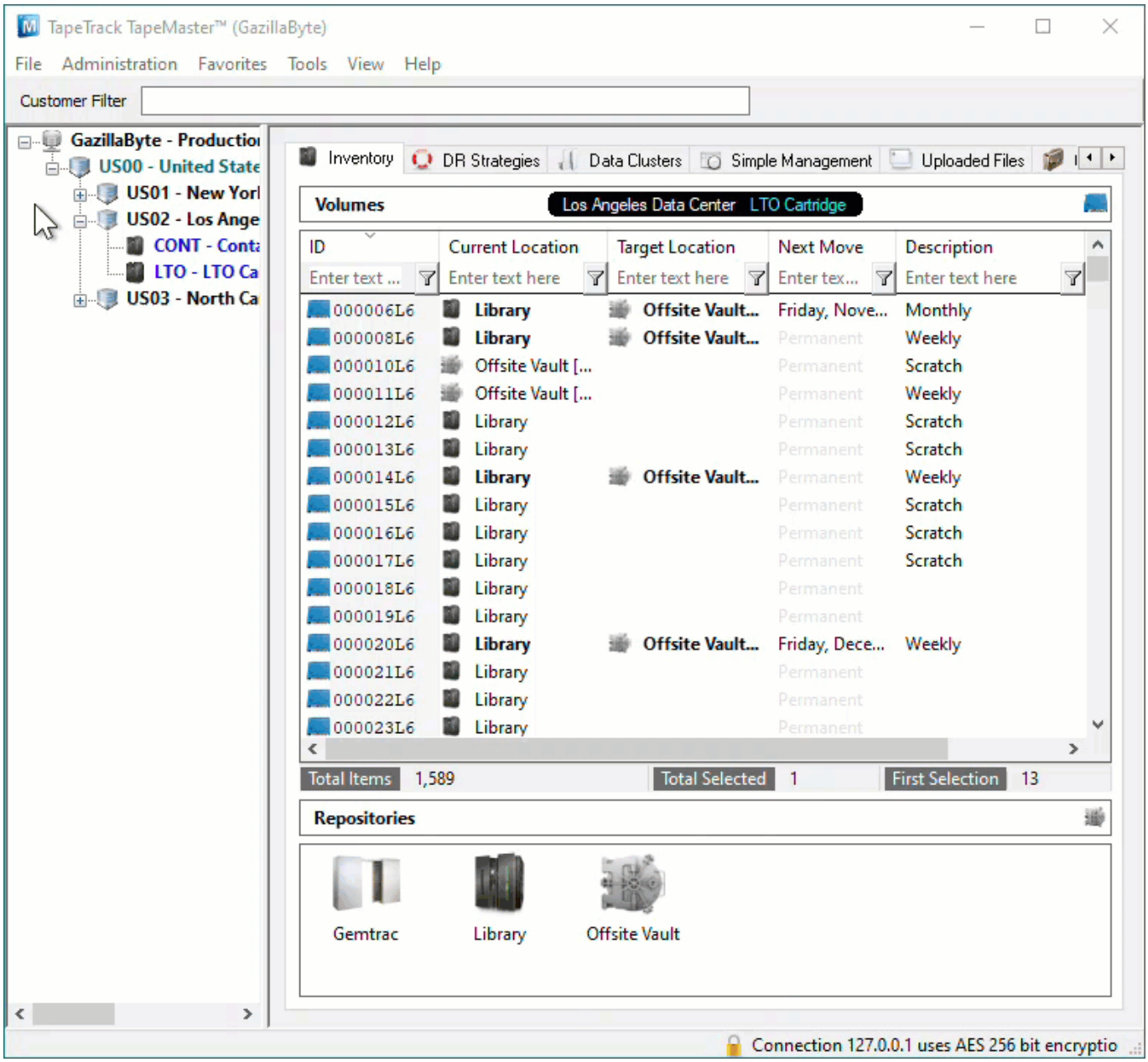
# Adding and Maintaining Volumes

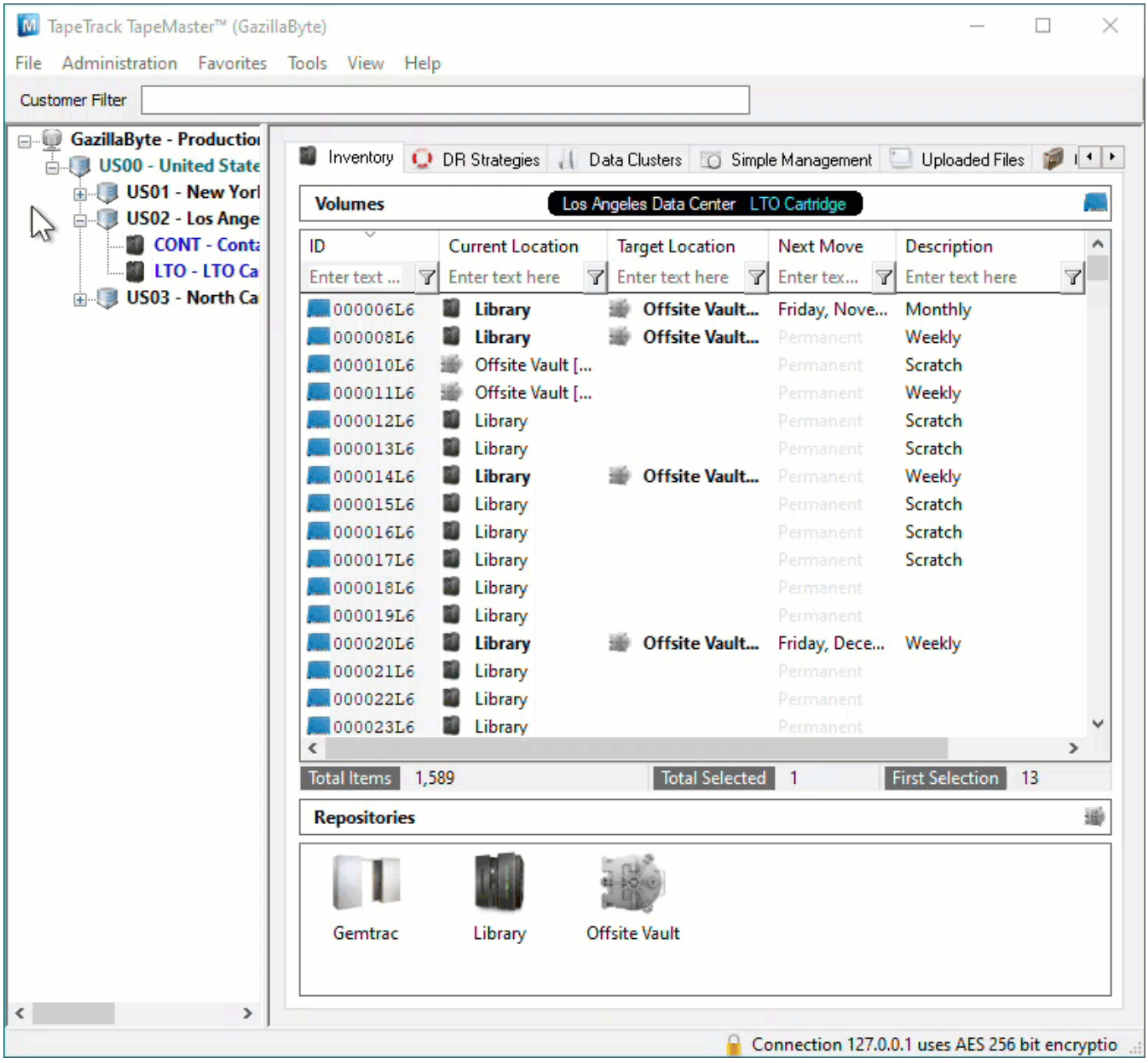
## Adding Individual Volumes

To add a Volume either:

- Right-click on a Media Type and select `Add Volume`.



