# Send

# Overview

The TapeTrack Lite Send function is used to select media volumes that reside in one location for the purpose of putting the volumes into a move status to another location.

When a volume is put into a move status this only represents the request to move the volume and a second step is required to confirm the movement of the volume.

In addition to putting each volume into a move state, the send function also allows you to set the:

1. Next Move date (the date the volume will automatically return to another location).
2. A description of the volume.
3. A late threshold where the volume will be flagged as late if it has not been confirmed.

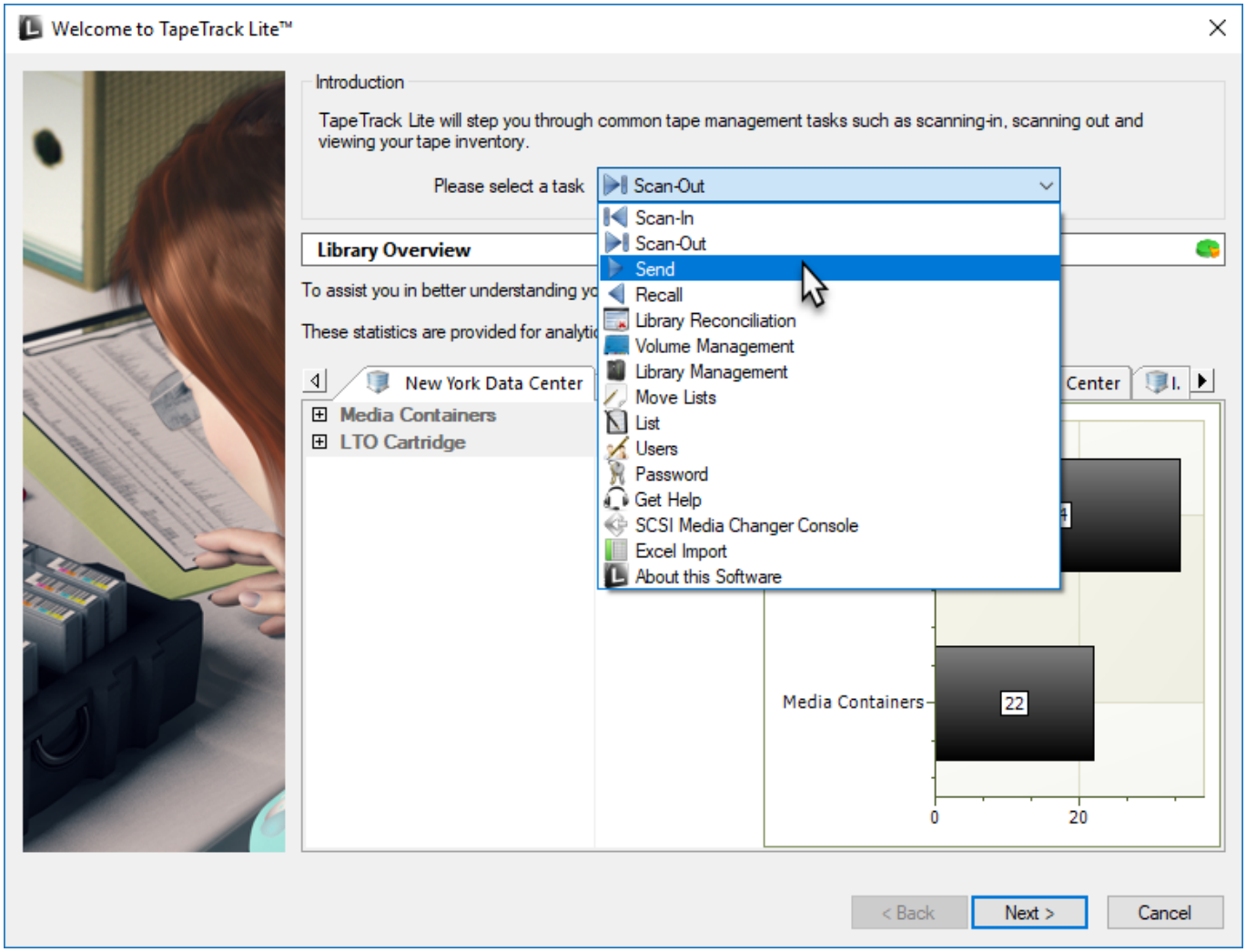
# Video Walkthrough

video

# Steps

## Select Send

1. Select Send from the Library Management Tasks drop-down menu.
2. Once you have selected the required task, you then press `Next` to progress to the next screen.




