

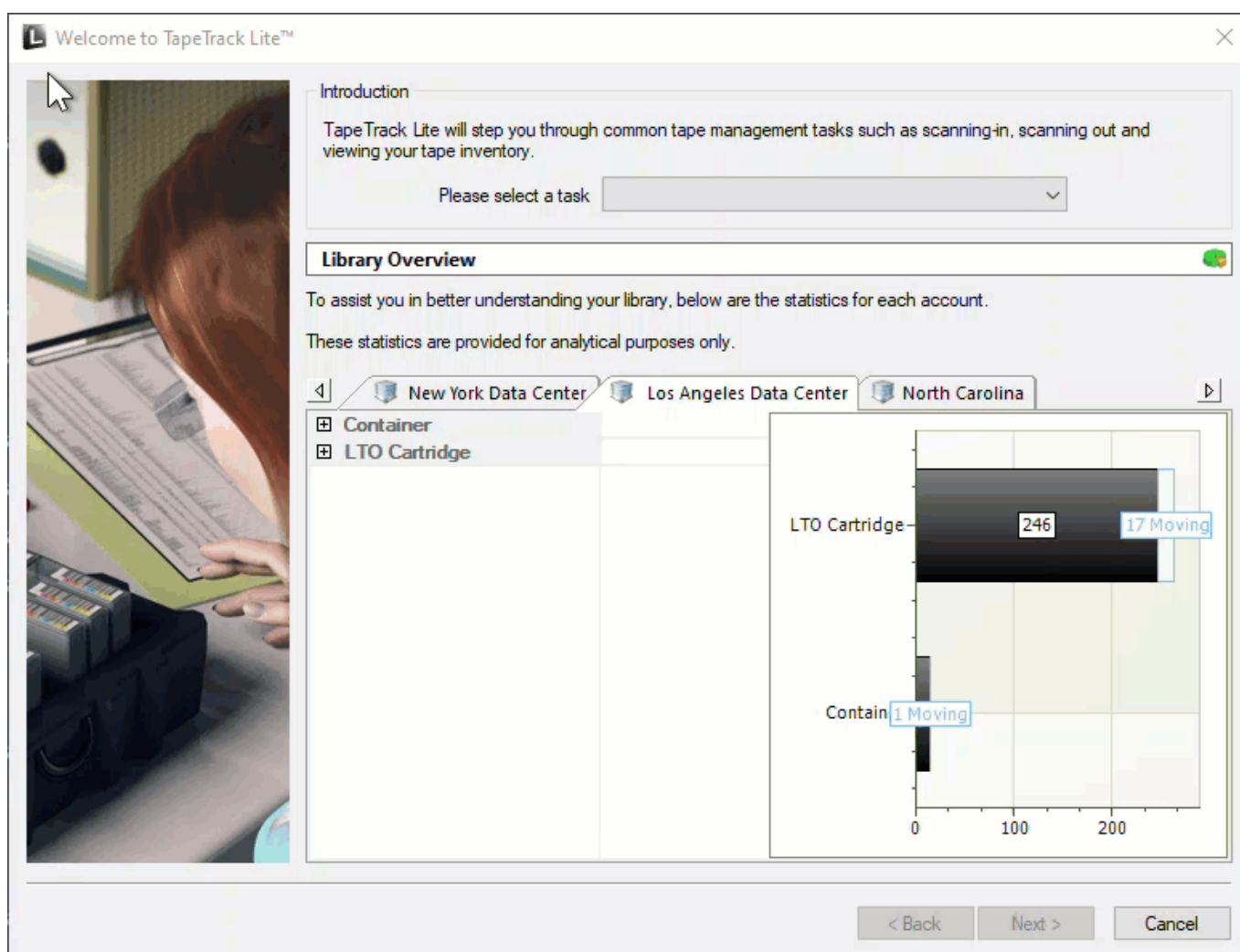
Recall

The [Recall task process](#) allows you to request [Media](#) back from another [Repository](#), such as your offsite vendor or remote storage facility.

Recall Process

Select Recall

Click the arrow to open the drop box menu and select Recall from the **Task Menu**.

