Adding New Volumes

Adding new Volumes to Tapetrack can be accomplished using one of two methods.

Adding New Volumes Using Volume Management

Select `Volume Management` from the **Task Menu** and click `Next` to continue.
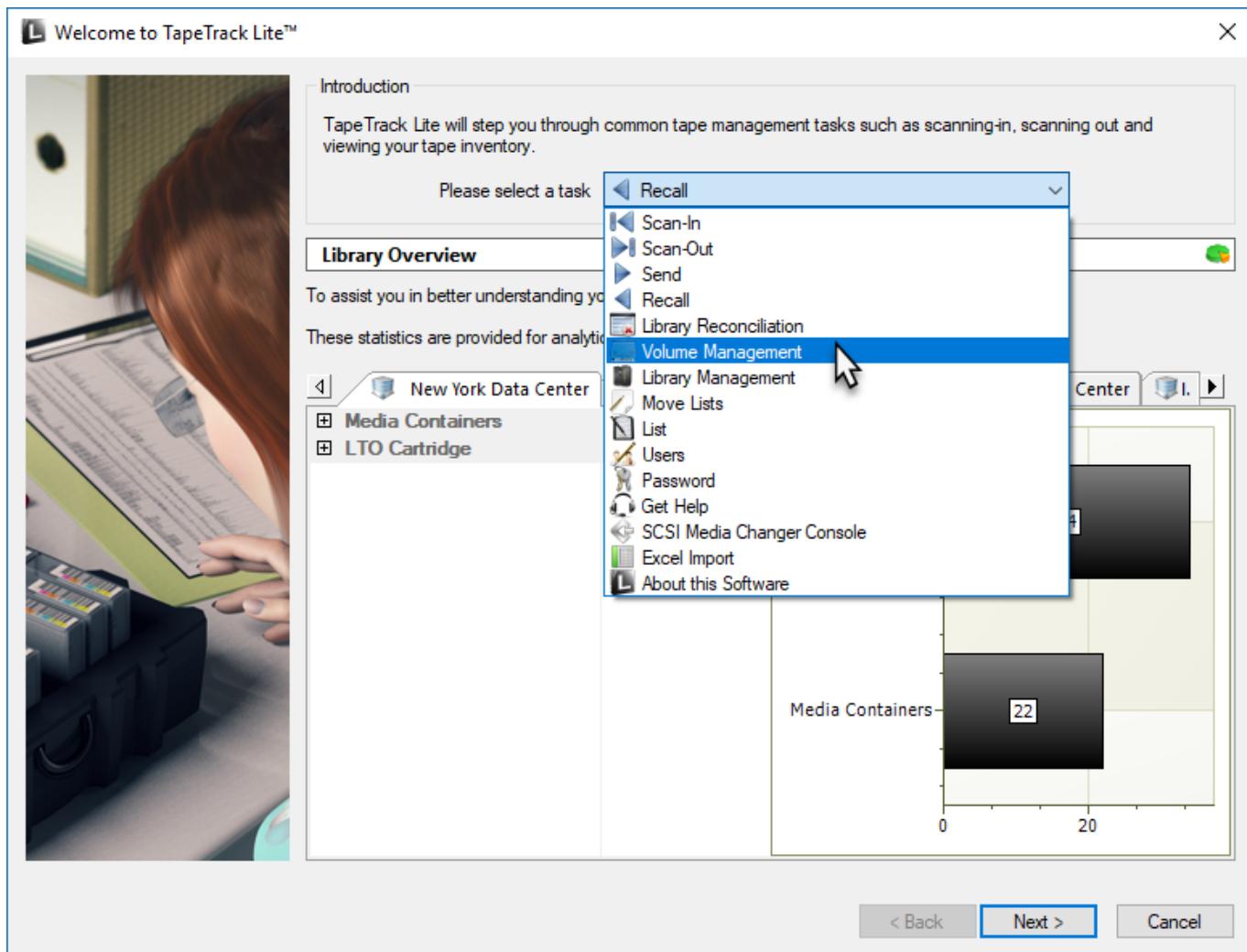
Options

This will open the **Options** window. If required you can set the location for the log files to be written to, or leave the default.

