

# 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 or Repository.

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**.

## Send Volumes Process



The Send Volumes video is intended as a companion to the instructions.

Best results are obtained by reading the instructions and then viewing the implementation of the process via the video

## Select Send

Select Send from the **Task Menu** and click Next to continue.



## Options



**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 field to the right of the Log File Folder, 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 barcoded Containers, scan the Container before 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 **Volumes** using your preferred **scanning method**.

When all **Volumes** are scanned in, close the **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/s** on the left pane in in the window. Change any attribute on that **Volume** by clicking in attribute window and selecting required value.



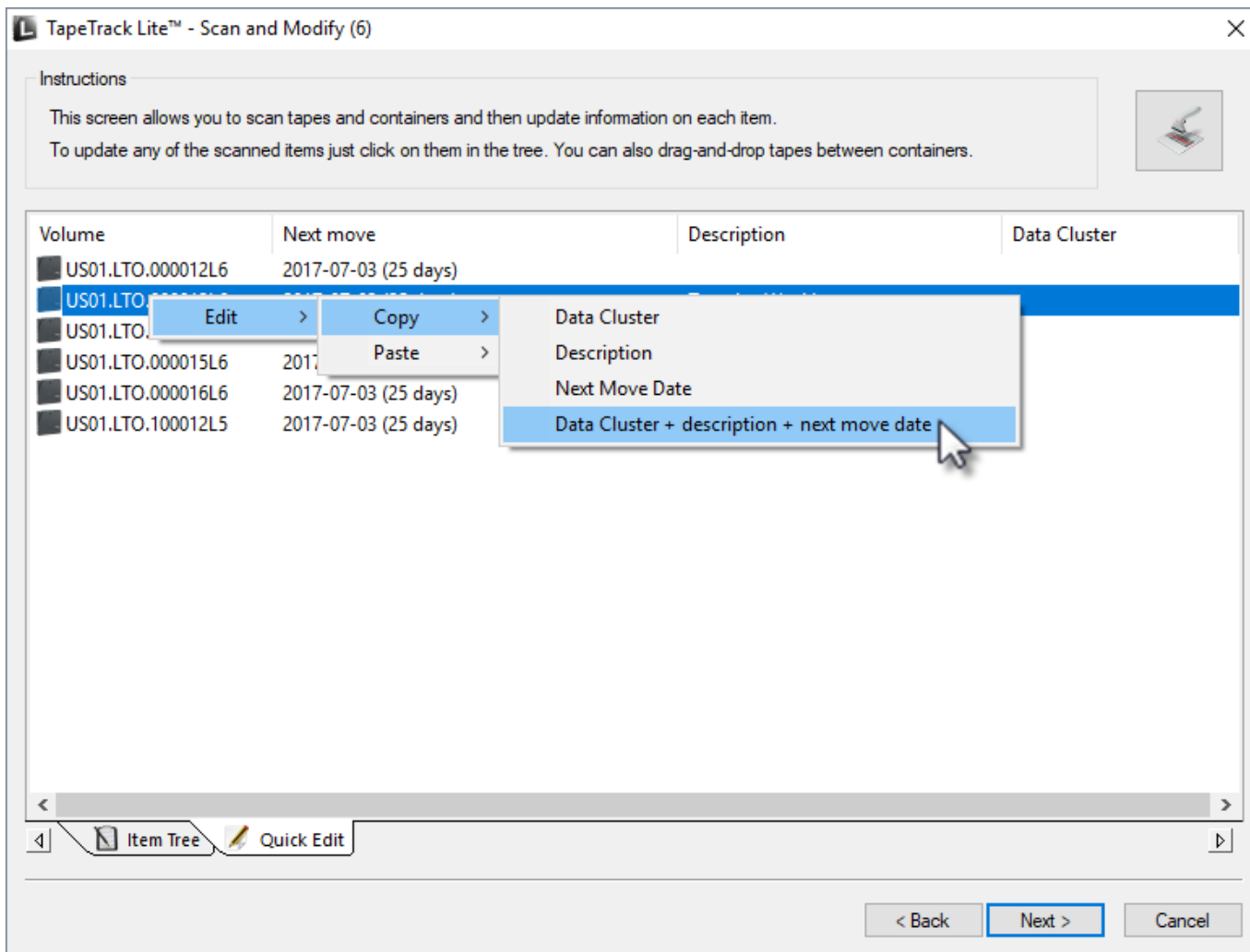
### Notes:

- **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 Volume and set next move date, Description and/or Data Cluster.

