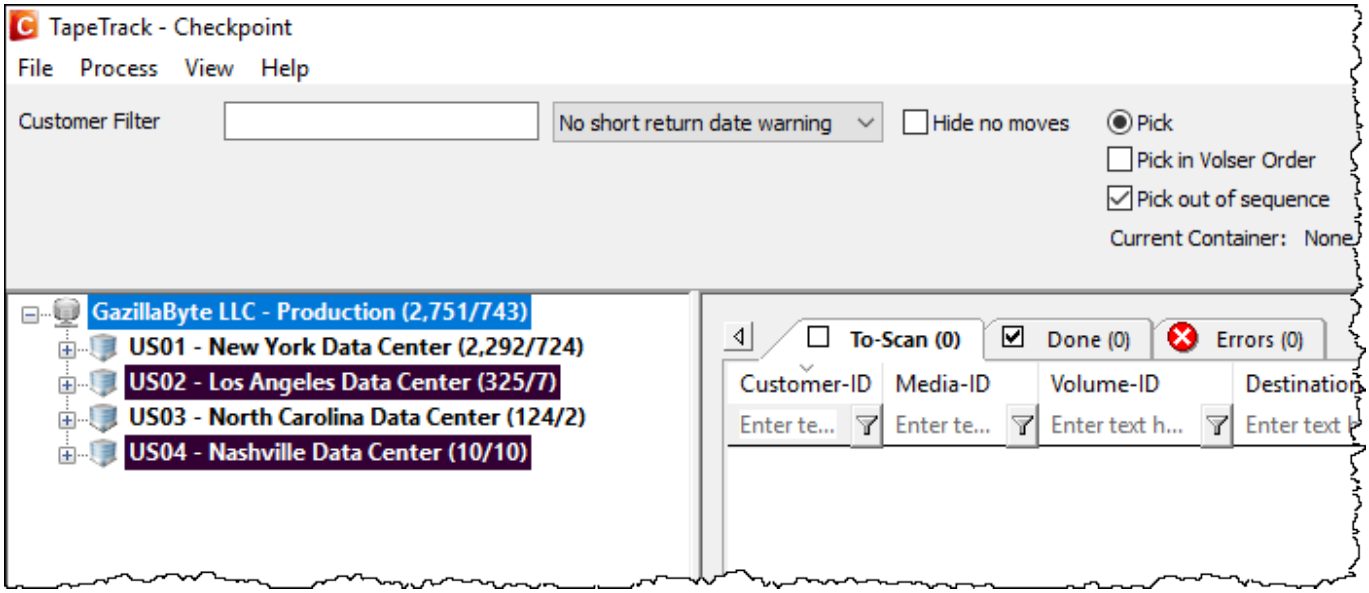
Pick (Send)

The process of picking is removing the Volumes from their respective storage Slots for the purpose transit from the Current Repository to the Target Repository.

The `Pick` Option in the Toolbar will set the **Start Scan** operation to Pick Mode.



There are three options that Pick Mode can operate in:

- **Pick (Default)**: When the `Pick in Volser Order` option is not selected, the Speech Subsystem will announce the Volumes to be picked in the order of their Slot Number. Scanning Volsers out of order will raise an error and be listed in the Errors Tab.
- **Pick in Volser Order**: When the `Pick in Volser Order` option is selected, the Speech Subsystem will announce the Volumes to be picked in the order of their Volumes-ID's. Scanning Volsers out of order will raise an error and be listed in the Errors Tab.
- **Pick out of sequence**: When the `Pick out of sequence` option is selected, Volumes can be scanned in any order without receiving an Error in the Errors Tab. The Speech Subsystem will still announce Volumes in the order set by the Pick in Volser Order Tick box.



If Checkpoint has been open for a while it is best practice to refresh the information against the server by right clicking on a customer in the customer tree and selecting `Rebuild` or pressing F5.



