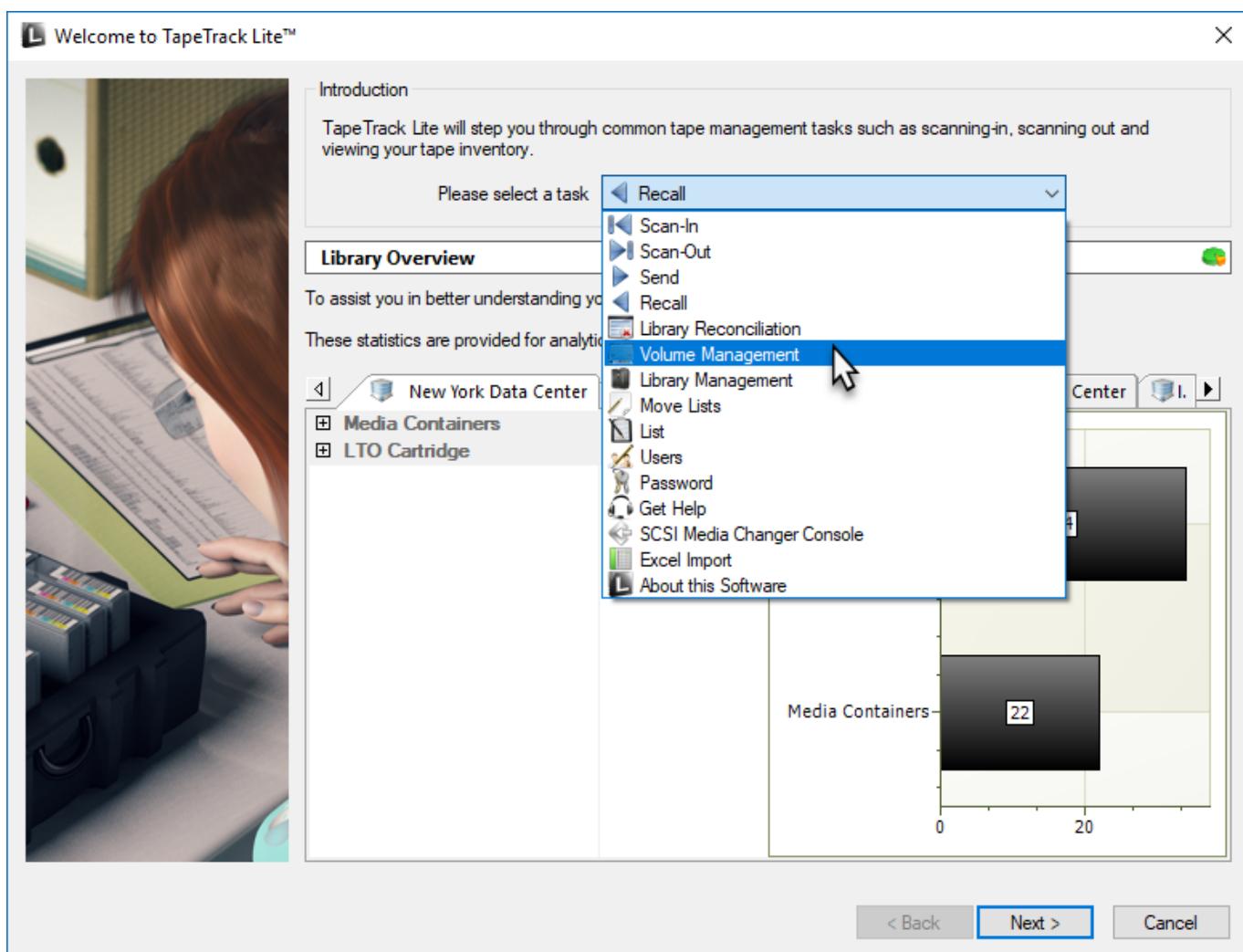


Volume Management

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.

