# 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.

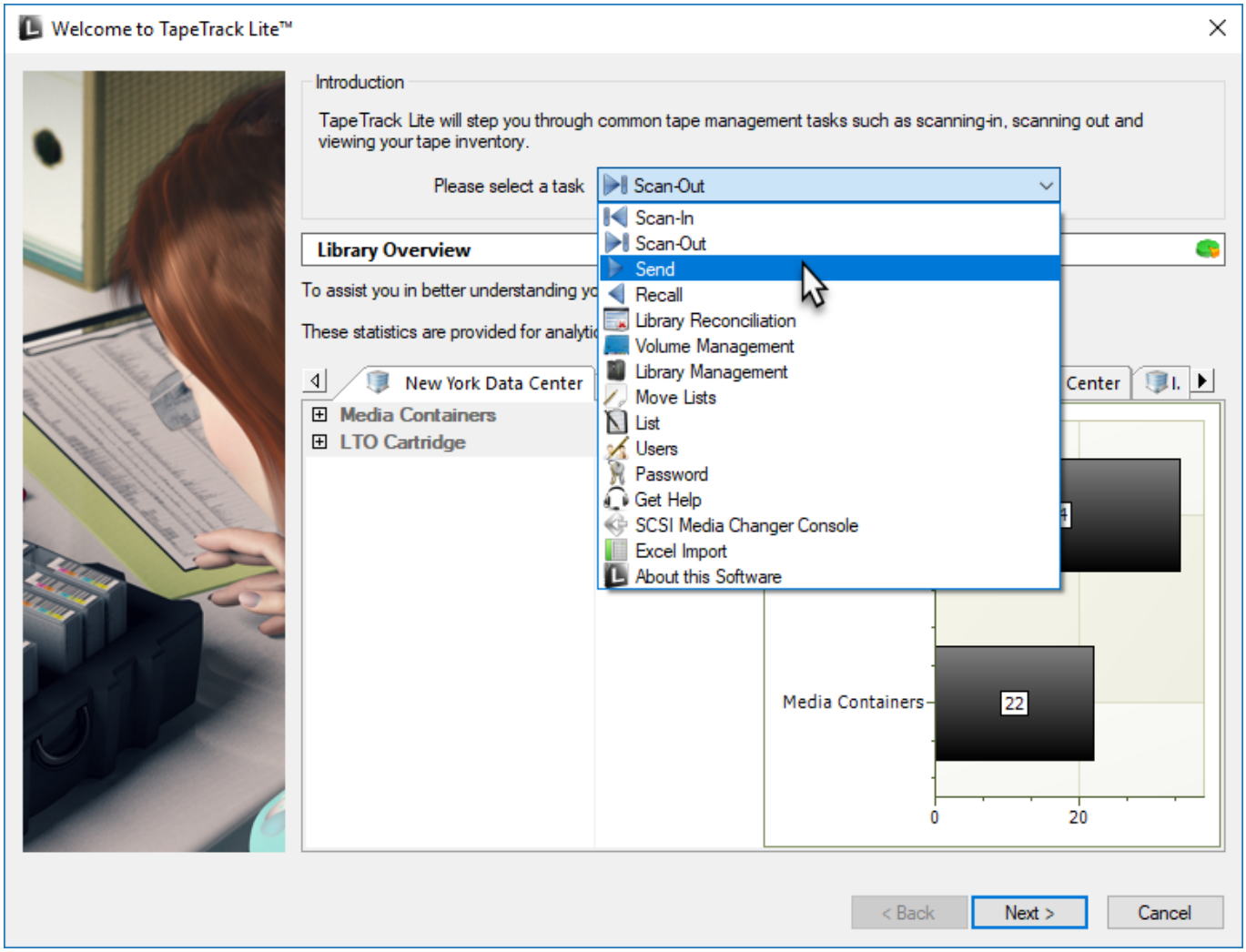
# Video Walkthrough

video