Click `Next` to continue.

Selecting a Customer

💡 If you only have access to one Customer-ID, this step will be skipped

From the **Customer Selection** window select a Customer that the new Volume/s are to be added to by double-clicking a Customer or selecting a Customer and clicking Next.

TapeTrack Lite™ - Customer Selection   ✕

Instructions

The Customer Selection screen allows you to select one TapeTrack Customer that will be the subject of operations in subsequent screens.

You may select a Customer by double clicking the Customer, or by clicking the Customer and pressing the Next button.

Customer	Volumes	Moves
New York Data Center	56	0
Los Angeles Data Center	23	7
North Carolina Data Center	56	23
Nashville Data Center	52	9
	187	39

☑ Remember previously selected Customer

< Back   Next >   Cancel

Selecting A Media Type

💡 If you only have access to one Media-ID, there will only be one tab.

Select the correct Media Type from the tabs at the bottom of the **Manage Media Library** window.

Adding New Volumes

Right-click in the **Inventory** window and select Scan → To Add.
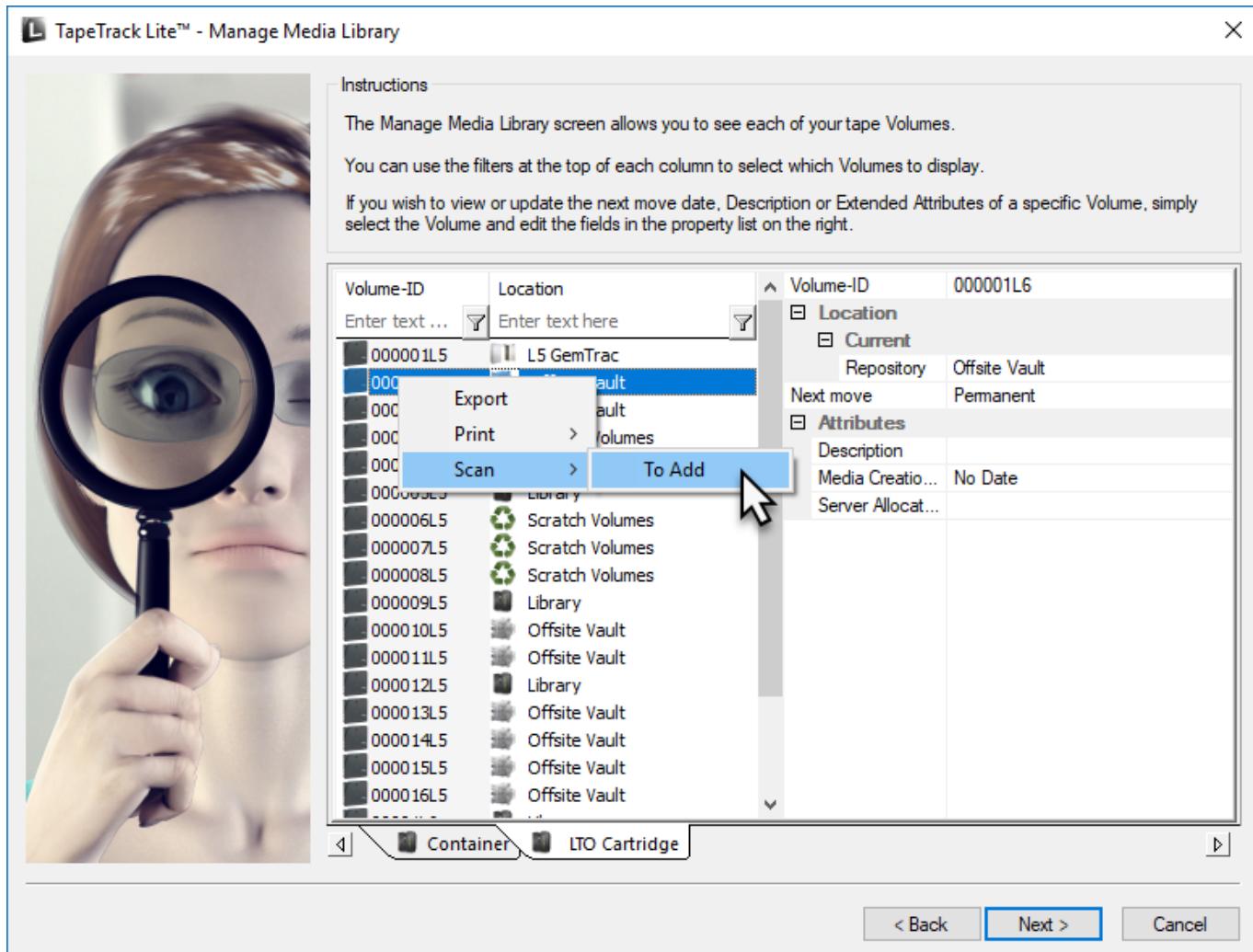
Scan in the new Volumes into the **Scan-In** window using a your preferred scanning method

