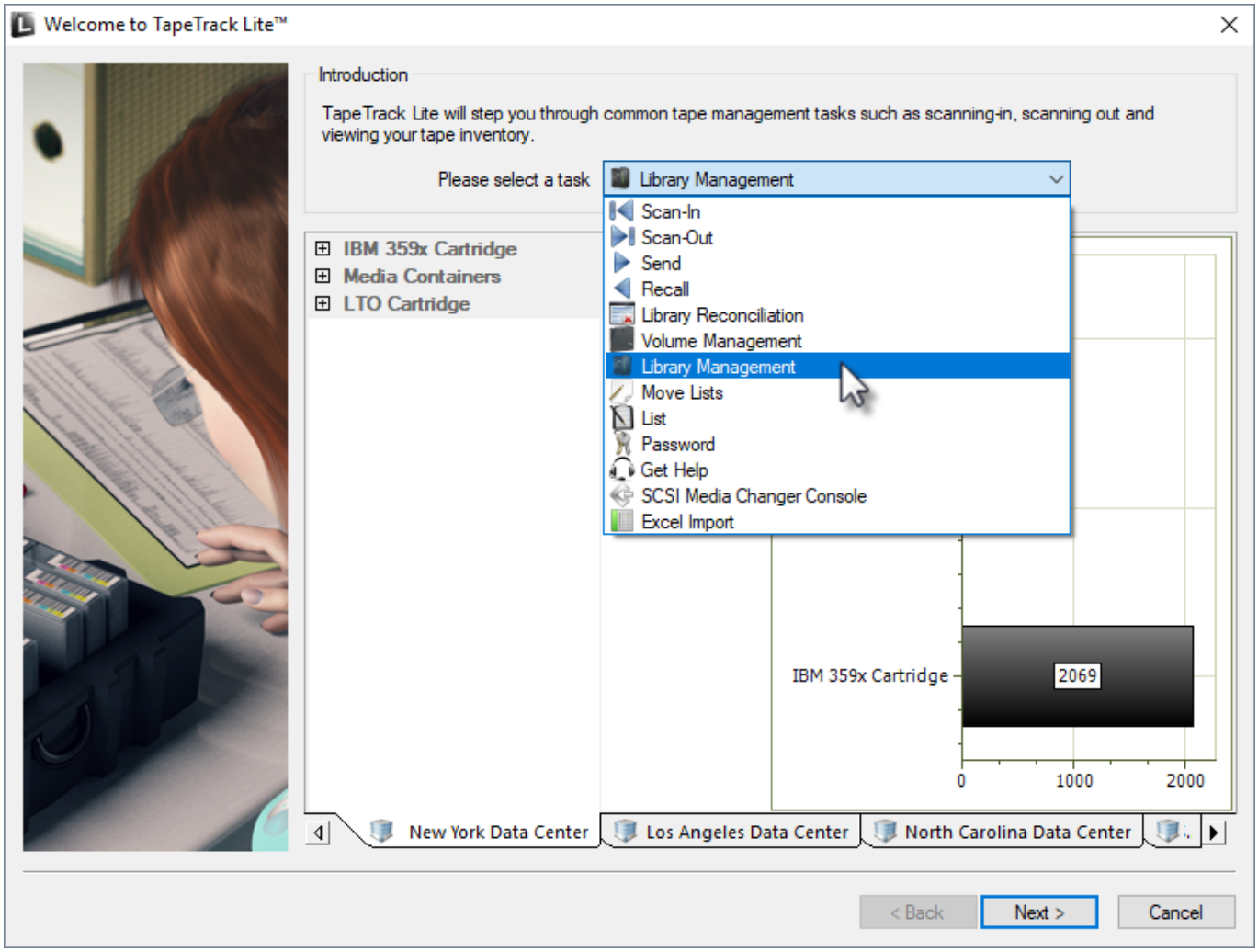
# Library Management

The Library Management function allows you to manage individual libraries and the Volumes contained within them.

## Library Management Process

### Select Library Management

Select `Library Management` from the **Task Menu** and click `Next` to continue.