# Steps

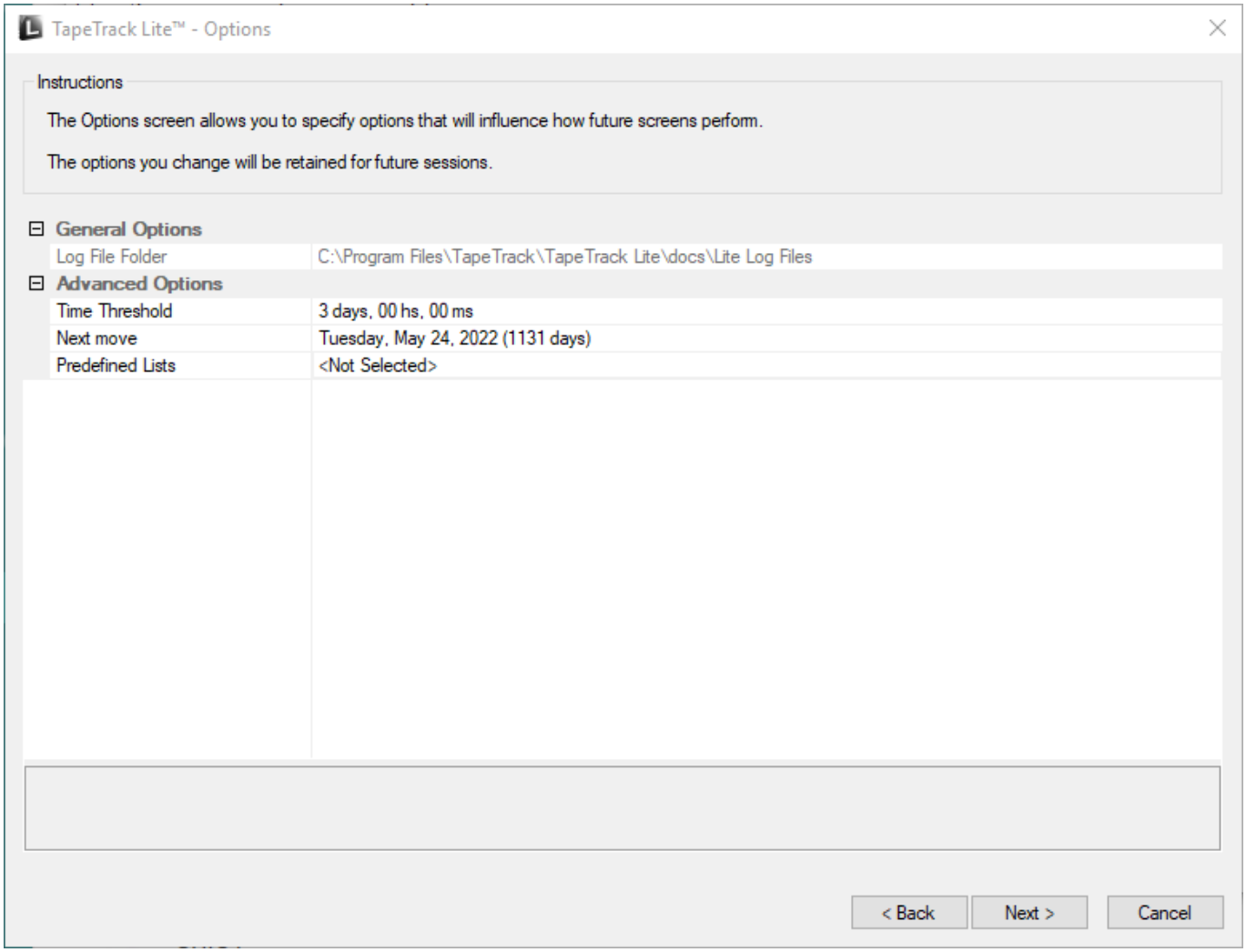
## Select Send

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.



