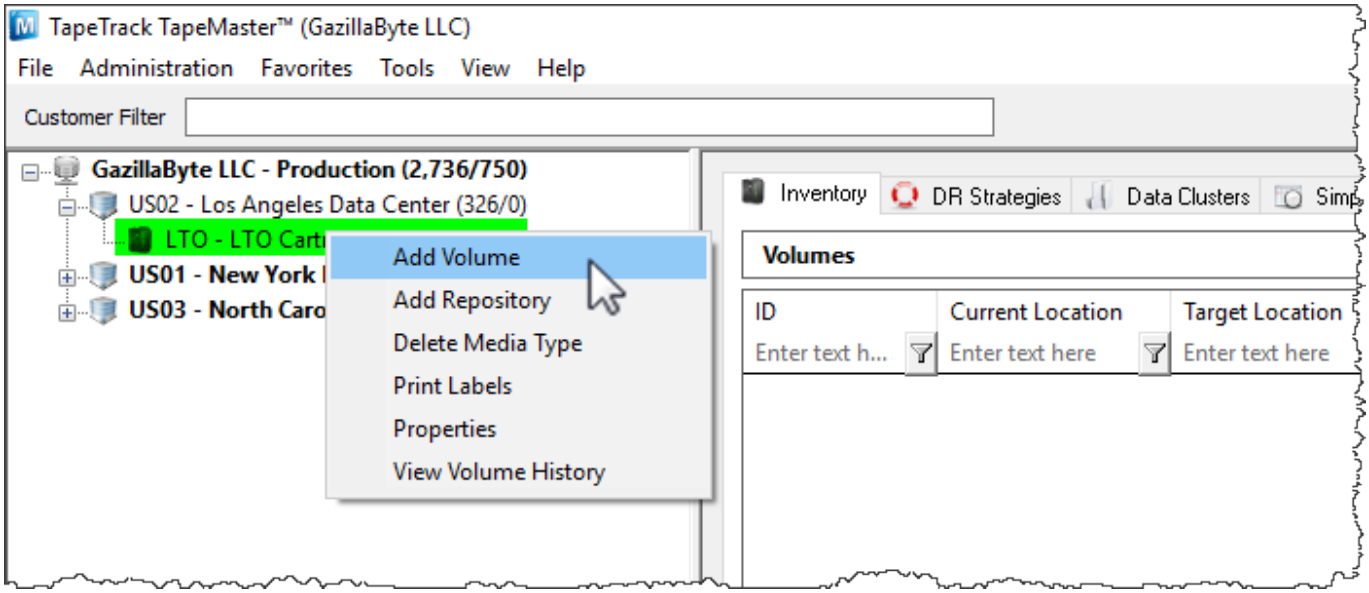
Adding and Deleting Volumes

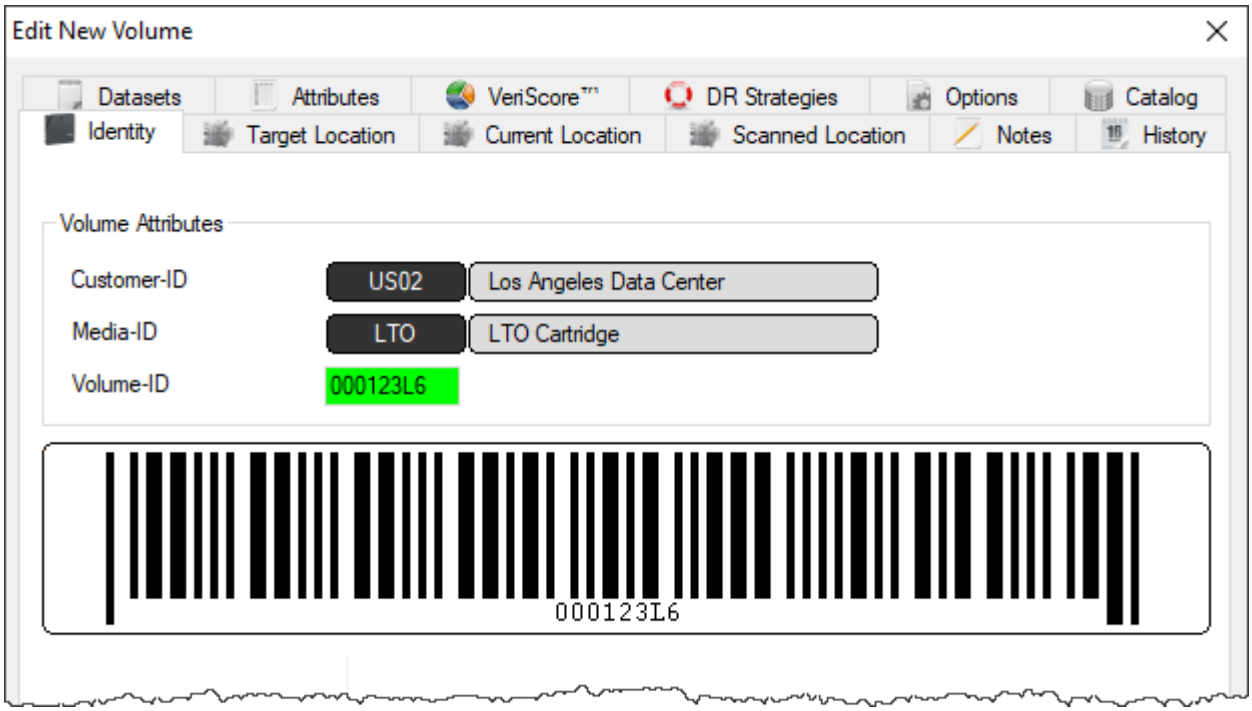
Adding Volumes

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.



