

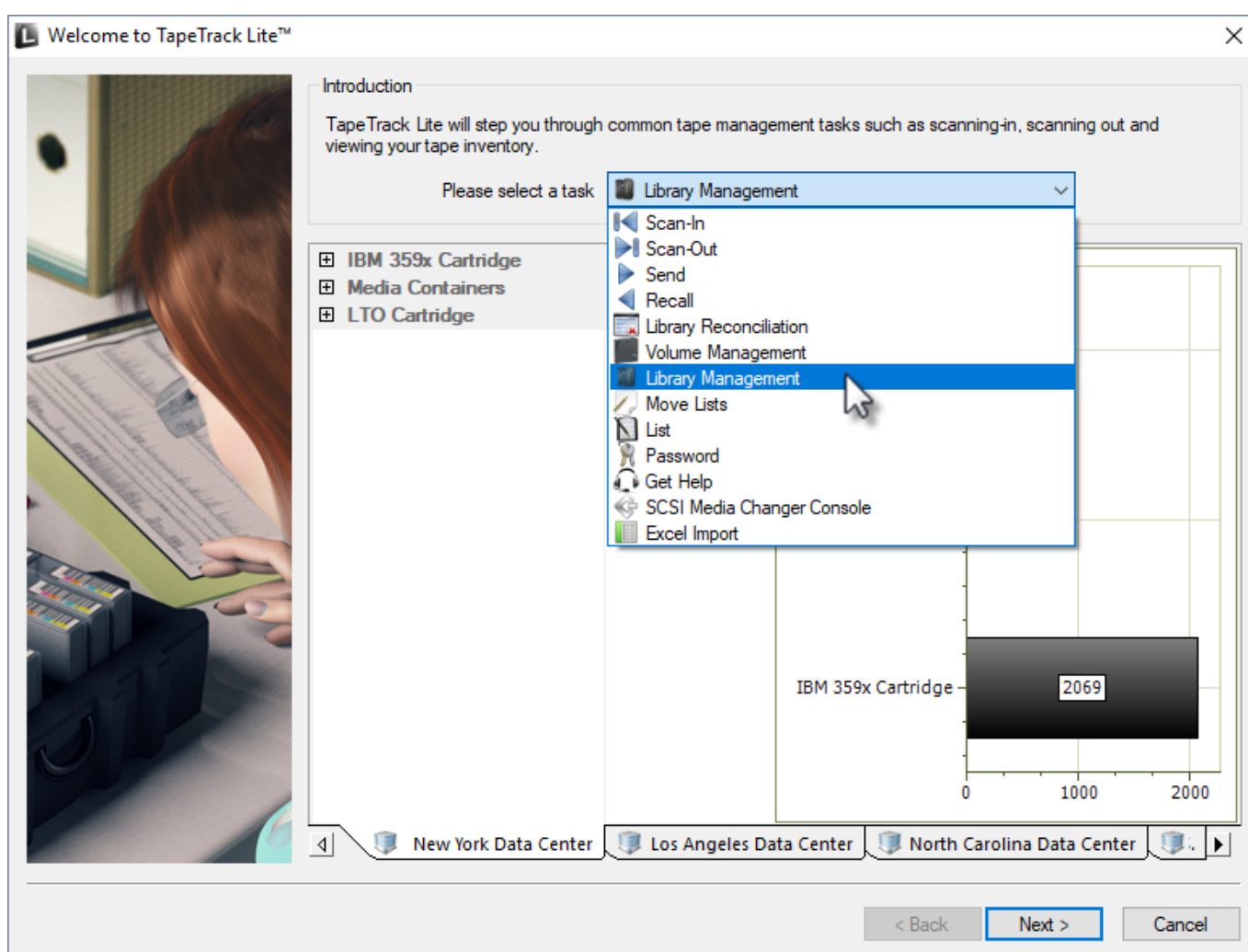
# Library Management

The TapeTrack Lite Library Management function allows you to manage individual libraries.

