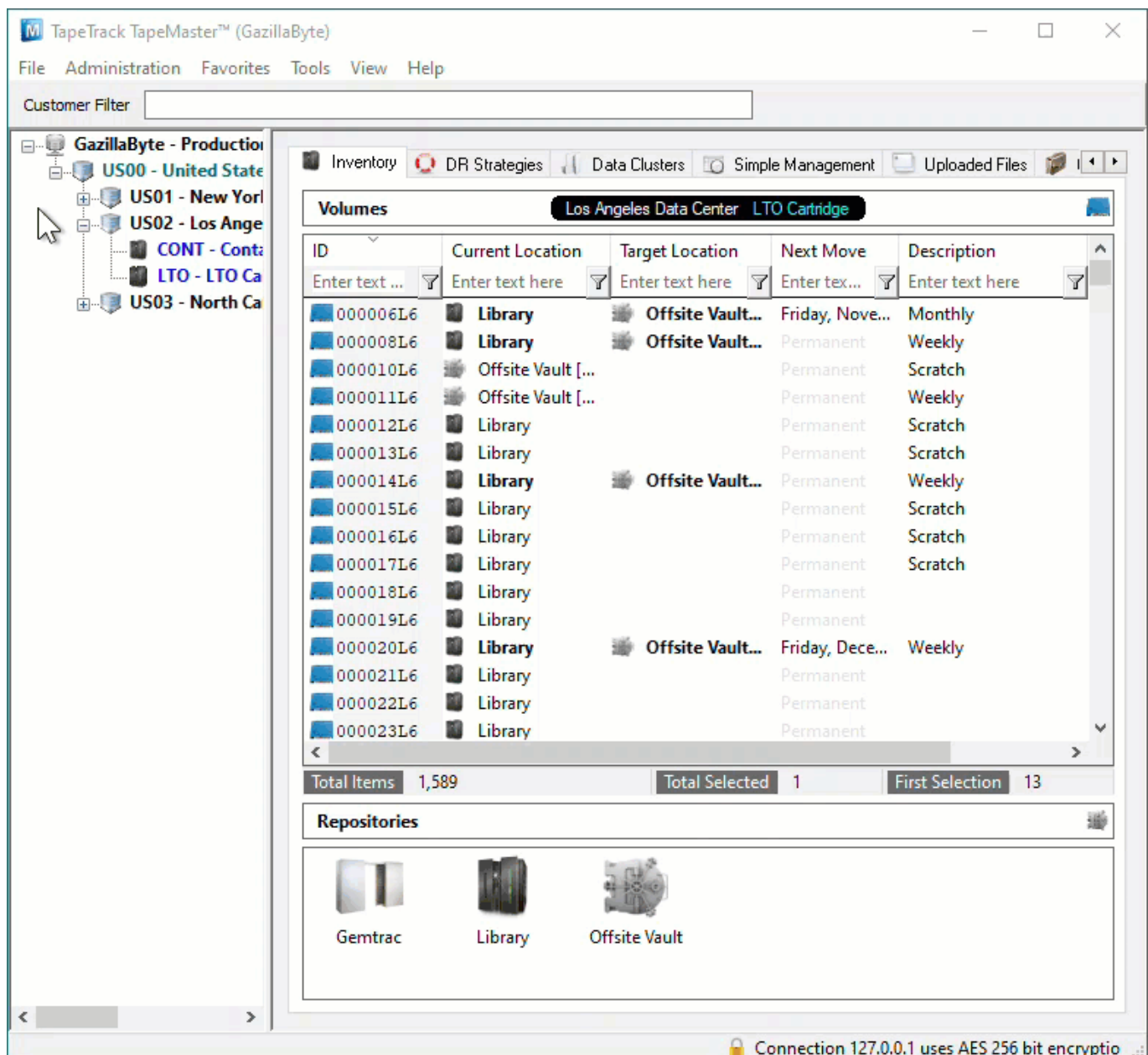


Adding and Maintaining Volumes

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.

TapeTrack TapeMaster™ (GazillaByte)

File Administration Favorites Tools View Help

Customer Filter

GazillaByte - Production

- US00 - United States
 - US01 - New York
 - US02 - Los Angeles
 - CONT - Contingency
 - LTO - LTO Cartridge
 - US03 - North Carolina

Inventory DR Strategies Data Clusters Simple Management Uploaded Files

Volumes Los Angeles Data Center LTO Cartridge

ID	Current Location	Target Location	Next Move	Description
Enter text ...	Enter text here	Enter text here	Enter text...	Enter text here
000006L6	Library	Offsite Vault...	Friday, Nov...	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, Dec...	Weekly
000021L6	Library		Permanent	
000022L6	Library		Permanent	
000023L6	Library		Permanent	

Total Items 1,589 Total Selected 1 First Selection 13

Repositories

Gemtrac Library Offsite Vault

Connection 127.0.0.1 uses AES 256 bit encryption

- 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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