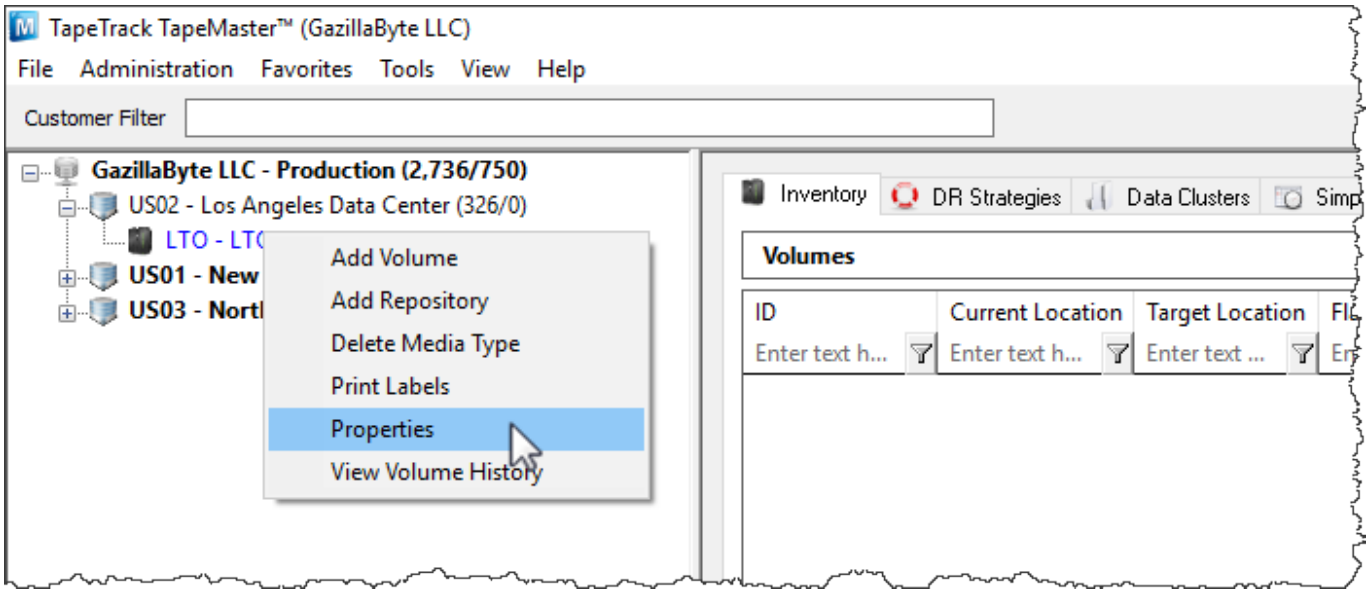
In the Edit new volume window enter the volume ID of the new volume to be added and click Save.