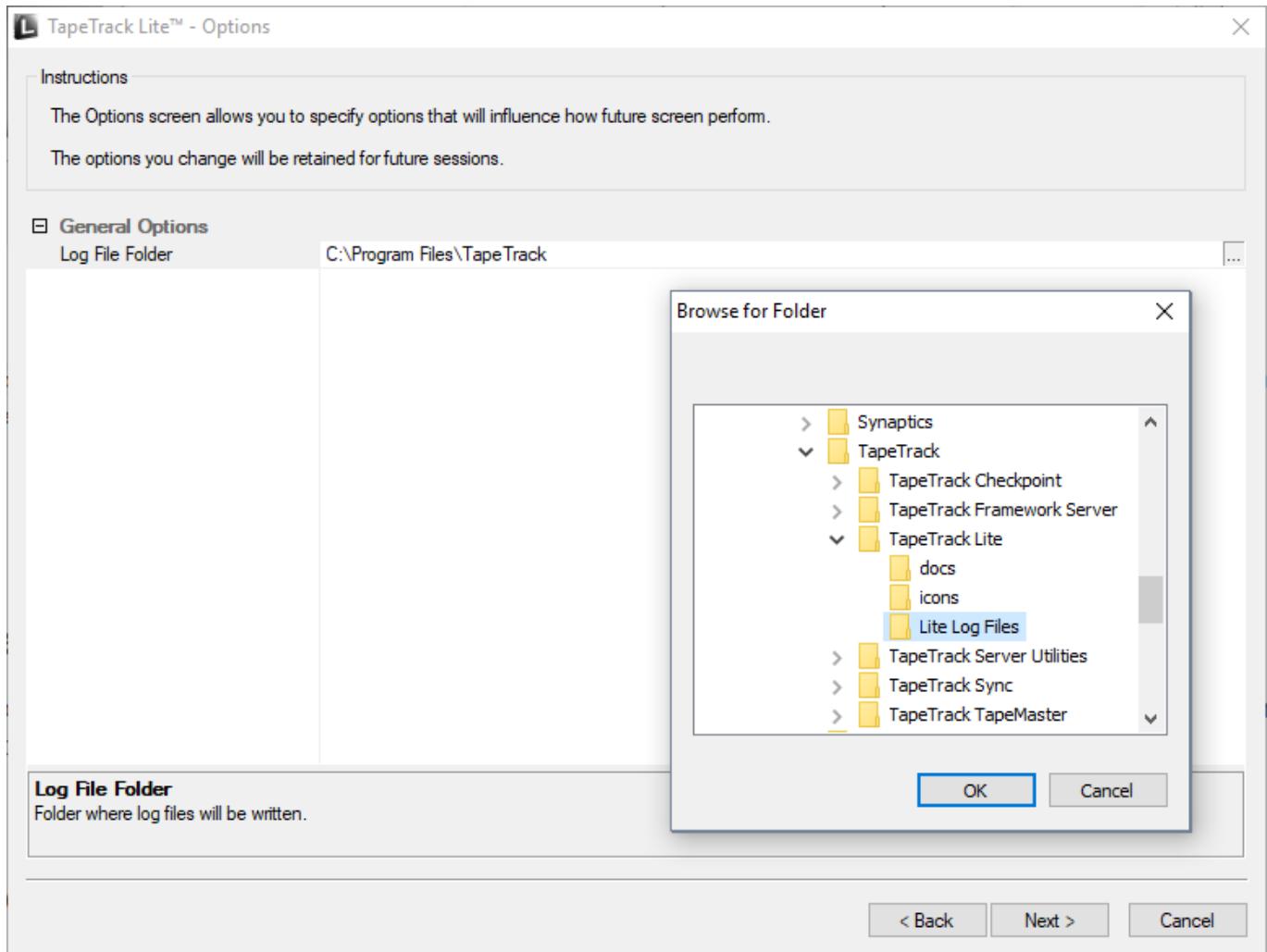


Options

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** window 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.

