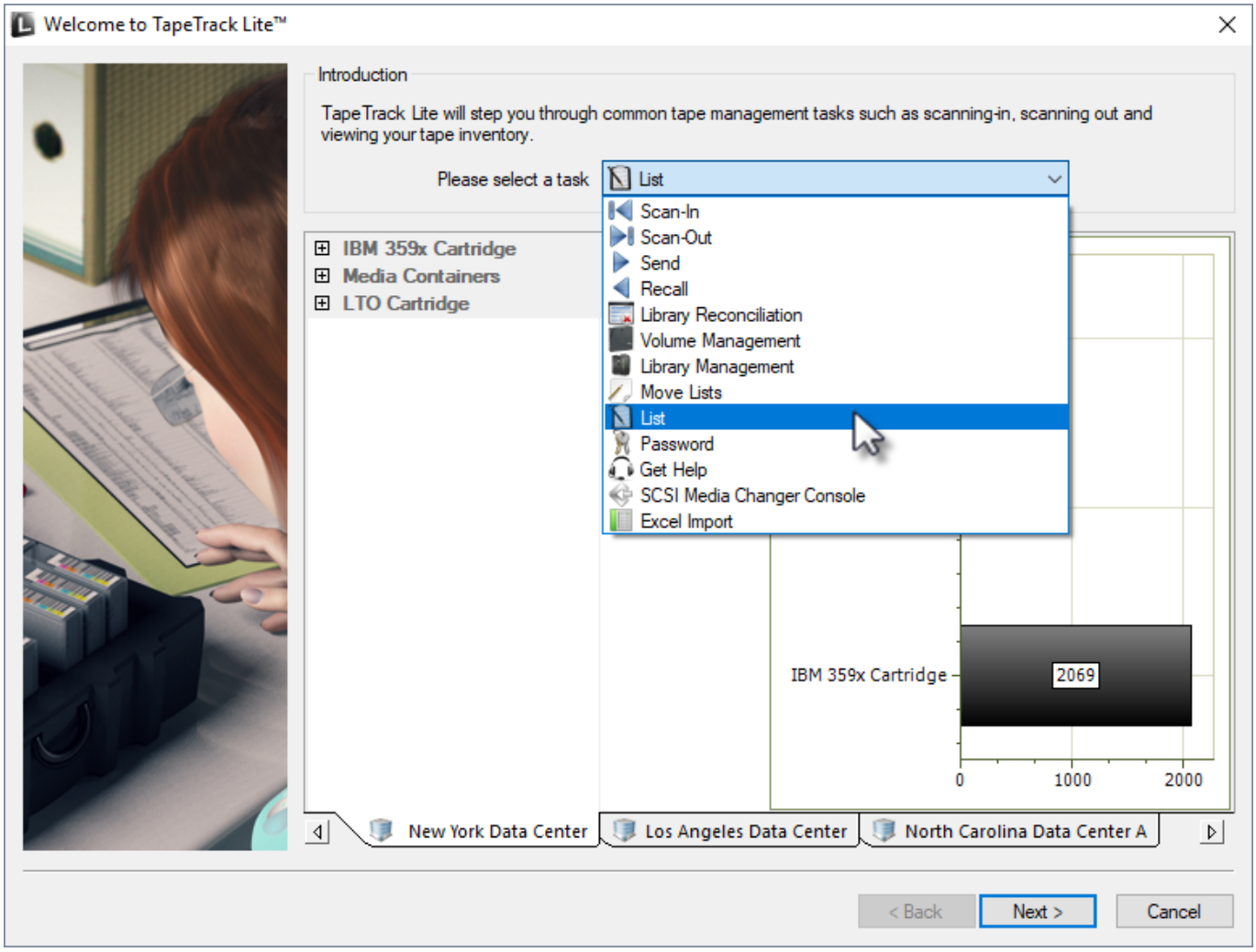
# List

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

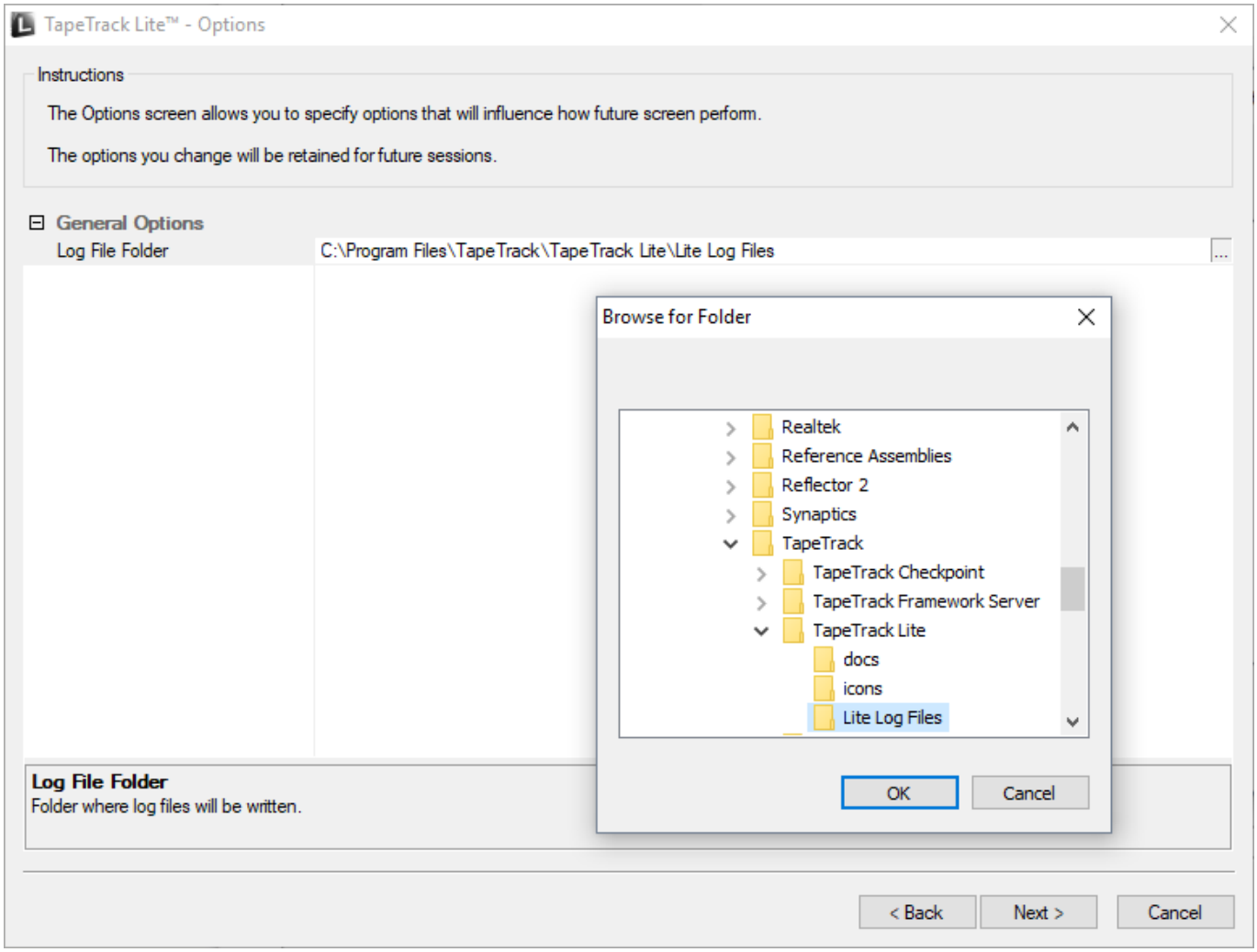
## Select List

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




## 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.




# Scanning in Volumes

Scan the required tapes using your preferred scanning method

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.

# Select Volumes

Select required volumes by

- left clicking to select on volume at a time
- using control + click to select multiple volumes
- using shift + click to select a range of volumes
- right clicking and selecting Select→Select All
- selecting volume/s and then right clicking and selecting Select→Invert selected

