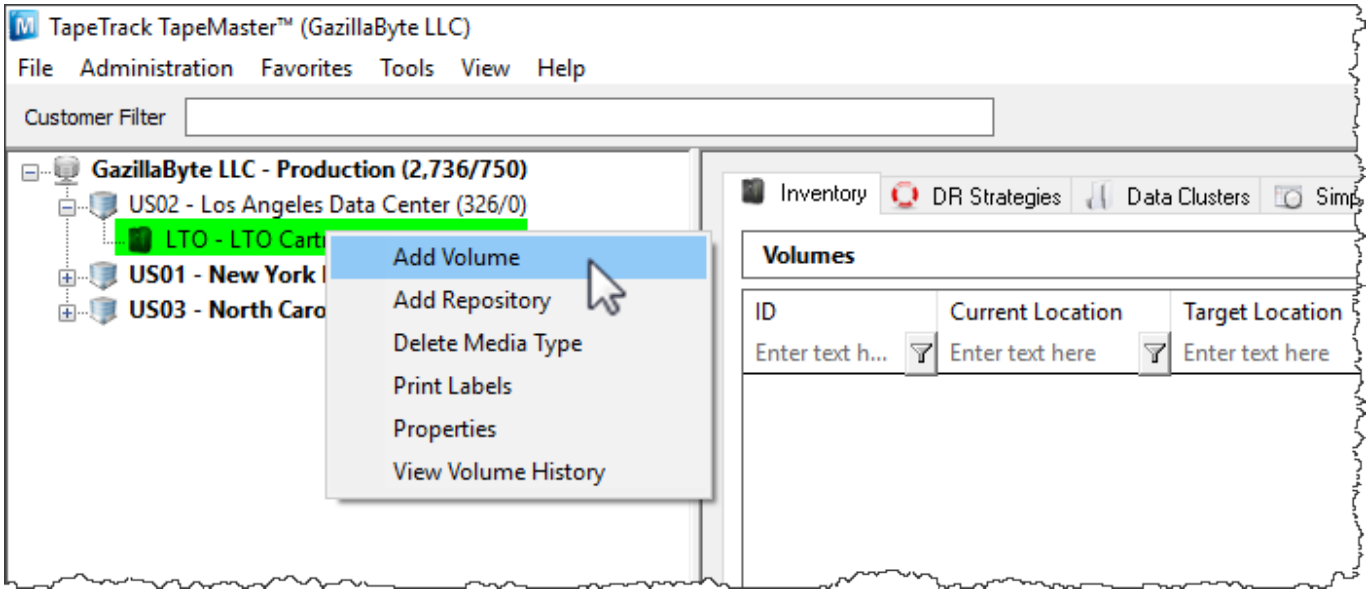
# Adding and Maintaining Volumes

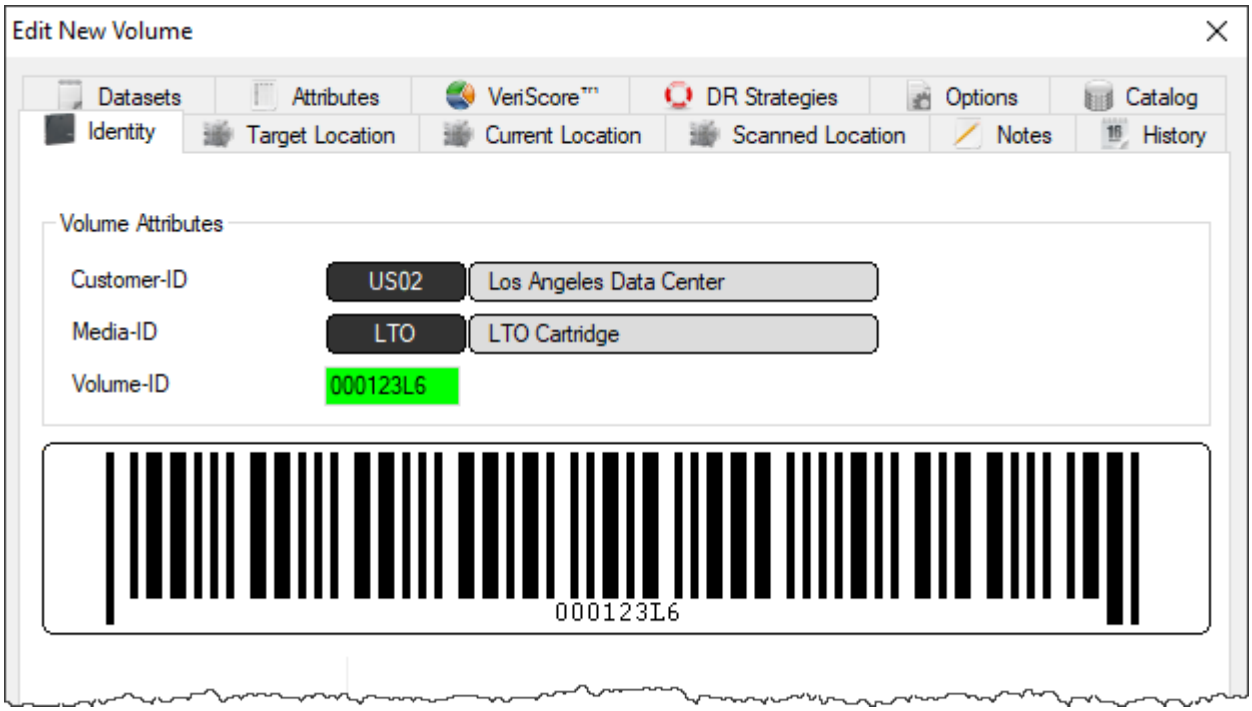
## Adding Volumes

### Right-Click to add volumes

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.