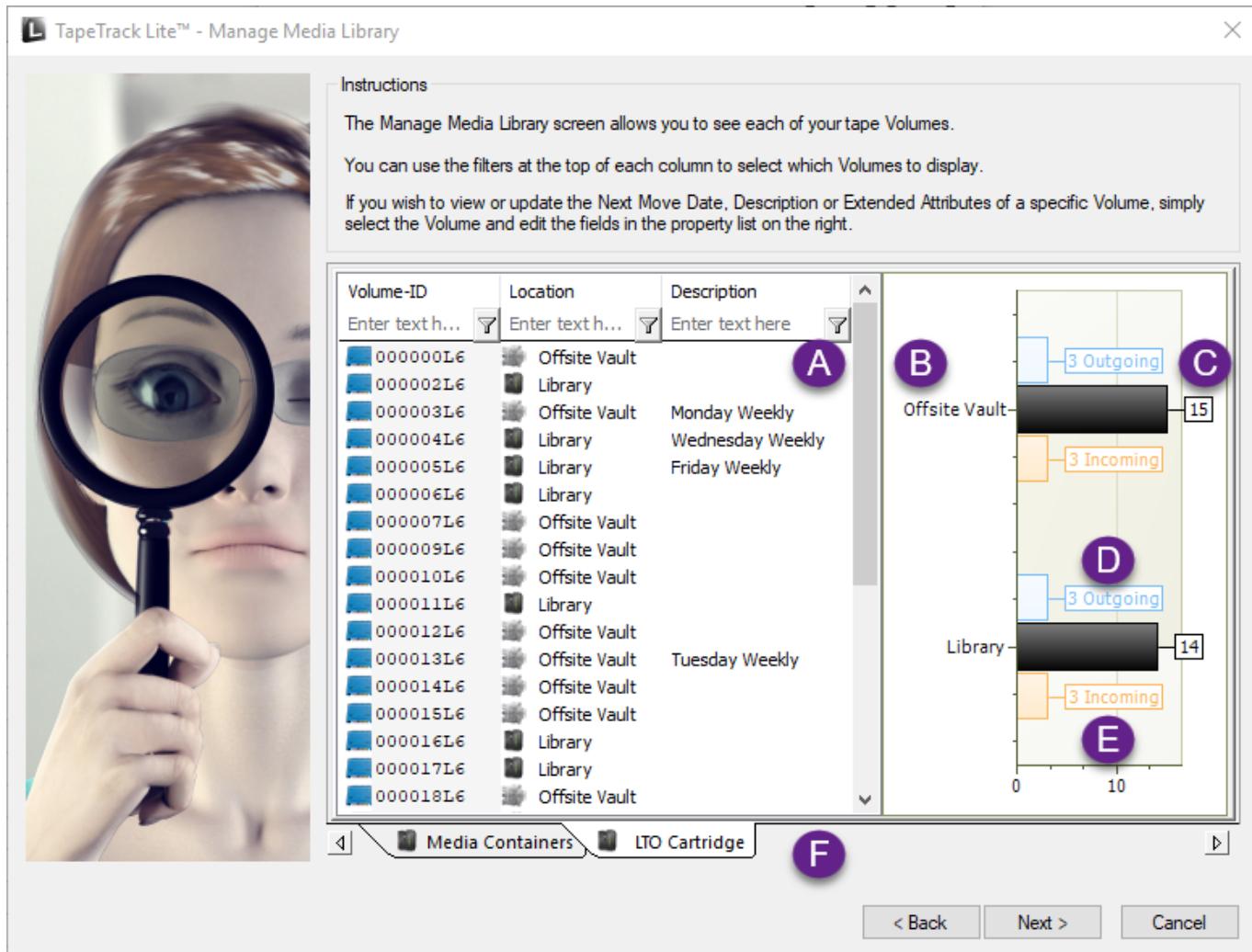
Customer	Volumes	Moves
New York Data Center	56	0
Los Angeles Data Center	23	7
North Carolina Data Center	56	23
Nashville Data Center	52	9
	187	39

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, in graphical format, the different **Repositories**, the total number of **Volumes** as well as the **Volumes** flagged to move in or out of that **Repository**.



