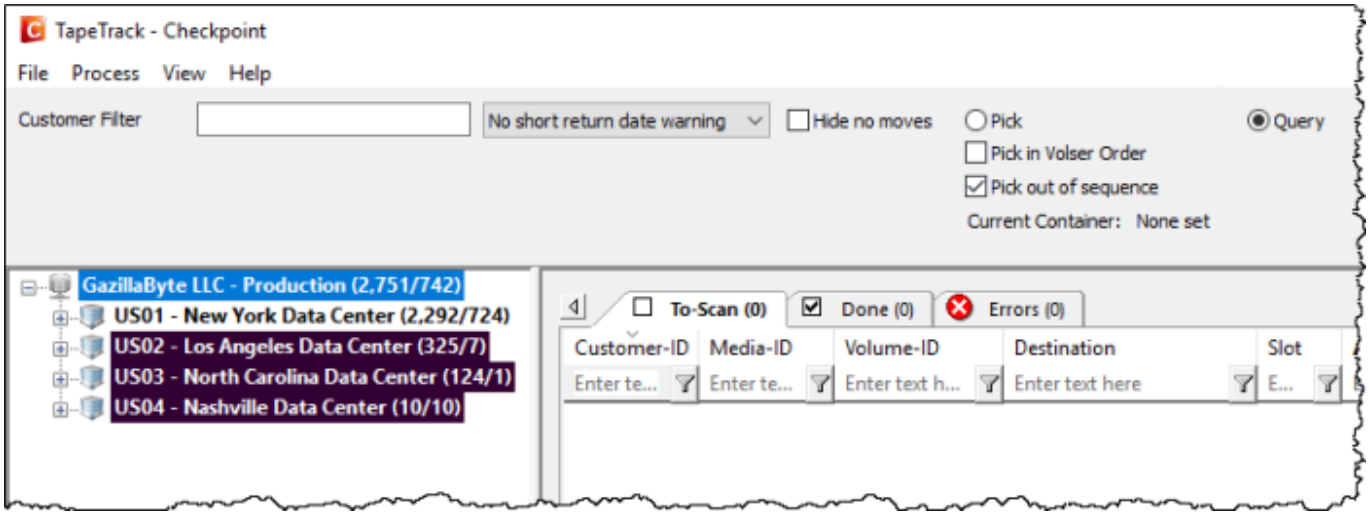
Query (Receive)

The Query process is receiving Volumes from another Repository in a move status into the Target Repository, usually involving putting Volumes into allocated Slots.

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



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

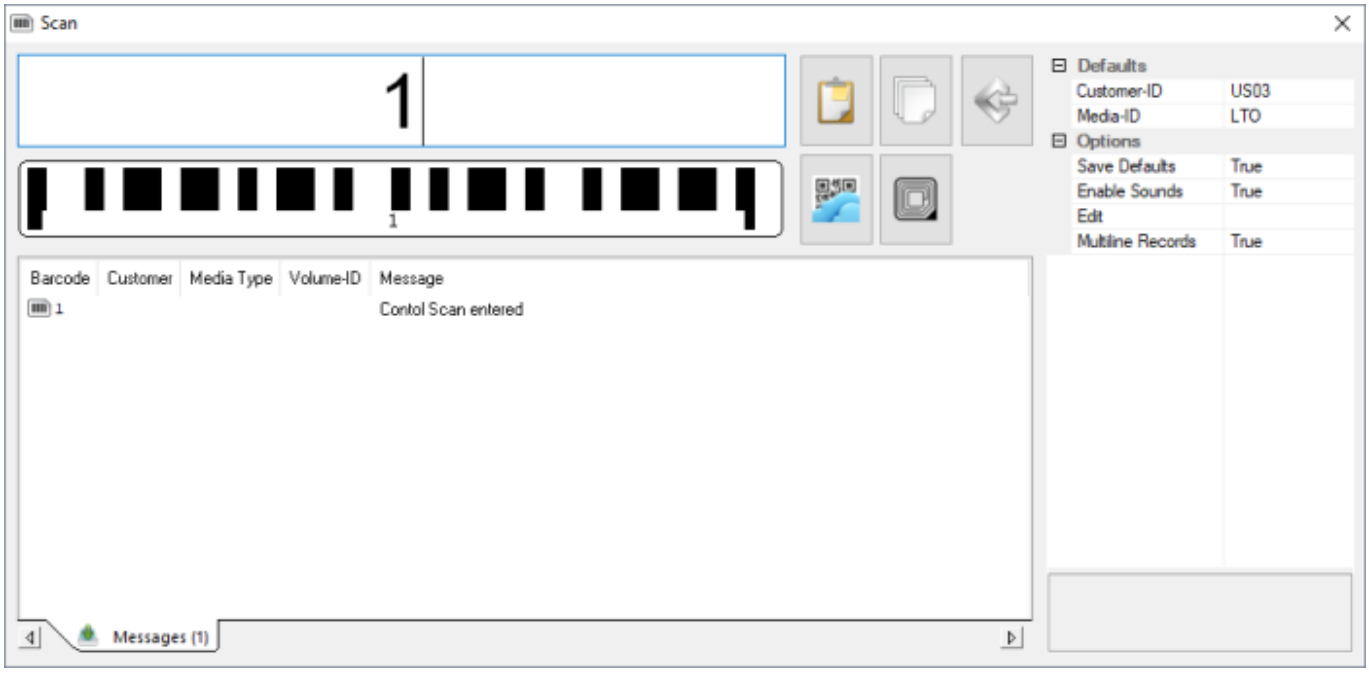
Once all required volumes have been added to the **To Scan** window, from the main menu select `Process→Start Scan` to initiate the **Scan** window.