# 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 more options button (...) and select the preferred directory.

image

Under `Advanced Options`: **Notes:**

- **A** Set the number of minutes before a volume will be marked as overdue at its target repository.
- **B** The date for the volumes next move.
- **C** List of pre-defined volumes. To add additional lists, create new files in the install directory that match the pattern List-*.txt.

image

# Scanning to add Volumes

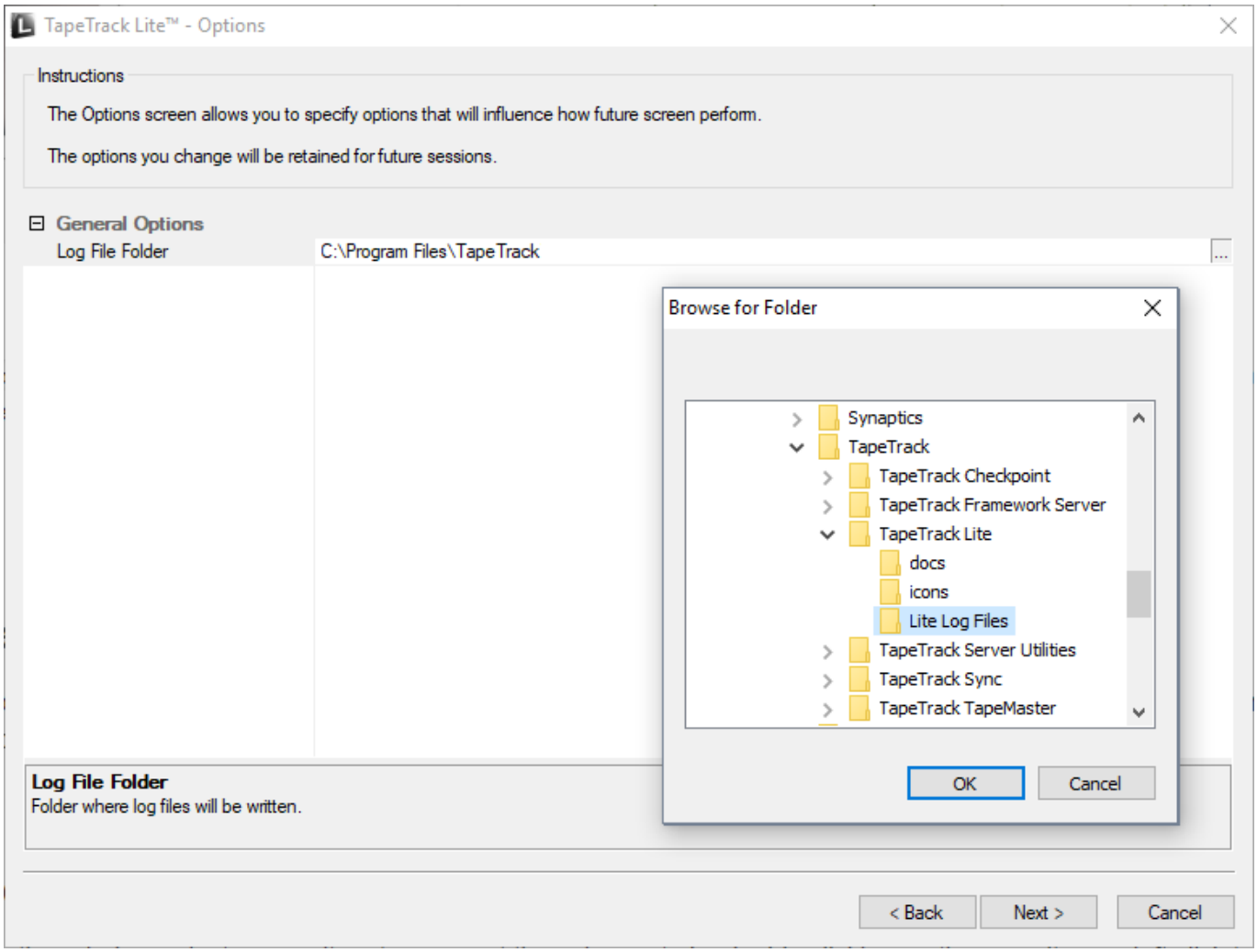
This opens the Scan and Modify window which, by default, opens the Scan To Add Volumes window. Scan in relevant volumes with barcode scanner, or use keyboard to input volume ID's. All scanned/entered volumes will be displayed in lower left pane of the window. When all volumes are scanned in close Scan To Add Volumes window by clicking X at top right of window.

