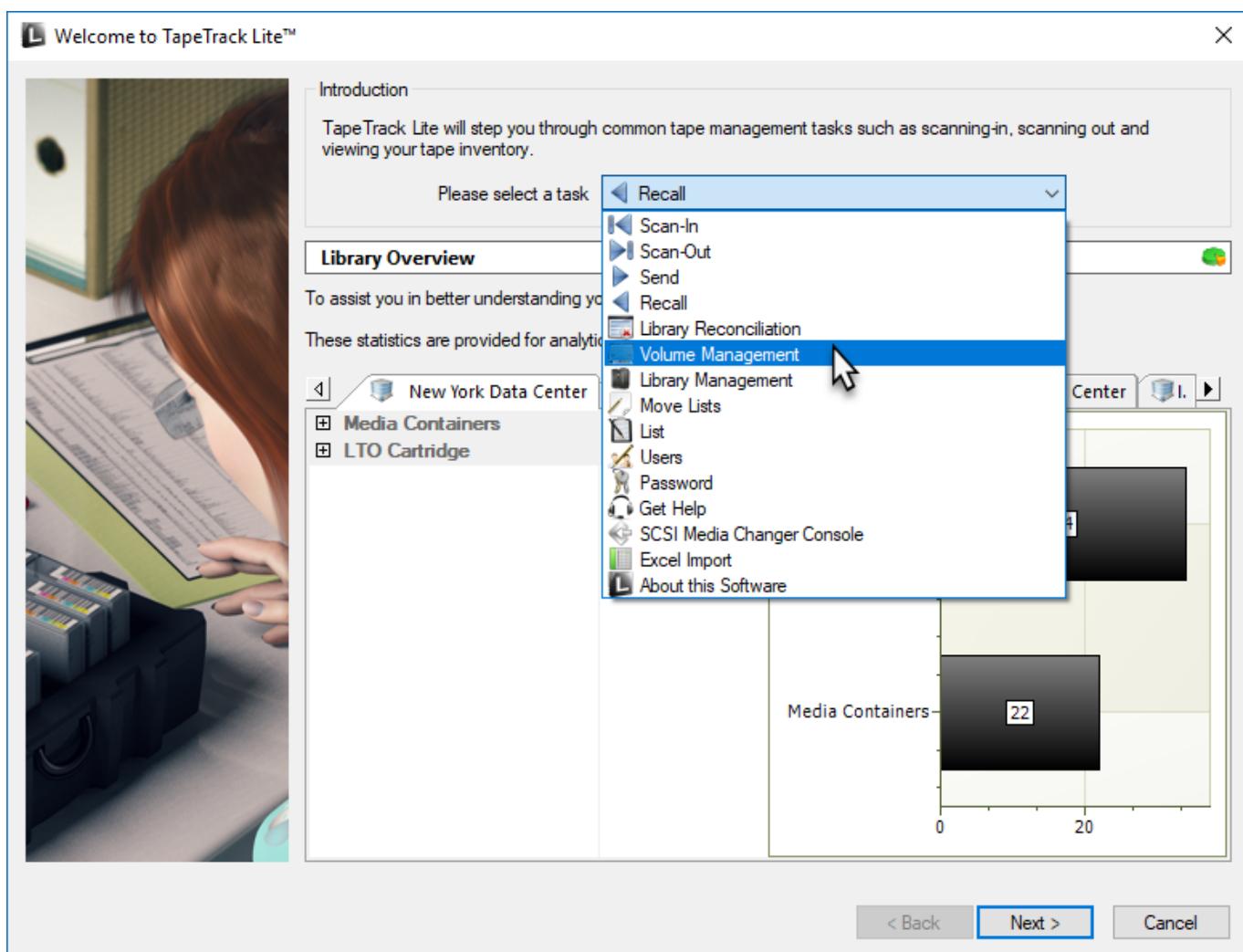


# Volume Management

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 drop-down task menu and click Next to continue.

