

# 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.



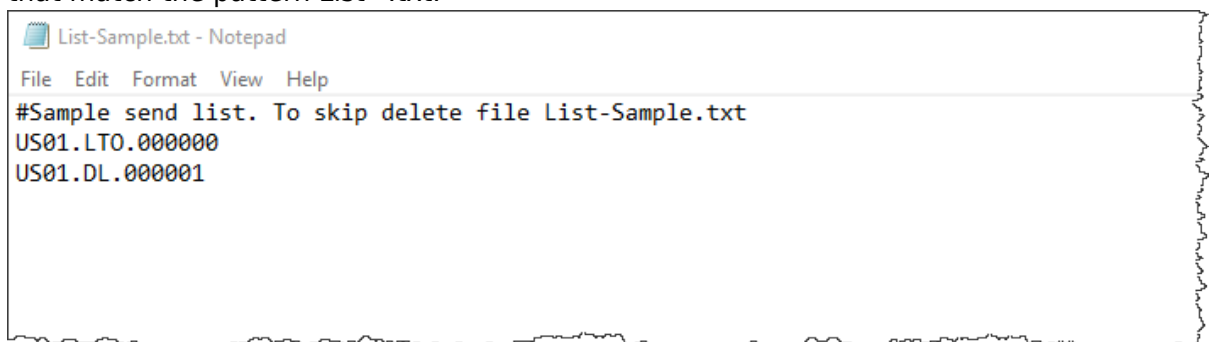
## Options

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 out the required tapes using your preferred [scanning method](#). 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:

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.