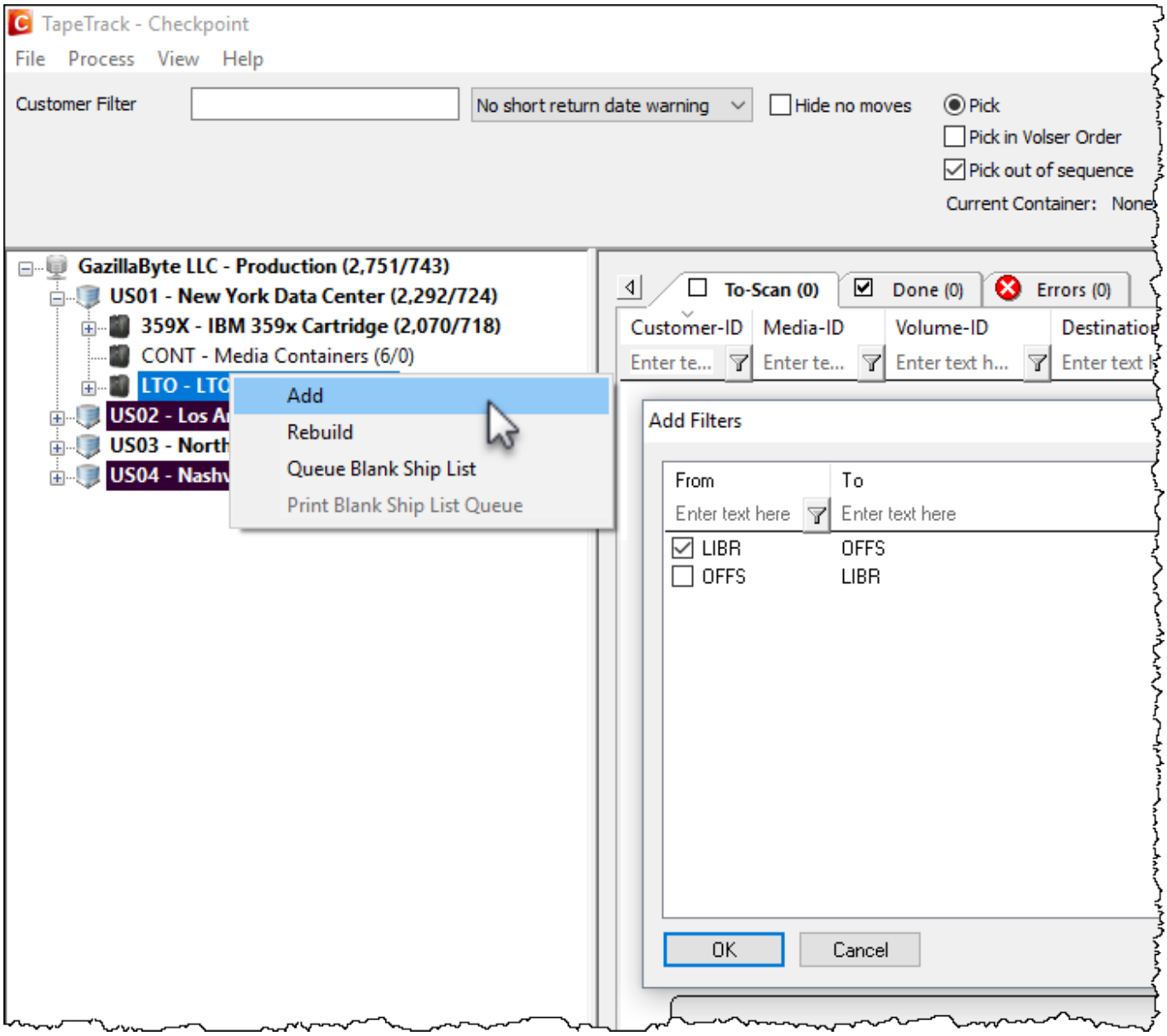
Please note that refreshing the information will clear the To Do tab

.