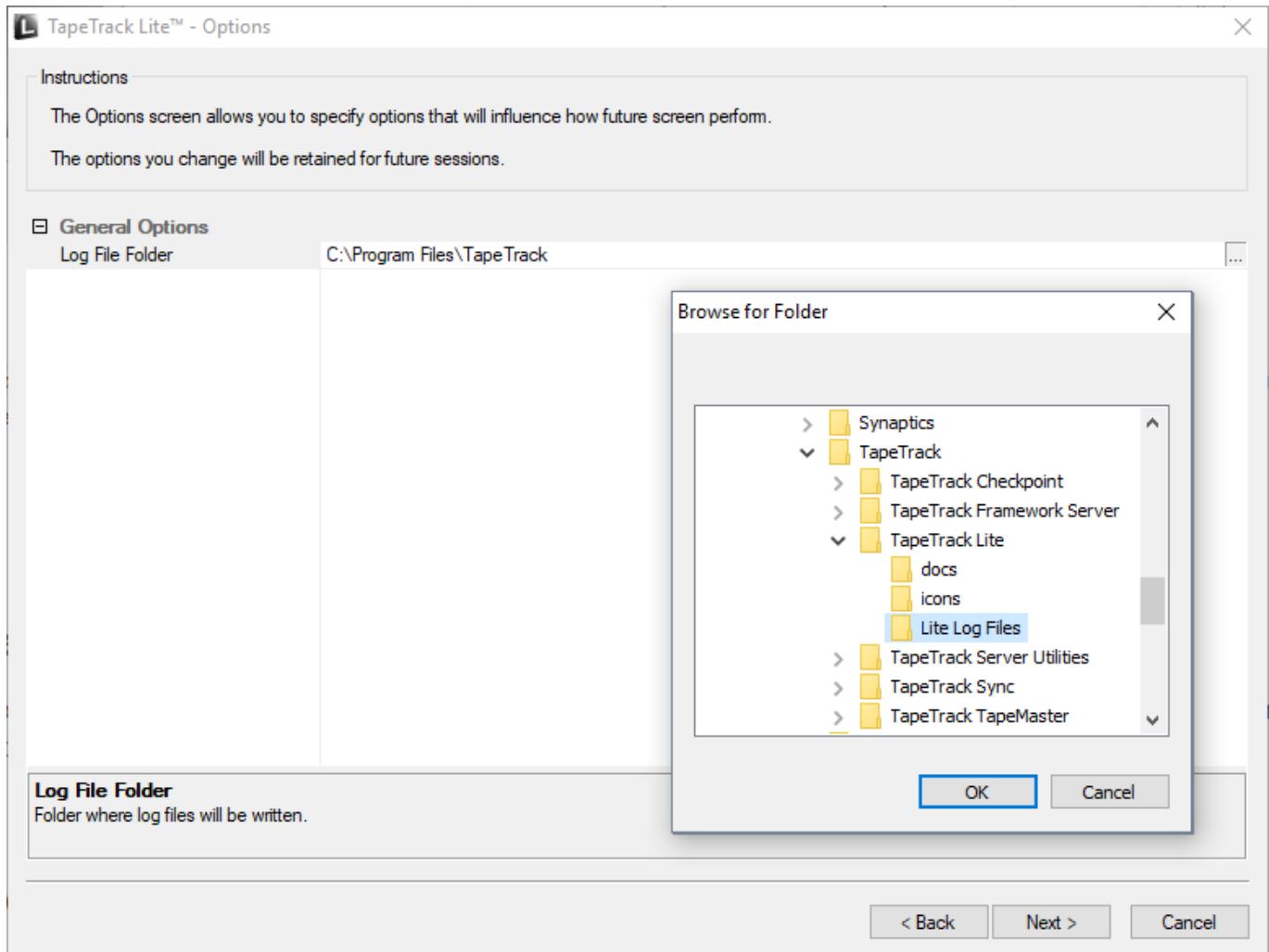


## Options

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 field to the right of the Log File Folder, click on the more options button (...). From the **Browse For File** window select the preferred directory and click OK.

Click Next to continue.



## Selecting a Customer

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

 TapeTrack Lite™ - Customer Selection X

**Instructions**

The Customer Selection screen allows you to select one TapeTrack Customer that will be the subject of operations in subsequent screens.

You may select a Customer by double clicking the Customer, or by clicking the Customer and pressing the Next button.

