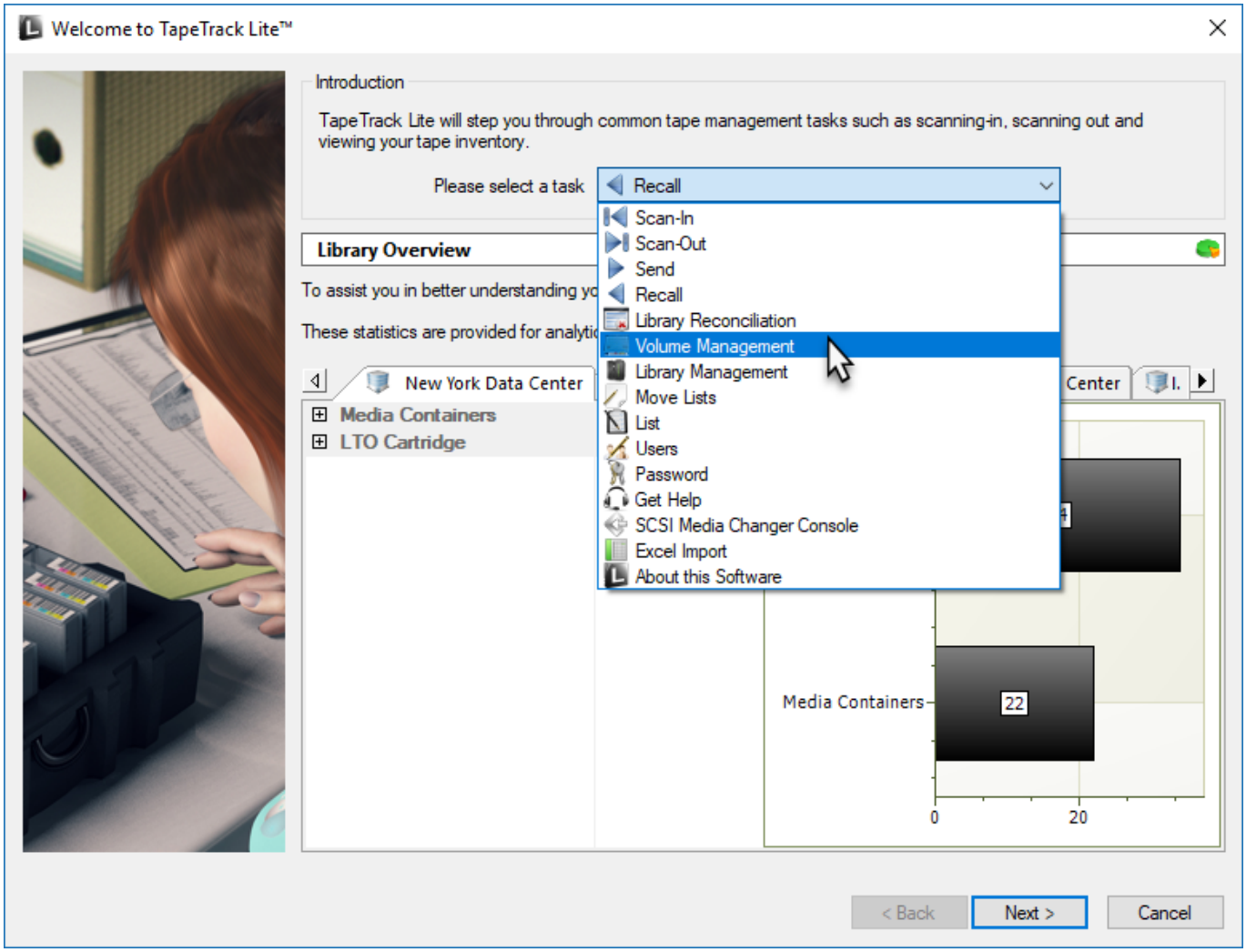
# Adding New Volumes

Adding new Volumes to Tapetrack can be accomplished using one of two methods.

## Adding New Volumes Using Volume Management

Select `Volume Management` from the **Task Menu** and click `Next` to continue.