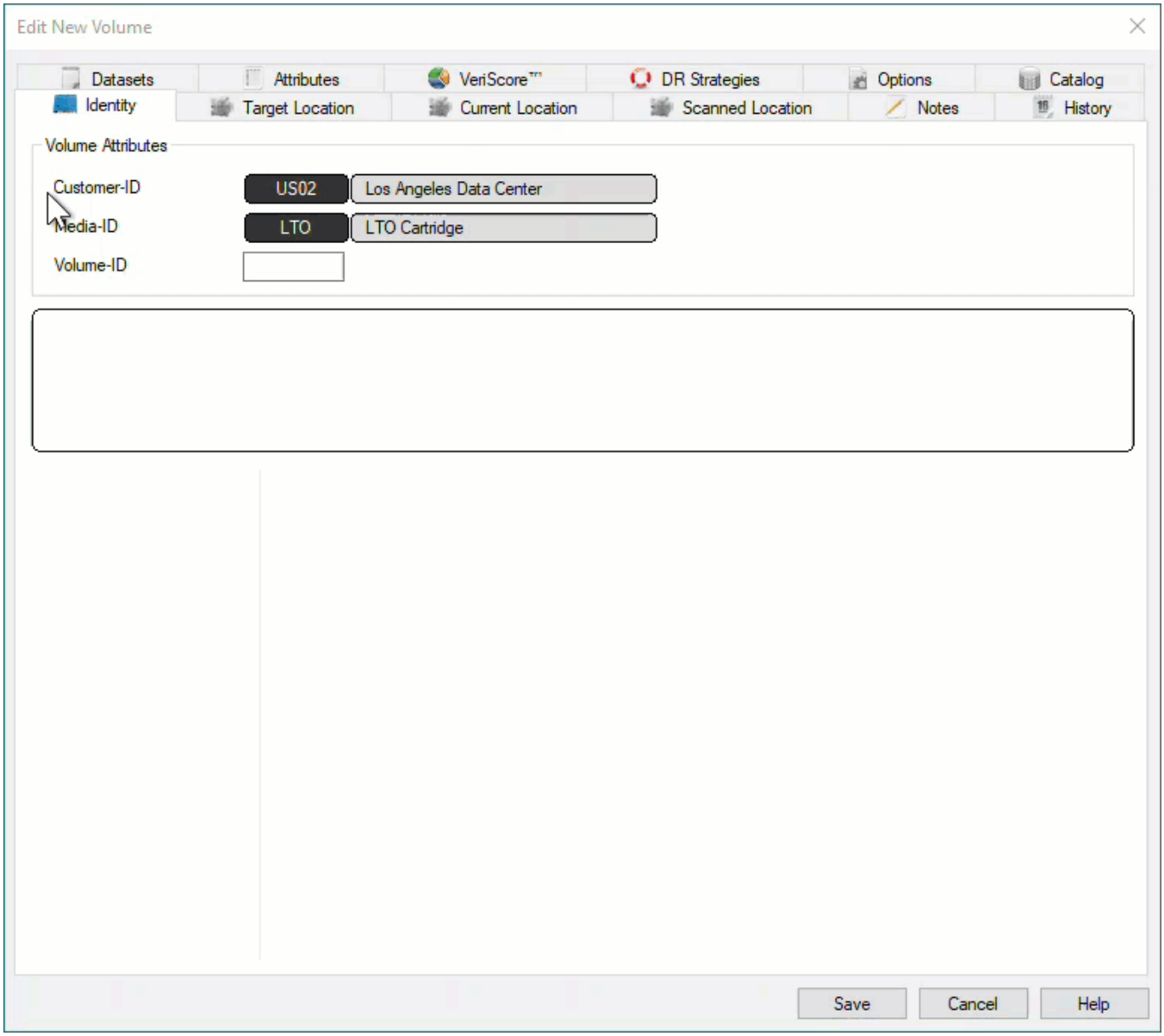

- Right-click in the Inventory window and select Add.




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

This will open the `Edit New Volume` window.

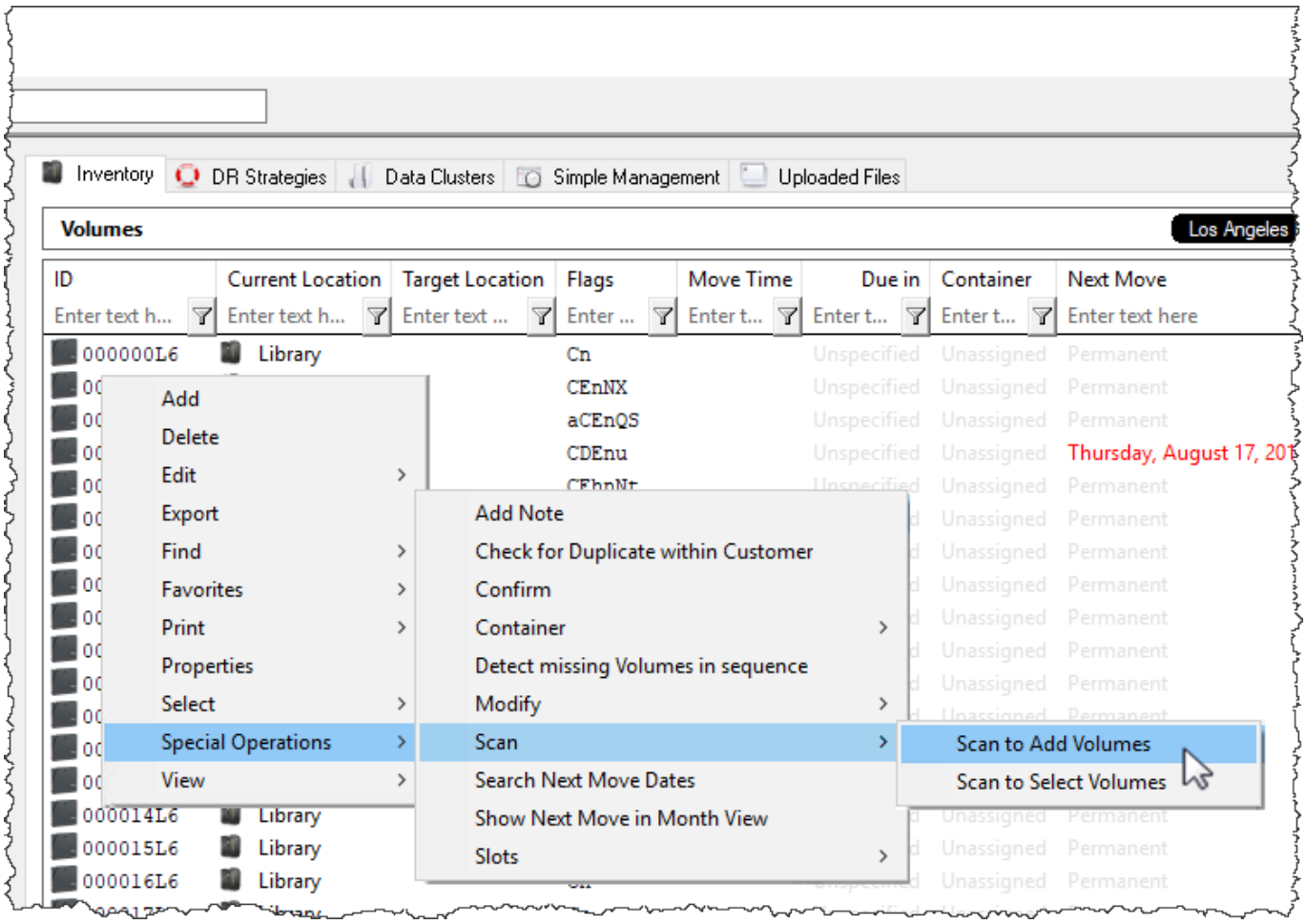
In the `Edit New Volume` window enter the Volume-ID of the new Volume to be added. Volume-ID's must be unique within a Customer/Media Type scope and must be between 1 and 10 alphanumeric characters long.