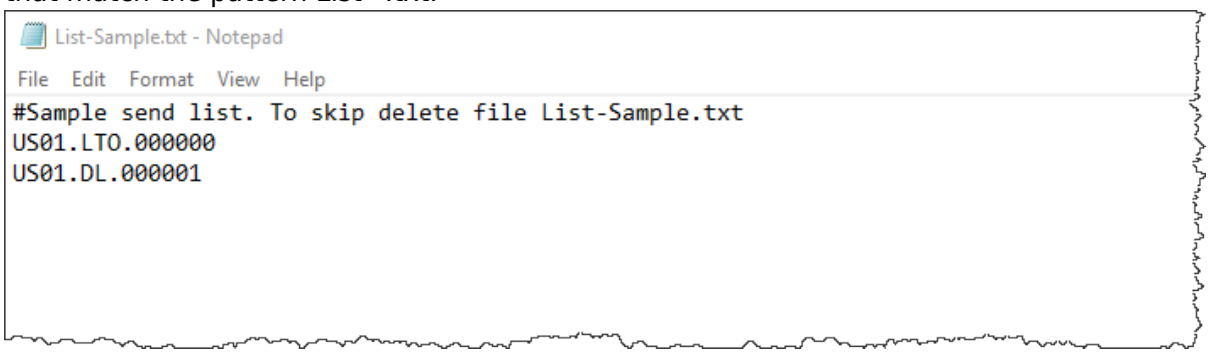

# Options

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.




**Notes:**

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




# 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

image

To alter current settings on a volume select required volume on left pane in window. Change any attribute on that volume by clicking in attribute window and selecting required value. After modifying volume information to required settings click Next button to continue. If you have any unknown volumes you will be prompted to add them before continuing. To add new media successfully all fields associated with that volume (Customer ID, media type, volume ID etc) must be applied. If an unwanted volume is scanned inadvertently it may be removed by right clicking the volume in the Scan and Modify window and selecting Remove From Scan List. Click `Next` to continue.

# Verifying Volumes

This will open the Send Apply and Verify window. This screen displays the final results of the send operation including the volume ID, current repository, target repository next move date, volume description and request status.

Click `Next` to continue.

# Modifying Attributes

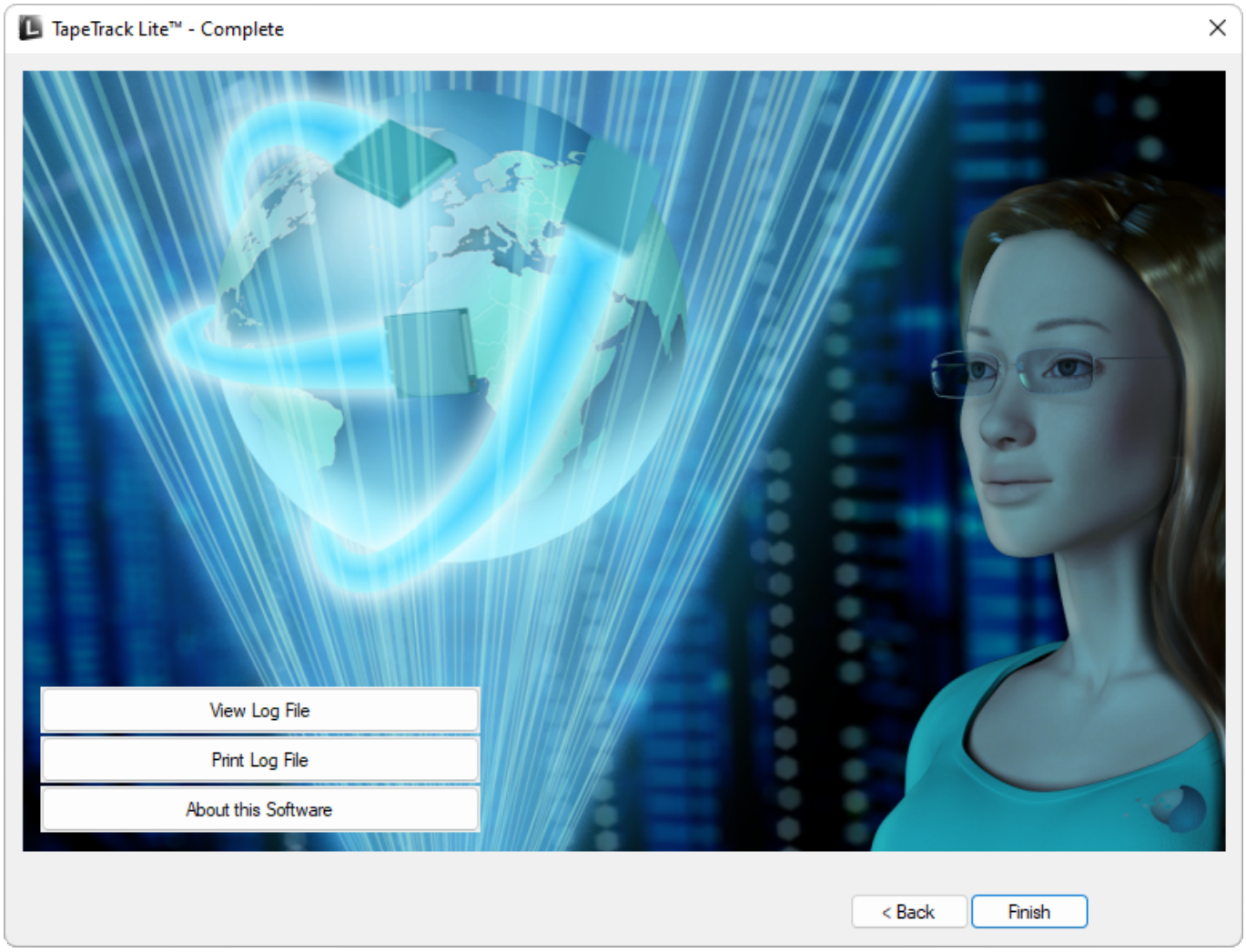
This will open the Modify Extended Attributes window. This window allows you to update the extended attributes of each volume scanned. By default one attribute (long barcode) is displayed. Up to 200 Customer defined extended attributes can be applied to each volume. These attributes must be enabled in TapeTrack TapeMaster but can be modified in TapeTrack Lite.

