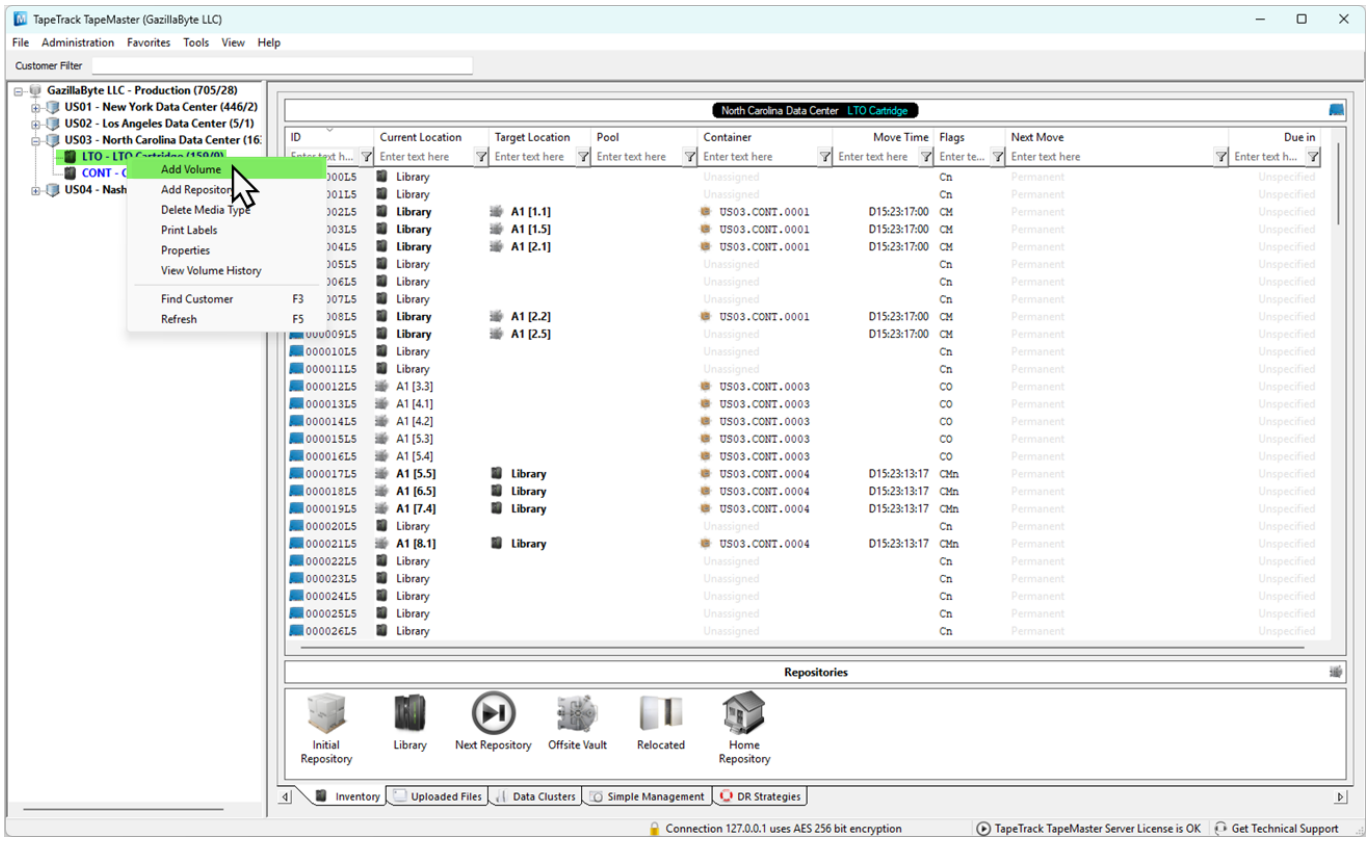
# Adding and Maintaining Volumes

