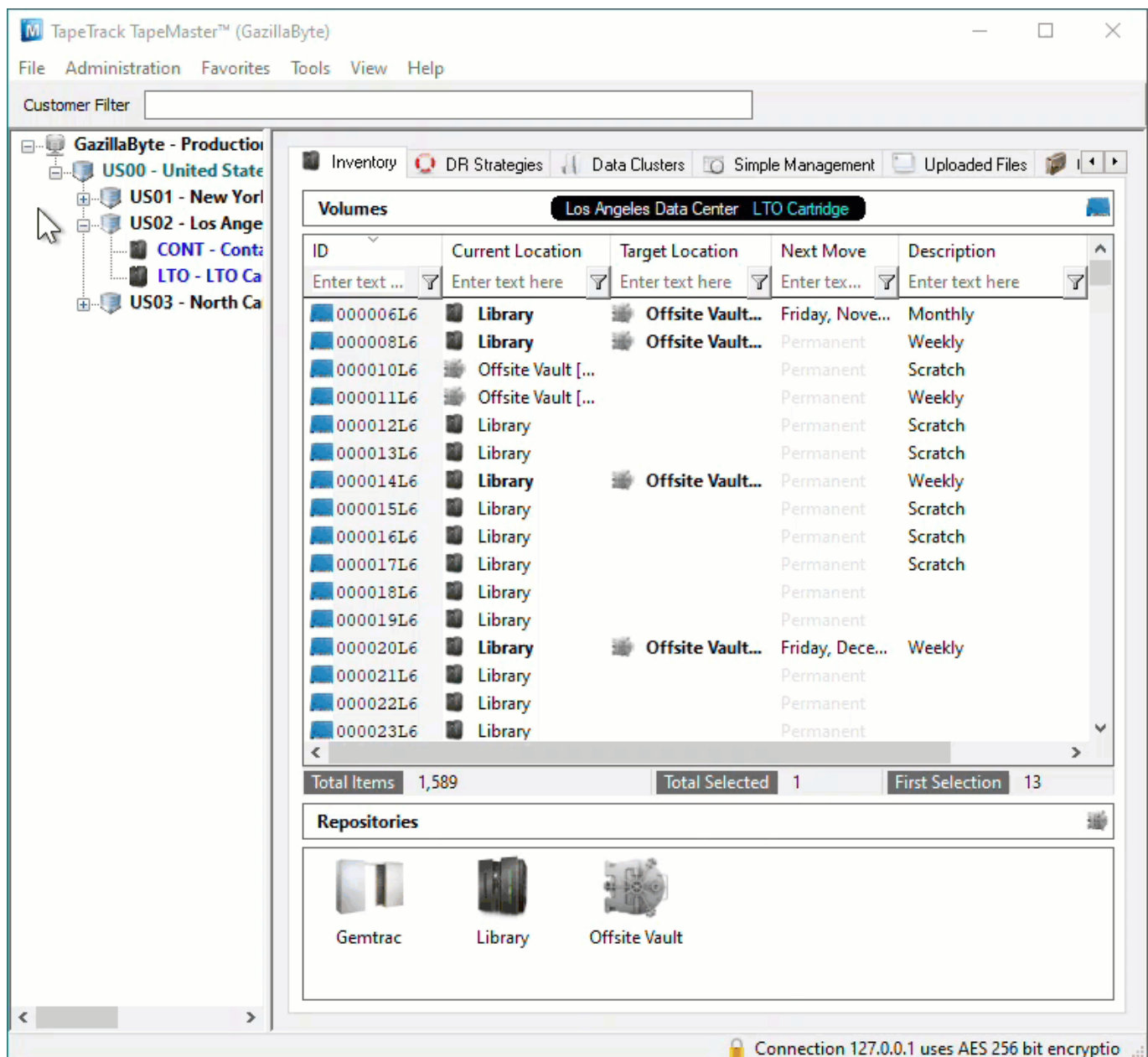


Adding and Maintaining Volumes

Adding Individual 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.