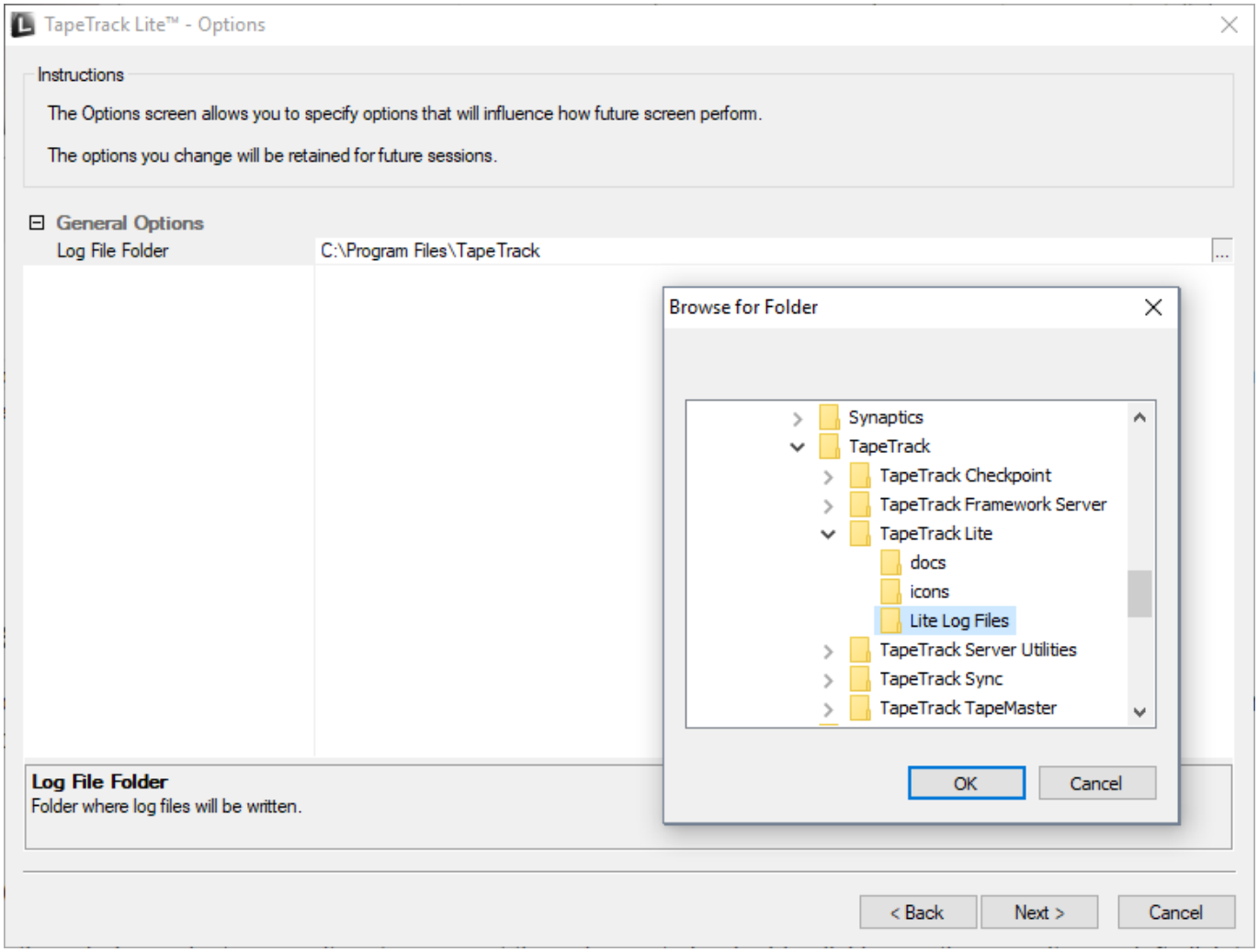



### Options

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.

