apply the data to and right click and select **edit - paste -** and the appropriate value from the options.

After modifying volume information to required values click `Next` button to continue. If you have any unknown volumes you will be prompted to add them before continuing. To add new media successfully all fields associated with that volume (Customer ID, media type, volume ID etc) must be applied. If an unwanted volume is scanned inadvertently it may be removed by right clicking the volume in the Scan and Modify window (items tab) and selecting Remove From Scan List.

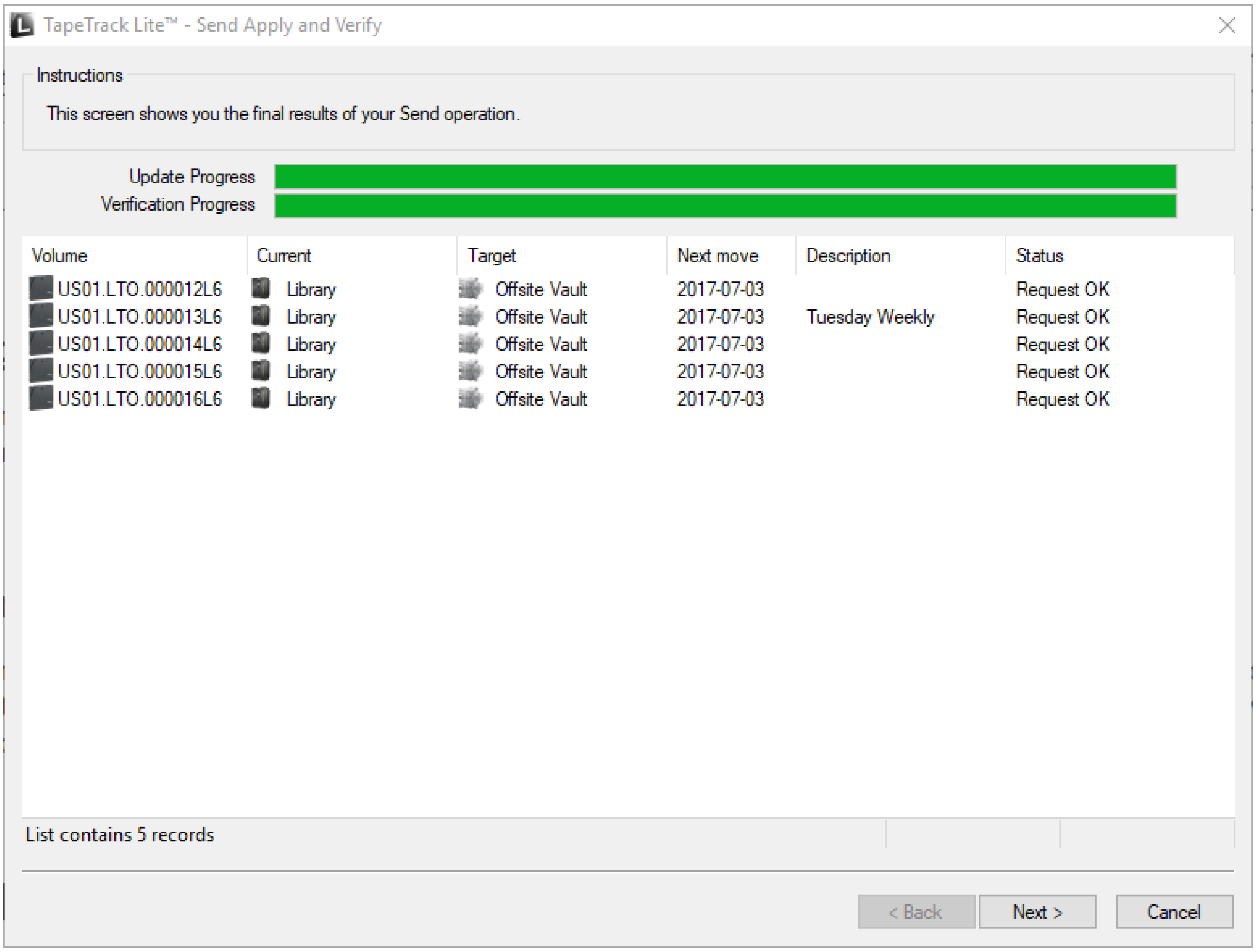


Click `Next` to continue.