### Options

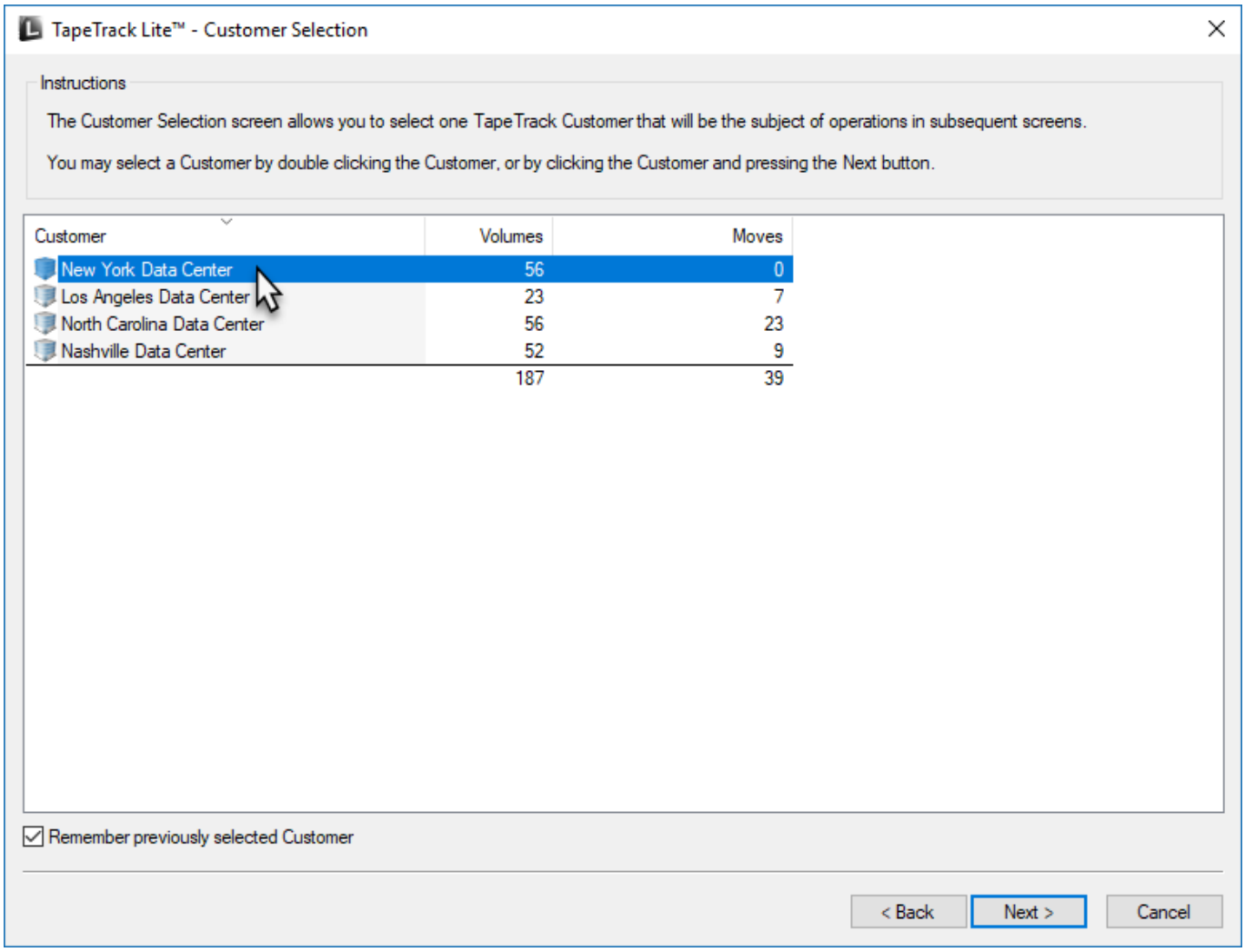
This will open the **Options** window. If required you can set the location for the log files to be written to, or leave the default.

Click `Next` to continue.

### Selecting a Customer

If you only have access to one Customer-ID, this step will be skipped

From the **Customer Selection** window select a Customer that the new Volume/s are to be added to by double-clicking a Customer or selecting a Customer and clicking `Next`.