Method 2

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

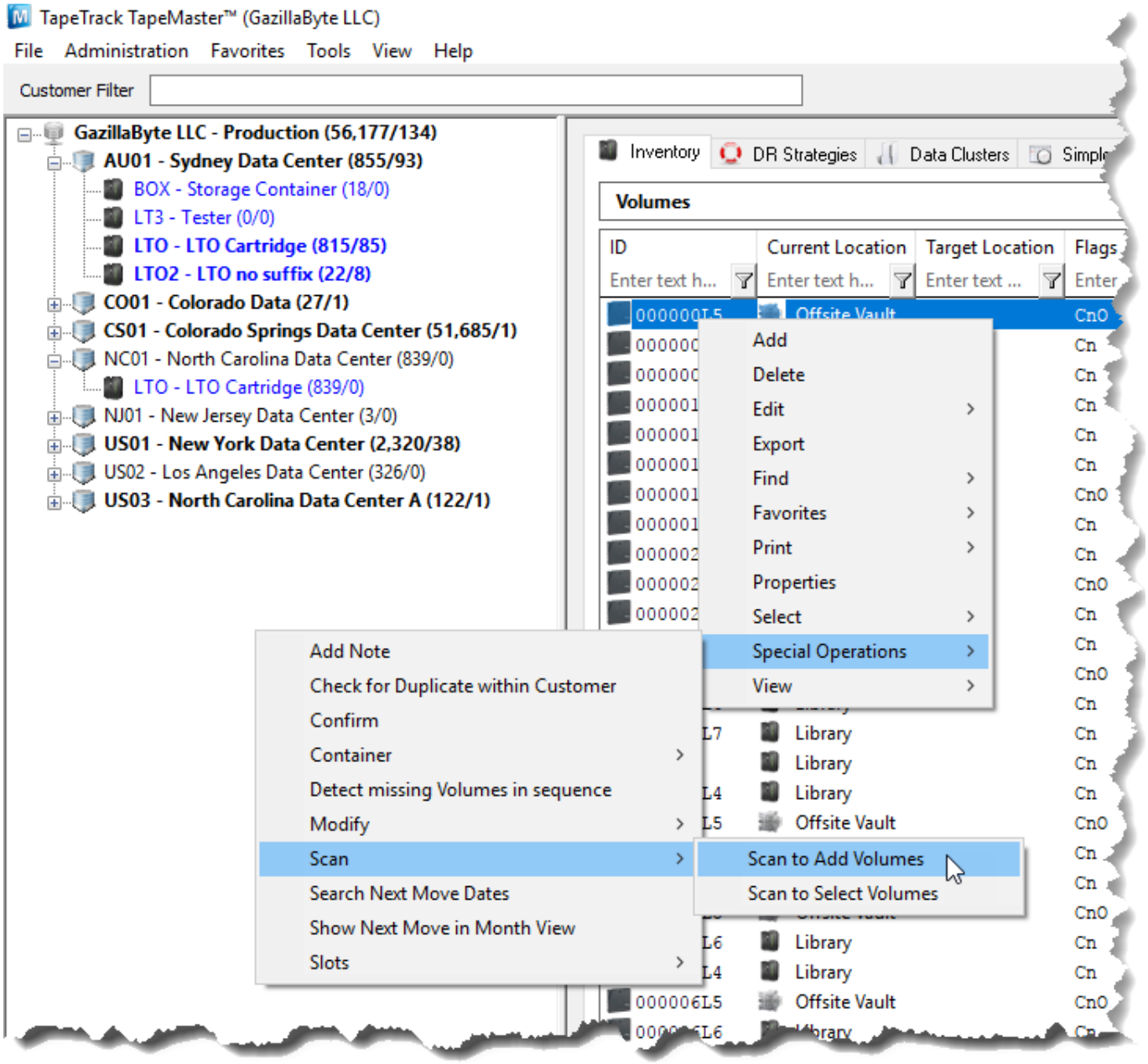
Right click the media type that you want to add volumes to and select Properties.



In the Edit media widow open the Volume-ID Building tab.