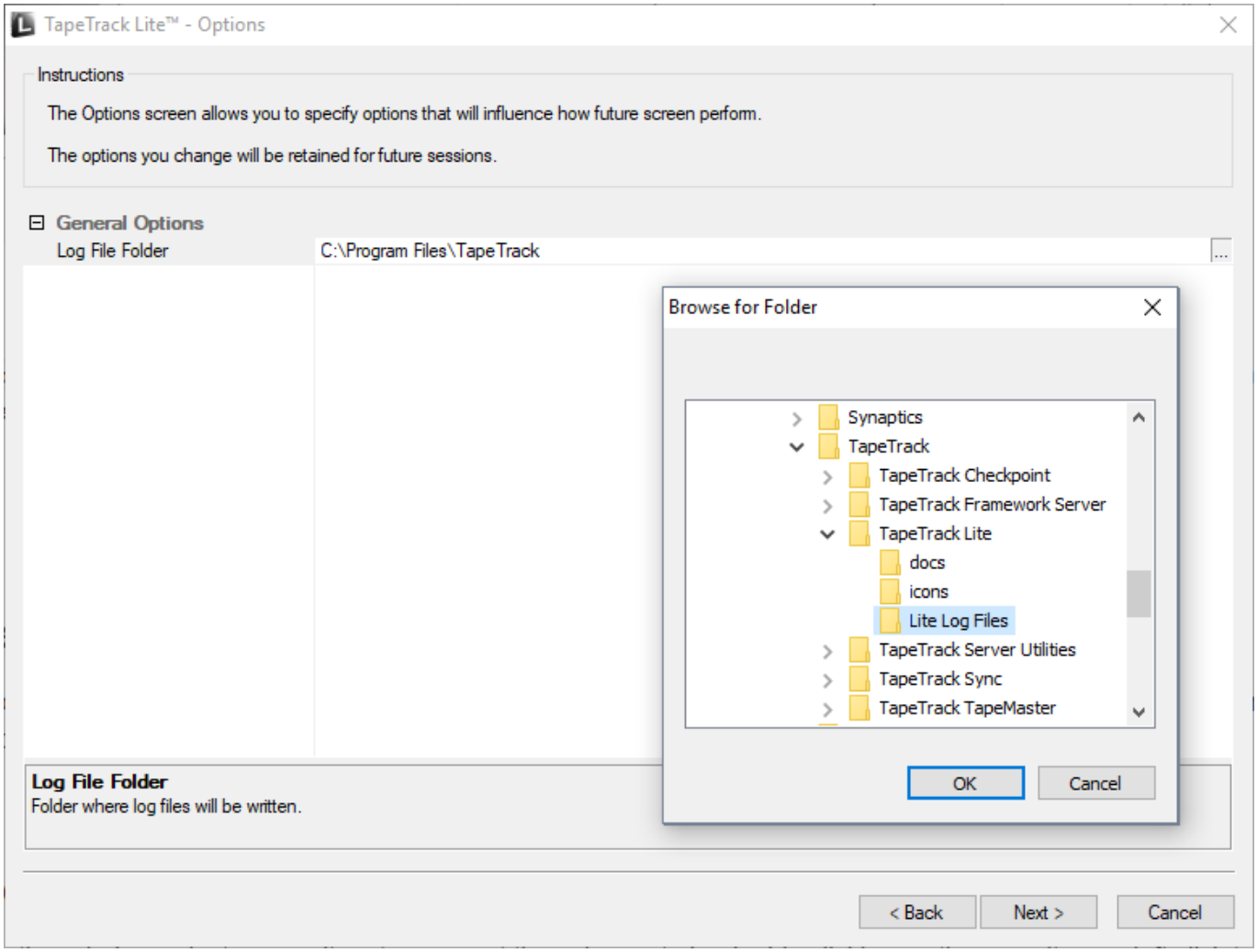
Click `Next` to continue.

