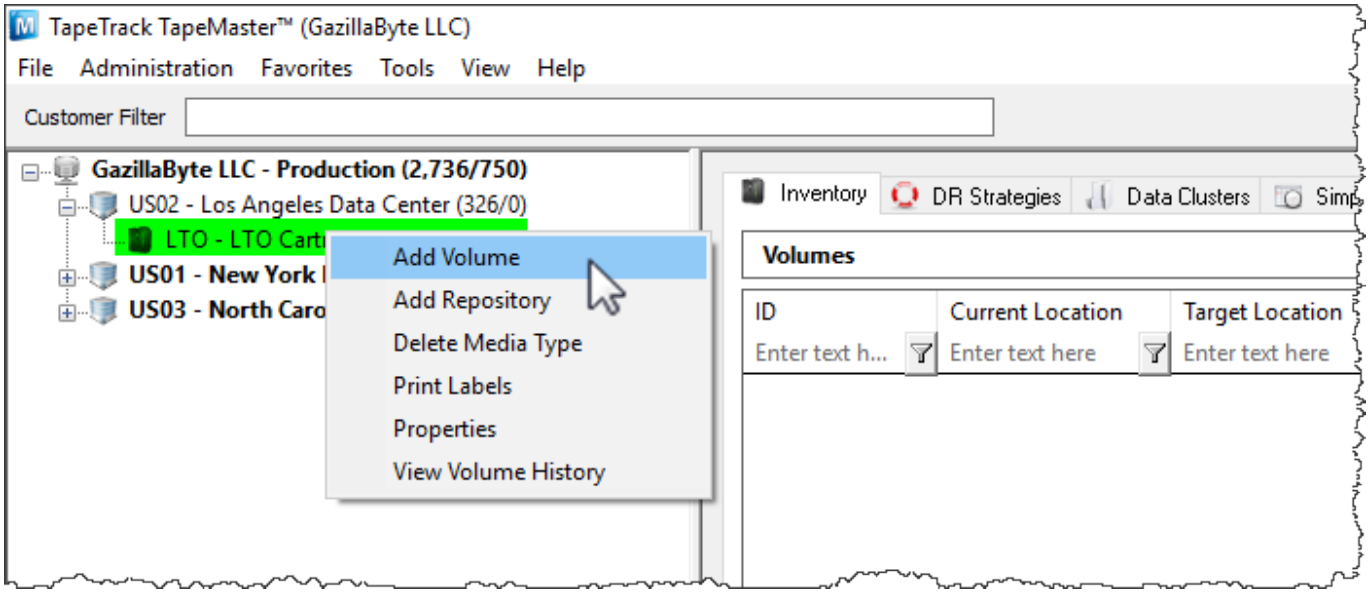
Adding and Deleting Volumes

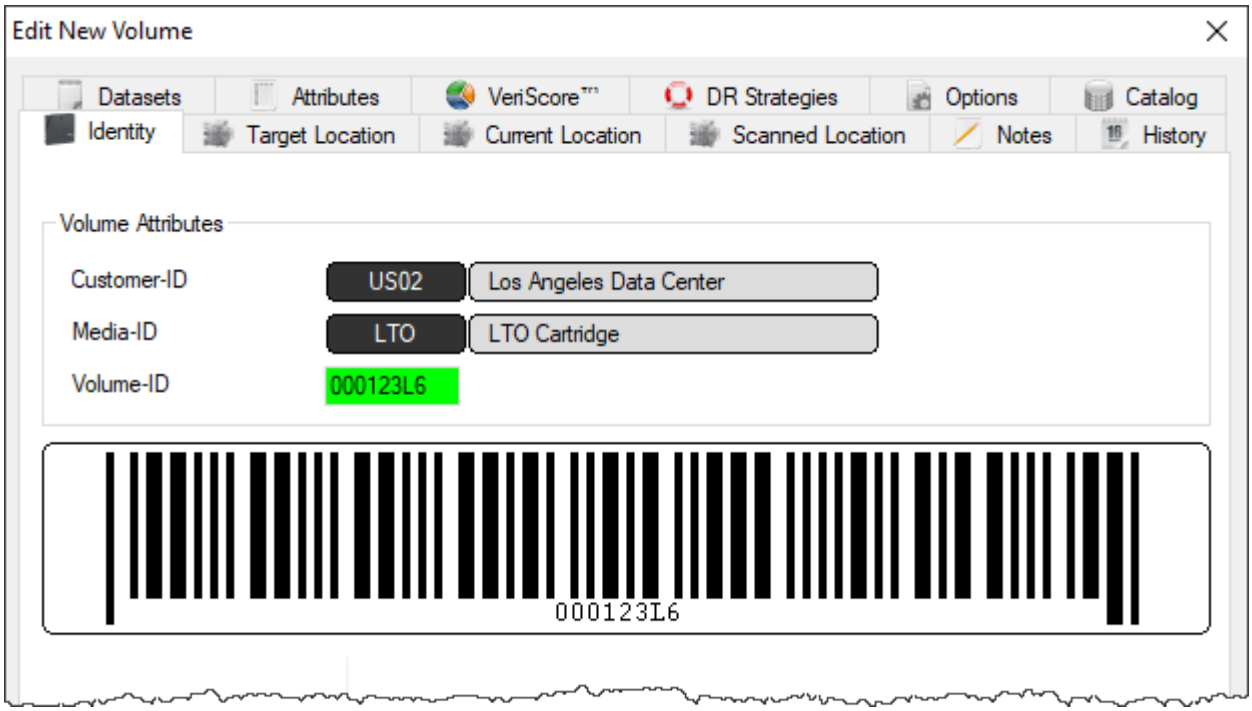
Adding Volumes

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.