When all new Volumes have been scanned close the **Scan-in** window by clicking X.

Click Next to exit the Volume Management process.

Complete

This will bring up the **Complete** window, from here you can:

- Click View Log File to view the log.
- Click Print Log File to print out the log file for further reference.
- Click About this Software to view product and support (email, phone & website) information.
- Click Back to return to start menu and select another task.
- Click Finish, Cancel or X to exit TapeTrack Lite.
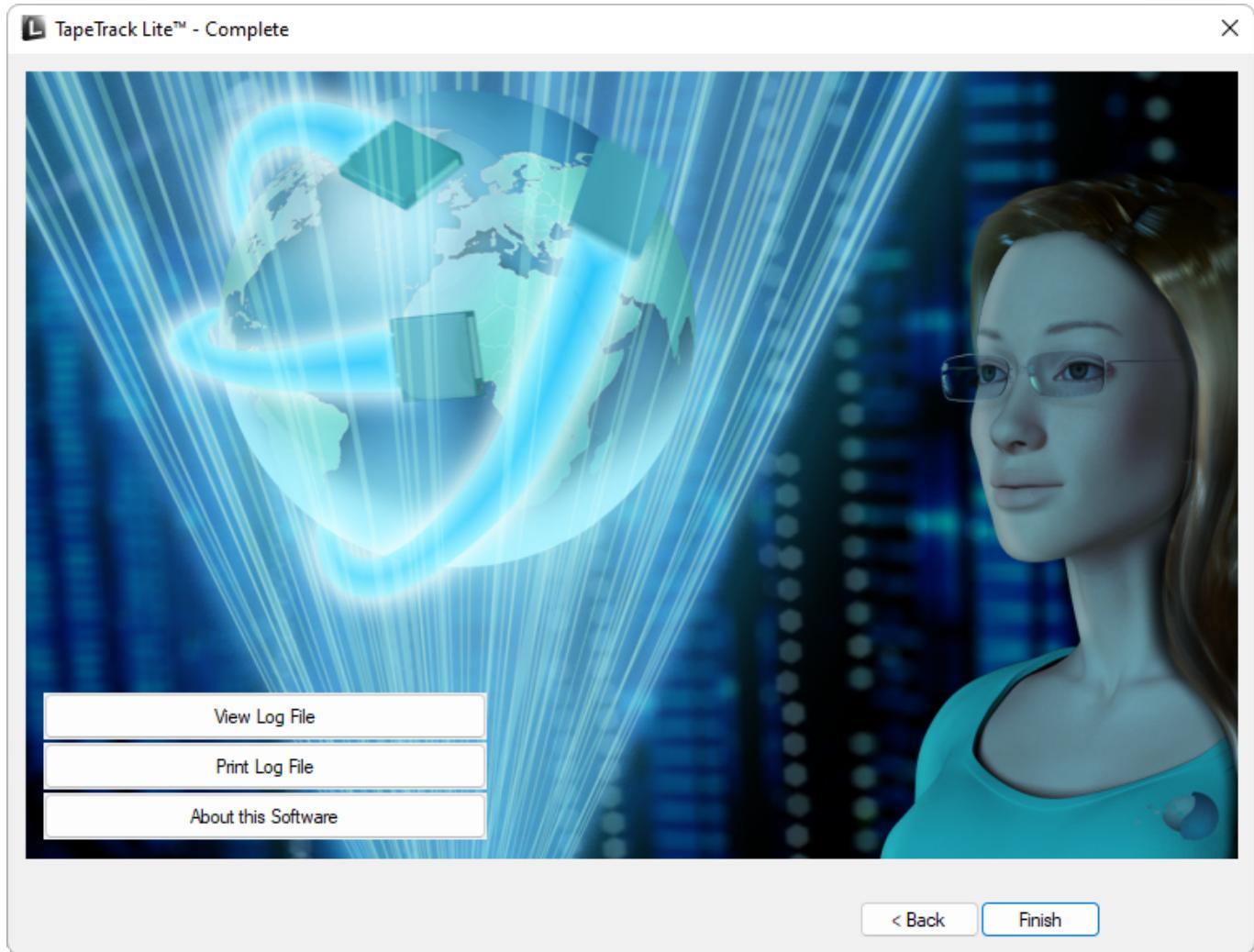
Adding New Volumes Using Send