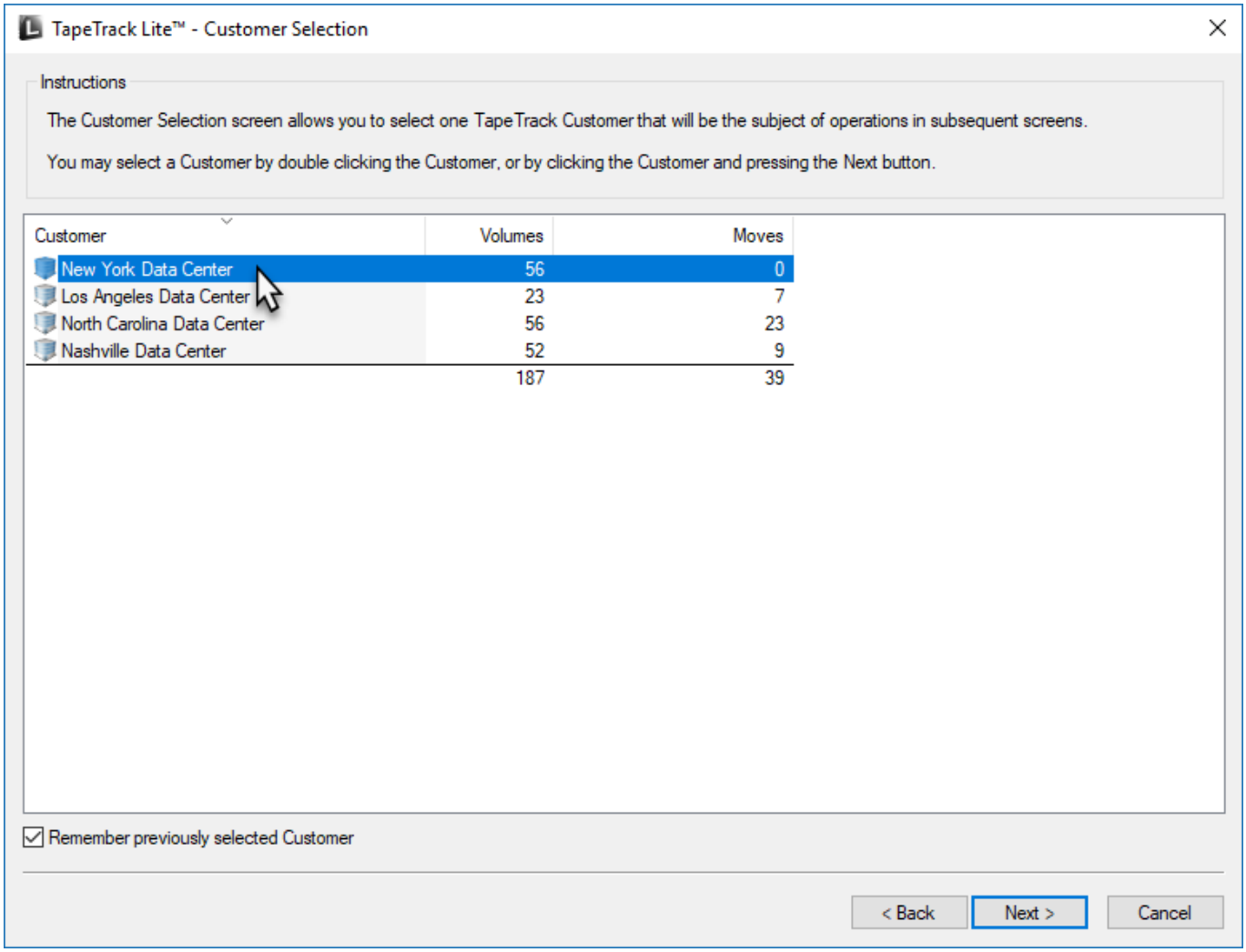
# Complete

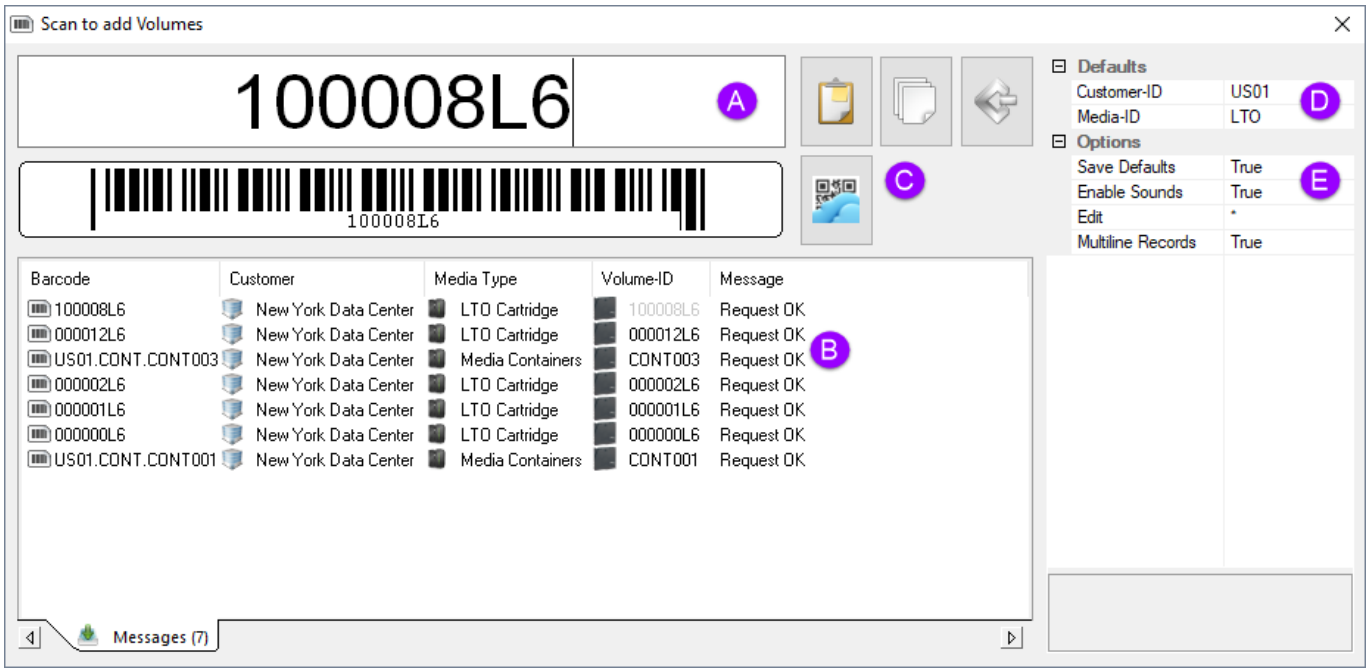
This will bring up the Complete window, from here you can

