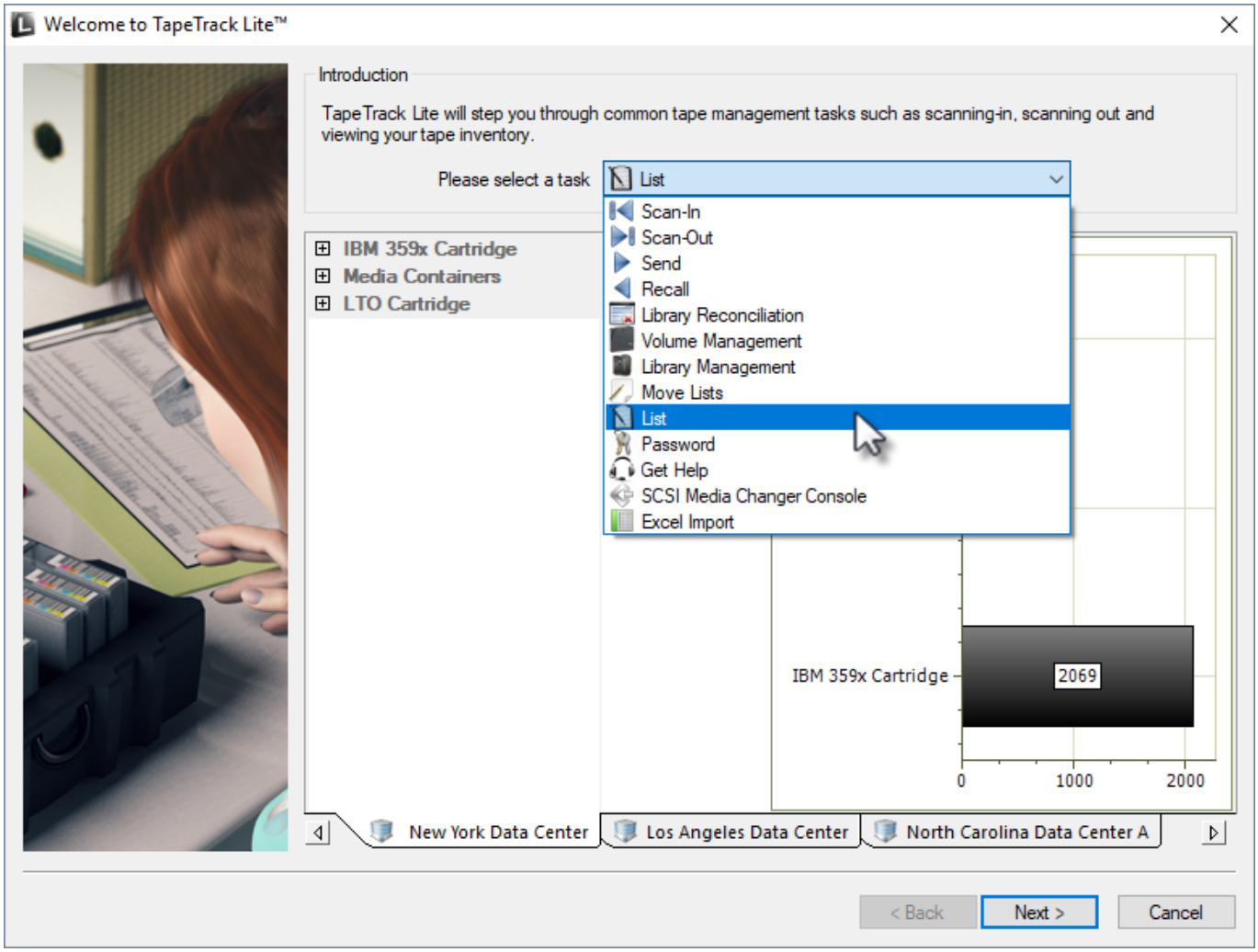
List

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

List Process

Select List

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

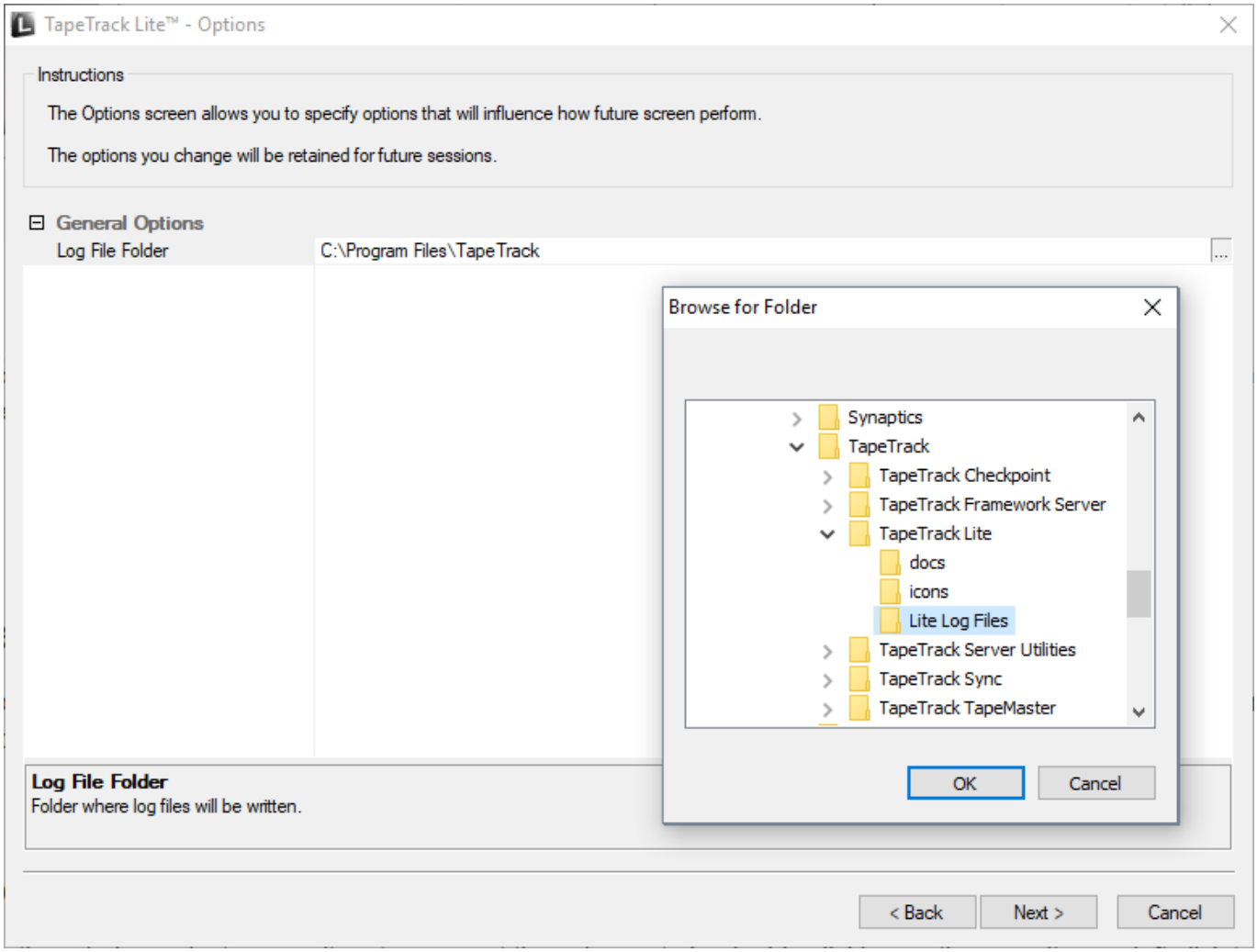


Set Options

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 field to the right of the Log File Folder and click on the (**…**) button and select directory.

Click `Next` to continue.



Scanning in Volumes

Scan the required Volume/s using your preferred scanning method.