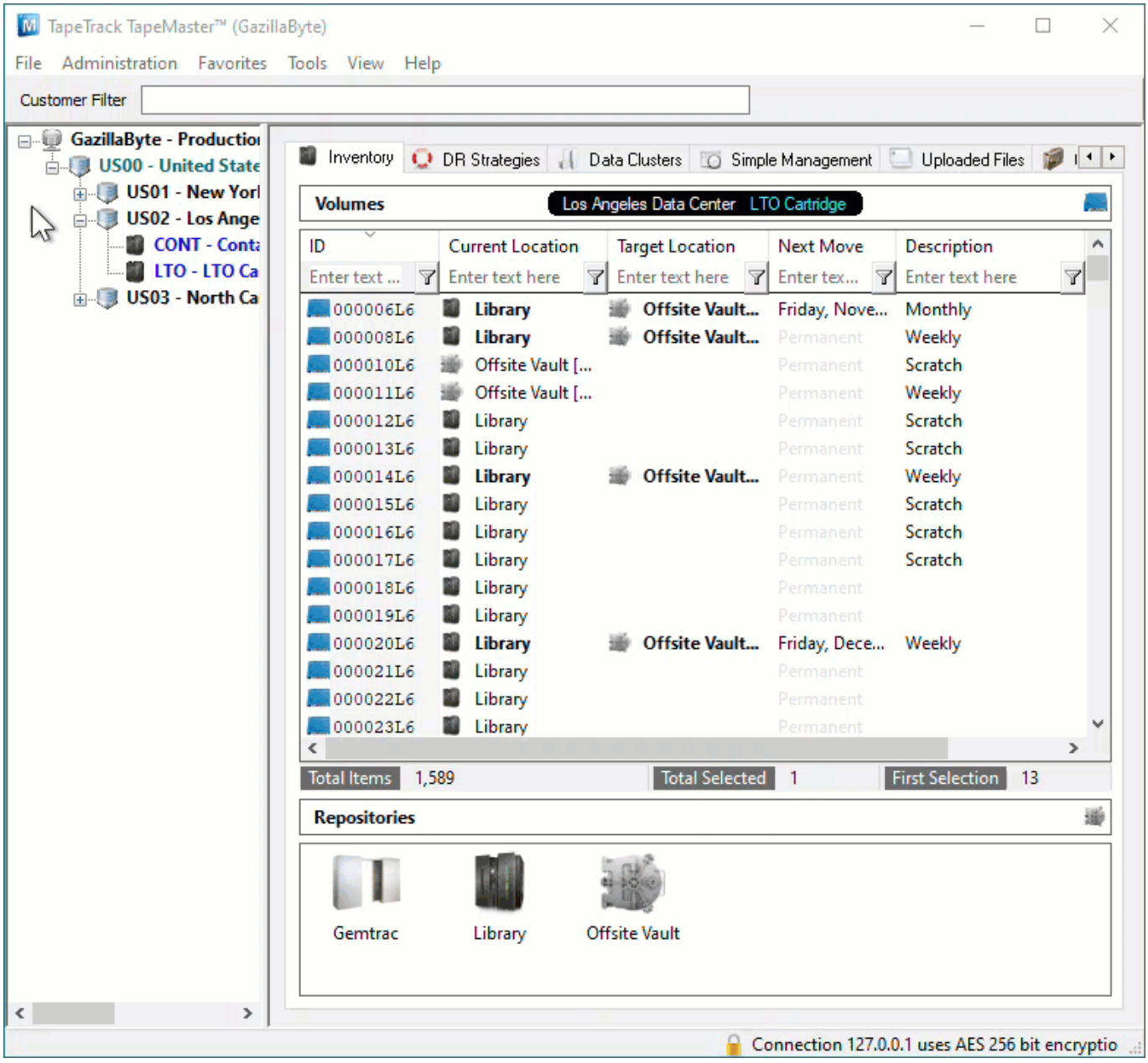
## Adding Individual Volumes

To add an individual Volume either:

