

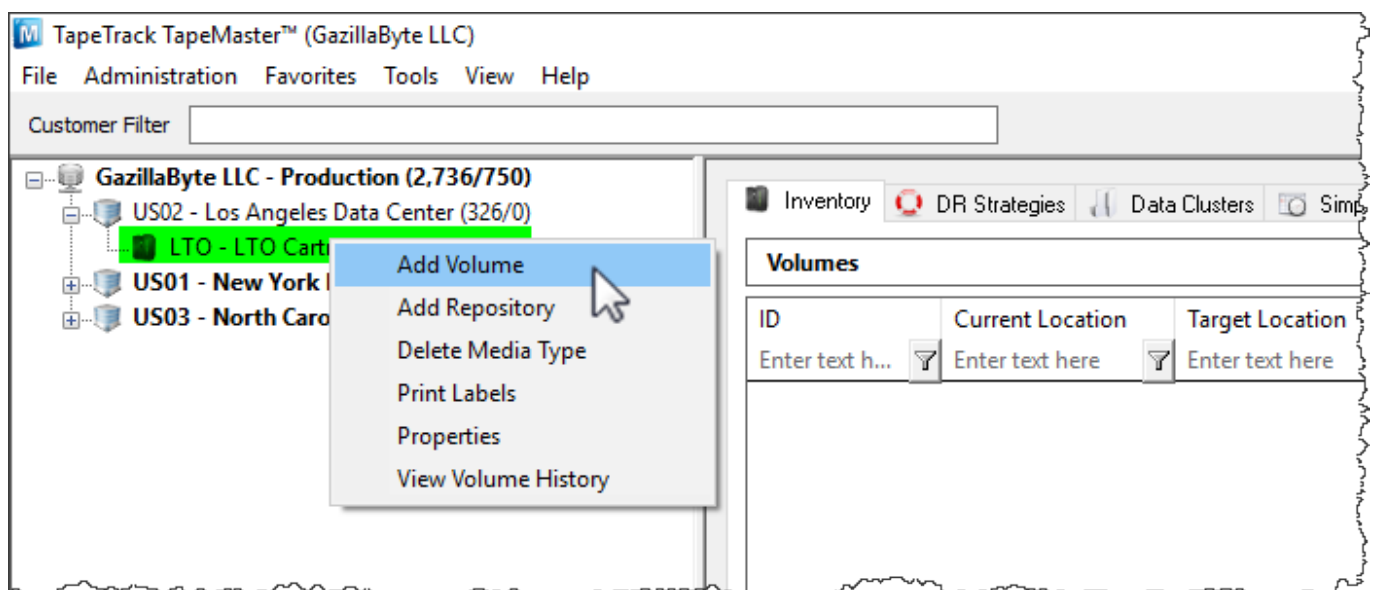
# Adding and Maintaining Volumes

## Adding Volumes

### Right-Click to add volumes

To add a Volume either:

- Right-click on a [Media Type](#) and select Add Volume
- Right click in the inventory window and select Add
- 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.

