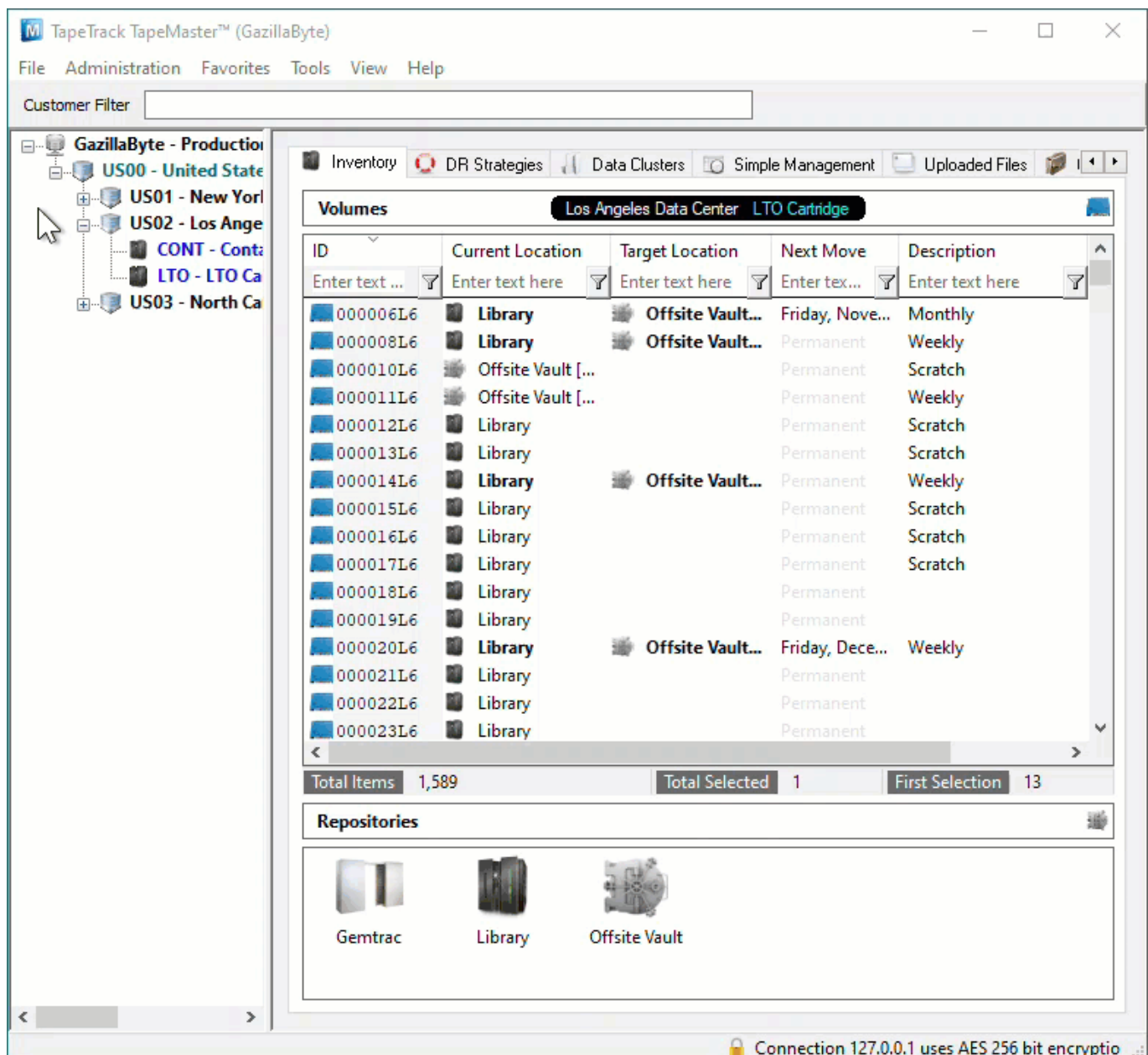


Adding and Maintaining Volumes

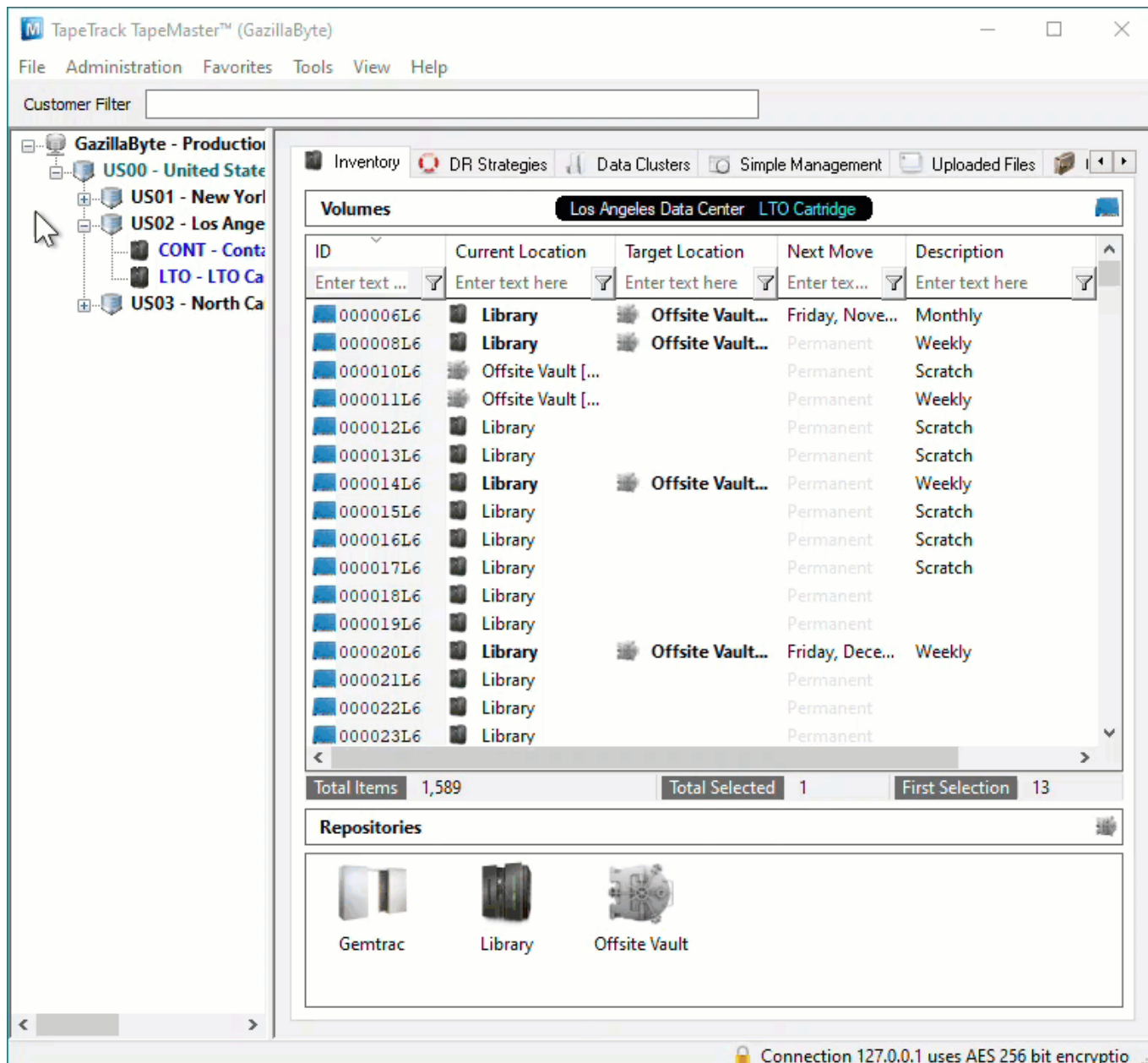
Adding Individual Volumes

To add a [Volume](#) either:

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



- Right-click in the Inventory window and select Add.



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

This will open the Edit New Volume window.

In the Edit New Volume window enter the [Volume-ID](#) of the new [Volume](#) to be added. Volume-ID's must be unique within a [Customer/Media Type](#) scope and must be between 1 and 10 alphanumeric characters long.

Click Save to add [Volume](#).

