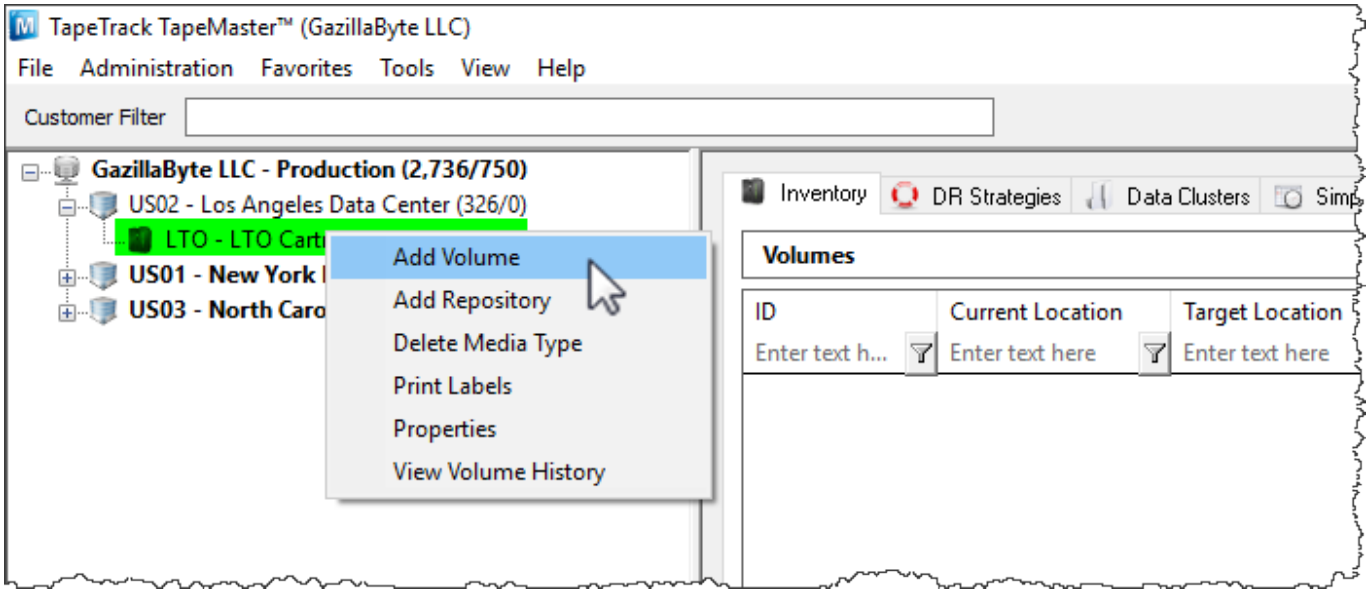
Adding and Deleting Volumes

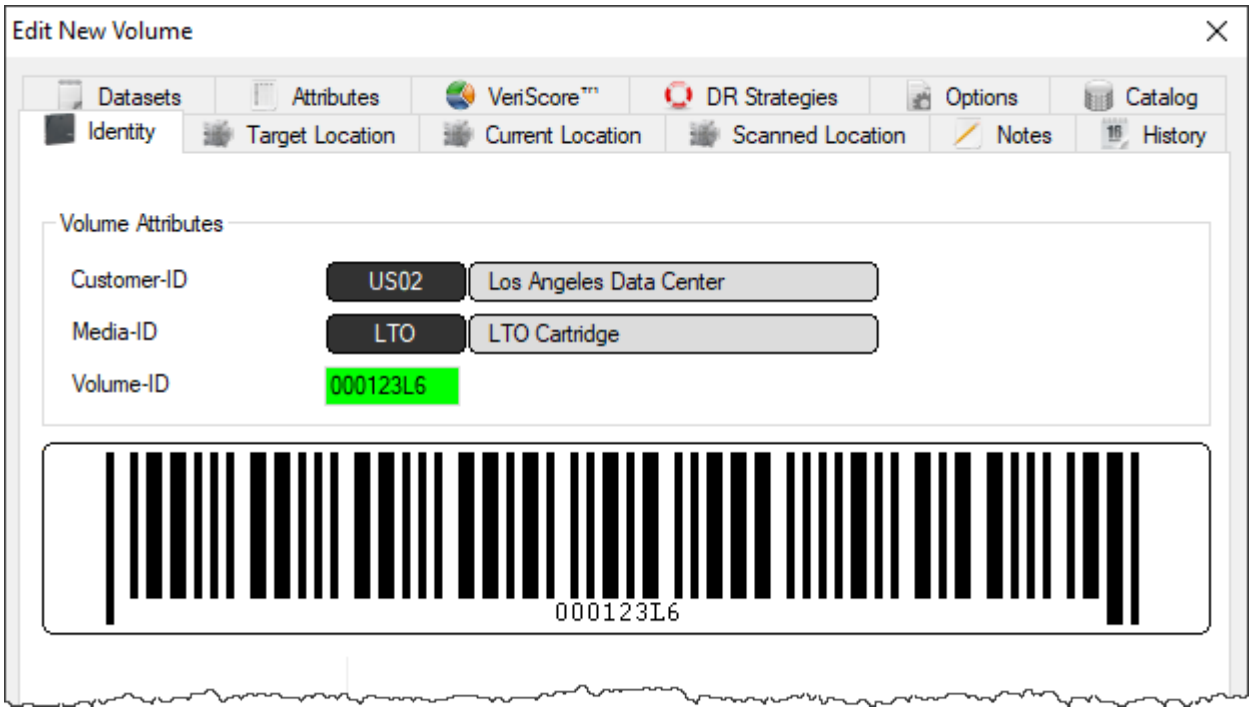
Adding Volumes

Method 1

To add a Volume, right-click on a Media Type and select “Add Volume” or press **Insert** on the keyboard when viewing the Volume List.

