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 status, 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.

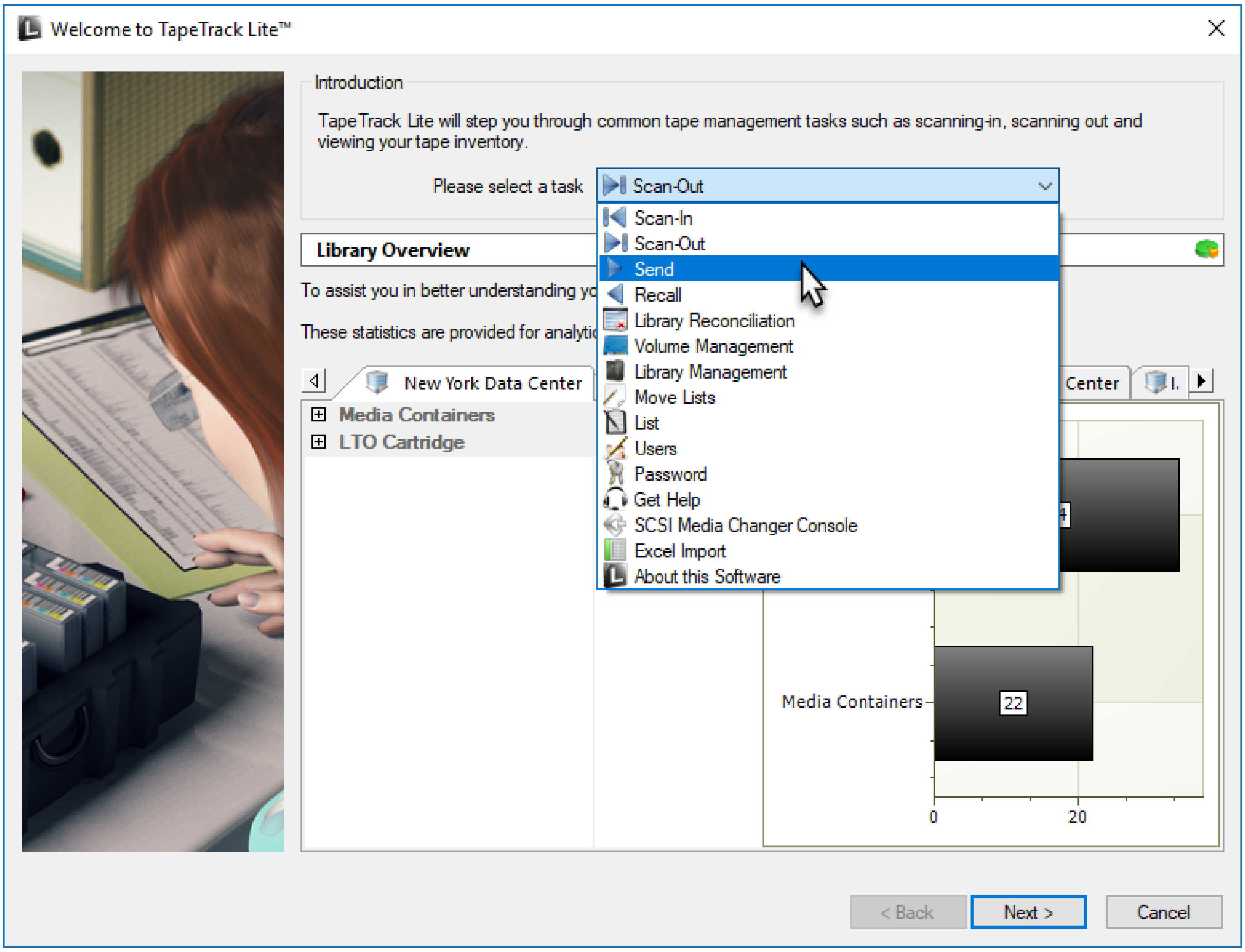
Send Volumes Process

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

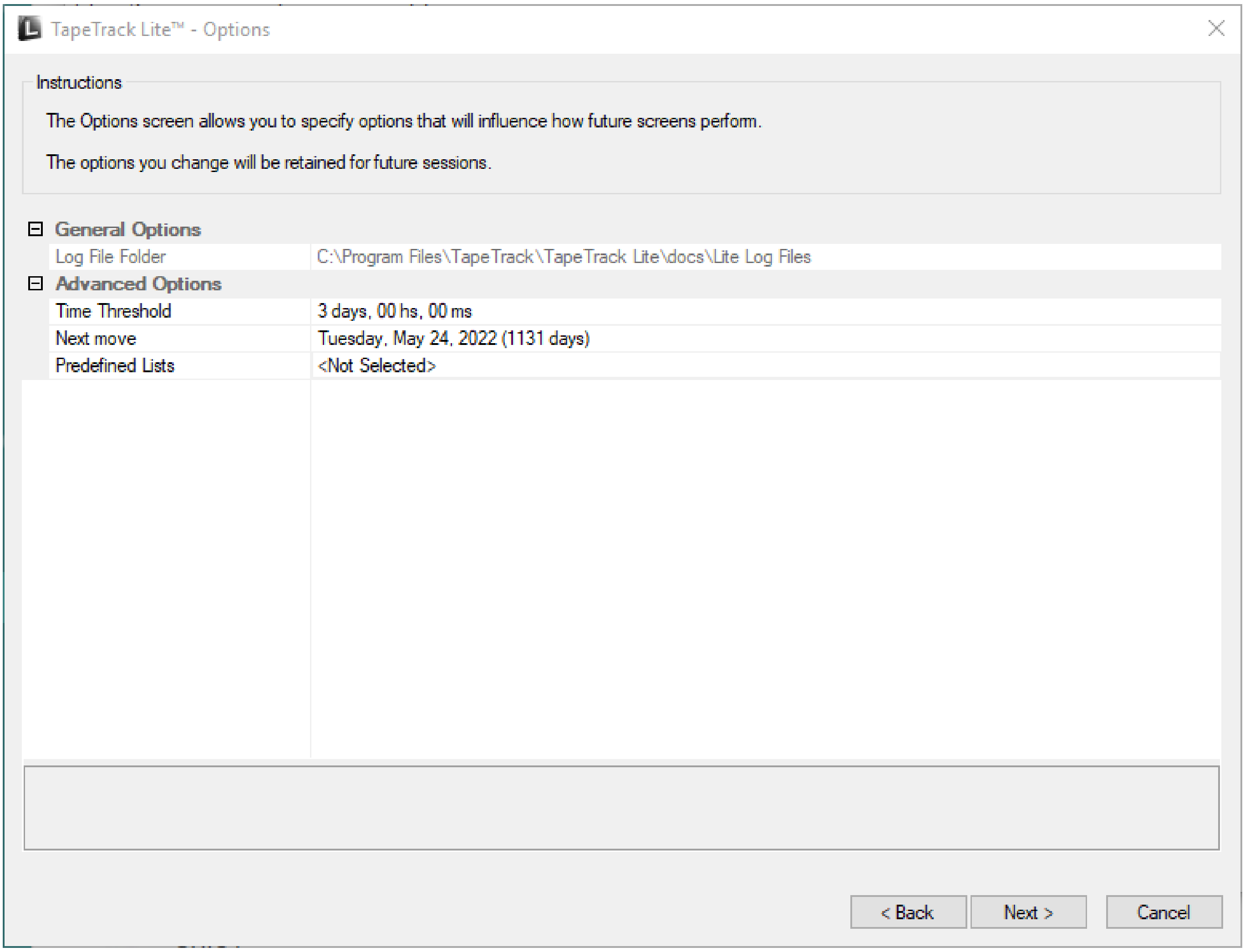
Best results are obtained by reading the instructions and then viewing the implementation of the process via the video