Edit New Volume

Volume Attributes

Customer-ID: US02 Los Angeles Data Center

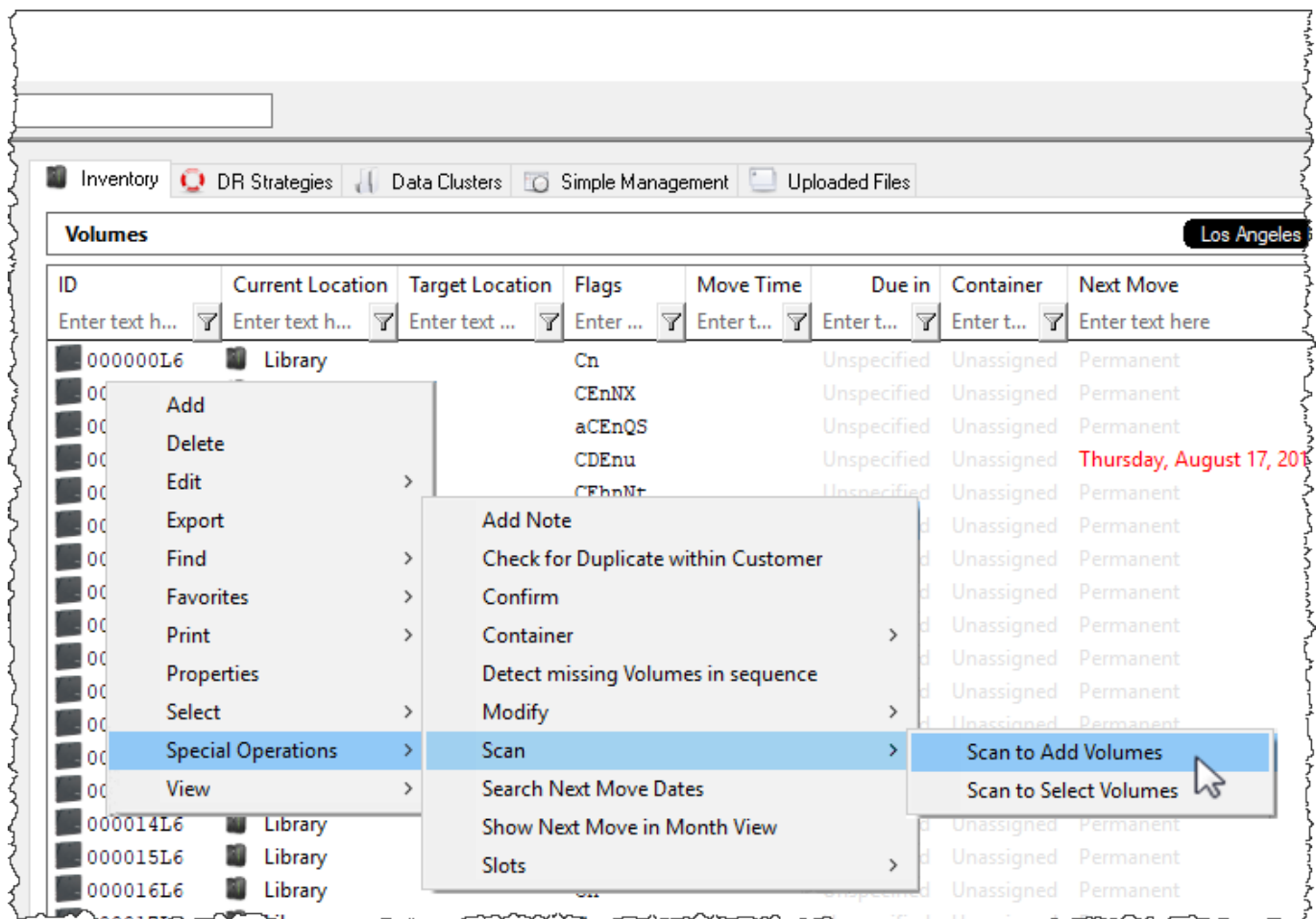
Media-ID: LTO LTO Cartridge

Volume-ID: 000123L6

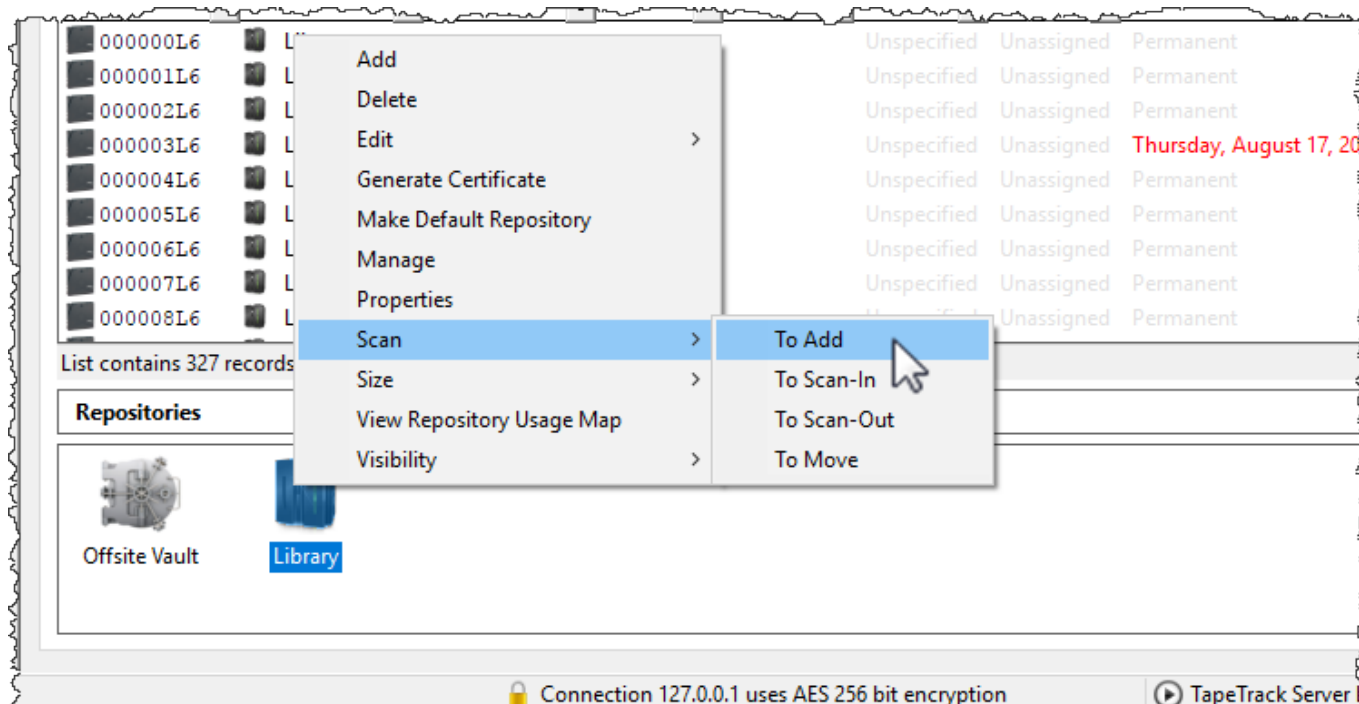
Barcode: 000123L6

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.



