Send

The TapeTrack Lite Send function is used to select 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.

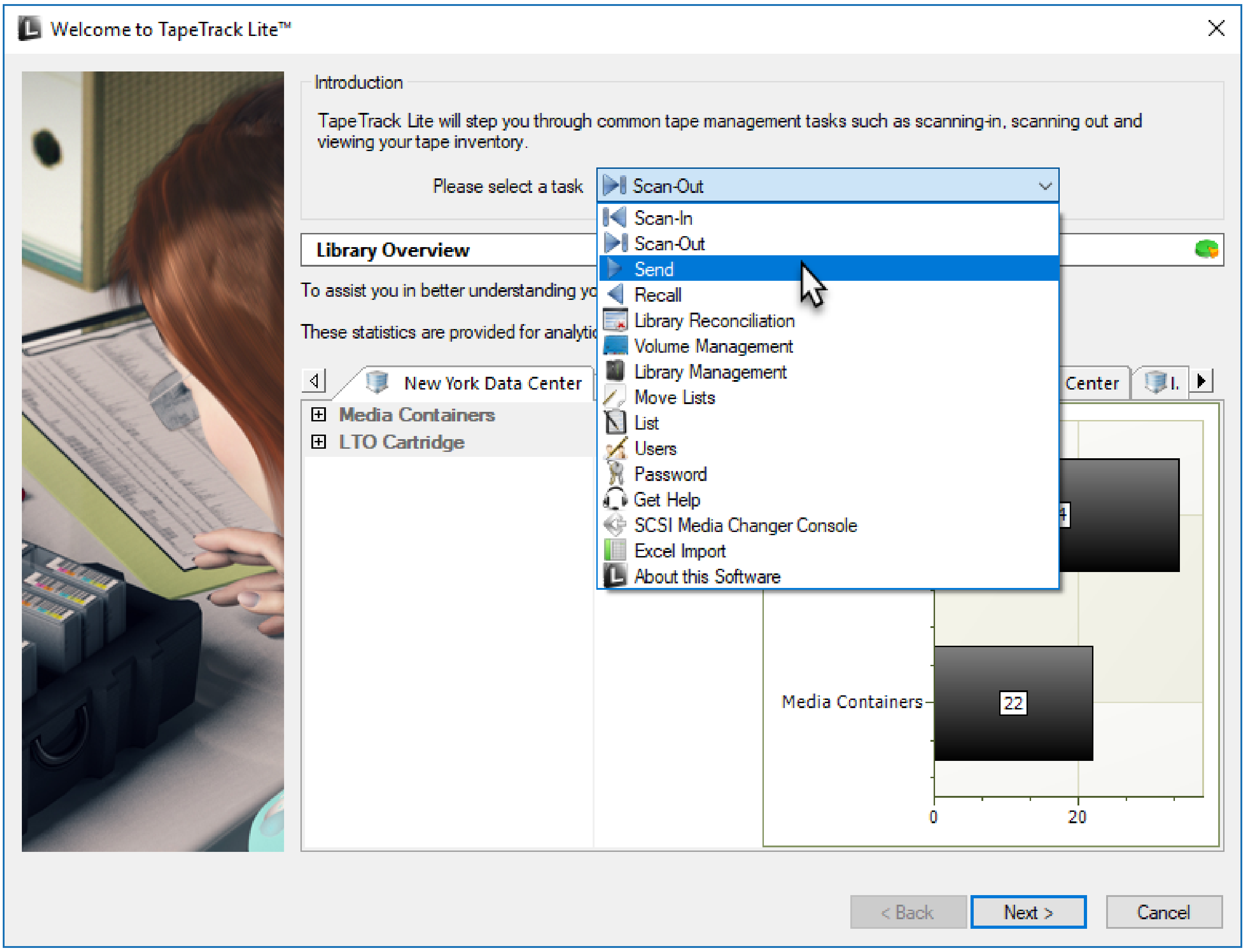
In addition to putting each Volume into a move state, the send function also allows you to set values such as:

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 Process

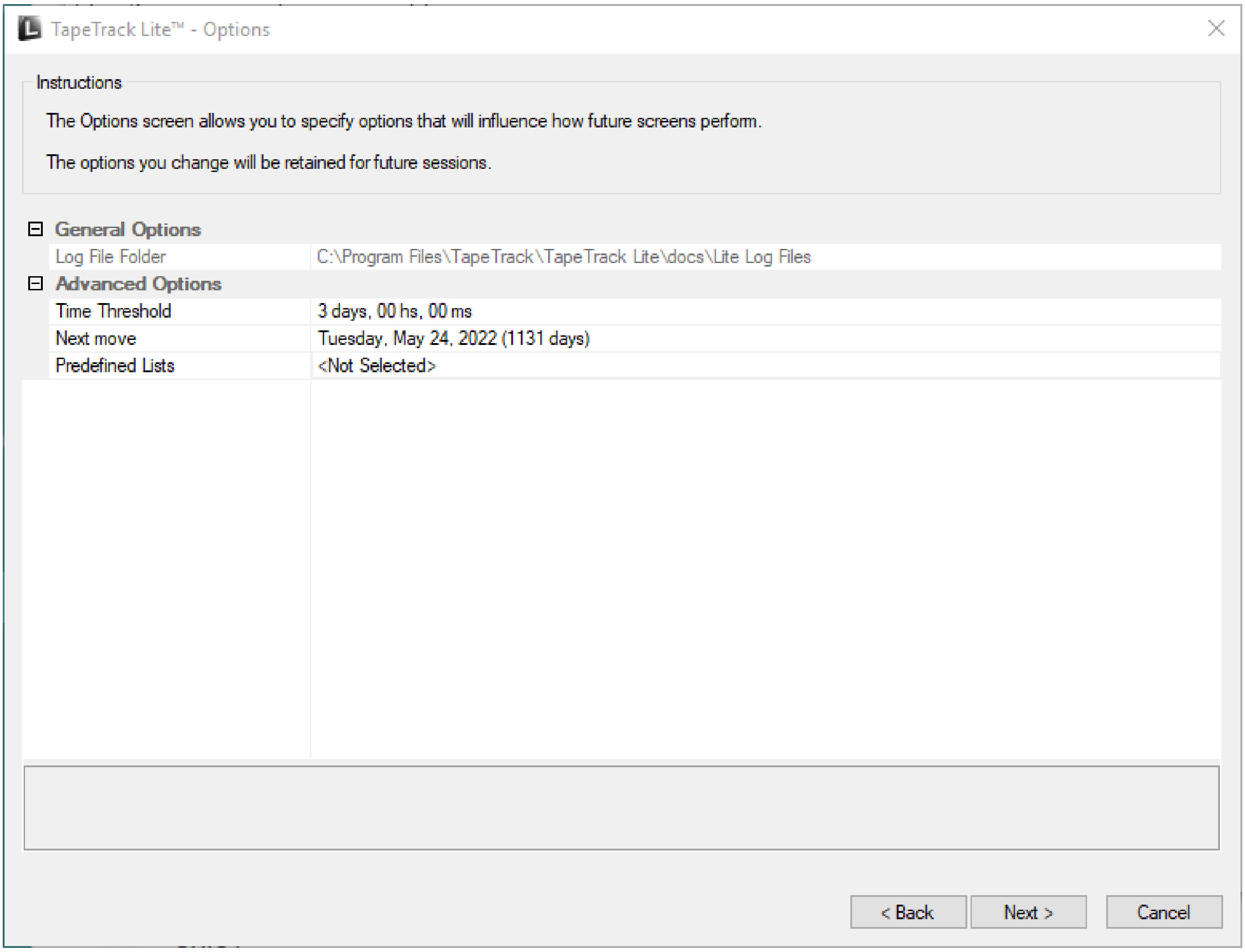
Select Send

Select Send from the Library Management Task's drop-down menu.