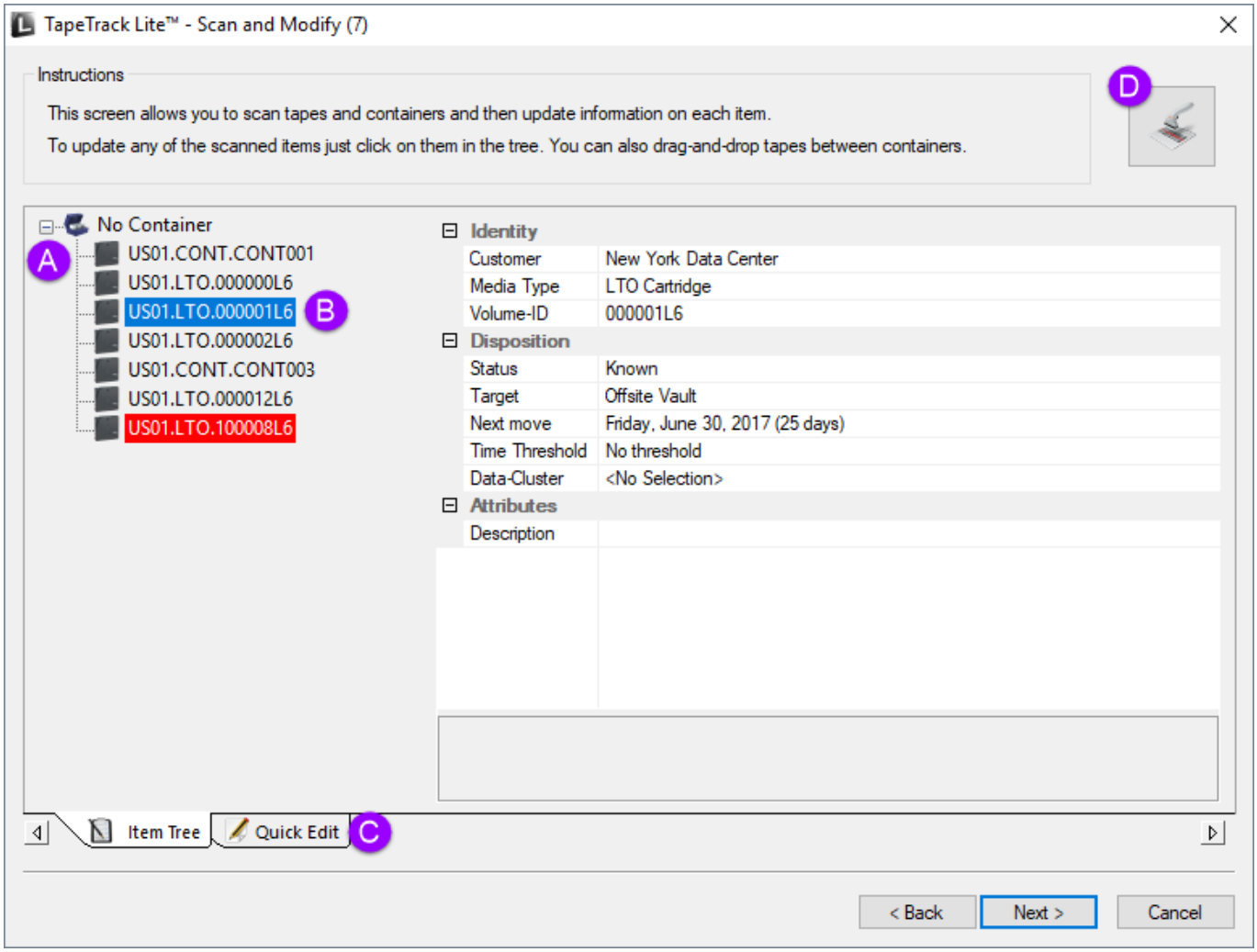
- Click `Finish`, `Cancel` or X to exit TapeTrack Lite
- Click `Back` to return to start menu and select another task
- Click `View Log File` to view the log
- Click `Print Log File` to print out log file for further reference
- Click `About This Software` to view product and support (email, phone & website) information

