# List

The List task allows you to build a list of volumes using a barcode scanner and then perform basic functions, such as adding tapes to your database or moving tapes to other repositories

## Select List

Once logged into TapeTrack Lite, select “List” from the Library Management Tasks drop-down menu.

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## Set 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 button and select directory.

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## Scanning in Volumes

In the List Volumes window, scan in volumes by either

- using a barcode scanner
- entering barcode/s from keyboard
- pasting in volume barcode/s from the clipboard by clicking the clipboard icon
- inputing volume ID's from file by clicking the file icon
- inputing volume ID/s via SCSI by clicking the SCSI icon

Once the volumes have been entered close the List Volumes input window by clicking the X in the top right corner to return to the Scan to List window. The List Volumes input window can be reopened if required to enter more volumes by pressing F10 or clicking the scanner icon at the top left of the Scan to list window.

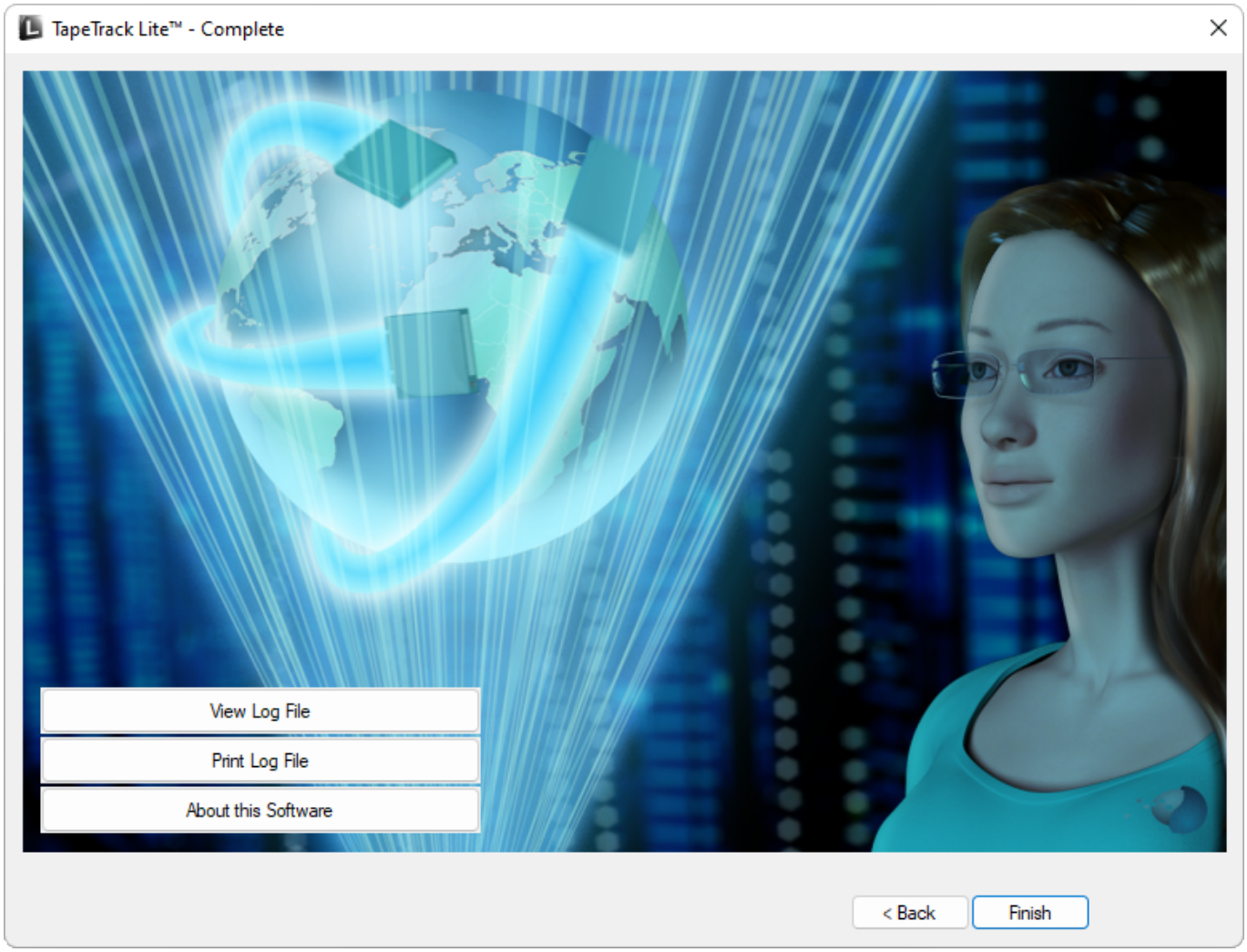
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# Complete

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




From:
https://docs.tapetrack.com/ - **TapeTrack Documentation**

Permanent link:
**https://docs.tapetrack.com/lite/function_list?rev=1496874835**

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