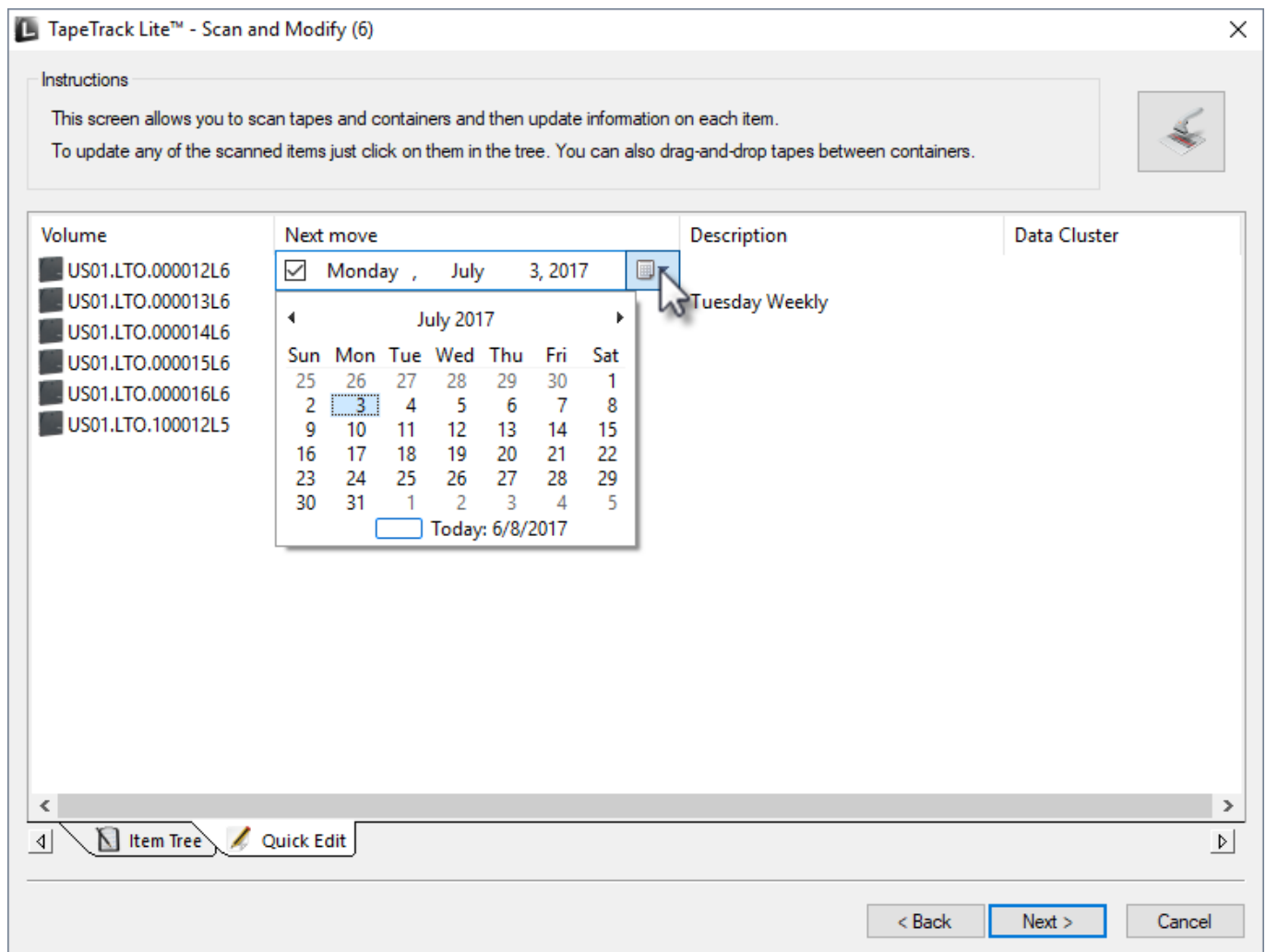


### Notes:

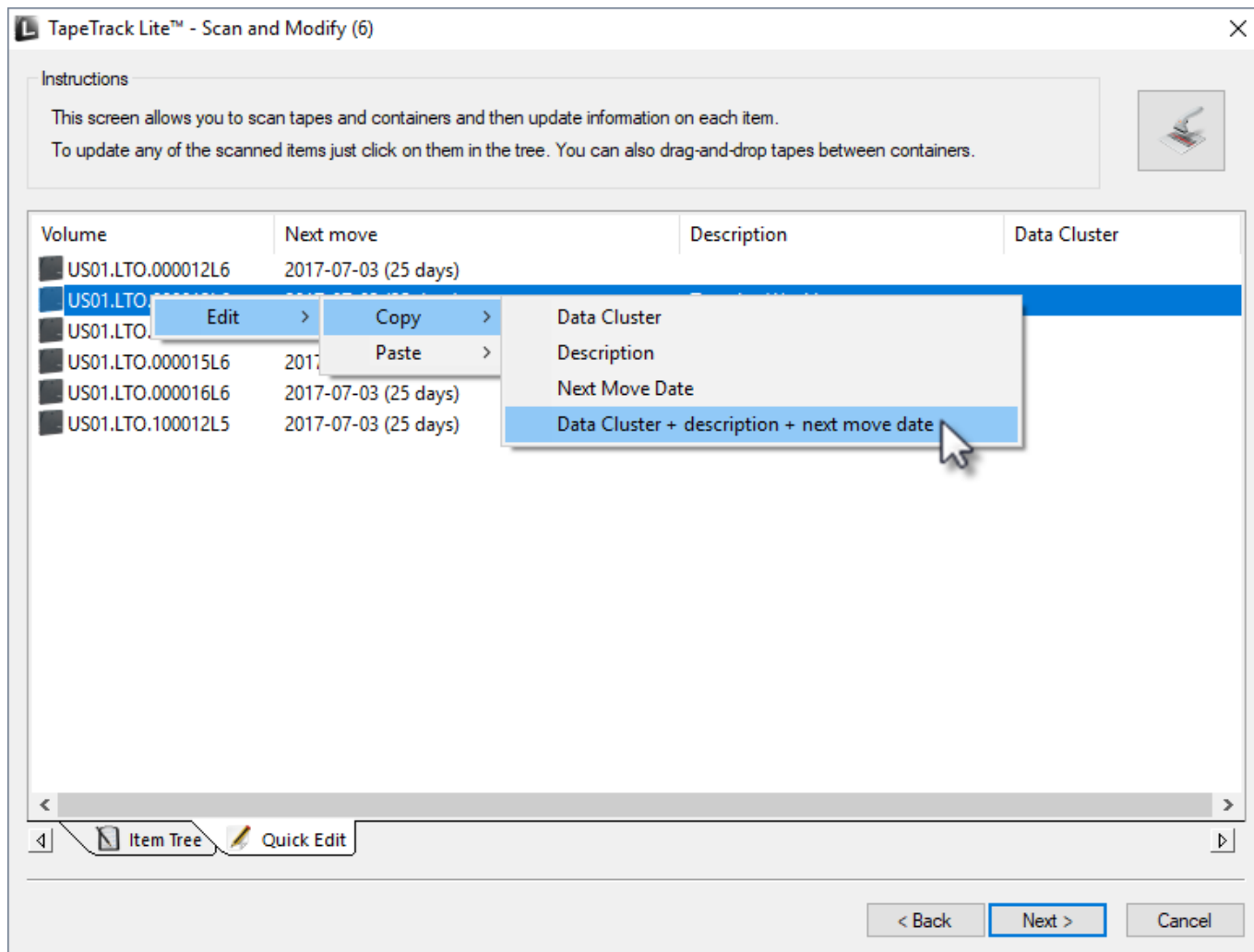
- **A** Customer ID, Media Type, Volume ID
- **B** Status (Known or unknown), Target repository, Next move date, Time threshold and data cluster
- **C** The volumes description