The screenshot shows the 'TapeTrack Lite™ - Scan and Modify (6)' window. At the top, there is an 'Instructions' box with the text: '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.' Below this is a table with columns: 'Volume', 'Next move', 'Description', and 'Data Cluster'. The 'Volume' column lists several items, including 'US01.LTO.000012L6'. The 'Next move' column for the first item shows a checked checkbox, 'Monday', 'July 3, 2017', and a calendar icon. A calendar pop-up is displayed, showing the month of July 2017. The date '3' (Monday) is selected. The 'Description' column for the first item shows 'Tuesday Weekly'. At the bottom of the window, there are buttons for '< Back', 'Next >', and 'Cancel'. A toolbar at the bottom left contains 'Item Tree' and 'Quick Edit' buttons.

Right-click the modified **Volume** and select Edit → Copy and the appropriate value from the options.

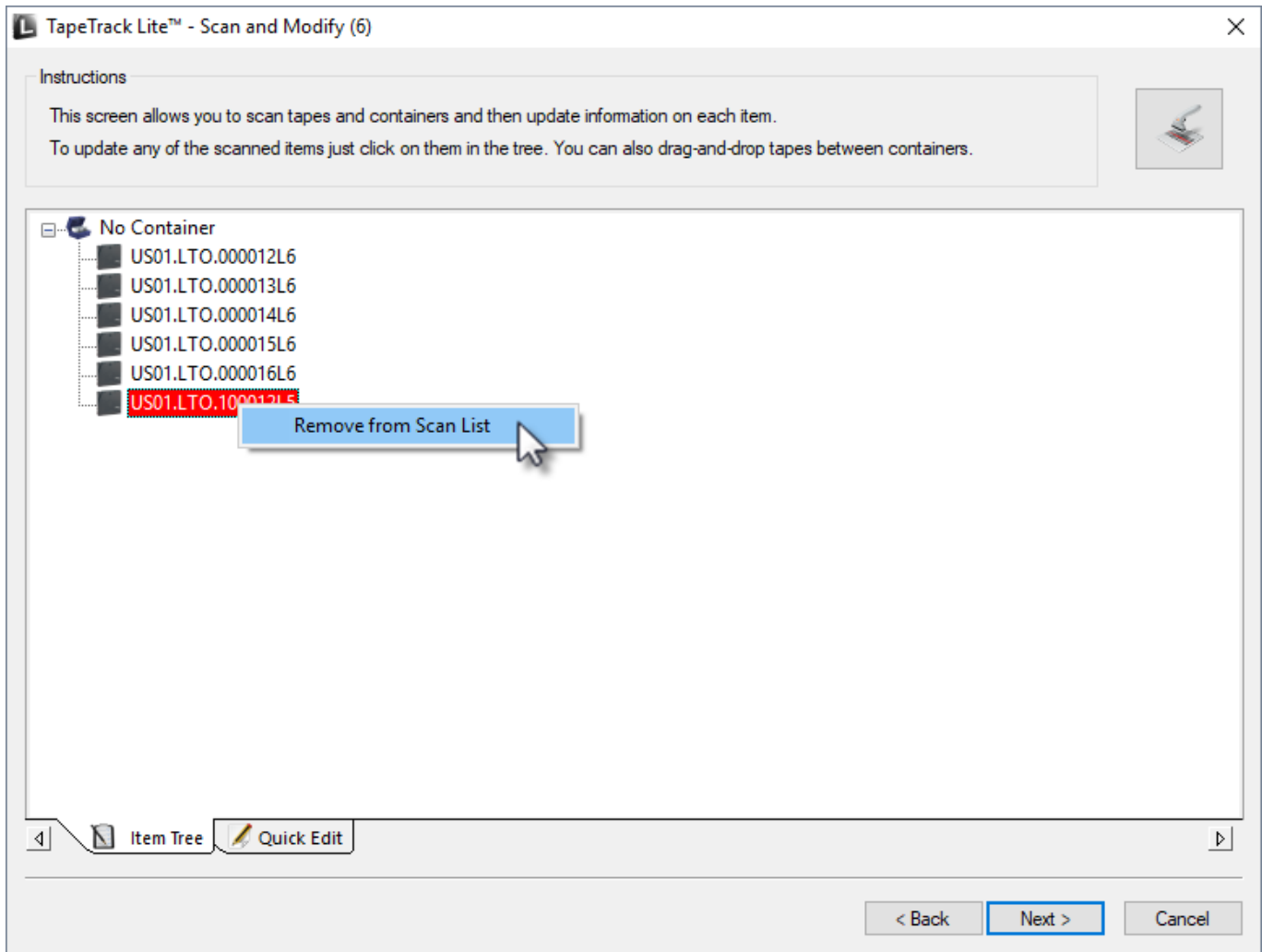


Select **Volumes** to apply the data to and right-click and select Edit → Paste and the appropriate value from the options.

