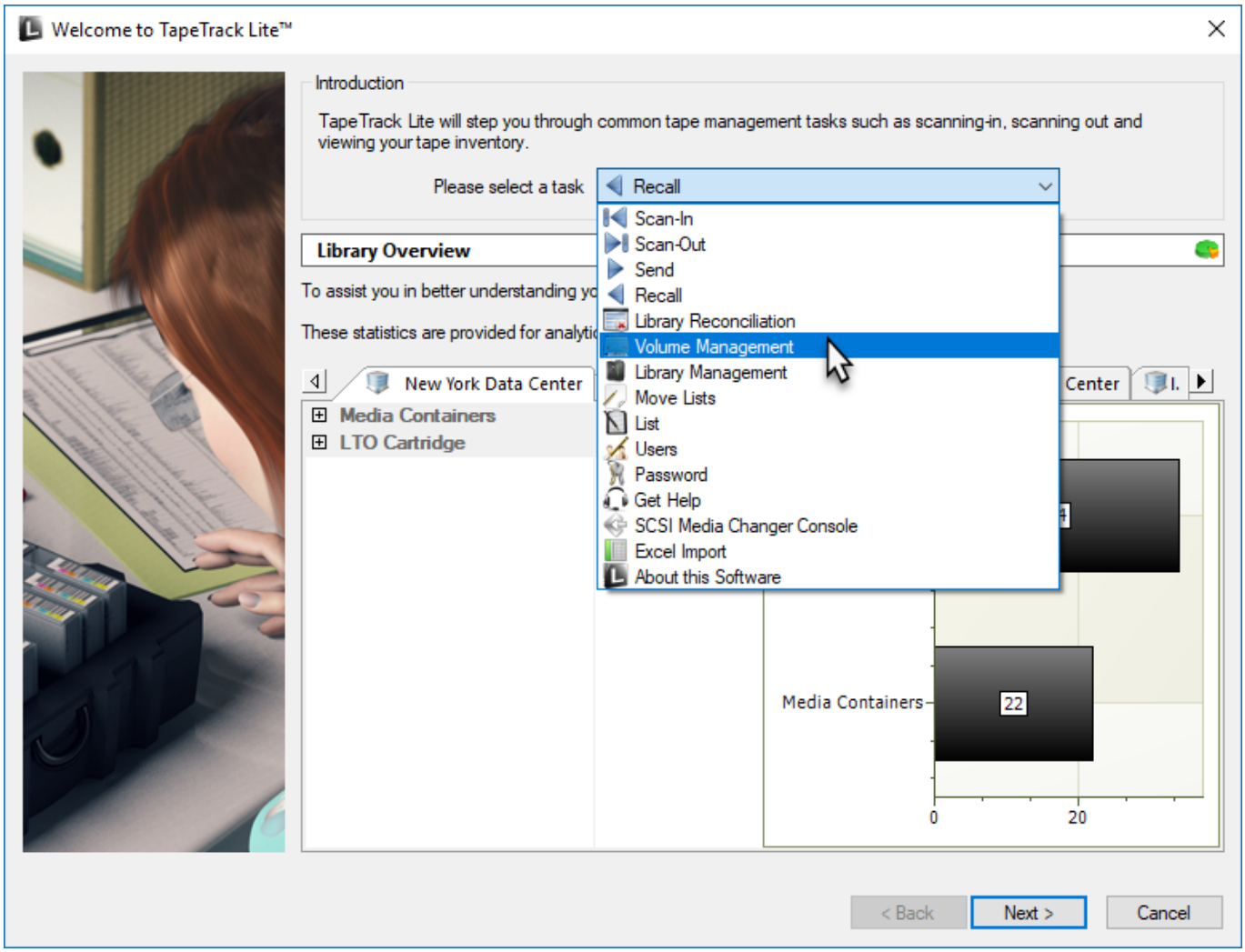
Volume Management

The Volume Management task allows you to manage volume data by editing next move dates as well as volume attributes.