Edit New Volume

Datasets

Attributes

VeriScore™

DR Strategies

Options

Catalog

Identity

Target Location

Current Location

Scanned Location

Notes

History

Volume Attributes

Customer-ID

US02

Los Angeles Data Center

Media-ID

LTO

LTO Cartridge

Volume-ID

000123L6

000123L6

Scan to Add Volumes

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

Inventory

DR Strategies

Data Clusters

Simple Management

Uploaded Files

Volumes

Los Angeles

| ID              | Current Location | Target Location | Flags     | Move Time  | Due in      | Container  | Next Move                  |
|-----------------|------------------|-----------------|-----------|------------|-------------|------------|----------------------------|
| Enter text h... | Enter text h...  | Enter text ...  | Enter ... | Enter t... | Enter t...  | Enter t... | Enter text here            |
| 000000L6        | Library          |                 | Cn        |            | Unspecified | Unassigned | Permanent                  |
| 000001L6        |                  |                 | CEnNX     |            | Unspecified | Unassigned | Permanent                  |
| 000002L6        |                  |                 | aCEnQS    |            | Unspecified | Unassigned | Permanent                  |
| 000003L6        |                  |                 | CEnu      |            | Unspecified | Unassigned | Thursday, August 17, 20... |
| 000004L6        |                  |                 | CEhnNt    |            | Unspecified | Unassigned | Permanent                  |
| 000005L6        |                  |                 |           |            | Unspecified | Unassigned | Permanent                  |
| 000006L6        |                  |                 |           |            | Unspecified | Unassigned | Permanent                  |
| 000007L6        |                  |                 |           |            | Unspecified | Unassigned | Permanent                  |
| 000008L6        |                  |                 |           |            | Unspecified | Unassigned | Permanent                  |
| 000009L6        |                  |                 |           |            | Unspecified | Unassigned | Permanent                  |
| 000010L6        |                  |                 |           |            | Unspecified | Unassigned | Permanent                  |
| 000011L6        |                  |                 |           |            | Unspecified | Unassigned | Permanent                  |
| 000012L6        |                  |                 |           |            | Unspecified | Unassigned | Permanent                  |
| 000013L6        |                  |                 |           |            | Unspecified | Unassigned | Permanent                  |
| 000014L6        | Library          |                 |           |            | Unspecified | Unassigned | Permanent                  |
| 000015L6        | Library          |                 |           |            | Unspecified | Unassigned | Permanent                  |
| 000016L6        | Library          |                 |           |            | Unspecified | Unassigned | Permanent                  |