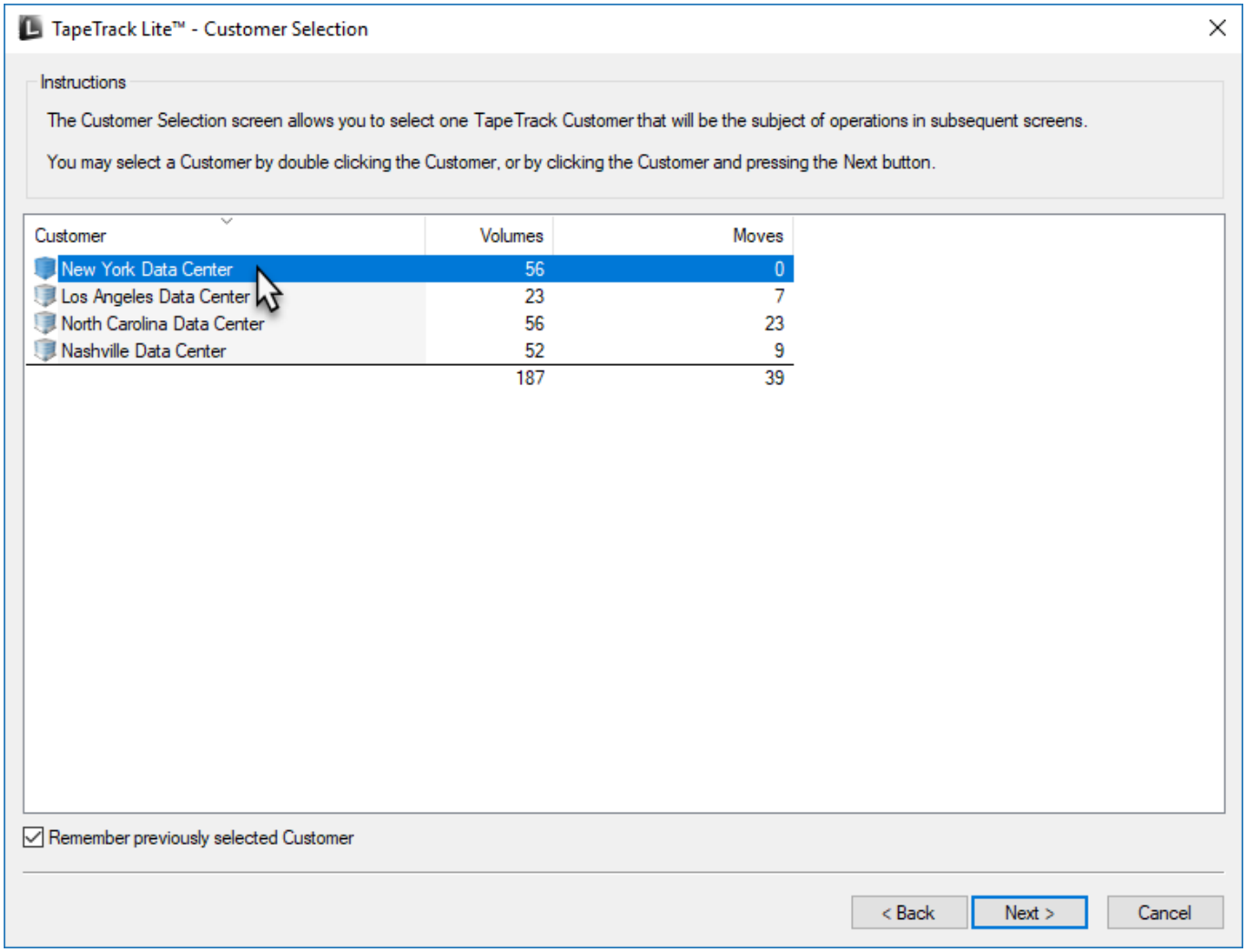
To change the default directory, click in the field to the right of the Log File Folder and click on the (**…**) button and select directory.

Click `Next` to continue.




## Customer Selection

Select the 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.