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



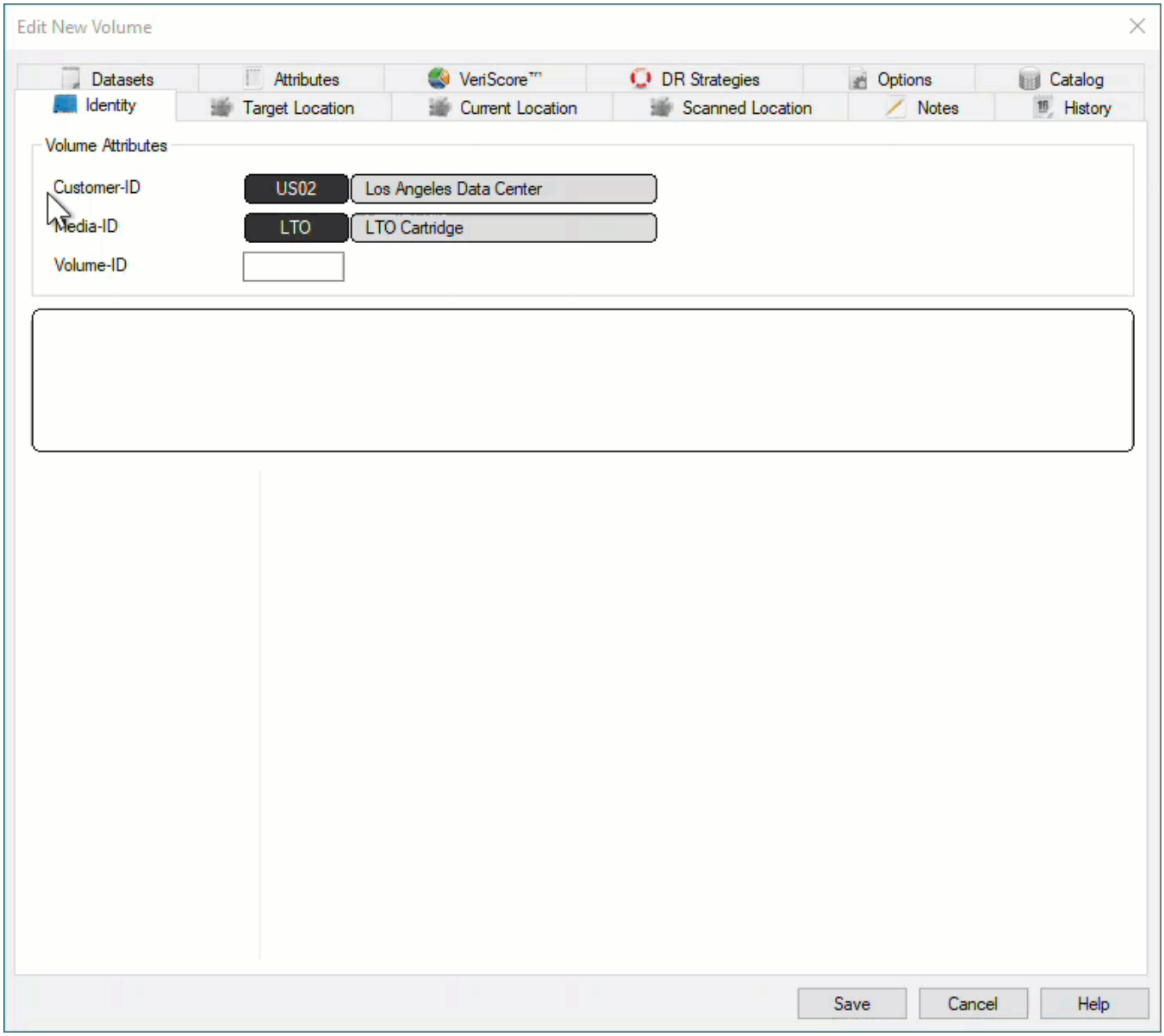

or right-click in the Inventory window and select Add.




or 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 2 and 10 alphanumeric characters long.