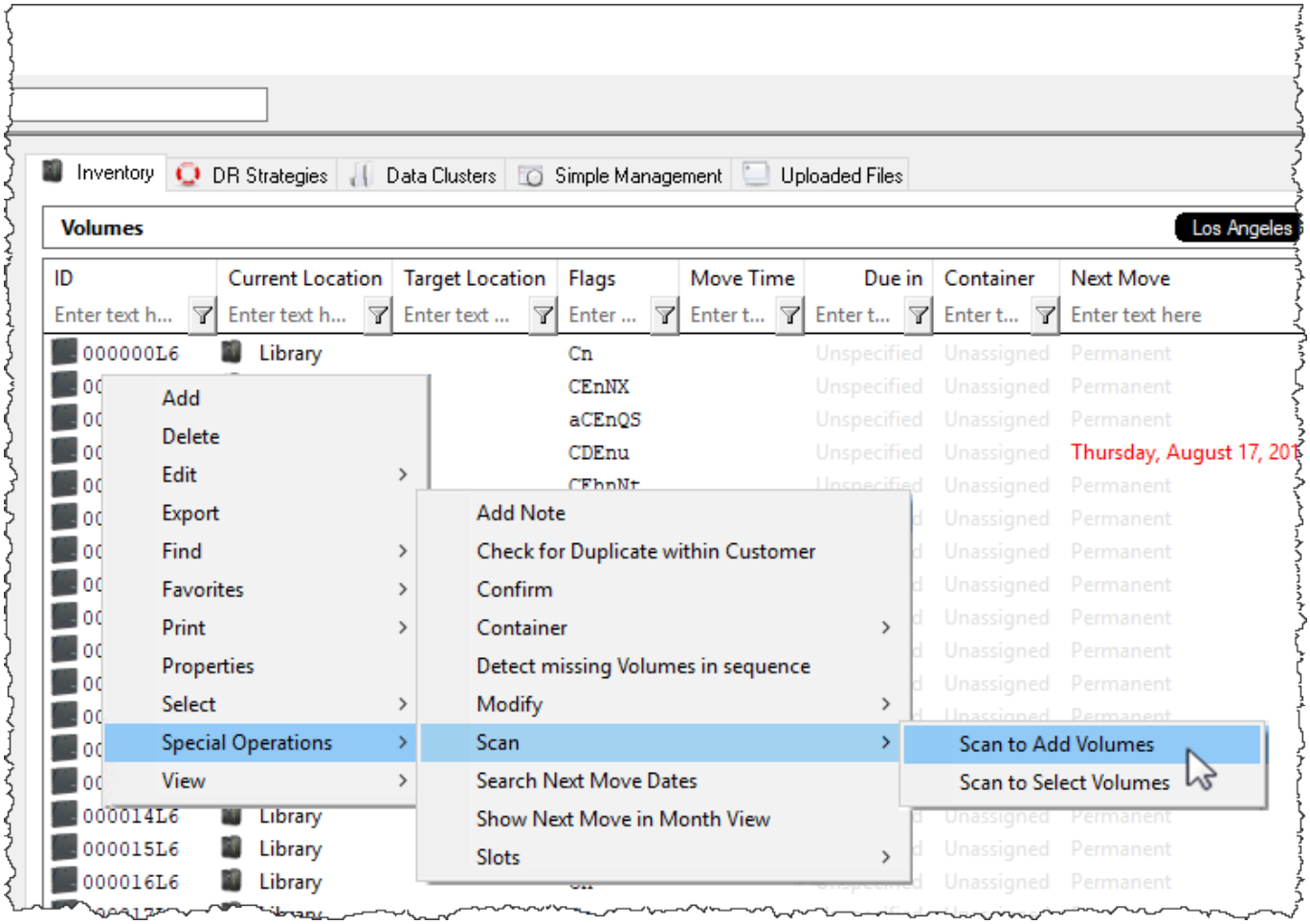



In the Edit new volume window enter the volume ID of the new volume to be added and click Save.