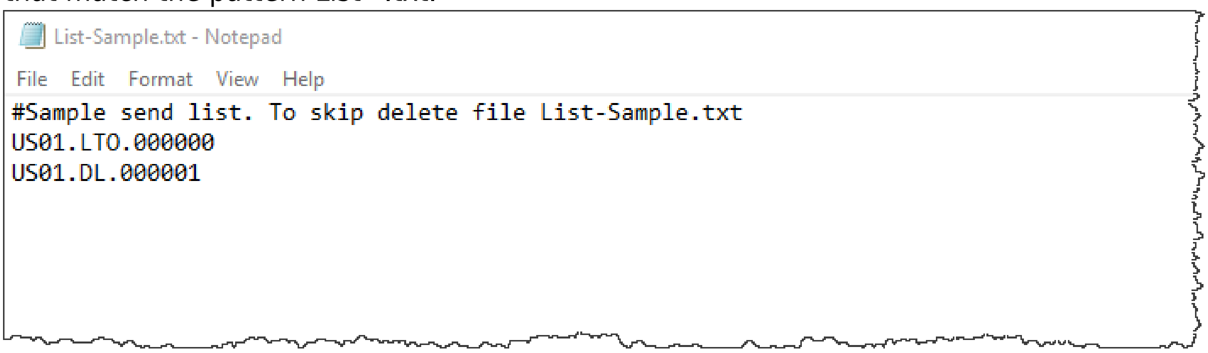
Options

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.



<u>Notes:</u>

- **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 select Containers

If the volumes you are sending are in containers, scan the container before proceeding to scanning the volumes.

If required scan subsequent containers, as needed, before scanning the volume to be assigned to them.

If your container has a unqualified barcode, be sure to edit the Customer-ID and Media-ID fields at the top right of the **Scan to add Volumes** window for each container and subsequently scanned volumes