Click Save to add Volume.

## Adding Multiple Volumes

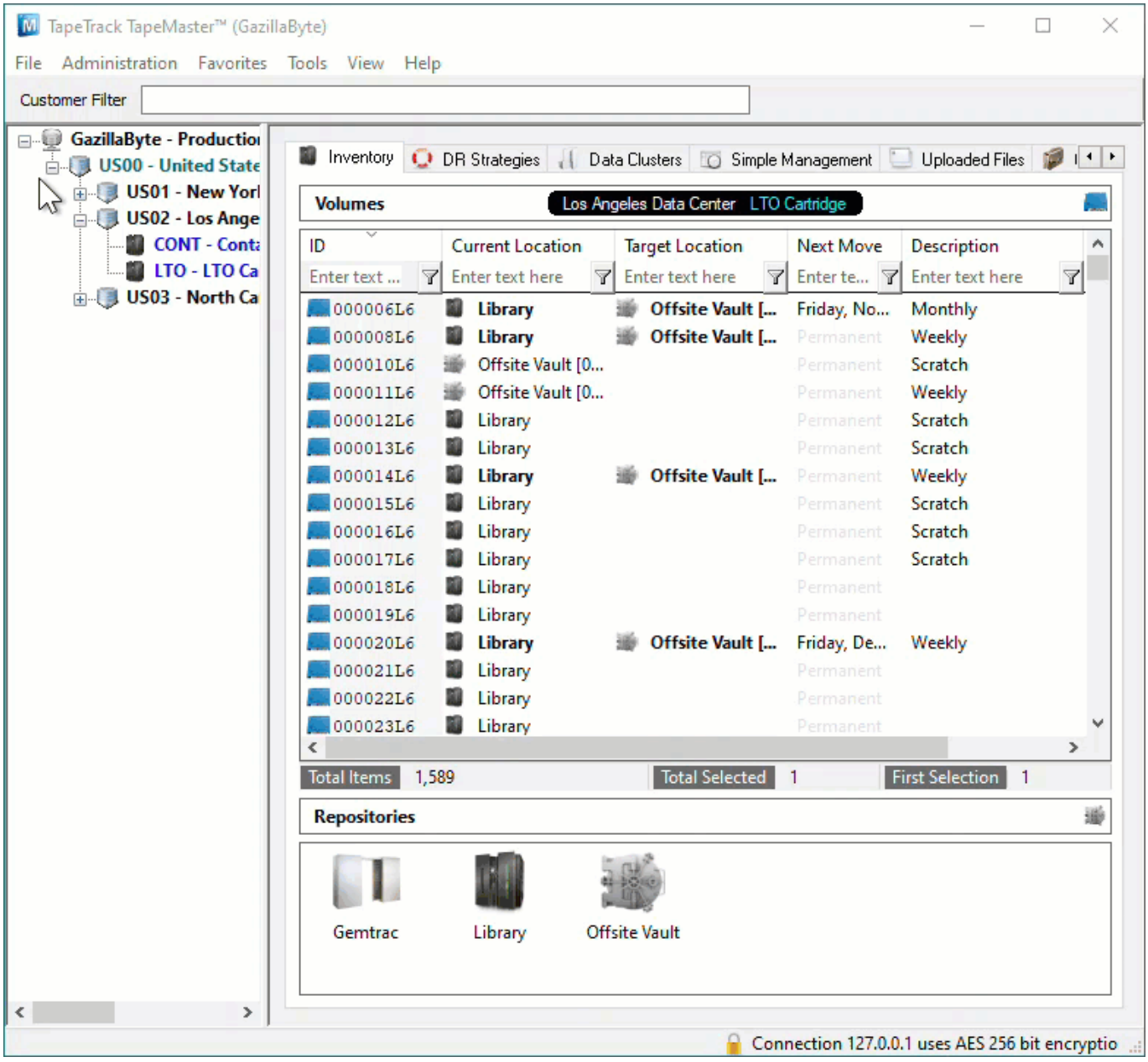
Adding multiple Volumes can be accomplished using several different methods.

