



TAPETRACK LITE  
USER MANUAL

DECEMBER 2008 EDITION

## OVERVIEW

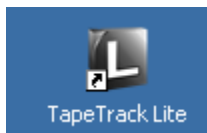
TapeTrack Lite is a powerful tool that enables you to manage your offsite media library from your desktop. The software connects to the DataBank server via TCP/IP connection that is encrypted and secured. The software provides 3 major functionalities.

- 1) Sending media offsite to DataBank
- 2) Retrieving media from DataBank
- 3) Manage your offsite media library

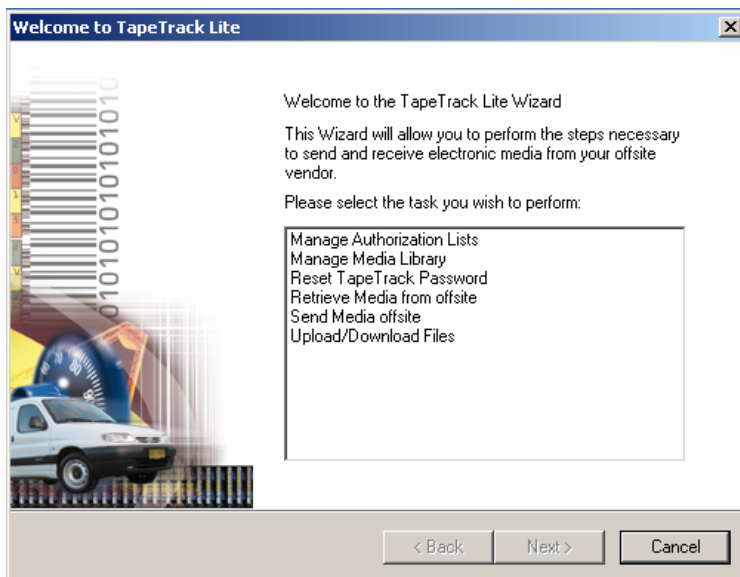
## SETUP

Install the application provided to you by clicking on “SETUP” or you can download the software from <http://www.databank.co.il/downloads/setup.exe>

Once installed you will notice a gray icon on your dektop.

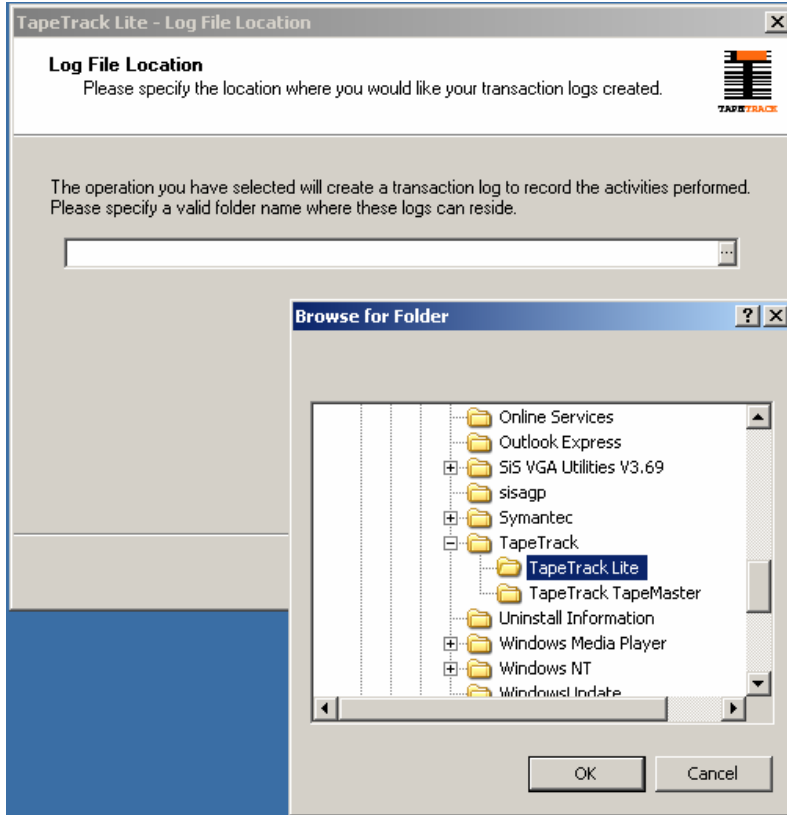


Double click on the icon and this screen will pop up.