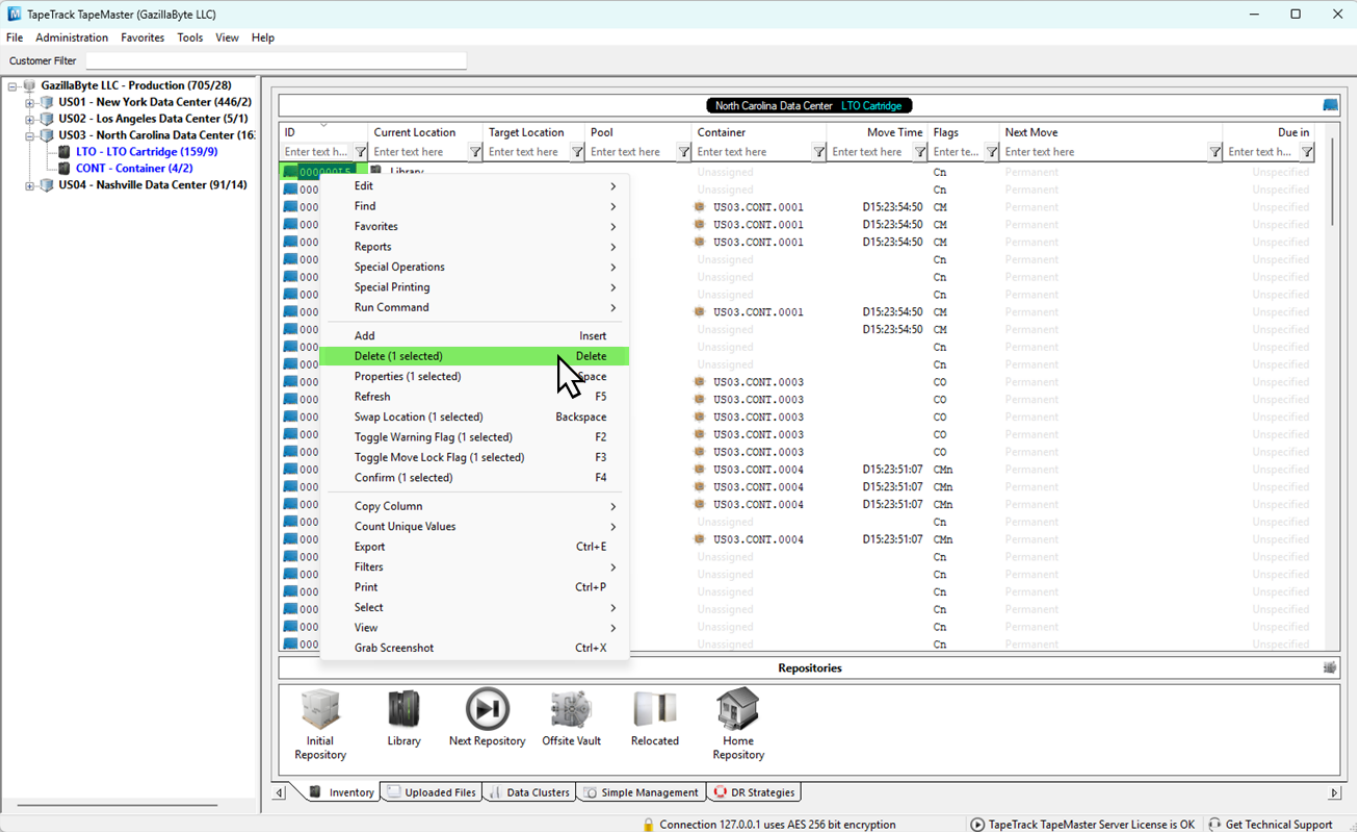
Deleting Volumes



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

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