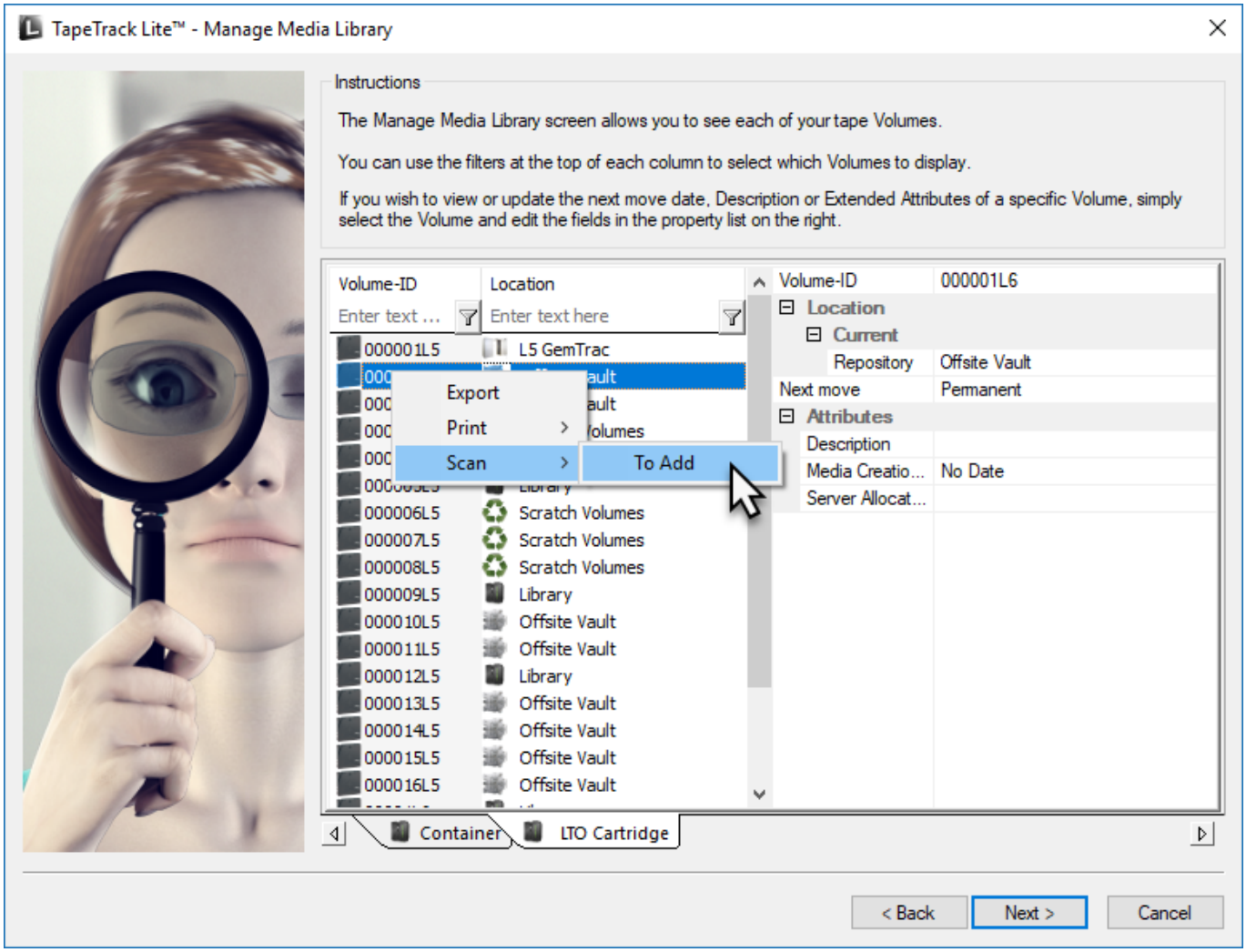

## Selecting A Media Type

If you only have access to one Media-ID, there will only be one tab.

Select the correct Media Type from the tabs at the bottom of the **Manage Media Library** window.