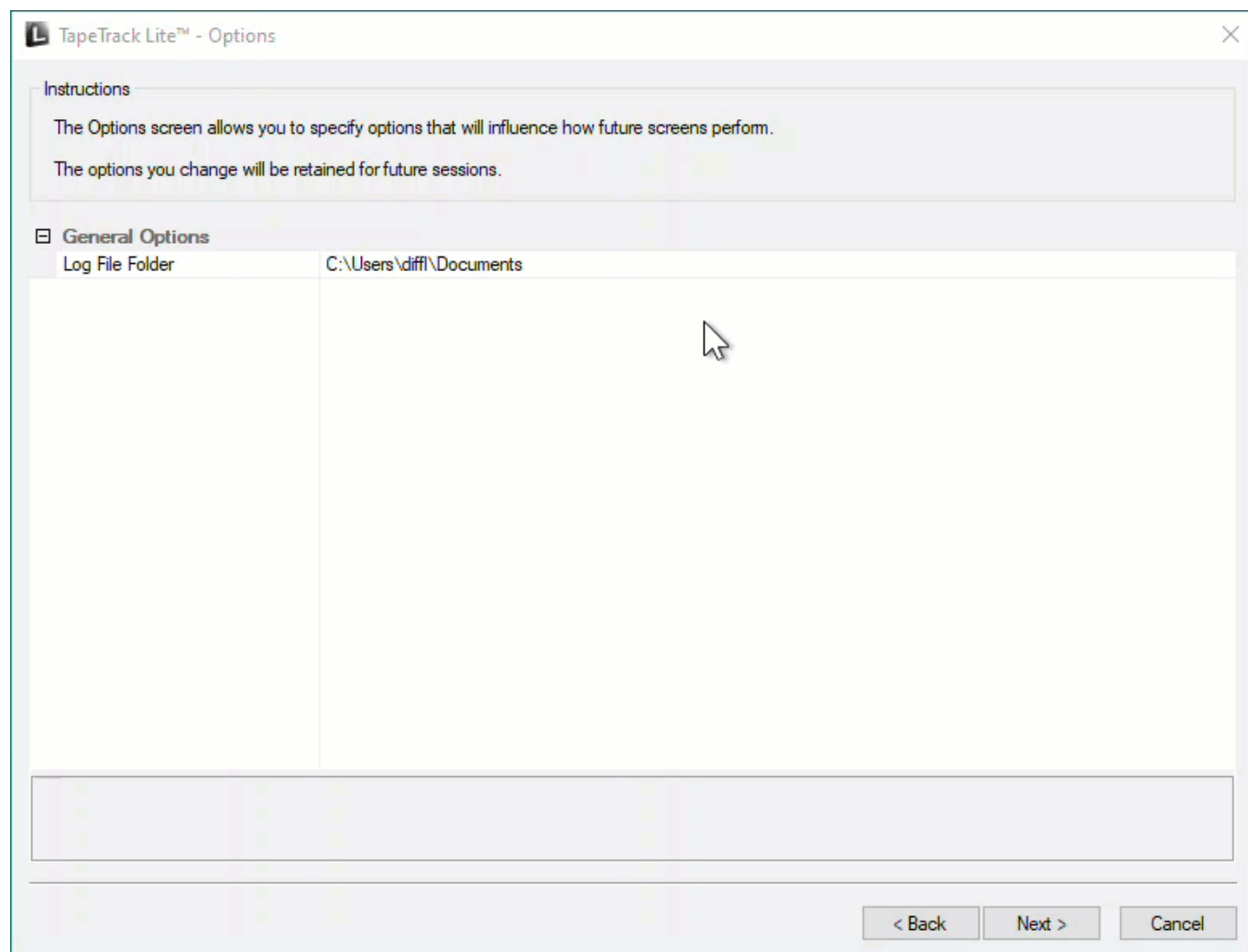


Options

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

Click **Next** to continue.



TapeTrack Lite™ - Options

Instructions

The Options screen allows you to specify options that will influence how future screens perform.

The options you change will be retained for future sessions.