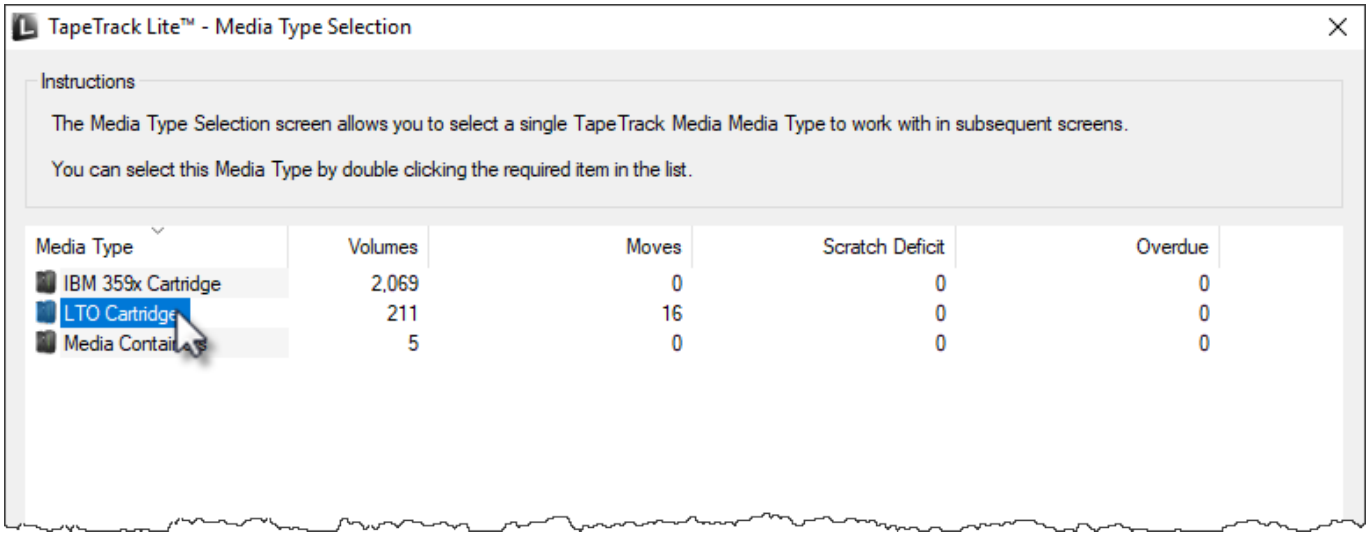



Checking `Remember previously selected Customer` will retain the currently selected Customer for future Lite functions.

This can be removed at any time by unchecking `Remember previously selected Customer`

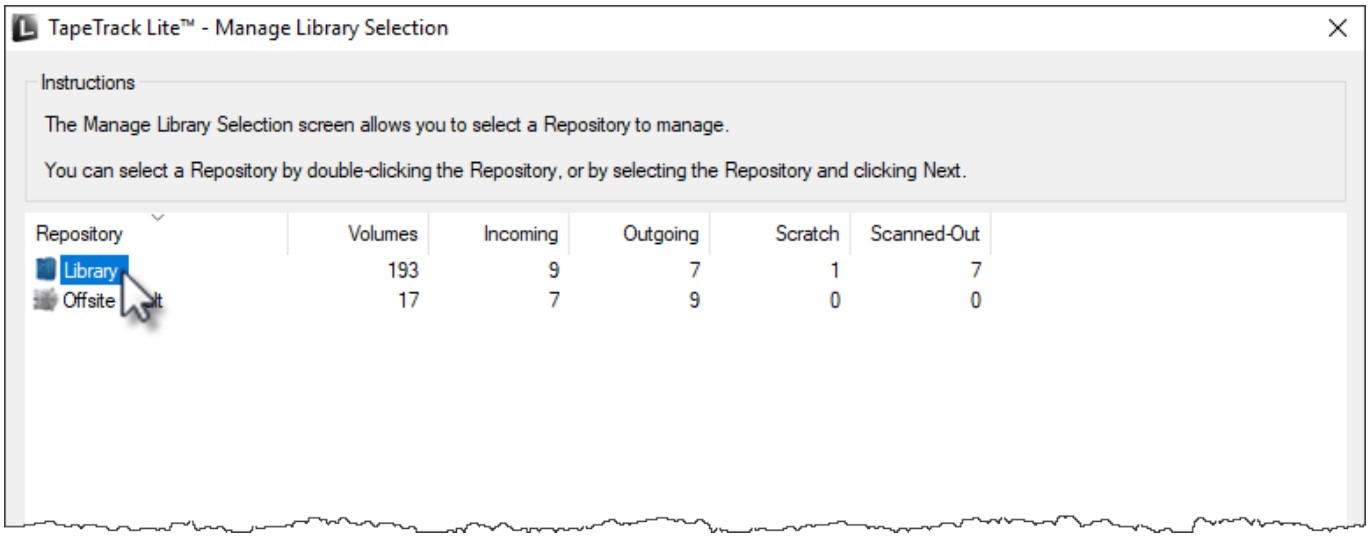
## Media Selection

Select the Media to manage Volumes by double-clicking the required Media or by selecting the Media and clicking `Next`