## Adding New Volumes

Right-click in the **Inventory** window and select `Scan → To Add`.




Scan in the new Volumes into the **Scan-In** window using a your preferred scanning method

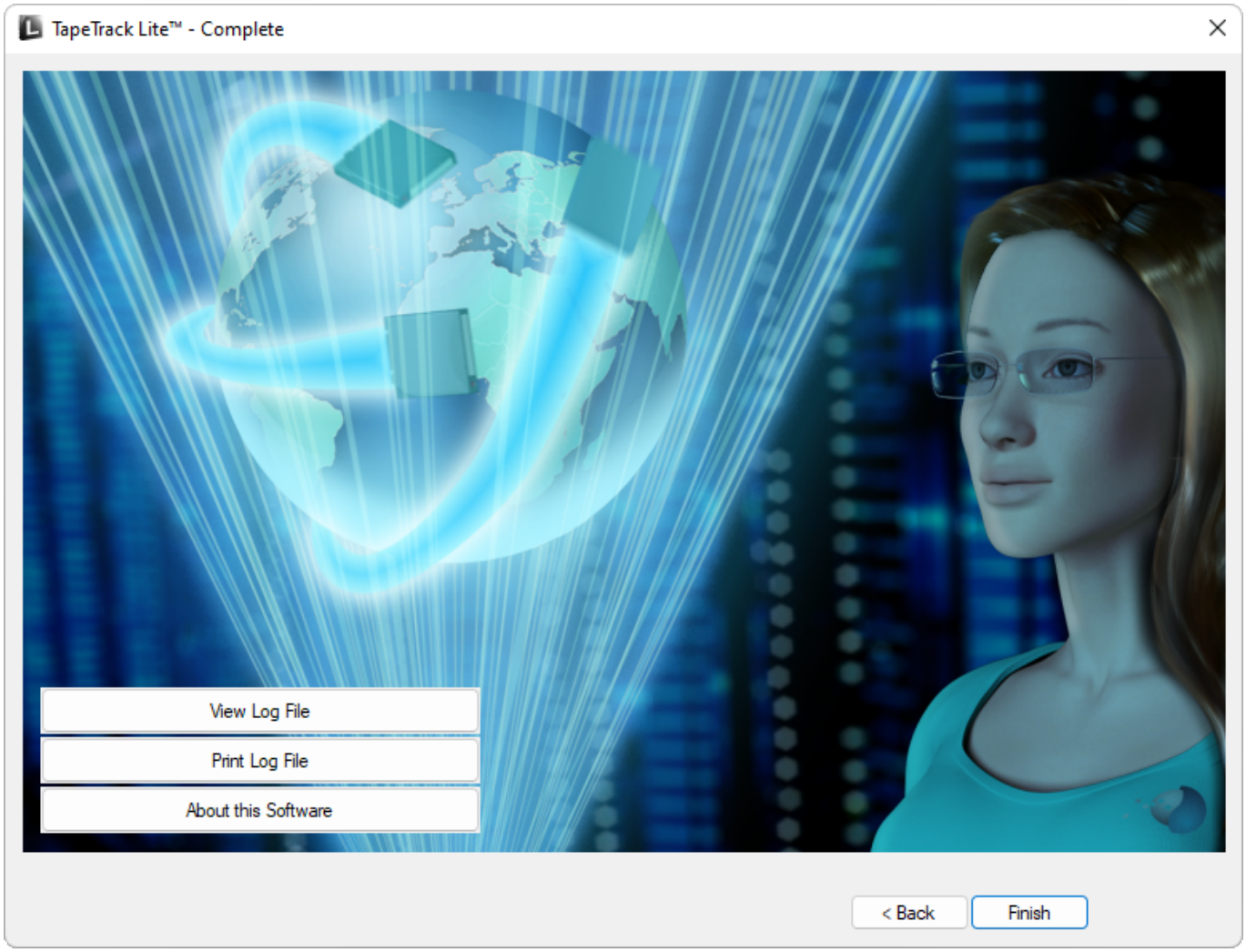
When all new Volumes have been scanned close the **Scan-in** window by clicking X.

