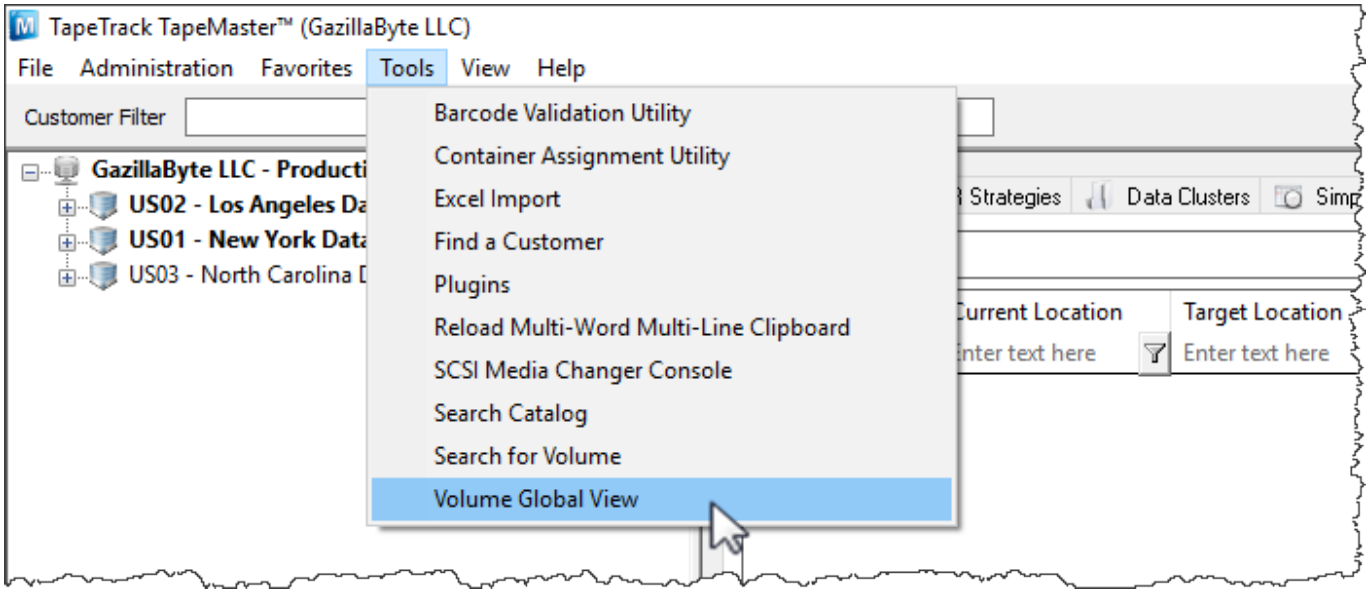
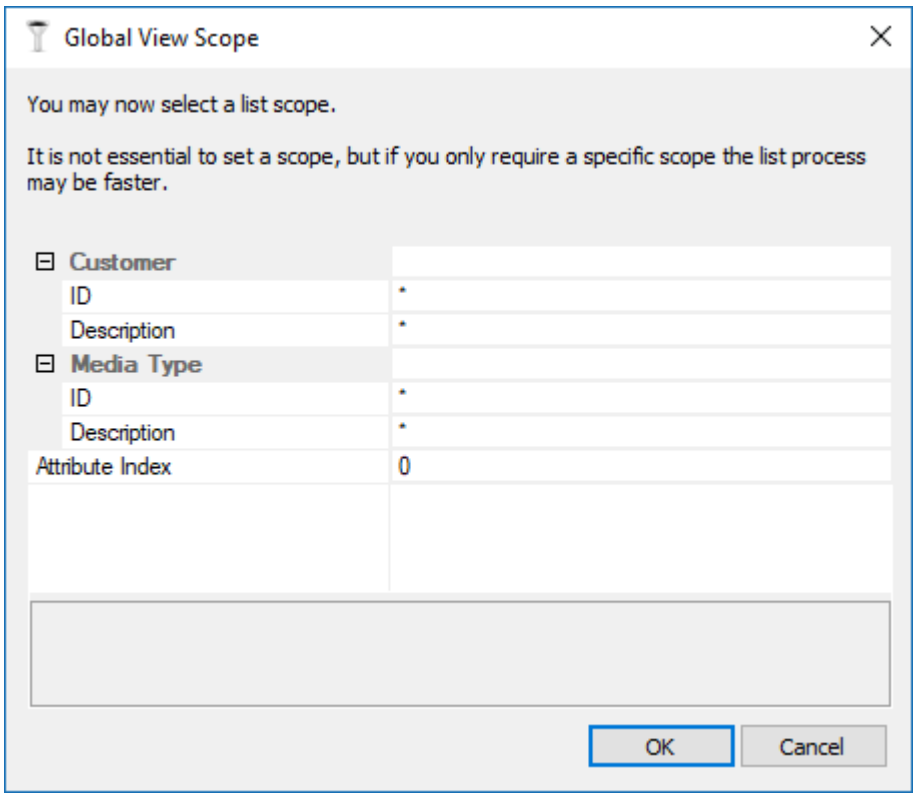
# Volume Global View

