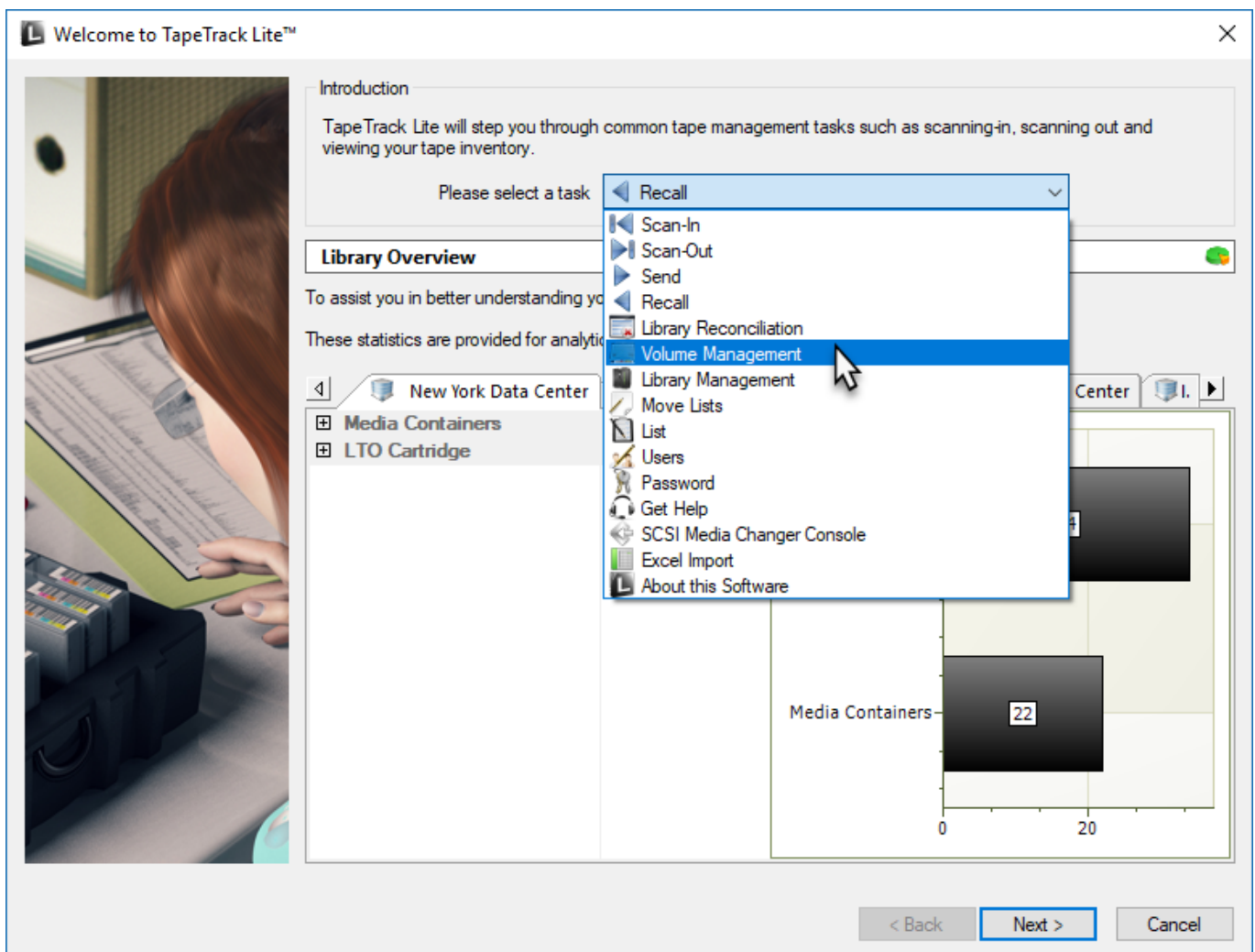


# Volume Management

The Volume Management task allows you to manage volume data by editing next move dates as well as volume attributes.