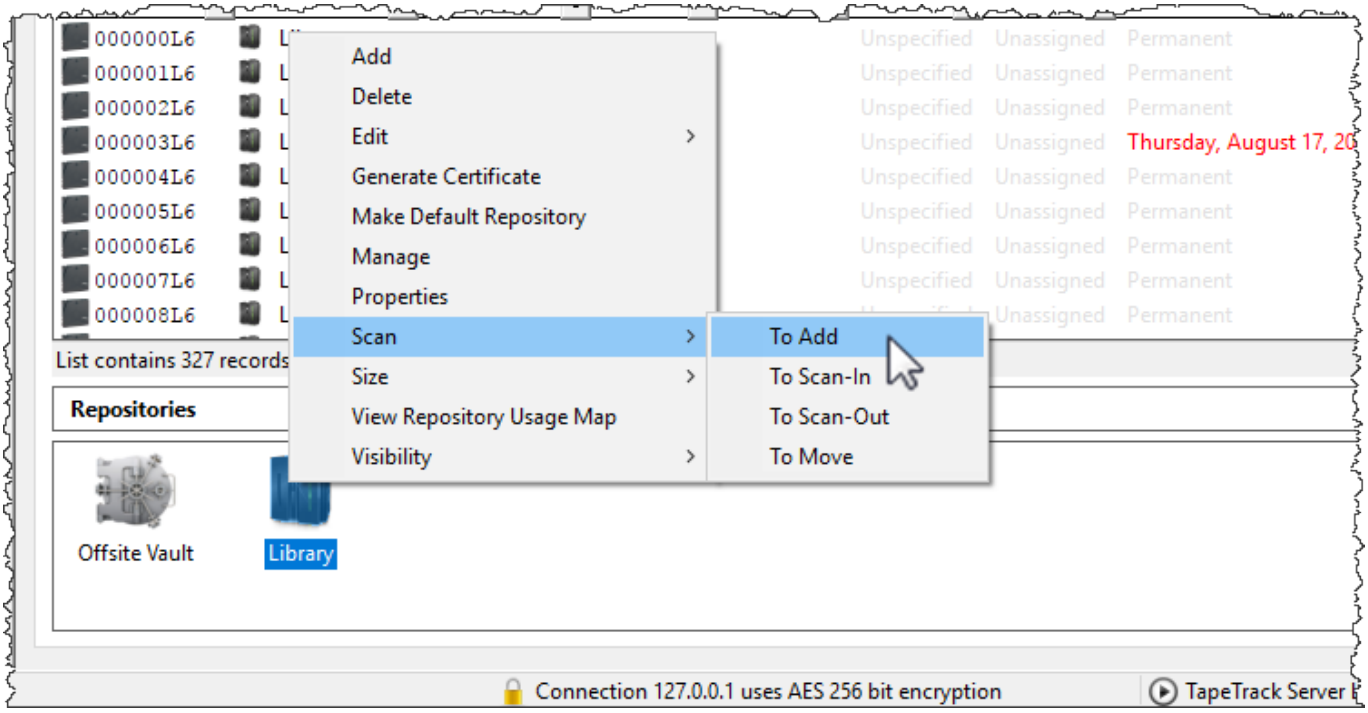


## Scan to Add Volumes

Right-Click in the Volume List, navigate to Special Operations, and select `Scan to Add Volumes` to use a Barcode scanner to add Volumes to your default repository.

