# Moving Volumes

Moving volumes between repositories so that they remain in sycronisation with the physical movement of the actual volumes between locations would be the most important function with TapeTrack.

Moving a volume from one repository to another involves several processes:

- Updating the volume's target repository to place it in a move status
- Scanning the volume out of the current repository (optional)
- Confirming the volume in the target repository

Volumes can be moved manually via drag and drop, using a barcode scanner, set move dates, synchronization scripts or a combination of these methods.

The method best suited to moving the volumes is dependent on the number of volumes to be moved, how the information is received on which volumes need to be moved and access to hardware such as scanners, keyboard or mouse.

## Putting Volumes Into A Move

Updating a volumes target location to a repository other than its' current repository will place the volume into a move status. The volumes target location can be updated:

- Moving Volumes Manually.
- Excel Data Importation.
- Via Sycronization.

## Scanning Volumes Out

While scanning a volume out of its' current repository is an optional step in the movement process it has the added benefits of

- Ensuring the correct volumes are being moved as any incorrect volumes will be alerted.
- Maintains a more accurate chain of custody as TapeTrack records the operator scanning out the volume as well as the date and time.
- Enables filtering of volumes that have been scanned out from other volumes in a move status.

## Confirming Move

Confirming volumes into their target repository updates the volume's current repository to that of the target repository. This removes the volumes move status and verifies its arrival at the specified repository.

Volumes can be confirmed:

- Manually.
- Via Reconciliation.
- Via Synchronization.

# Move Errors

## Moving Volumes Back To Current Repository Before Confirming At Target repository

Moving a volume that is currently in a move status back to it's current repository before confirming at it's target repository will:

- Move volume back to it's current repository
- Set Target repository to it's current repository
- Remove M (move) flag
- Throw an error **Update OK but marked for followup**
- Add a **W** (warning) flag to the volume and highlight that volume in an orange background.

The volume is highlighted with the orange background and W flag added to allow the operator to easily identify volumes that have been moved back before confirmation. This allows the operator to investigate why this has happened and make adjustments to volume movement processes if required.

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