Adding Volumes

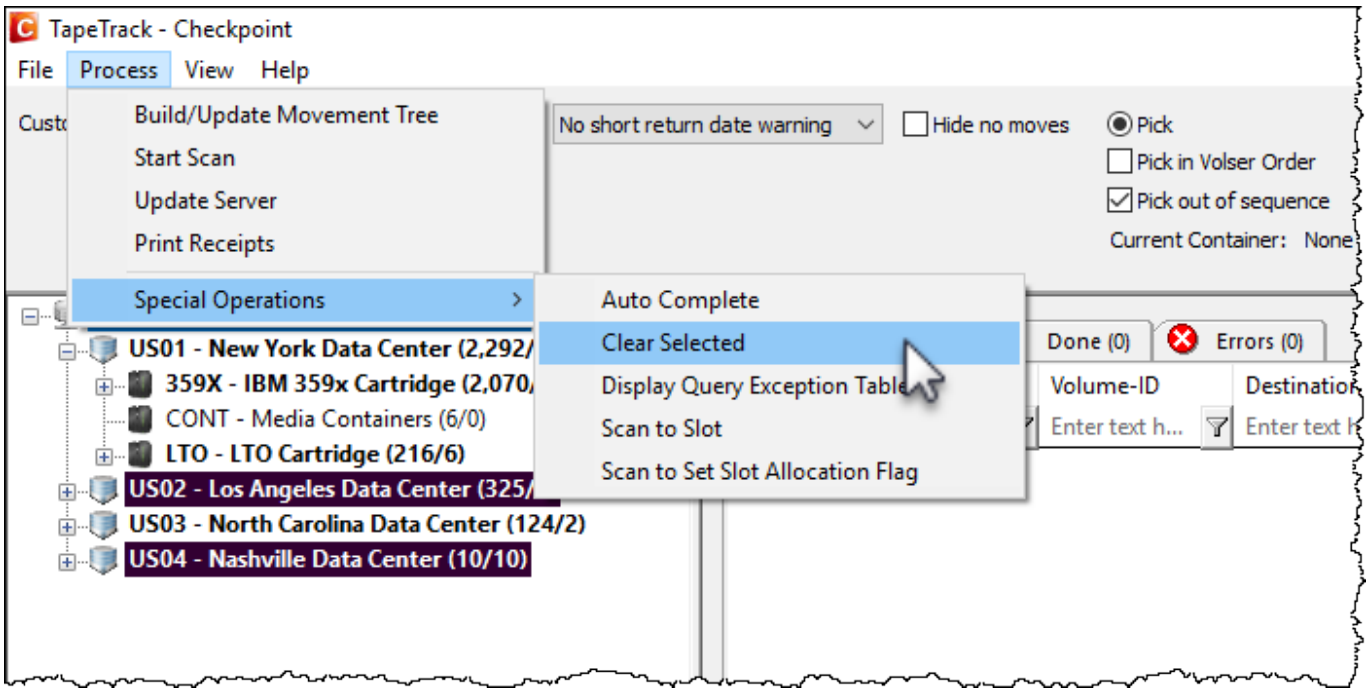
Add required Volumes to the Scan In window by right clicking either/or:

- Customer - to add all Media in a move status.
- Media Type - to add all Volumes in a move status of that Media Type.
- Repository - to add all Volumes in a move status from that Repository.
- Target Repository - to add all Volumes moving from the Current Repository to the Target Repository.



Select required Volumes , based on movement direction, from the **Add Filters** window by checking the boxes and clicking OK.

If any Volumes are added by error, select from the Main Menu `Process→Special Operations→Clear Selected` to remove all Volumes. Add new selection of Volumes by following the previous steps.