Managing Volumes

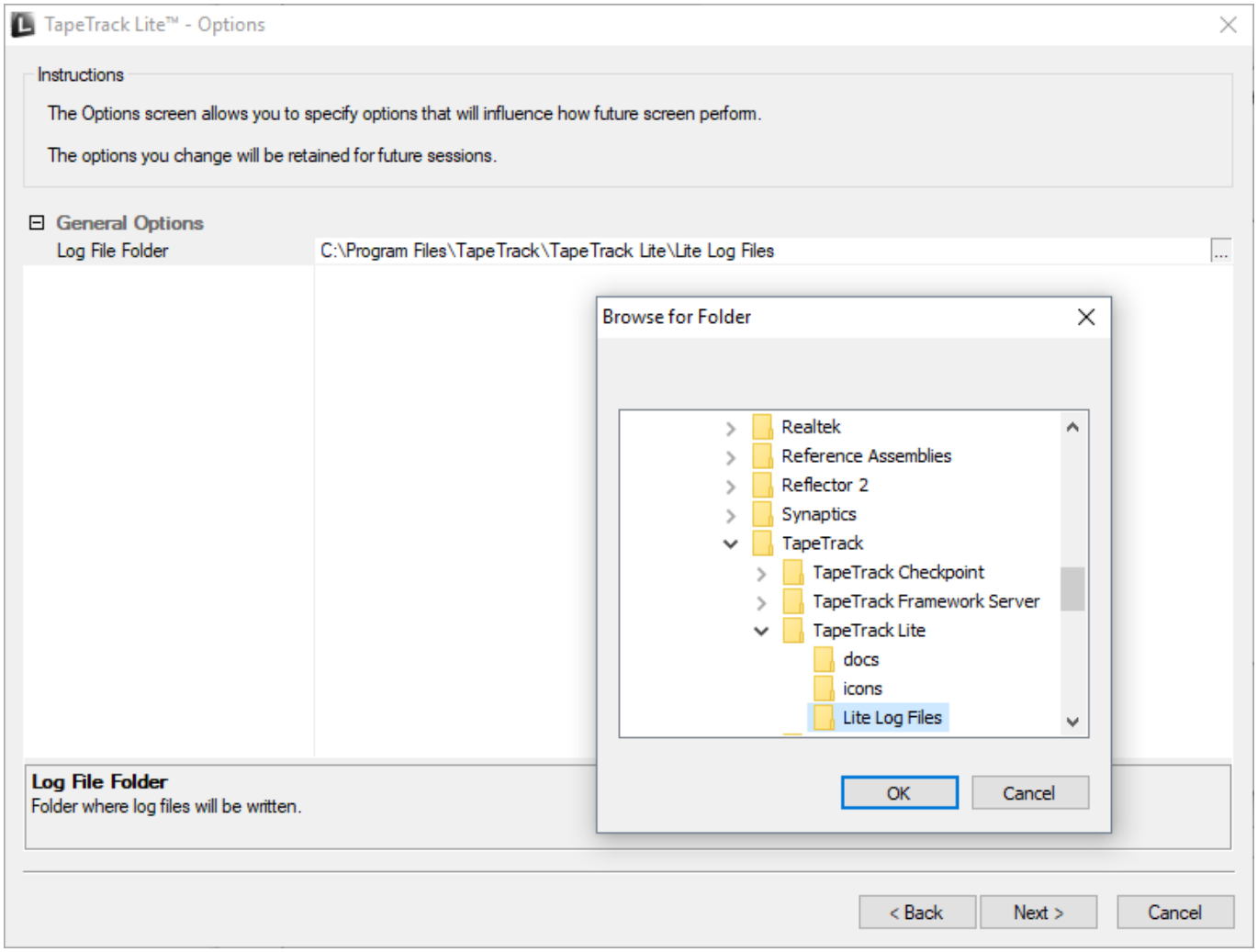
Once logged into TapeTrack Lite, select `Volume Management` from the Library Management Task's drop-down menu.