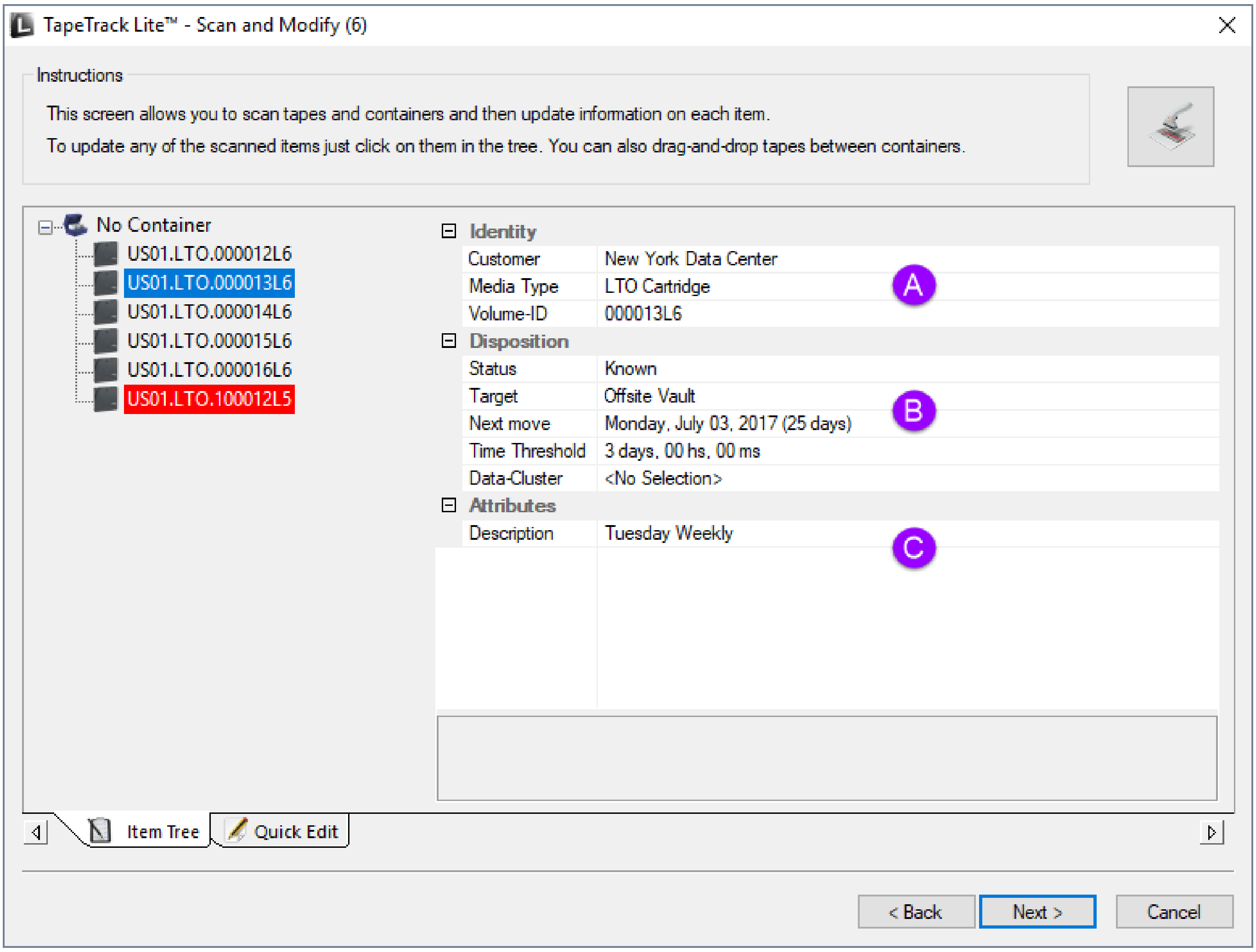
Scanning to add Volumes

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 Identity, disposition and attributes.

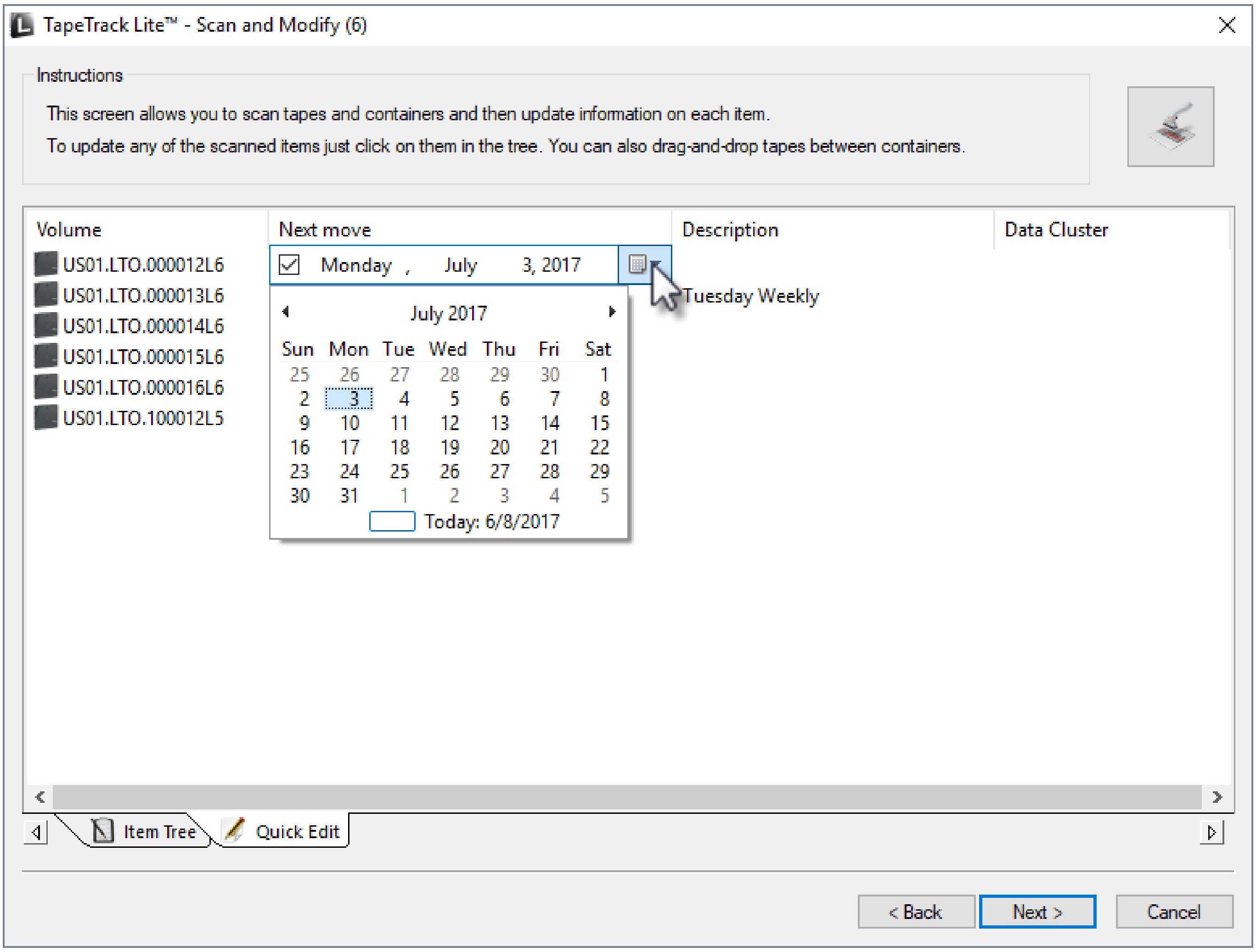
To alter current settings on a volume select required volume on left pane in window. Change any attribute on that volume by clicking in attribute window and selecting required value.



