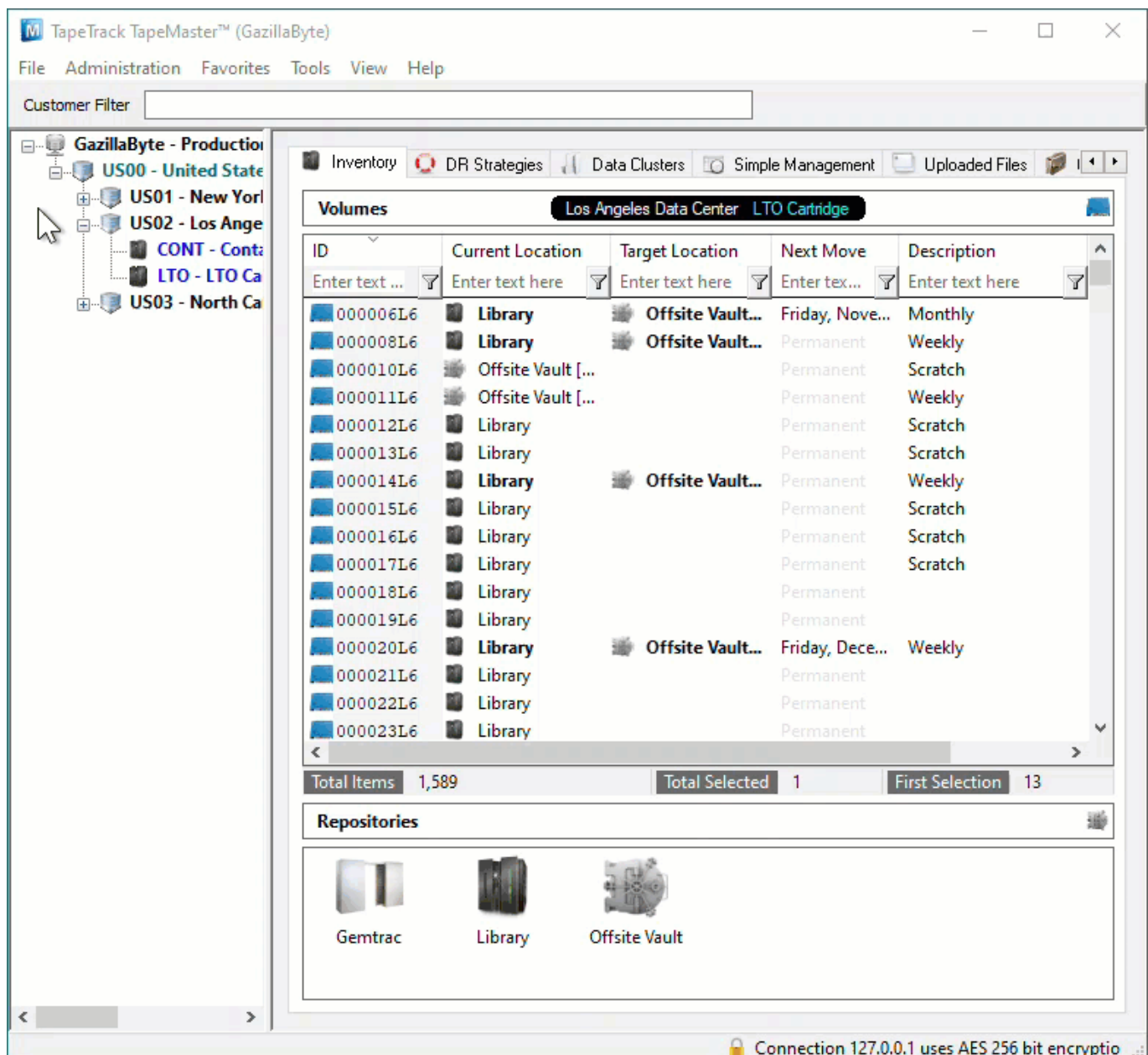


Adding and Maintaining Volumes

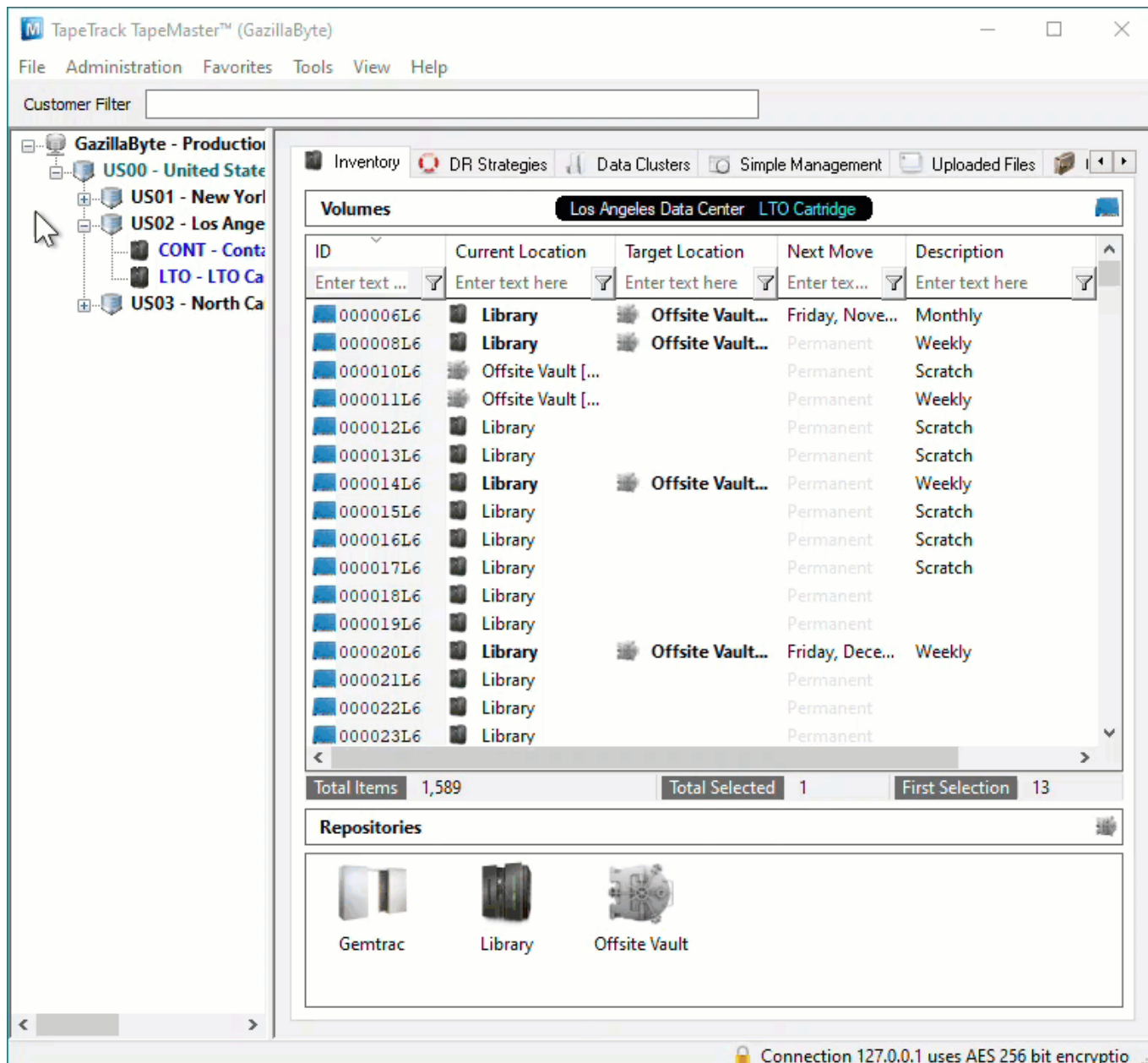
Adding Individual Volumes

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.