Options

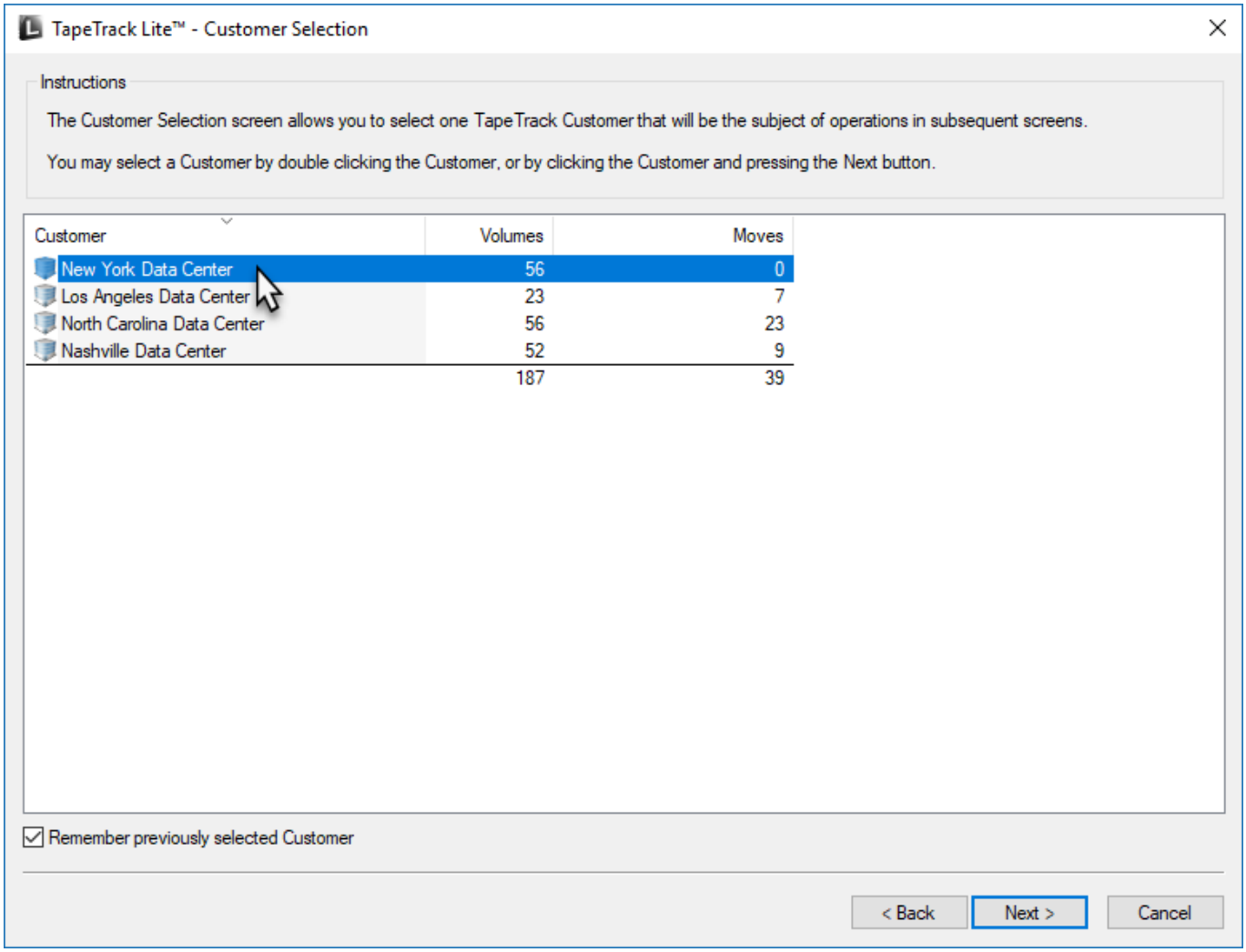
This will open the Options window. If required you can set the location for the log files to be written to, or leave the default. To change the default directory, click in the right of the Log File Folder and click on the more options button and select directory.

Click `Next` to continue.