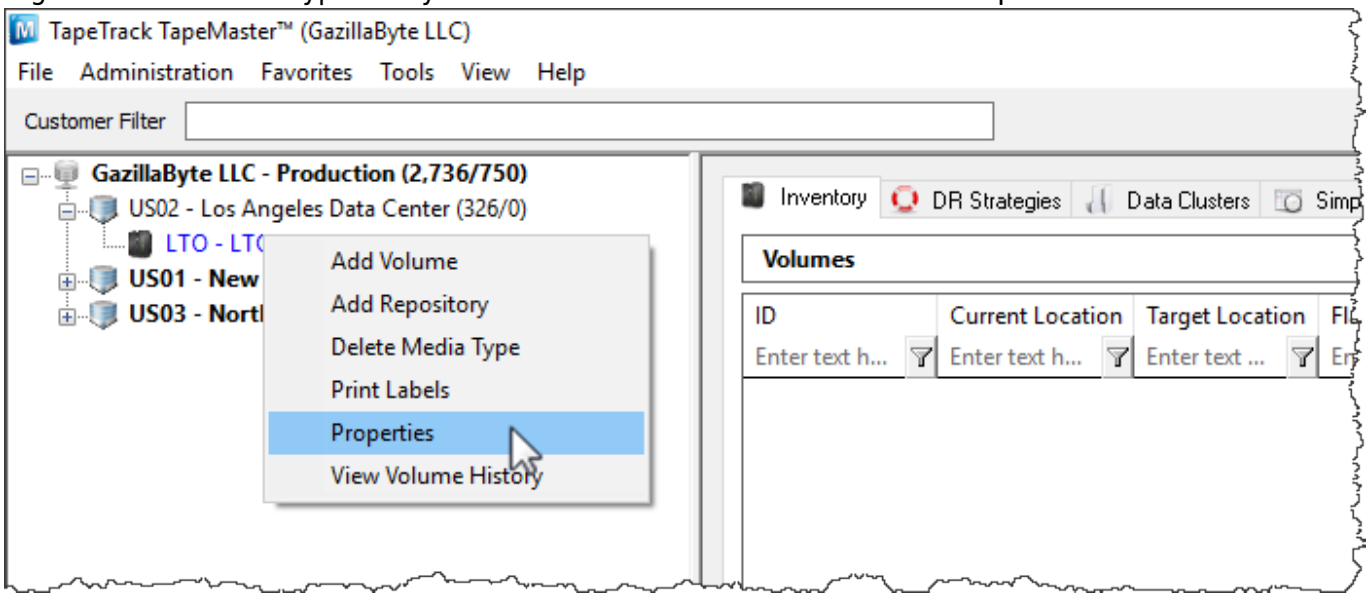
In the Edit new volume window enter the volume ID of the new volume to be added and click Save.