- **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**. Select the required Move Date

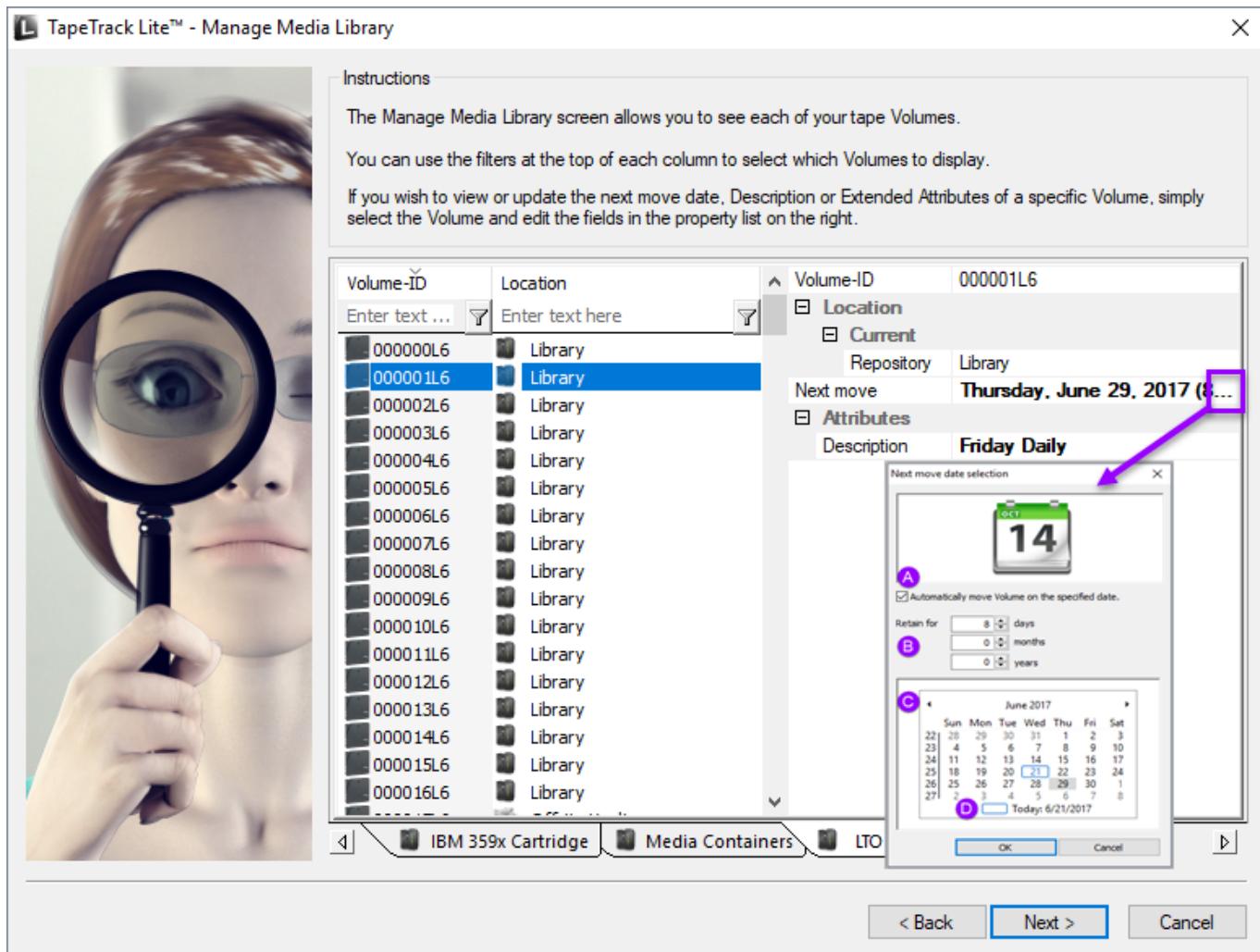
The **Next Move Date** can be set by selecting the required number of years, months and days in top input boxes or by scrolling through the calendar using the scroll arrows to go forward or backwards to select a specific date.

Clicking on the month or year displayed 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.

Click OK to close the **Next Move Date Selection** window.

To edit the Attribute/s click in the field to the right of the attribute (default Description) and enter required value/s.