## Managing Volumes

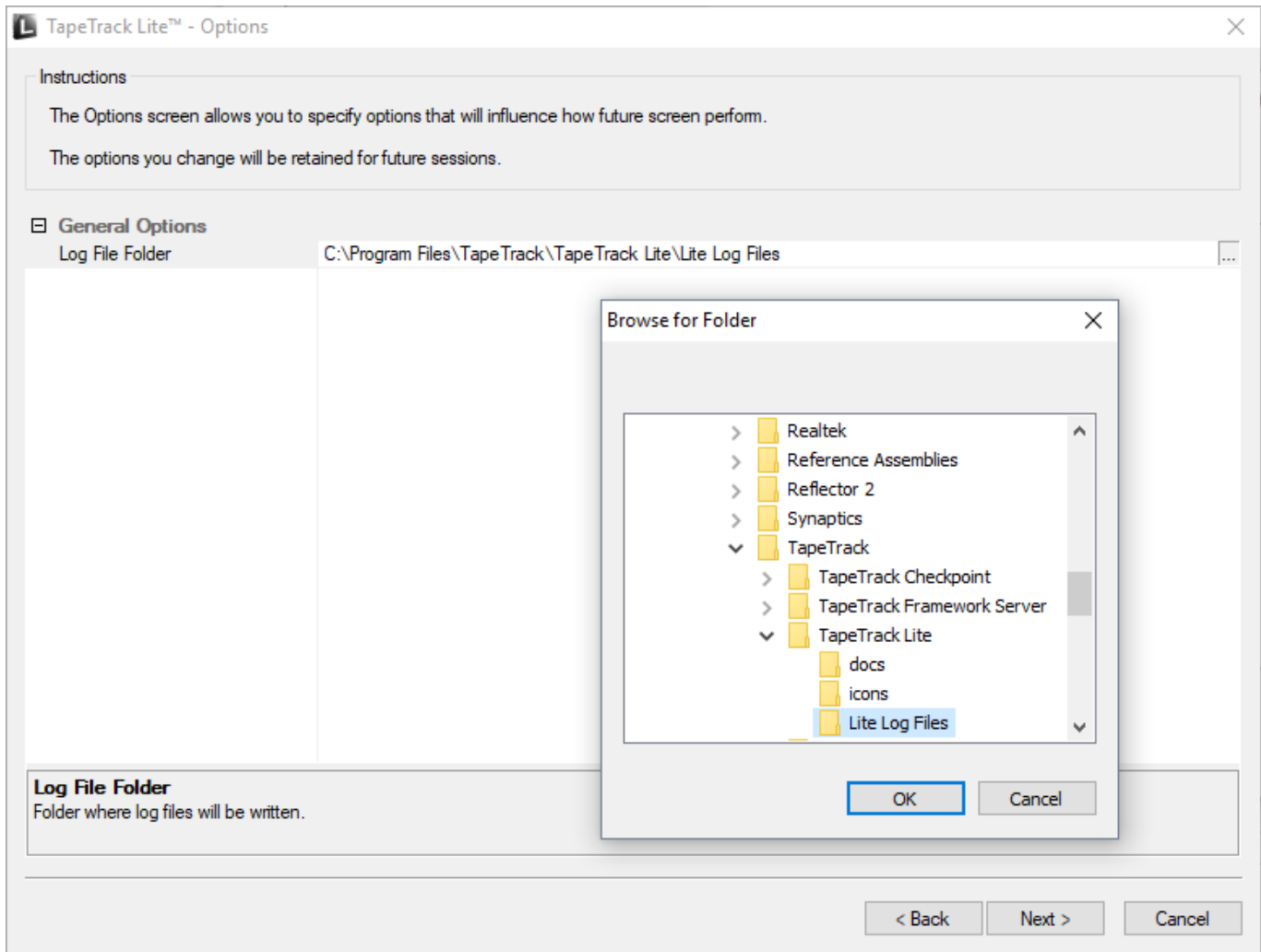
Once logged into TapeTrack Lite, select Volume Management from the Library Management Tasks drop-down menu.



