

# Send

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.

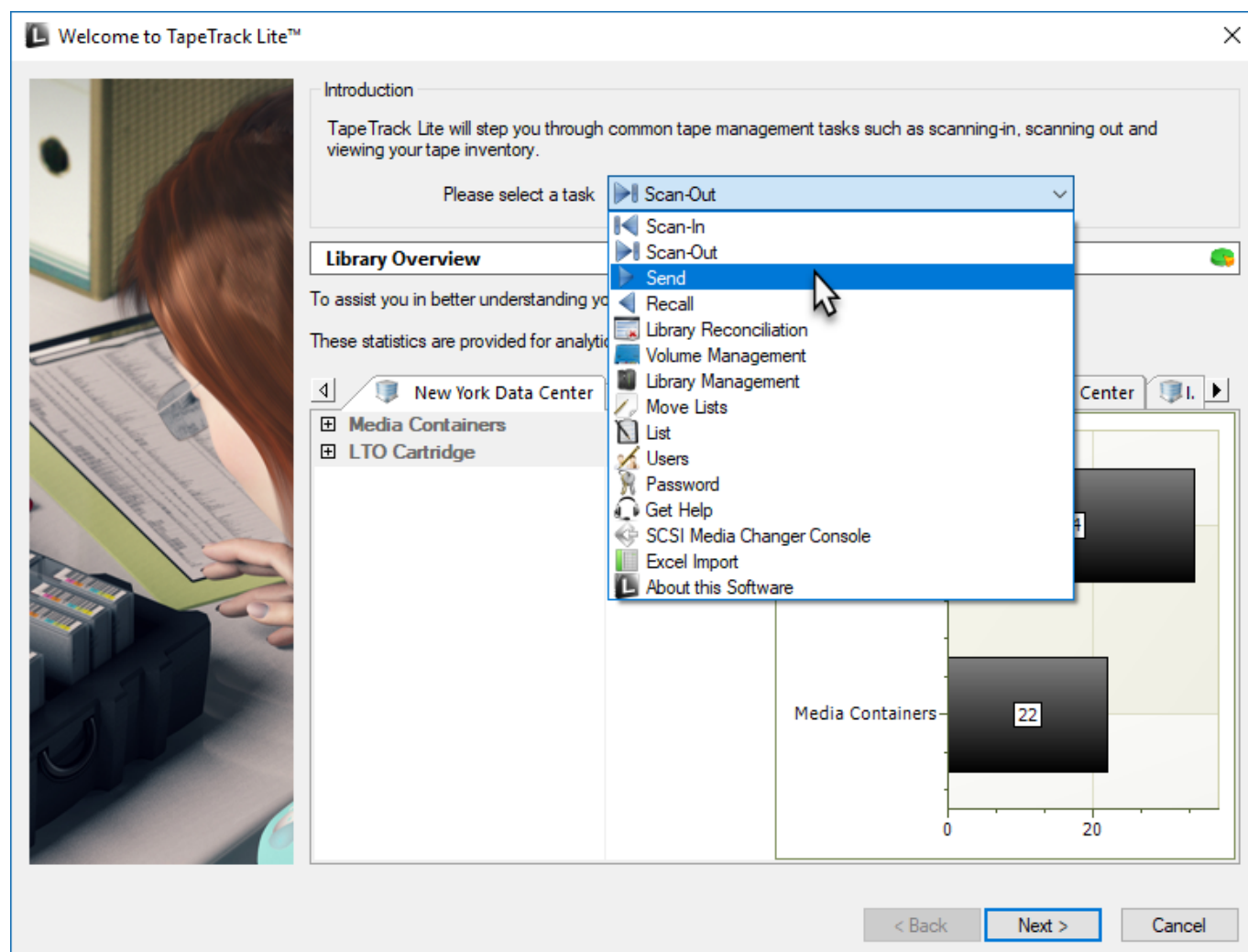
When a volume is put into a move status this only represents the request to move the volume and a second step is required to confirm the movement of the volume.