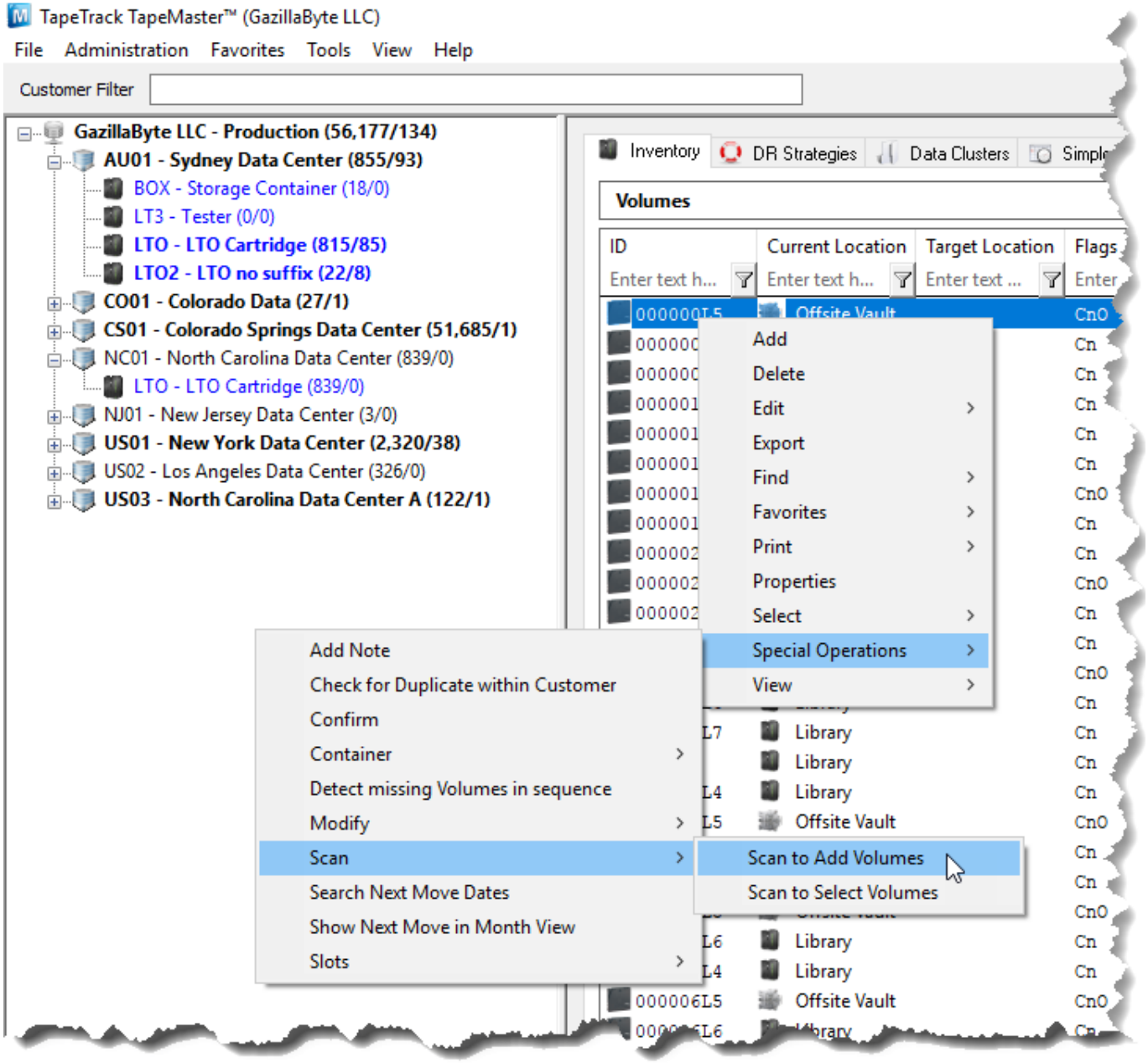
Method 2

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

