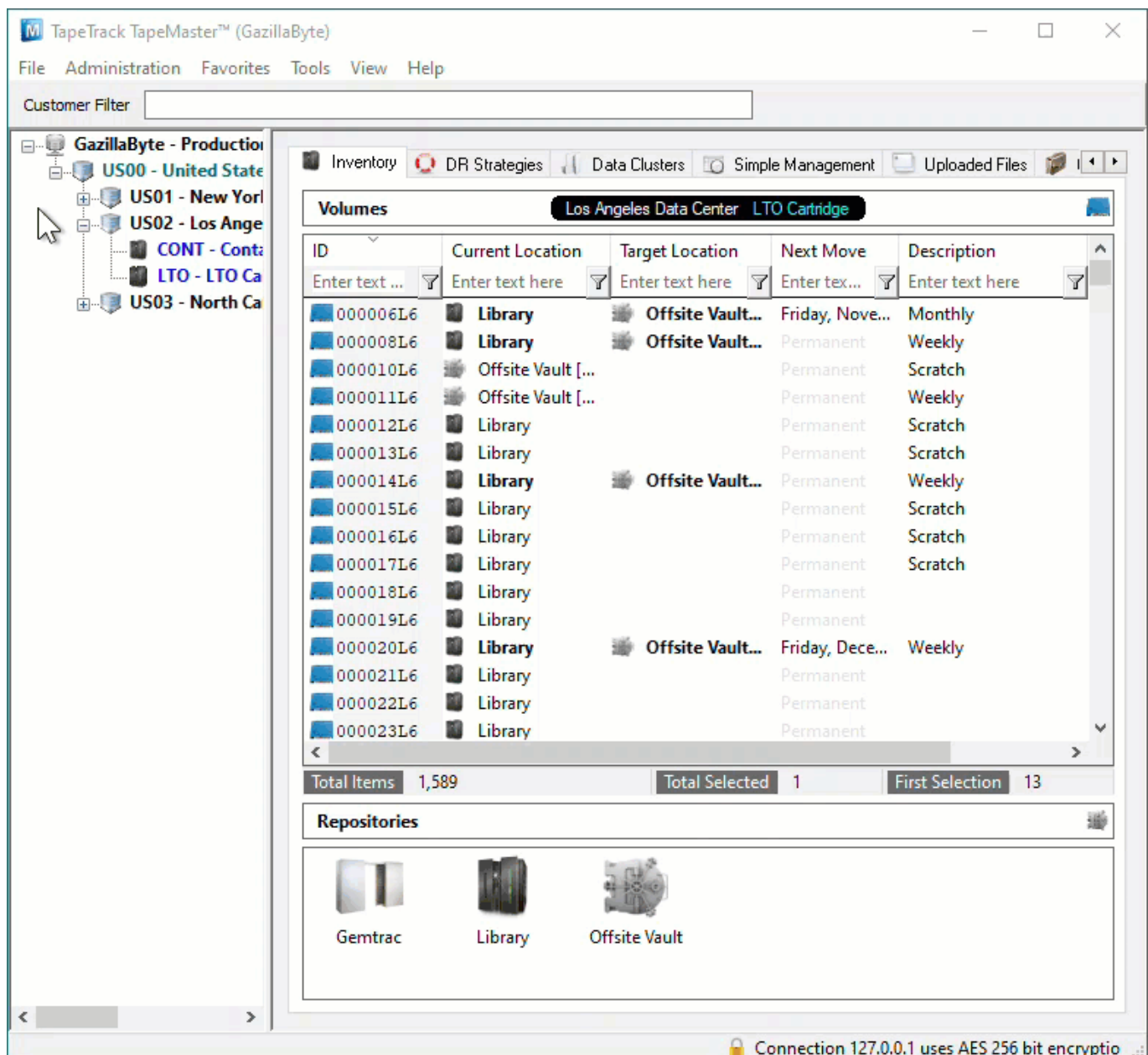


Adding and Maintaining Volumes

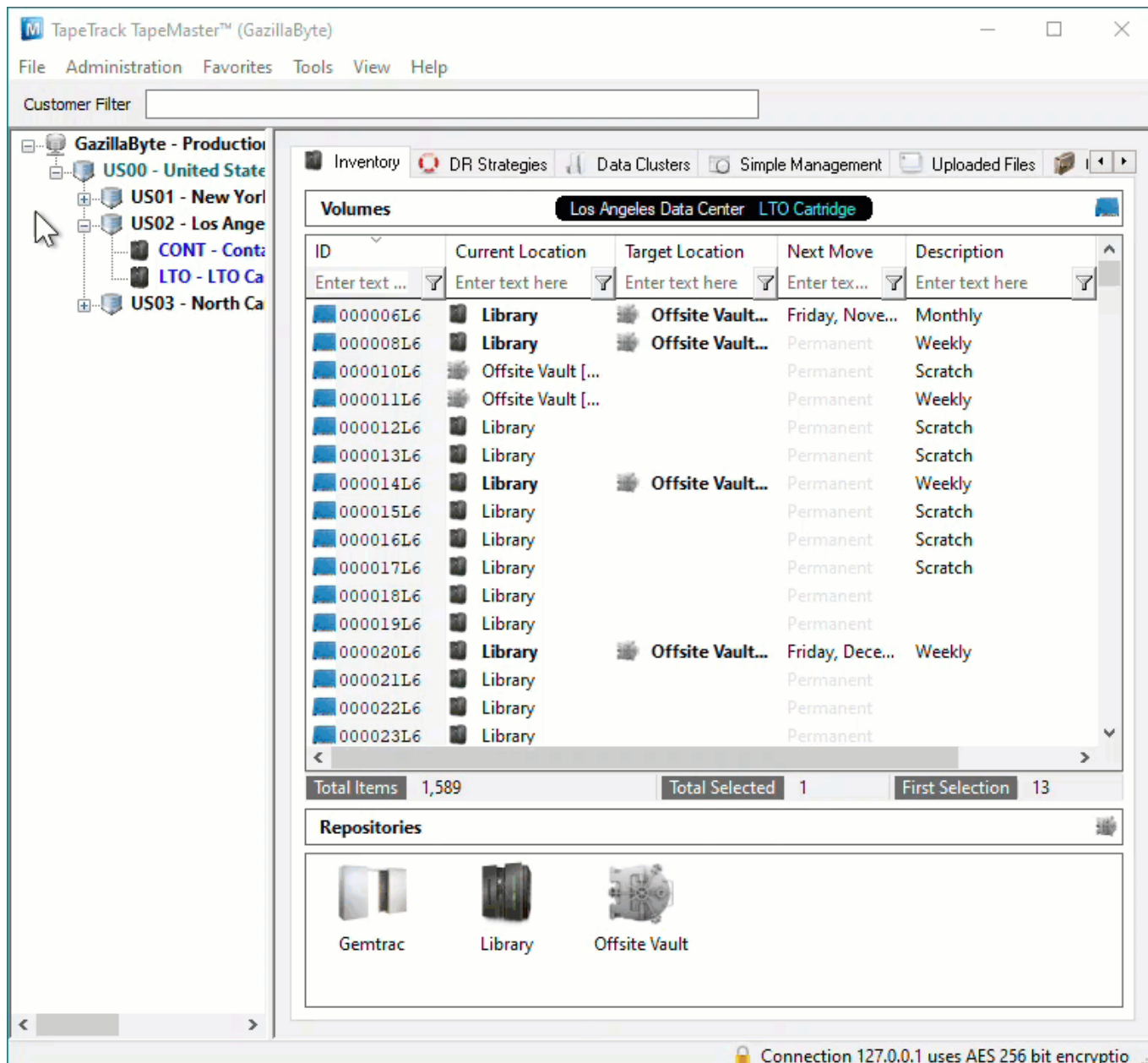
Adding Individual Volumes

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.

Once all Volumes have been scanned, close the Scan In window by clicking the X at the top right corner.

Deleting Volumes

For information on deleting Volumes see [Deleting Volumes](#)

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