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 Time 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](#).

## Sending Volumes

Select Send from the Library Management Task's drop-down menu and click Next to continue.



## 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.

TapeTrack Lite™ - Options

**Instructions**

The Options screen allows you to specify options that will influence how future screens perform.

The options you change will be retained for future sessions.

**General Options**

Log File Folder	C:\Program Files\TapeTrack\TapeTrack Lite\docs\Lite Log Files
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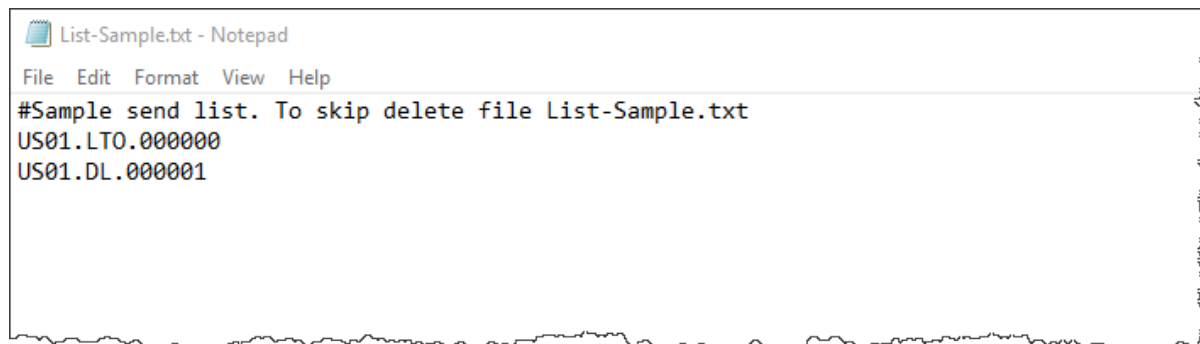
**Advanced Options**

Time Threshold	3 days, 00 hs, 00 ms
Next move	Tuesday, May 24, 2022 (1131 days)
Predefined Lists	<Not Selected>

< 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.
  - 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.



```
List-Sample.txt - Notepad
File Edit Format View Help
#Sample send list. To skip delete file List-Sample.txt
US01.LTO.000000
US01.DL.000001
```

## 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.

TapeTrack Lite™ - Scan and Modify (6)

Instructions

This screen allows you to scan tapes and containers and then update information on each item.  
To update any of the scanned items just click on them in the tree. You can also drag-and-drop tapes between containers.

No Container

- US01.LTO.000012L6
- US01.LTO.000013L6
- US01.LTO.000014L6
- US01.LTO.000015L6
- US01.LTO.000016L6
- US01.LTO.100012L5

Identity

CustomerNew York Data Center

Media TypeLTO Cartridge

Volume-ID000013L6

Disposition

StatusKnown

TargetOffsite Vault

Next moveMonday, July 03, 2017 (25 days)