During Query Mode, the scan requirements can be set to:

- **Mode 0** : Volume only.

- **Mode 1** : Zone and Volume.
- **Mode 2** : Zone, Slot and Volume

Set the mode required by entering the mode control character (0, 1 or 2) by scanning appropriate barcode or through the keyboard.



Other control characters that can be used within the scan window include:

- **C** : Read out current Container-ID
- **D** : Enable/disable duplicate scan warning
- **R** : Repeat current Volume-ID
- **S** : Skip current Volume in Scan List
- **W** : Enable/disable **not in list** warning

Scanning a Volume will prompt Checkpoint to read out Zone and Slot assigned.

- If in mode 0, scan the volume and place in assigned slot.
- If in mode 1, scan the assigned zone and then the Volume Barcode and place in assigned Slot.
- If in mode 2, scan Zone, Slot and then Volume Barcode and place in assigned Slot.

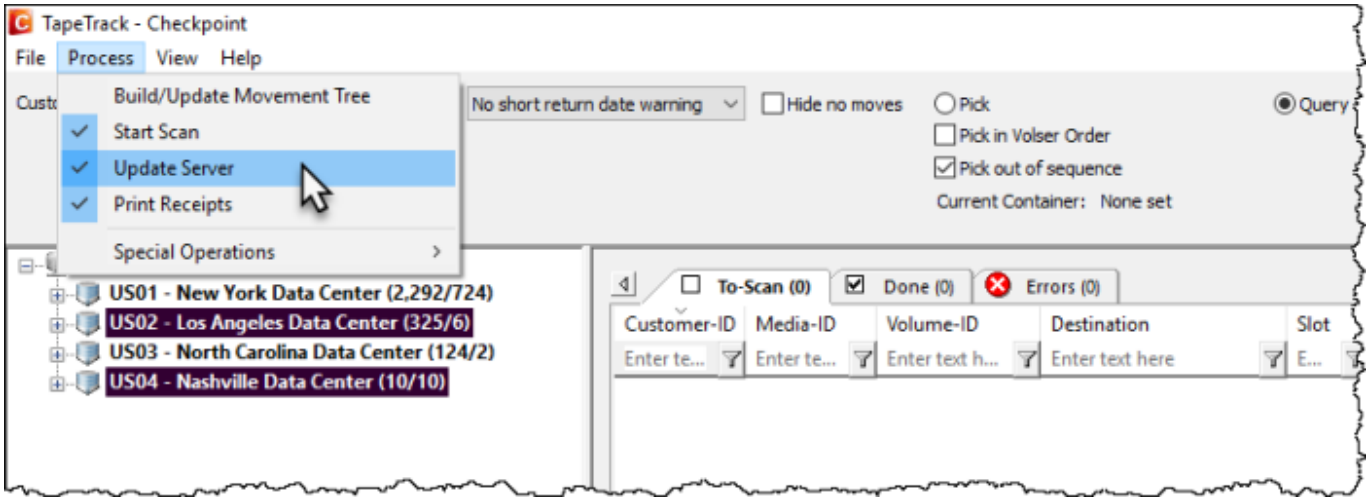
Once Volumes have been scanned, close the **Scan** window by clicking the X in thop right corner.