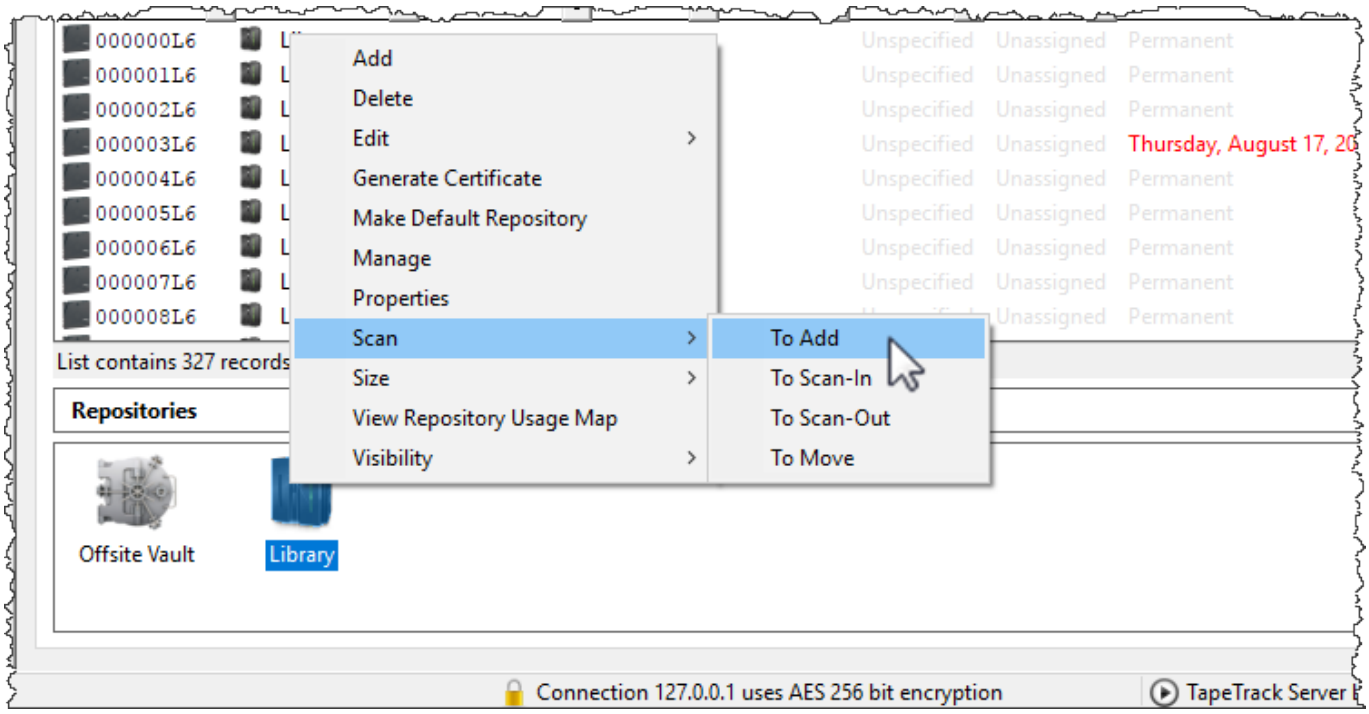

Click Save to add Volume.