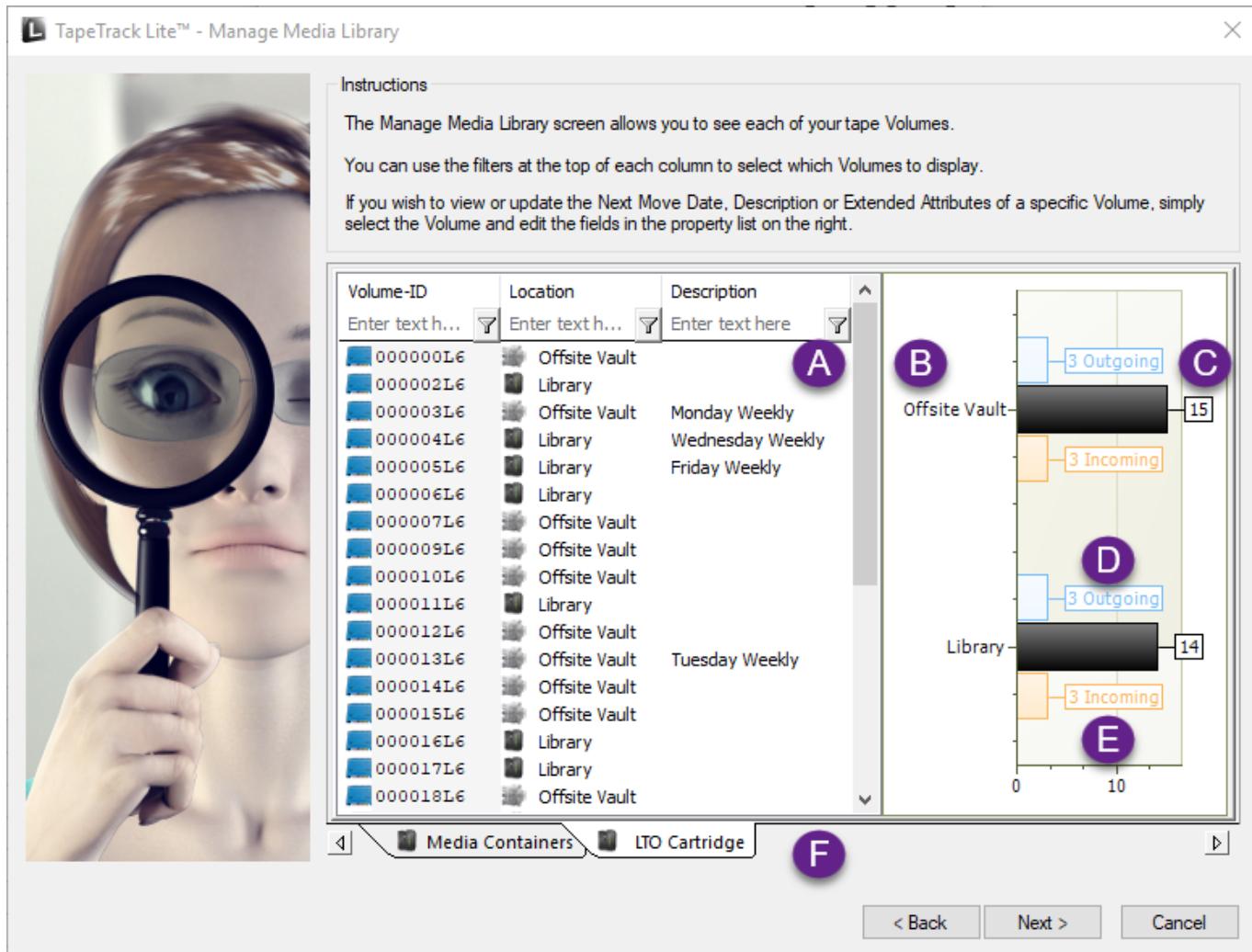
Customer	Volumes	Moves
New York Data Center	56	0
Los Angeles Data Center	23	7
North Carolina Data Center	56	23
Nashville Data Center	52	9
	187	39