Volume Attributes

Customer-ID	US02	Los Angeles Data Center
Media-ID	LTO	LTO Cartridge
Volume-ID		

Save Cancel Help

Click Save to add [Volume](#).

Adding Multiple Volumes

Adding multiple Volumes can be accomplished using several different methods.

- Scanning Volumes using the Scan To Add process, best suited to adding small groups of Volumes with a scanner, keyboard or [GazillaByte CloudScan App](#).
- Pasting in Volumes from Windows Clipboard or file, best suited to adding new Volumes from emailed or file lists of Volume-ID's.
- [Importing Volumes from Excel file](#), best suited to adding Volumes and additional data from Excel sheets.
- Creating Volumes using the [Volume-ID Building](#) tool, .
- Importing Volumes from your Backup Software with TMSS10Sync.
 - [Backup Exec](#)
 - [Commvault](#)
 - [Data Protector](#)

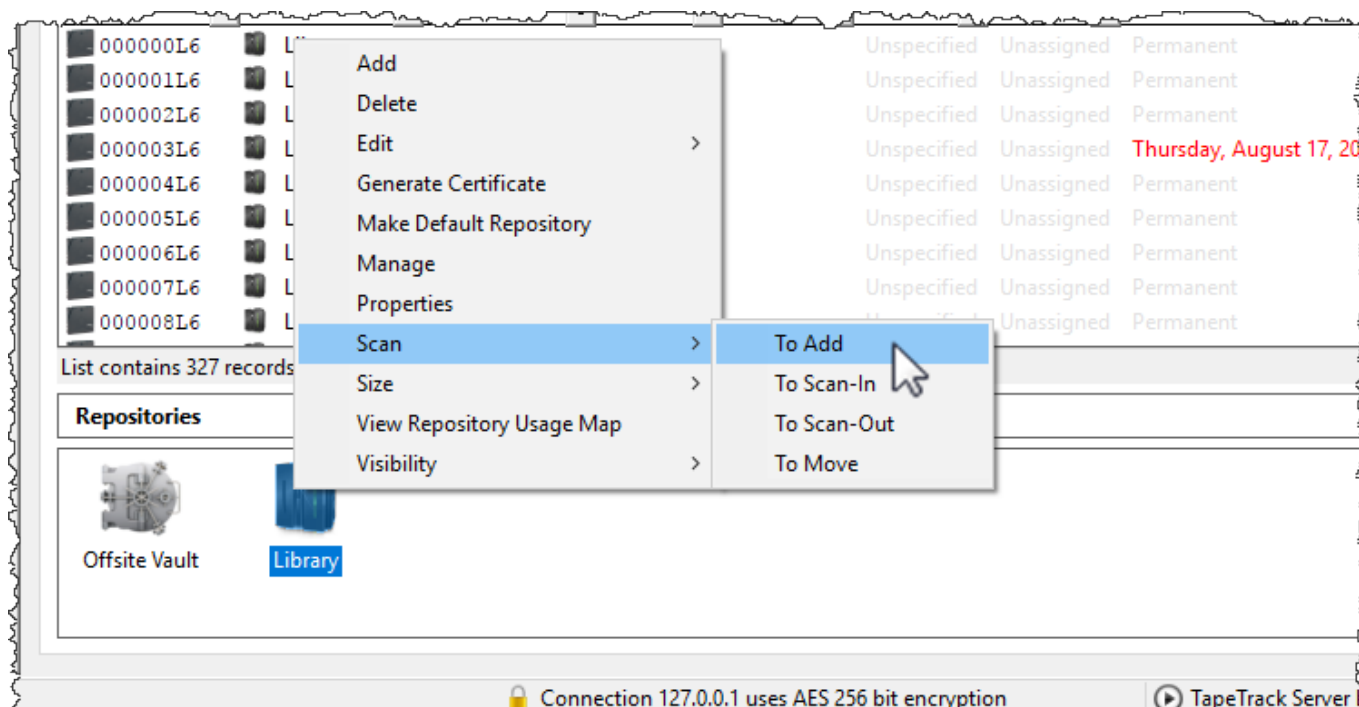
- [Netbackup](#)
- [Networker](#)
- [Tivoli Storage Manager](#)
- [VEEAM](#)

Scan To Add

To add [Volumes](#) to your default [Repository](#) (or Initial [Repository](#) if no default is set) right-click in the Volume List, navigate to Special Operations, and select Scan → Scan to Add Volumes to open the Scan In window.