Add

Delete

Edit

Export

Find

Favorites

Print

Properties

Select

Special Operations

View

Add Note

Check for Duplicate within Customer

Confirm

Container

Detect missing Volumes in sequence

Modify

Scan

Search Next Move Dates

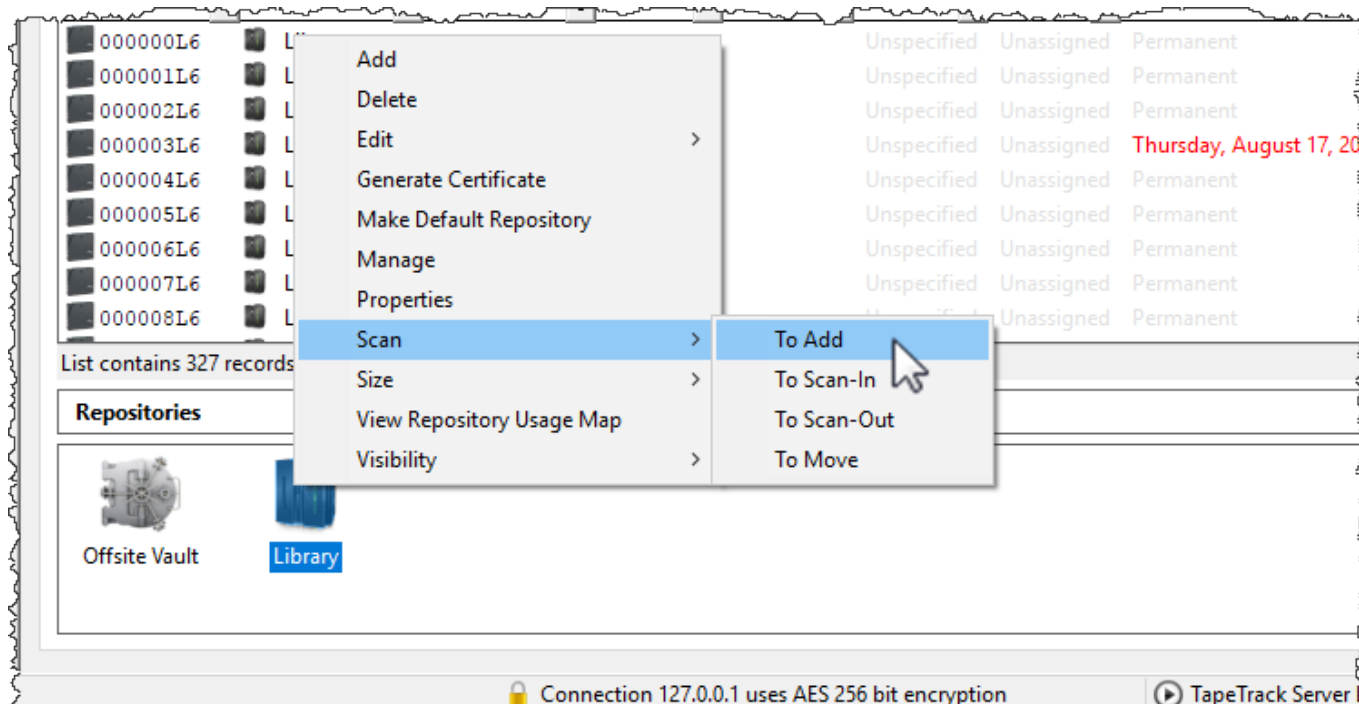
Show Next Move in Month View

Slots

Scan to Add Volumes

Scan to Select Volumes

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.



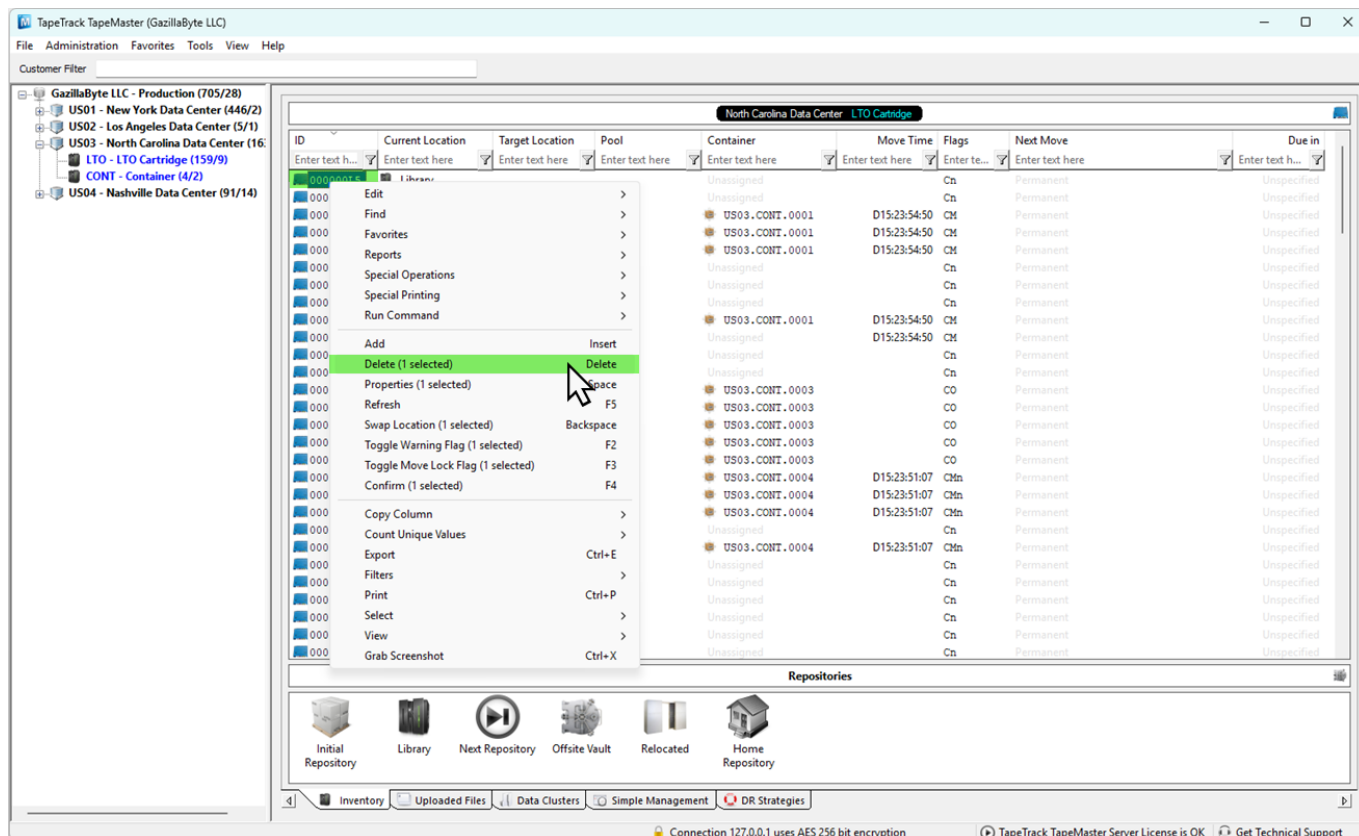
## Deleting Volumes



You must have **Alter** rights to delete volumes

Select the required volume, or range of volumes from the inventory window you want to delete.