Volume Global View allows you to view and/or search volumes across all customers and media types within the one report.

To open **Volume Global View** select from the main menu `Tools` → `Volume Global View`.




The **Global View Scope** window opens with wildcard (*) values for each search field by default which will include every Volume within TapeTrack in the report.

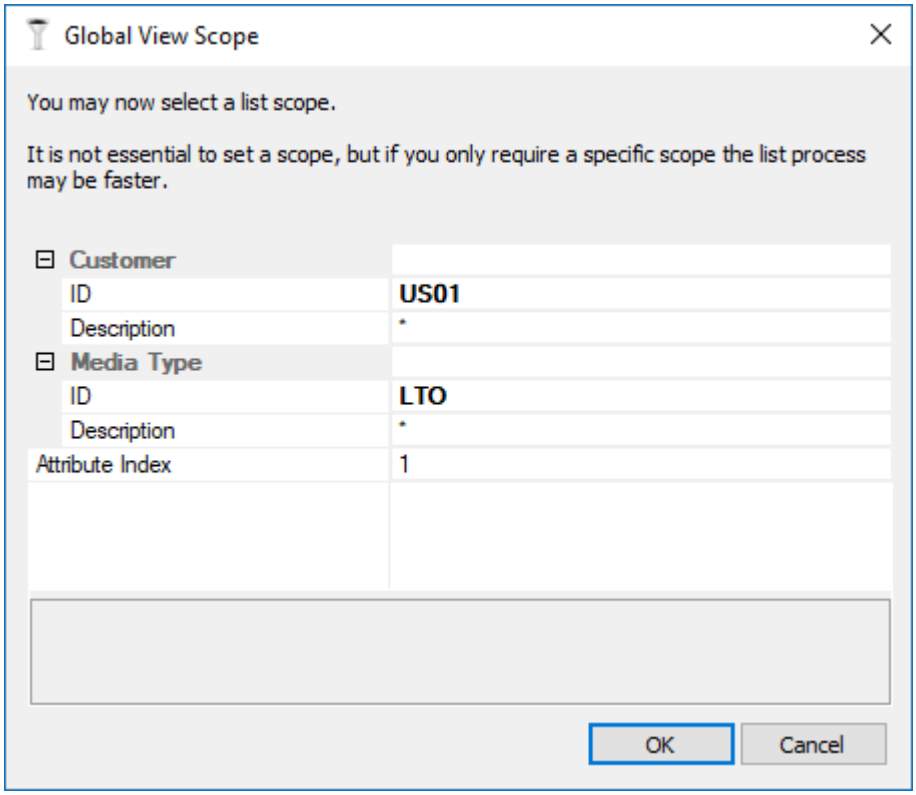



The output results can be focused at this stage if a more refined report is preferred by using String Filters on the Customer ID or Customer Description field and/or the Media ID or Media Description field.

The Attribute Index allows the selection of which Extended Attribute to display in the report (Description or Attribute 0 is the defautl value).



Only results that meet all filters will be displayed.




Click 0K to continue to the **Volume Global View**.