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.

Scan your Volume Barcodes using a Barcode scanner to add [Volumes](#) to TapeTrack.



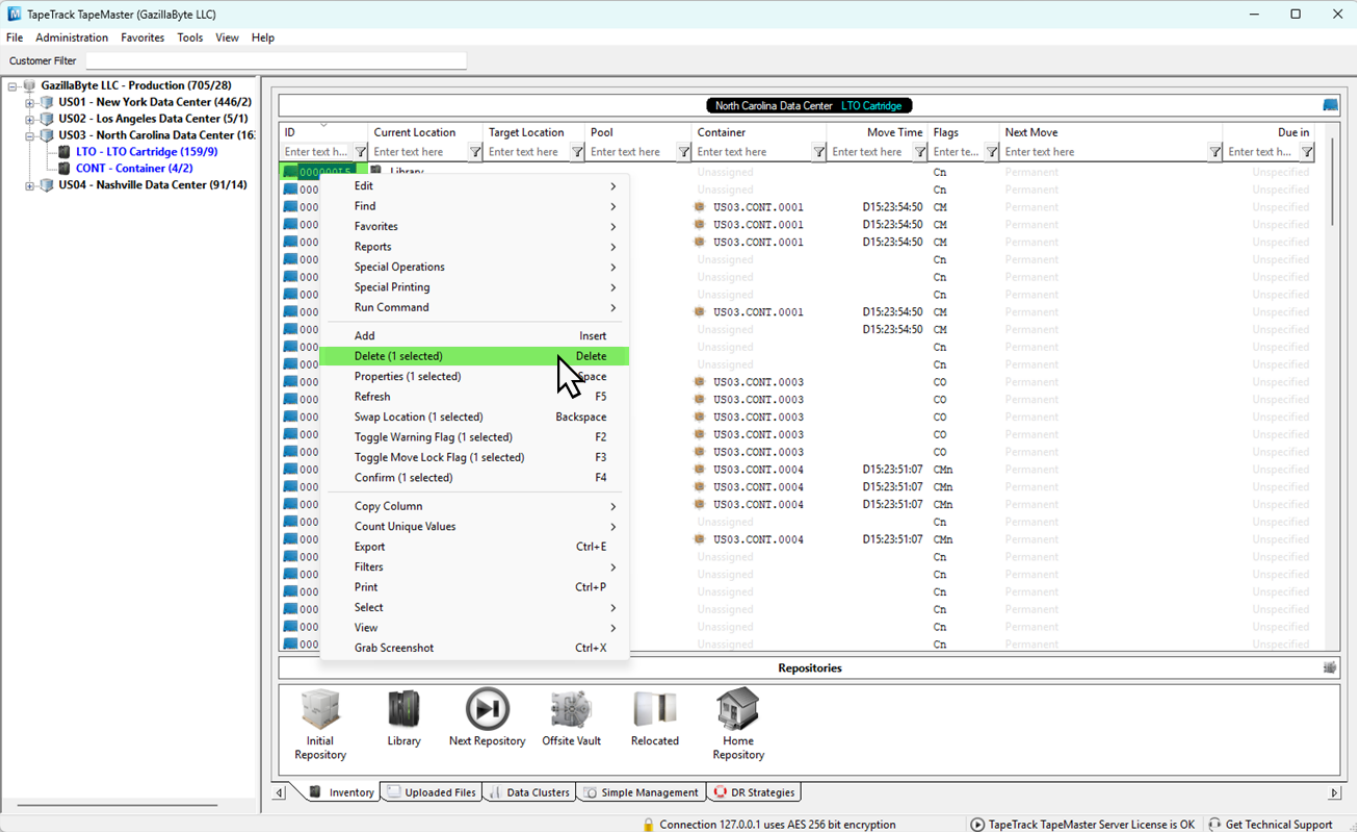
Deleting Volumes



You must have **Alter** rights to delete [Volumes](#)

Select the required [Volume](#) , or range of [Volumes](#) from the inventory window you want to delete.