The screenshot shows the TapeTrack TapeMaster™ (GazillaByte) application window. The left sidebar displays a tree view of the production environment, including 'GazillaByte - Production', 'US00 - United State', 'US01 - New Yorl', 'US02 - Los Ange', 'CONT - Conti', 'LTO - LTO Ca', and 'US03 - North Ca'. The main window is titled 'Inventory' and shows a table of volumes for the 'Los Angeles Data Center' and 'LTO Cartridge'.

ID	Current Location	Target Location	Next Move	Description
000006L6	Library	Offsite Vault...	Friday, Nove...	Monthly
000008L6	Library	Offsite Vault...	Permanent	Weekly
000010L6	Offsite Vault [...]		Permanent	Scratch
000011L6	Offsite Vault [...]		Permanent	Weekly
000012L6	Library		Permanent	Scratch
000013L6	Library		Permanent	Scratch
000014L6	Library	Offsite Vault...	Permanent	Weekly
000015L6	Library		Permanent	Scratch
000016L6	Library		Permanent	Scratch
000017L6	Library		Permanent	Scratch
000018L6	Library		Permanent	
000019L6	Library		Permanent	
000020L6	Library	Offsite Vault...	Friday, Dece...	Weekly
000021L6	Library		Permanent	
000022L6	Library		Permanent	
000023L6	Library		Permanent	

Below the table, the status bar shows 'Total Items 1,589', 'Total Selected 1', and 'First Selection 13'. The 'Repositories' section at the bottom displays icons for 'Gemtrac', 'Library', and 'Offsite Vault'.

At the bottom right of the window, a status message reads: 'Connection 127.0.0.1 uses AES 256 bit encryptio'.