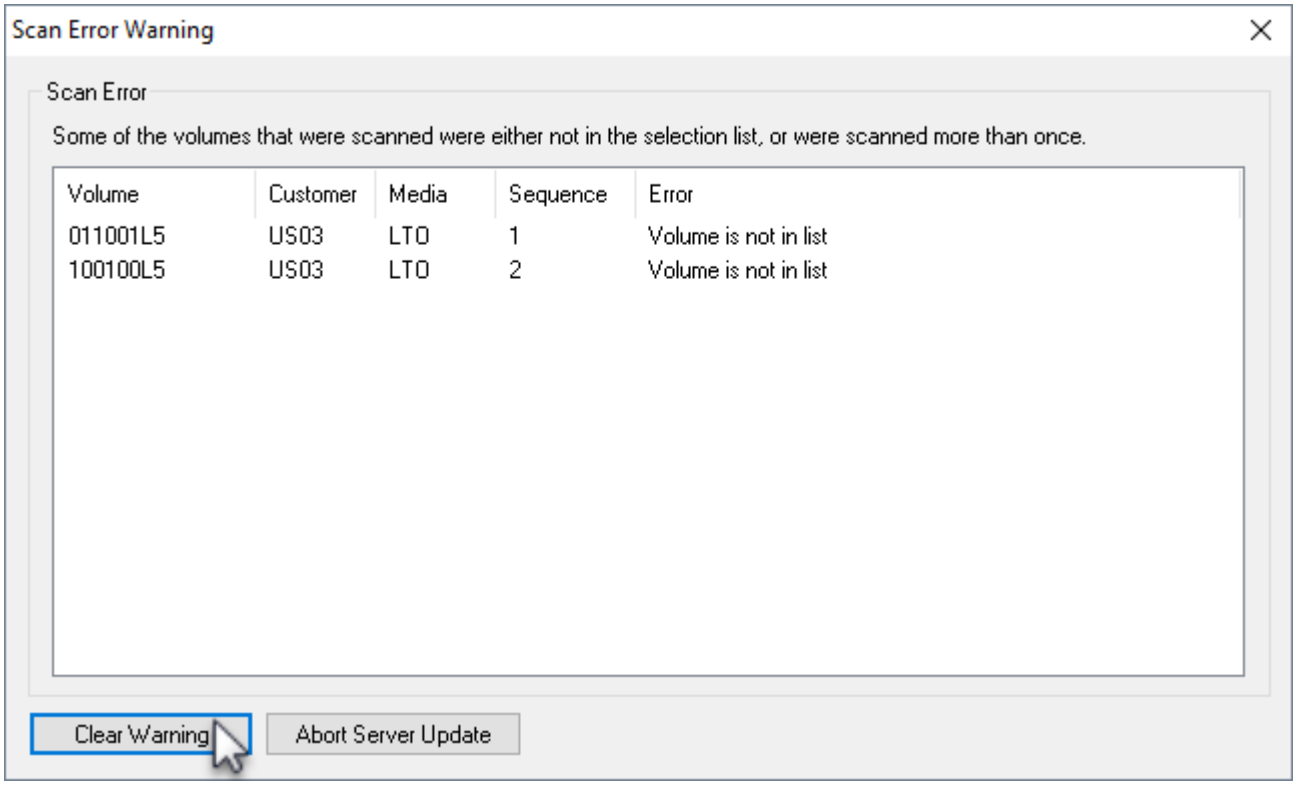
If physical delivery receipts are required, print these before updating server.