Time Threshold3 days, 00 hs, 00 ms

Data-Cluster<No Selection>

Attributes

DescriptionTuesday Weekly

Item Tree

Quick Edit

< Back

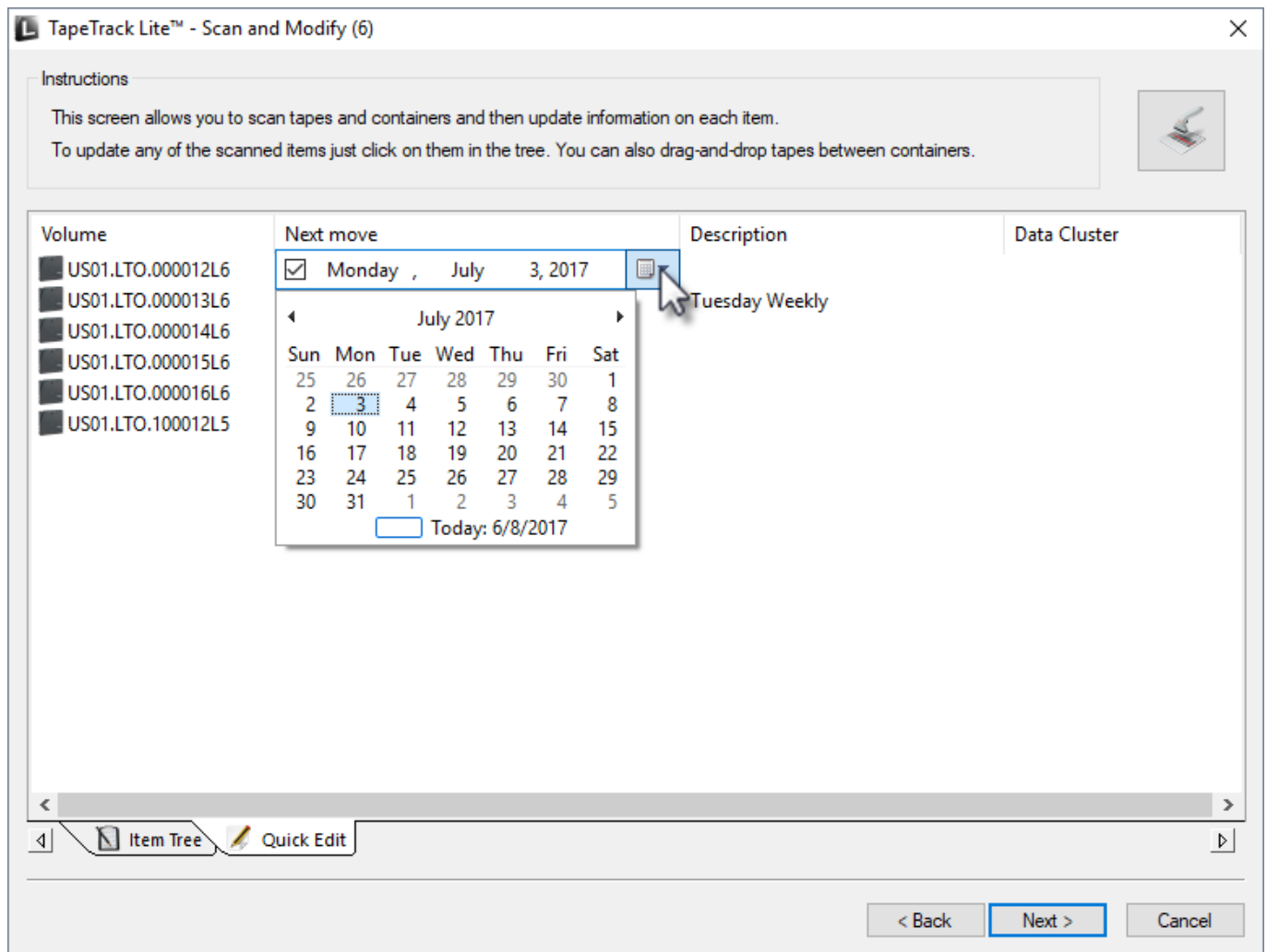