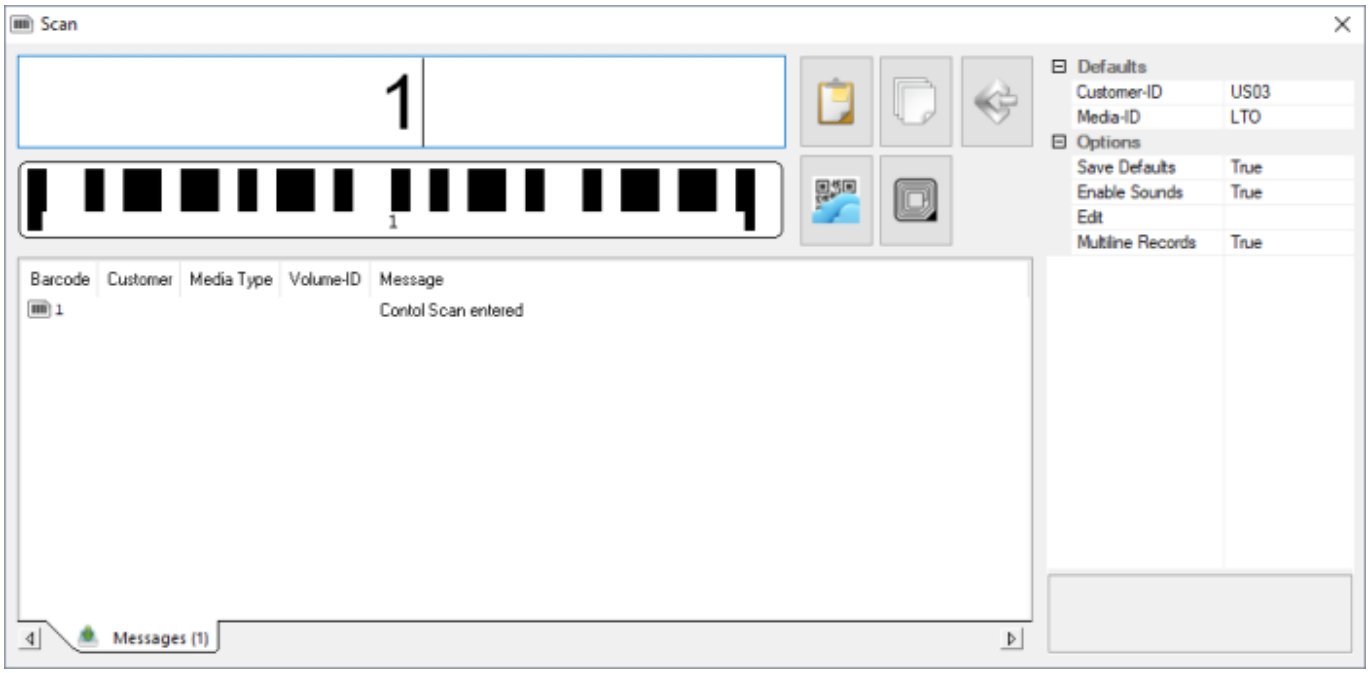
Scan Volumes

Once all required Volumes have been added to the **To Scan** window, from the Main Menu select `Process→Start Scan` to initiate the **Scan** window.

During Pick Mode, the Speech Subsystem will announce either:

- Mode 0 : Volumes only.
- Mode 1 : Zone and Volumes.
- Mode 2 : Zone, Slot and Volumes.

Set the mode required by entering the mode control character (0, 1 or 2).



Pick and scan the Volumes in the order read out by Checkpoint's Speech System.

When a Container is scanned in the operation, the Container will appear as the Current Container below the Pick Mode options.

Volumes scanned during the Scan operation in Pick Mode will be assigned to the Container set in the Current Container field.

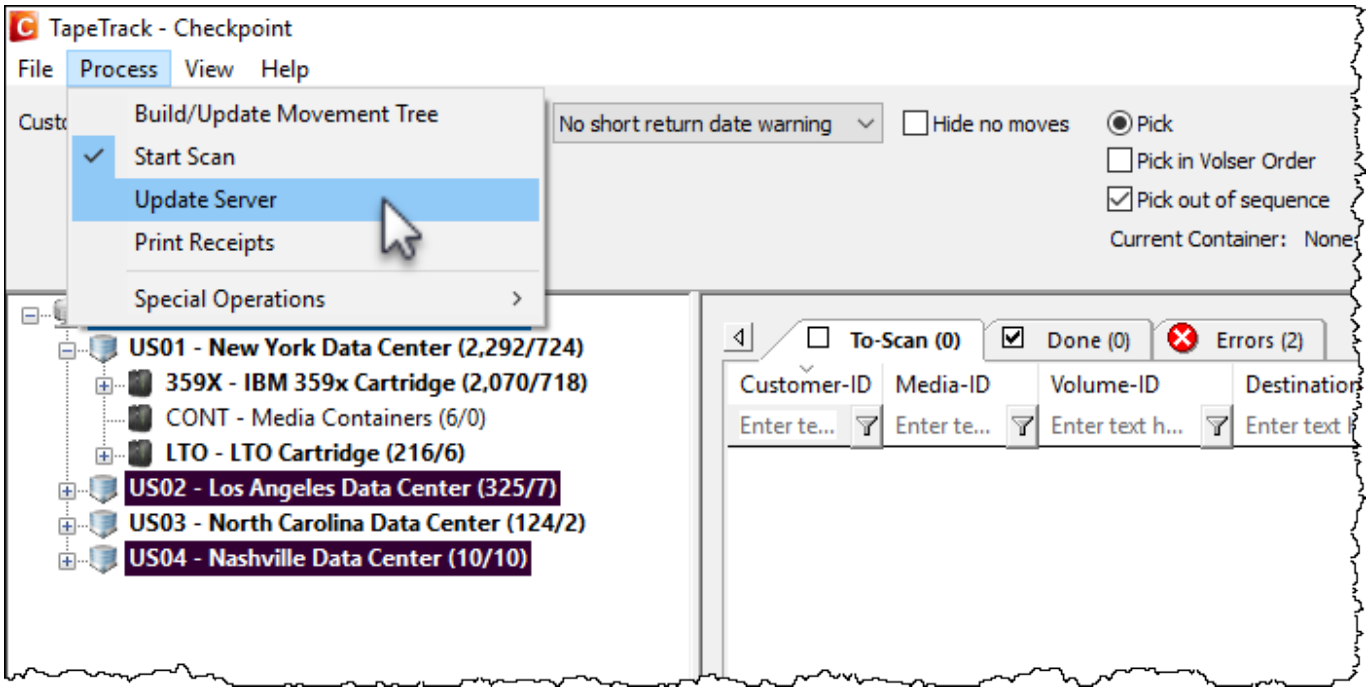
Once Volumes have been scanned, close the **Scan** window.