Click on “Send Media Offsite”

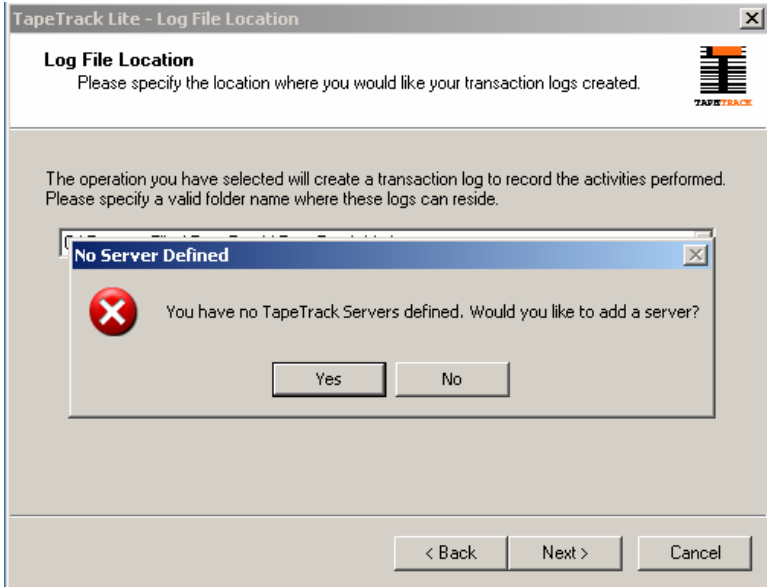
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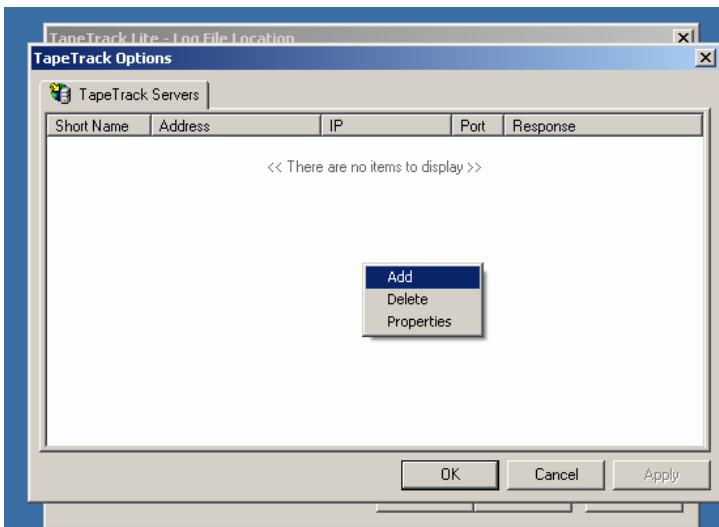
The software will prompt you to select a folder to locate where the logs that the software produces should reside. For simplicity you may keep the logs in the tapetrack directory

C:\Program Files\TapeTrack\TapeTrack Lite

Click OK, a new screen will pop up prompting you that no servers have been defined, click on “Yes”



Right click on Add



Enter in the details as defined below – click OK

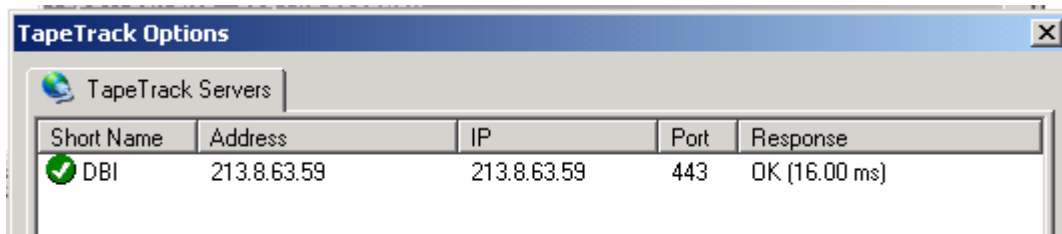
**Short Name: DBI**

**Address: 213.8.63.59**

**Port: 443**



If the software is able to connect up to the server, you will get a green “V” indicating that the connection is OK.



If the software is unable to connect, you will get a red “X”. This is most likely caused by your firewall blocking the connection. **You will need to unblock the firewall to the IP 213.8.63.59 on Port 443**

You will be prompted to enter in your username and password



Your user and password details are below

<b>User</b>	
<b>Password</b>	

## SENDING MEDIA OFFSITE

You will be prompted to select the date that you will require to receive these tapes back to you. You can assign the return date either through the calendar or through the number of days.

If you do not want to receive these tapes back ie Permanent monthly backup tapes, do not mark the box “I want volumes to return on a specific date”

**TapeTrack Lite - Return Date Selection**

**Required Date/Time Selection**  
Please select the date and time you require your Media.

I want volumes to automatically return on the specified date.

Date Selection  
Retain for  days

January, 2007

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	31	1	2	3	4	5	6
2	7	8	9	10	11	12	13
3	14	15	16	17	18	19	20
4	21	22	23	24	25	26	27
5	28	29	30	31	1	2	3
6	4	5	6	7	8	9	10

< Back   Next >   Cancel

Click “Next”

**TapeTrack Lite - Scan and Modify**

**Scan and Modify**  
You can enter your volumes. Additional barcodes can be entered by pressing <PF10>.

Volume	Rep.	Box	Description	Return Date
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Scan