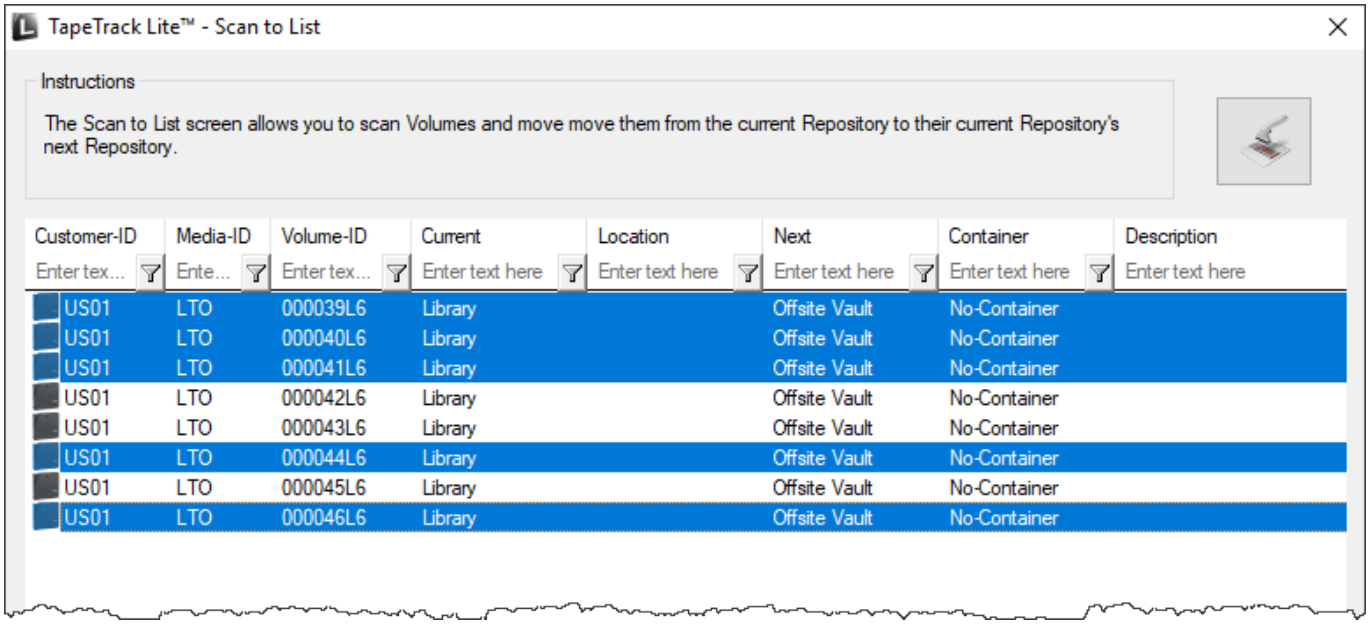
Once the Volume/s have been entered close the **List Volumes Input** window by clicking the X in the top right corner to return to the **Scan To List** window.

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 one Volume at a time.
- Using Ctrl+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`.



List Right Click Options

Right click the highlighted Volumes and select from the menu options:

- **Add new Volumes to Database**: Adds any new Volumes to the TapeTrack database.
- **Confirm at the Next Repository**: Volumes will be moved, whether currently in a move status or not, to their Next Repository (based on Next Repository settings in TapeTrack TapeMaster) and confirmed.
- **Expand Container Contents**: Adds contents assigned to the Container to the Volume list.
- **Export**
  - **To File**: Exports selected Volumes to text file. The report contains Customer-ID, Media-ID, Volume-ID, Current Location, Next Location, Container assignment, and Description.
  - **To Email**: Opens your default email client and adds report as a text file attachment.
- **Refresh**: Refreshes the page to display the most up-to-date information. This can also be accomplished by pressing the F5 key.
- **Select**
  - **Invert Selection**: Inverts currently selected and non selected Volumes.
  - **All**: Selects all Volumes in list.