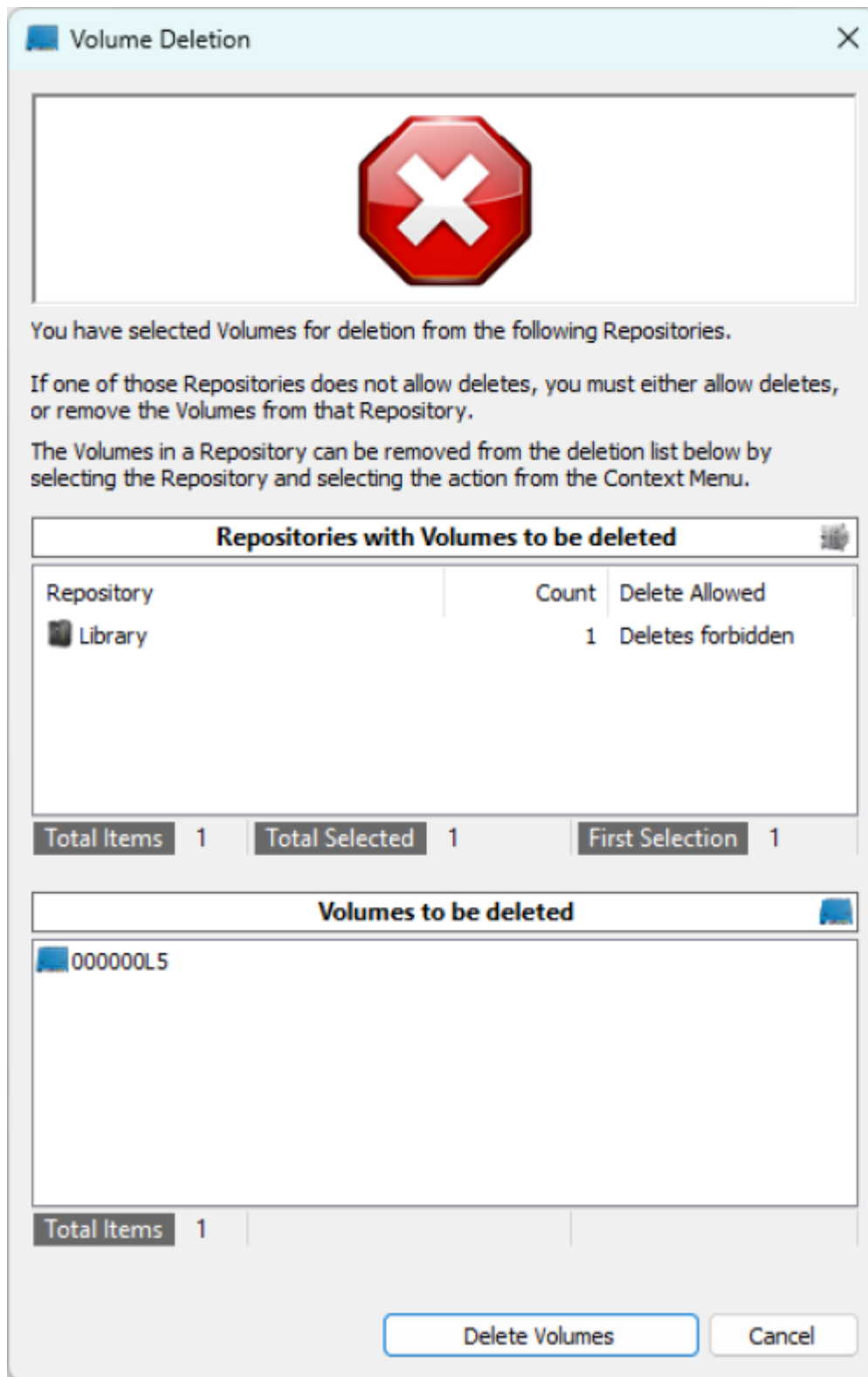
Right-click highlighted **Volumes** and select **Delete**, or press **Delete (DEL)** on the keyboard.