Multiple volumes can be edited as a group using the Quick Edit tab. Select a tape and set next move

date, description and/or data cluster.

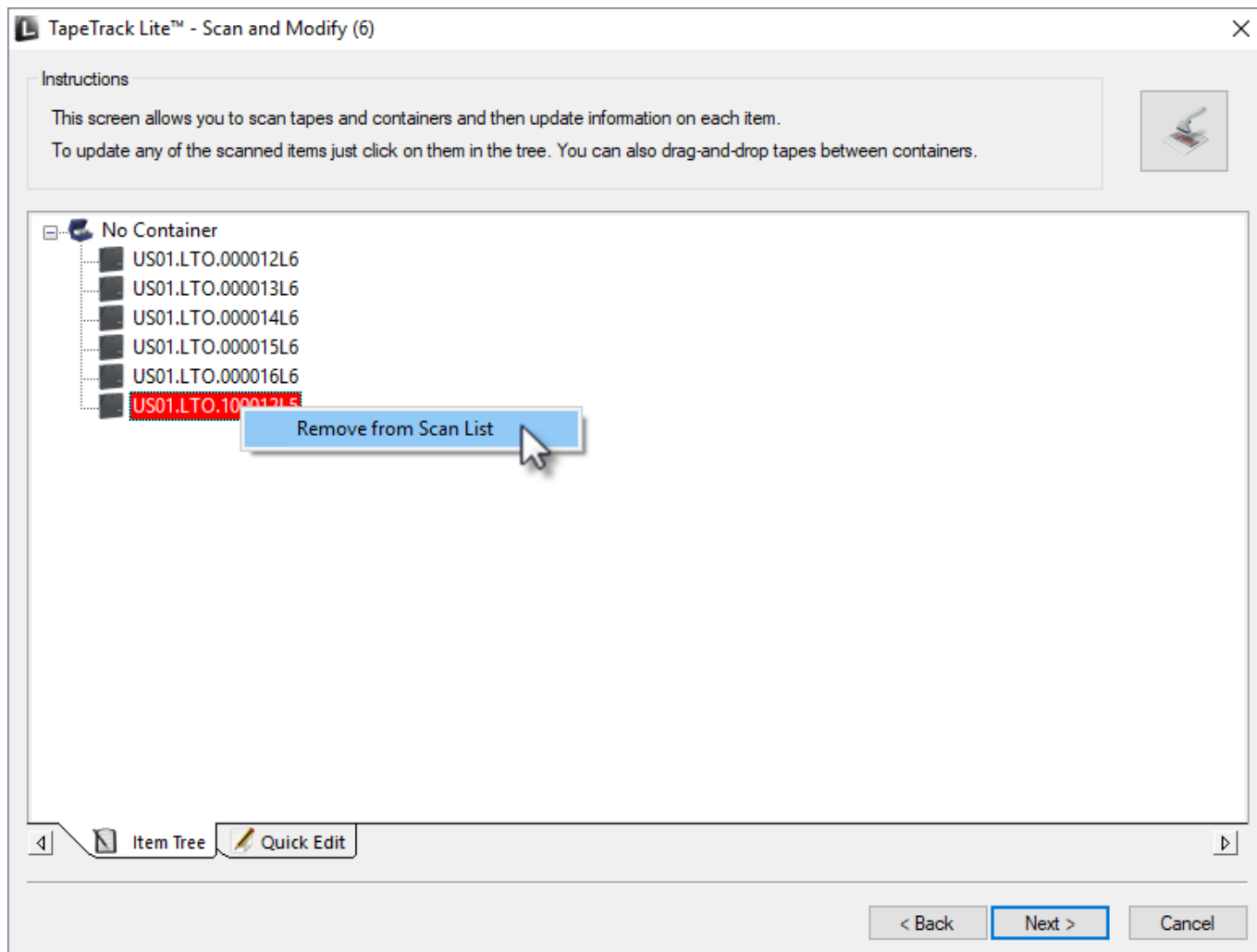


Right click the modified volume and select **edit - copy** - and the appropriate value from the options.