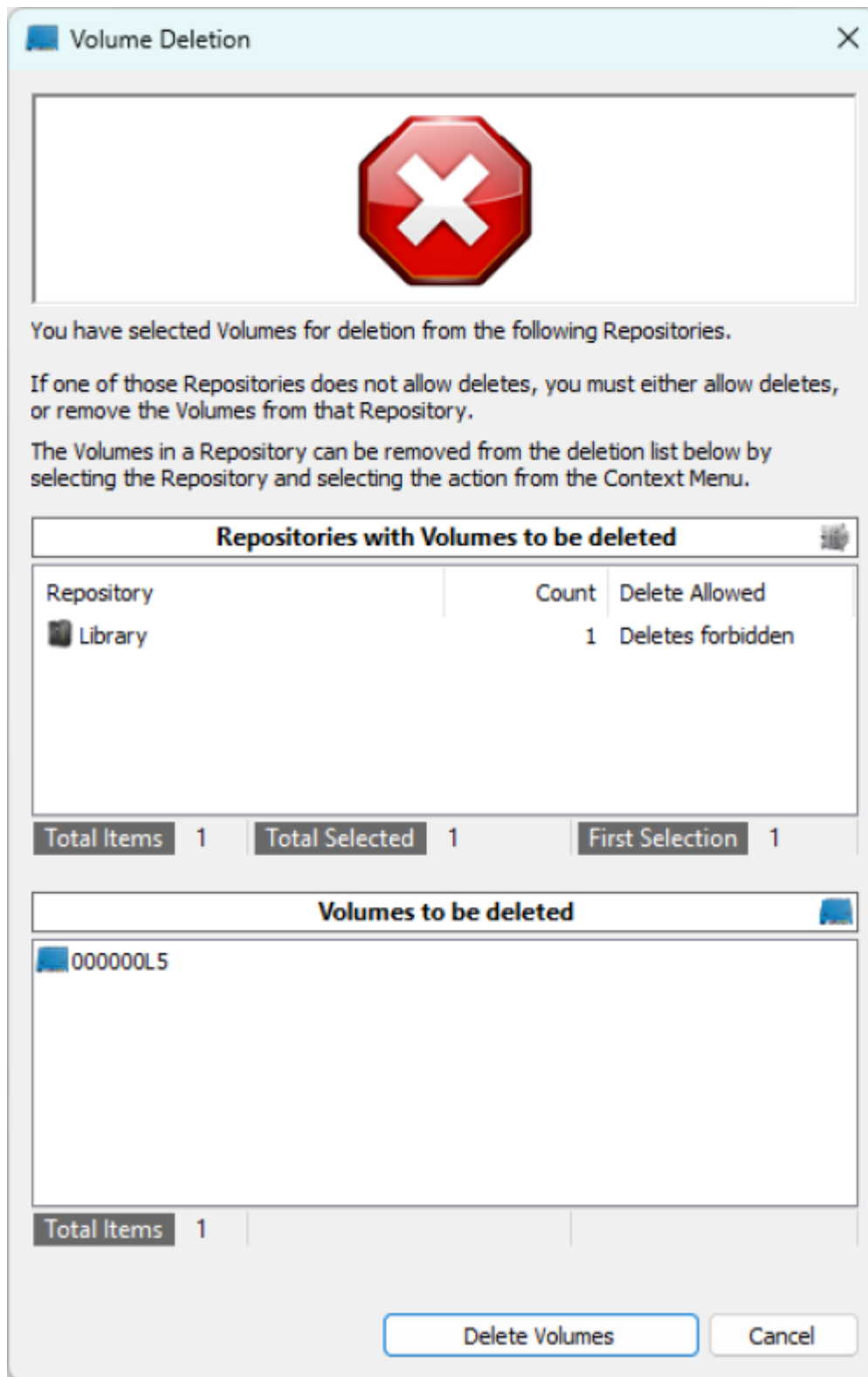
Right-click highlighted [Volumes](#) and select Delete, or press Delete (DEL) on the keyboard.