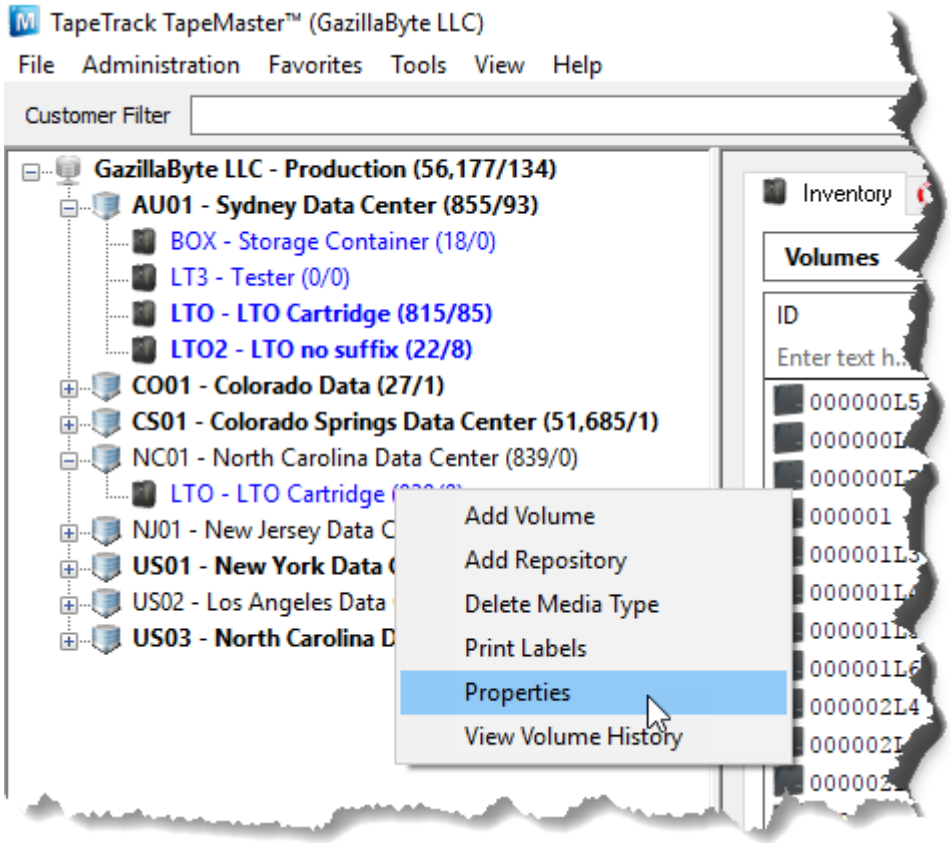


In the **Edit new volume** window enter the volume ID of the new volume to be added and click Save.