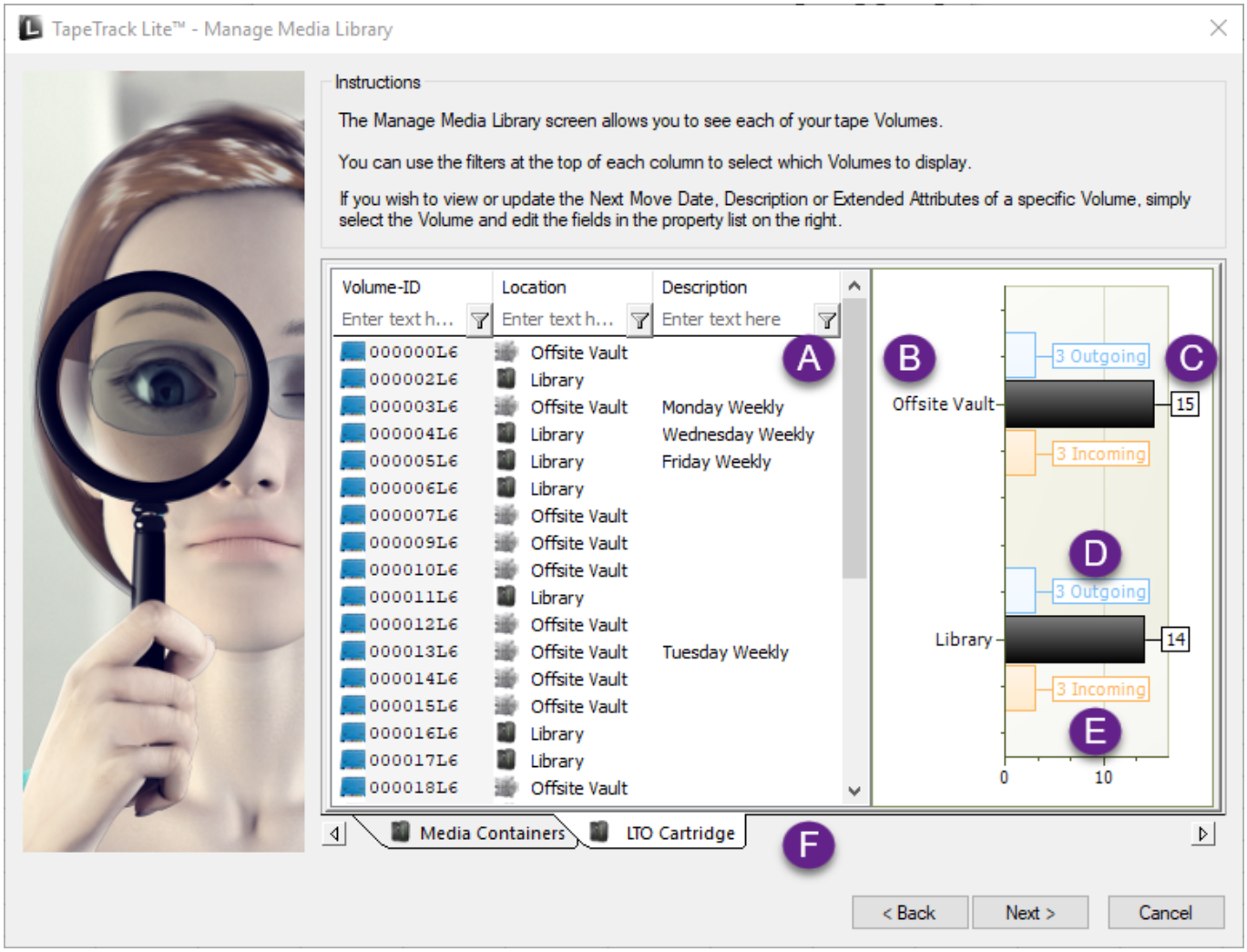
Selecting a Customer

From the Customer Selection screen select a customer that will be the subject of operations in subsequent screens by double-clicking a customer or selecting a customer and clicking `Next`.