Update Server

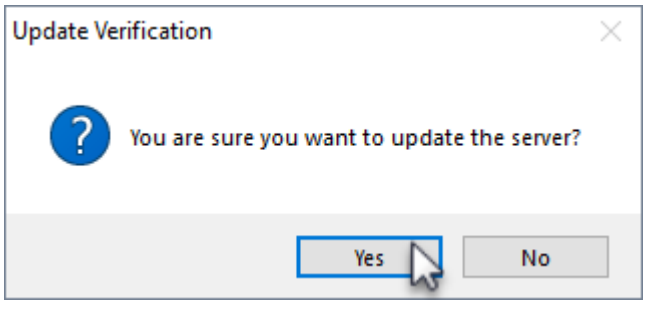
From the main menu, select `Process→Update Server` to push the data up to the server.



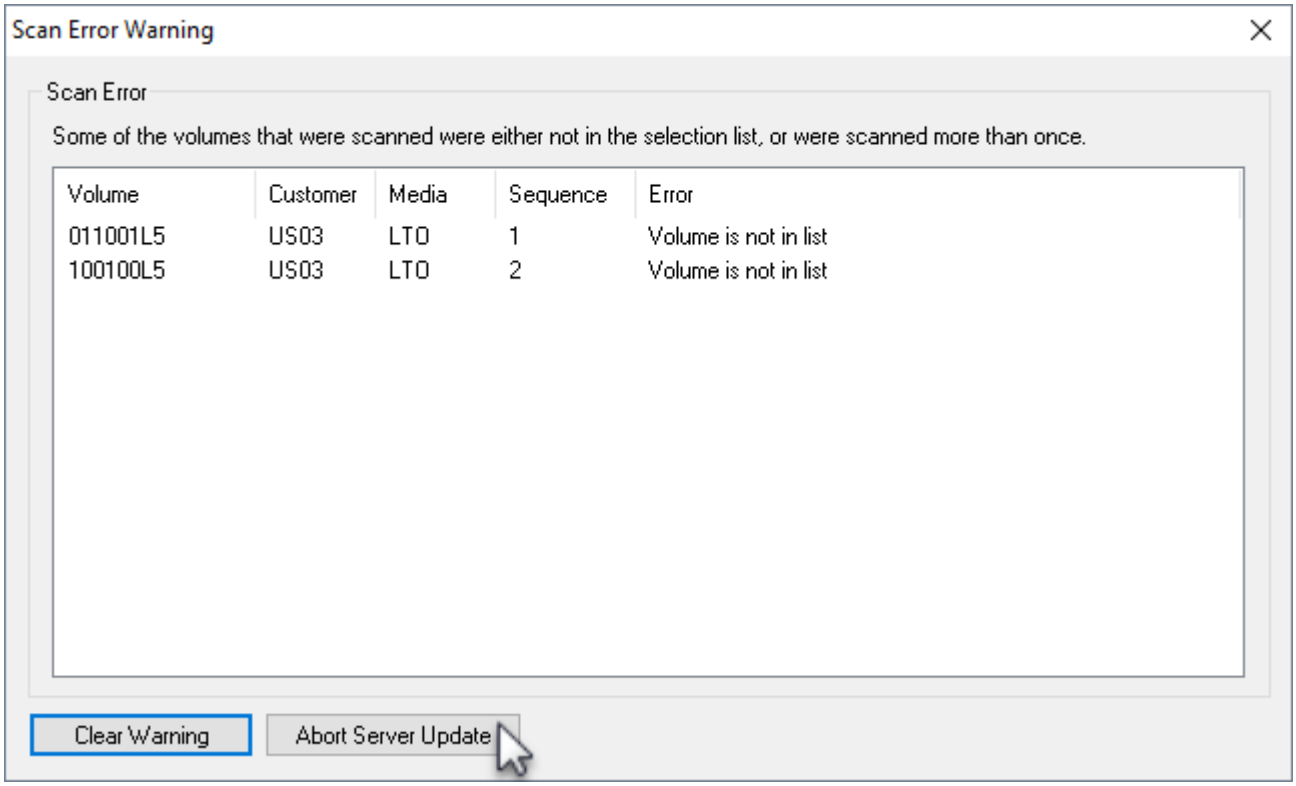
Any errors from scanning (e.g. scanned incorrect volume or had wrong customer ID in default field in scan window) will be presented. Click `Clear Warning` to remove the errors and update the server.



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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