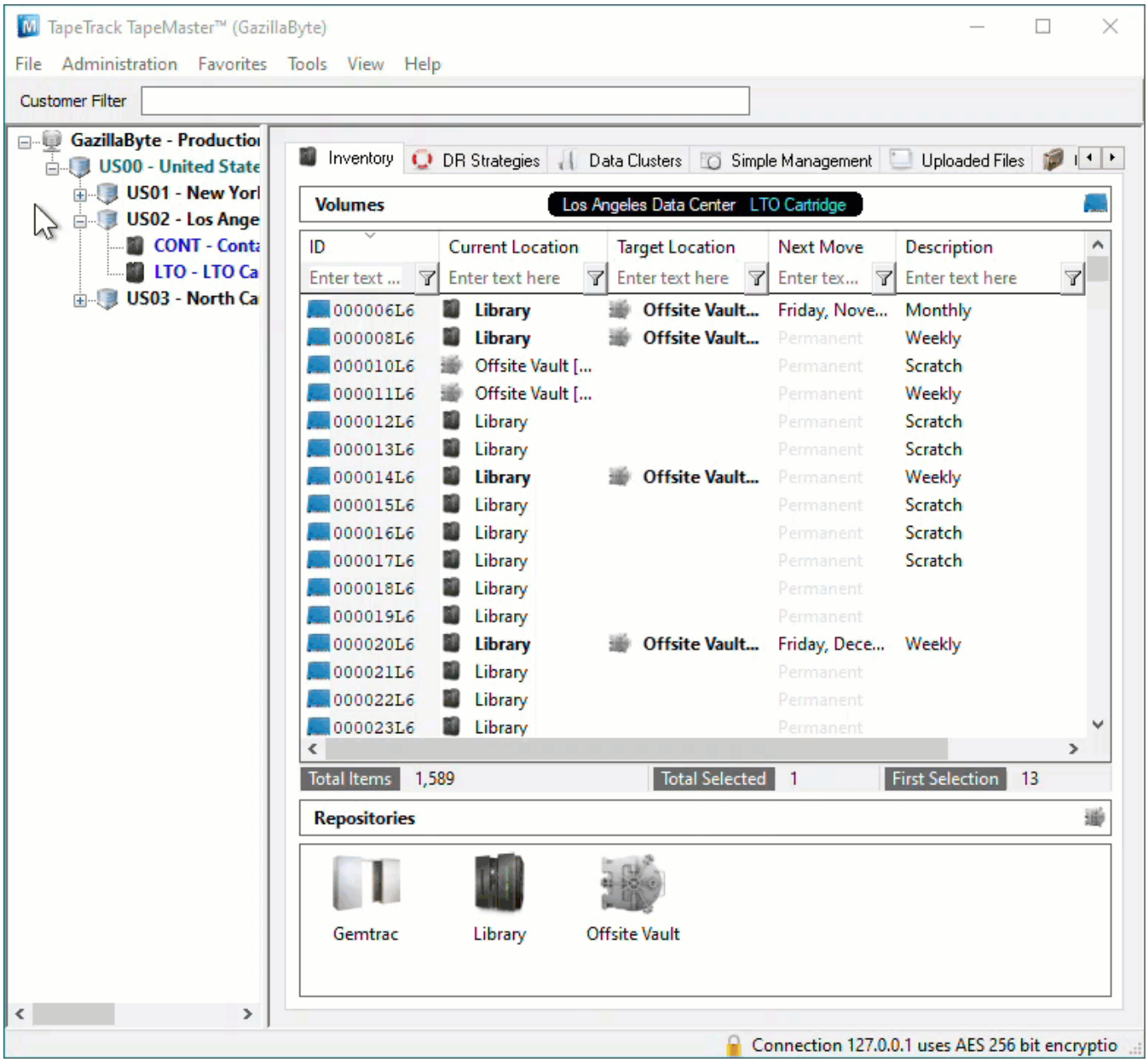
# Adding and Maintaining Volumes