Select Send

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

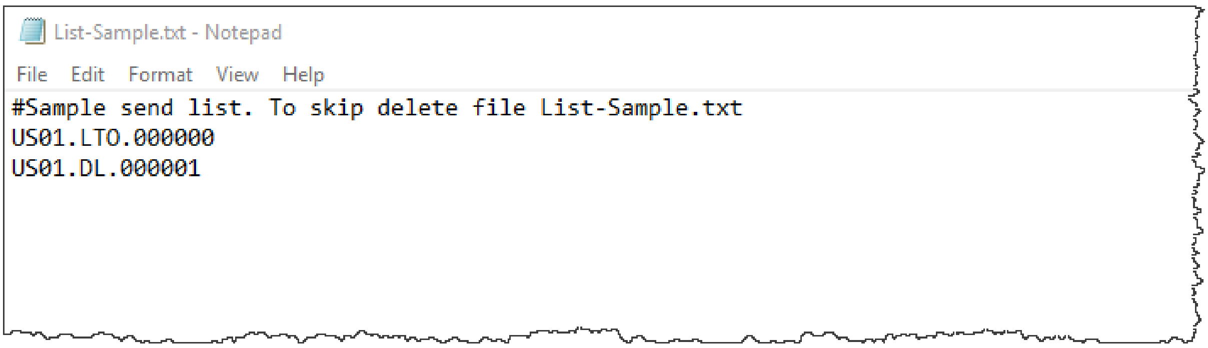

Welcome to TapeTrack Lite™
Introduction
TapeTrack Lite will step you through common tape management tasks such as scanning-in, scanning out and viewing your tape inventory.
Please select a task
Scan-Out
Scan-In
Scan-Out
Send
Recall
Library Reconciliation
Volume Management
Library Management
Move Lists
List
Users
Password
Get Help
SCSI Media Changer Console
Excel Import
About this Software
Library Overview
New York Data Center
Media Containers
LTO Cartridge
Media Containers
22
0
20
< Back
Next >
Cancel

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.