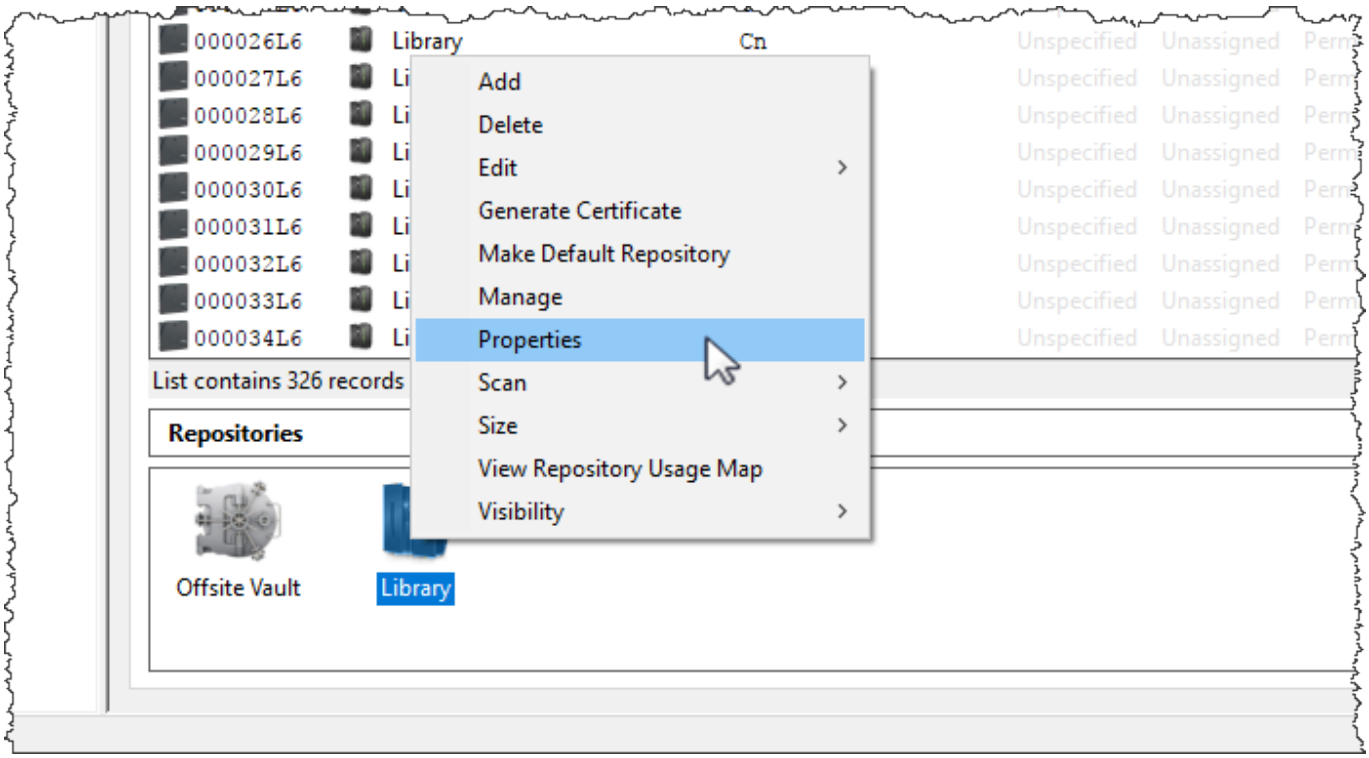
Method 3

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

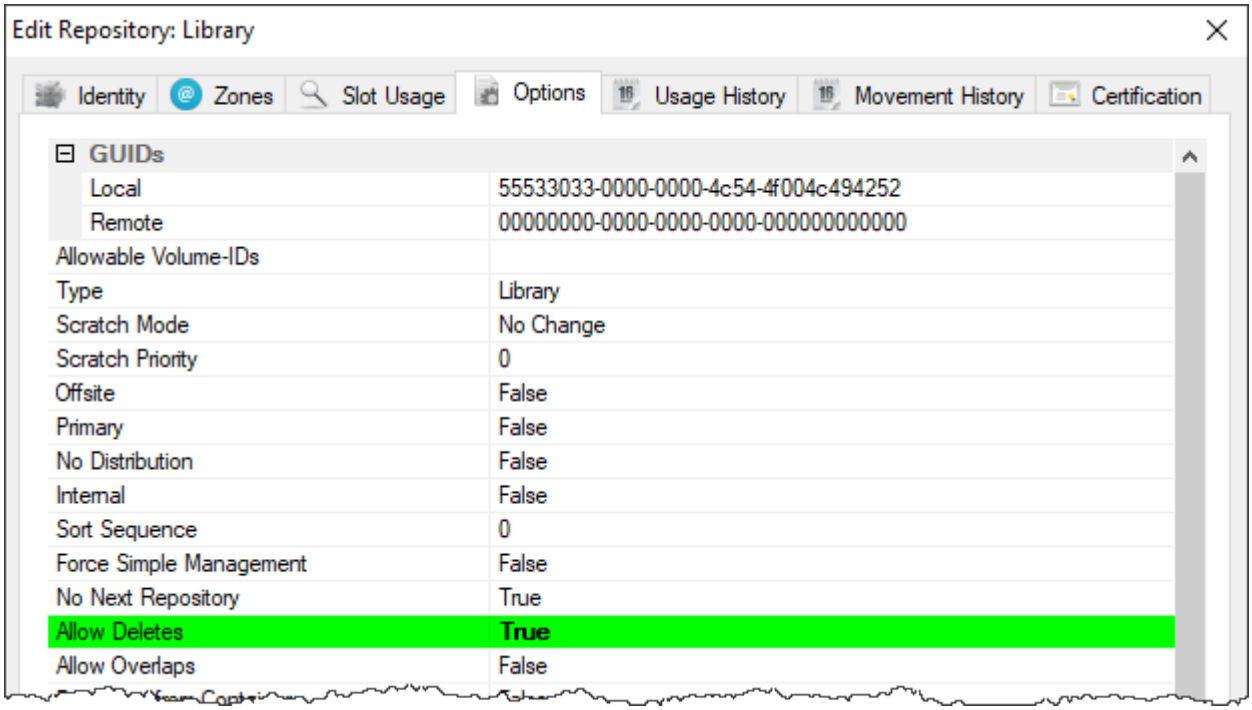
To delete a Volume `Allow Deletes` must be set to `True` for the repository the relevant Volume is residing in. To enable this right click on the Repository and select `Properties`