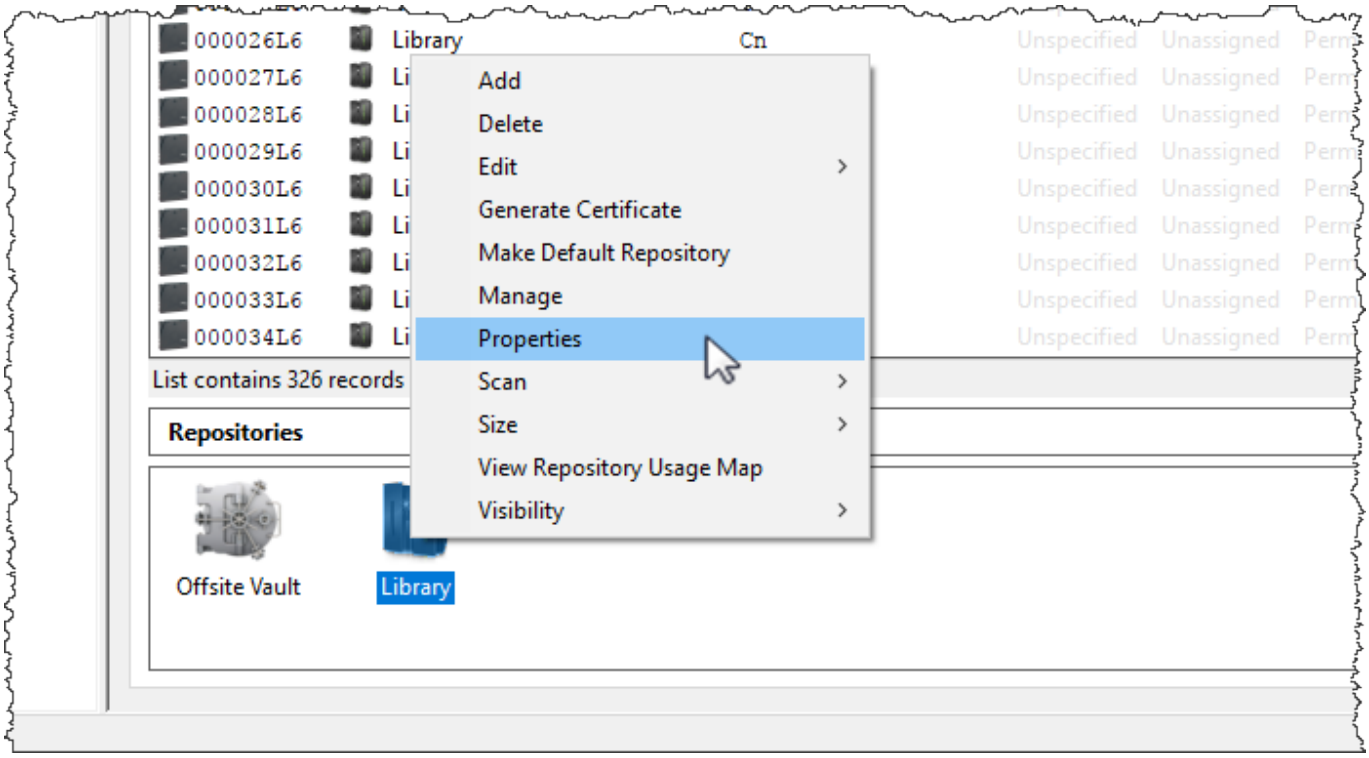



To add volumes to a repository other than your default, right click the required repository and select `Scan → To  Add` and scan volumes to be added.