Remember previously selected Customer

< Back Next > Cancel

## Managing Media Types

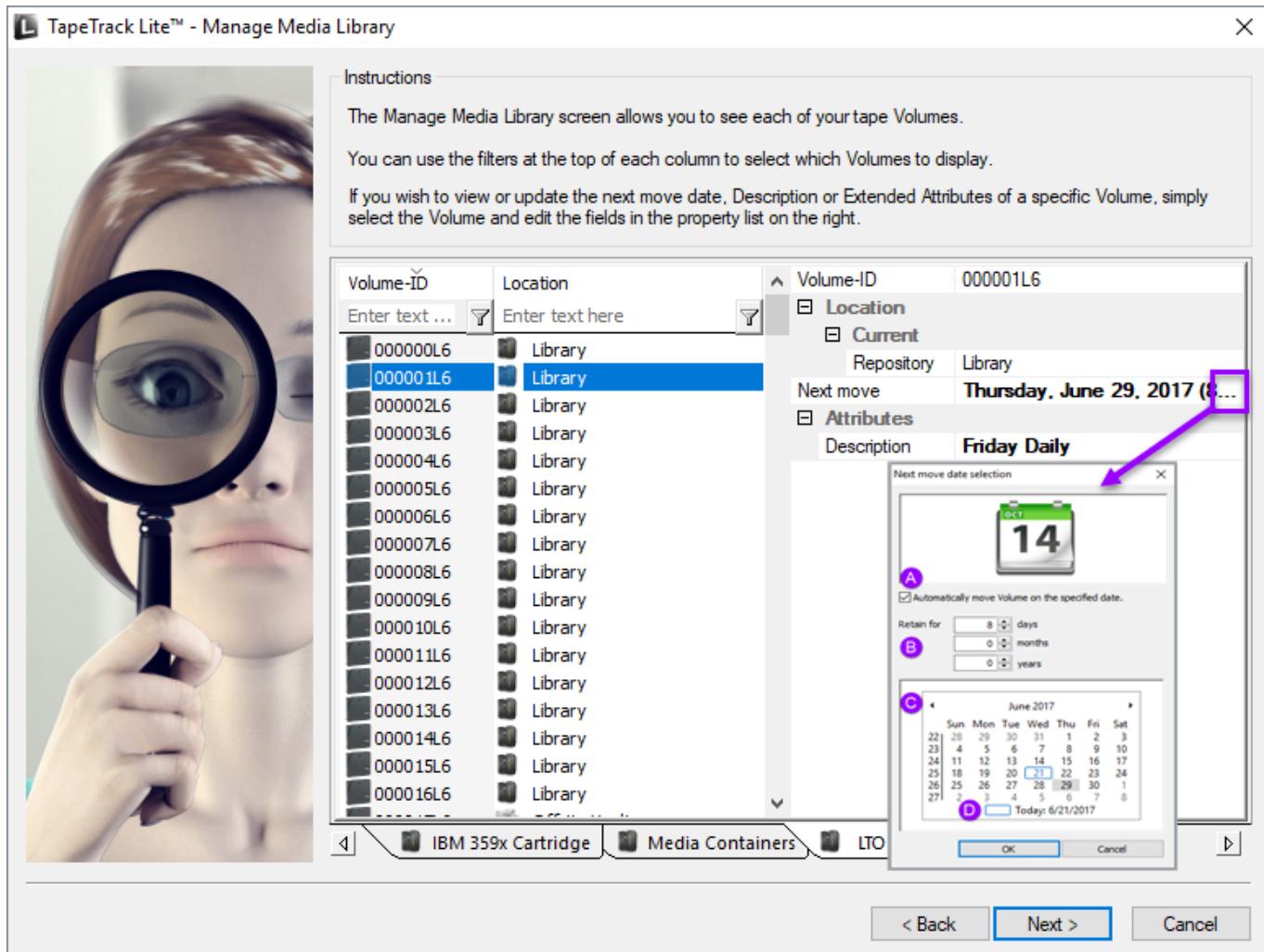
The Manage Media Library window displays each of the volumes separated into tabs by media type. Each volume is displayed with its volume ID and current repository. The right of the window displays graphically the different repositories, the total number of volumes as well as the volumes flagged to move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



## 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 move date.
- **C** Scroll and select to set move date.
- **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 years to 120 years to allow quick acquisition of the required date.