## Repository Selection

Select the Repository to manage by double-clicking the required Repository or by selecting the Repository and clicking `Next`

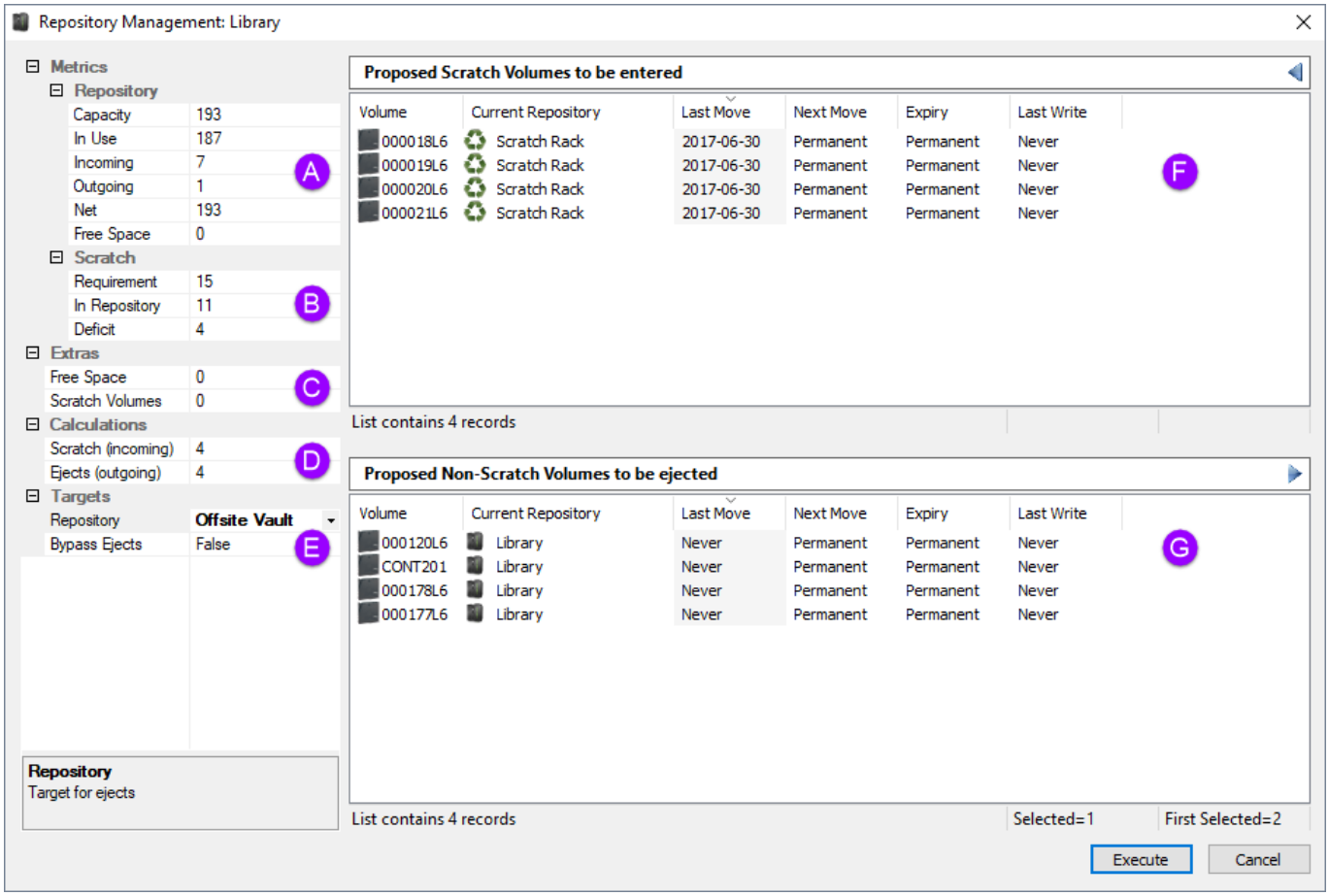



## Volume Management

The **Volume Management** window displays Volume and Repository information including required moves to maintain the set level of scratch Volumes.

Clicking `Execute` will affect the displayed moves to manage the selected Repository's management requirements and take you to the **Move Lists** window.