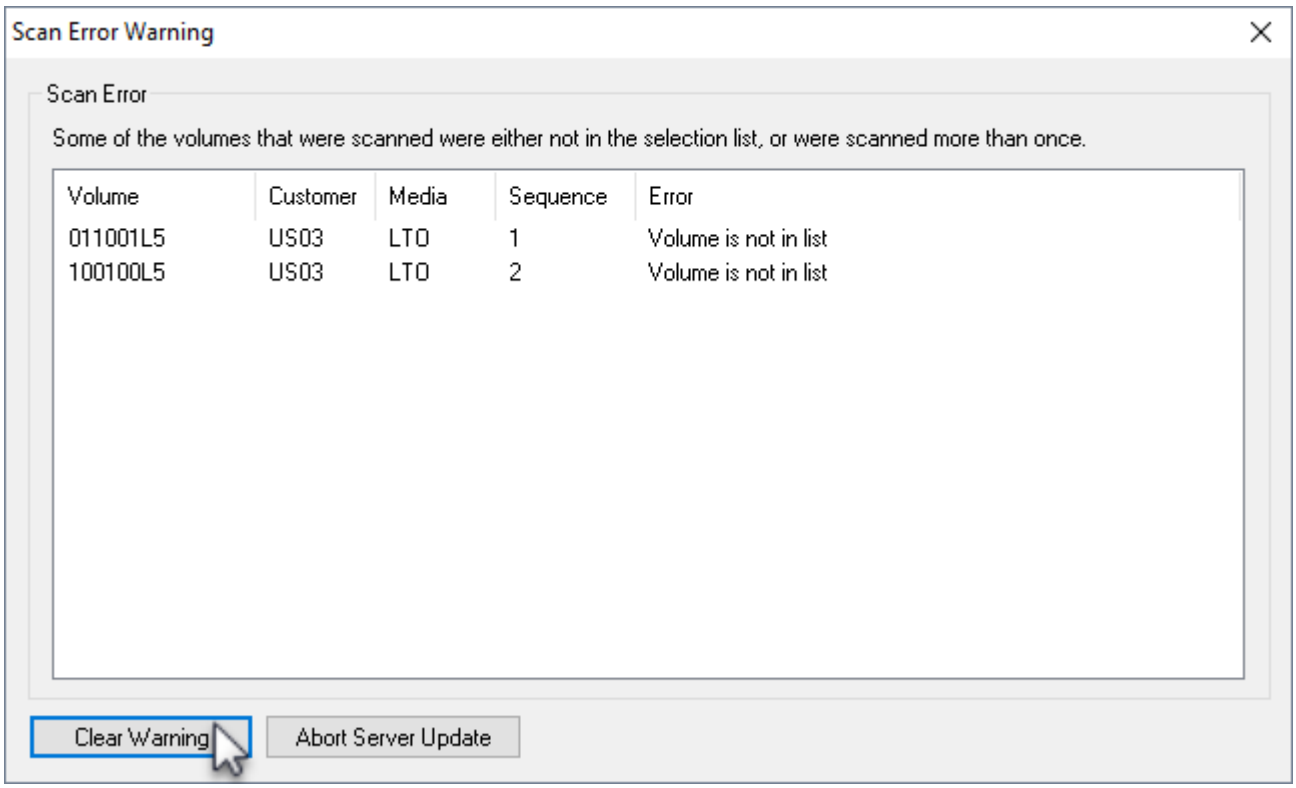
If physical delivery receipts are required, print these before updating server.