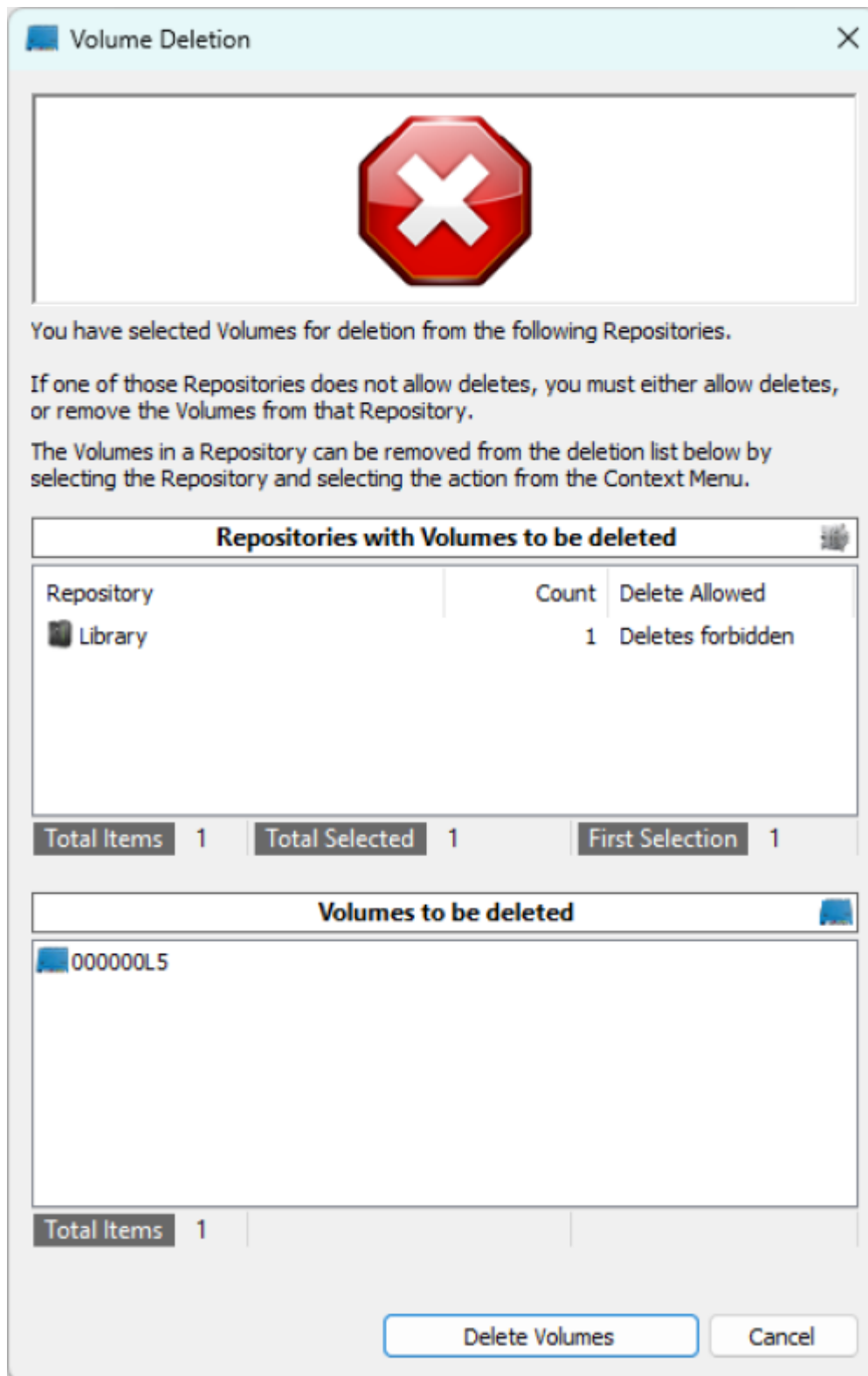
Right click highlighted volume/s and select Delete, or press Delete (DEL) on the keyboard.