Select volumes to apply the data to and right click and select **edit - paste** - and the appropriate value from the options.

After modifying volume information to required values 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 (items tab) and selecting Remove From Scan List.

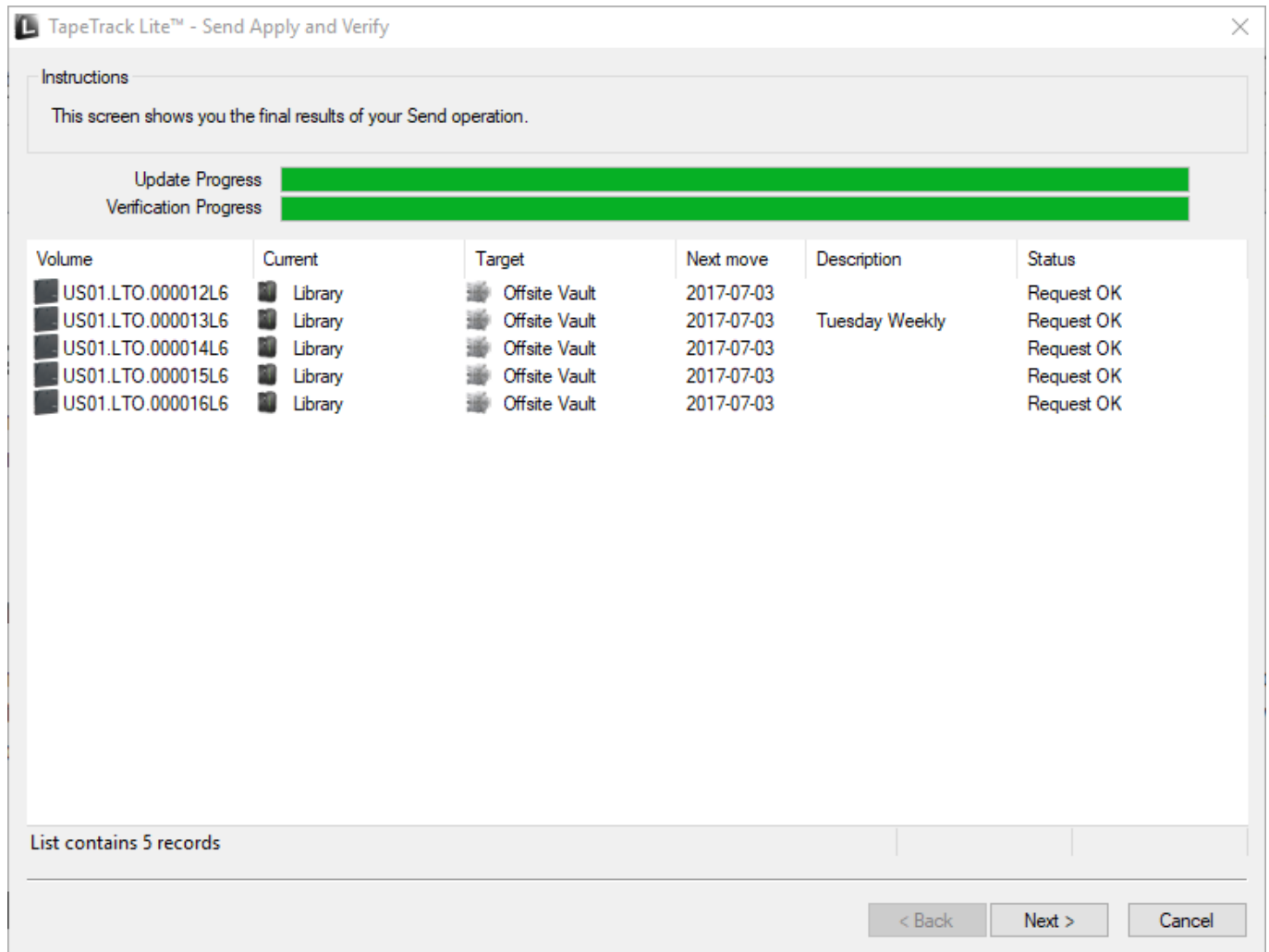


Click Next to continue.