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.

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		Request OK
US01.LTO.000013L6	Library	Offsite Vault	2017-07-03	Tuesday Weekly	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

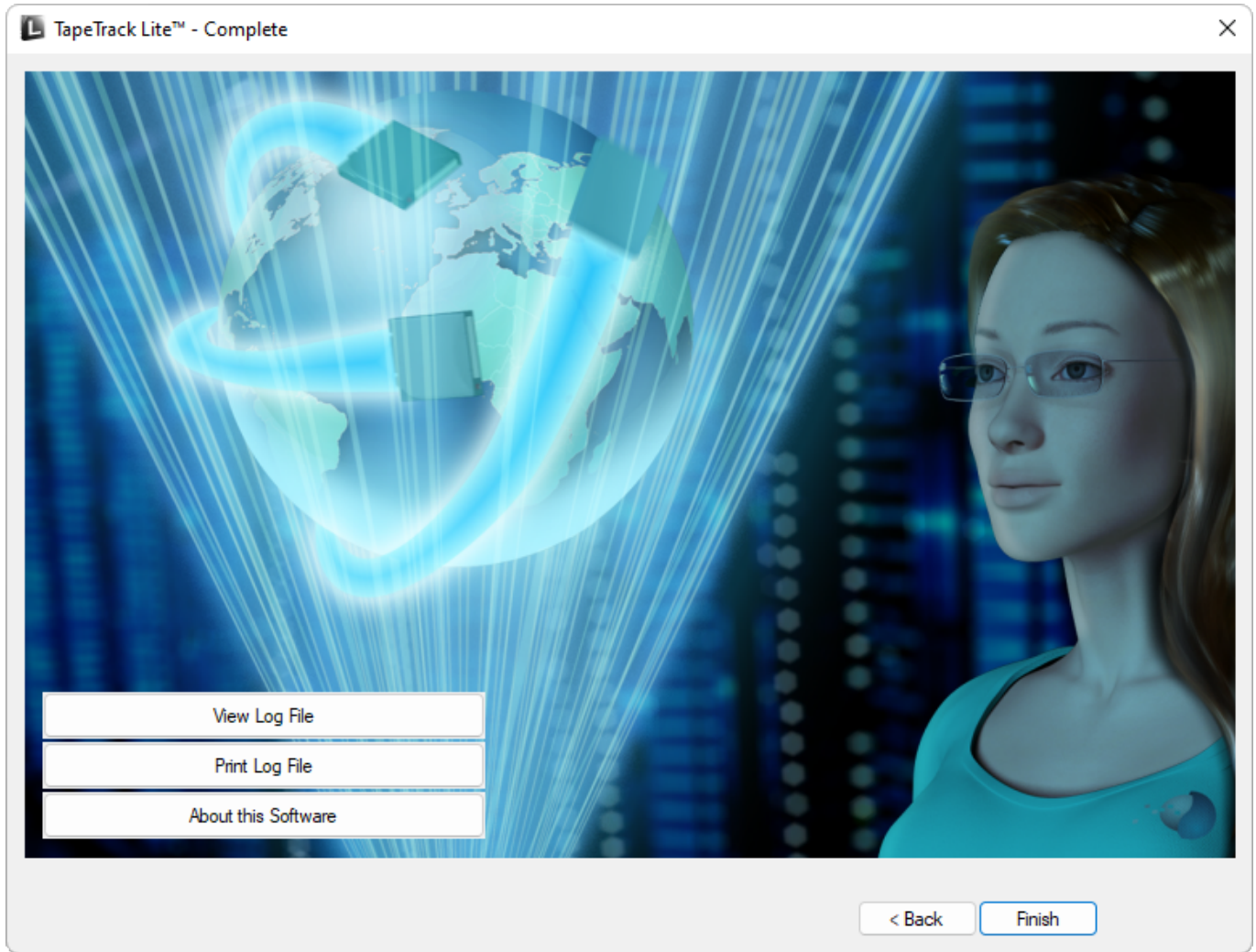
List contains 5 records

< Back    Next >    Cancel

## Complete

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

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



scanning

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