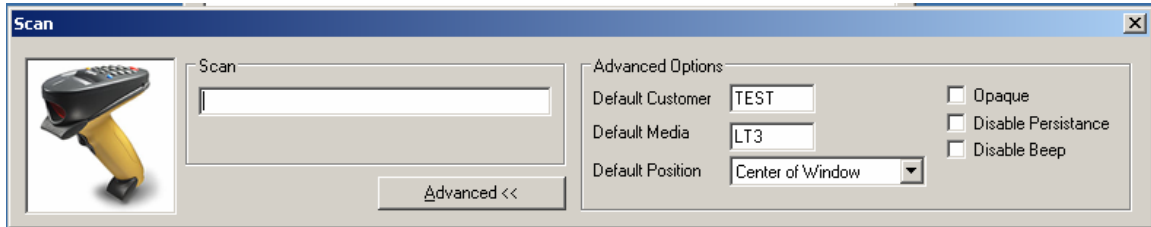
Scan

Advanced >>

< Back   Next >   Cancel

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Click on “Advanced”

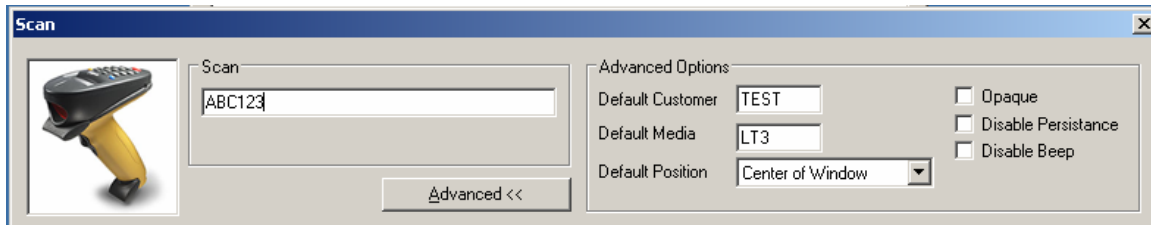


Ensure your Advanced settings are set to

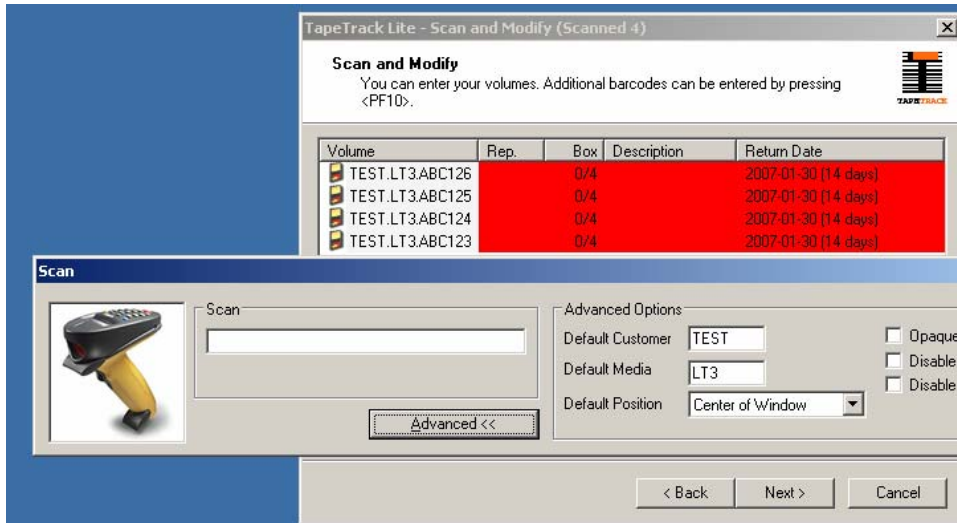
<b>Default Customer</b>	
<b>Default Media</b>	

Ensure your cursor is flashing in the Scan window

Now start entering the barcodes into the scan window pressing enter after each barcode. If you have a barcode scanner, you simply scan the barcode