## 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.

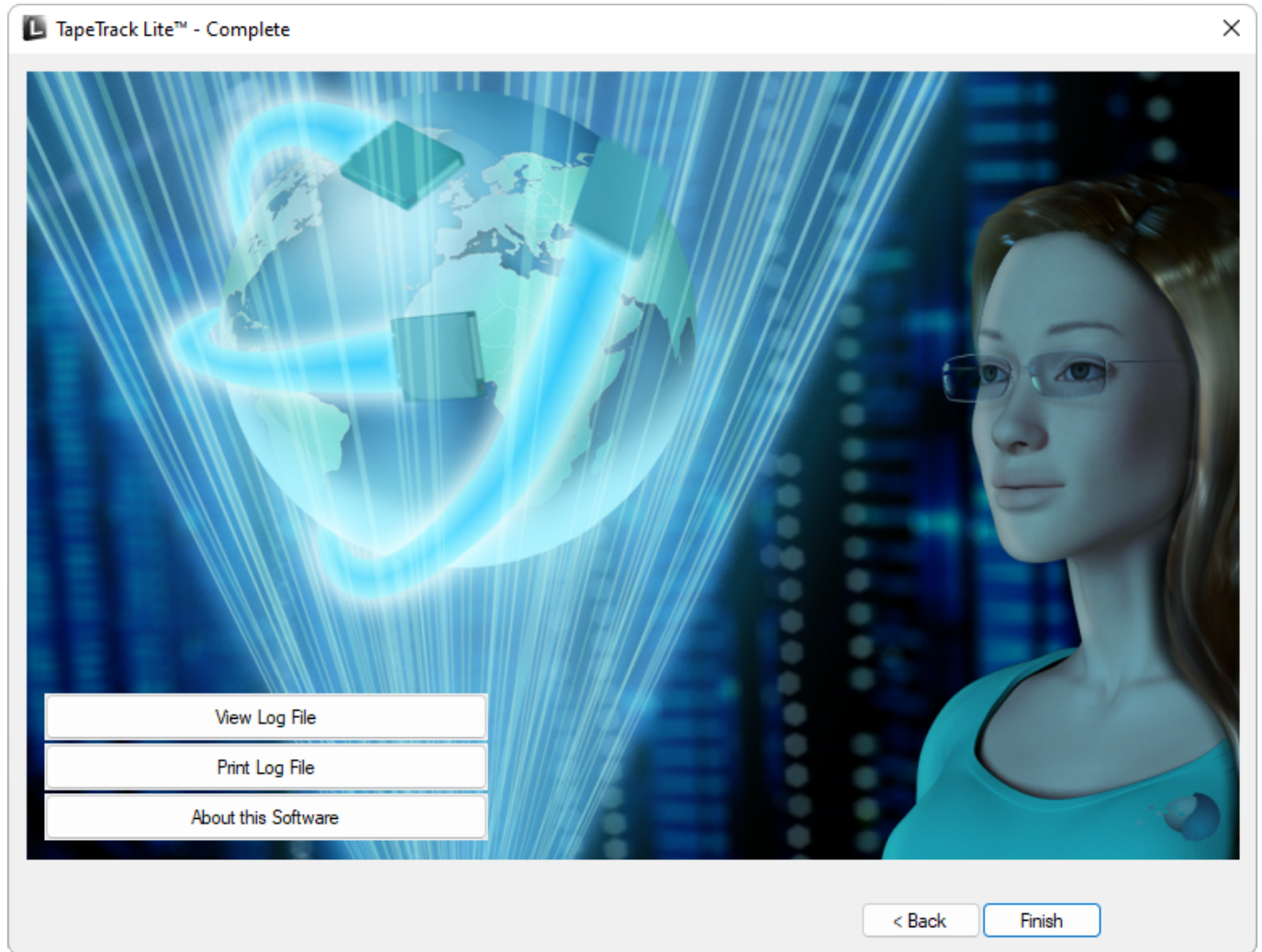
Click Next to continue.