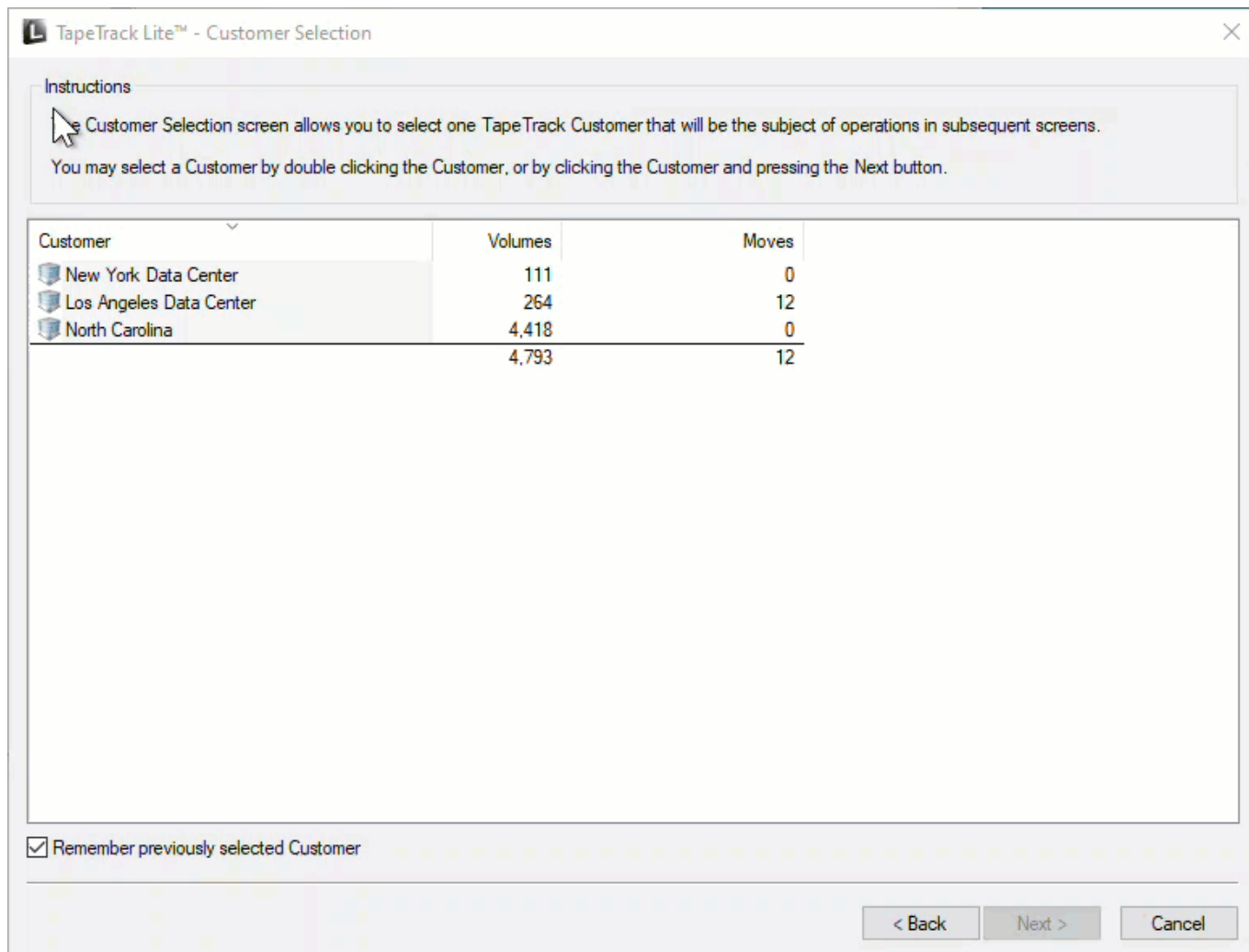
General Options

Log File Folder: C:\Users\diffi\Documents

< Back Next > Cancel

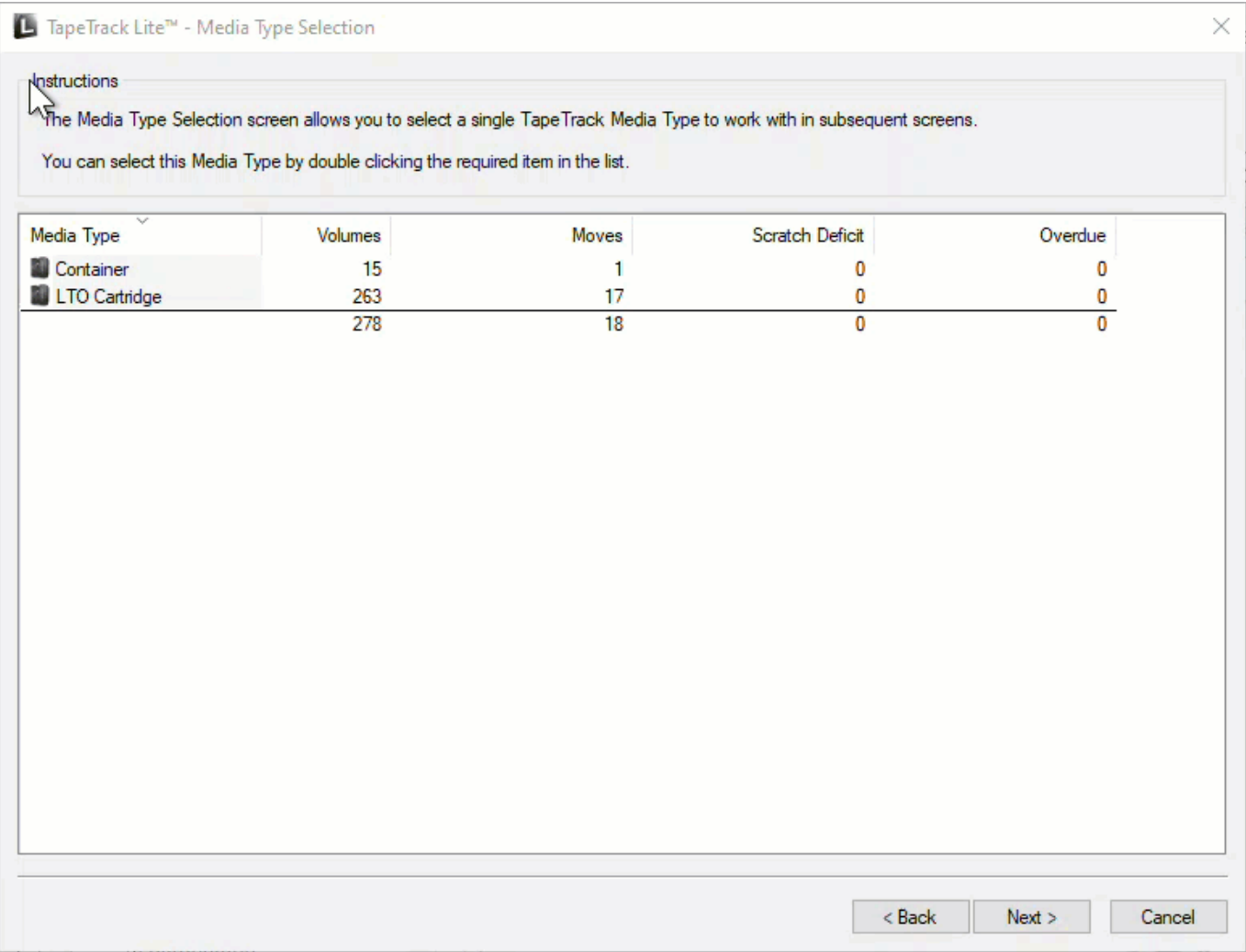
Selecting a Customer

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