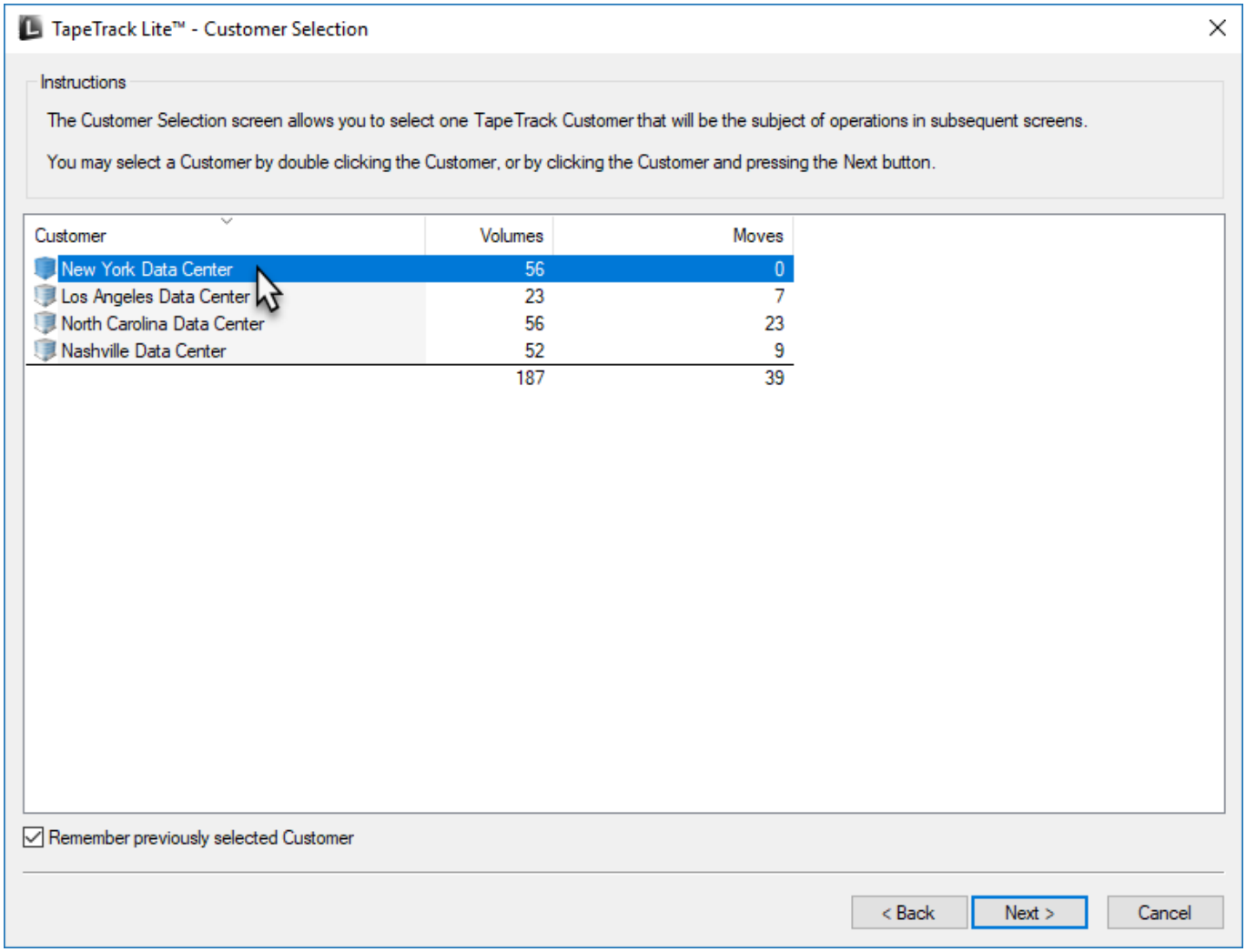
# Displaying Volumes

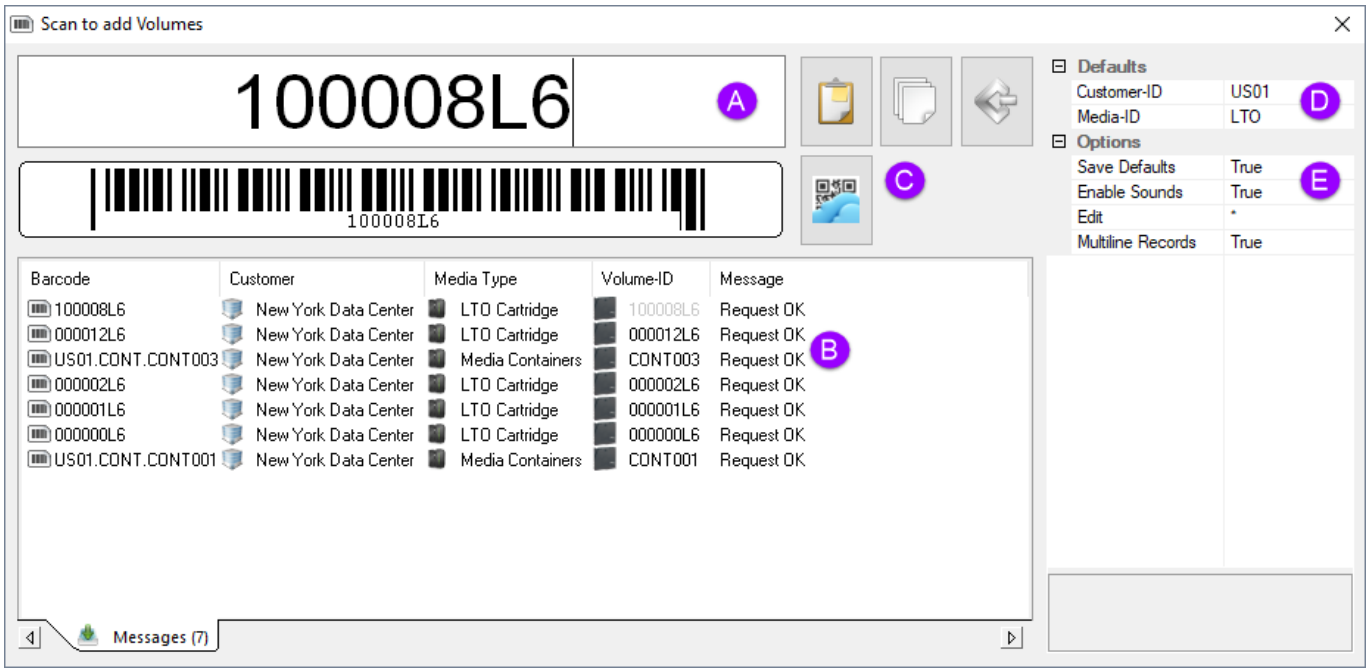
This sets focus to the Scan And Modify window. All volumes previously scanned in are displayed in the main pane of the window. Recognized volumes are displayed with black font on white background. Unrecognized volumes are displayed with white font on a red background. Left clicking on any volume ID will display that media's:

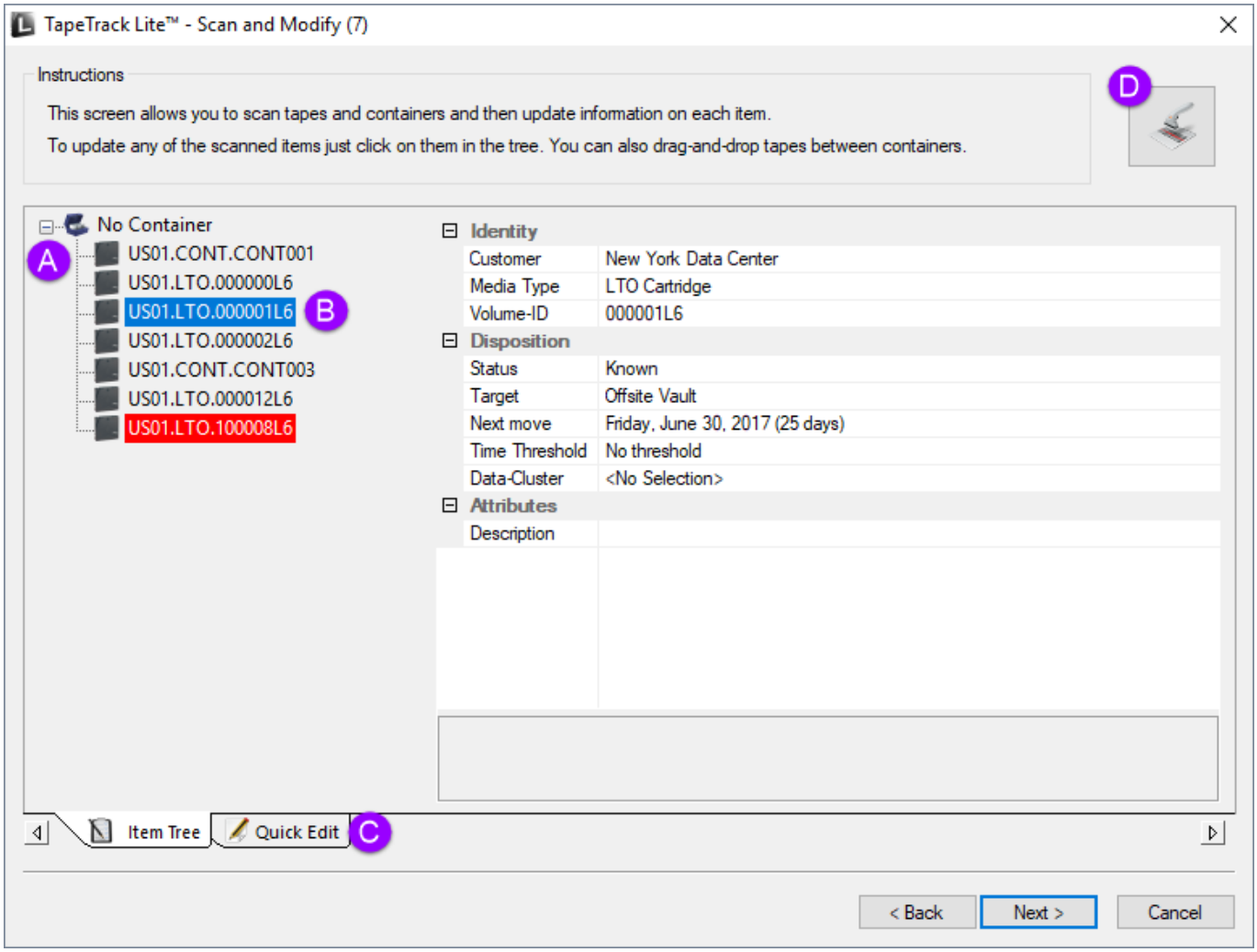
**Notes:**

- **A** Customer ID, Media Type, Volume ID
- **B** Status (Known or unknown), Target repository, Next move date, Time threshold and data cluster
- **C** The volumes description