Click `Next` to exit the Volume Management process.

# Complete

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

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

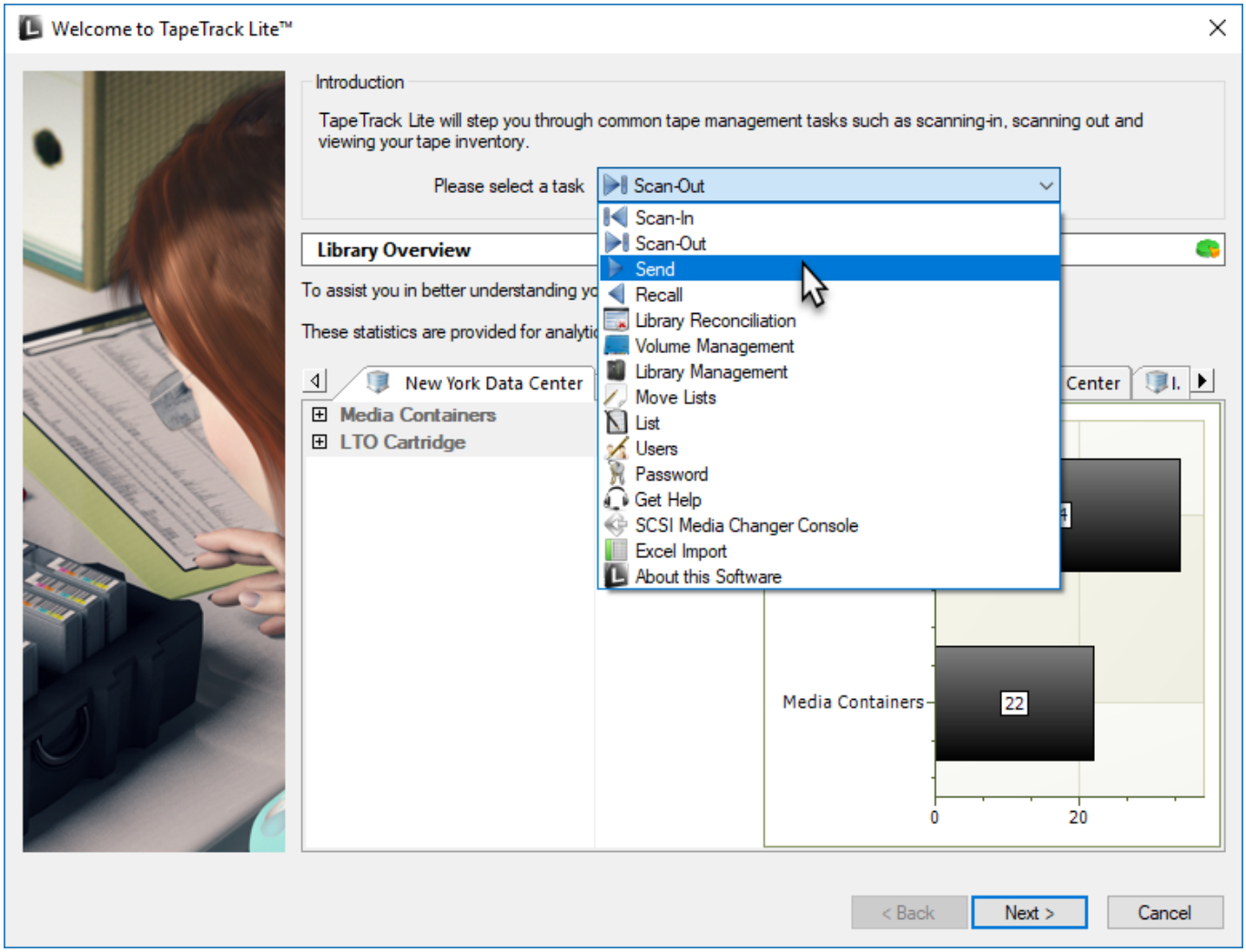



# Adding New Volumes Using Send

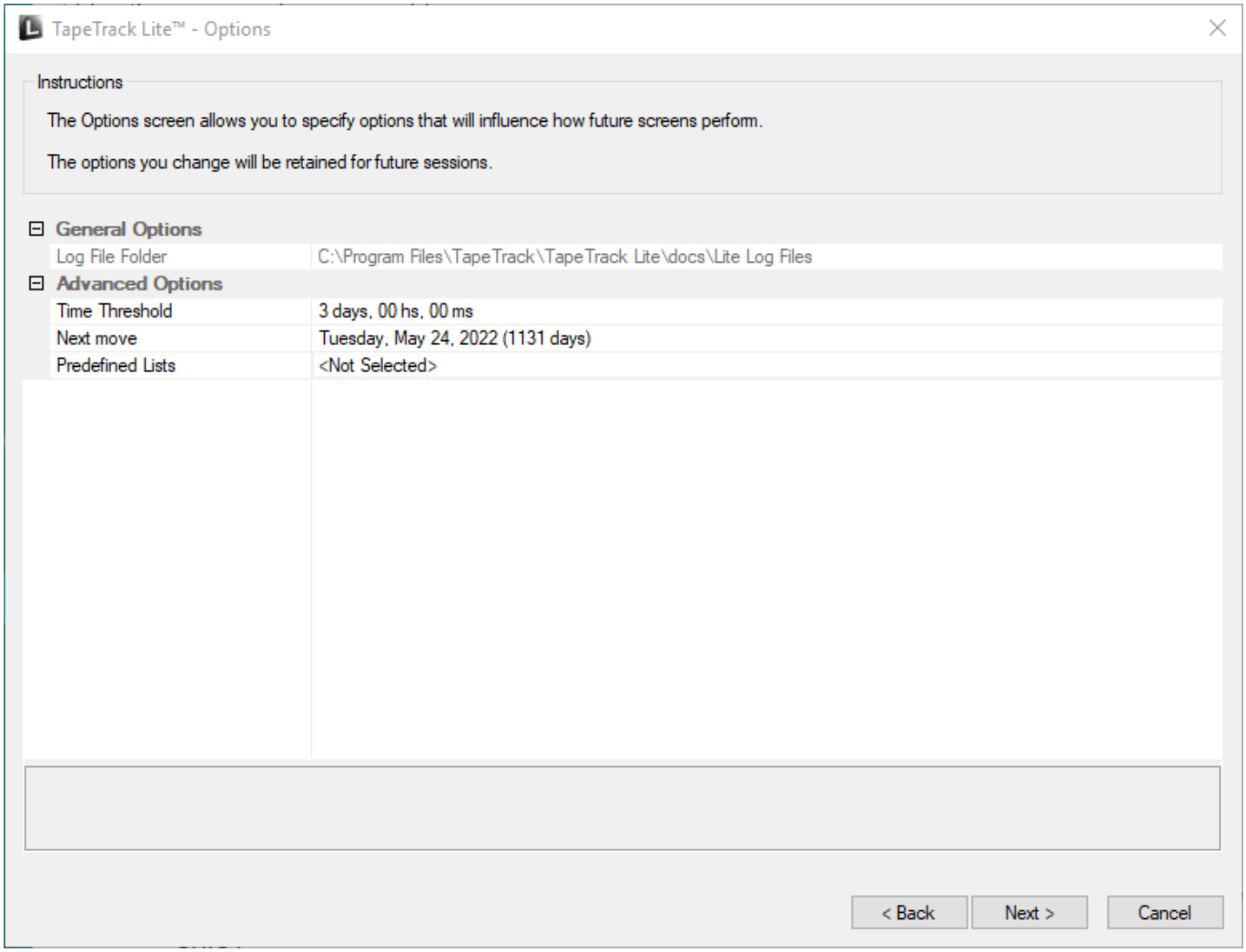
Using Send to add new Volumes is only recommended when the new Volumes are part of a consignment being sent already. If just adding new Volumes to the inventory using Volume Management is the correct method.

## Send

Select Send from the **Task Menu** and click `Next` to continue.