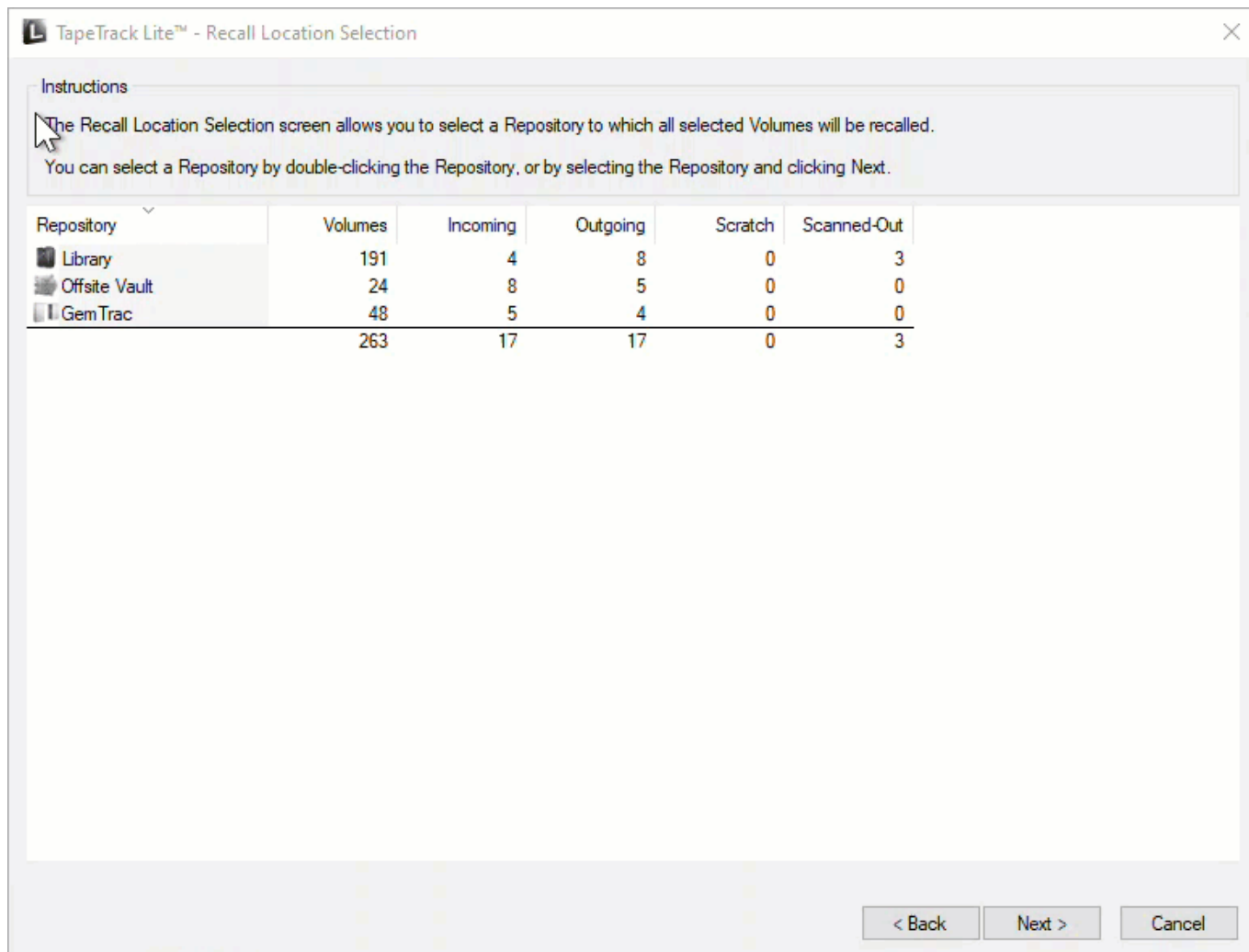
Selecting a Media Type

Select the [Media type](#) that you want recalled by double-clicking the [Media-ID](#) or left-clicking the [Media-ID](#) and clicking Next at the bottom of the page to continue.