# 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` or double click the repository.

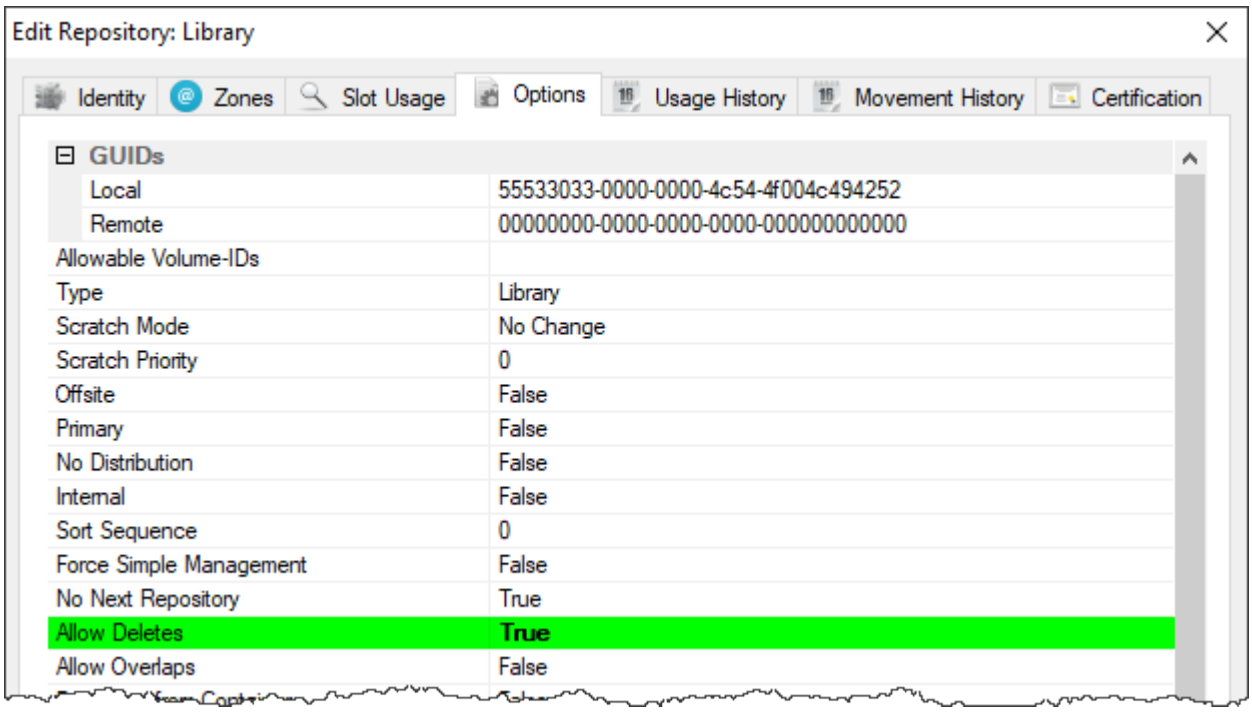



Under the `Options` tab, set **Allow Deletes** to `True` and Save.