- Click in the Inventory window and press Insert on the keyboard

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

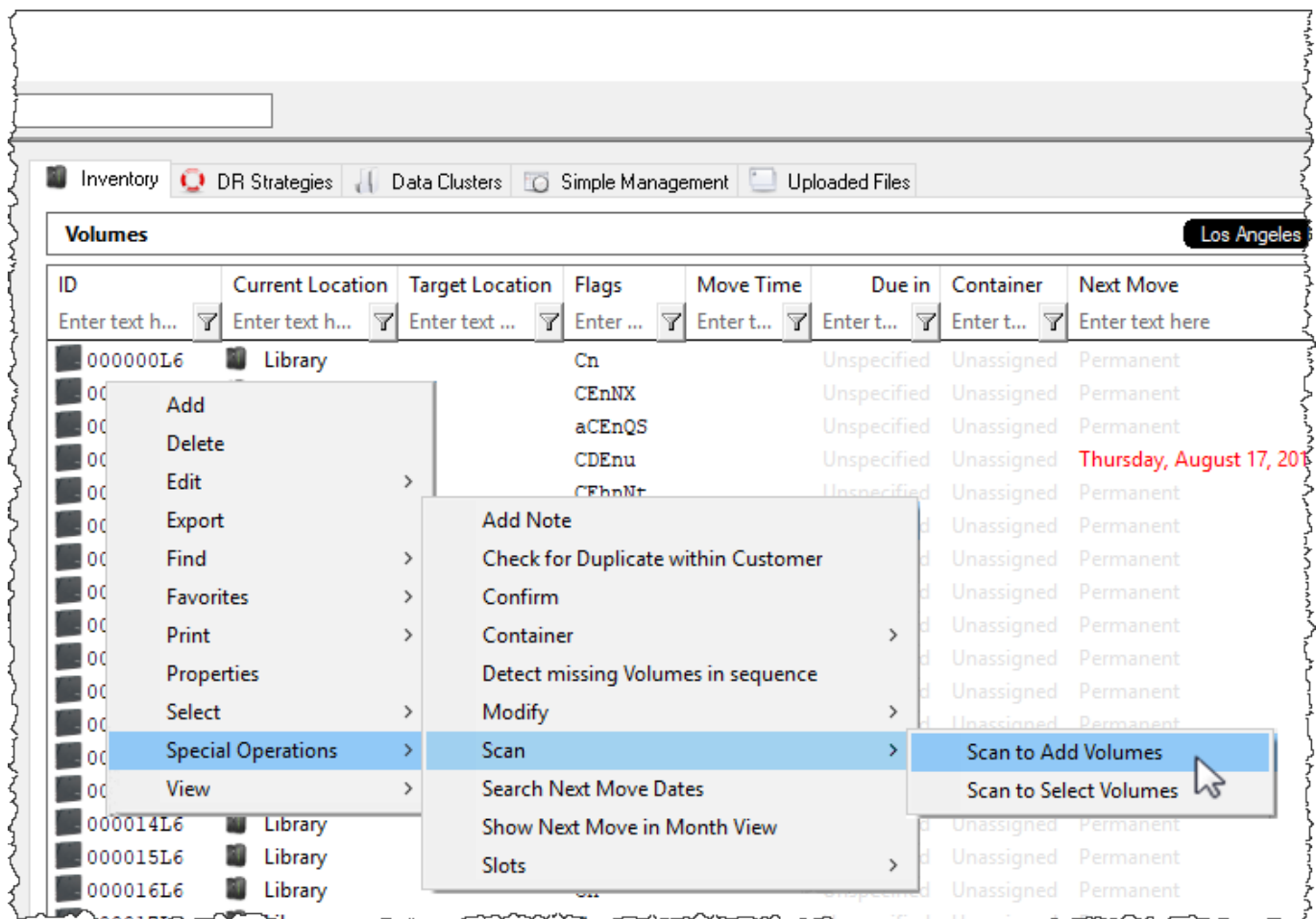
Volume Attributes

Customer-ID: US02 | Los Angeles Data Center
 Media-ID: LTO | LTO Cartridge
 Volume-ID: 000123L6