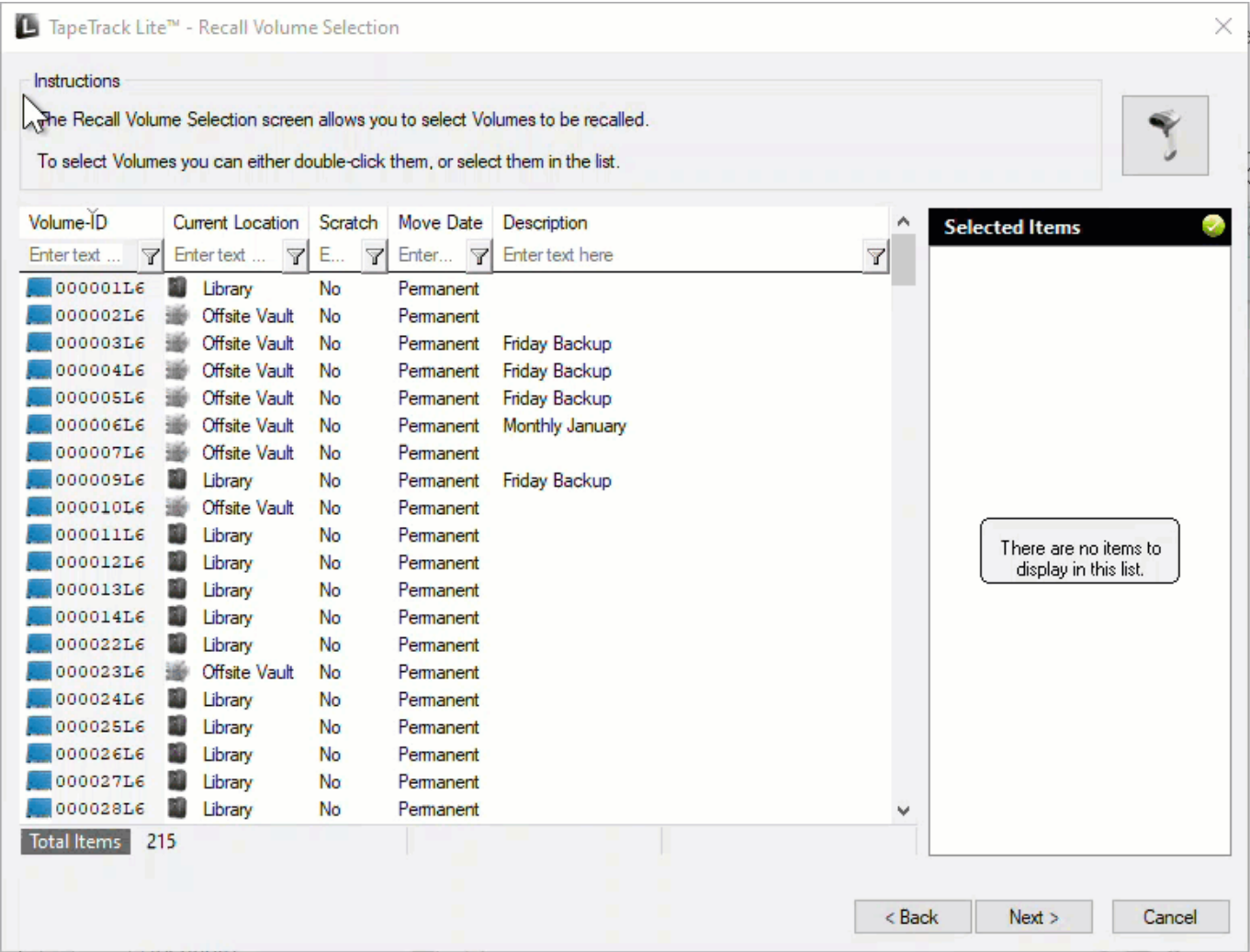
Selecting a Repository

Select the [Repository](#) that you want the [Volumes](#) recalled to by double-clicking the [Repository-ID](#) or left-clicking the [Repository-ID](#) and clicking Next at the bottom of the page to continue.