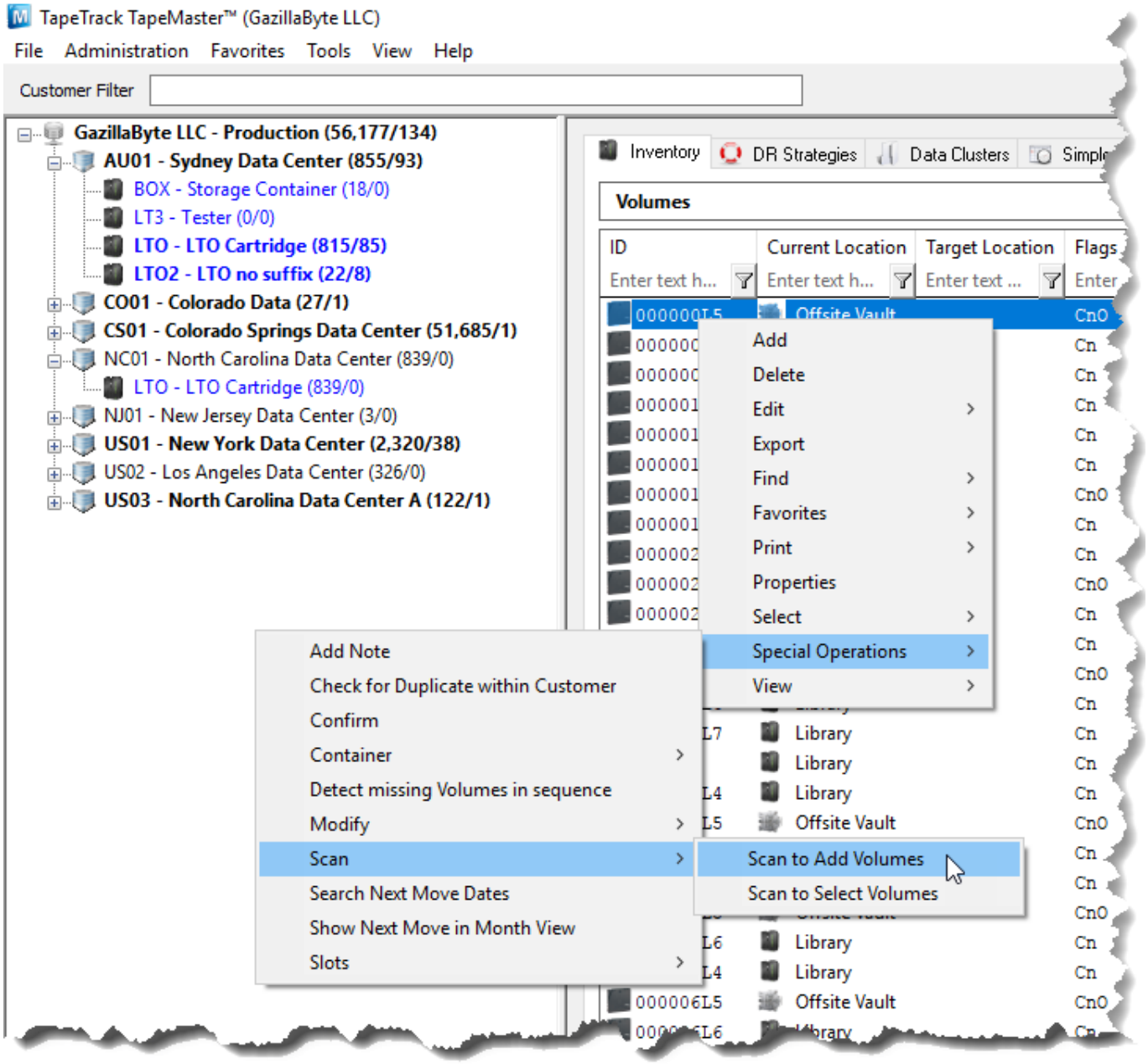
Method 2

Utilize the Volume Serial Building tool located in the Media Type Properties Window.



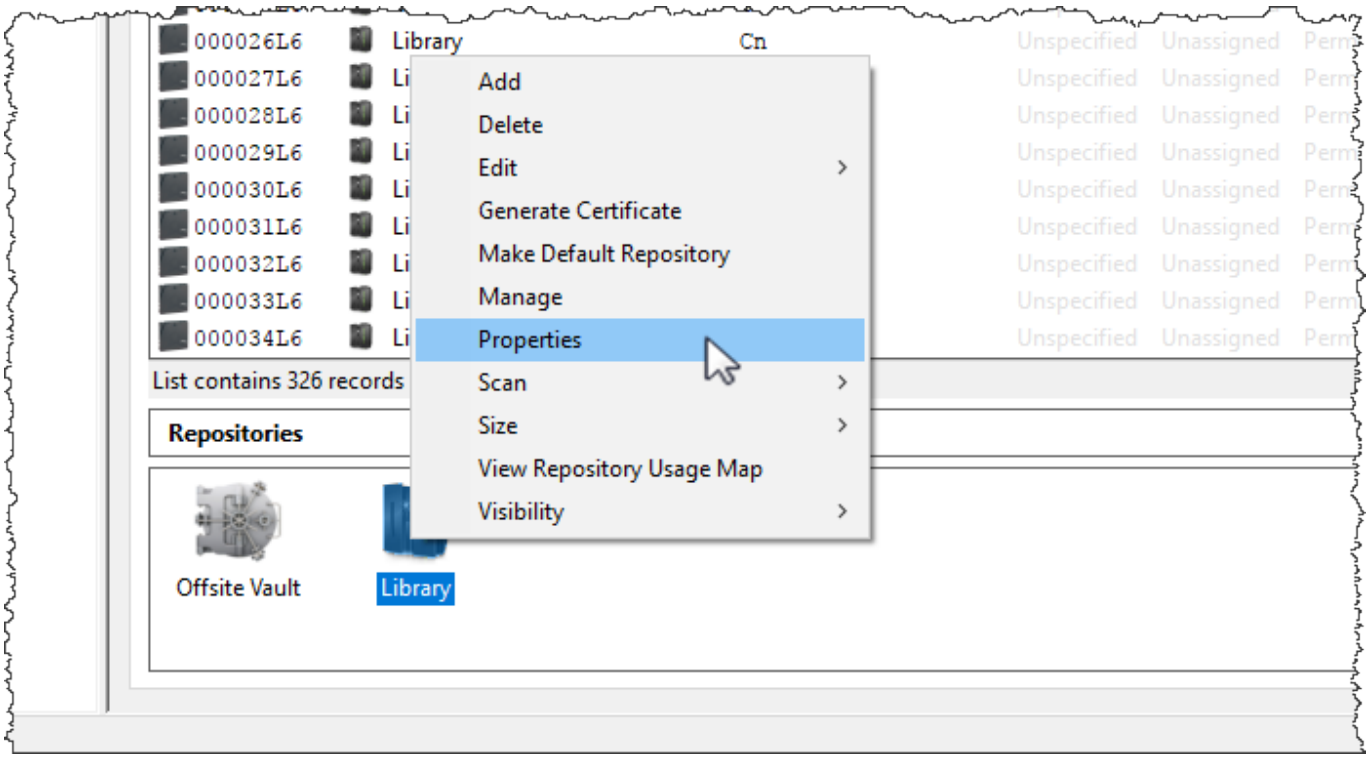
Method 3

Right-Click in the Volume List, navigate to Special Operations, and select “Scan to Add Volumes” to use a Barcode scanner to add Volumes.