Managing Media Types

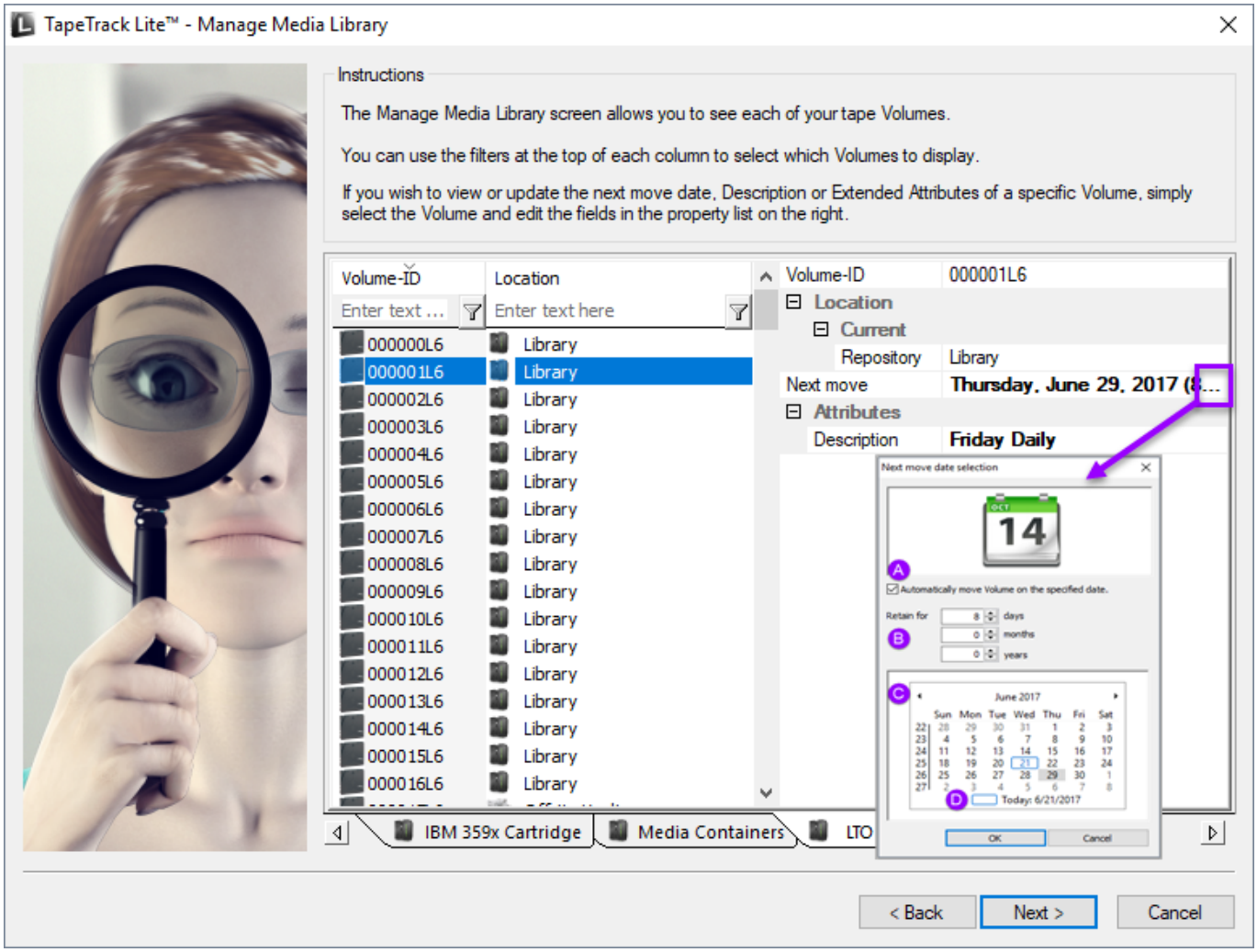
The Manage Media Library window displays each of the volumes separated into tabs by media type. Each volume is displayed with its volume ID and current repository. The right of the window displays graphically the different repositories, the total number of volumes as well as the volumes flagged to move in or out of that repository.



Notes

- **A** Volumes ID & repository
- **B** Volumes by repository
- **C** Total volumes in repository
- **D** Volumes moving out
- **E** Volumes moving in
- **F** Media Type Tabs

To manage media, select a volume by clicking on the `volume ID`. When a volume is selected the fields Next move and Attributes can be edited. To edit the Next Move Date click the button (...) in the next move text box to open up the Next Move Date Selector.



Notes

- **A** Click the Automatically move Volume on the specified date check box to open up the calendar input.
- **B** Input time offset to automatically set move date.
- **C** Scroll and select to set move date.
- **D** Click to set today as the move date.

Set the next move date can by selecting the required number of years, months and days in top input boxes or by scrolling through the calendar using the scroll arrows to go forward or backwards to find a specific date.