## Adding Multiple 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.

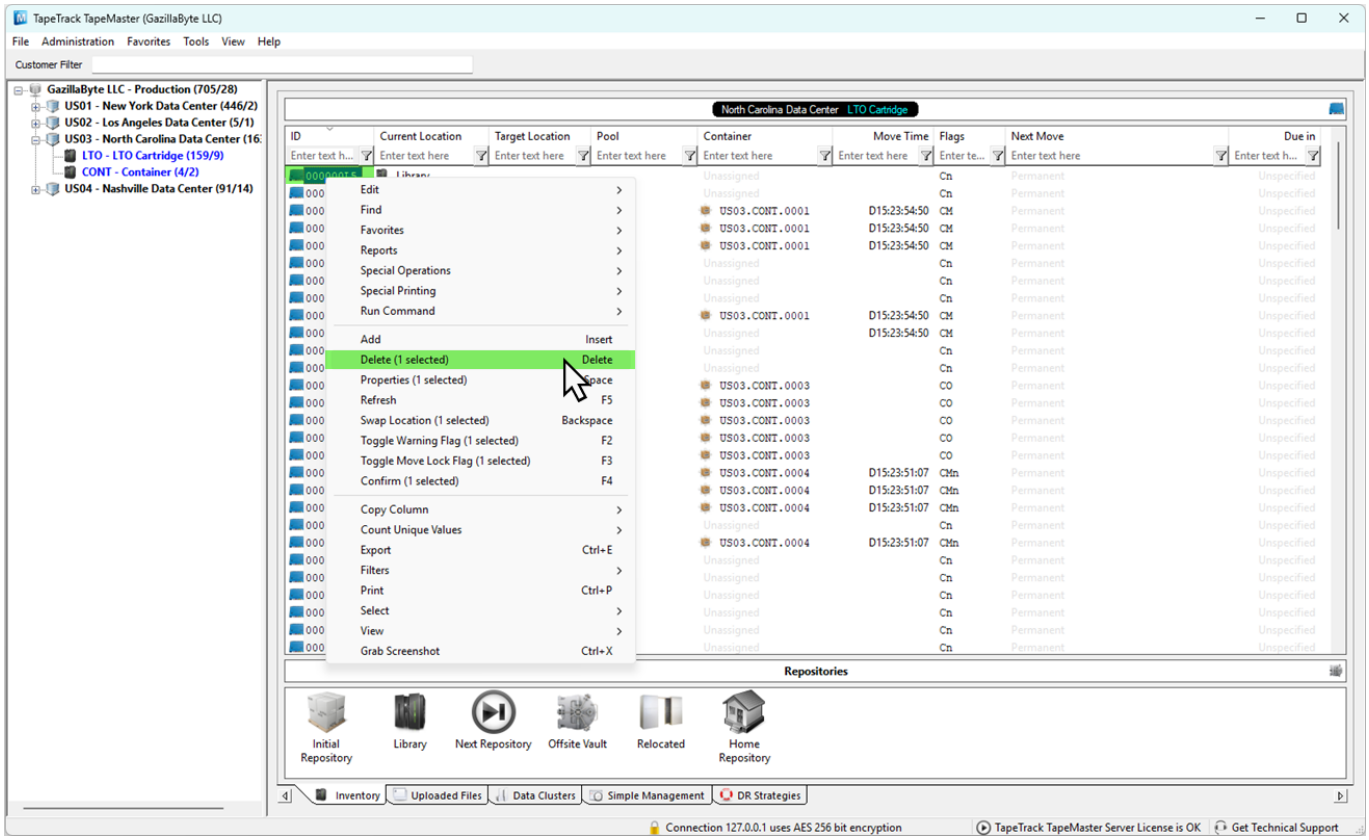


# Deleting Volumes

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

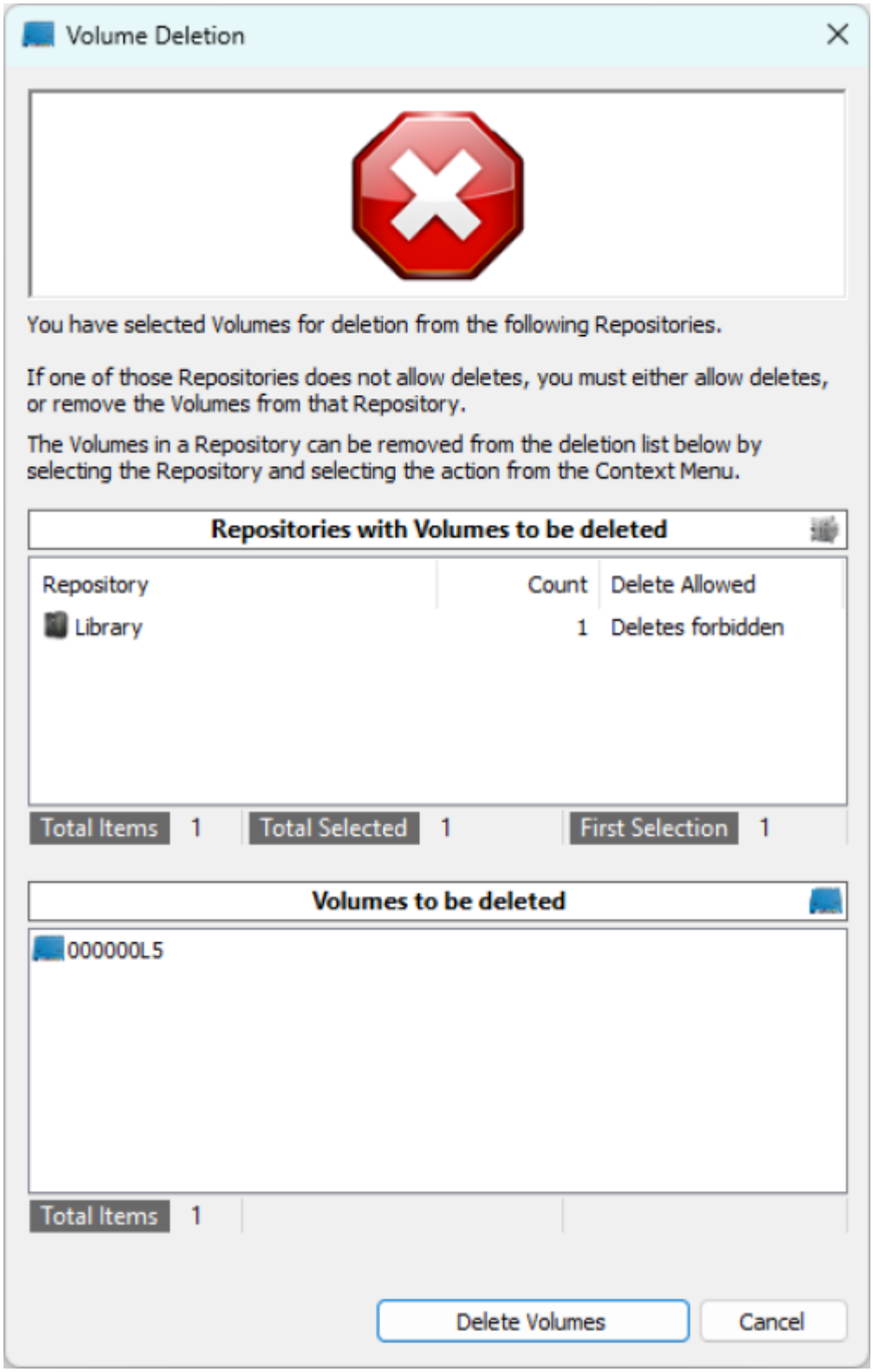
Select the required Volume , or range of Volumes from the inventory window you want to delete.