## Options

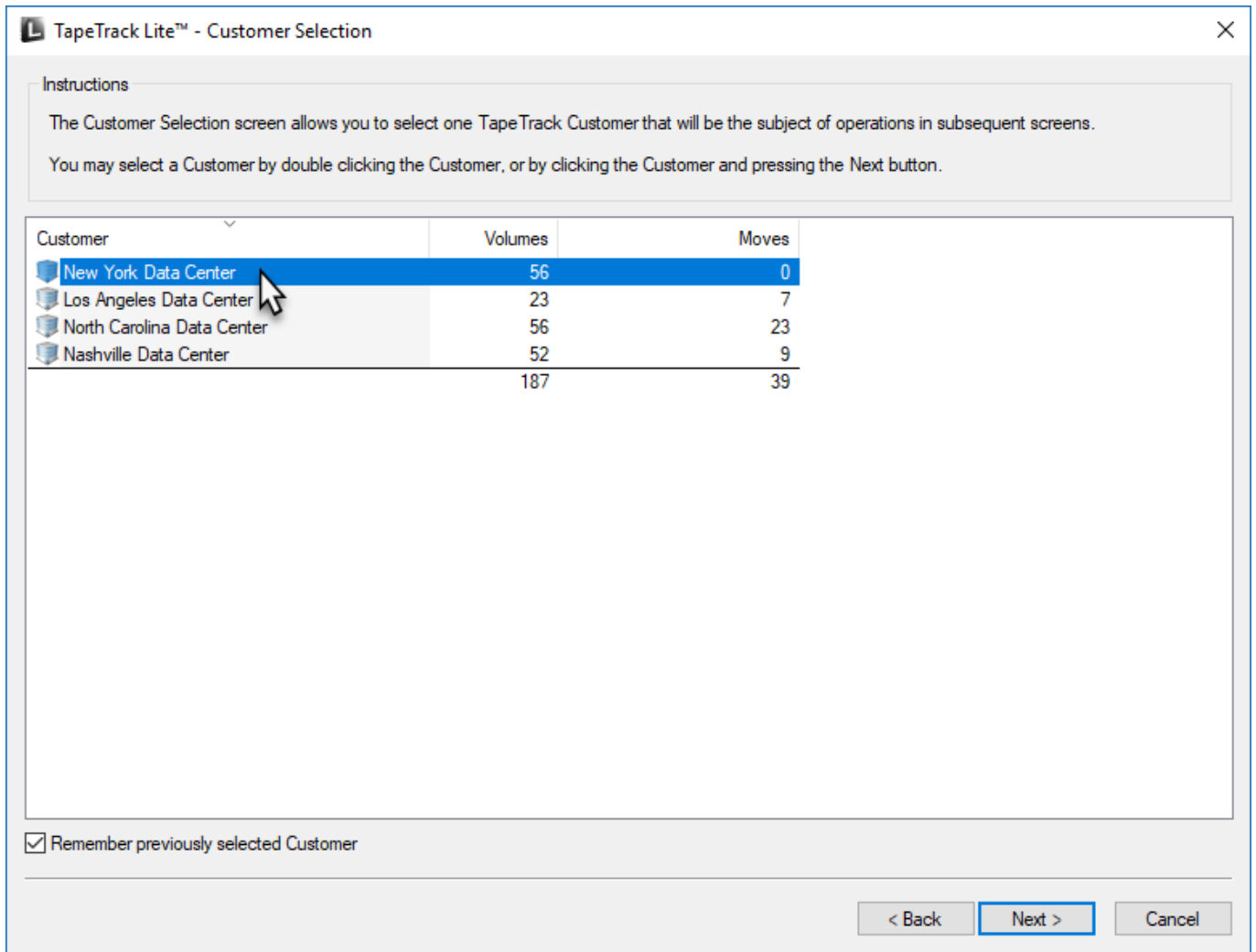
This will open the Options window. If required you can set the location for the log files to be written to, or leave the default. To change the default directory, click in the right of the Log File Folder and click on the more options button and select directory.

Click Next to continue.



## Choosing a Customer

From the Customer Selection screen choose a customer that will be the subject of operations in subsequent screens by double clicking a customer or selecting a customer and clicking Next.



## Managing Media Types

The Manage Media Library window displays each of the volumes separated into tabs by media type. Each volume is displayed with its volume ID and current repository. The right of the window displays graphically the different repositories, the total number of volumes as well as the volumes flagged to move in or out of that repository.

**Instructions**

The Manage Media Library screen allows you to see each of your tape Volumes.

You can use the filters at the top of each column to select which Volumes to display.

If you wish to view or update the Next Move Date, Description or Extended Attributes of a specific Volume, simply select the Volume and edit the fields in the property list on the right.

Volume-ID	Location	Description
000000L6	Offsite Vault	
000002L6	Library	
000003L6	Offsite Vault	Monday Weekly
000004L6	Library	Wednesday Weekly
000005L6	Library	Friday Weekly
000006L6	Library	
000007L6	Offsite Vault	
000009L6	Offsite Vault	
000010L6	Offsite Vault	
000011L6	Library	
000012L6	Offsite Vault	
000013L6	Offsite Vault	Tuesday Weekly
000014L6	Offsite Vault	
000015L6	Offsite Vault	
000016L6	Library	
000017L6	Library	
000018L6	Offsite Vault	

