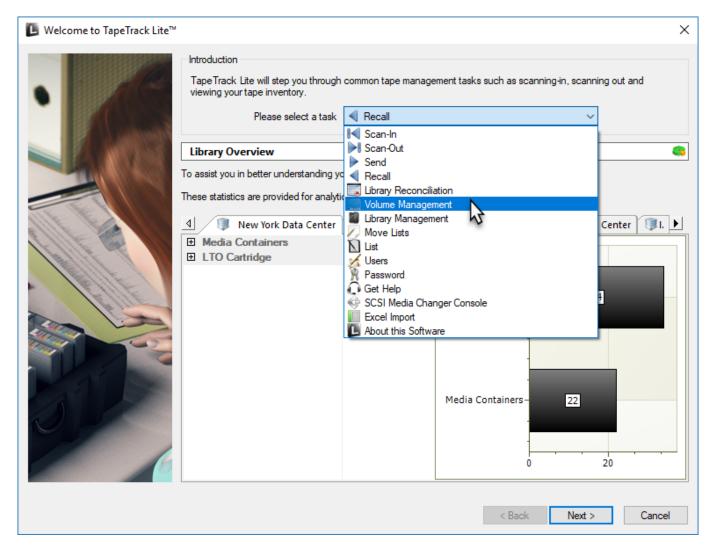
# **Volume Management**

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

# **Managing Volumes Process**

## Select Managing Volumes

Select Volume Management from the **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 and click on the (...) button and select directory.

#### Click Next to continue.

Instructions The Options screen allows you The options you change will be	u to specify options that will influence how e retained for future sessions.	future screen perform.
General Options Log File Folder	C:\Program Files\TapeTrack	Browse for Folder X
		Synaptics   TapeTrack   TapeTrack Checkpoint   TapeTrack Framework Server   TapeTrack Lite   docs   icons   Lite Log Files   TapeTrack Server Utilities   TapeTrack Server Vilities   TapeTrack Server Vilities
Log File Folder Folder where log files will be written.		OK Cancel

### **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 <sup>™</sup> - Customer Selection					
structions					
The Customer Selection screen allows you to	select one TapeTrack Customer	that will be the subject of	operations in su	bsequent screens.	
You may select a Customer by double clickin	a the Customer, or by clicking the	Customer and pressing th	e Nevt button		
The may select a castomer by addic clocking	ing the customer, or by clicking the	costonici ana pressing a	io next button.		
ustomer	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			
temember previously selected Customer					
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.

🗓 TapeTrack Lite™ - Manage Media Library 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 Description Location Enter text h... 🝸 Enter text h... 🍸 Enter text here  $\overline{\mathbf{A}}$ 000000L6 100 Offsite Vault В 00000216 Library Offsite Vault 15 000003Te Offsite Vault Monday Weekly 00000416 Library Wednesday Weekly 000005L6 Library Friday Weekly 000006L6 Library 00000716 Offsite Vault 000009L6 Offsite Vault 000010L6 Offsite Vault 000011L6 Library 000012L6 Offsite Vault Library 14 000013L6 Offsite Vault Tuesday Weekly 000014L6 Offsite Vault 000015L6 Offsite Vault 000016L6 Library Library 000017L6 0000181.6 Offsite Vault 10 LTO Cartridge Media Containers ⊳ ₫. < Back Next > Cancel

- 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 0K 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.

🚺 TapeTrack Lite™ - Manage Media	Library						×	
	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.							
A		ter text here		olume-ID Location	1	001L6		
	000000L6	Library Library		Repos	sitory Libr		017 /	
	000002L6	Library Library		Attribute	s	ursday, June 29, 2	017 (8	
	000004L6 000005L6 000006L6 000007L6	Library Library Library Library		Descriptio	In FIIC	tay Daily	×	
	000008L6	Library Library Library				e Volume on the specified date.		
	000011L6 000012L6 000013L6	Library Library Library				years June 2017 ►	-	
	000015L6 000014L6 000015L6 000016L6	Library Library Library Library	2		Sun Mor 22 28 29 23 4 5 24 11 12 25 18 19 26 25 26 27 2 3	n Tue Wed Thu Fri Sat 30 31 1 2 3 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 299 30 1 4 5 6 7 8		
	4 IBM 359x Ca	artridge Media Conta	iners	011		Today: 6/21/2017		
					< Back	Next >	Cancel	

#### <u>Notes</u>

- 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.

#### **Right Click Options**

Right clicking in the **Inventory** window:

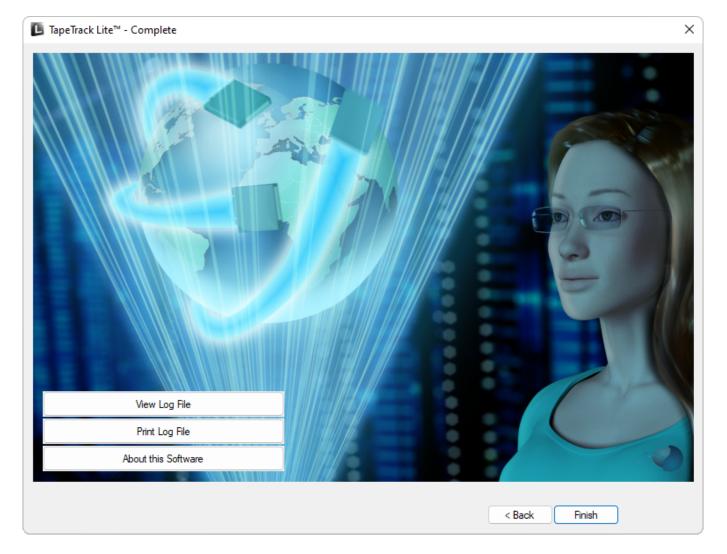
- Export: Exports selected Volumes to file
- Print
  - All: Prints all Volumes
    - Selected: Prints selected Volumes
- Scan
  - $\circ\,$  To Add: Opens Scan window to scan in new Volumes

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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Permanent link: https://rtfm.tapetrack.com/lite/function\_volume\_management?rev=1550456365

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