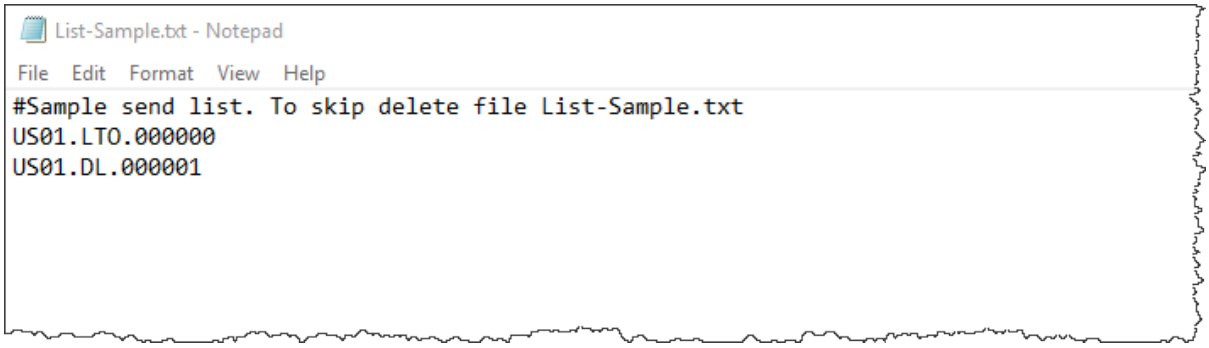

Welcome to TapeTrack Lite™
Introduction
TapeTrack Lite will step you through common tape management tasks such as scanning-in, scanning out and viewing your tape inventory.
Please select a task
Scan-Out
Scan-In
Scan-Out
Send
Recall
Library Reconciliation
Volume Management
Library Management
Move Lists
List
Users
Password
Get Help
SCSI Media Changer Console
Excel Import
About this Software
Library Overview
To assist you in better understanding yo
These statistics are provided for analyti
New York Data Center
Center
Media Containers
LTO Cartridge
Media Containers
22
0
20
< Back
Next >
Cancel

## Options




**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 field to the right of the `Log File Folder`, 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.

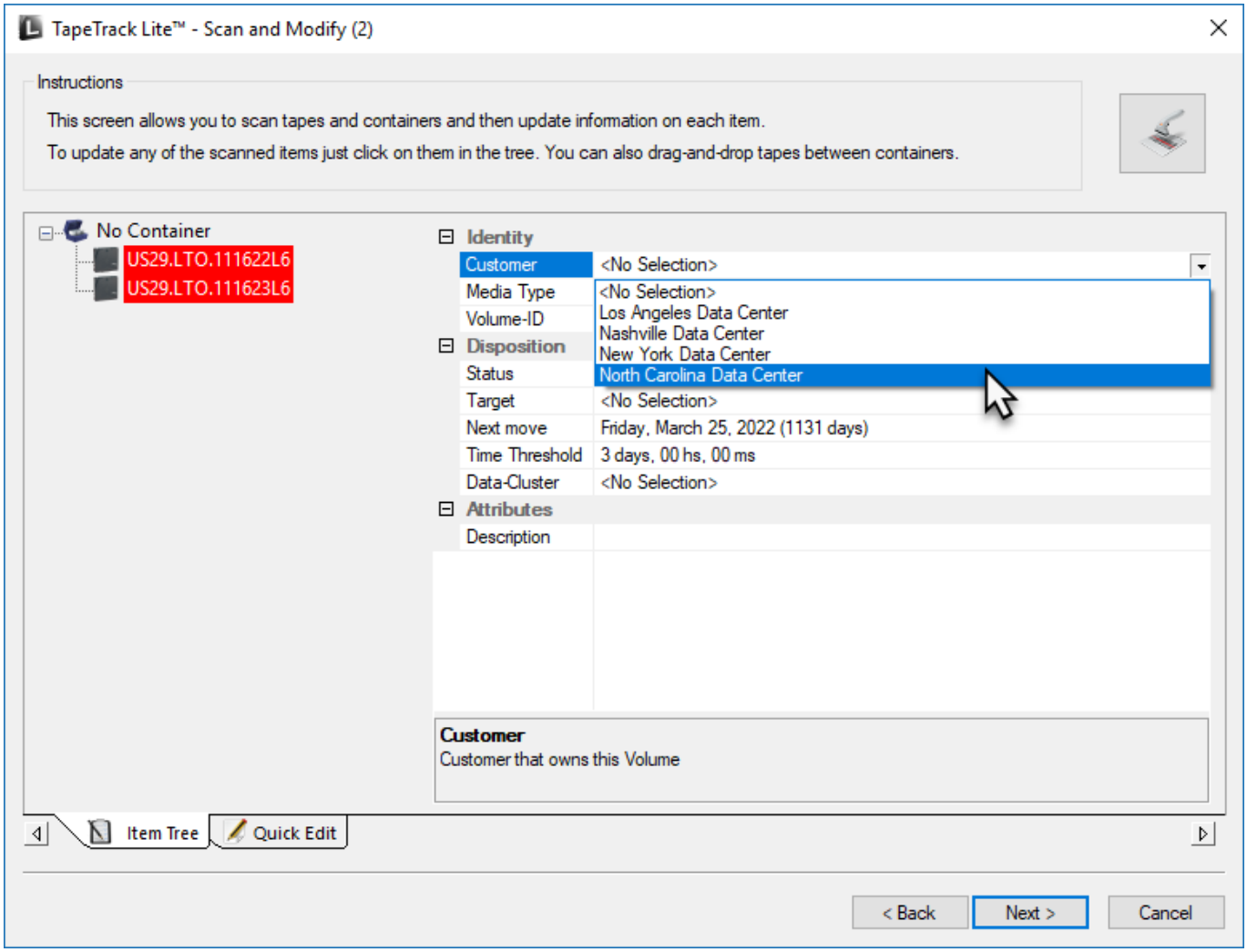
Scan out the required Volumes using your preferred scanning method.