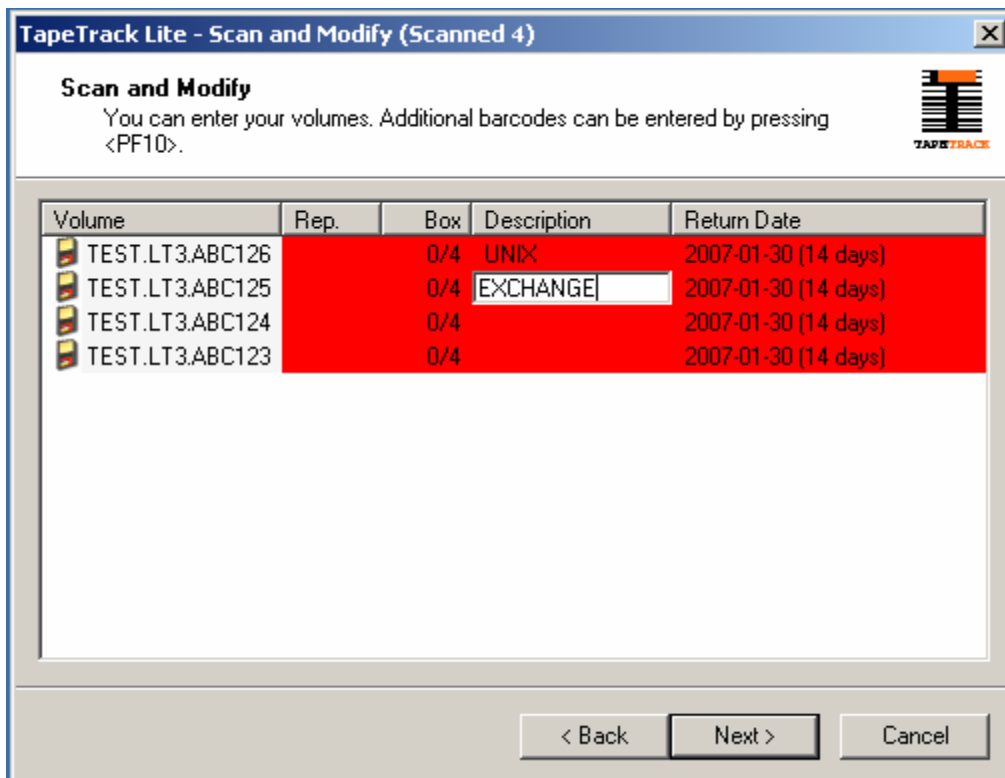


As you enter or scan the tapes into the software, you will see the list in the Scan and Modify window grow. Once you have completed entering all the tapes, close the Scan window.



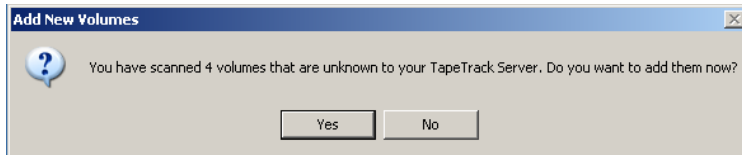
You now have the option to add descriptions to the tapes.  
 You can add whatever information is important to you or just leave them blank

Click Next



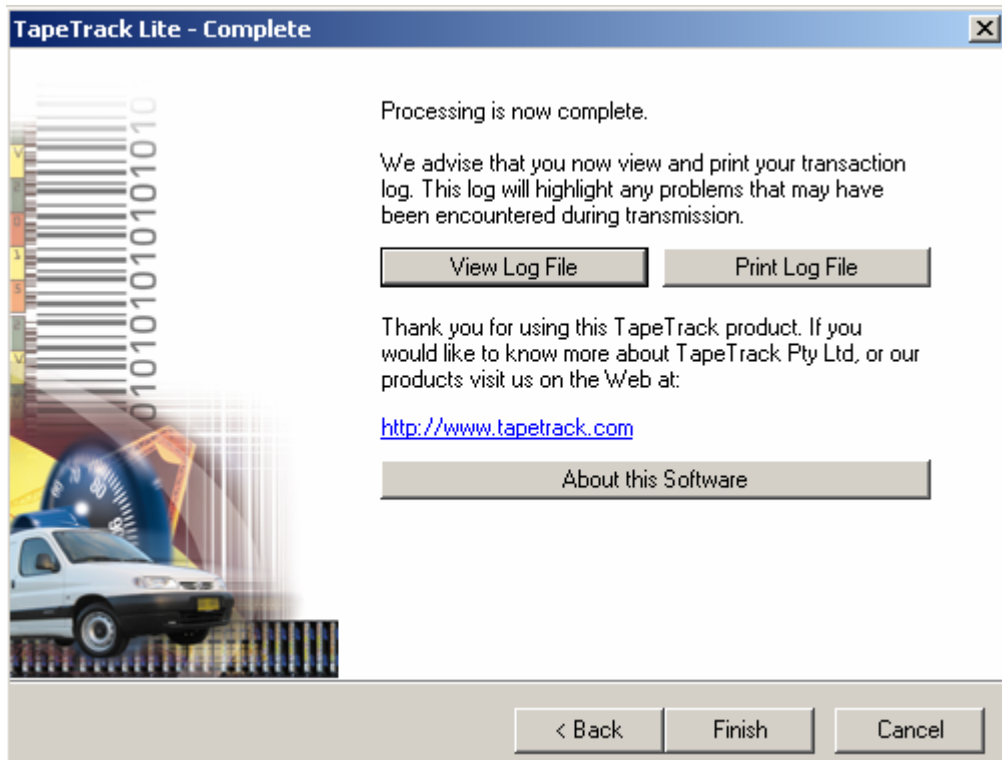
If the tapes you are adding are unknown to our system, you will receive this window

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Click Yes

Click Next again, this will add the media items to the DataBank server.