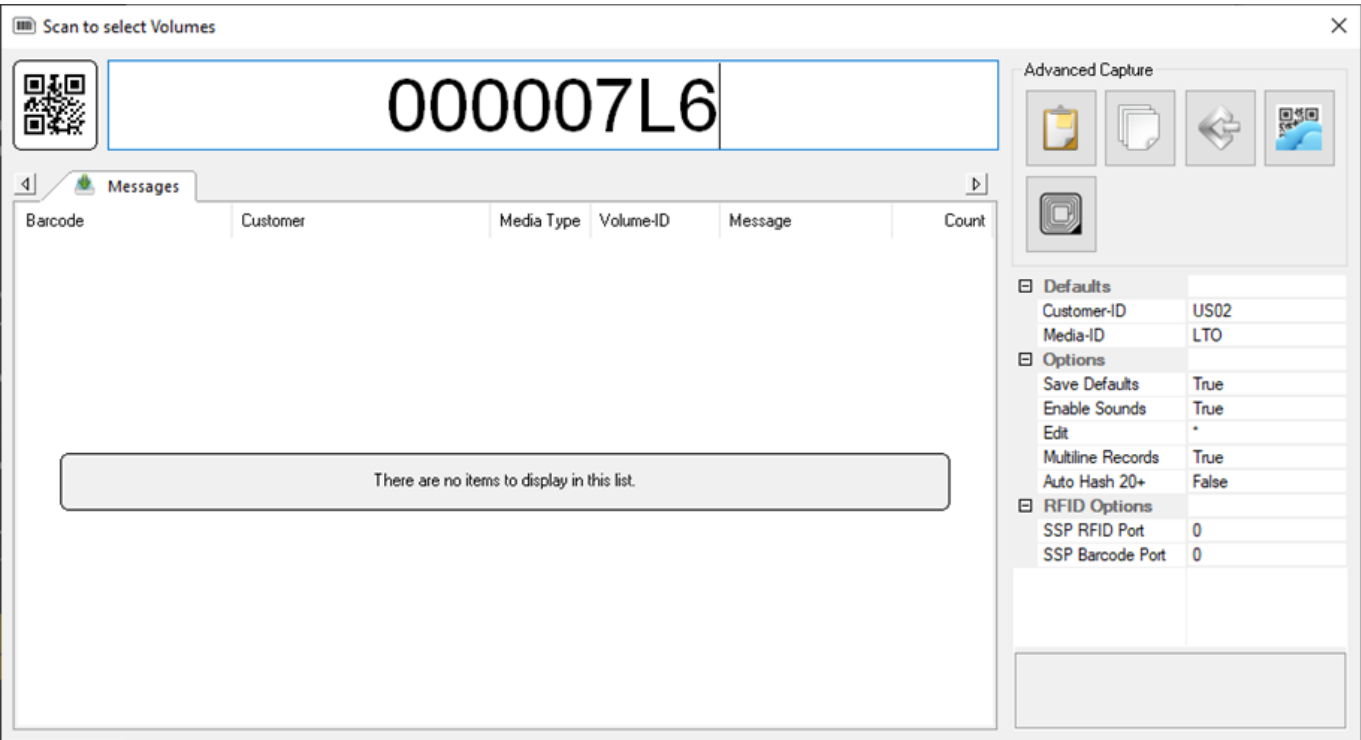
Selecting Volumes

The Recall Volume Selection window shows all Volumes at any Repository other than the one you are recalling to. Displayed Volumes can be filtered to aid selection, such as only showing Offsite Volumes by adding the filter Of*.