## Library Management Process

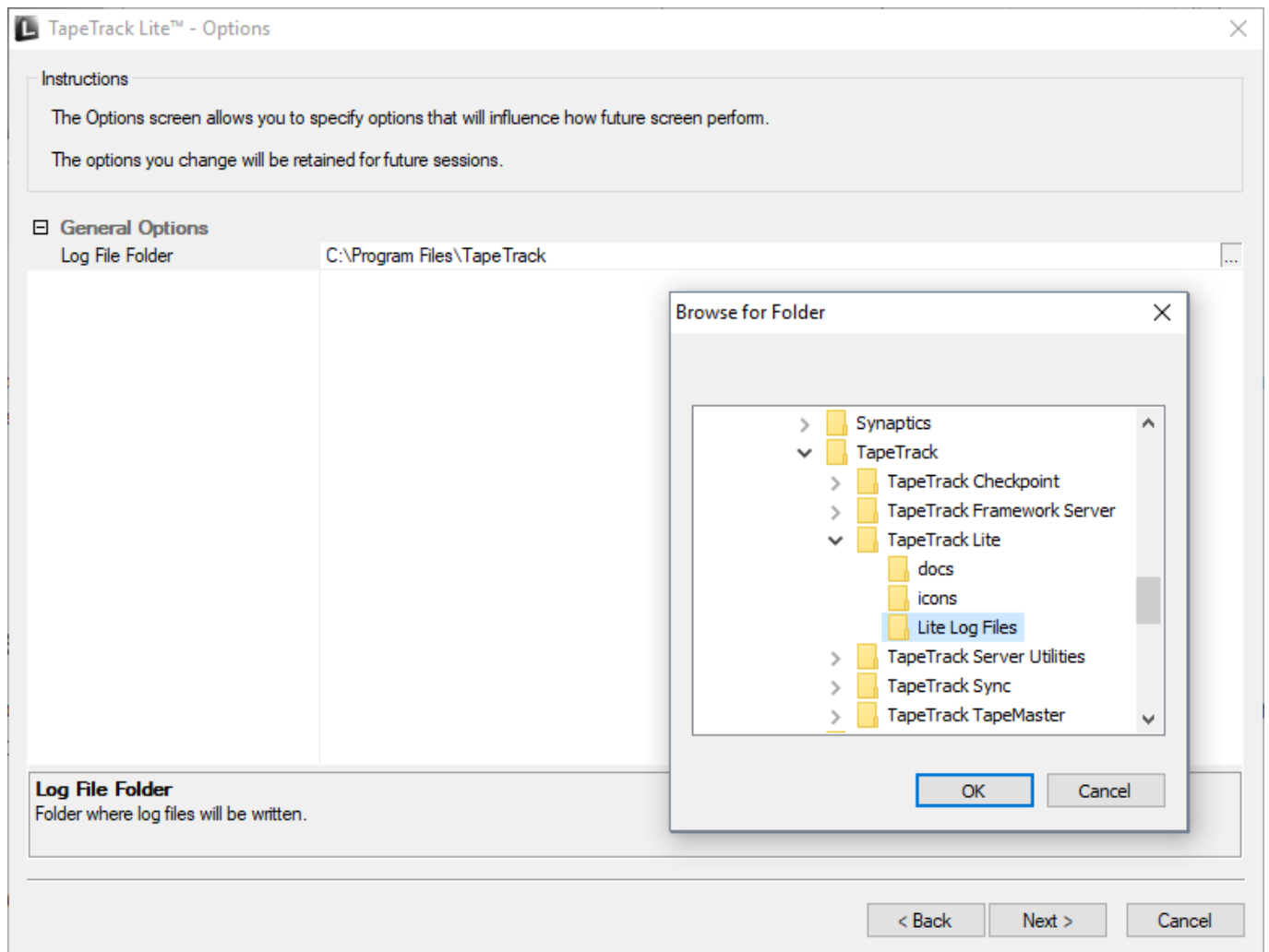
### Select Library Management

Once logged in to TapeTrack Lite, select Library Management from the Library Management Task's drop-down menu.



### 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 right of the Log File Folder and click on the more options button (...) and select the preferred directory.



Click Next button to continue.

## Customer Selection

Select the account or customer that you want to manage volumes for by double-clicking the [Customer-ID](#) or left-clicking the [Customer-ID](#) and clicking Next at the bottom of the page.

TapeTrack Lite™ - Customer Selection

Instructions

The Customer Selection screen allows you to select one TapeTrack Customer that will be the subject of operations in subsequent screens.

You may select a Customer by double clicking the Customer, or by clicking the Customer and pressing the Next button.

| Customer                   | 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    |

☒ Remember previously selected Customer

< Back

Next >

Cancel

## Media Selection

Select the media type to manage volumes by double-clicking the required media or by selecting the media type and clicking Next