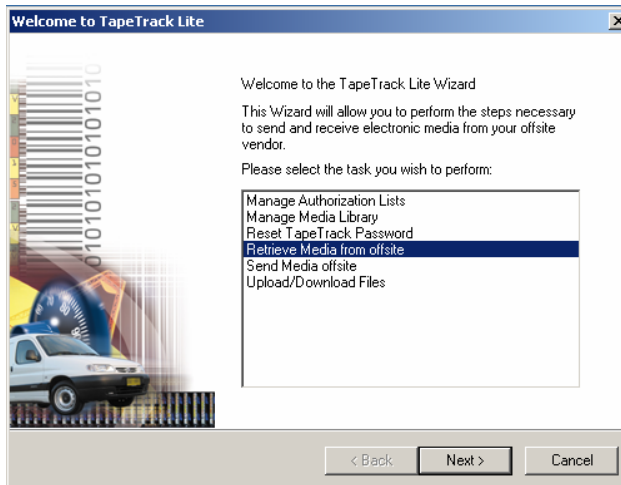


Click on “Print Log File”, which is a list of the tapes you are sending offsite. Put this list together with the tapes and give them to the DataBank driver.

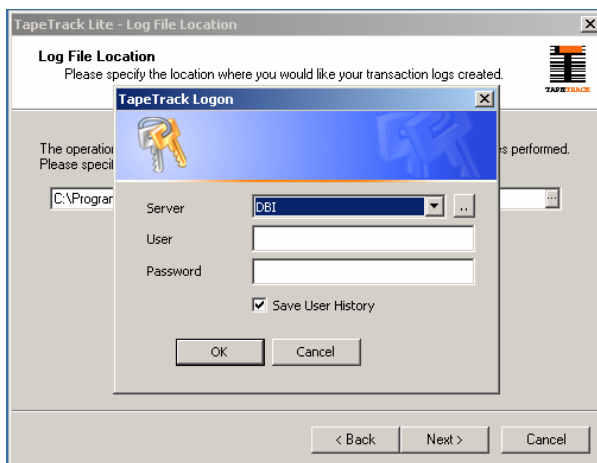
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## RETRIEVING MEDIA FROM DATABANK

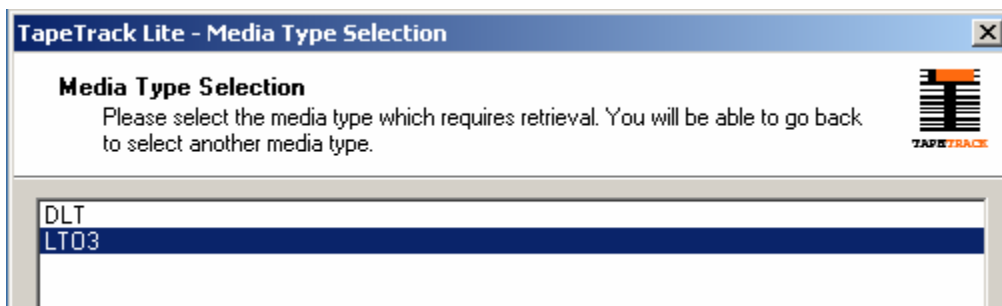
Click on “Retrieve Media from offsite”



Click “Next” twice

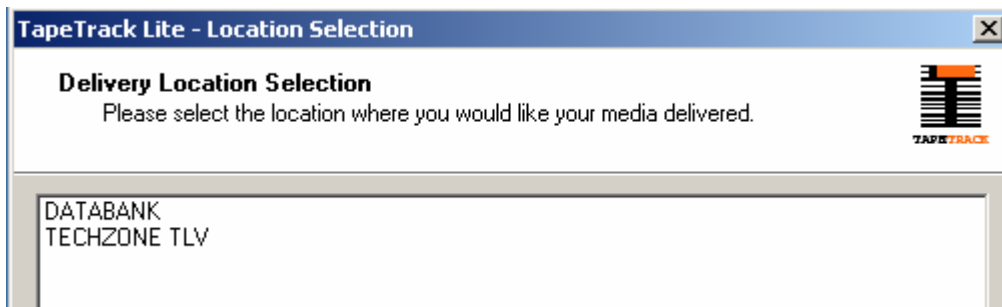


Enter in your username and password. This can be found on page 5 of this document



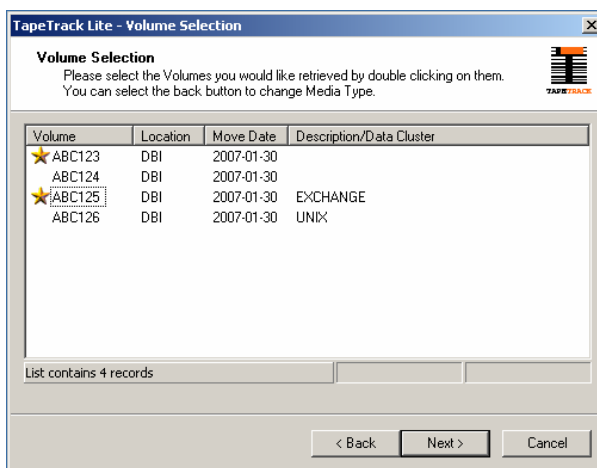
Select the media type you want to retrieve ie LTO3 or DLT  
Click Next

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Select the location where you would like your media delivered