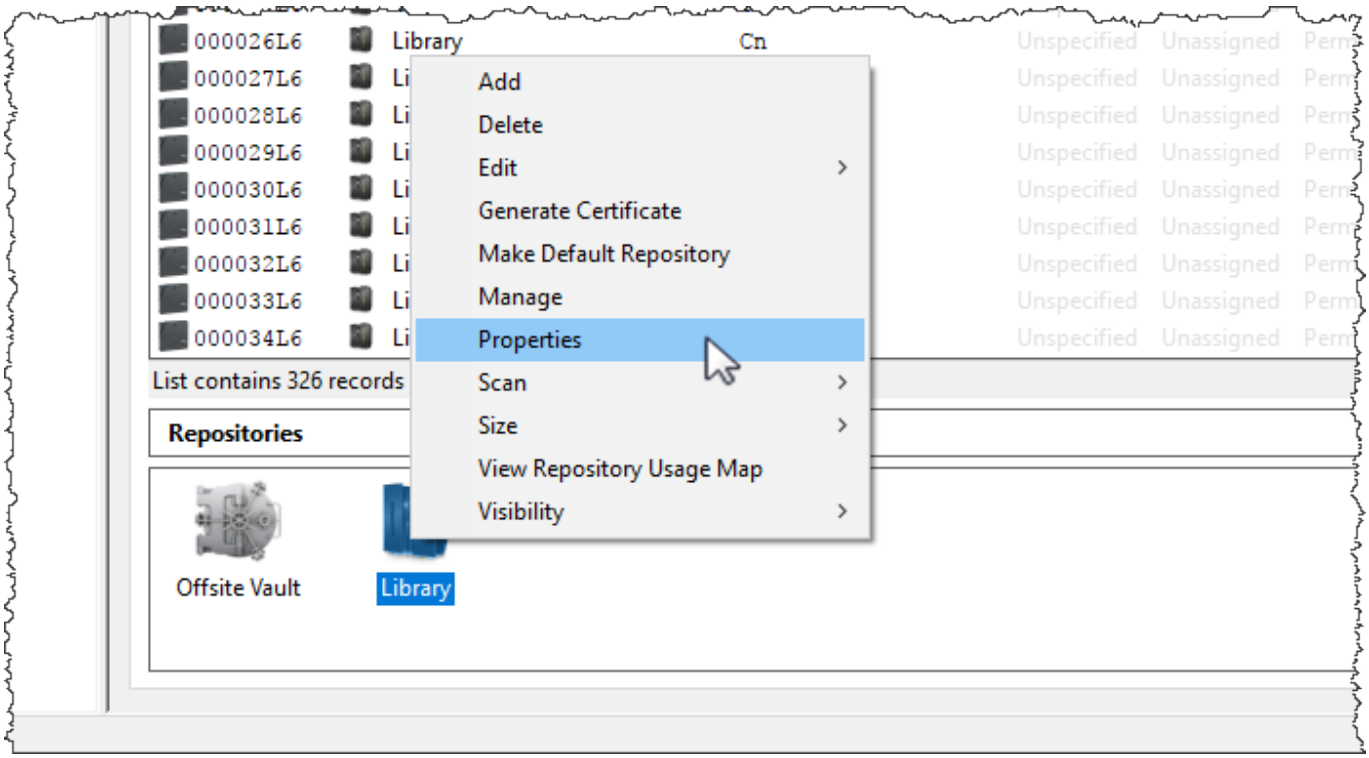
Right click the media type that you want to add volumes to and select `Properties.`