The **Volume Deletion** window will display the **Repositories** where the volumes to be deleted are located in the top pane and Volume-ID's in the lower pane.



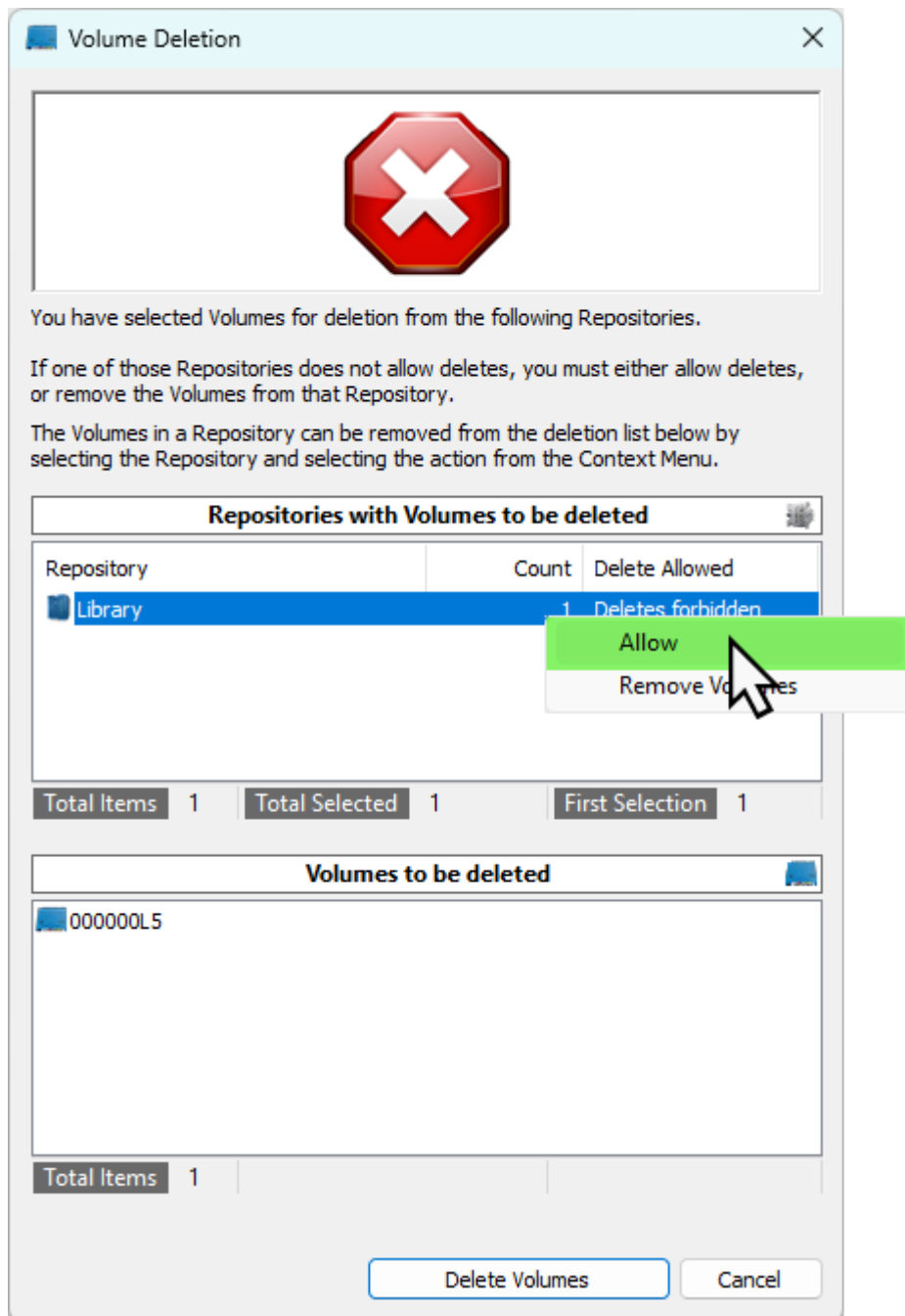
If the **Volume Deletion** window is not displayed it is because you are running an outdated version of TapeMaster. Instructions to delete volumes in older versions of TapeMaster can be found [here](#)