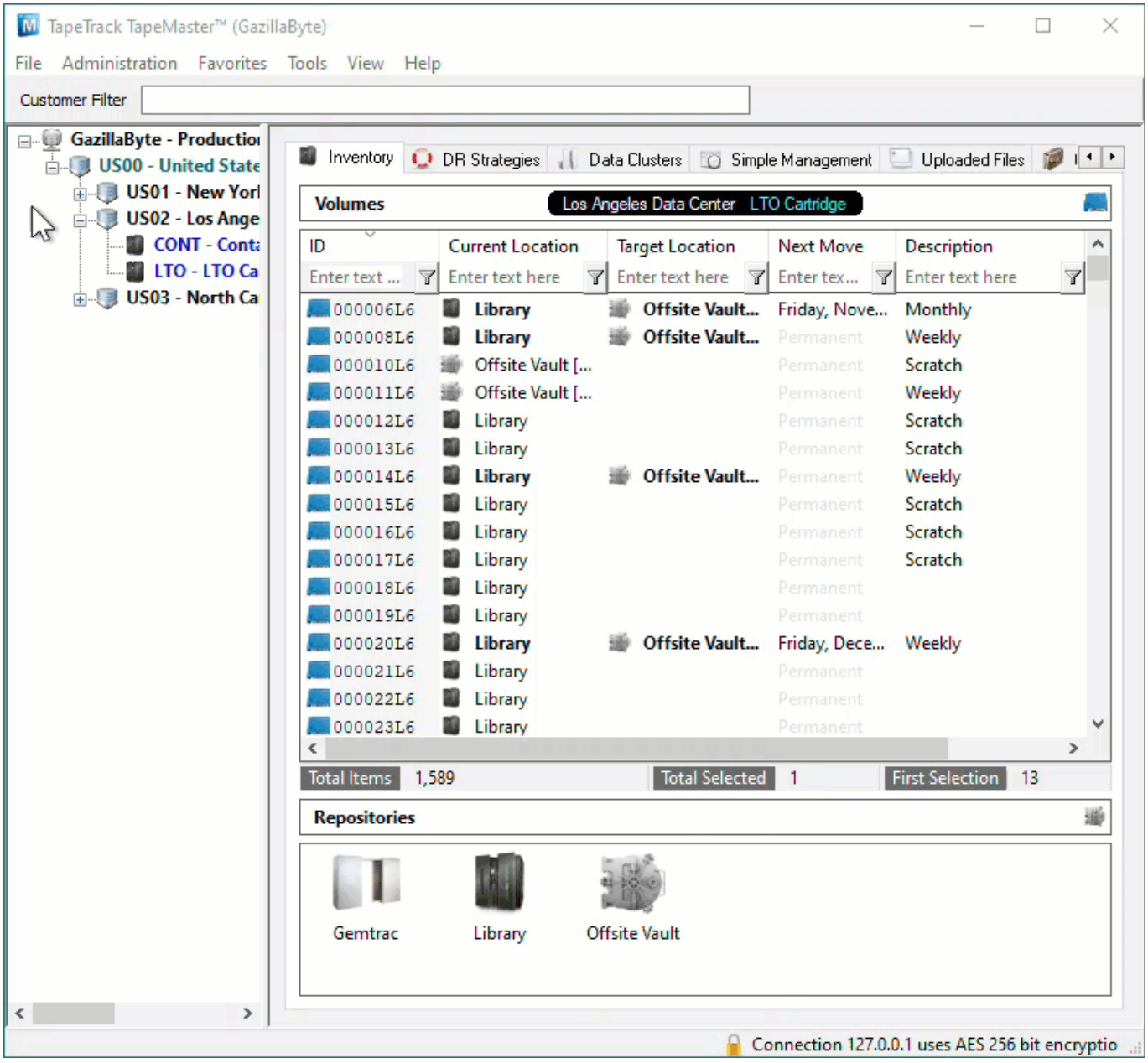
## Adding Individual Volumes

To add a Volume either:

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



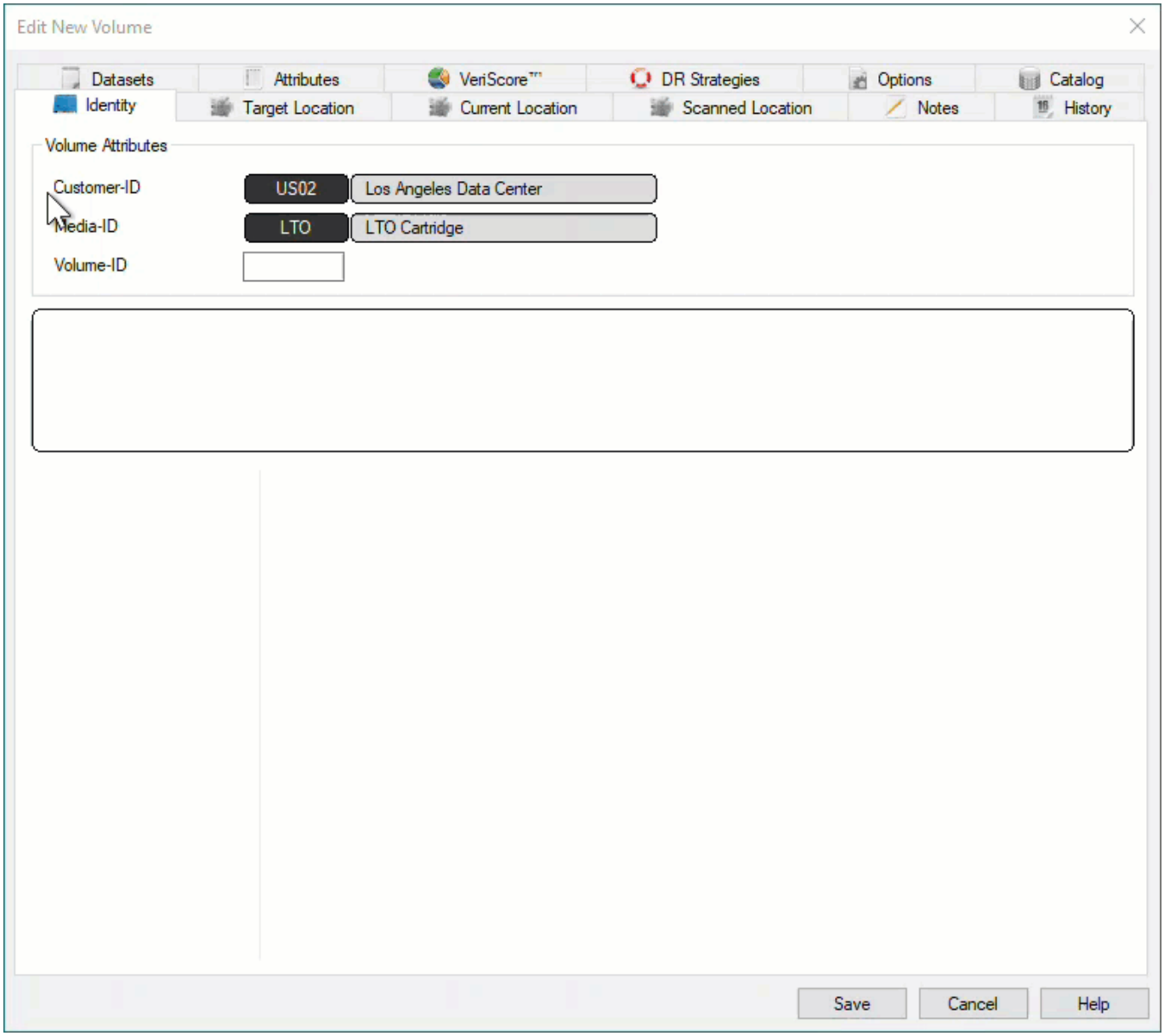

- Right-click in the Inventory window and select Add.