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.



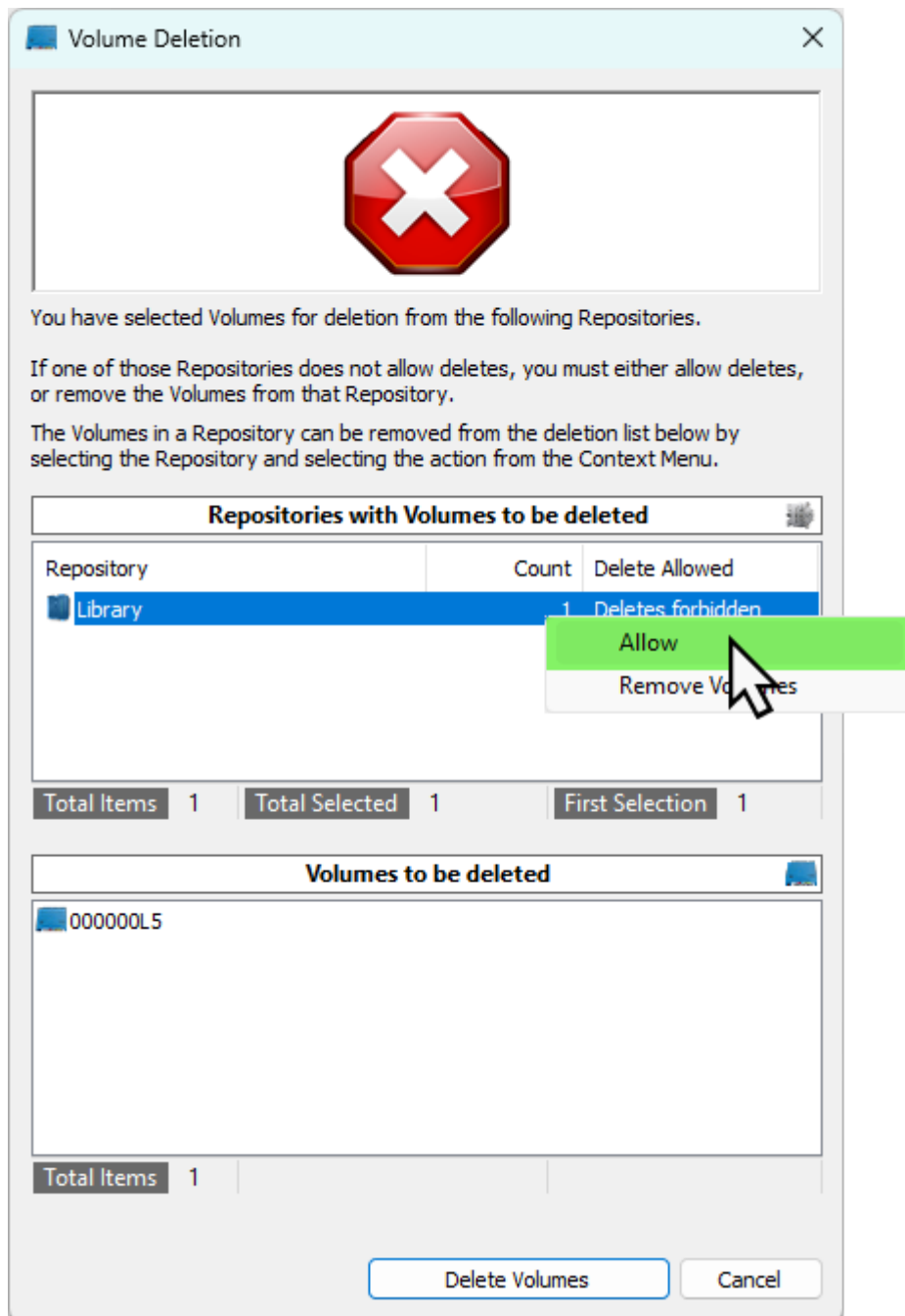
If the **Volume Deletion** window is not displayed it is because you are running an outdated version of TapeMaster. Instructions to delete **Volumes** in older versions of TapeMaster can be found [here](#)