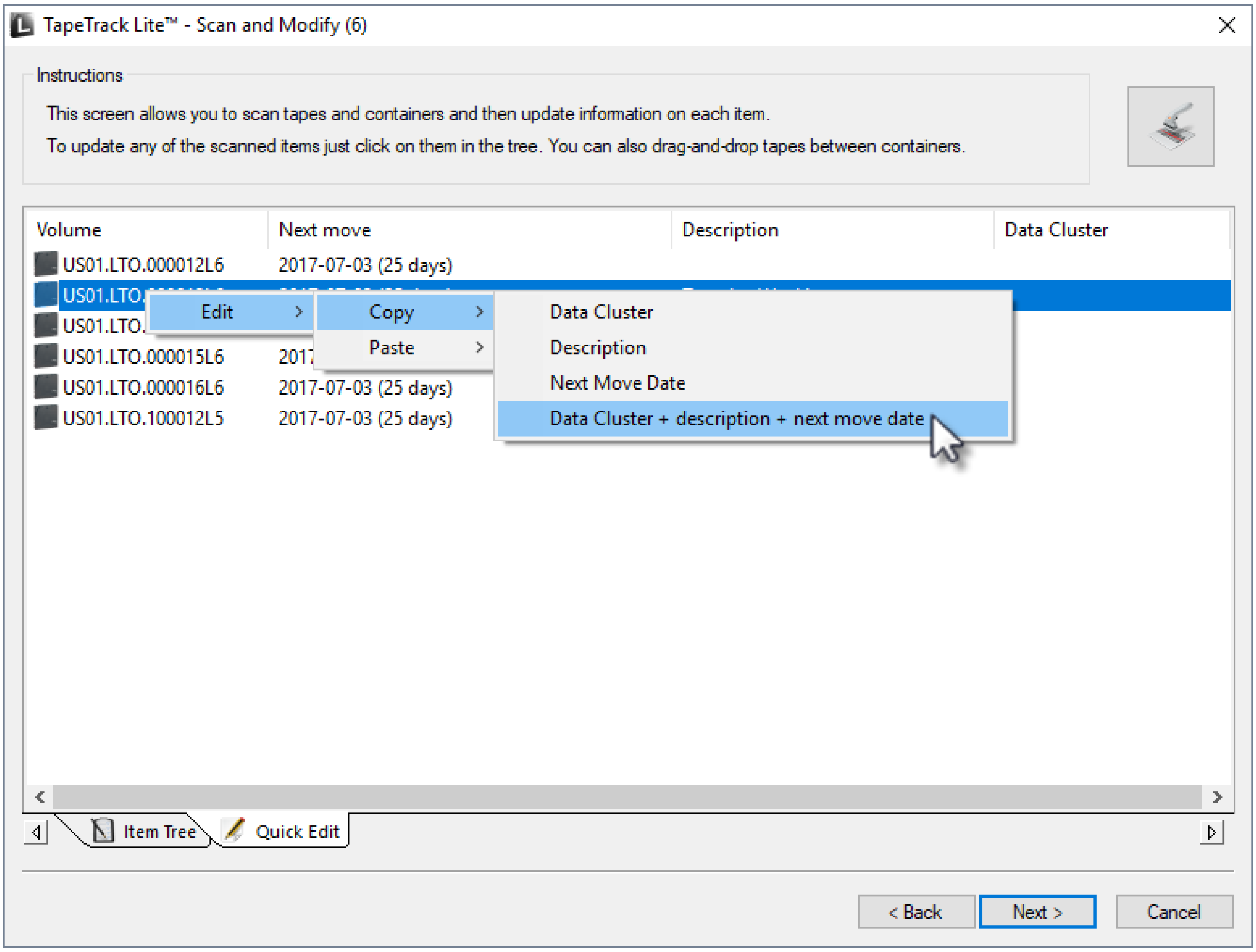
Notes:

- **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.

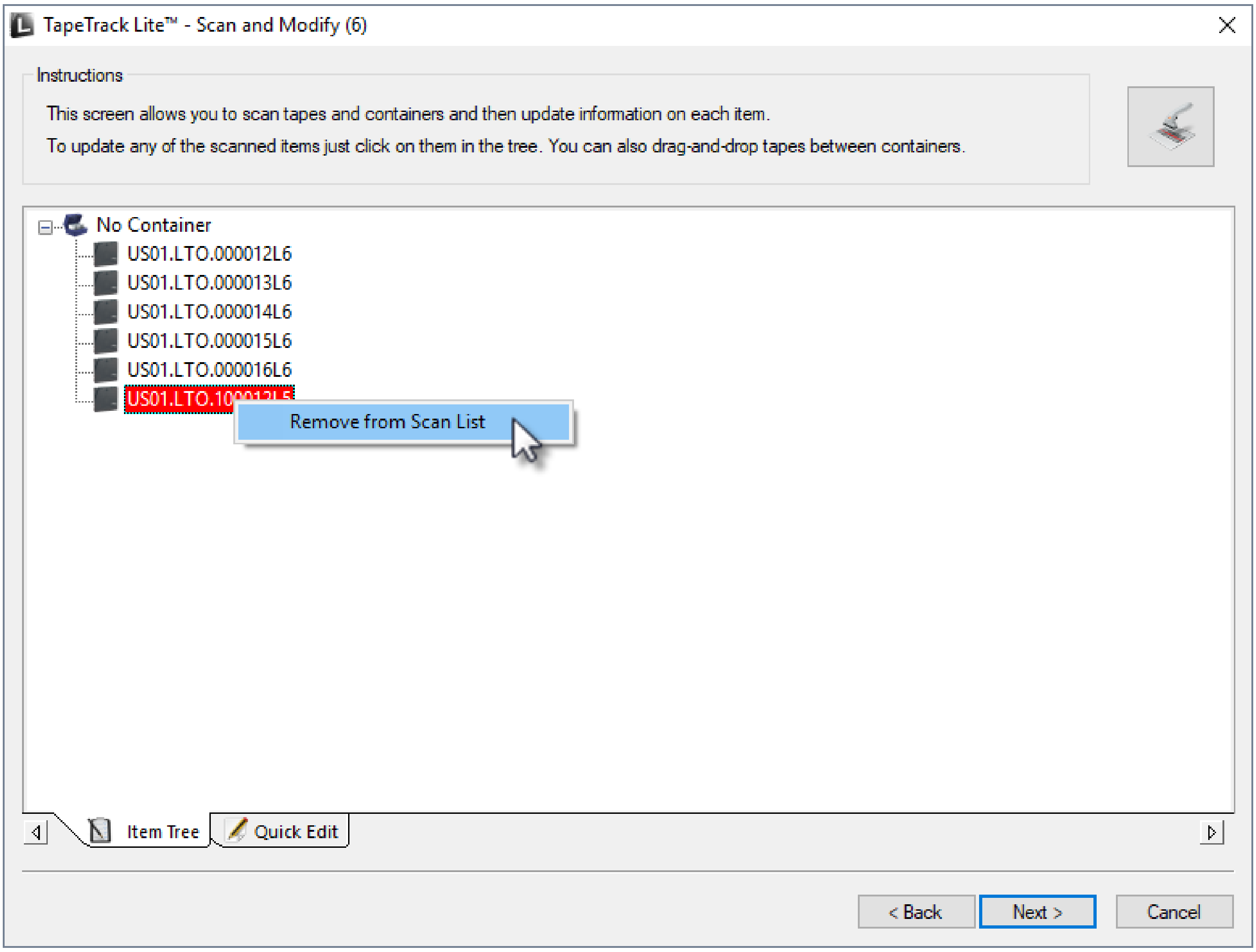


Right-click the modified volume and select `edit` → `copy` and the appropriate value from the options.