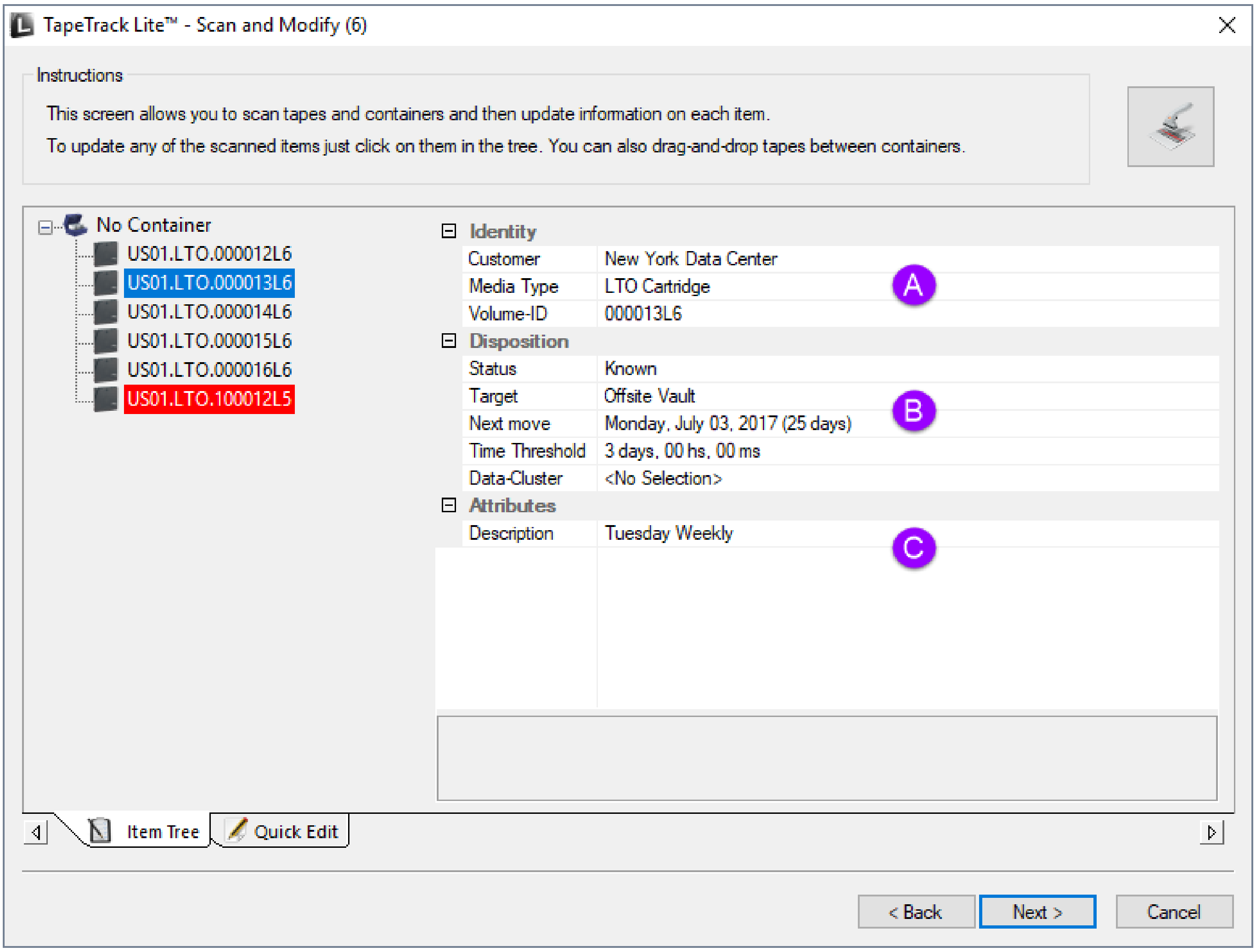
Displaying Volumes

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 Medias Identity, disposition and Attributes.

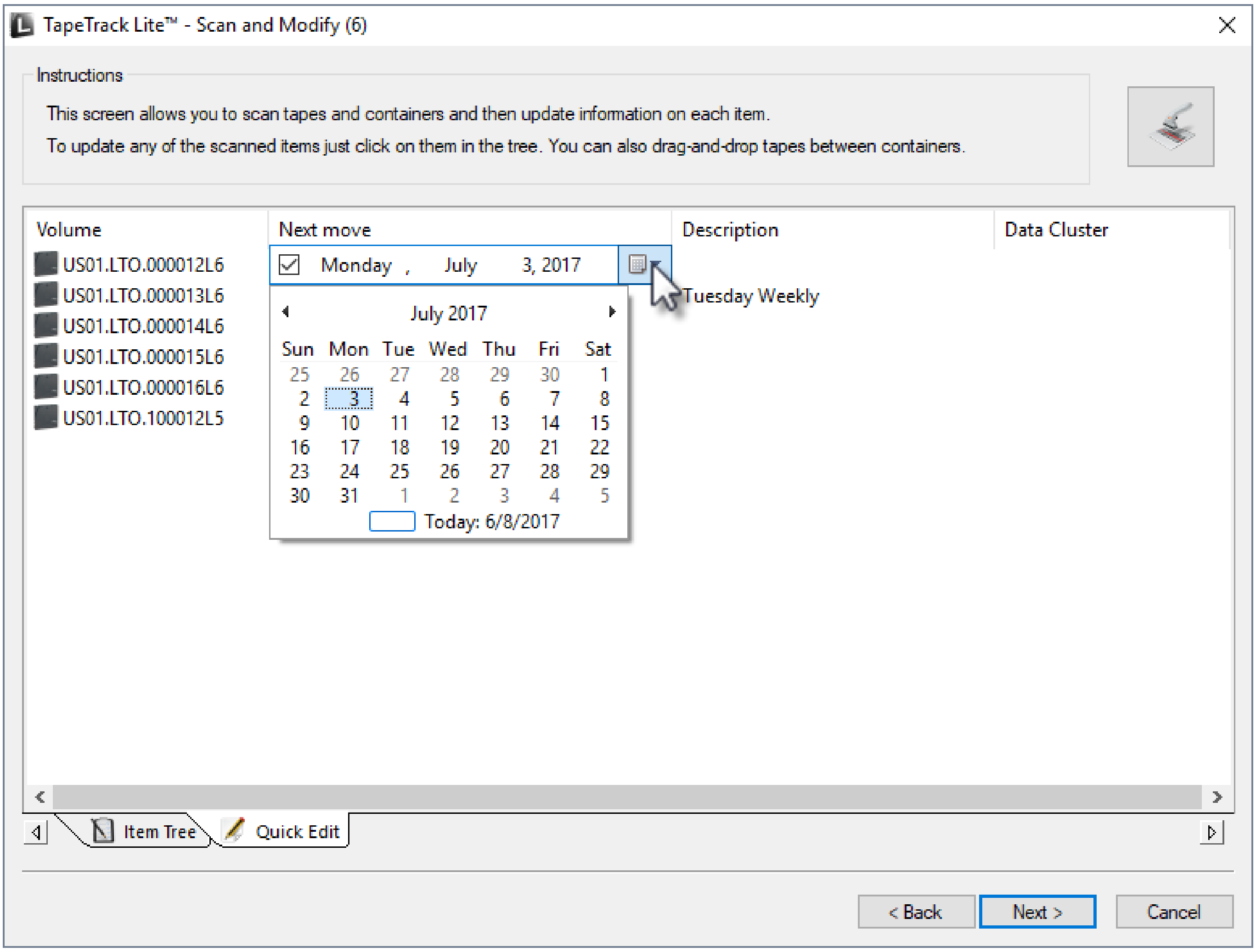
To alter current settings on a Volume select required Volume/s on the left pane in in the window. Change any Attribute on that Volume by clicking in Attribute window and selecting required value.