## Select Operations

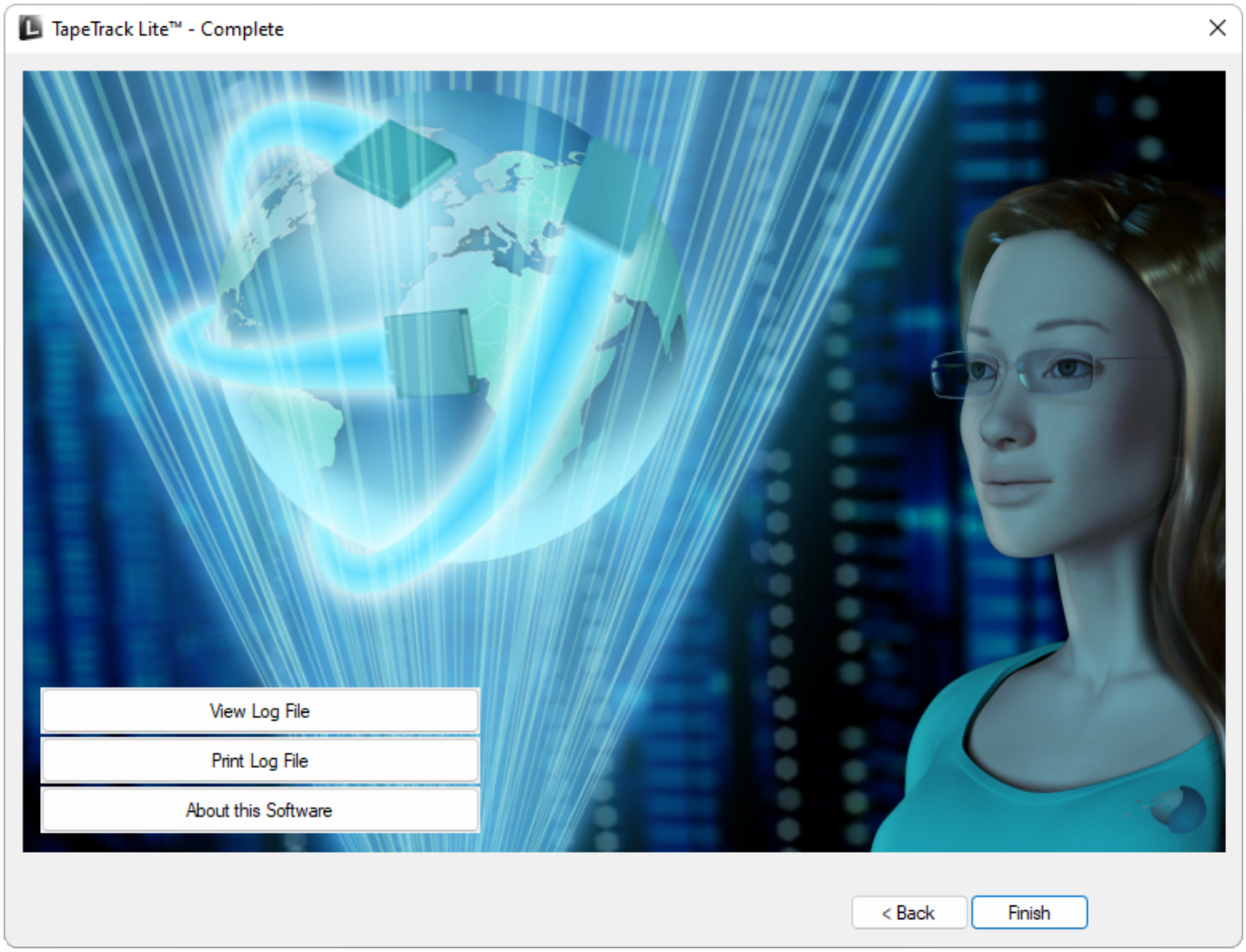
Once required volumes are selected, right click and select operations from the menu options:

- `Add new Volumes to Database` adds any new volume/s to the TapeTrack database.
- `Confirm at the Next Repository` Volumes will be moved, whether in movement status or not, to their next repository (based on next repository settings in TapeTrack TapeMaster) and confirmed
- `Expand Container Contents` Expands containers to display contents
- `Export` Exports selected volumes or all volumes to text file. The report contains Customer ID, Media ID, Volume ID, Current Location, Next Location, Container, Description and Message
- `Print` Allows printing of selected volumes or all volumes. The report contains Customer ID, Media ID, Volume ID, Current Location, Next Location, Container, Description and Message.
- `Refresh` Will refresh the page to display the most up-to-date information. This can also be accomplished by pressing the F5 key.
- `Select` Allows all volumes to be selected, or invert the current selection

# 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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