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

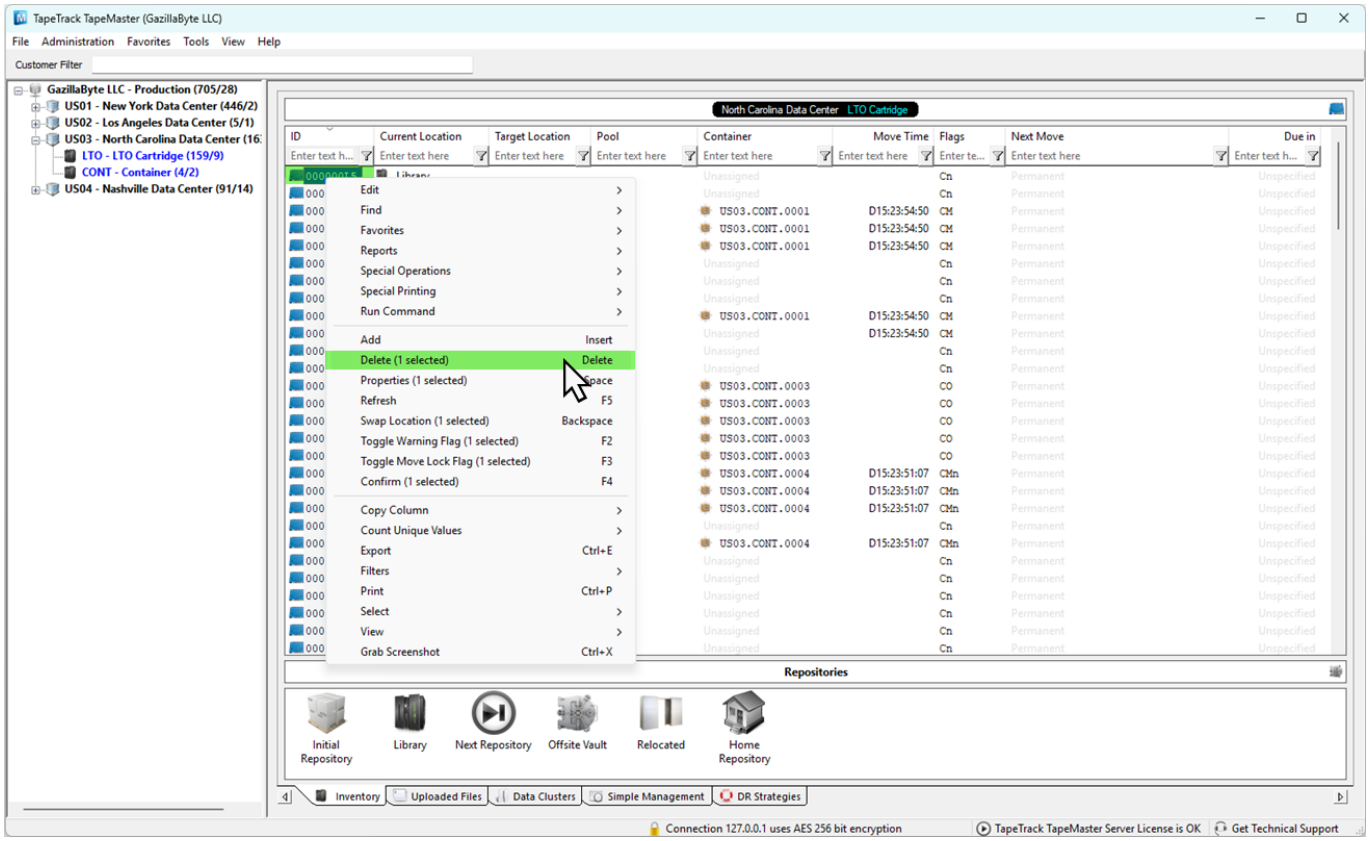


Set **Allow Deletes** back to `False` when finished removing required volumes to stop accidental deletion of any other volumes.



Select a volume or 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`. 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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