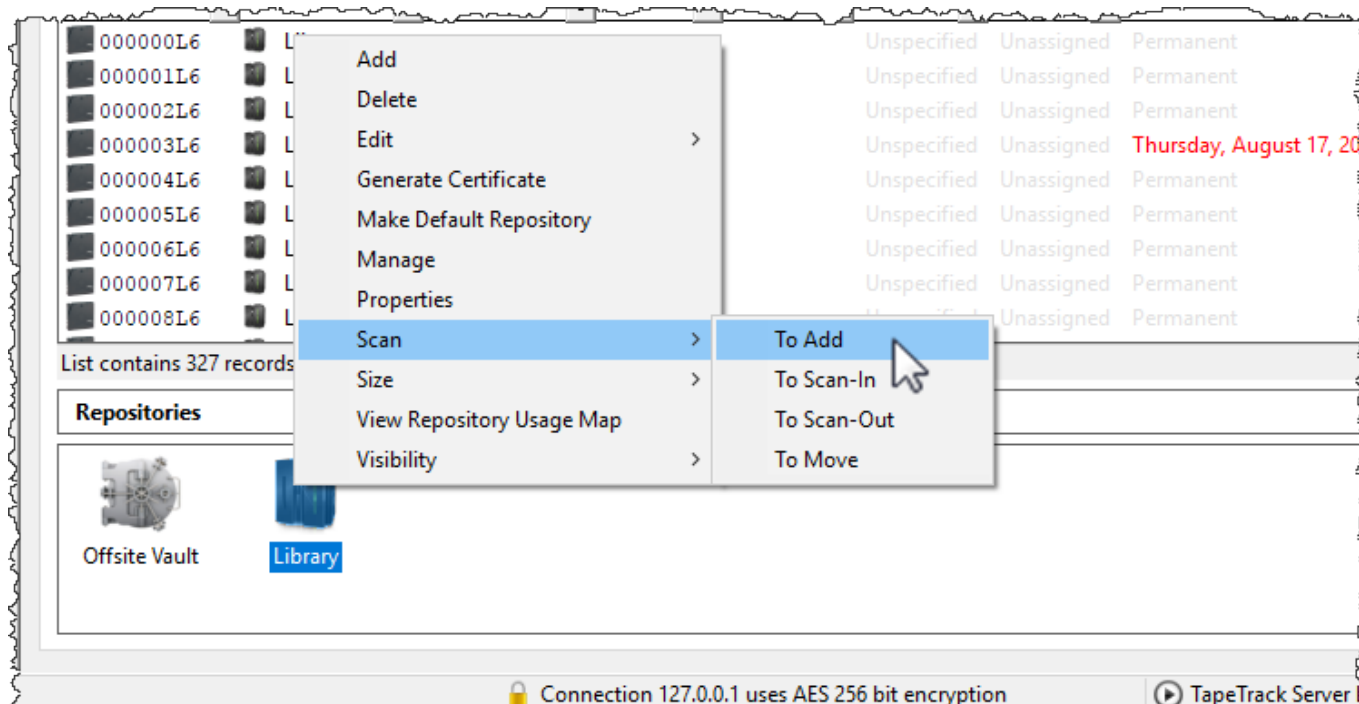
Barcode: 000123L6

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](#).



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.



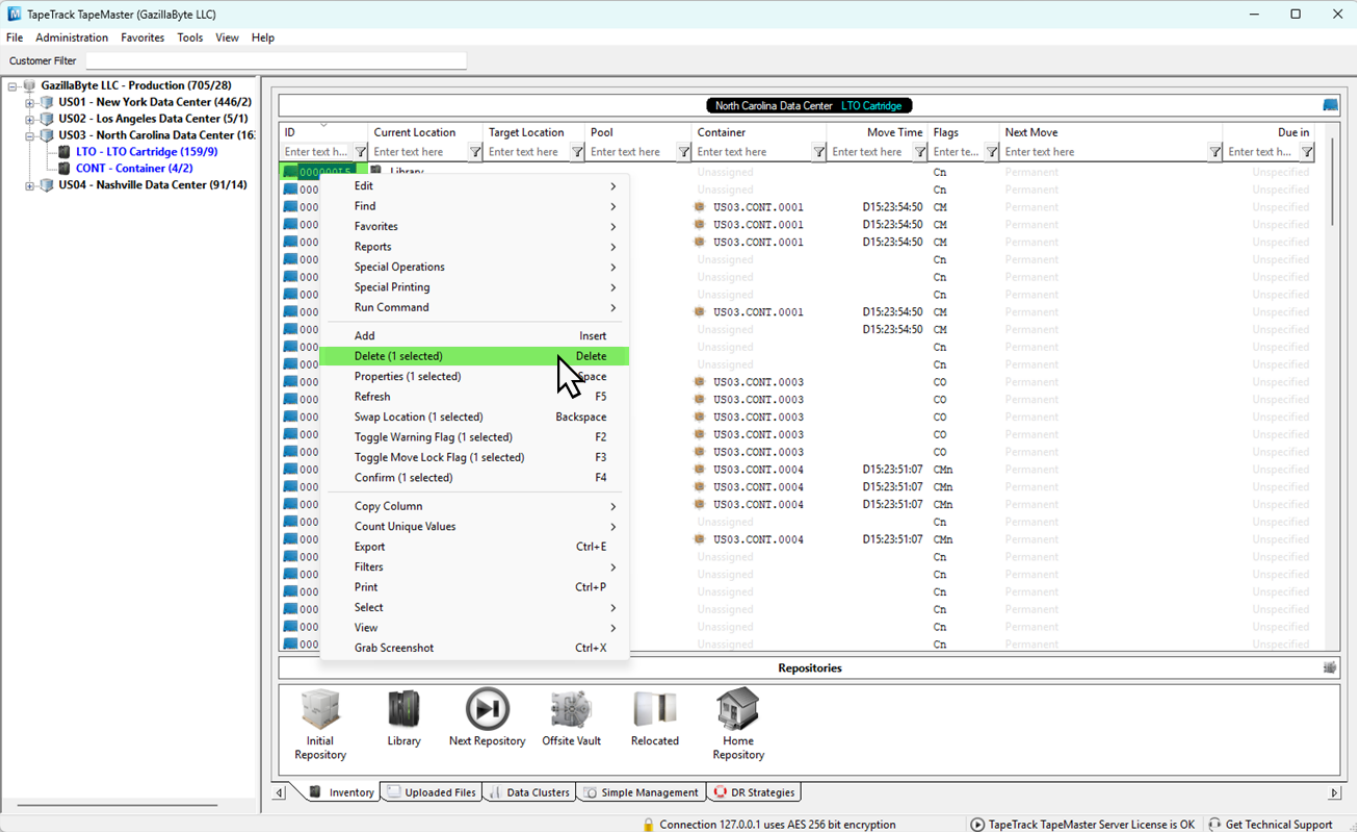
Deleting Volumes



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

Select the required **Volume**, or range of **Volumes** from the inventory window you want to delete.