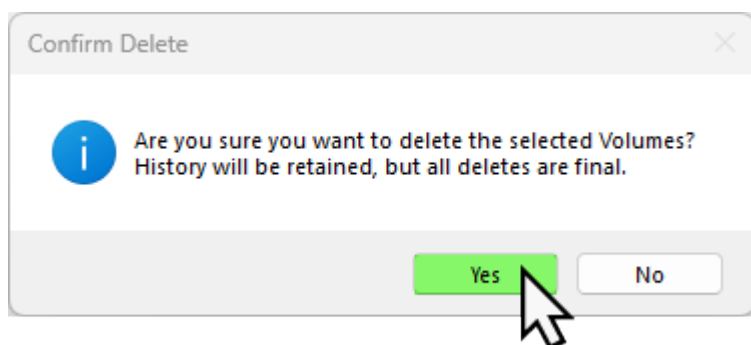
Each row in the top pane will, along with the repository description (or ID), list the number of volumes for deletion and the delete status of either **Deletes Allowed** or **Deletes Forbidden**.

For any repository listed with a status of **Deletes Forbidden** you must either:

- Right clicking the row and selecting Allow to change status to **Deletes Allowed**
- Right clicking the row and selecting Remove to remove the volumes before deletion of any volumes located in a repository with **Deletes Allowed** status.



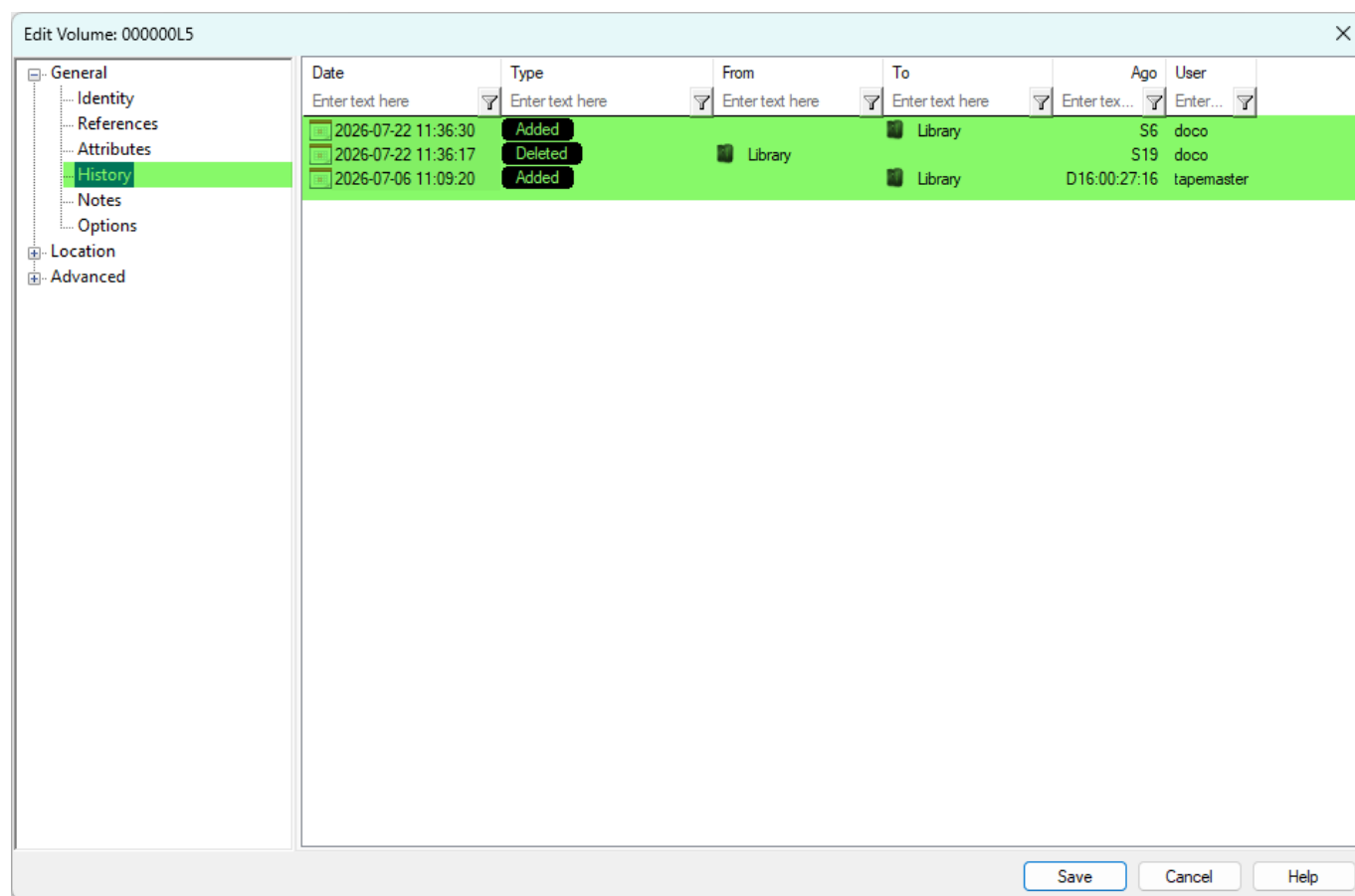
Click **Delete Volumes** and **Yes** to the delete confirmation to delete the volumes.