Clicking on the month or year between the scroll arrows will alter scope from one month to one year to 12 years to 120 years to allow quick acquisition of the required date.

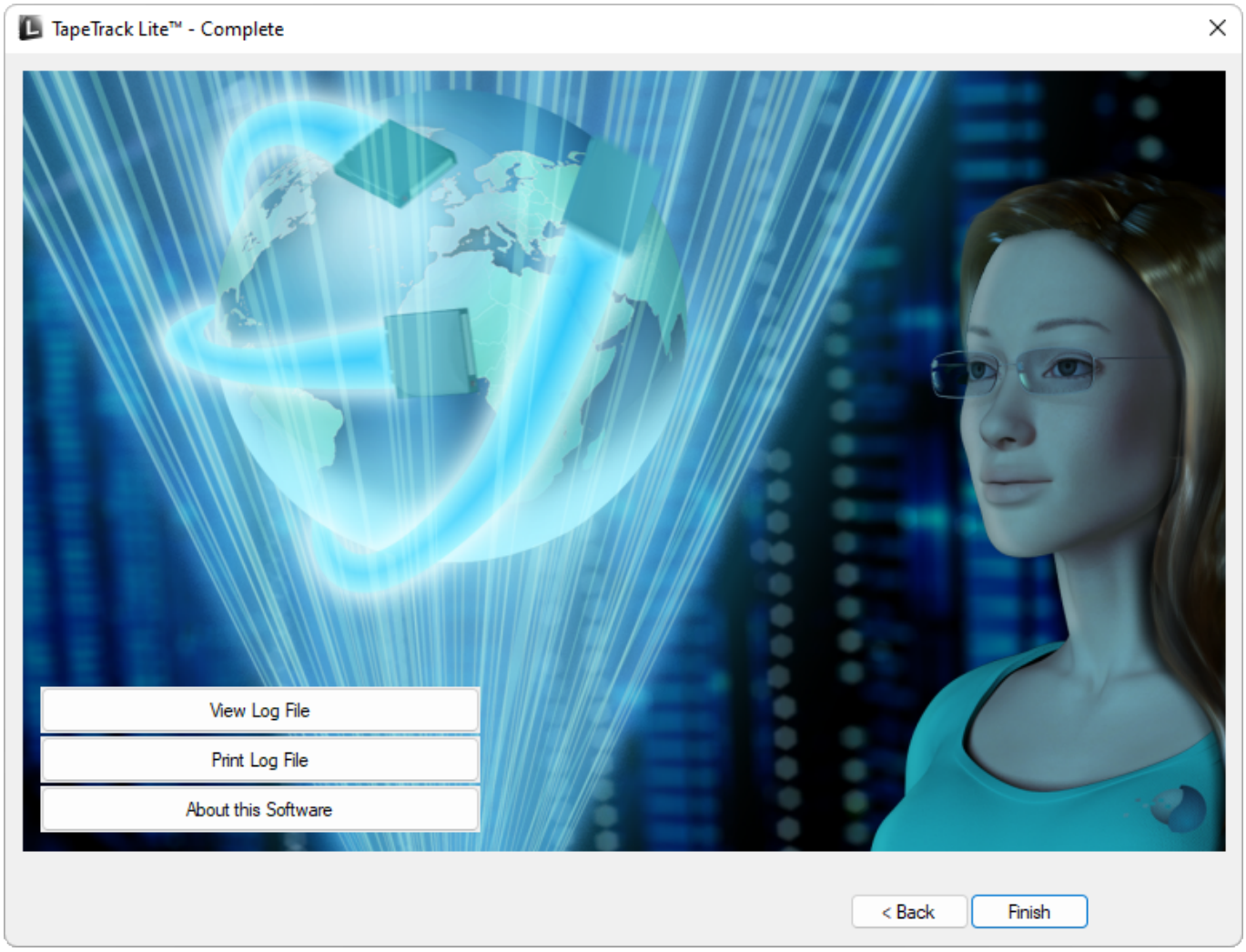
Clicking on a displayed selection will zoom the scope inwards by incrementing steps until your back at a one month display. When displaying one month at a time, clicking on Today at the bottom of the calendar will return you to today's date.

When all volume alterations are complete click `Next`.

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



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