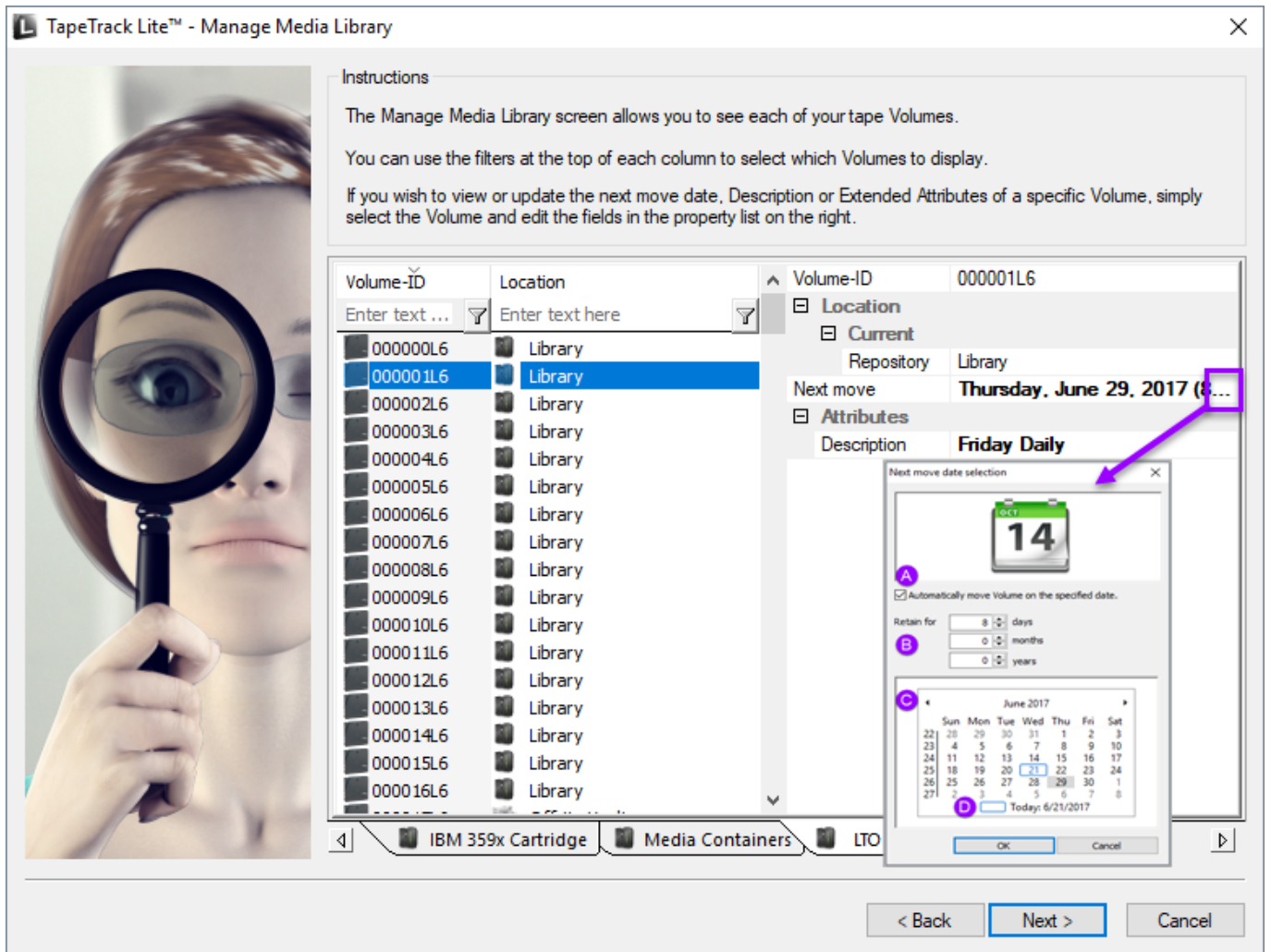
Media Containers | LTO Cartridge

< Back | Next > | Cancel

**Notes**

- **A** Volumes ID & repository
- **B** Volumes by repository
- **C** Total volumes in repository
- **D** Volumes moving out
- **E** Volumes moving in
- **F** Media Type Tabs

To manage media, select a volume by clicking on the volume ID. When a volume is selected the fields Next move and Attributes can be edited. To edit the Next Move Date click the button (...) in the next move text box to open up the Next Move Date Selector.



### Notes

- **A** Click the Automatically move Volume on the specified date check box to open up the calendar input.
- **B** Input time offset to automatically set movedate.
- **C** Scroll and select to set movedate.
- **D** Click to set today as the move date.