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.

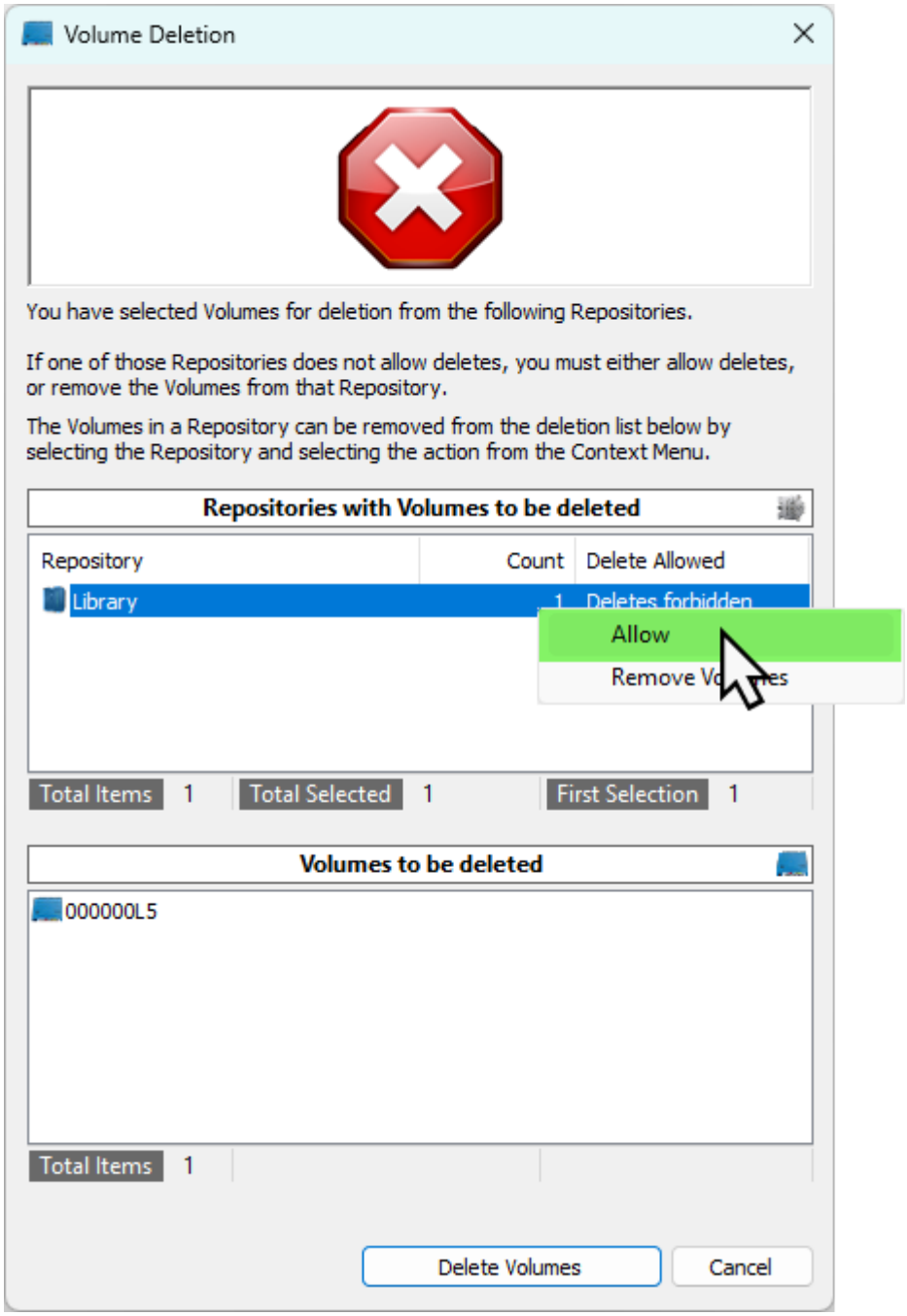
If the **Volume Deletion** window is not displayed it is because you are running an outdated version of TapeMaster. Instructions to delete Volumes in older versions of TapeMaster can be found here



