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Volume Management
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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.

The Options screen allows you The options you change will b	u to specify options that will influence how be 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 Sync TapeTrack TapeMaster
.og File Folder older where log files will be writ	ten.	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™ - Customer Selection					
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Istructions					
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 una pressing a	io next button.		
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stomer	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				Neda	Core 1

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 000003L6 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 You can use the filt If you wish to view select the Volume a	Library screen allows y ers at the top of each c or update the next move and edit the fields in the	rou to see eac column to selec e date, Descrij property list or	h of yourtape of which Volui ption or Exter n the right.	e Volume mes to di nded Attri	es. isplay. ibutes of a specific Volume, simply
	Volume-ĬD Enter text 🍸	Location Enter text here	7	Volume-ID	on	000001L6
	000000L6	 Library Library 		Rep	ository	Library
	000002L6	Library		E Attribu	tes	Thursday, June 29, 2017 (8
	000004L6	Library		Descrip	Next move	Friday Daily date selection ×
	000006L6	Library Library				14
	000008L6	Library			Automat	tically move Volume on the specified date.
	000010L6	Library			Retain for	8 1 days
	000012L6	Library			Θ.	June 2017
	000014L6	Library Library			22 23 24 25	Sun Mon Tue Wed Thu Fri Sat 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24
1 v	000016L6	Library	↓ dia Containe	, rs 🛍 LTC	26 27	25 28 27 28 29 30 1 3 5 0 7 1 1 Today: 6/21/2017
					< Bad	k 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.

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.

Image: TapeTrack Lite™ - Complete		×
View Log File Print Log File About this Software		
	< Back	Finish

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