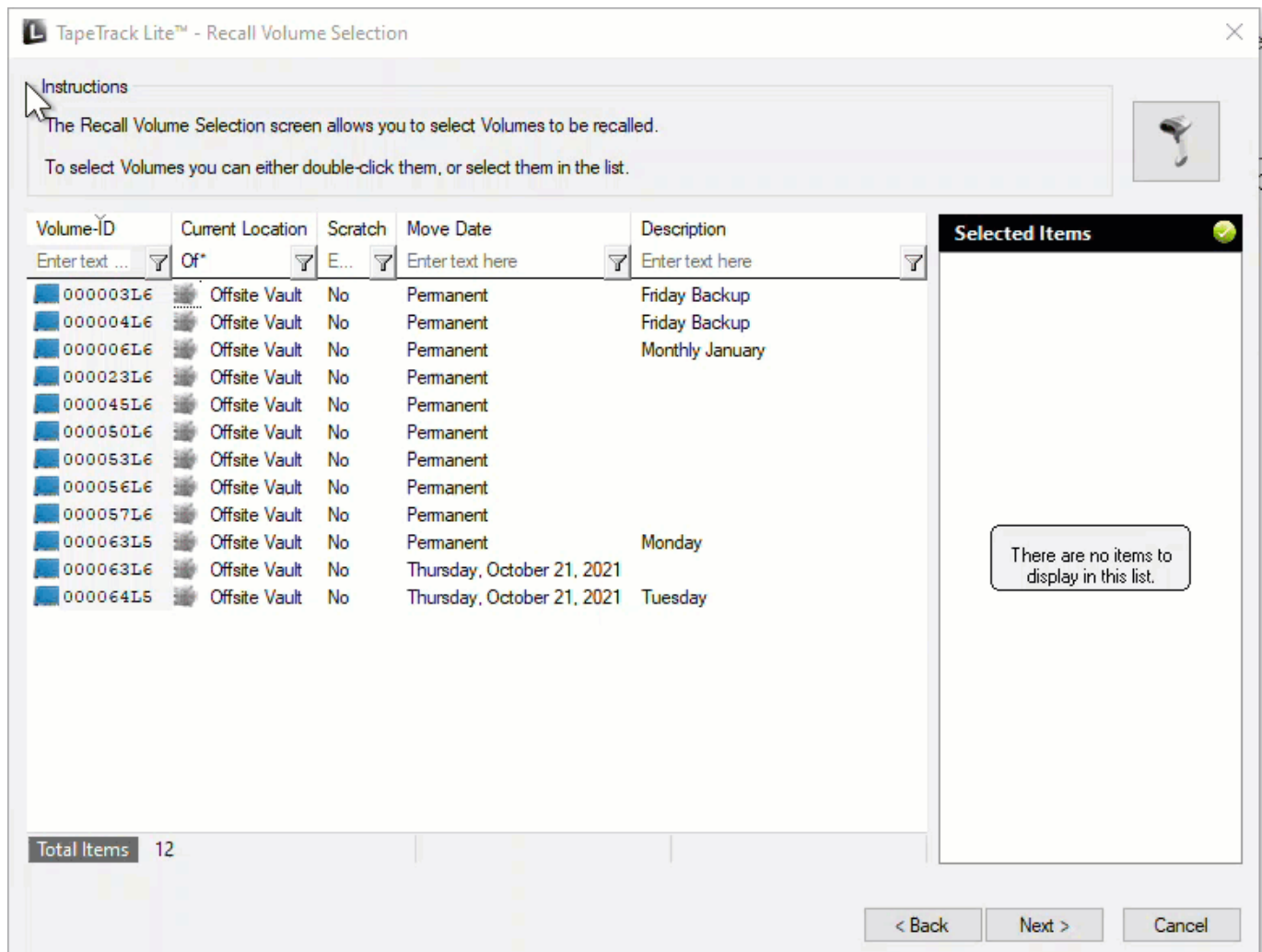


Select the **Volumes** you wish to recall by either:

- Click the **Scanner Icon** at the top right to open the Scan window and Scan the required **Volumes** using your preferred **scanning method**.



- selecting individual **Volumes** by
 - control+left-click required **Volumes**, right-click highlighted **Volumes** and click Add **Volumes** to selected list
 - shift+click to select range, right-click highlighted **Volumes** and click Add **Volumes** to selected list



If any **Volumes** are selected in error, right-click those **Volumes** and click on de-select or double-click to de-select. To de-select a range of **Volumes**, use shift+click to select range, right-click range and click de-select.

Click Next when all required **Volumes** are selected.