When all Volumes are scanned in, close the **Scan To Add Volumes** window by clicking X at top right of window.

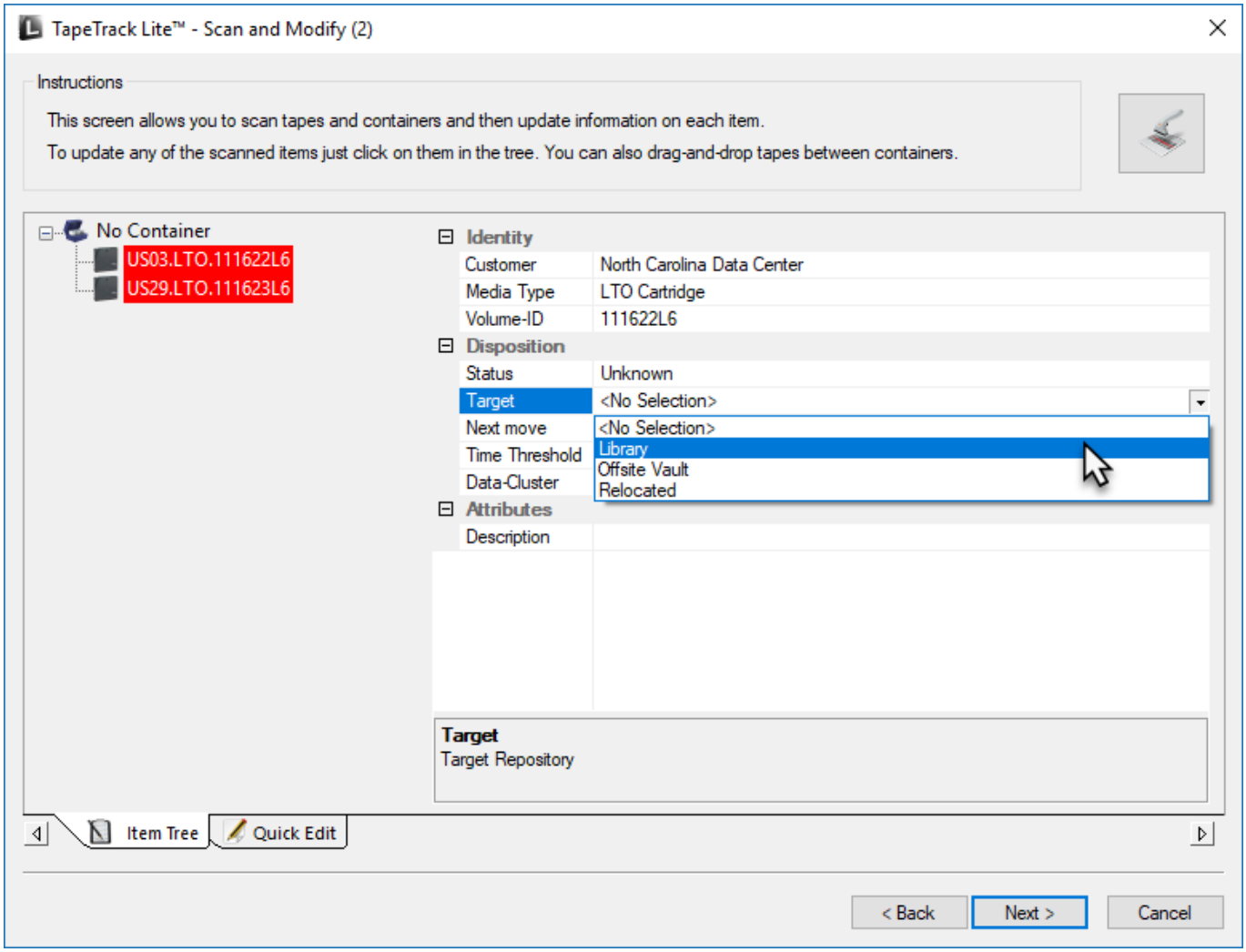
## Setting New Volume-ID's

Select new Volume by clicking on it to display the Attributes in the right of the window

Select, in order, the correct Customer-ID, Media-ID from the `identity` section.