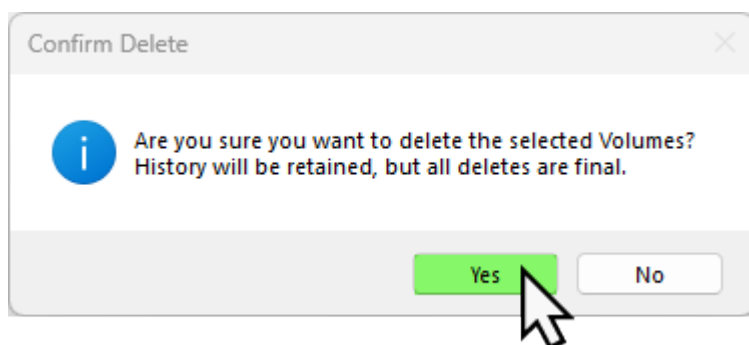
Each row in the top pane will, along with the [Repository Description](#) (or ID), list the number of [Volumes](#) for deletion and the delete status of either **Deletes Allowed** or **Deletes Forbidden**.

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.



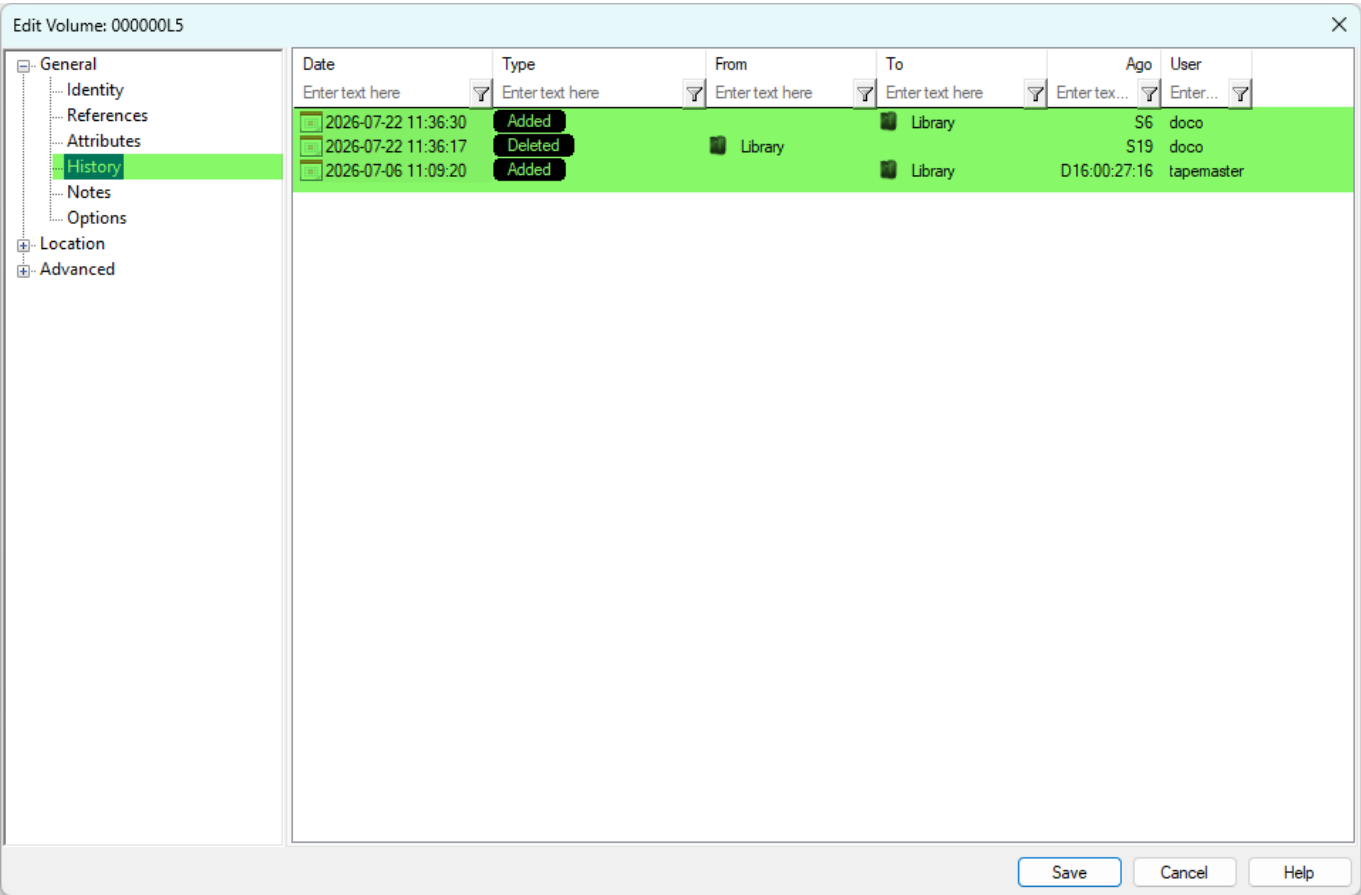
Click **Delete Volumes** and **Yes** to the delete confirmation to delete the **Volumes**.