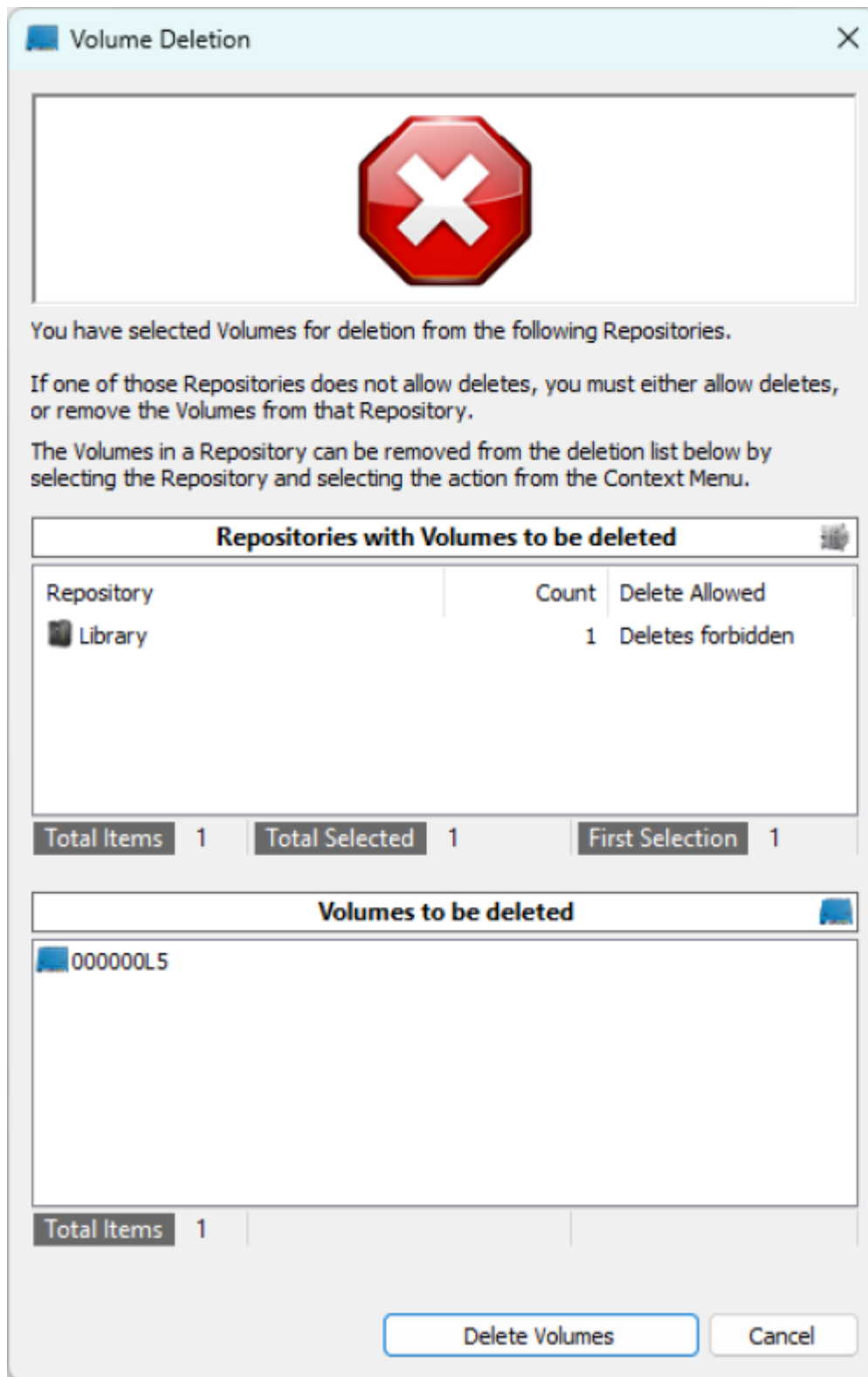
Right-click highlighted **Volumes** and select **Delete**, or press **Delete (DEL)** on the keyboard.