Next >

Cancel

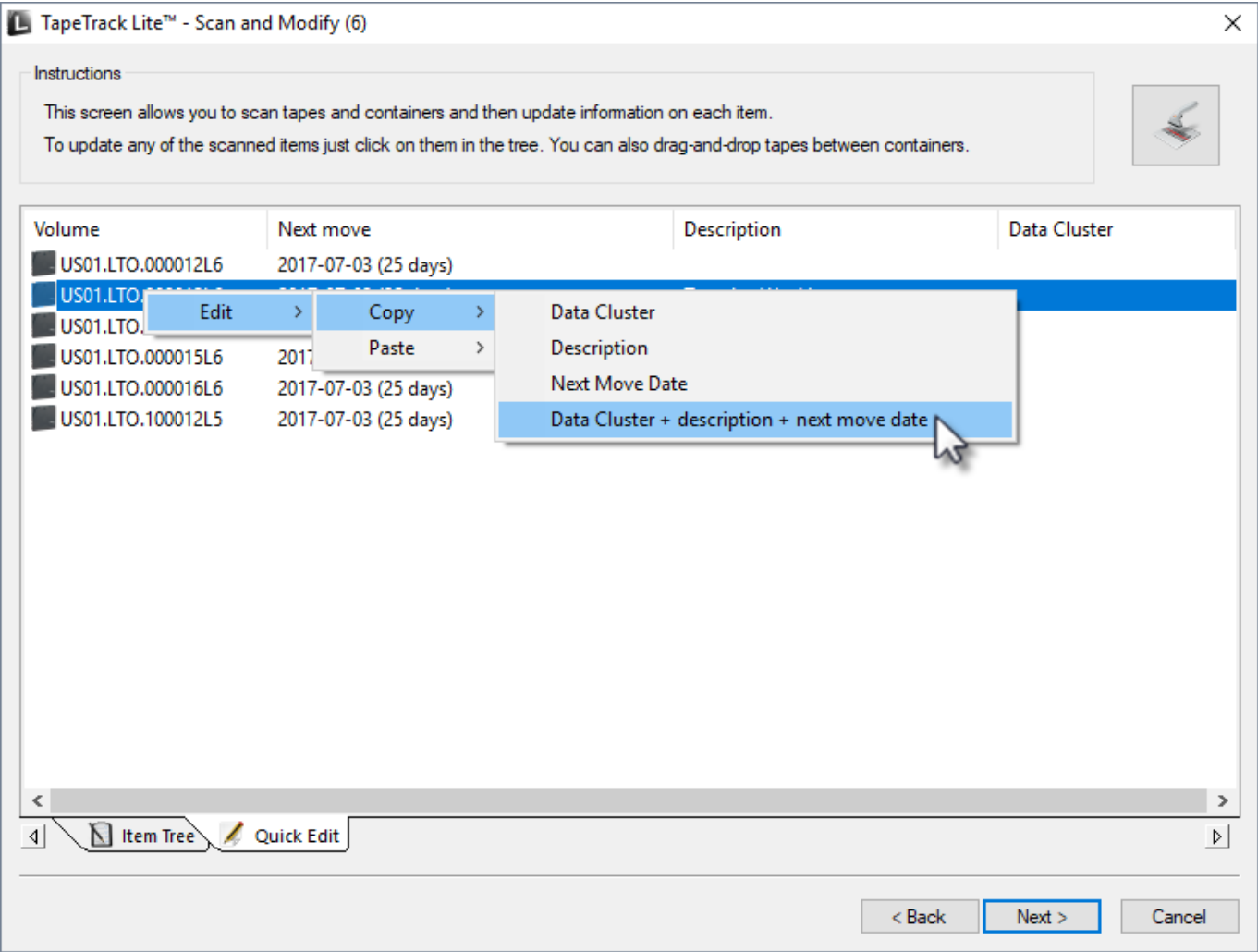
**Notes:**

- **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 date, description and/or data cluster.