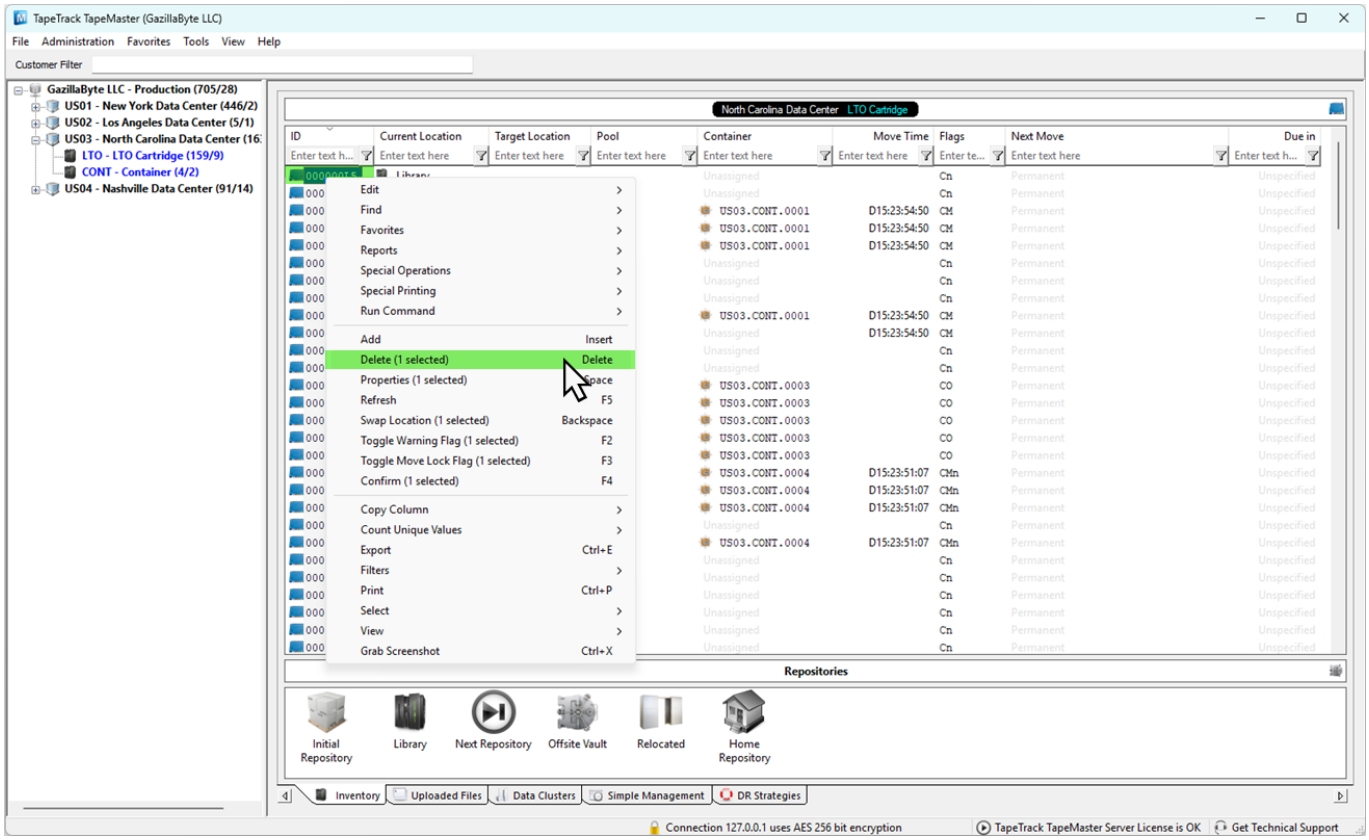
Set **Allow Deletes** back to `False` when finished removing required volumes to stop

accidental deletion of any other volumes.




Select a volume. Right-click and select `Delete`. A `Delete Confirmation` window will be displayed. Select `Delete this Item` to delete the volume.

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.

See Special Operations Menu for further information.

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

Permanent link:
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