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.



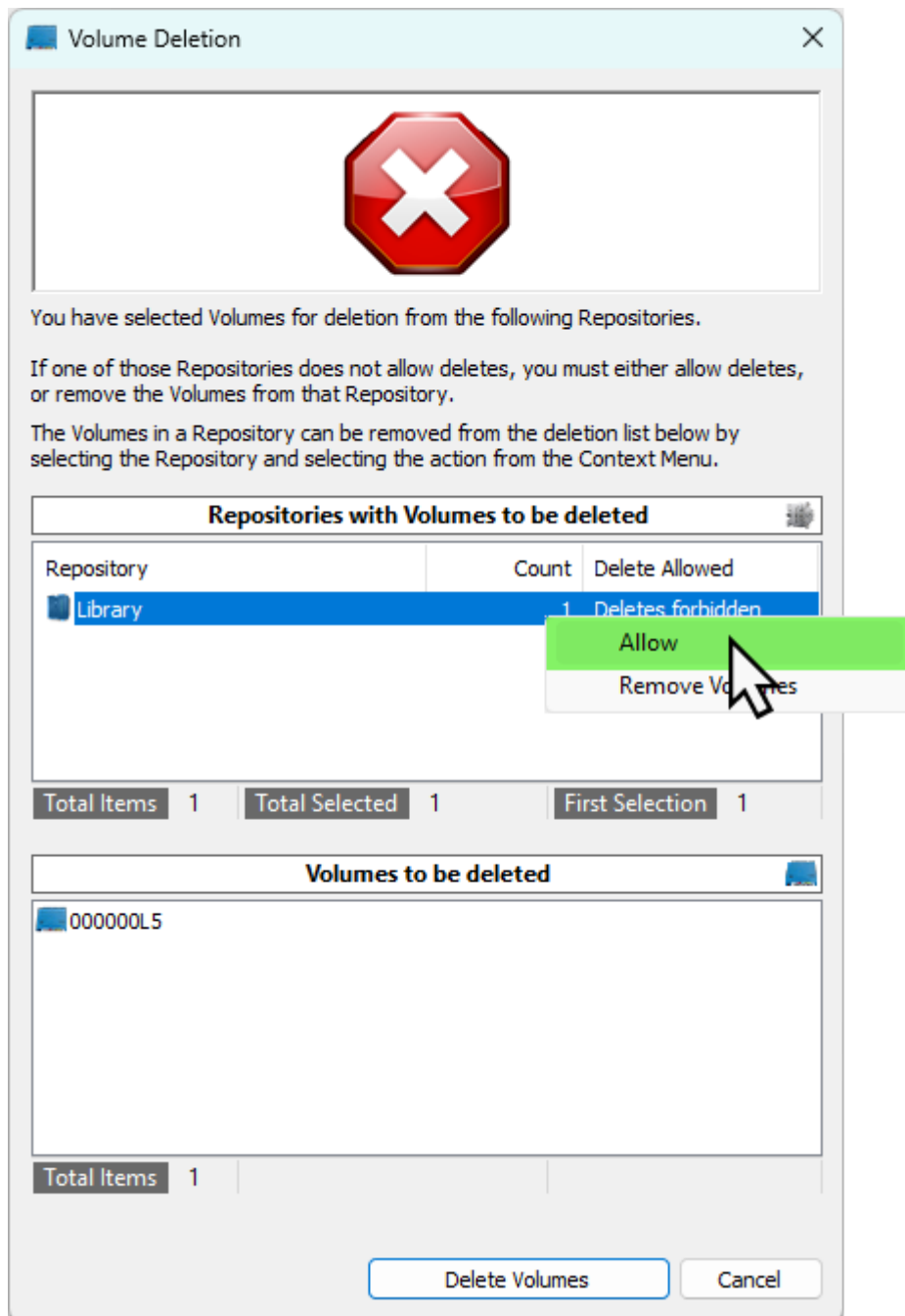
If the **Volume Deletion** window is not displayed it is because you are running an outdated version of TapeMaster. Instructions to delete **Volumes** in older versions of TapeMaster can be found [here](#)