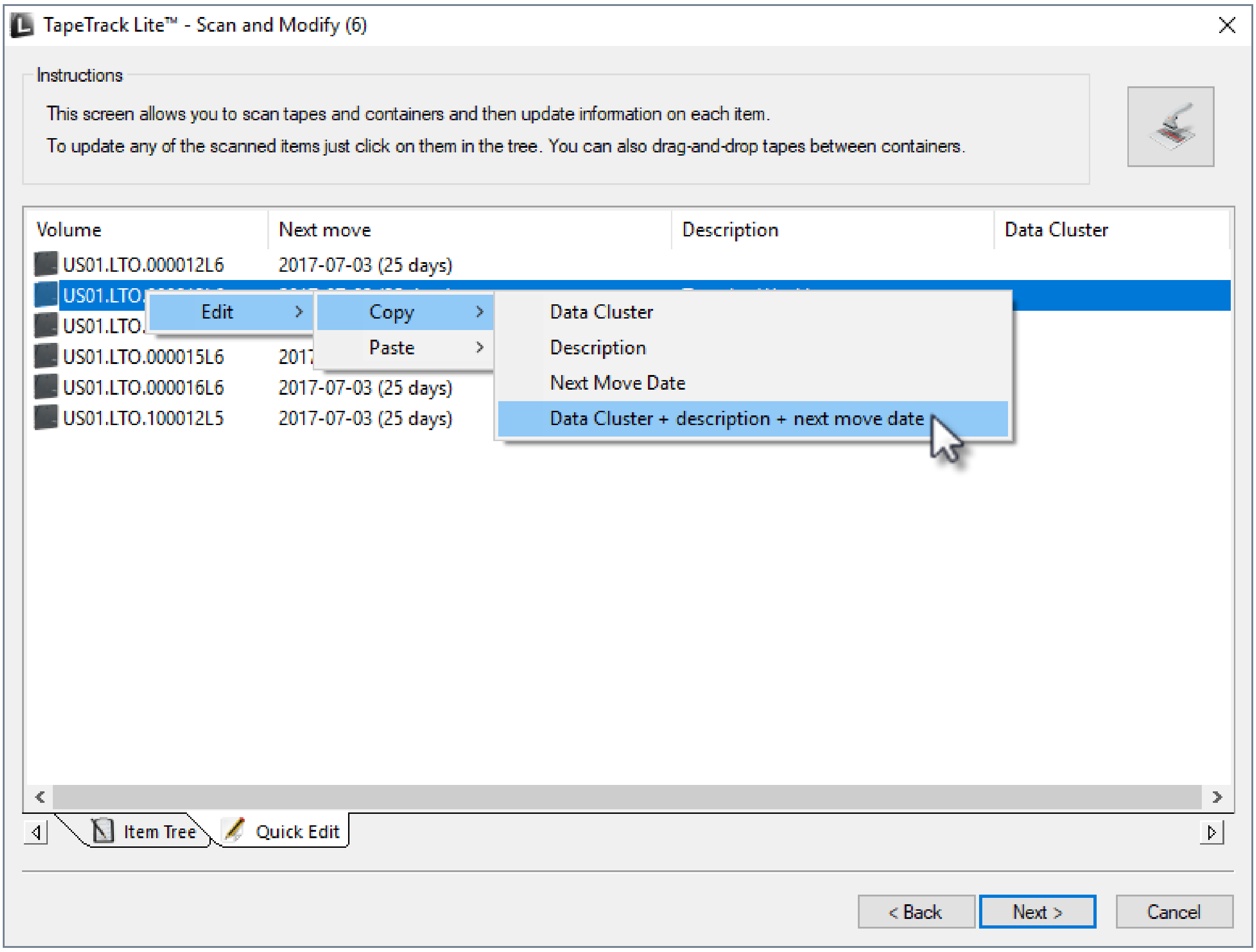
Notes:

- **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.