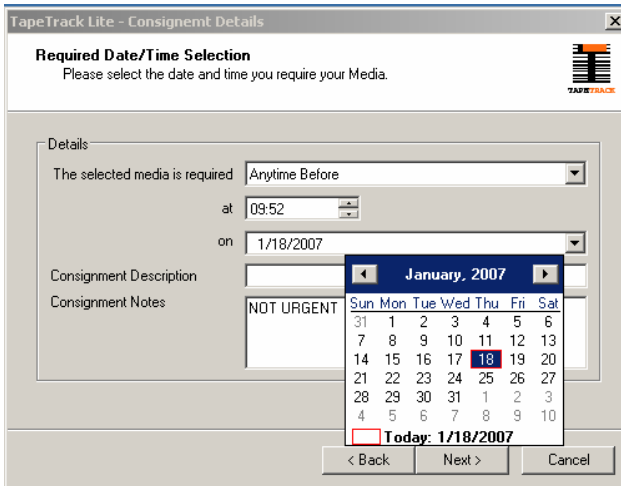
Click Next



In this window, you will receive a list of media items that you have at DataBank. Included in this list is the “Move Date” that indicates when this tape is due to return.

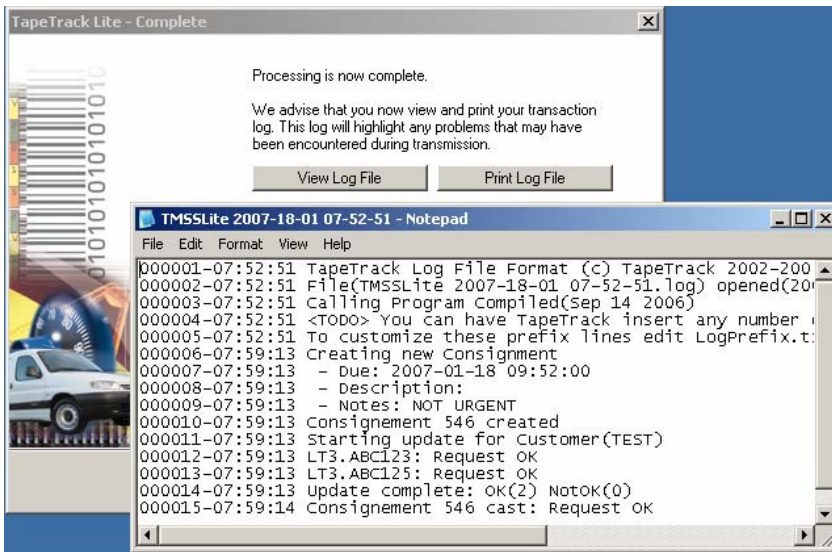
Double click on the barcode of the tapes that you want back, a yellow star will indicate that it has been requested.

Click Next



You will then need to select the date that you would like to receive these tapes back. You also have the option to write in a note in the “Consignment Notes” section

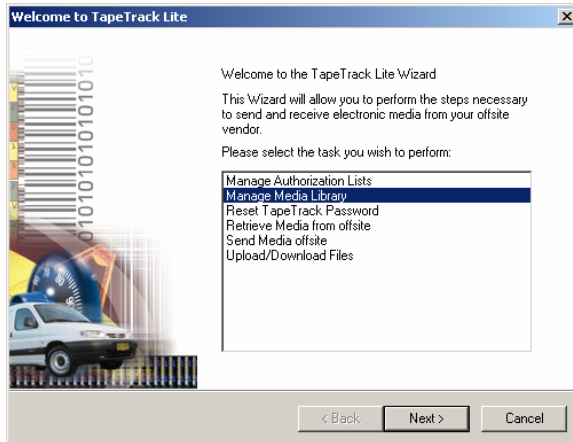
Click Next



Your request has been made through to the DataBank server. Click on “View Log File” and you will see a confirmation that your media items have been requested.

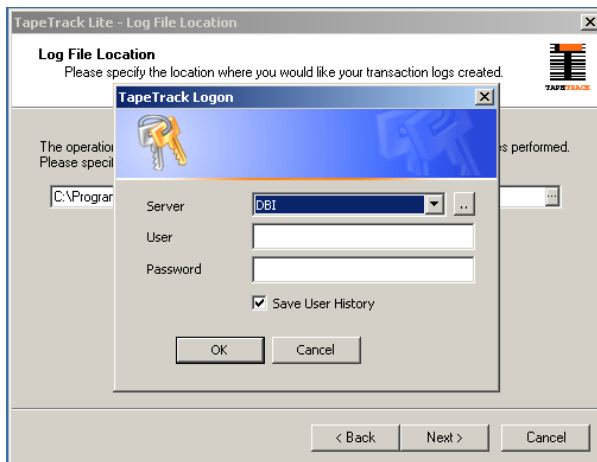
## MANAGE MEDIA LIBRARY

The manage media library is a powerful function to give you a complete overview of all your media items stored at DataBank together with their move dates and the option to modify or change descriptions.