Deleting Volumes

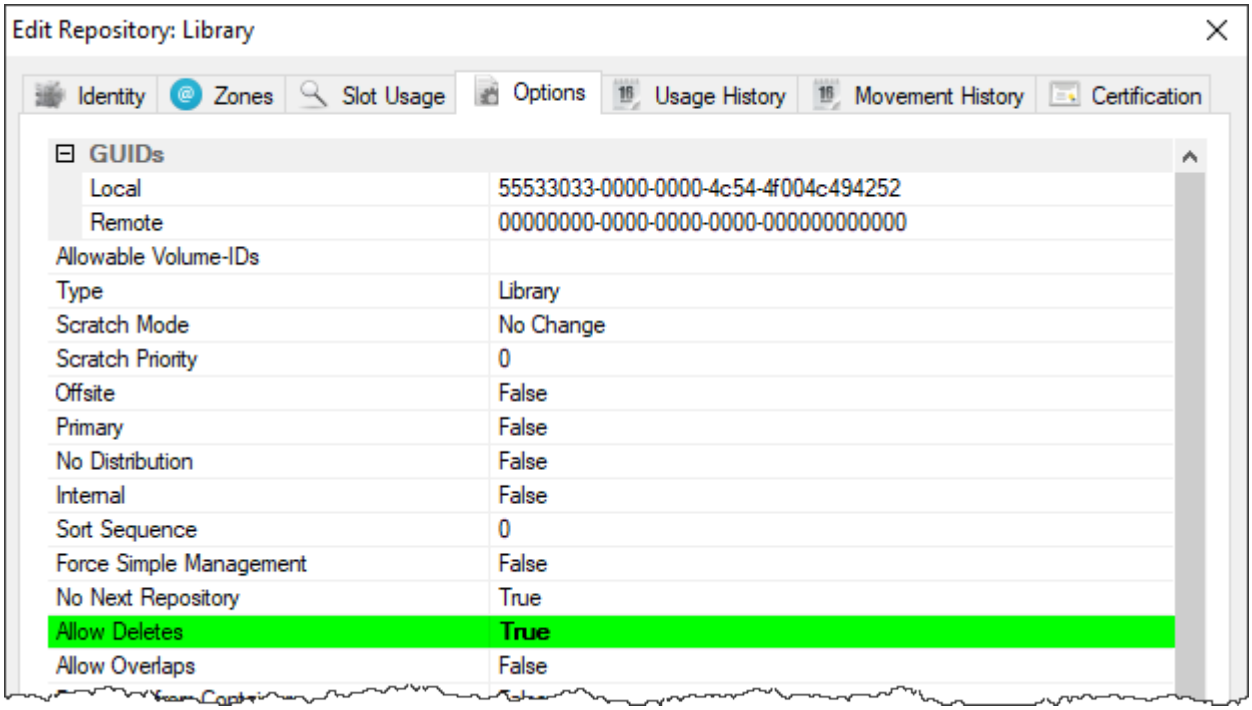
To delete a Volume `Allow Deletes` must be set to `True` for the repository the relevant Volume is residing in. To enable this right click on the Repository and select `Properties`



Under the `Options` tab, set **Allow Deletes** to `True` and Save.