Recalling Volumes

Insert information based on the criteria for your **Volume** recall delivery

- Select anytime before or exactly from the dropbox
- Time and AM/PM for delivery
- Date for delivery
- Consignment description and notes if required (optional but recommended)

Click Next to process the recall consignment.

TapeTrack Lite™ - Recall Consignment Details

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Instructions

The Recall Consignment Details screen allows you to define criteria for your Recall delivery.

The selected media is required

Anytime Before

at

10:05 AM

on

4/19/2019

Consignment Description

Consignment Notes

< Back

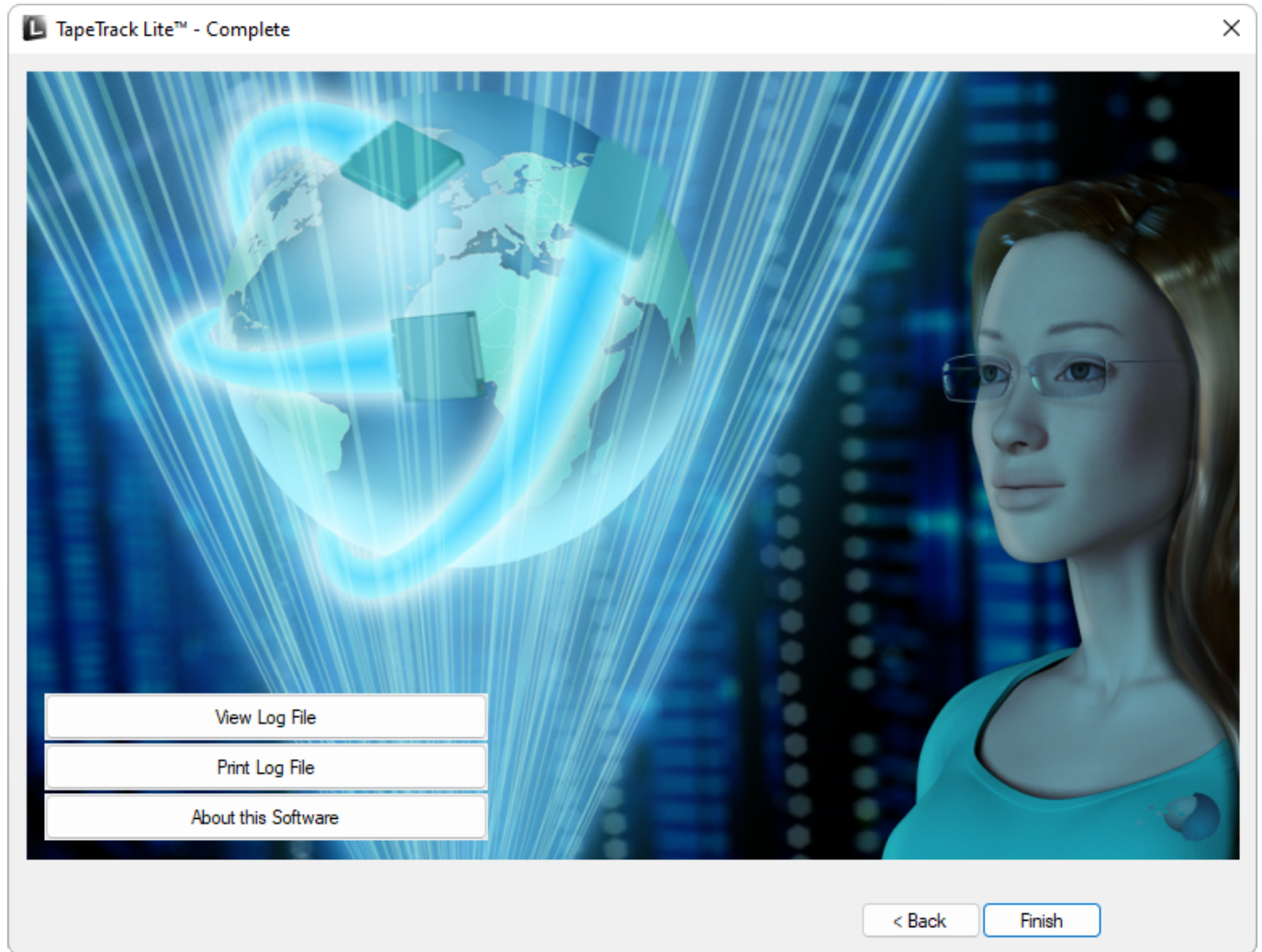
Next >

Cancel

Complete

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.



2025/01/21 22:08

From:
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Last update: **2025/01/21 22:07**