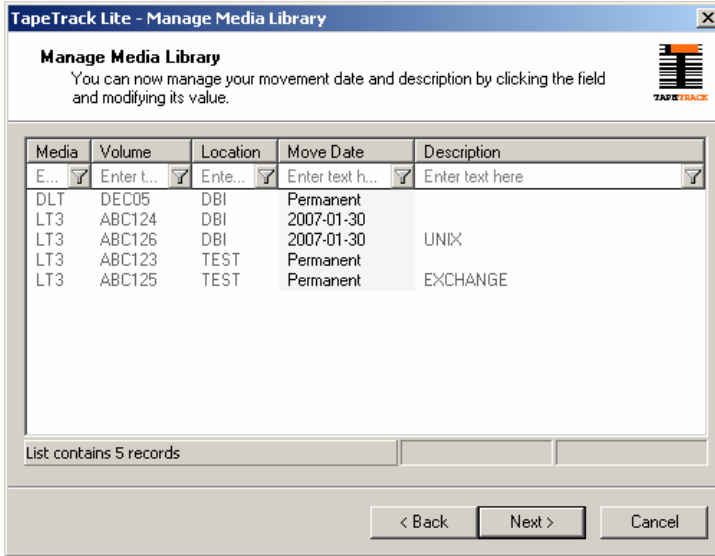


Click on Manage Media Library

Click Next twice



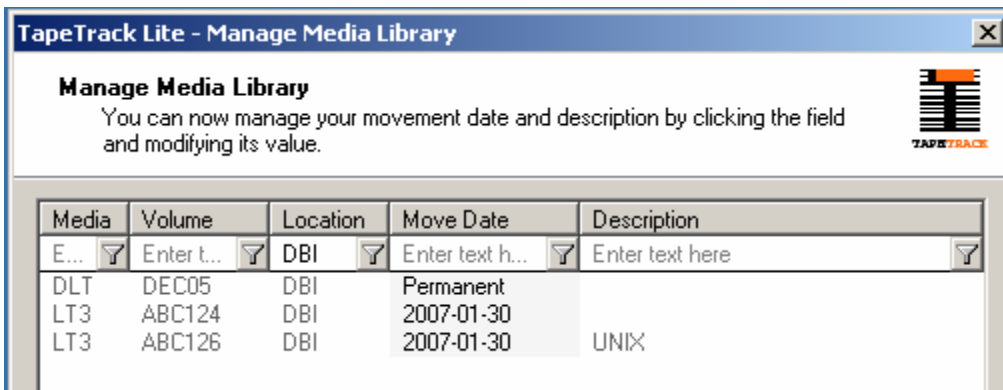
Enter in your username and password.



The Manage Media Library window looks like this. It is divided into 5 columns.

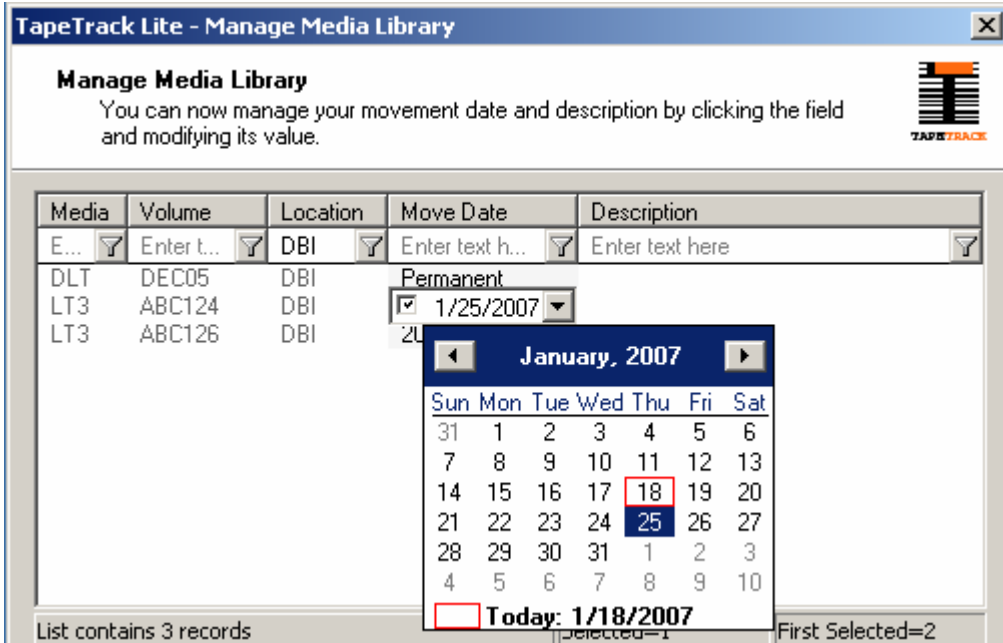
Column	Description
Media	Media refers to the media type ie LTO, DLT, DDS, DISK in some cases, it will be LT3 for LTO3 or LT2 for LTO2 tapes
Volume	The barcode associated with the media item. This will either be a Generic barcode ie one that a backup drive reads or a DataBank barcode that DataBank uses to track the media items in the vault.
Location	Location refers to where that Media item is currently located. DBI refers to DataBank and the other code usually the Customer ID refers to the Customer site.
Move Date	The move date indicates when this media item is due to be returned to the Customer site.
Description	This field is optional and purely for the use of the Customer.