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 select Move Date.
- C Scroll and select to manually set Move Date.
- D Click checkbox to set today as the Move Date.

When all **Volume** alterations are complete click **Next**.

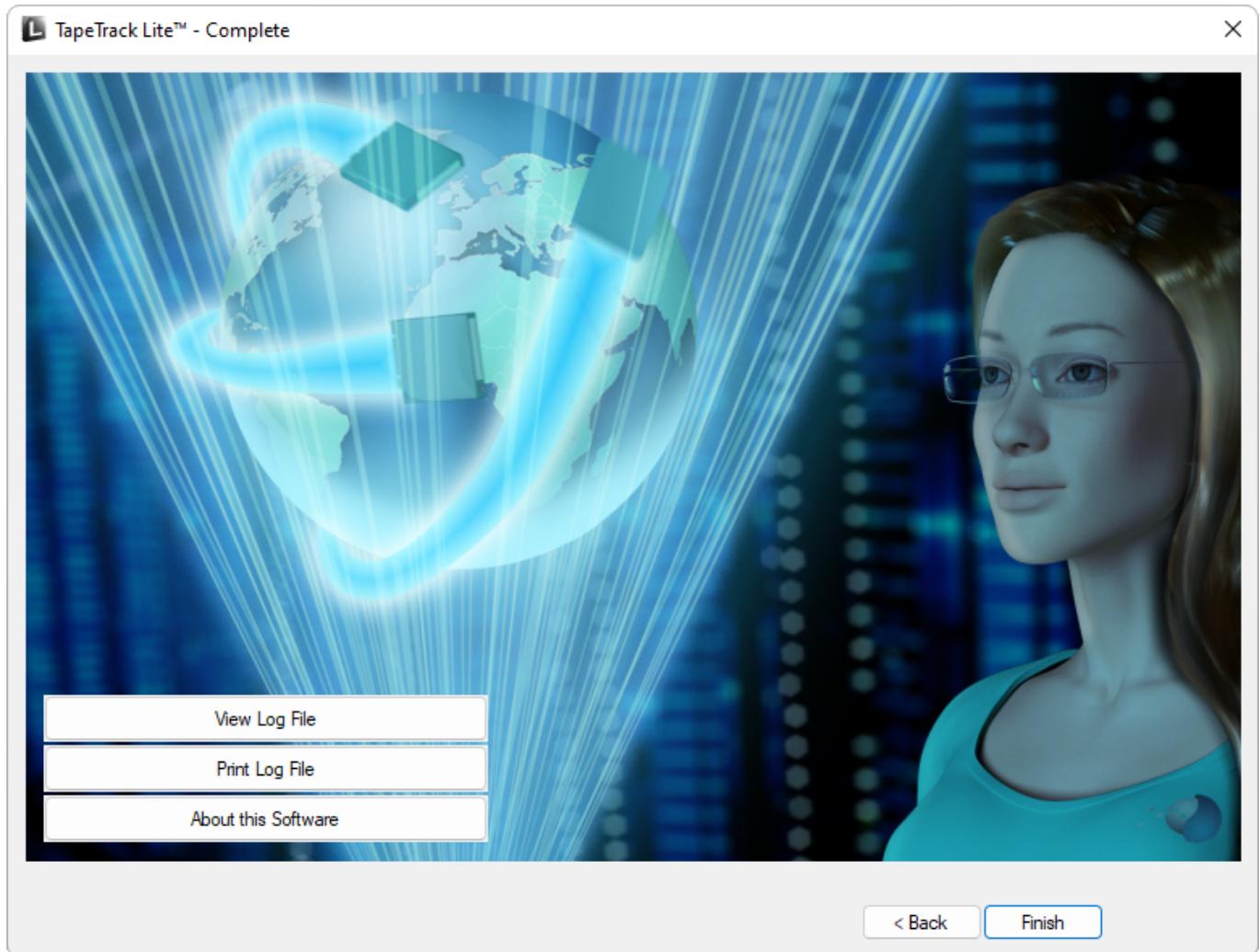
Complete

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.



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