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`.

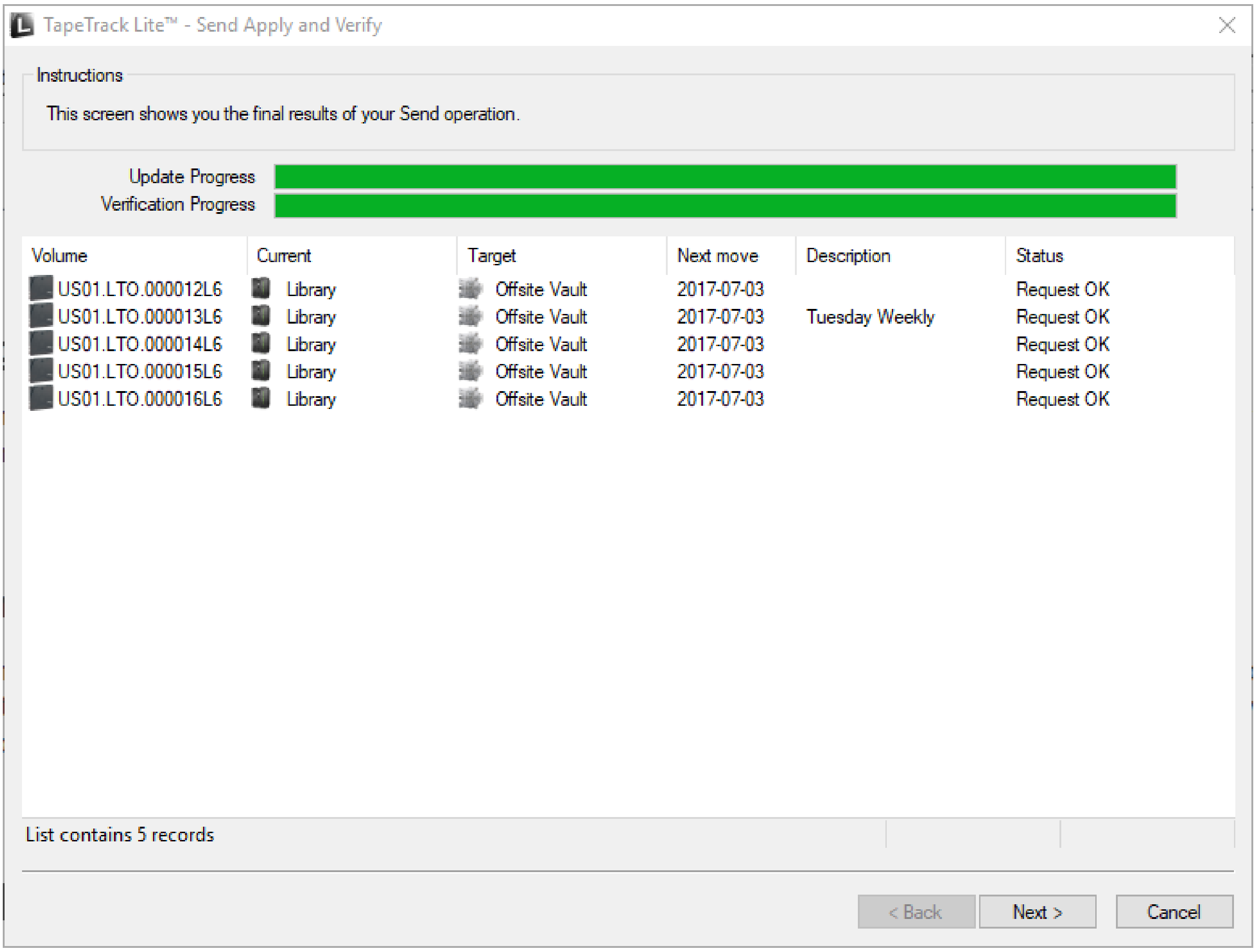


Click `Next` to continue.