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

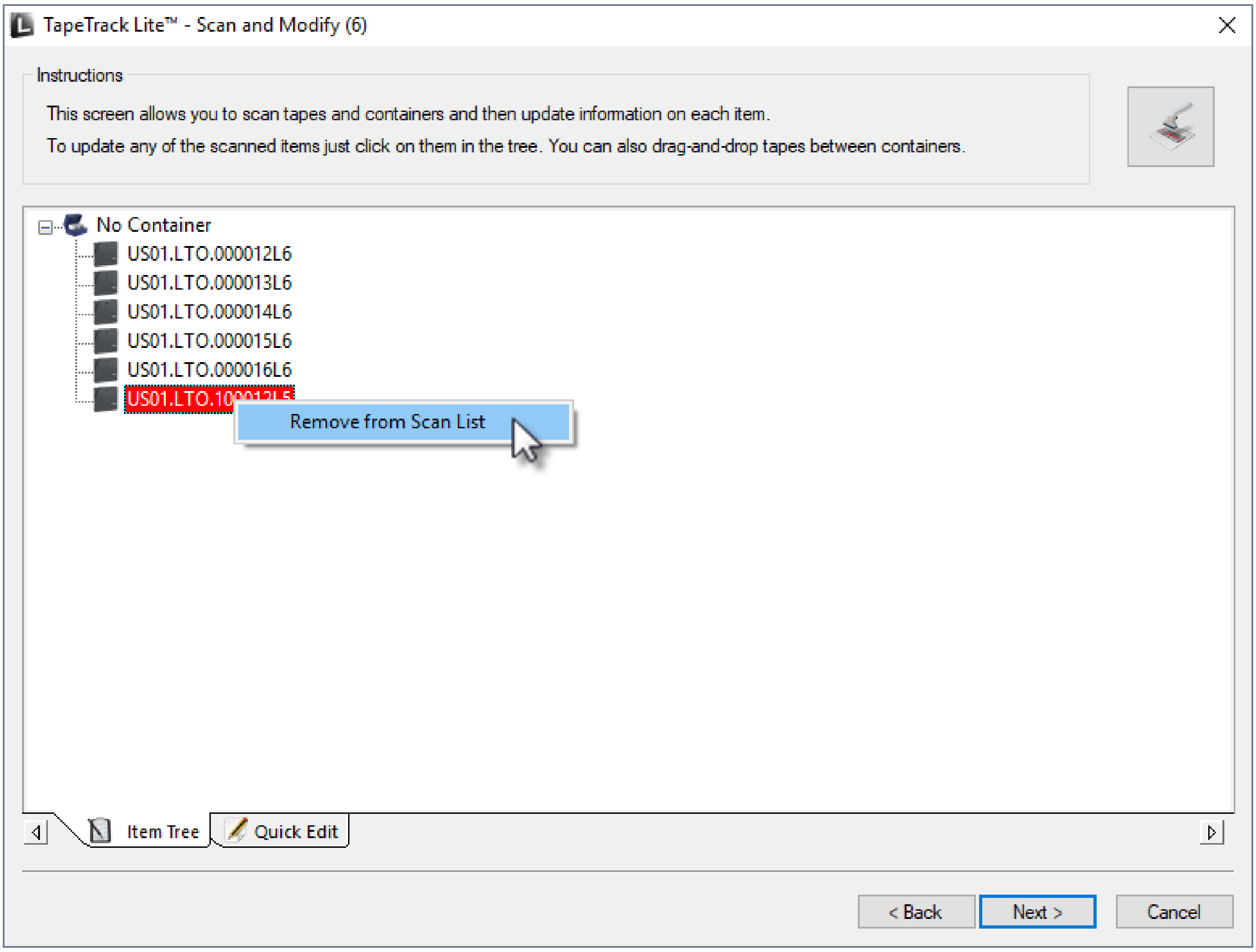


Select Volumes to apply the data to and right-click and select `Edit` → `Paste` and the appropriate value from the options.