Using Send to add new Volumes is only recommended when the new Volumes are part of a consignment being sent already. If just adding new Volumes to the inventory using Volume Management is the correct method.

Send

Select Send from the **Task Menu** and click Next to continue.
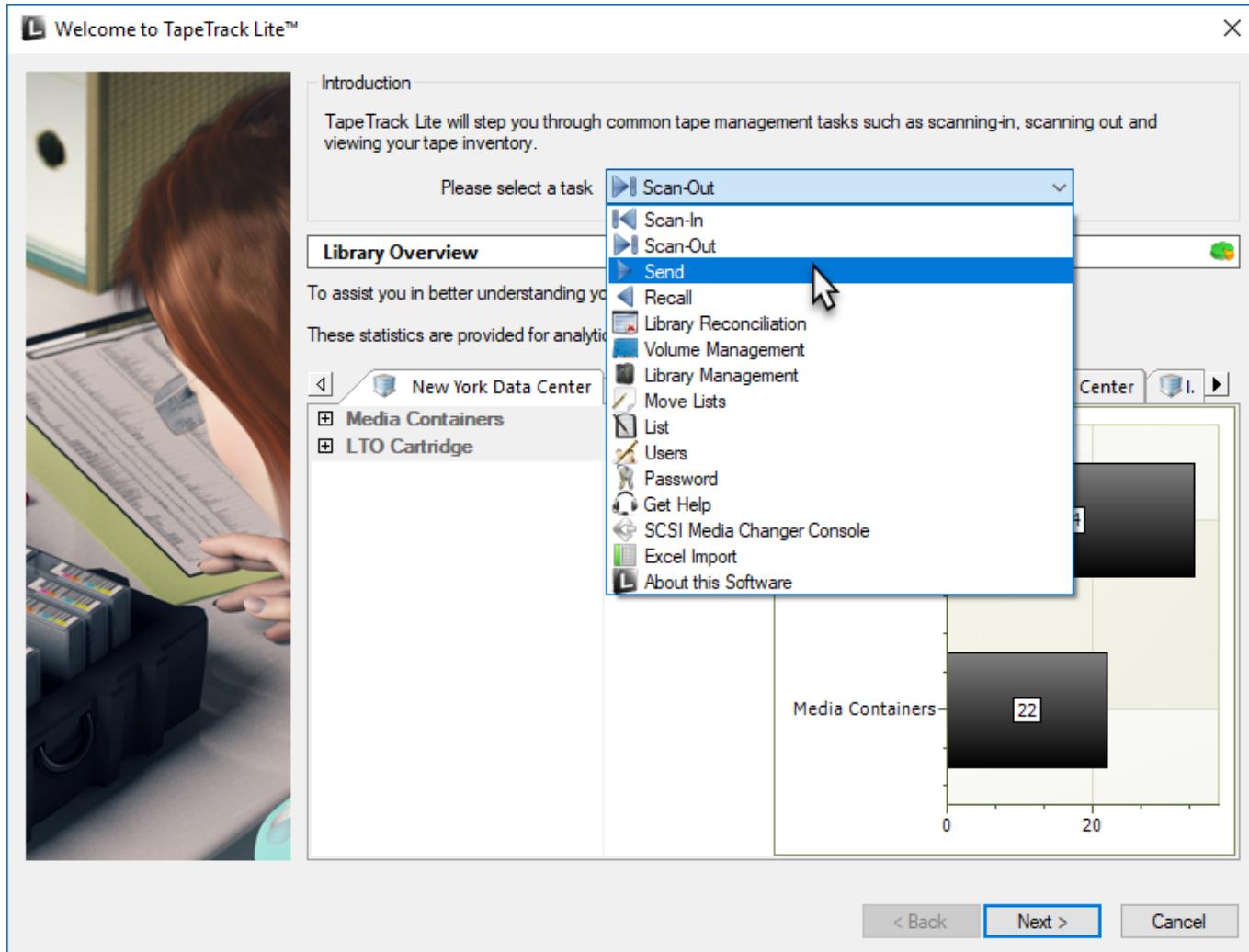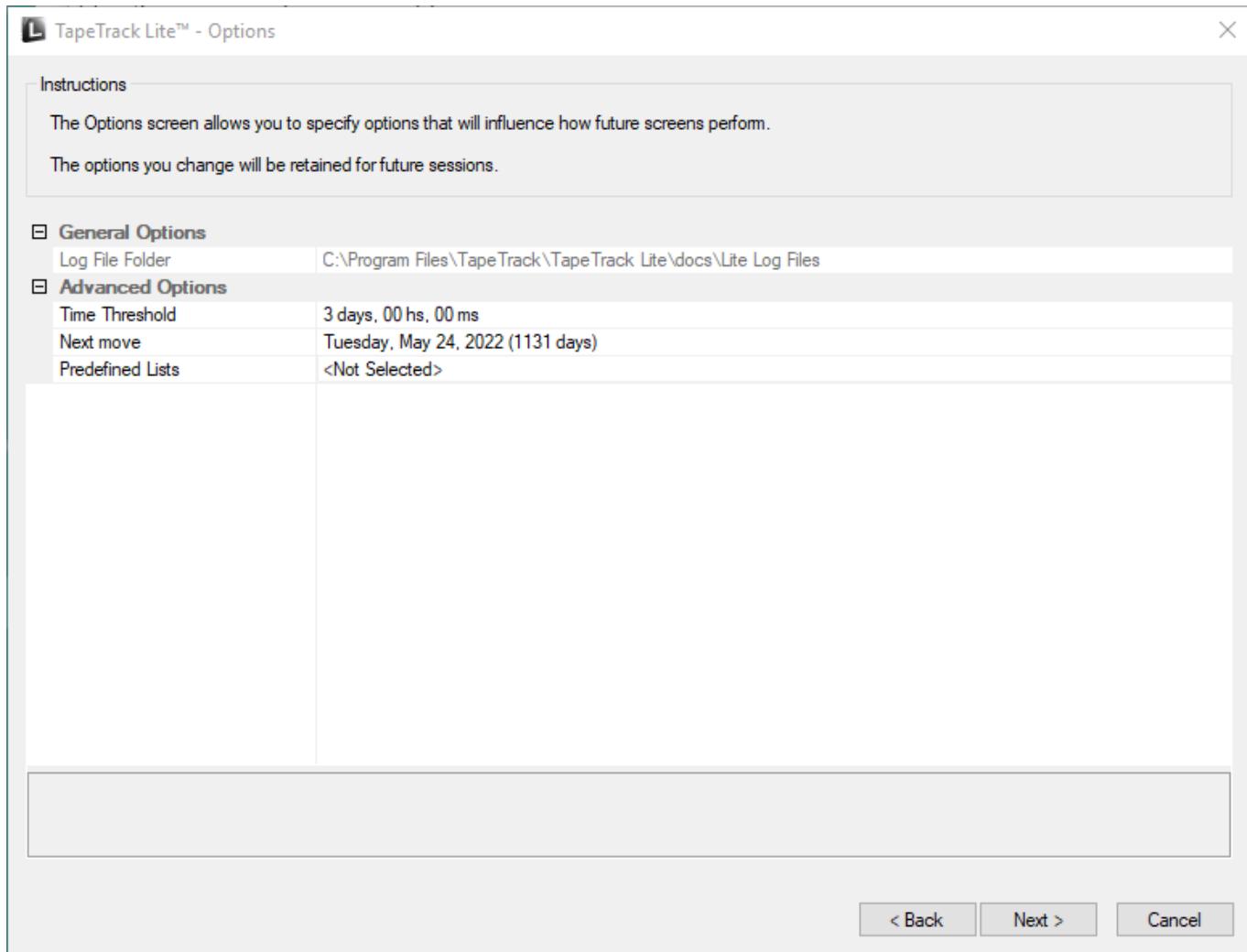
Options