TapeTrack Lite™ - Media Type Selection

Instructions

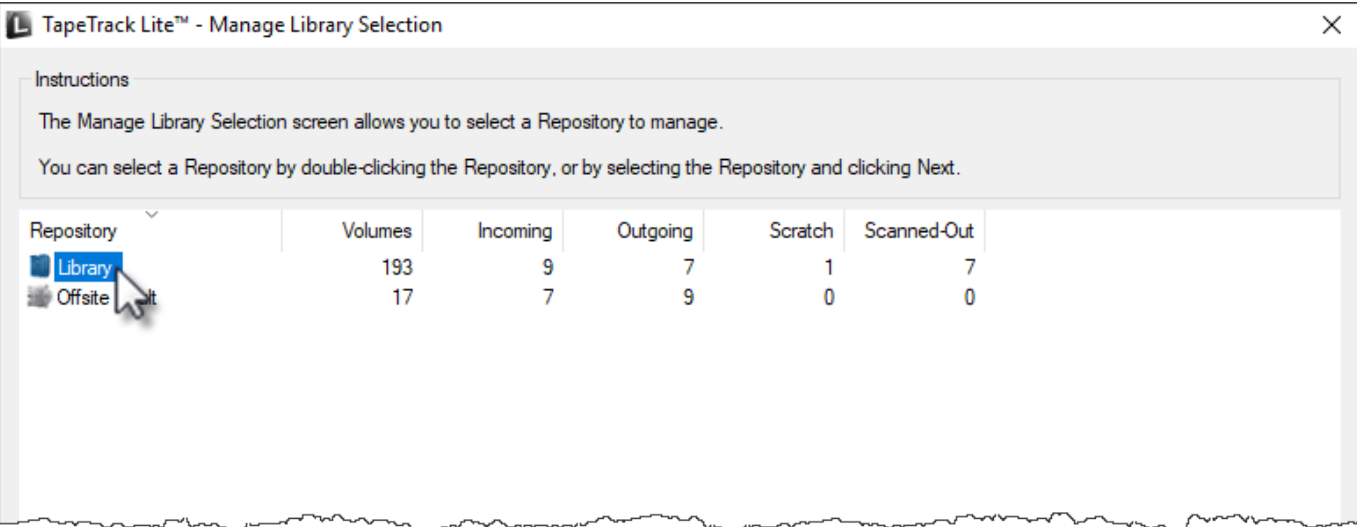
The Media Type Selection screen allows you to select a single TapeTrack Media Media Type to work with in subsequent screens.

You can select this Media Type by double clicking the required item in the list.

| Media Type         | Volumes | Moves | Scratch Deficit | Overdue |
|--------------------|---------|-------|-----------------|---------|
| IBM 359x Cartridge | 2,069   | 0     | 0               | 0       |
| LTO Cartridge      | 211     | 16    | 0               | 0       |
| Media Contain...   | 5       | 0     | 0               | 0       |

## Repository Selection

Select the repository to manage by double-clicking the required repository or by selecting the repository type and clicking **Next**



## Volume Management

The volume management window displays volume and repository information including required moves to maintain the set level of scratch volumes.

Clicking execute will effect the displayed moves to manage the selected repository's management requirements. Closing this window will take you to the move list.

Repository Management: Library

Metrics

Repository

Capacity

193

In Use

187

Incoming

7

Outgoing

1

Net

193

Free Space

0

Scratch

Requirement

15

In Repository

11

Deficit

4

Extras

Free Space

0

Scratch Volumes

0

Calculations

Scratch (incoming)

4

Ejects (outgoing)

4

Targets

Repository

Offsite Vault

Bypass Ejects

False

Repository

Target for ejects

Proposed Scratch Volumes to be entered

| Volume   | Current Repository | Last Move  | Next Move | Expiry    | Last Write |
|----------|--------------------|------------|-----------|-----------|------------|
| 000018L6 | Scratch Rack       | 2017-06-30 | Permanent | Permanent | Never      |
| 000019L6 | Scratch Rack       | 2017-06-30 | Permanent | Permanent | Never      |
| 000020L6 | Scratch Rack       | 2017-06-30 | Permanent | Permanent | Never      |
| 000021L6 | Scratch Rack       | 2017-06-30 | Permanent | Permanent | Never      |

List contains 4 records

Proposed Non-Scratch Volumes to be ejected

| Volume   | Current Repository | Last Move | Next Move | Expiry    | Last Write |
|----------|--------------------|-----------|-----------|-----------|------------|
| 000120L6 | Library            | Never     | Permanent | Permanent | Never      |
| CONT201  | Library            | Never     | Permanent | Permanent | Never      |
| 000178L6 | Library            | Never     | Permanent | Permanent | Never      |
| 000177L6 | Library            | Never     | Permanent | Permanent | Never      |