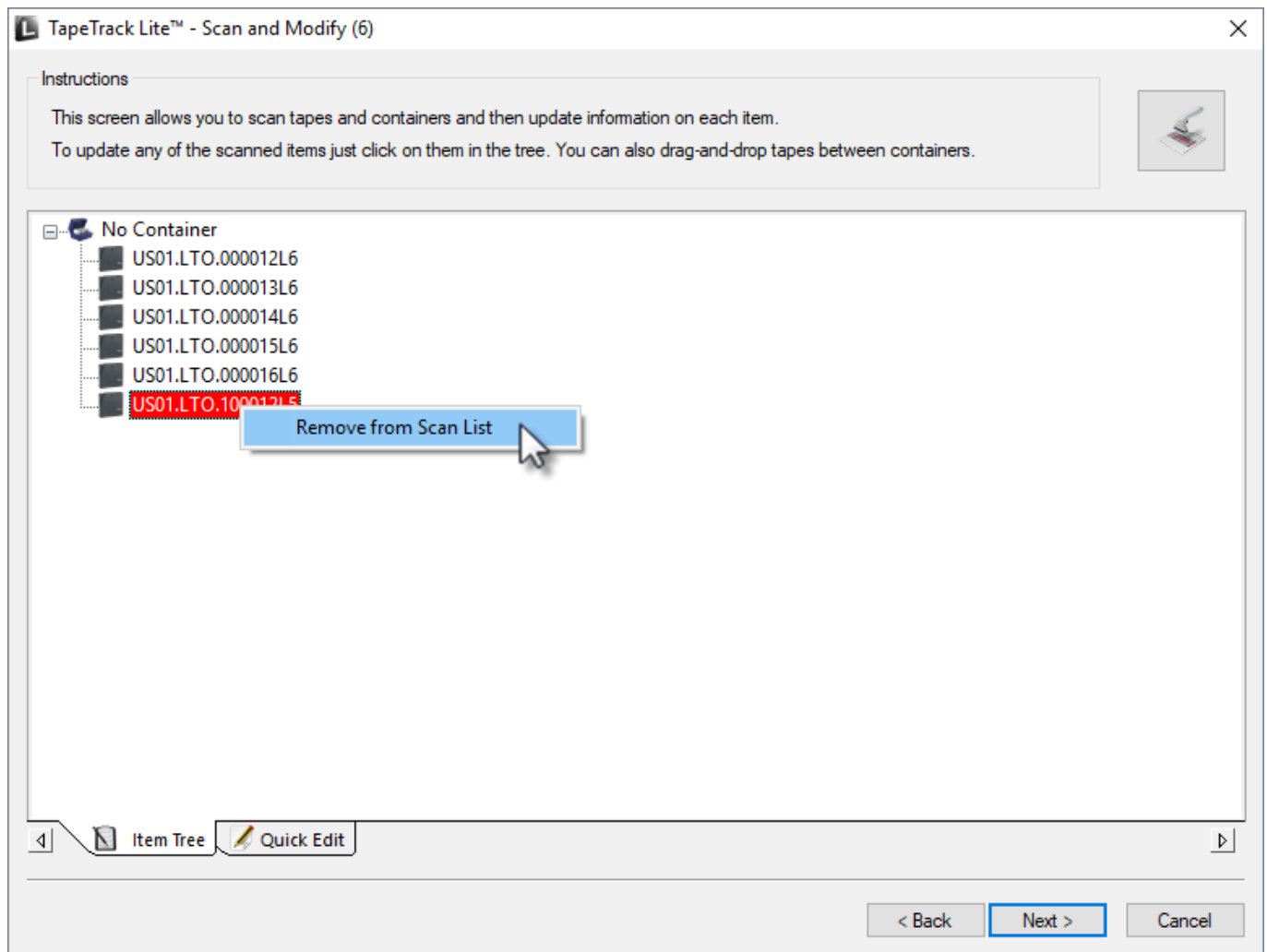


Right-click the modified volume and select edit → copy and the appropriate value from the options.



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.

TapeTrack Lite™ - Send Apply and Verify

Instructions

This screen shows you the final results of your Send operation.

Update Progress

Verification Progress

Volume	Current	Target	Next move	Description	Status
US01.LTO.000012L6	Library	Offsite Vault	2017-07-03	Tuesday Weekly	Request OK
US01.LTO.000013L6	Library	Offsite Vault	2017-07-03		Request OK
US01.LTO.000014L6	Library	Offsite Vault	2017-07-03		Request OK
US01.LTO.000015L6	Library	Offsite Vault	2017-07-03		Request OK
US01.LTO.000016L6	Library	Offsite Vault	2017-07-03		Request OK