- 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

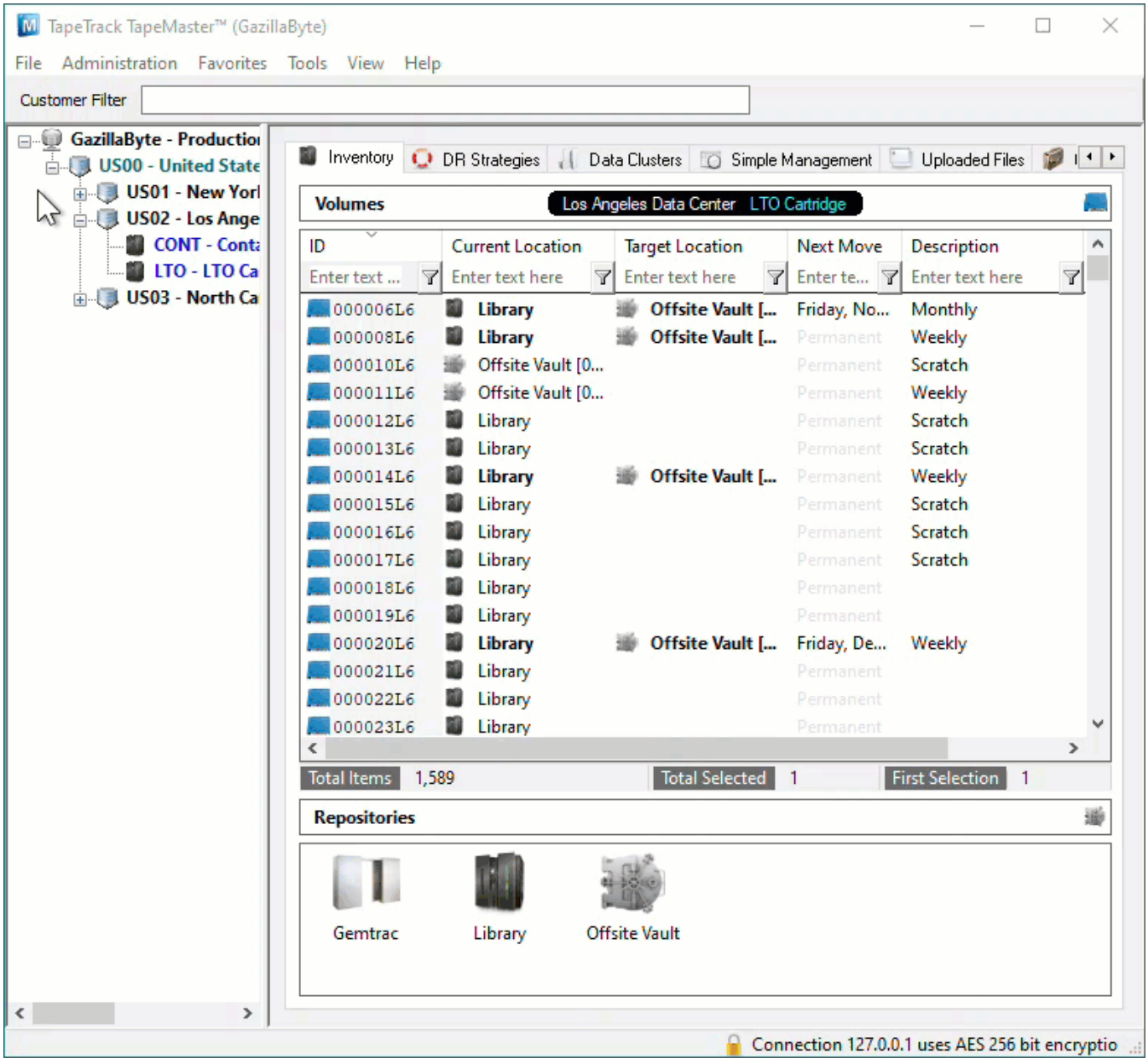
- Netbackup
- Networker
- Tivoli Storage Manager
- VEEAM