- 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

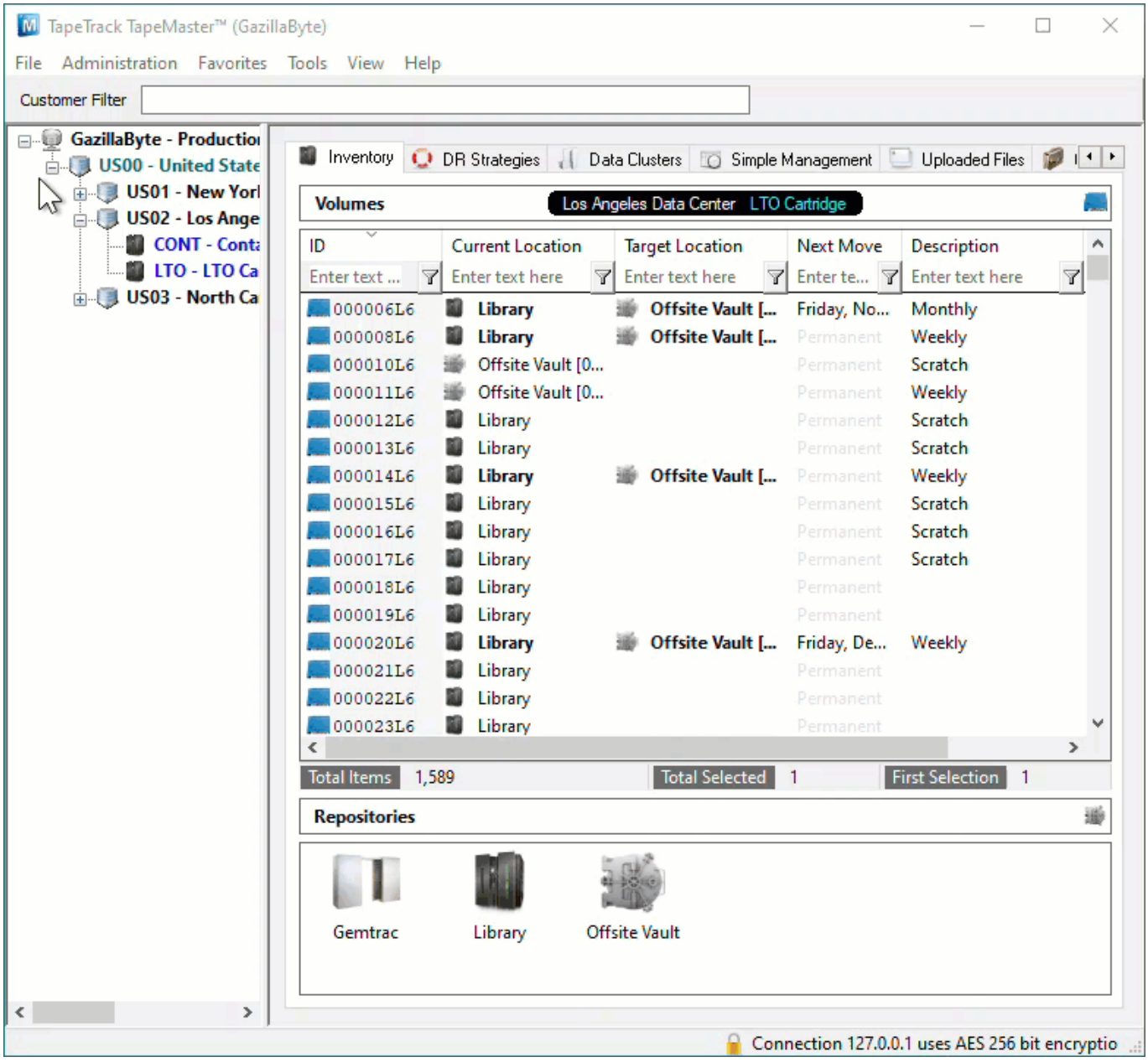
Adding multiple Volumes can be accomplished using several different methods.

- 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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