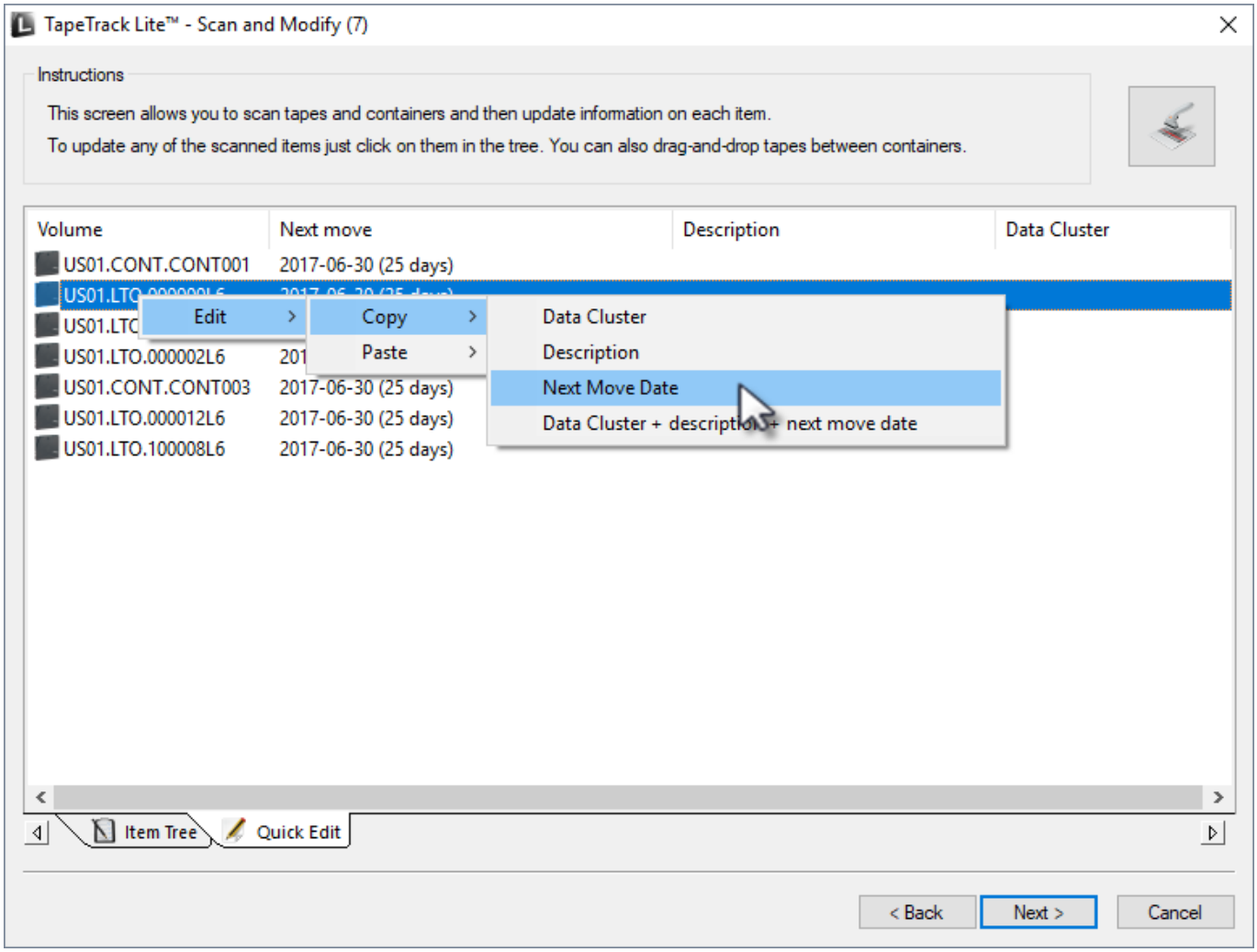



TapeTrack Lite™ - Options
Instructions
The Options screen allows you to specify options that will influence how future screen perform.
The options you change will be retained for future sessions.
General Options
Log File Folder
C:\Program Files\TapeTrack
Browse for Folder
Synaptics
TapeTrack
TapeTrack Checkpoint
TapeTrack Framework Server
TapeTrack Lite
docs
icons
Lite Log Files
TapeTrack Server Utilities
TapeTrack Sync
TapeTrack TapeMaster
OK
Cancel
Log File Folder
Folder where log files will be written.
< Back
Next >
Cancel


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)


TapeTrack Lite™ - Scan and Modify (7)
Instructions
This screen allows you to scan tapes and containers and then update information on each item.
To update any of the scanned items just click on them in the tree. You can also drag-and-drop tapes between containers.
D
No Container
A
US01.CONT.CONT001
US01.LTO.000000L6
US01.LTO.000001L6
B
US01.LTO.000002L6
US01.CONT.CONT003
US01.LTO.000012L6
US01.LTO.100008L6
Identity
Customer
New York Data Center
Media Type
LTO Cartridge
Volume-ID
000001L6
Disposition
Status
Known
Target
Offsite Vault
Next move
Friday, June 30, 2017 (25 days)
Time Threshold
No threshold
Data-Cluster
<No Selection>
Attributes
Description
Item Tree
Quick Edit
C
< Back
Next >
Cancel




scanning

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