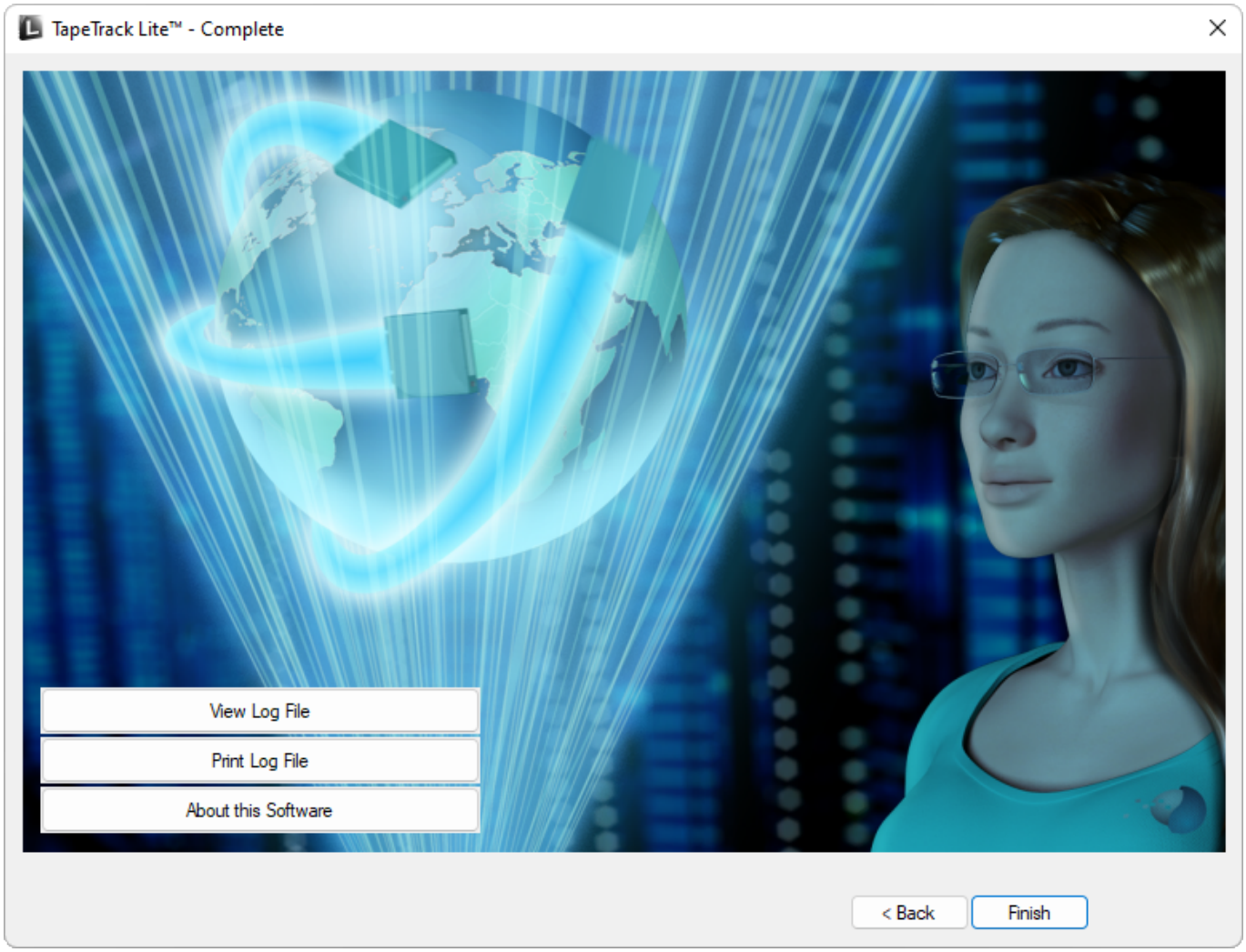
For more export options including PDF, CSV, Excel, text or XML files click `Ctrl + E` to open **Export Type Selection** window.

Click `Next` to continue.

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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