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`.

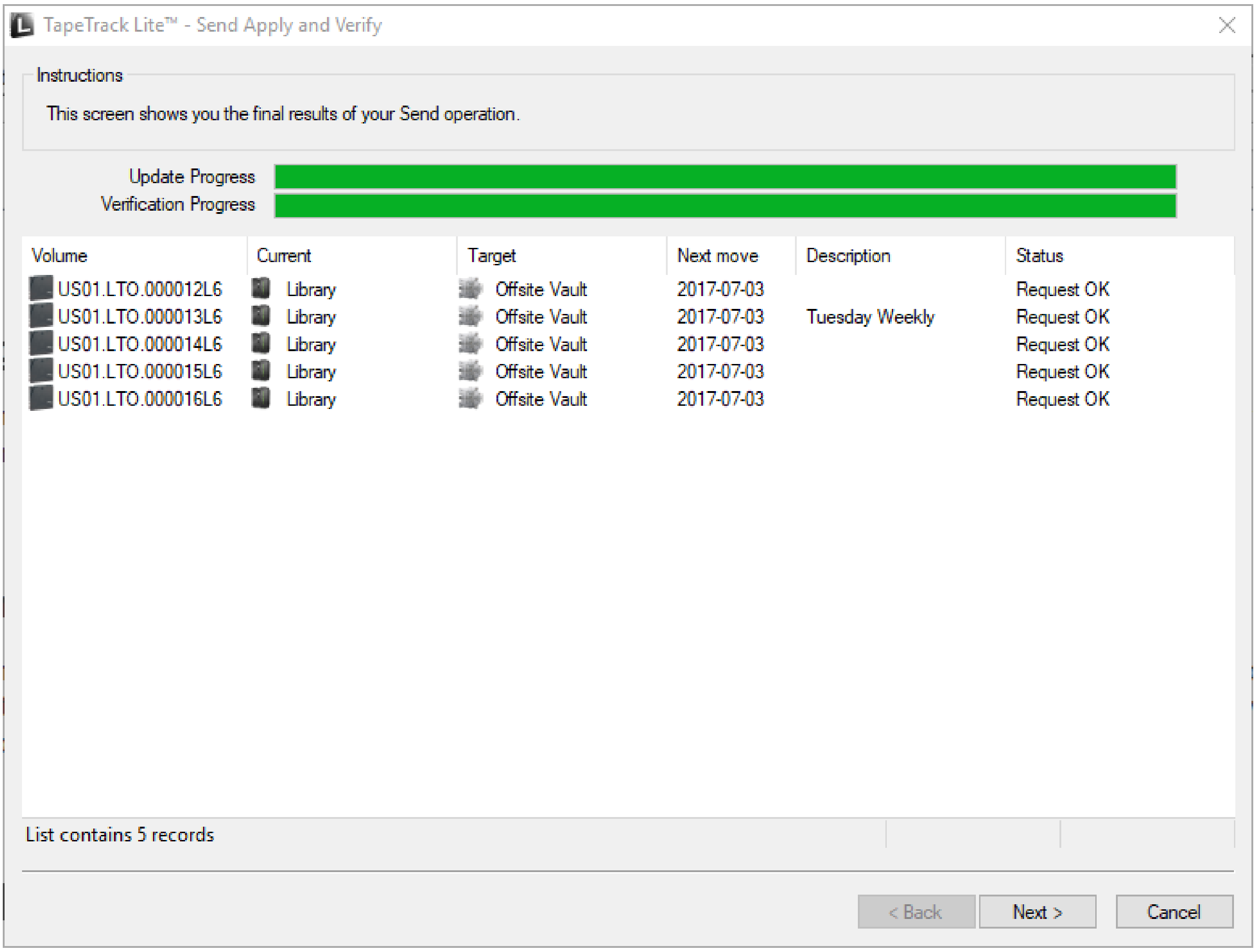


Click `Next` to continue.