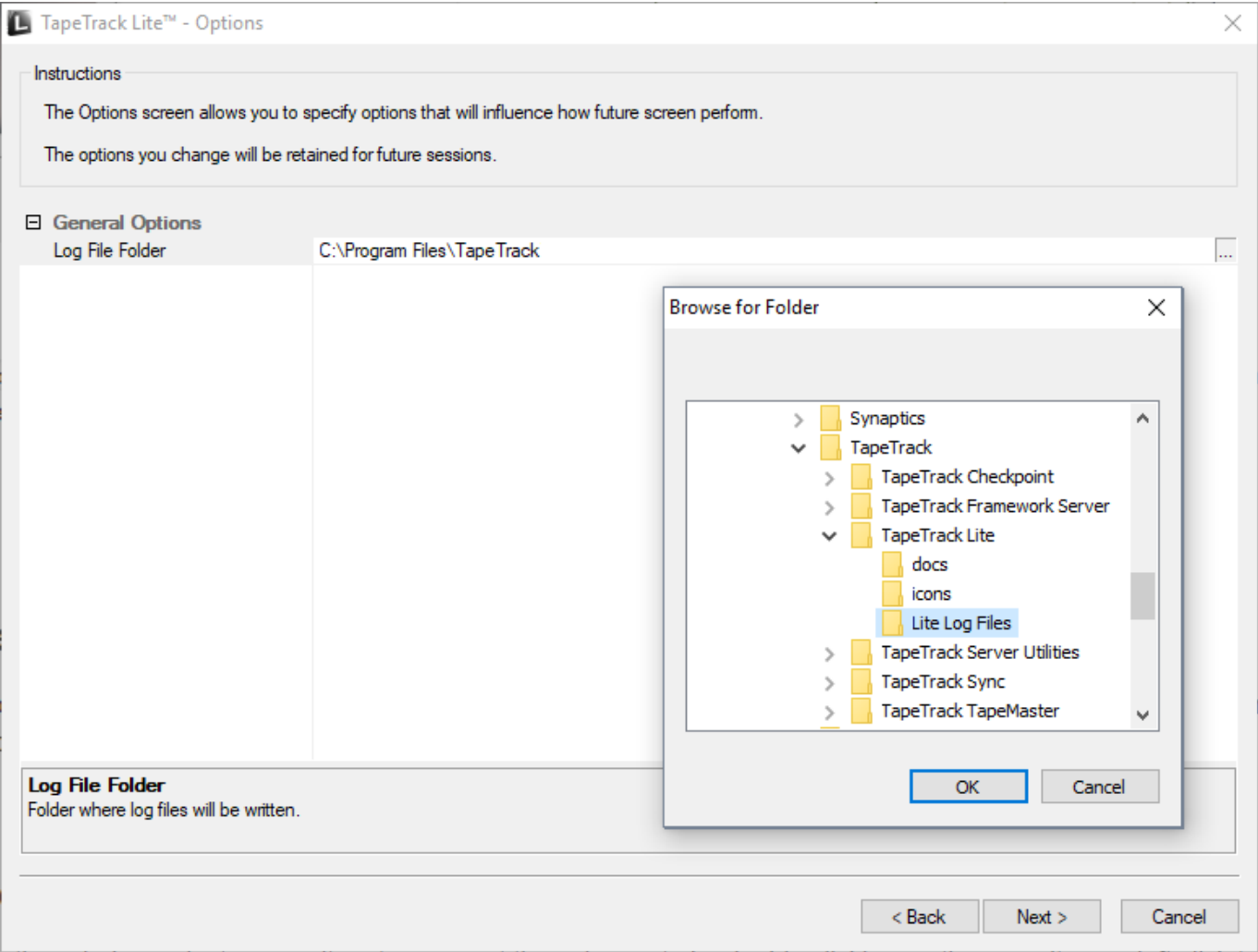


## Complete

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™ - 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

100008L6

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

Messages (7)

TapeTrack Documentation - <https://docs.tapetrack.com/>

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.

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

4

Item Tree

Quick Edit

C

< Back

Next >

Cancel

https://docs.tapetrack.com/

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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.



| Volume            | Next move            | Description | Data Cluster |
|-------------------|----------------------|-------------|--------------|
| US01.CONT.CONT001 | 2017-06-30 (25 days) |             |              |
| US01.LTO.000000L6 | 2017-06-30 (25 days) |             |              |
| US01.LTO.         |                      |             |              |
| US01.LTO.000002L6 | 2017-06-30 (25 days) |             |              |
| US01.CONT.CONT003 | 2017-06-30 (25 days) |             |              |
| US01.LTO.000012L6 | 2017-06-30 (25 days) |             |              |
| US01.LTO.100008L6 | 2017-06-30 (25 days) |             |              |

Edit >

Copy >

Paste >

Data Cluster

Description

Next Move Date

Data Cluster + description + next move date

<

>

Item Tree

Quick Edit

< Back

Next >

Cancel

scanning

From:

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