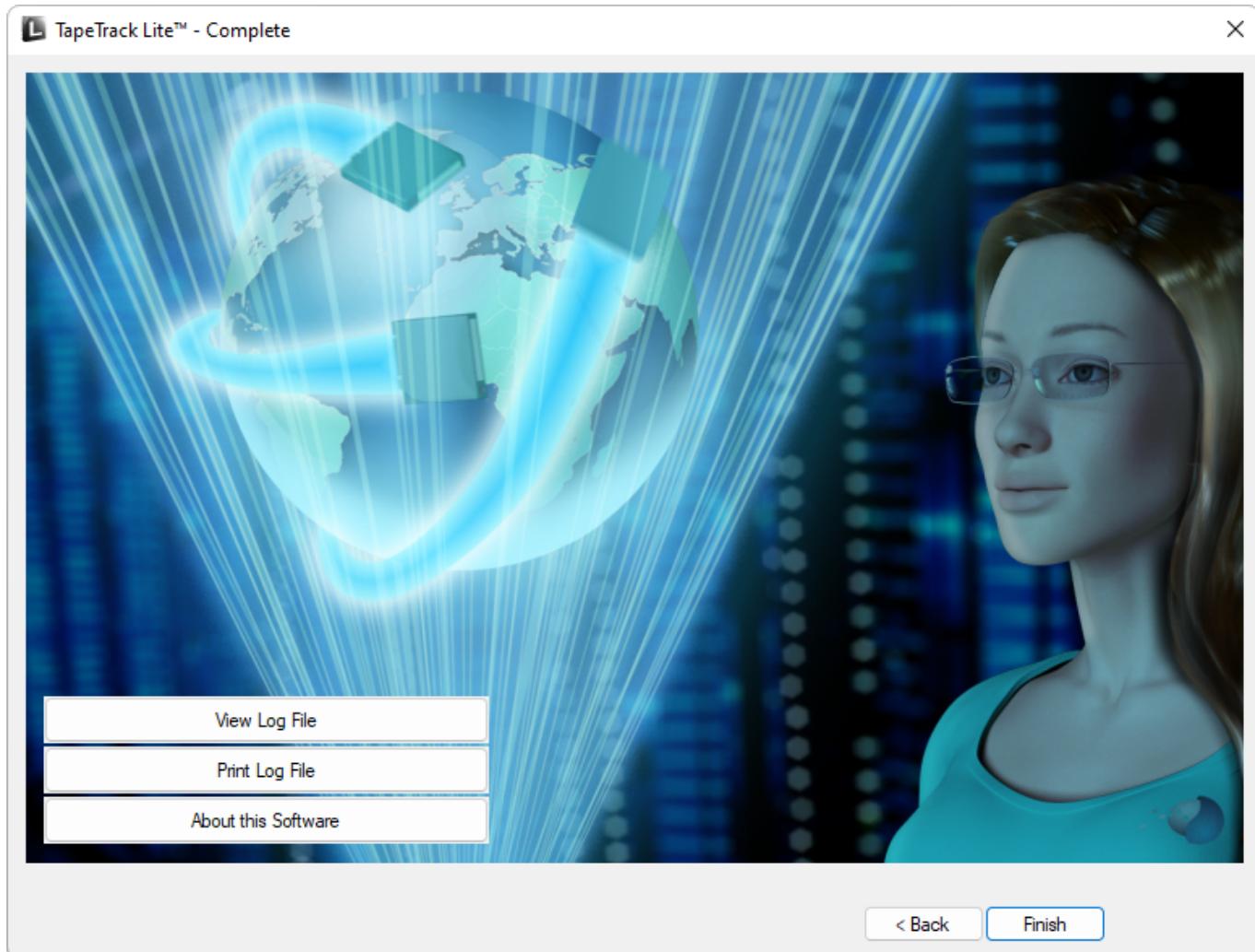
Clicking on a displayed selection will zoom the scope inwards by incrementing steps until your back at a one month display. When displaying one month at a time, clicking on Today at the bottom of the calendar will return you to today's date.

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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