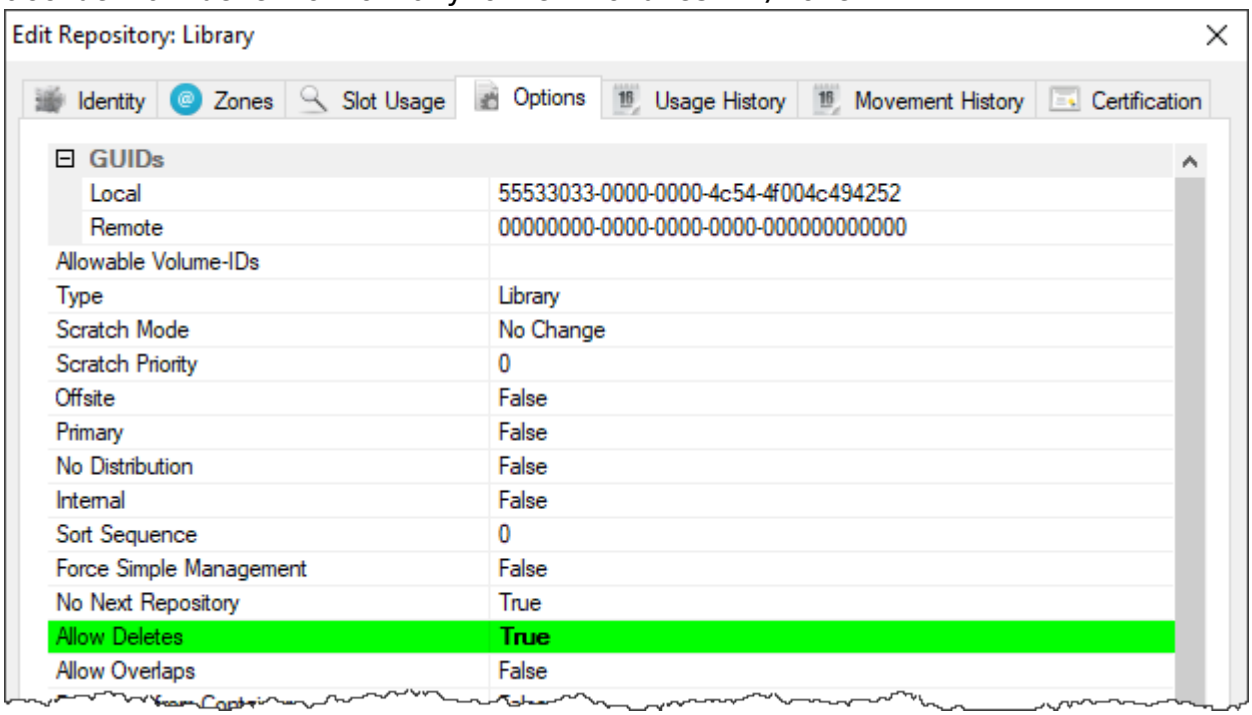
In the **Edit media** widow open the Volume-ID Building tab. ==== Method 3 ==== Right-Click in the Volume List, navigate to Special Operations, and select “Scan to Add Volumes” to use a Barcode scanner to add Volumes.