If you don't wish to execute the move command, the **Volume Management** window can be closed by clicking the X at the top right to continue to the **Move list** window.




**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 Repository targets.
- **E** Target Repository (required) for ejected Volumes.
- **F** Volumes selected to move into the Repository.
- **G** Volumes to be ejected to create enough space for incoming Volumes.

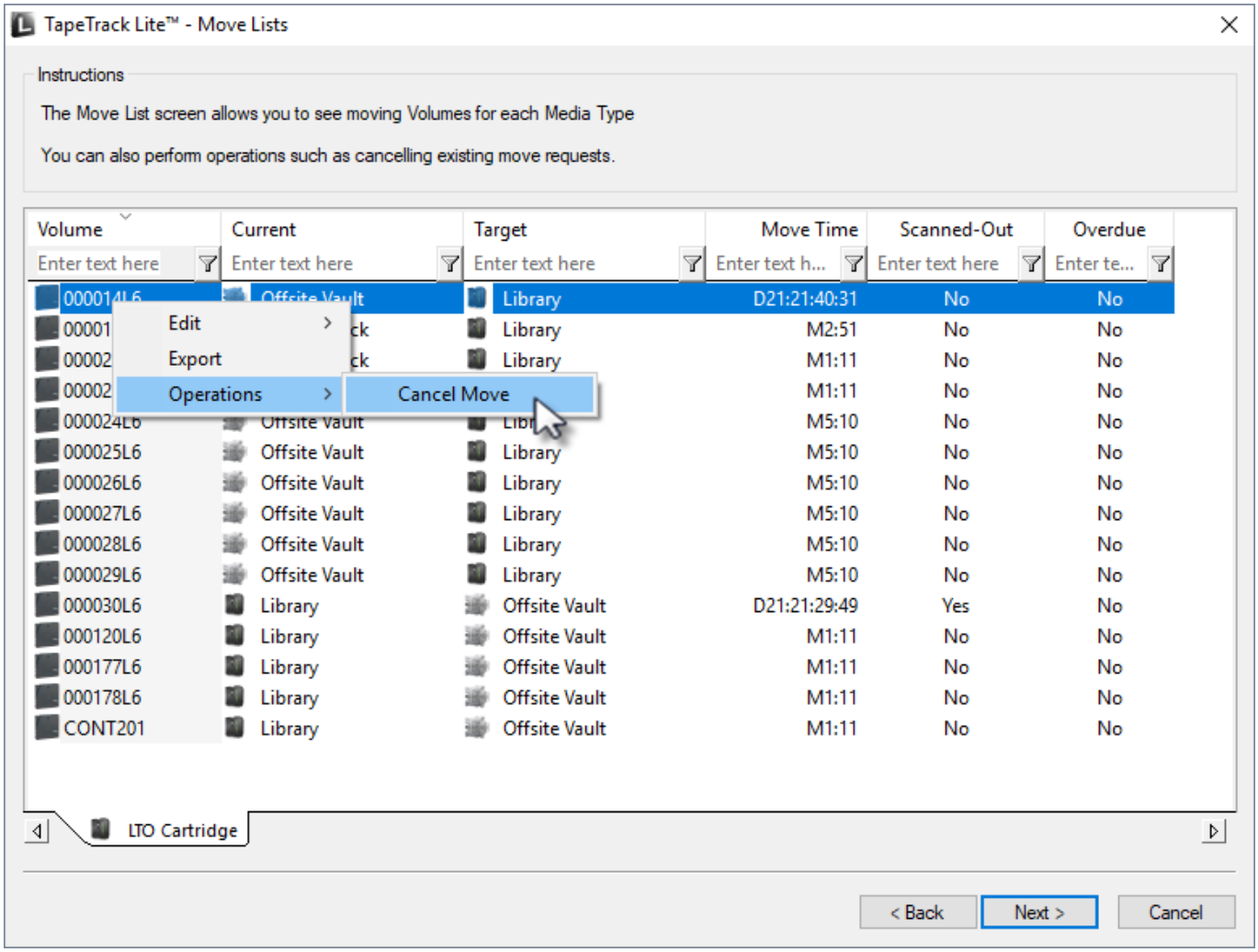
## Move List

The **Move list** window displays all Volumes 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 Repository.