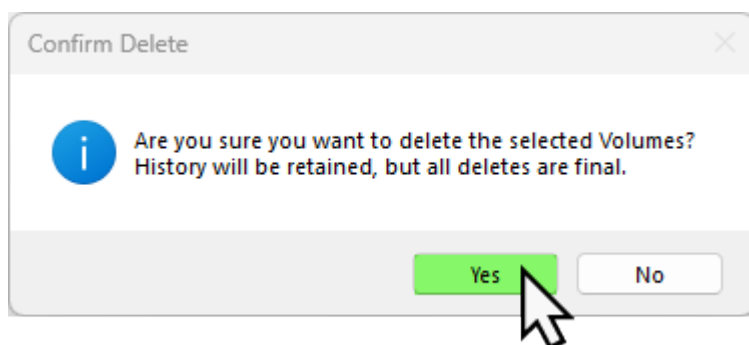
Each row in the top pane will, along with the [Repository Description](#) (or ID), list the number of [Volumes](#) for deletion and the delete status of either **Deletes Allowed** or **Deletes Forbidden**.

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.



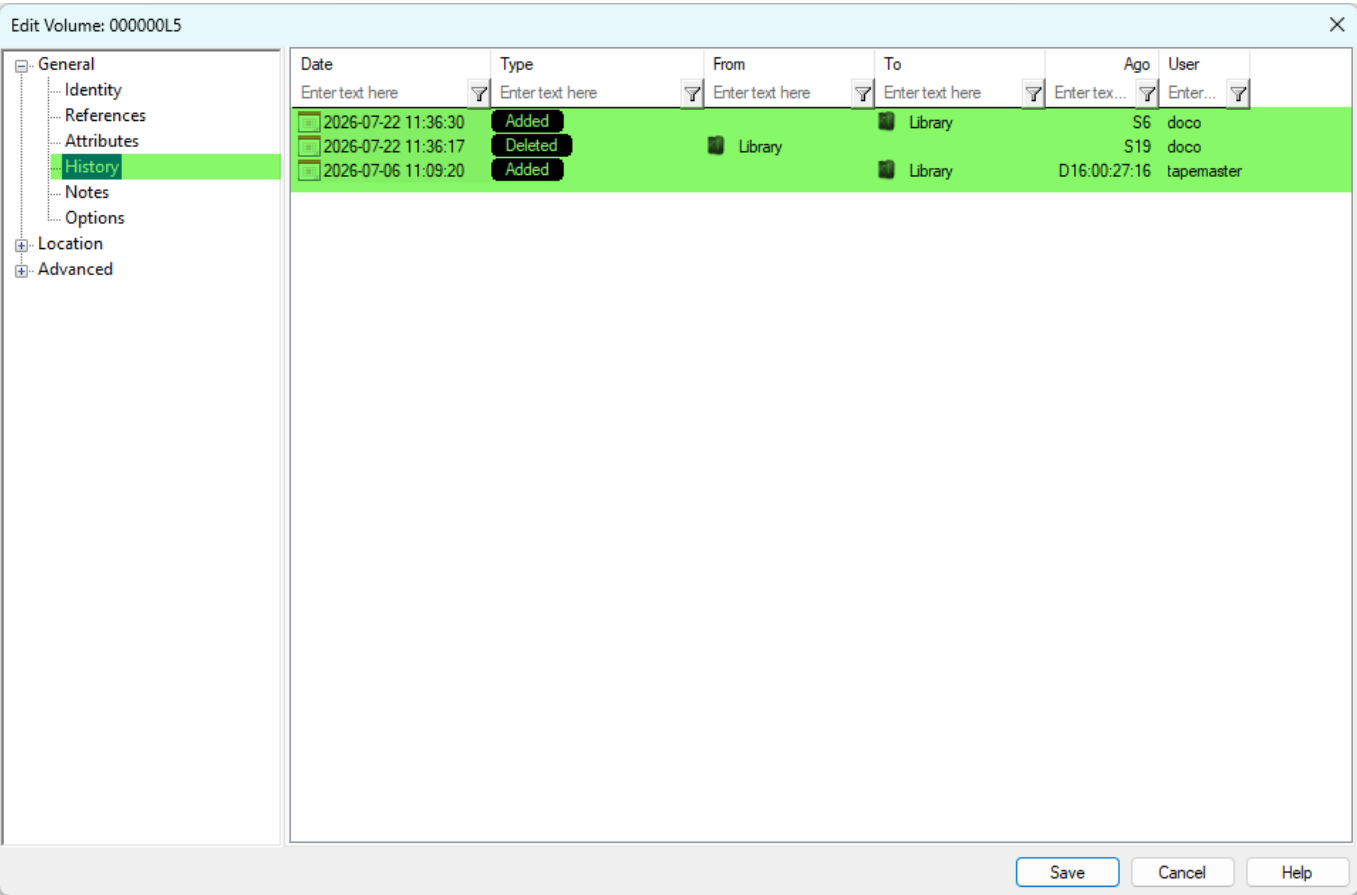
Click **Delete Volumes** and **Yes** to the delete confirmation to delete the **Volumes**.



