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 values such as:

- 1. A Next Move Date which will influence when a volume returns to you.
- 2. A Description of the volume.
- 3. A Late Threshold which will raise an alert if the volume is not scanned-in.
- 4. A Data Cluster which can be used to automatically determine the Next Move Date, using a Simple Management Rule.

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.

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🕒 Welcome to TapeTrack Lite™				×
. 14	Introduction TapeTrack Lite will step you through viewing your tape inventory.	common tape manage	ement tasks such as scanning-in, scan	ning out and
	Please select a task	Scan-Out	×	
	Library Overview	Scan-In Scan-Out		•
	To assist you in better understanding yo	Recall	3	1
	These statistics are provided for analytic	Library Reconcilia	ation ment	
	New York Data Center	Library Managem Move Lists	ient	Center 🧊 I. 🕨
	Media Containers LTO Cartridge	🚺 List 🖌 Users		
		🦹 Password 🕡 Get Help		
		SCSI Media Char Excel Import	nger Console	
		About this Softwa	are	
			-	
			Media Containers- 22	
			-	
6			0	20
			c Deale Navity	Canaal
			< Dack Next :	Cancer

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.

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L TapeTrack Lite™ - Optic	ns		×
Instructions			
The Ontions screen allows	you to specify options that will influence how future screeps perform		
The options you change w	I be retained for future sessions.		
General Options			
Log File Folder	C:\Program Files\TapeTrack\TapeTrack Lite\docs\Lite Log	Files	
Advanced Options			
Time Threshold	3 days, 00 hs, 00 ms		
Next move	Tuesday, May 24, 2022 (1131 days)		
Predefined Lists	<not selected=""></not>		
		< Back Next >	Cancel

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.
 - $\circ\,$ 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.

L TapeTrack Lite™ - Scan and Modify (6)				×
Instructions				
This screen allows you to scan tapes and containe	rs and then update inf	ormation on each item.		S.
To update any of the scanned items just click on th	nem in the tree. You c	an also drag-and-drop tapes between cor	ntainers.	- S
In the second se				
US01.I TO.00001216		New York Data Contor		
	Madia Tura	TO Cartidae	Λ	
	Velume ID	000012LC		
	Dispesition	00001326		
		Known		
	Tarraet	Offeite Voult	_	
USUT.LTO. 100012L5	Next move	Monday, July 02, 2017 (25 days)	B	
	Time Threshold	3 days 00 be 00 me		
	Data-Cluster	<no selection=""></no>		
	Description	Tuesday Weekly		
	Description	Tuesday Weekly	C	
4 Item Tree 🖉 Quick Edit				♦
		<	Back Next >	Cancel

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

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date, description and/or data cluster.

Image: TapeTrack Lite™ - Scan and	d Modify (6)	×
Instructions This screen allows you to sca To update any of the scanne	an tapes and containers and then update information on each item. ed items just click on them in the tree. You can also drag-and-drop tapes between containers.	Ś
Volume	Next move Description	Data Cluster
WS01.LTO.000012L6	☑ Monday , July 3, 2017 □	
US01.LTO.000013L6	July 2017	
US01.LTO.000014L6	Sun Mon Tue Wed Thu Fri Sat	
US01.LTO.000016L6	25 26 27 28 29 30 1	
US01.LTO.100012L5	9 10 11 12 13 14 15	
	16 17 18 19 20 21 22 23 24 25 26 27 28 29	
	30 31 1 2 3 4 5	
	10003/. 0/0/2017	
<		>
🛯 🚺 Item Tree 📝 C	Quick Edit	4
	< Back	Next > Cancel

Right click the modified volume and select $edit \rightarrow copy$ and the appropriate value from the options.

🕒 TapeTrack Lite™ - Scan an	d Modify (6)					×
Instructions This screen allows you to sca To update any of the scanne	an tapes and (ditemsjust cl	containers ar lick on them i	nd then n the tr	update information on each item. ee. You can also drag-and-drop tapes between containers.		Ś
Volume US01.LTO.000012L6	Next move 2017-07-03	e 3 (25 days)		Description	Data Cluster	
US01.LTO. US01.LTO.000015L6 US01.LTO.000016L6 US01.LTO.100012L5	> 2017-07-03 2017-07-03	Copy Paste 3 (25 days) 3 (25 days)	>	Data Cluster Description Next Move Date Data Cluster + description + next move date		
 ▲ Item Tree 	Quick Edit					4
				< Back	Next >	Cancel

Select volumes to apply the data to and right click and select $edit \rightarrow paste$ 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.

TapeTrack Lite™ - Scan and Modify (6)	×
Instructions	
This screen allows you to scan tapes and containers and then update information on each item.	L
To update any of the scanned items just click on them in the tree. You can also drag-and-drop tapes between containers.	
E No Container	
US01.LTO.000012L6	
US01.LTO.000013L6	
Remove from Scan List	
4 Item Tree Quick Edit	4
< Back Next	> Cancel

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.

L TapeTrack Lite [™] - Send	Apply and Verify					×
Instructions						
This screen shows you th	ne final results of your	Send operation.				
Update Progre Verification Progre	ess					
Volume US01.LTO.000012L6 US01.LTO.000013L6 US01.LTO.000014L6 US01.LTO.000015L6 US01.LTO.000016L6	Current Library Library Library Library Library	Target Offsite Vault Offsite Vault Offsite Vault Offsite Vault	Next move 2017-07-03 2017-07-03 2017-07-03 2017-07-03	Description Tuesday Weekly	Status Request OK Request OK Request OK Request OK	
List contains 5 records						
				< Back	Next > Ca	ncel

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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Permanent link: https://rtfm.tapetrack.com/lite/function_send?rev=1509729332



Last update: 2025/01/21 22:07