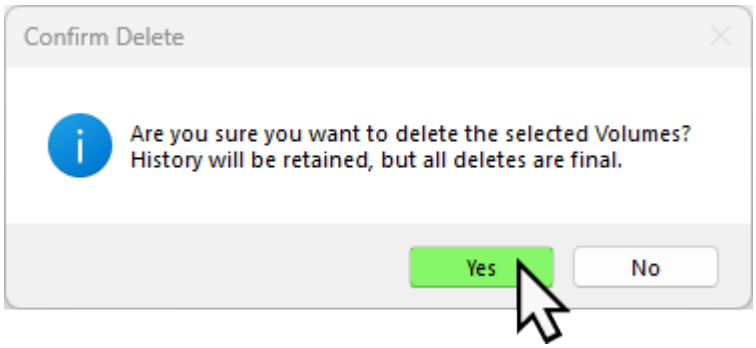

Each row in the top pane will, along with the Repository Description (or ID), list the number of Volumes for deletion and the delete status of either **Deletes Allowed** or **Deletes Forbidden**.

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.



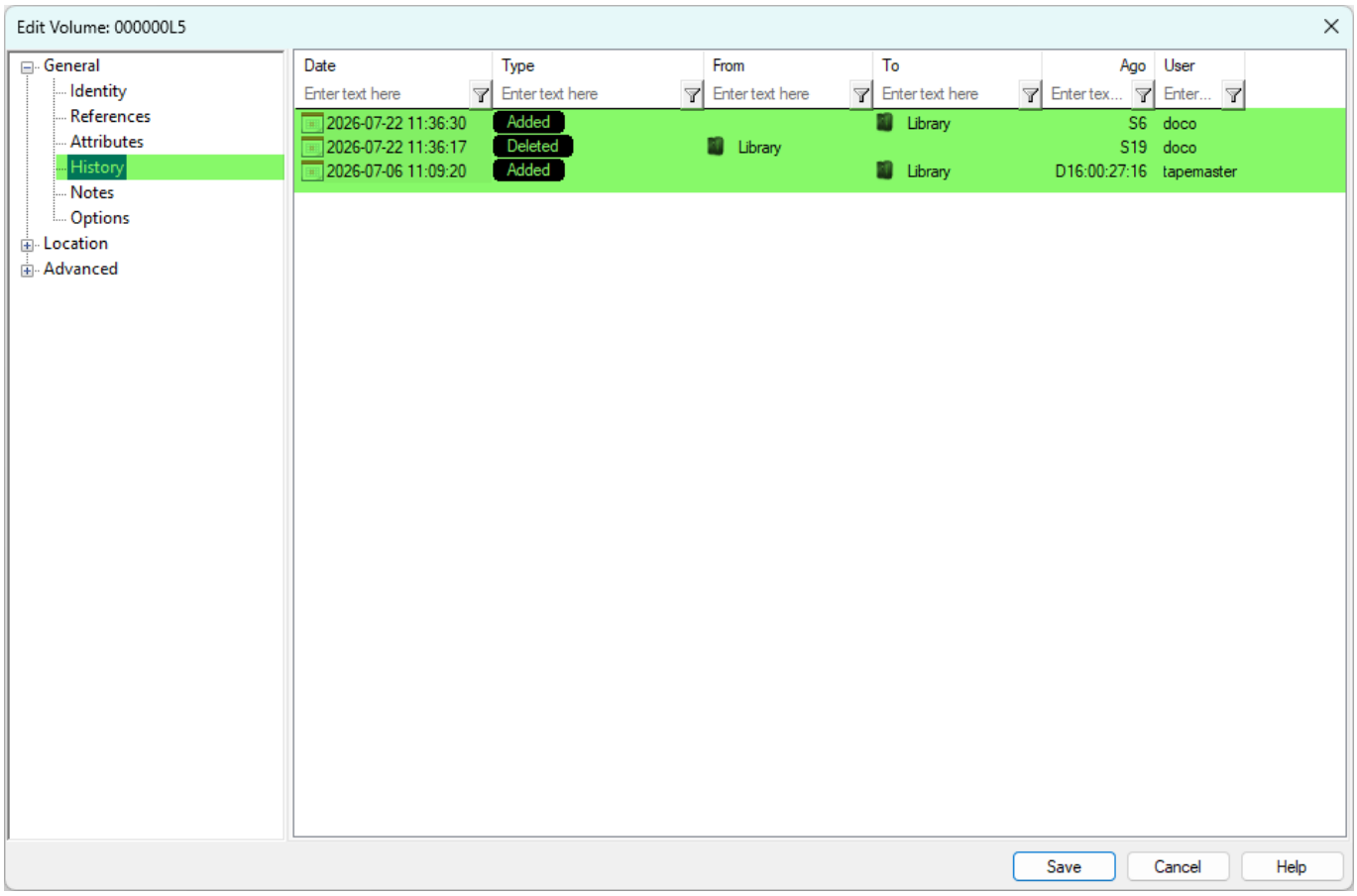

Click `Delete Volumes` and `Yes` to the delete confirmation to delete the Volumes.



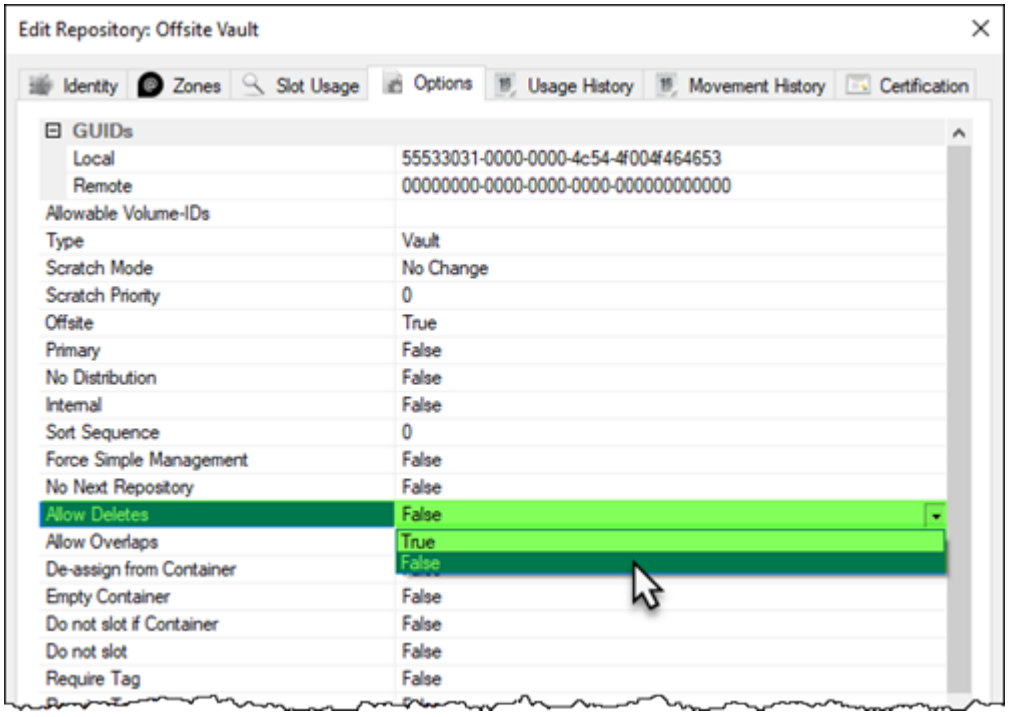

As deleting Volumes is permanent, clicking `No` to the delete confirmation is your last opportunity to cancel the delete function.

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.

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

Permanent link:
**https://docs.tapetrack.com/master/volumes?rev=1627951579**

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