## 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.



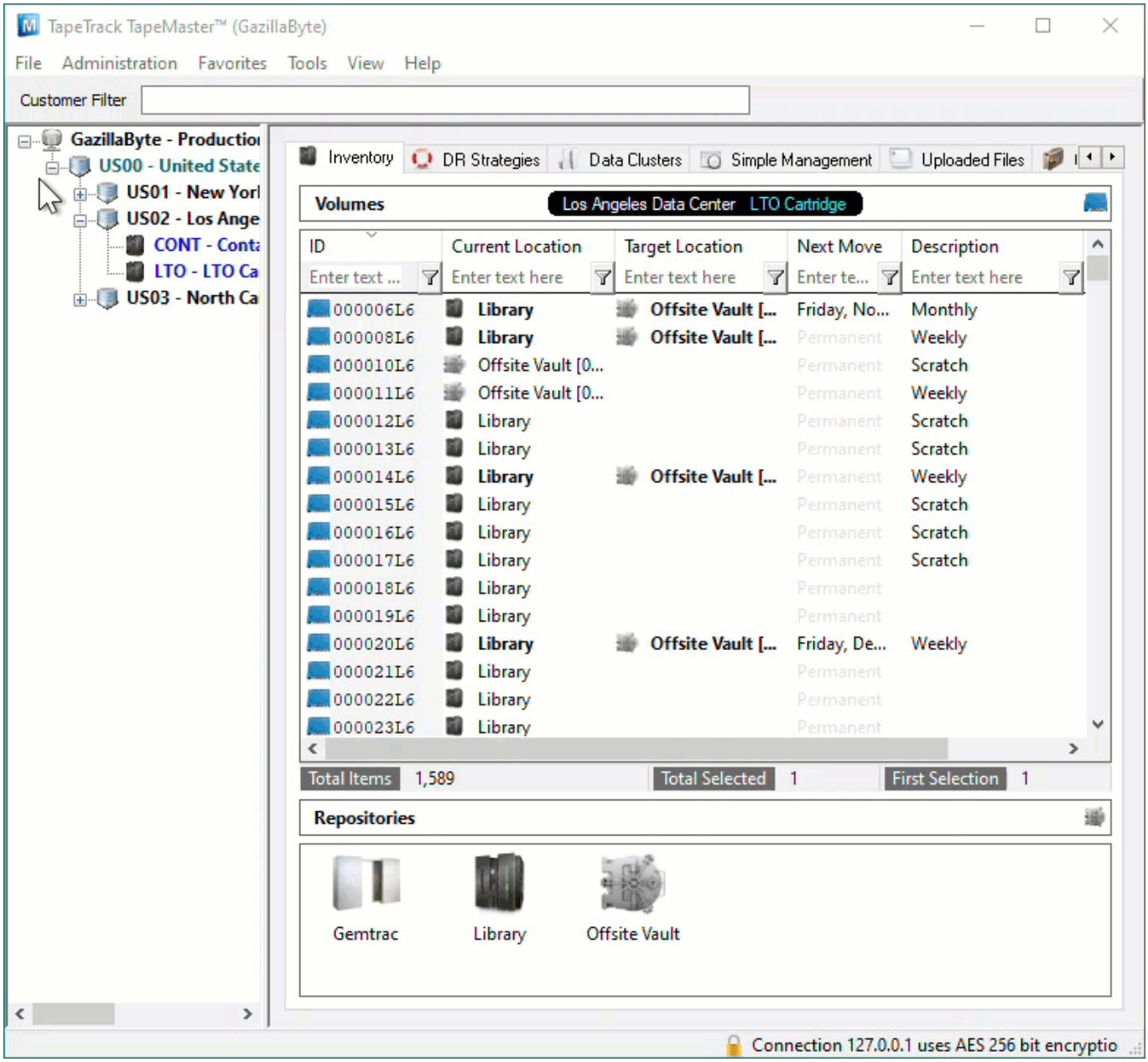

Scan your Volume Barcodes using a Barcode scanner to add Volumes to TapeTrack.