Notes:

- **A** If required you can set the location for the log files to be written to, or leave the default.
  To change the default directory, click in the field to the right of the `Log File Folder`, click on the more options button (**…**) and select the preferred directory.
- **B** Under `Advanced Options`:
  - Set the time deadline before a Volume will be marked as overdue at its Target Repository.
  - The date for the Volumes next move.
  - List of pre-defined Volumes .
    To add additional lists, create new files in the install directory that match the pattern List-*.txt.
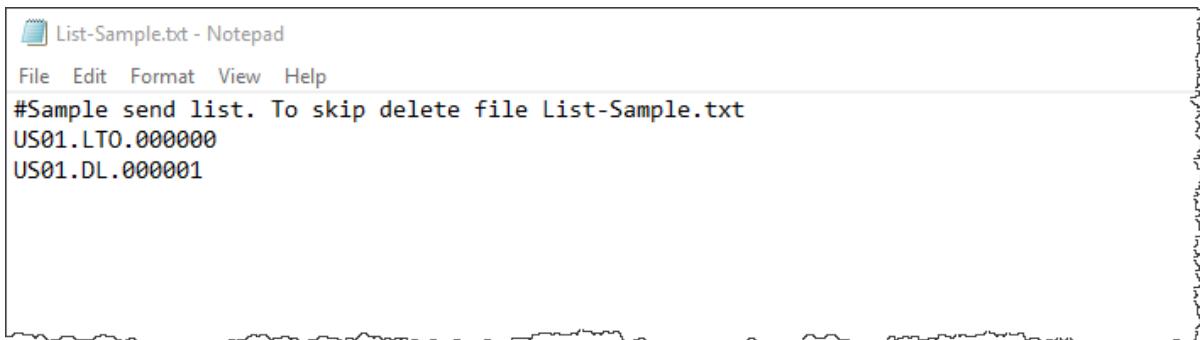
Scanning to add Volumes

This opens the **Scan and Modify** window which, by default, opens the **Scan To Add Volumes** window.

Scan out the required Volumes using your preferred scanning method.

When all Volumes are scanned in, close the **Scan To Add Volumes** window by clicking X at top right of window.

Setting New Volume-ID's

Select new Volume by clicking on it to display the Attributes in the right of the window