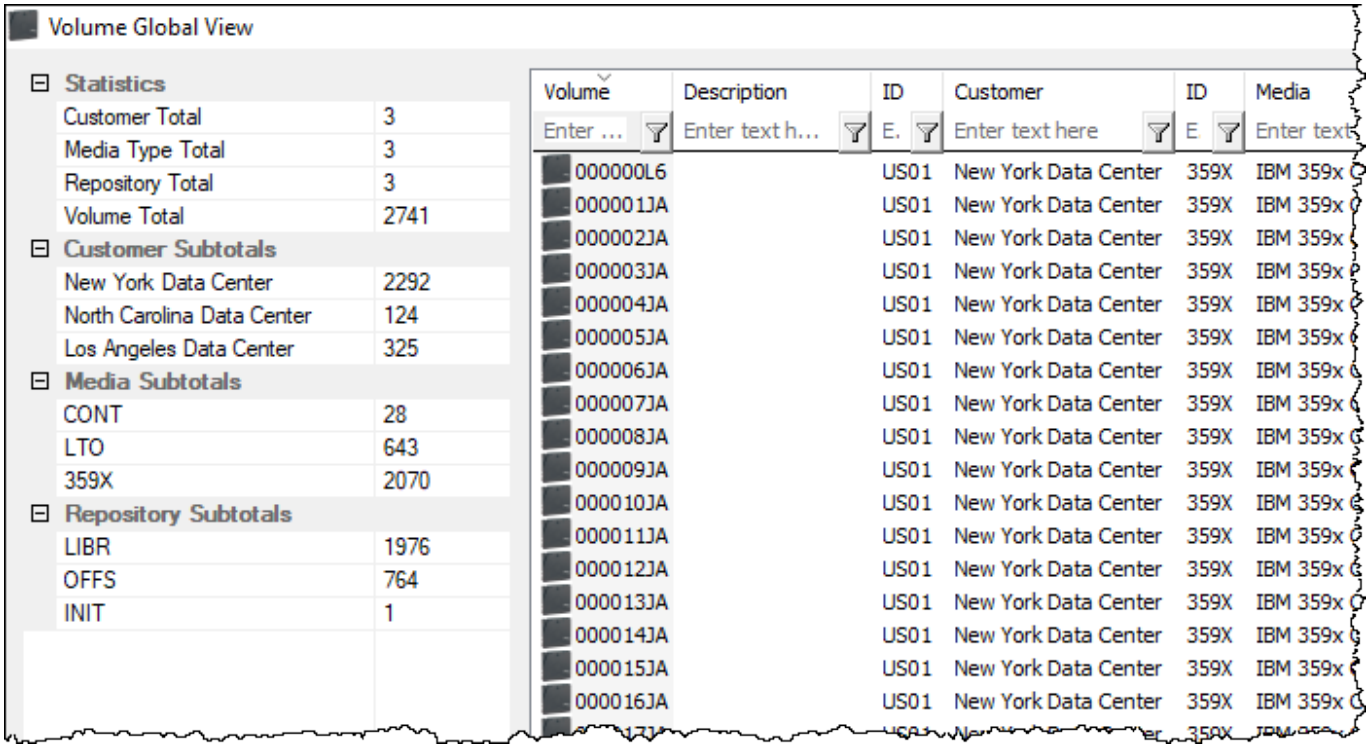
The left of the window displays:

- **Statistics**
  - Customer Total: Number of Customer ID's
  - Media Type Total: Number of unique Media types (Each Customers LTO media type counted as one type).
  - Repository Total: Number or unique Repositories (Each Customers OFFS repository type counted as one type).
  - Volume Total: Number of Volumes across all Customer ID's .
- **Customer Subtotals**: Total number of Volumes per Customer ID.
- **Media Subtotals**: Volume subtotals grouped by Media type.
- **Repository Subtotals**: Volume subtotals grouped by Repository type.

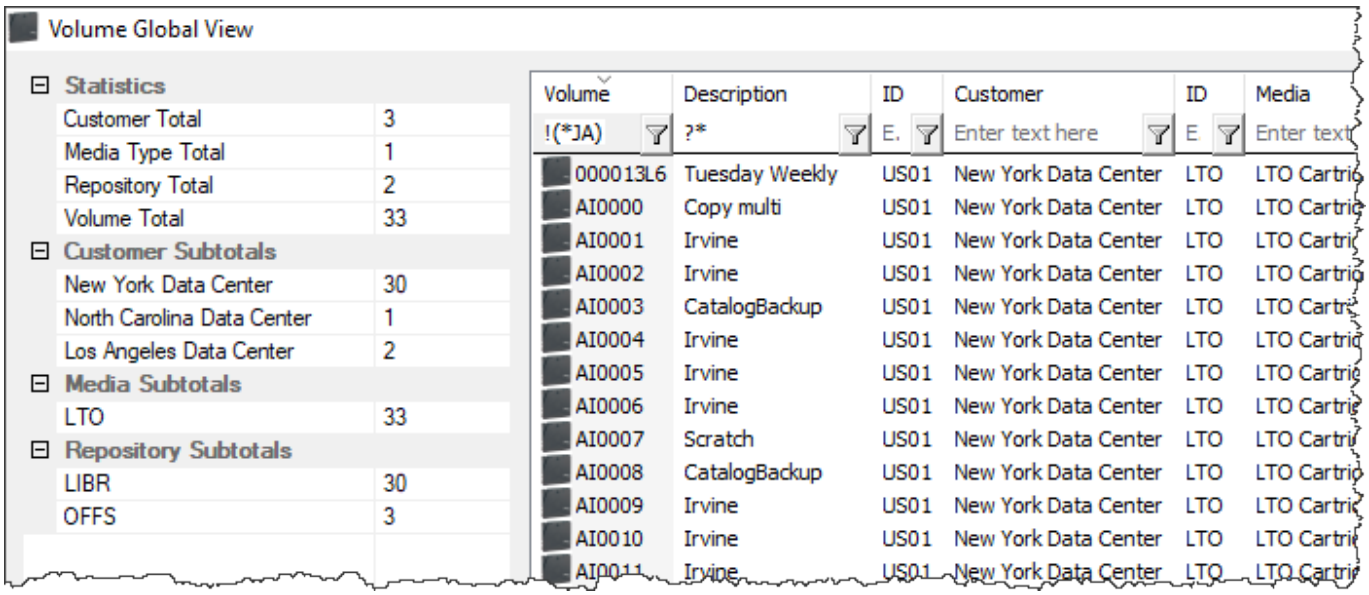
The right of the widow displays the:

- Volume ID
- Description or Extended Attribute
- Customer ID
- Customer Description
- Media ID
- Media Description
- Repository ID

- Repository Description
- Flags
- Next Move Date
- Last Move Date
- Expiry Date
- Last Write Date
- Last Update - Time
- Last Update - User
- Last Update - Program




Displayed fields can be sorted by clicking on the field name and filtered by using String filters in the fields under column headings. As the results are filtered both the Volume display and the subtotals on the left will be updated to match the displayed results.



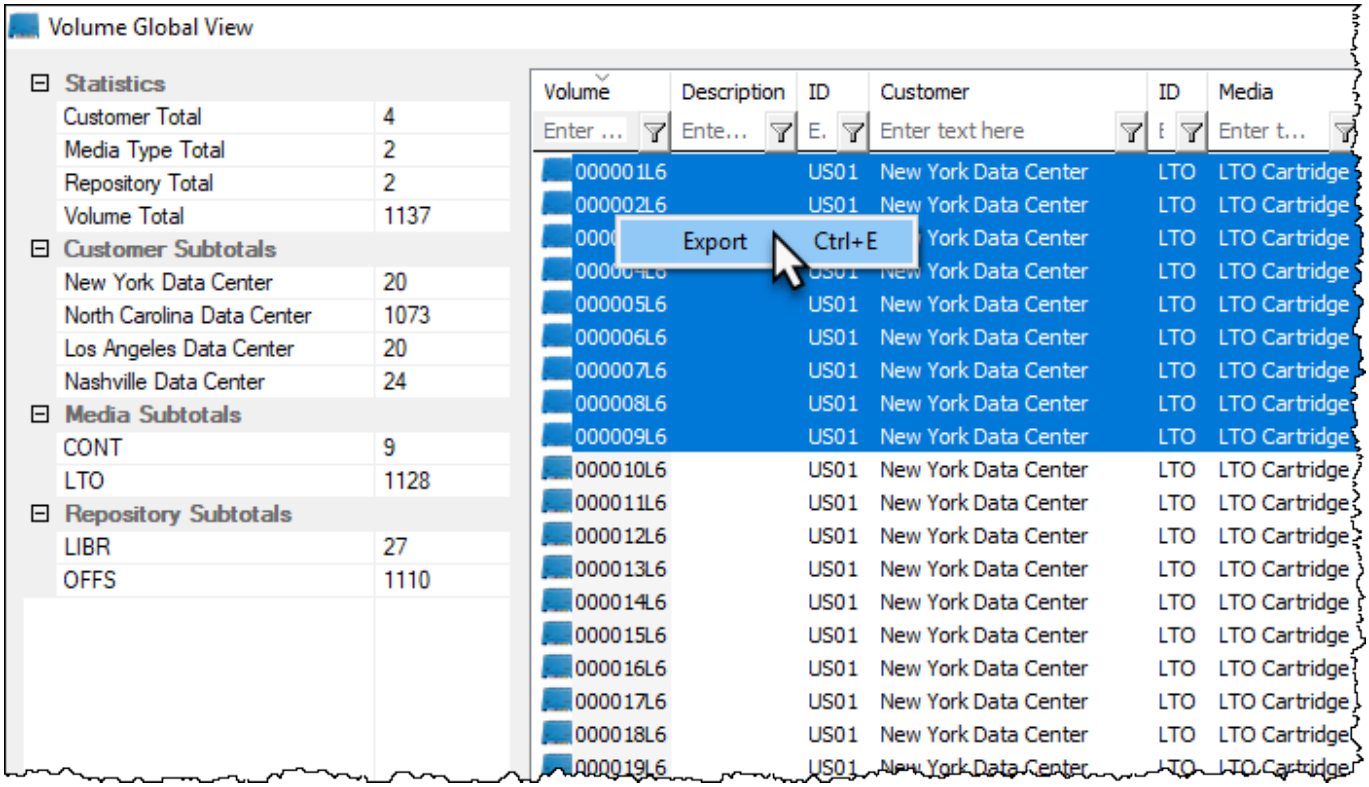
## Right Click Options

Volume Global View right-click menu:

- **Favorites**
  - **Set**: Add favorite flag to selected Volumes.
  - **Unset**: Remove favorite flag to selected Volumes.
- **Properties**: Opens Volume properties window
- **Copy Column**
  - **Volume**
  - **Description**
  - **ID**
  - **Customer**
  - **ID**
  - **Media**
  - **ID**
  - **Repository**
  - **Flags**
  - **Next Move**
  - **Last Move**
  - **Expiry**
  - **Last Write**
  - **Last Update - Time**