List contains 5 records

< Back

Next >

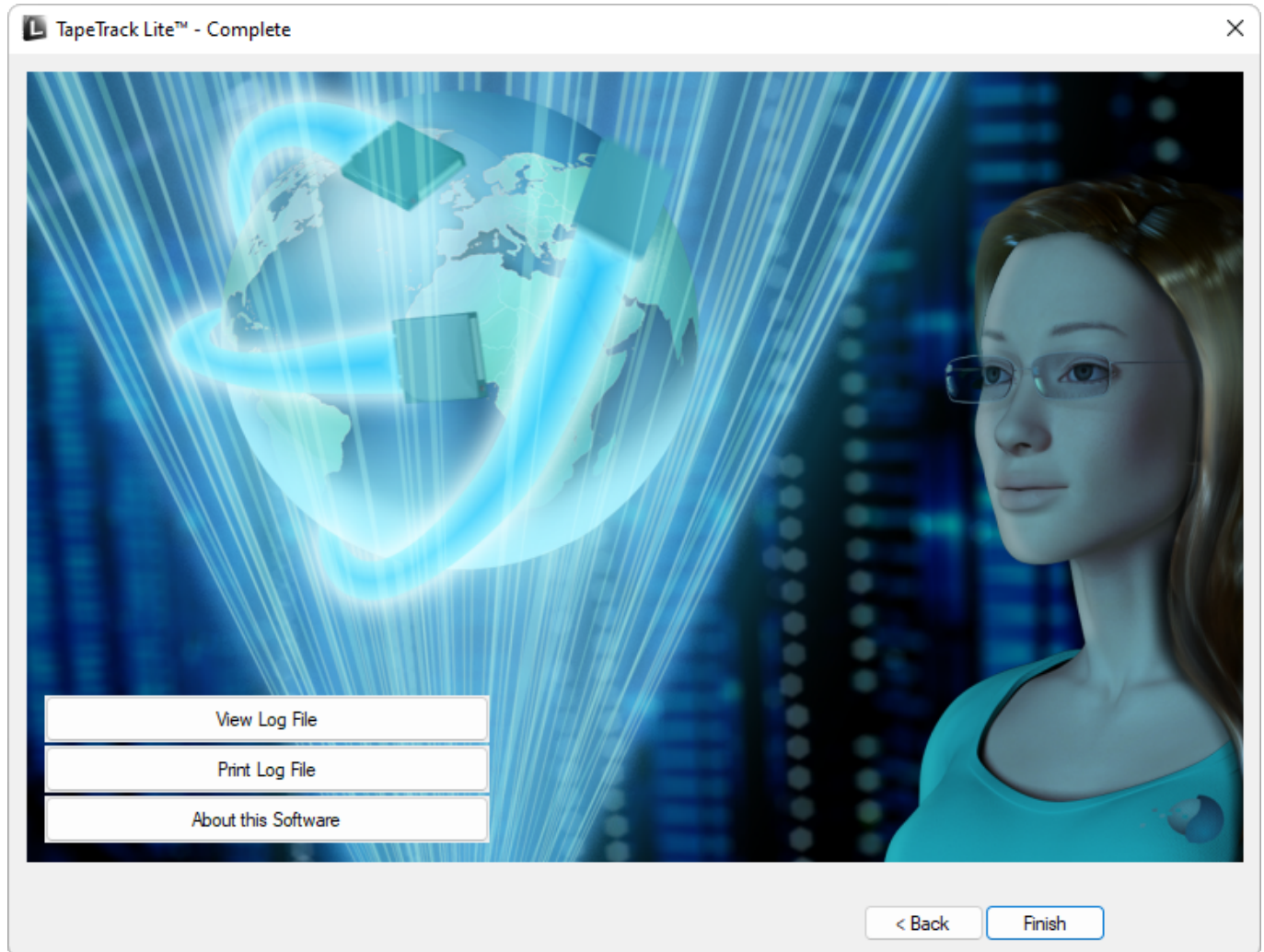
Cancel

# 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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