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



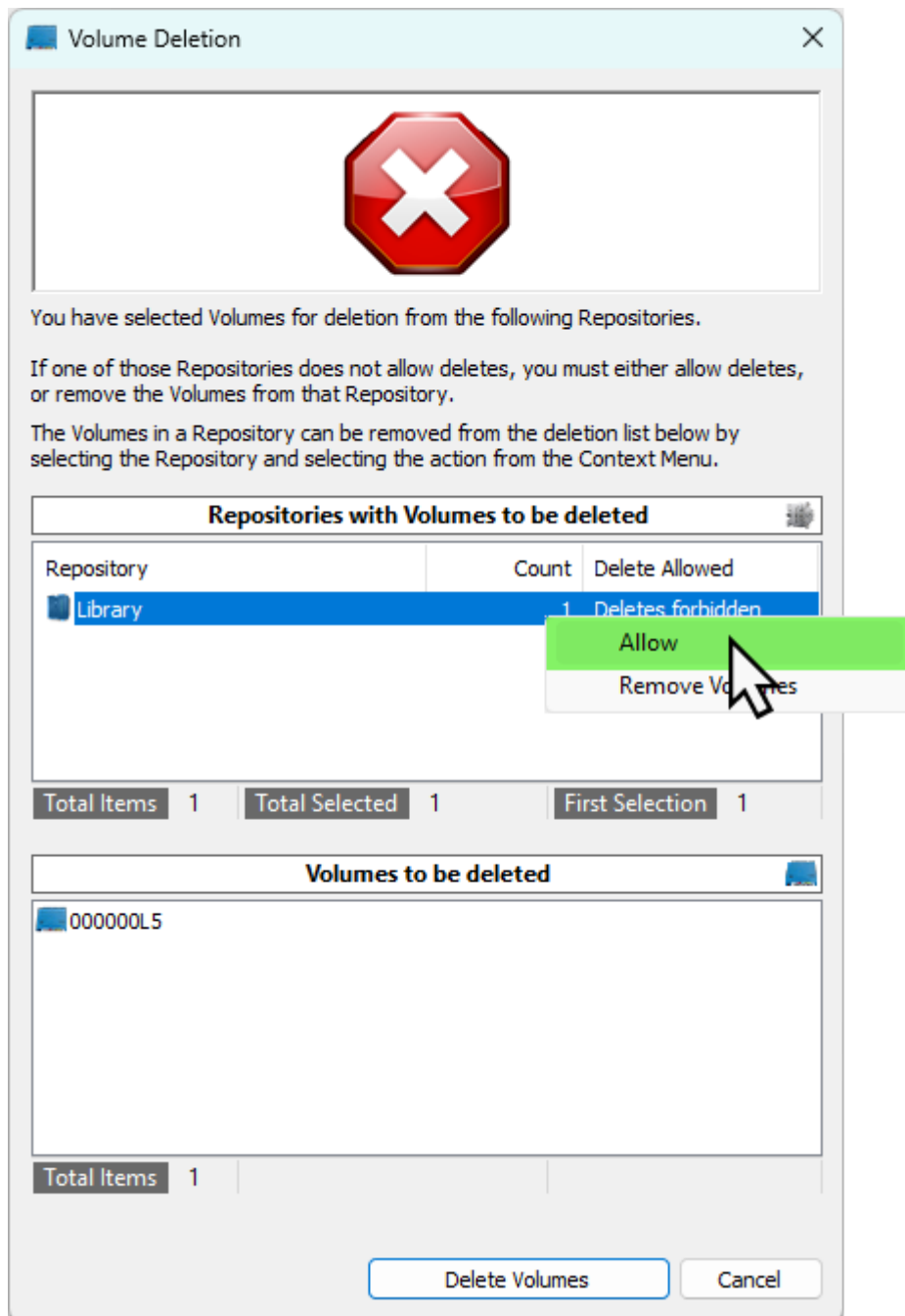
If the **Volume Deletion** window is not displayed it is because you are running an outdated version of TapeMaster. Instructions to delete **Volumes** in older versions of TapeMaster can be found [here](#)