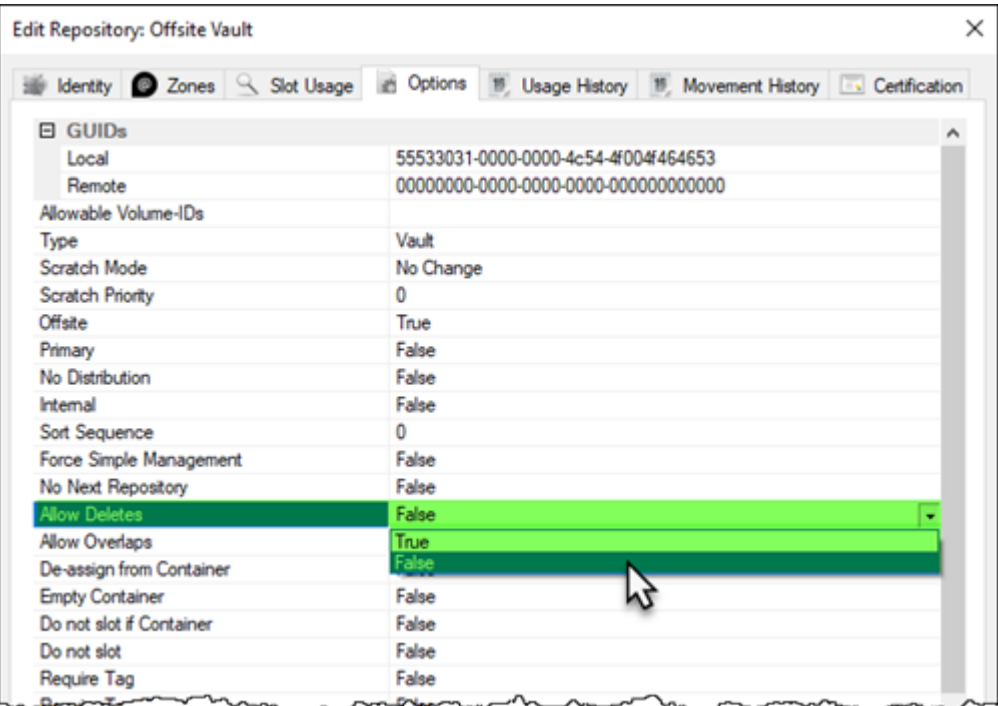
As deleting **Volumes** is permanent, clicking **No** to the delete confirmation is your last opportunity to cancel the delete function.

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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