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.

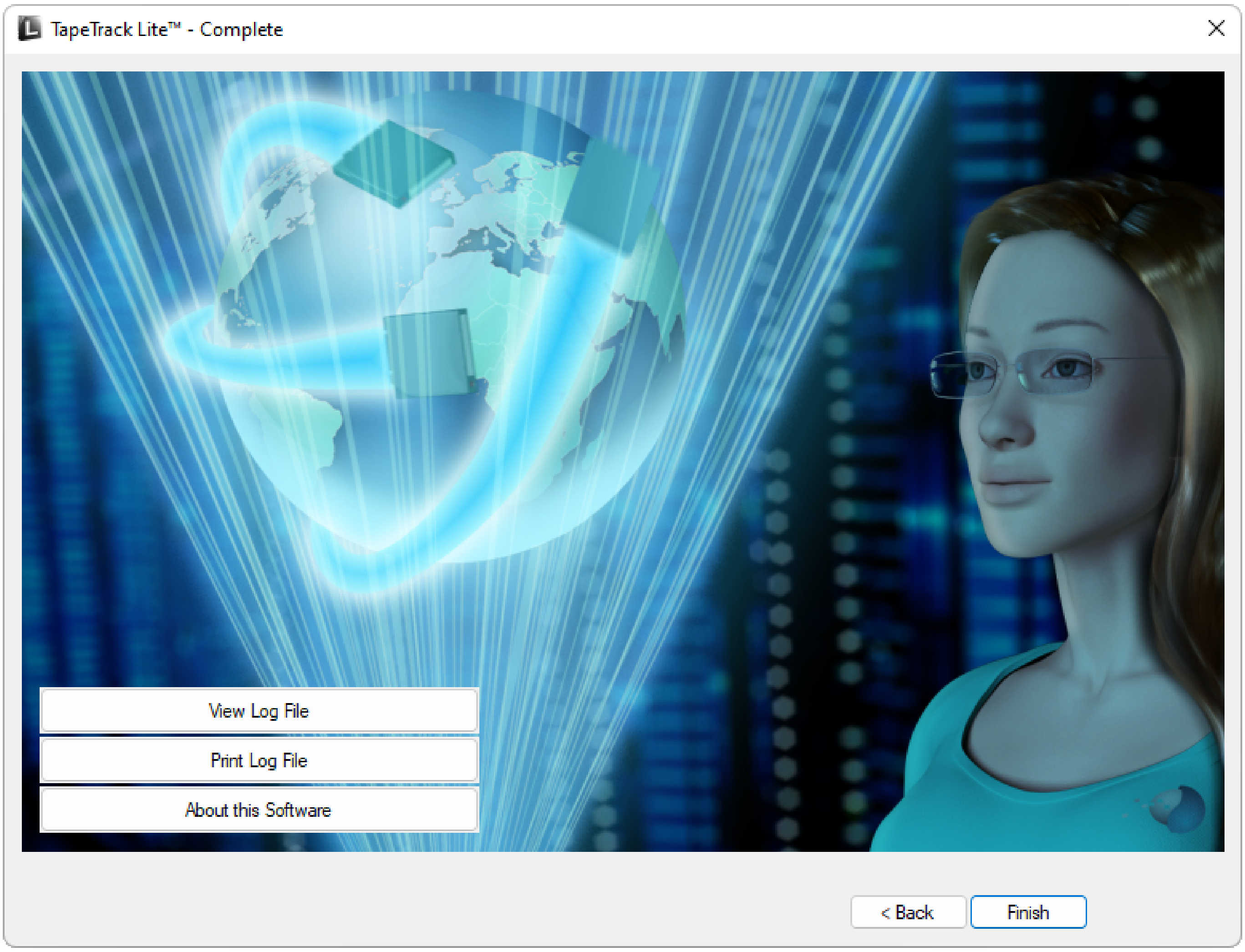
Click `Next` to continue.



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


TapeTrack Lite™ - Complete
View Log File
Print Log File
About this Software
< Back
Finish

scanning