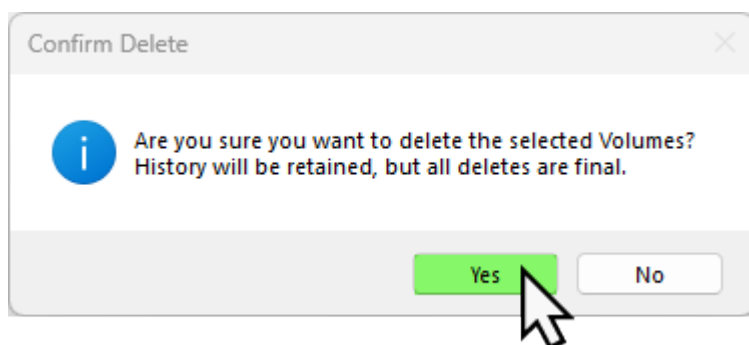
Each row in the top pane will, along with the [Repository Description](#) (or ID), list the number of [Volumes](#) for deletion and the delete status of either **Deletes Allowed** or **Deletes Forbidden**.

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.



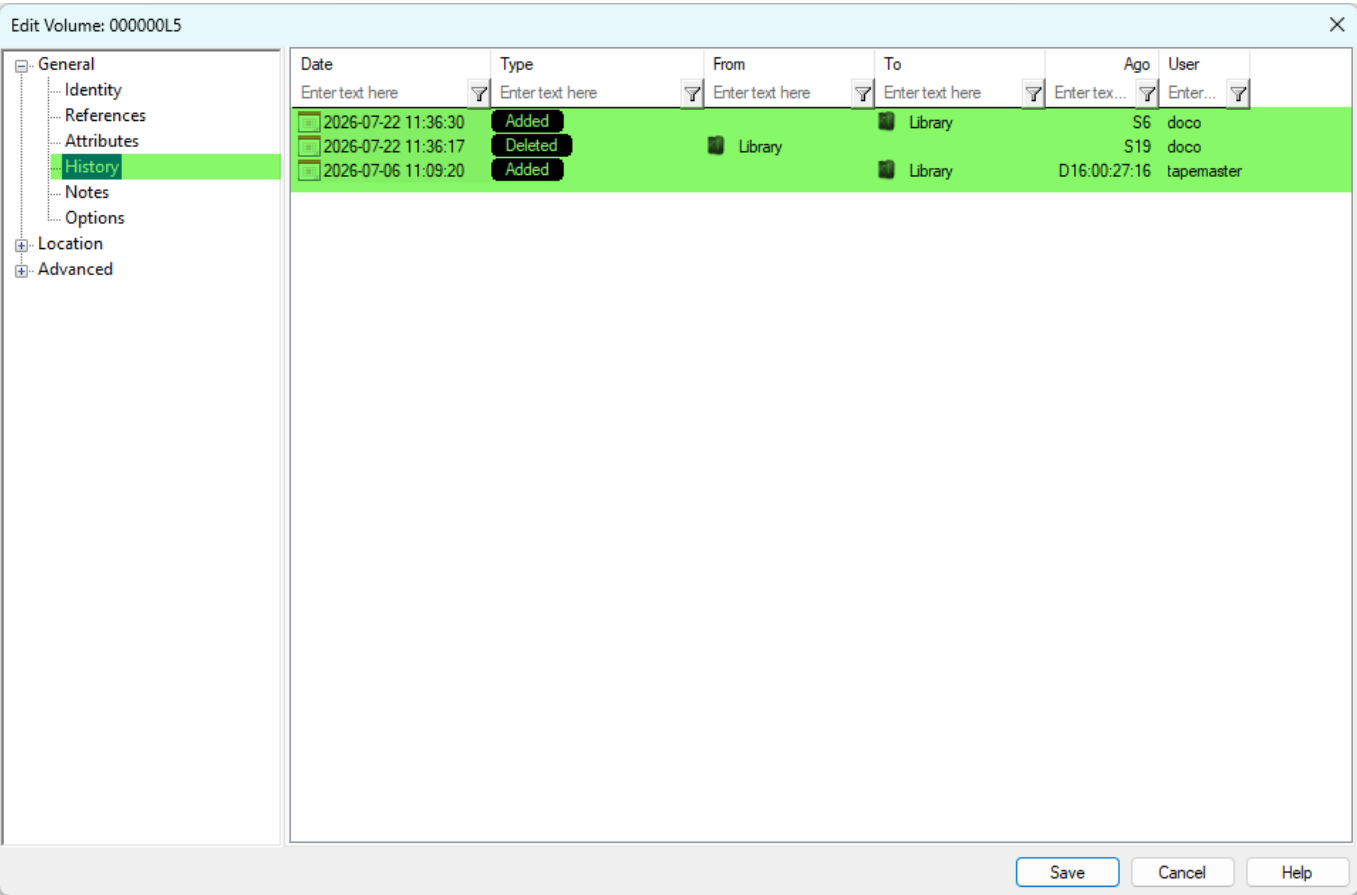
Click **Delete Volumes** and **Yes** to the delete confirmation to delete the **Volumes**.