From the `Disposition` section, set the Target Repository, Next Move and Data Cluster (optional) to the required values.




Repeat for each new Volume.

Click `Next` to continue.

### Adding Extended Attributes

If you have extended Attributes set for the Media type the new Volumes were added to, the **Modify Extended Attributes** window will be presented.

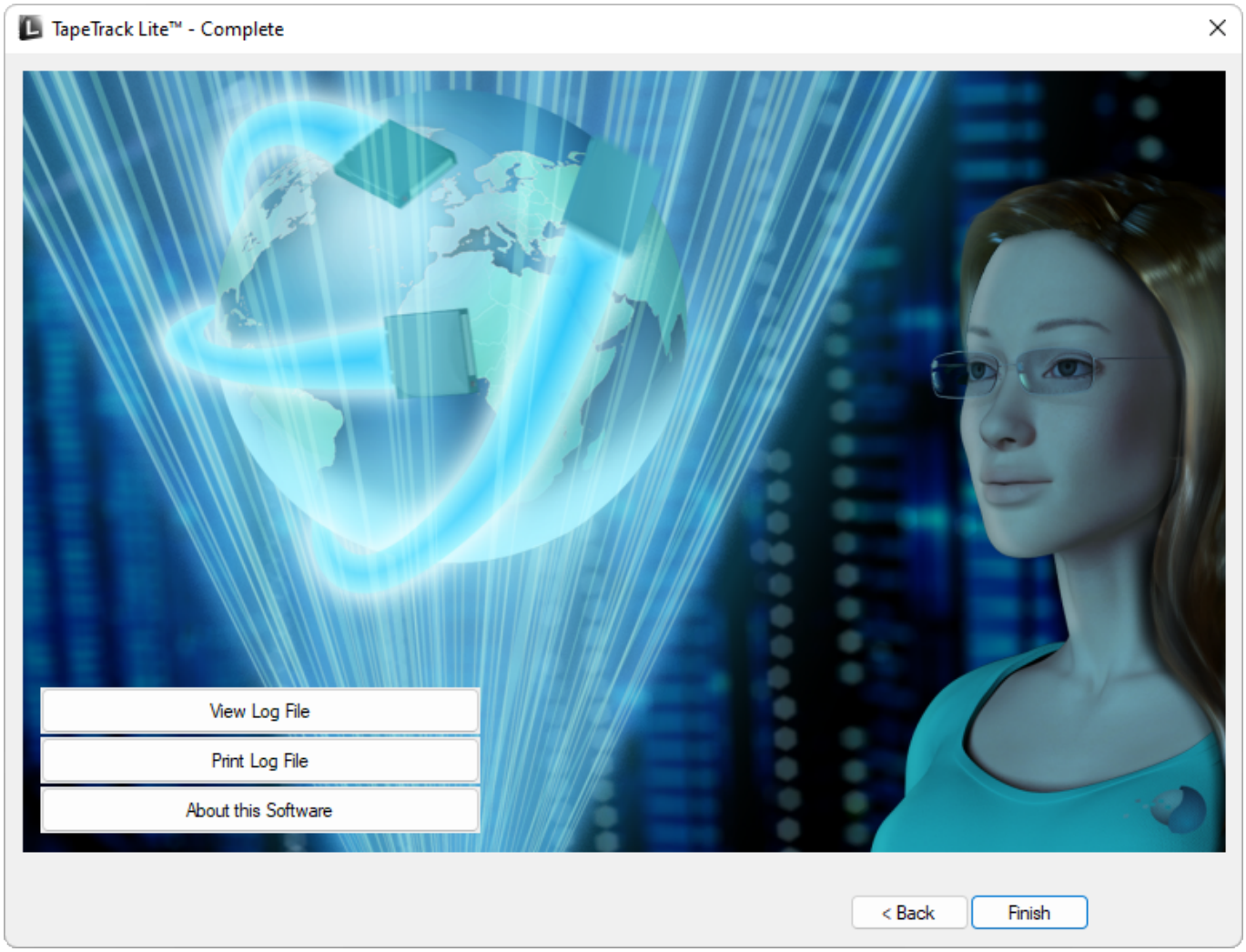
Clicking in the field to the right of each extended Attribute, you can type in the relevant values. Click `Next` to continue.

## Complete

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

- Click `View Log File` to view the log file of the last completed process..
- Click `Print Log File` to save a PDF of the log file to print from your PDF viewer.
- Click `About this Software` to view product and support (email, phone & website) information.
- Click `Back` button to return to start menu and select another task.

- Click `Finish` button or X at the top right of the window to exit TapeTrack Lite.




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