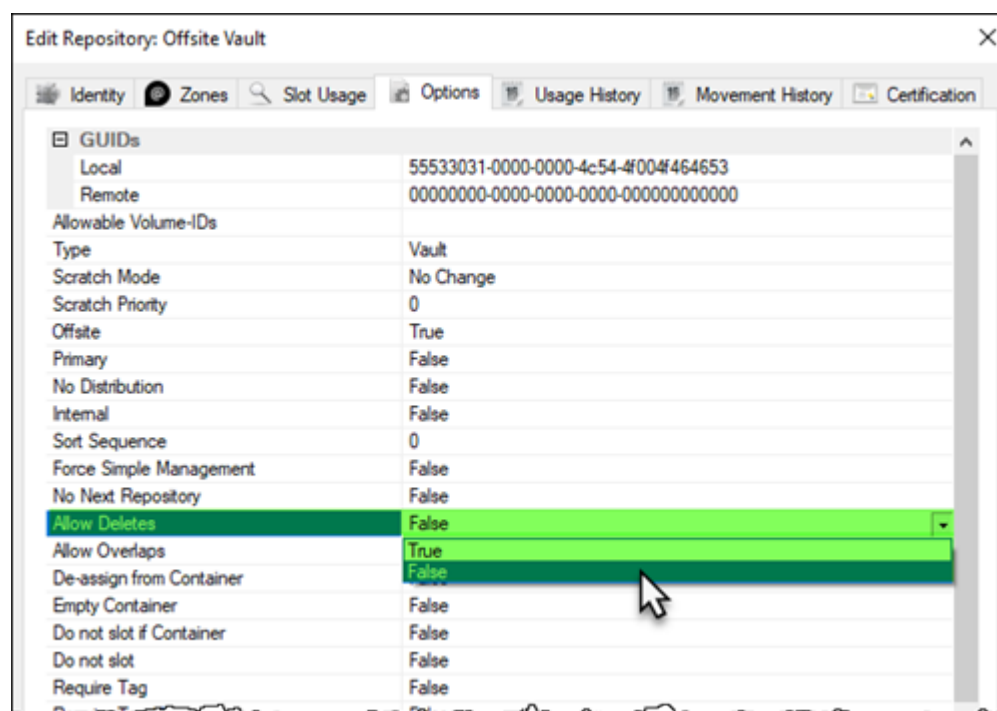
As deleting volumes is permanent, clicking **No** to the delete confirmation is your last opportunity to cancel the delete function.

When a volume is deleted its historical entries remain in the database. If a deleted Volume is added

back into the database, all previous history records including when deleted and added back, are listed under that volumes History tab.



As setting repository to **Allow Deletes** alters the properties of that repository, if required, reset the repository to **no deletes** by right-clicking the required repository, selecting Properties and change the Allow Deletes field in the Options tab to false.



See [Special Operations Menu](#) for further information.

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<https://docs.tapetrack.com/> - **TapeTrack Documentation**

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