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

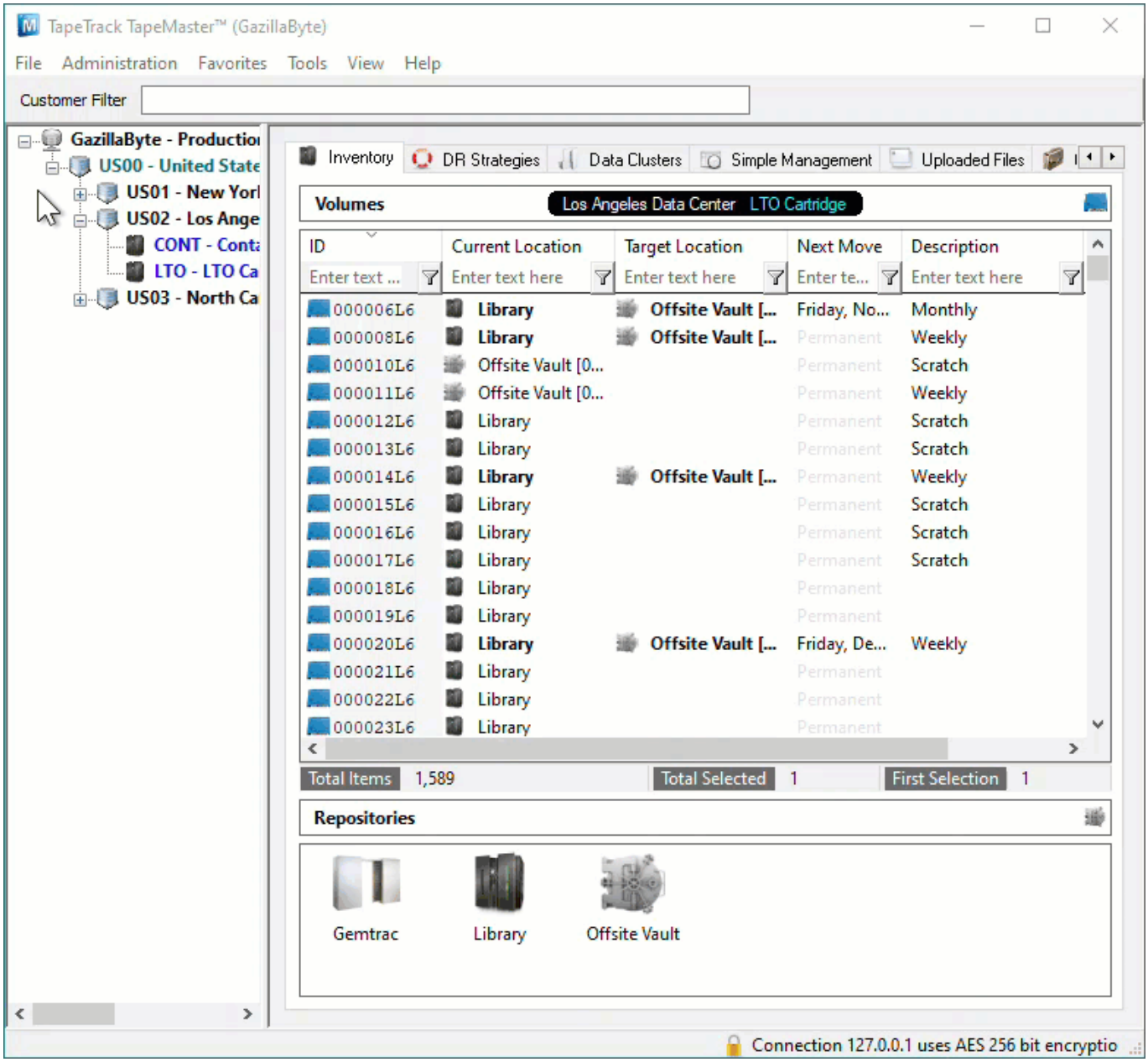
## Paste Volumes To Add

Copy Volume-ID's to windows clipboard.