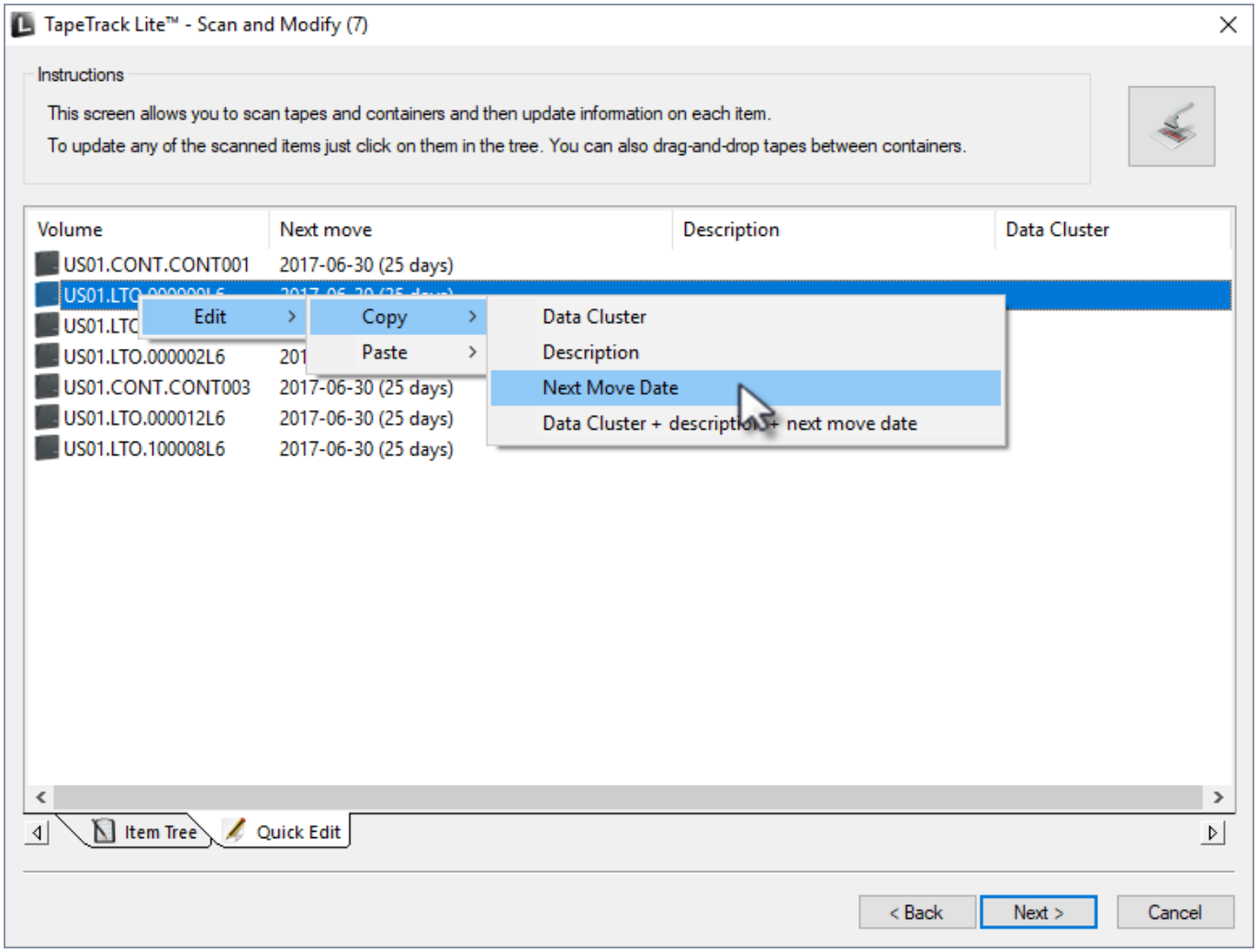

TapeTrack Lite™ - Customer Selection
Instructions
The Customer Selection screen allows you to select one TapeTrack Customer that will be the subject of operations in subsequent screens.
You may select a Customer by double clicking the Customer, or by clicking the Customer and pressing the Next button.
Customer
Volumes
Moves
New York Data Center 56 0
Los Angeles Data Center 23 7
North Carolina Data Center 56 23
Nashville Data Center 52 9
187 39
Remember previously selected Customer
< Back
Next >
Cancel


Scan to add Volumes
100008L6
A
100008L6
C
Defaults
Customer-ID US01
Media-ID LTO
D
Options
Save Defaults True
Enable Sounds True
Edit *
Multiline Records True
E
Barcode Customer Media Type Volume-ID Message
100008L6 New York Data Center LTO Cartridge 100008L6 Request OK
000012L6 New York Data Center LTO Cartridge 000012L6 Request OK
US01.CONT.CONT003 New York Data Center Media Containers CONT003 Request OK
000002L6 New York Data Center LTO Cartridge 000002L6 Request OK
000001L6 New York Data Center LTO Cartridge 000001L6 Request OK
000000L6 New York Data Center LTO Cartridge 000000L6 Request OK
US01.CONT.CONT001 New York Data Center Media Containers CONT001 Request OK
B
Messages (7)




**Notes:**

- **A** The scanned item tree shows the items that have already been scanned. The items highlighted in red are items that are not known to the system.
- **B** Selecting a volume allows you to edit the associated fields.
- **C** The `Quick Edit` option allows you to change the screen to the Quick Edit style.
- **D** The Scanner button allows you to reiterate the Scanner Window.




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Permanent link:
**https://docs.tapetrack.com/lite/function_send?rev=1496856553**

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