### Move List Right-Click Options

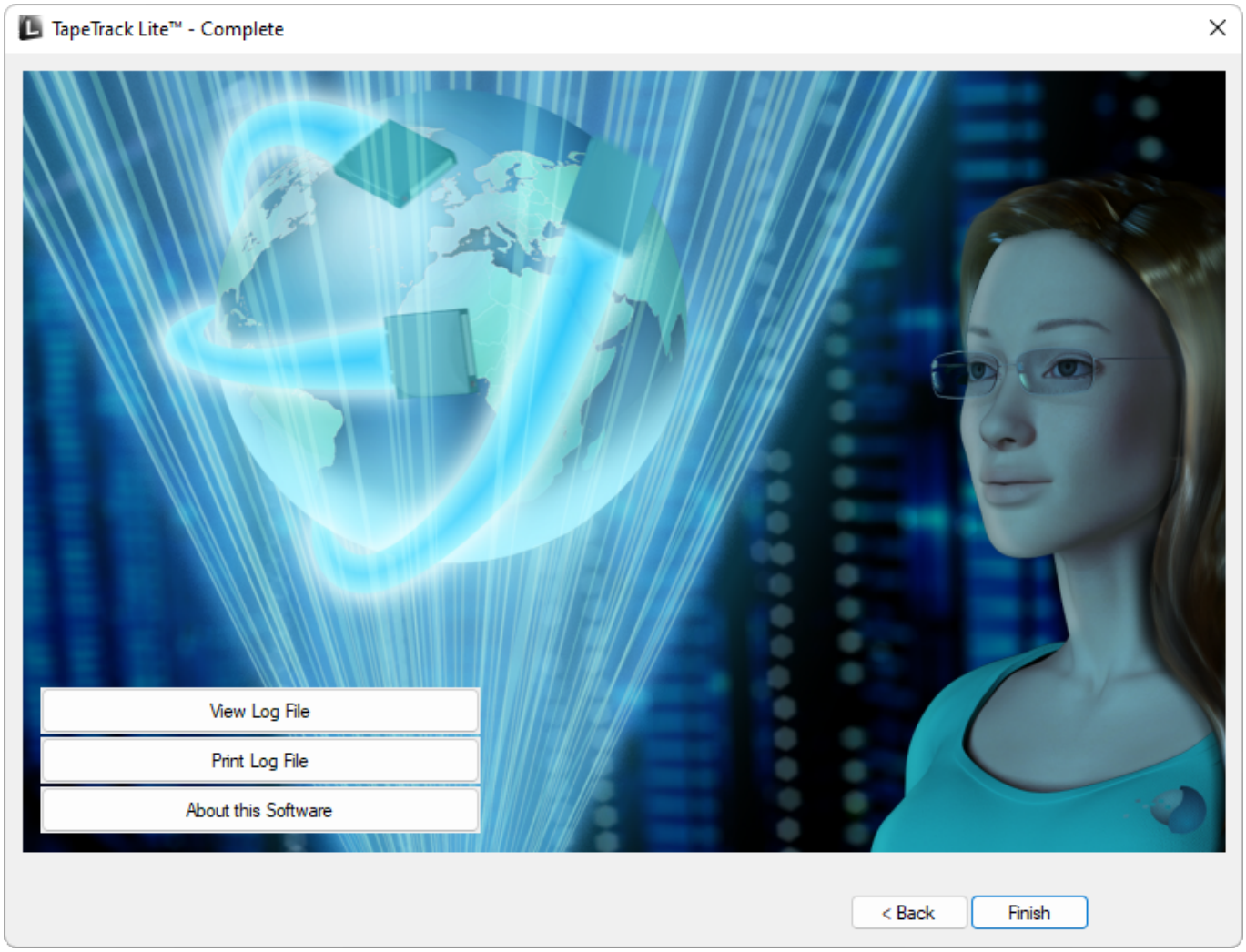
- **Edit**
  - **Copy**: Volume-ID's can be copied to the Windows clipboard by selecting the required volumes and right-clicking the highlighted Volume/s and selecting `Edit → Copy`.
- **Export**: Reports can be exported by selecting the required volumes and right-clicking the highlighted Volume/s and selecting `Export`.
- **Operations**
  - **Cancel Move**: Volumes can have their move revoked or canceled by right-clicking

highlighted Volumes and selecting `Operations → Cancel Move`




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.




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