Update Server

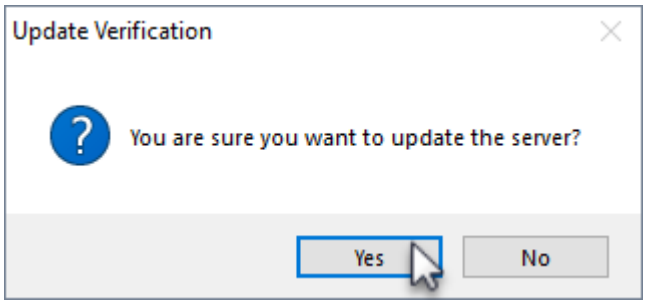
From the main menu, select `Process→Update Server` to push the data up to the server.



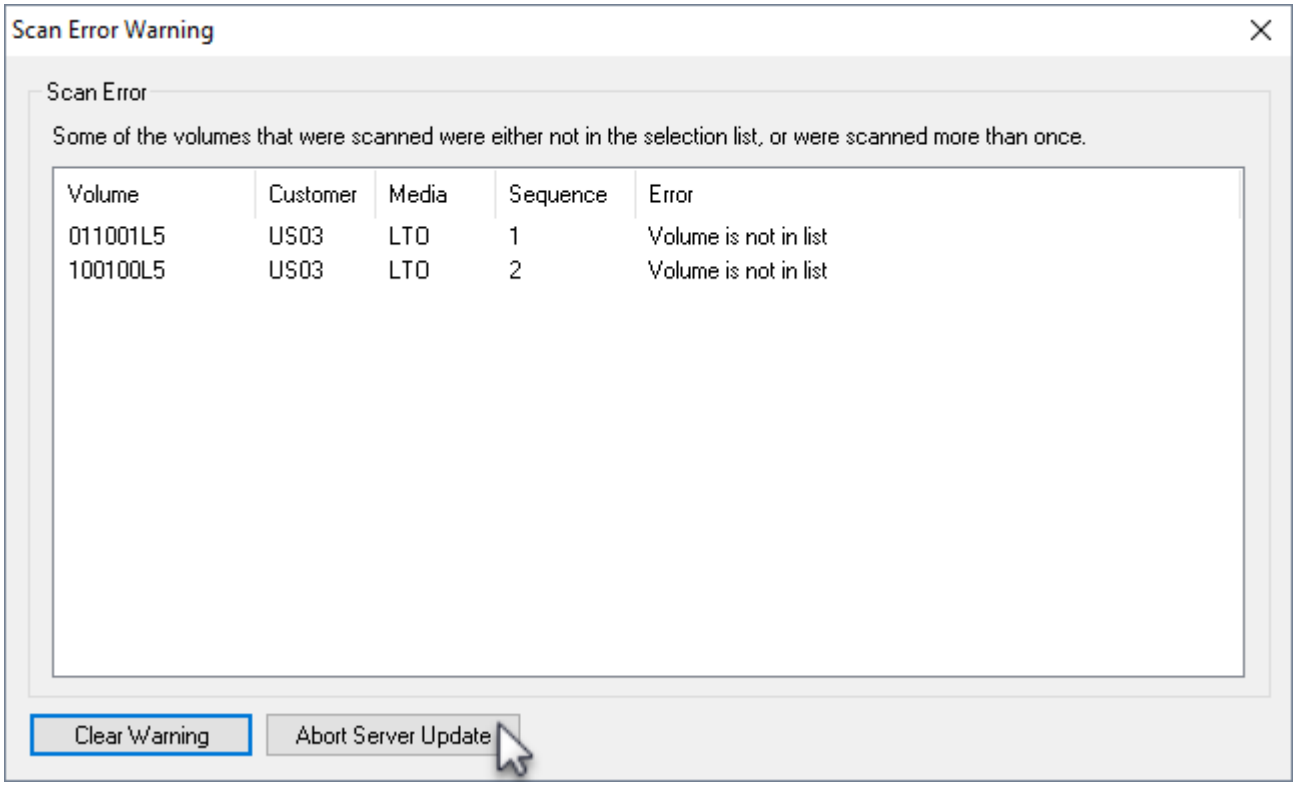
Any errors from scanning (e.g. scanned incorrect Volume or had wrong Customer ID in default field in scan window) will be presented. Click `Clear Warning` to remove the errors and update the server.



Click OK to the popup to confirm the Server update.



Clicking `Abort Server Update` will exit from the update Server Process and return you to the previous window.



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