You can easily sort by columns by clicking on the header. You can also filter by entering information in the filter box.

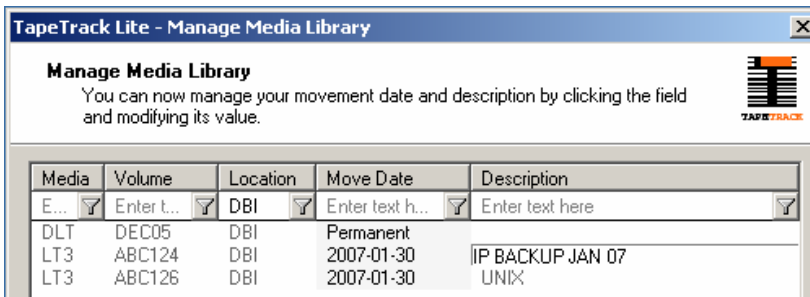


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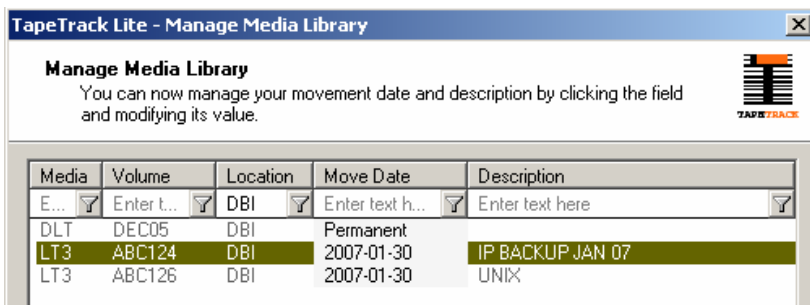
You can modify move dates by clicking on the move date associated to the media.



You can add or modify descriptions by clicking on the description field associated to the media item.

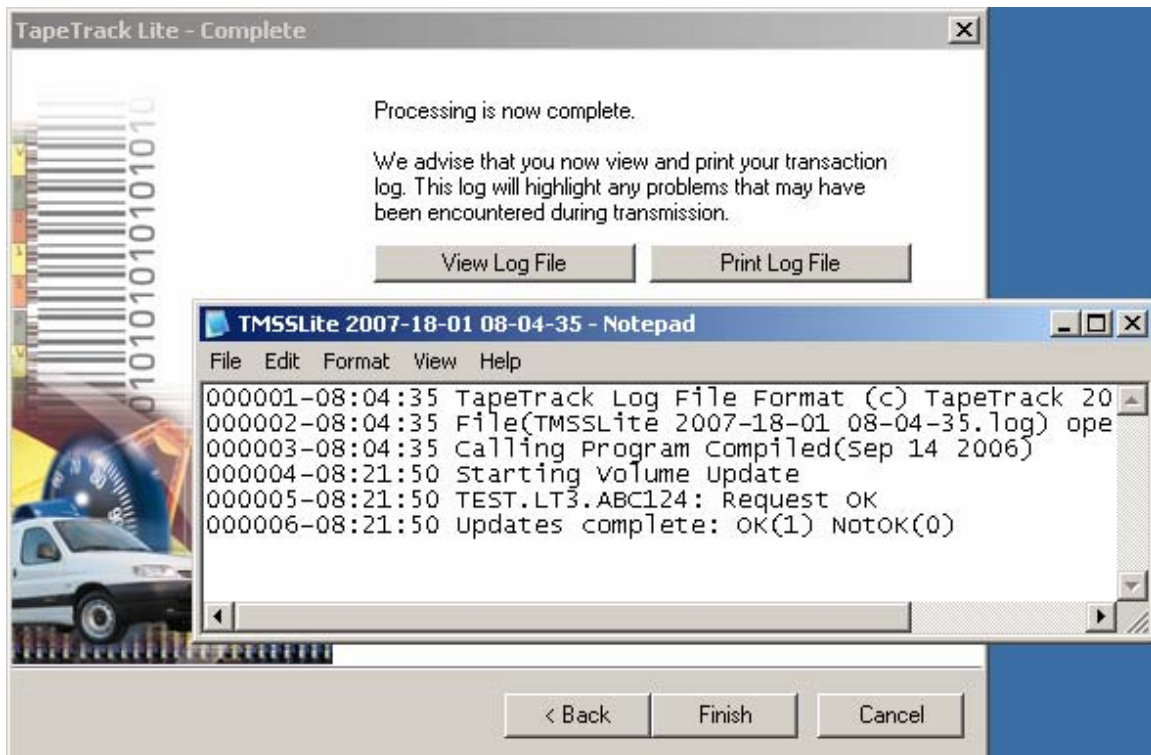


Press enter after every entry



When the change has been made, the line of the item modified will be highlighted in a dark green color. Press Next

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Click on View Log File and you will see if the request went through without any problems.