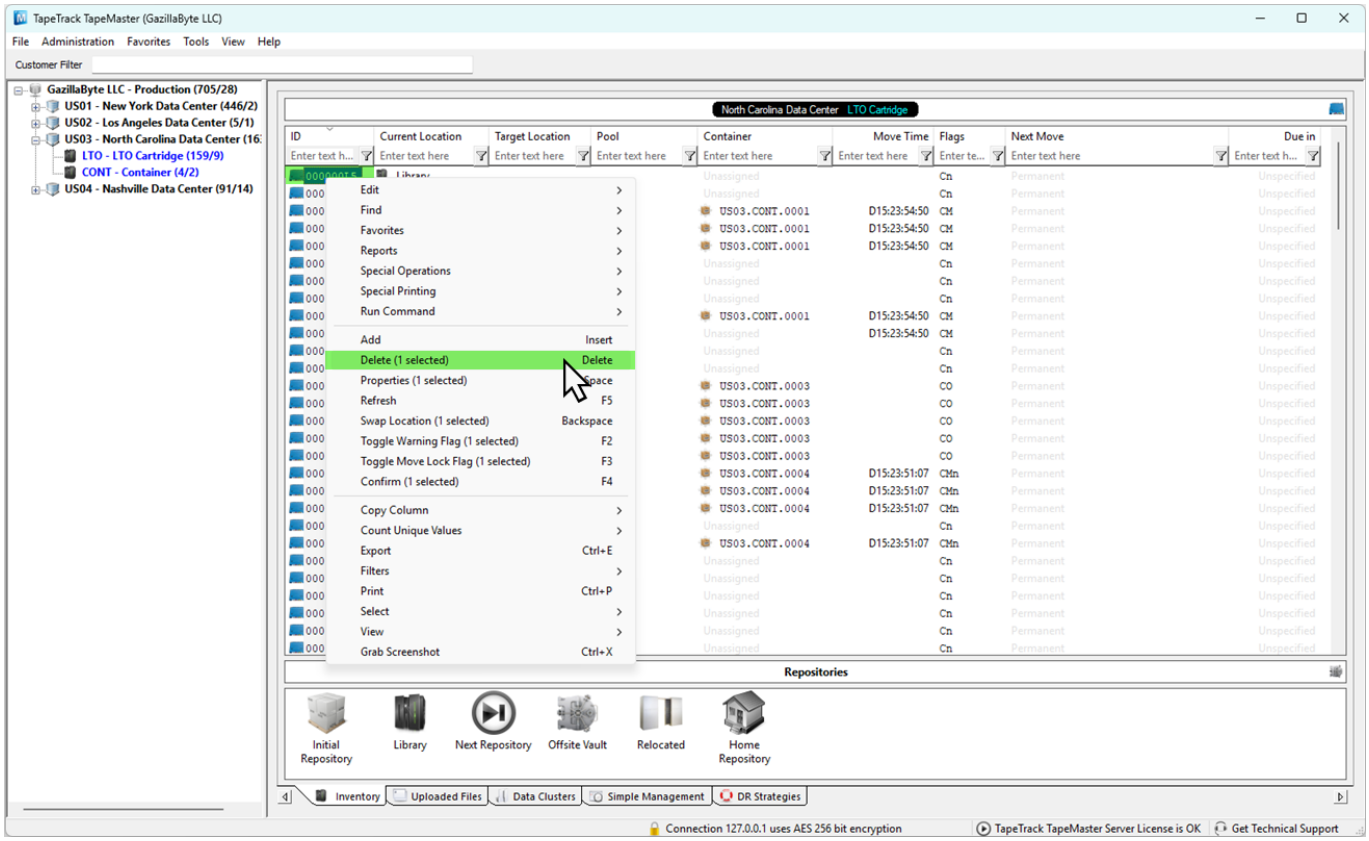
===== Deleting Volumes ===== To delete a Volume Allow Deletes must be set to True for the repository the relevant Volume is residing in. To enable this right click on the Repository and select Properties



Under the Options tab, set **Allow Deletes** to True and Save. <note tip> Set **Allow Deletes** back to False when finished removing required volumes to stop accidental deletion of any other volumes. </note>



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.

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Last update: **2025/01/21 22:07**