List contains 4 records

Selected=1

First Selected=2

Execute

Cancel

## Notes:

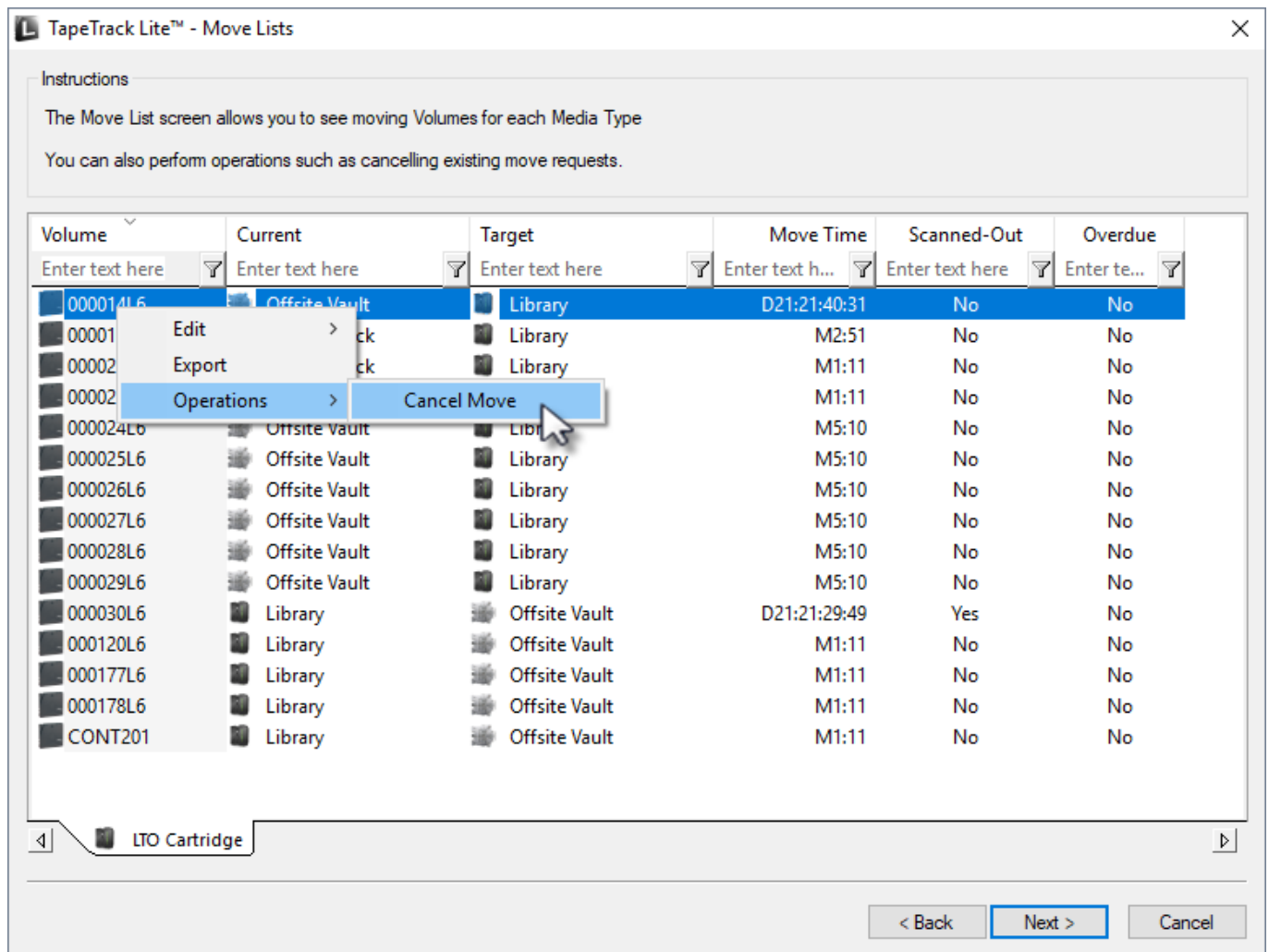
- **A** Repository usage statistics.
- **B** Repository scratch requirements.
- **C** Free slots and current scratch volumes in repository.
- **D** Movement calculations required to hit scratch volume targets.
- **E** Target repository (required) for ejected tapes.
- **F** Volumes selected to move into repository.
- **G** Volumes to be ejected to create enough space for incoming volumes.

## Move List

The move list displays all tapes currently in a move status including volume ID, current and target location, elapsed move time, scanned out status and whether the volume is overdue at its intended target.

Volumes can have their move revoked or canceled by right-clicking selected volumes and choosing Operations → Cancel Move

TapeTrack Documentation - <https://docs.tapetrack.com/>



## Complete

This will bring up the Complete window, from here you can

- Click Finish, Cancel or X to exit TapeTrack Lite
- Click Back to return to start menu and select another task
- Click View Log File to view the log
- Click Print Log File to print out log file for further reference
- Click About this Software to view product and support (email, phone & website) information



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