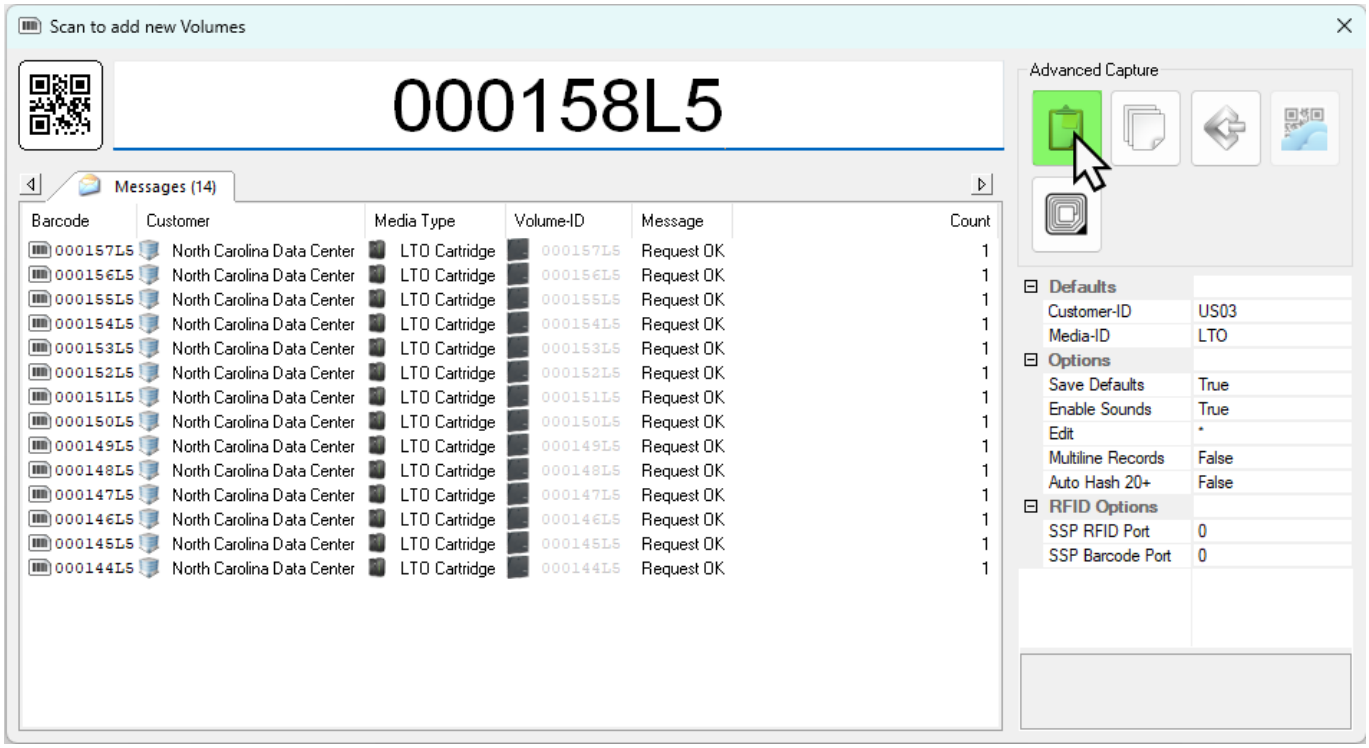
To add Volumes to your default Repository (or Initial Repository if no default is set) right-click in the Volume List, navigate to `Special Operations`, and select `Scan → Scan to Add Volumes` to open the `Scan In` window.




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.




Click the Clipboard icon on the Scan Window to paste in Volume-ID's.




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

update doco, scan, master

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