  - **Last Update - User**
  - **Last Update - Program**
- **Export (Ctrl+E)**: Export selected Volumes to file, either PDF, CSV, Excel, Text or XML.
- **Print (Ctrl+P)**: Export selected Volumes to PDF.
- **Select**
  - **All**: Selects all Volume of current Customer's media.
  - **Invert**: Inverts selection of the selected Volumes of current Customer's Media
  - **Random**: Selects a user set number of records at random.
- **View**
  - **Icon**
  - **List**
  - **Report**
  - **Small Icon**

### Export

To export results from the Volume Global View, select the required volumes and right-click `Export`.

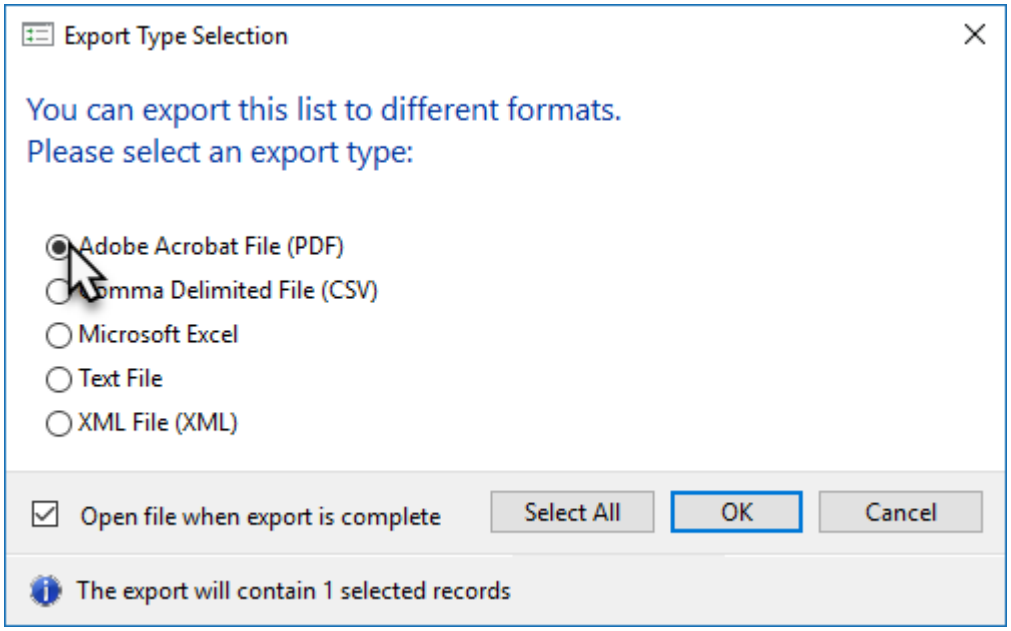



Then select the output format from:

- Comma Delimited File (CSV)
- Microsoft Excel
- Text file
- XML File

Click `Select All` if you want to select all volumes for export. By default the `Open file when export is complete` is checked, uncheck if you do not want the file to open on export.

Click `OK` to export or `Cancel` to abort the process.




Click the X in the top right corner to exit.

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