Edit

The Edit Menu can be accessed by right-clicking selected Volume(s) in the Volume List.

Operations

There are two operations available under the Edit Menu: **Copy** and **Paste**.

Copy

image.png

The Copy function will take one of four pieces of information and add it to the clipboard. In Windows, a clipboard is a selection of information that can be applied to a field using the Paste function.

Five types of information can be copied from selected volume(s).

- **Attributes** Selecting Attributes will copy the currently displayed attribute/s. To change which attribute is displayed refer to Volume List Properties.
- **Containers**: Selecting **Containers** will copy a Volume's Container information and add it to the clipboard. If any of the Volume(s) selected are not assigned to a container nothing will be added to the clipboard for those entries.
- **Unqualified Volumes**: Selecting **Unqualified Volumes** will copy a Volume-ID without its Customer-ID or Media-ID.
- **Unqualified Volumes (without Suffix)** will copy a Volume-ID without its Customer-ID or Media-ID] or suffix. * **Volumes**: Selecting **Volumes** will copy the selected [[master:volumes|Volume-IDs to the clipboard. This function will include the Customer-ID and Media-ID when using the paste function outside of the Volume List.

Paste

image.png

The paste function will use whatever information has been added to the clipboard using the copy function and added it to the selected field(s) or Volume(s).

There are three types of paste functions:

- **Description**: Selecting **Description** will add a previously copied Description Attribute to the selected Volume(s).
- **Select in list**: Selecting **Select in list** will select and locate all Volume-IDs that were copied to the clipboard using the Copy > Volumes function.
- **Volumes**: Selecting **Volumes** will add new Volume(s) with the same Volume-ID(s) as whatever was copied using the Copy > Volumes function. If the same Volume-ID already exists in that Customer, a warning message will be displayed.

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