Verifying Volumes

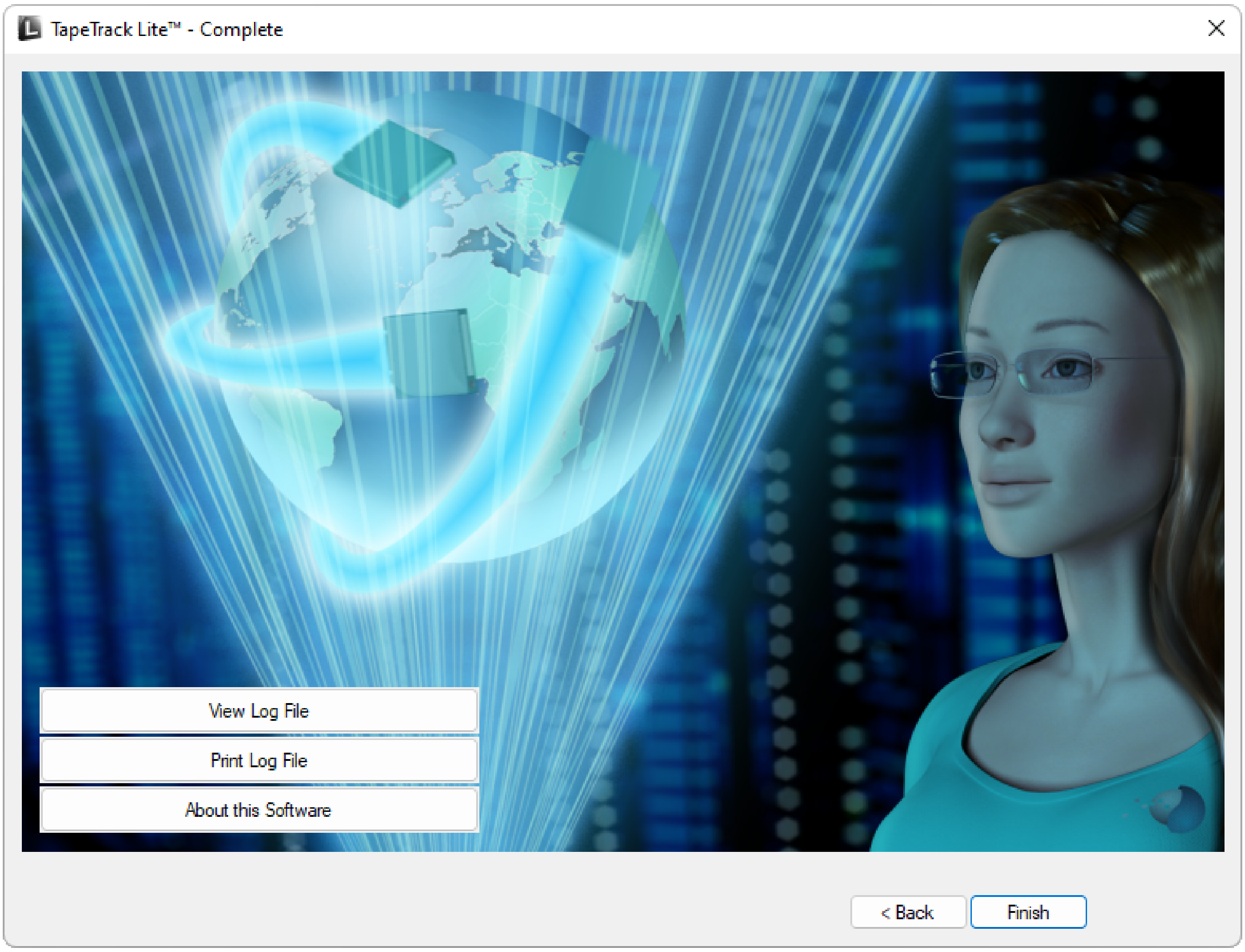
This will open the **Send Apply and Verify** window. This screen displays the final results of the Send operation including the Volume-ID, Current Repository, Target Repository next move date, Volume Description and request status.

Click `Next` to continue.



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

- Click `View Log File` to view the log file of the last completed process..
- Click `Print Log File` to save a PDF of the log file to print from your PDF viewer.
- Click `About this Software` to view product and support (email, phone & website) information.
- Click `Back` button to return to start menu and select another task.
- Click `Finish` button or X at the top right of the window to exit TapeTrack Lite.



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scanning