Verifying Volumes

This will open the Send Apply and Verify window. This screen displays the final results of the send operation including the volume ID, current repository, target repository next move date, volume description and request status.

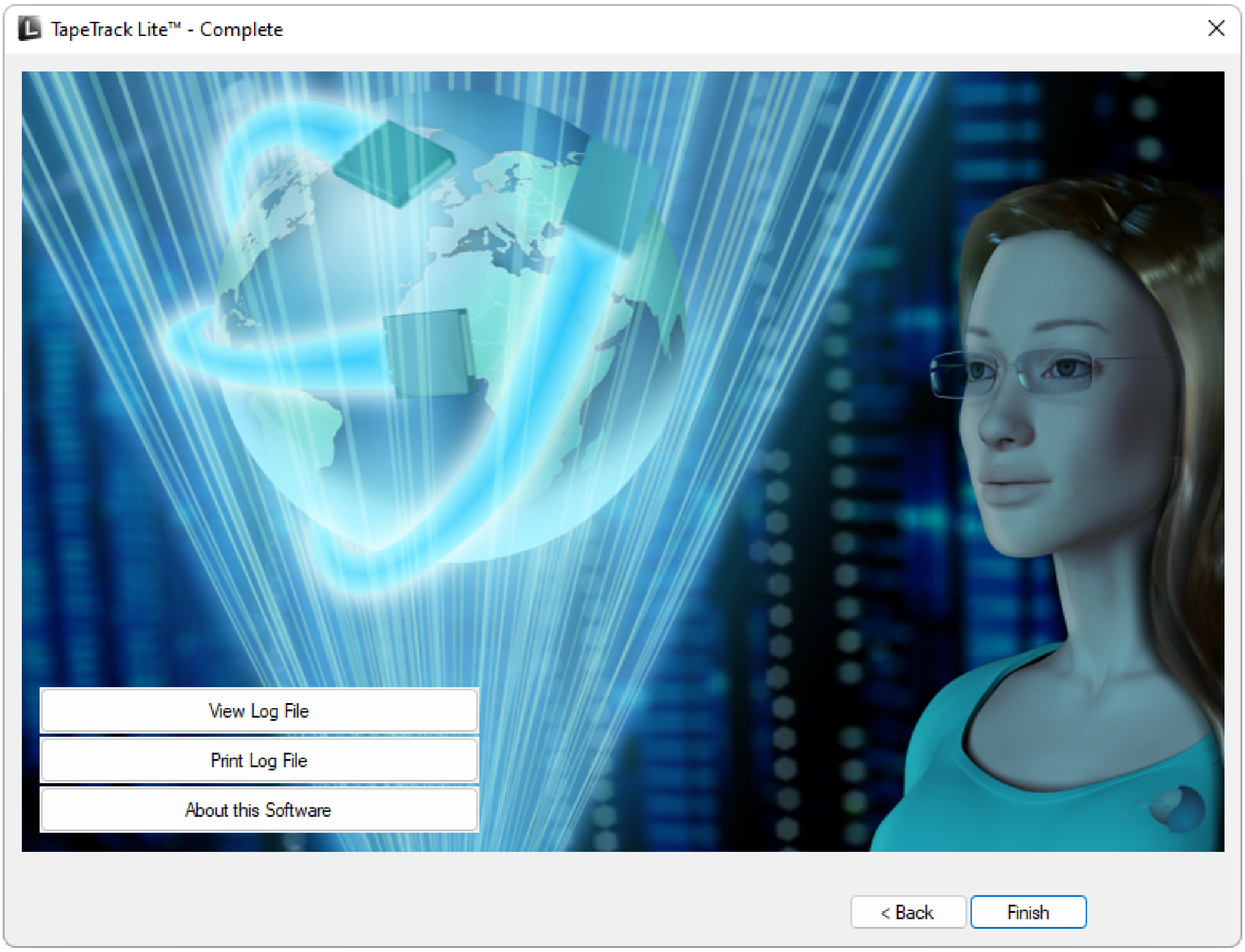
Click `Next` to continue.



Complete

This will bring up the Complete window, from here you can

- Click `Finish`, `Cancel` or X to exit TapeTrack Lite
- Click `Back` to return to start menu and select another task
- Click `View Log File` to view the log
- Click `Print Log File` to print out log file for further reference
- Click `About This Software` to view product and support (email, phone & website) information



scanning

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