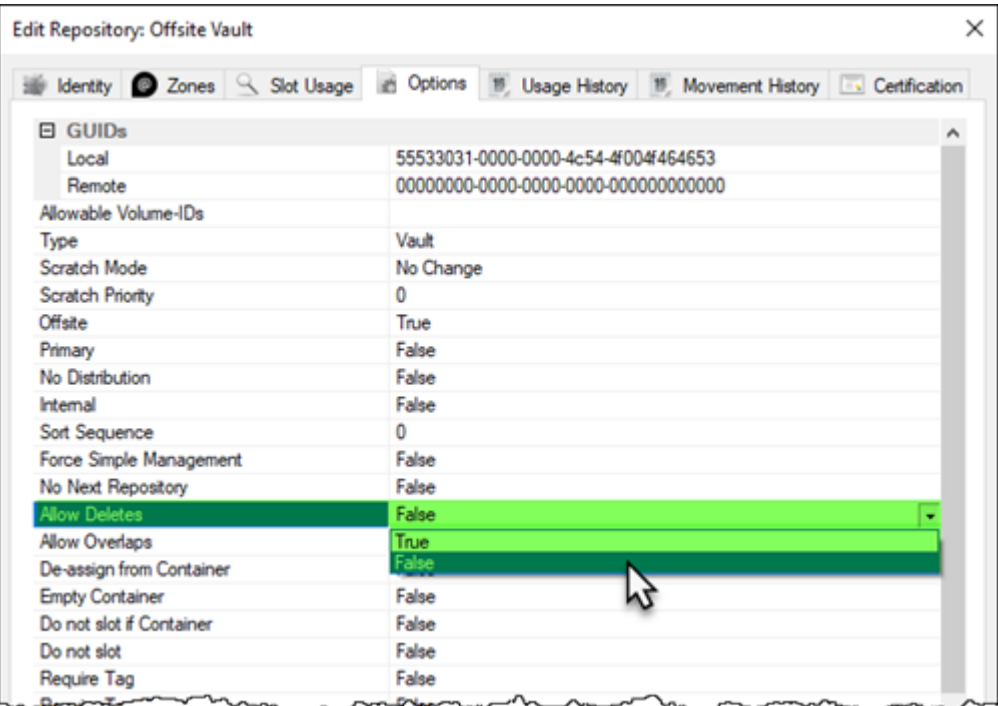
As deleting **Volumes** is permanent, clicking **No** to the delete confirmation is your last opportunity to cancel the delete function.

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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