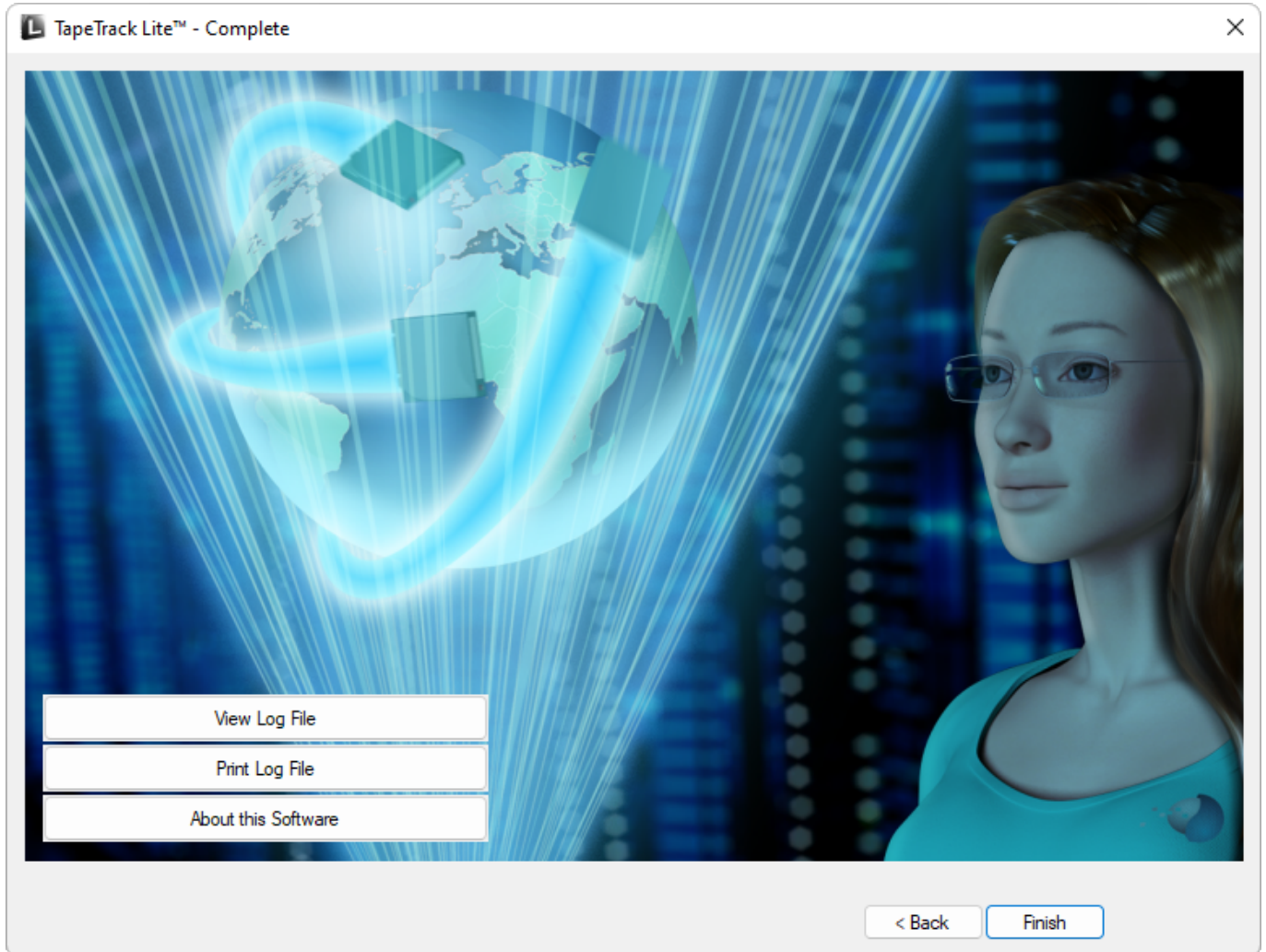
Set the next move date can by selecting the required number of years, months and days in top input boxes or by scrolling through the calendar using the scroll arrows to go forward or backwards to find a specific date. Clicking on the month or year between the scroll arrows will alter scope from one month to one year to 12 year to 120 year to allow quick acquisition of the required date. Clicking on a displayed selection will zoom the scope inwards by incrementing steps until your back at a one month display. When displaying one month at a time, clicking on Today at the bottom of the calendar will return you to today's date.

When all volume alterations are complete click Next.

## 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



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Last update: **2025/01/21 22:07**