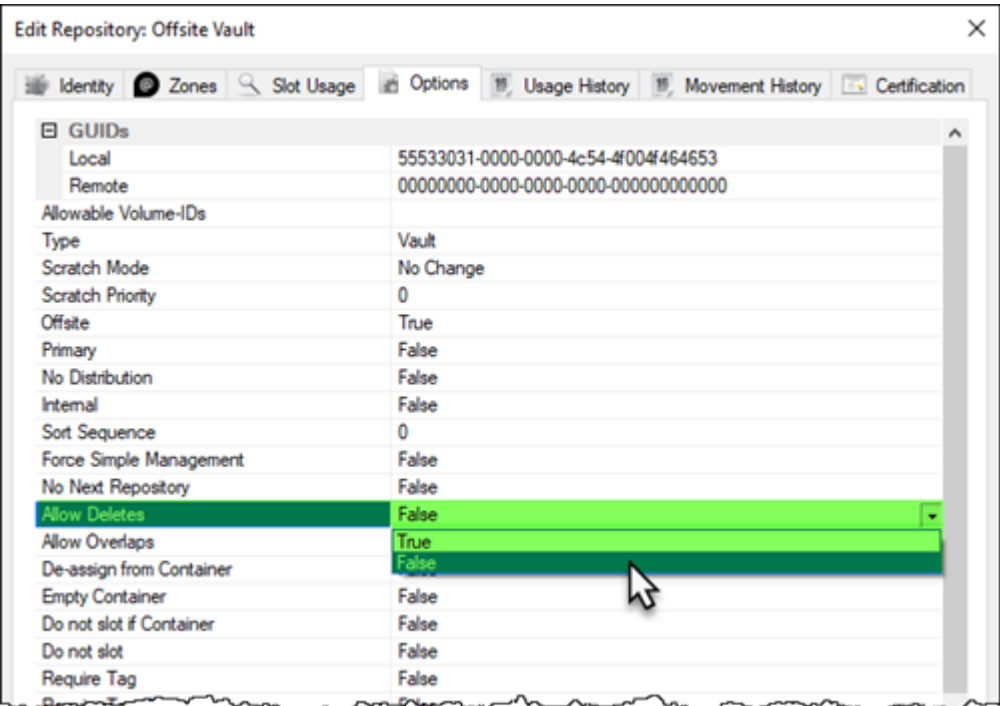
As deleting **Volumes** is permanent, clicking **No** to the delete confirmation is your last opportunity to cancel the delete function.

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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