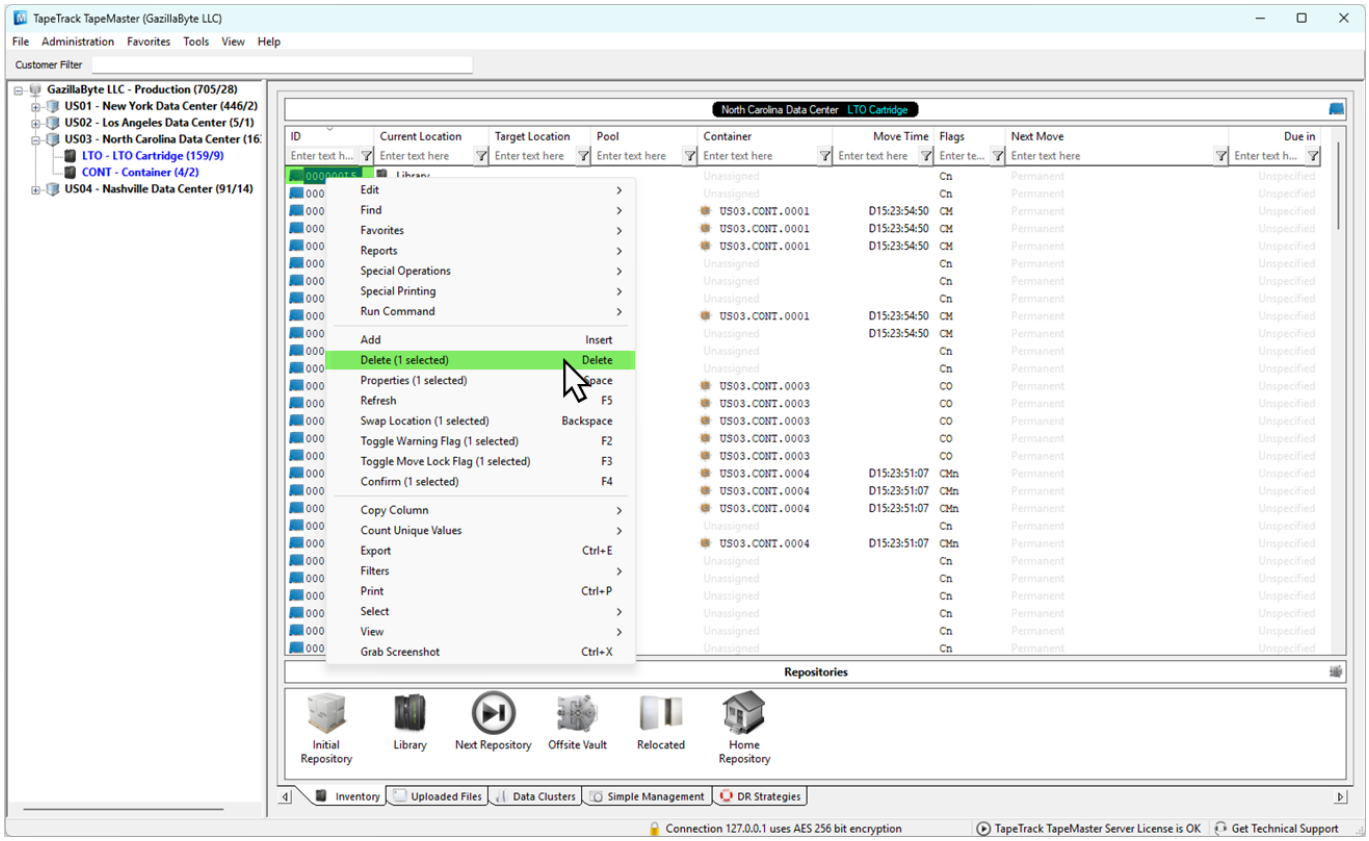


Set **Allow Deletes** back to `False` when finished removing required volumes to stop accidental deletion of any other volumes.



Select a volume or range select a group of volumes. Right-click and select `Delete`. A `Delete Confirmation` window will be displayed. Select `Delete this Item` or `The volume will now be deleted from the database`.

To delete multiple Volumes, select the volumes in the Volume List, Right-click, and select `Delete Volume`. Then select `Delete All Items`.



If a deleted Volume is added back in to the database, all it's history will remain.

From:
https://docs.tapetrack.com/ - **TapeTrack Documentation**

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