Select, in order, the correct Customer-ID, Media-ID from the `identity` section.
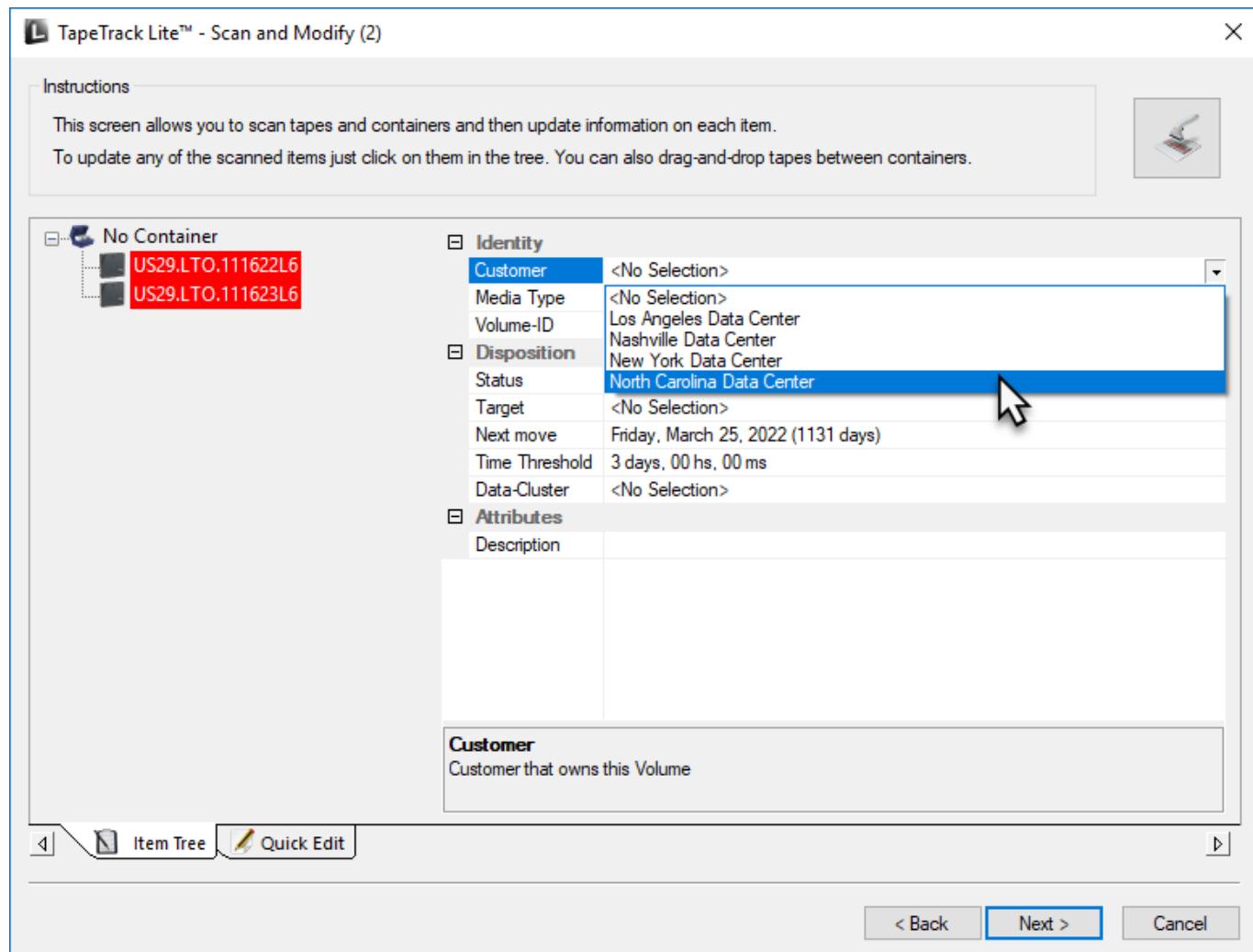
From the `Disposition` section, set the Target Repository, Next Move and Data Cluster (optional) to the required values.

Repeat for each new Volume.

Click Next to continue.

Adding Extended Attributes

If you have extended Attributes set for the Media type the new Volumes were added to, the **Modify Extended Attributes** window will be presented.

Clicking in the field to the right of each extended Attribute, you can type in the relevant values. Click Next to continue.

Complete

This will bring up the **Complete** window, from here you can:

- Click View Log File to view the log file of the last completed process..
- Click Print Log File to save a PDF of the log file to print from your PDF viewer.
- Click About this Software to view product and support (email, phone & website) information.
- Click Back button to return to start menu and select another task.

- Click `Finish` button or X at the top right of the window to exit TapeTrack Lite.
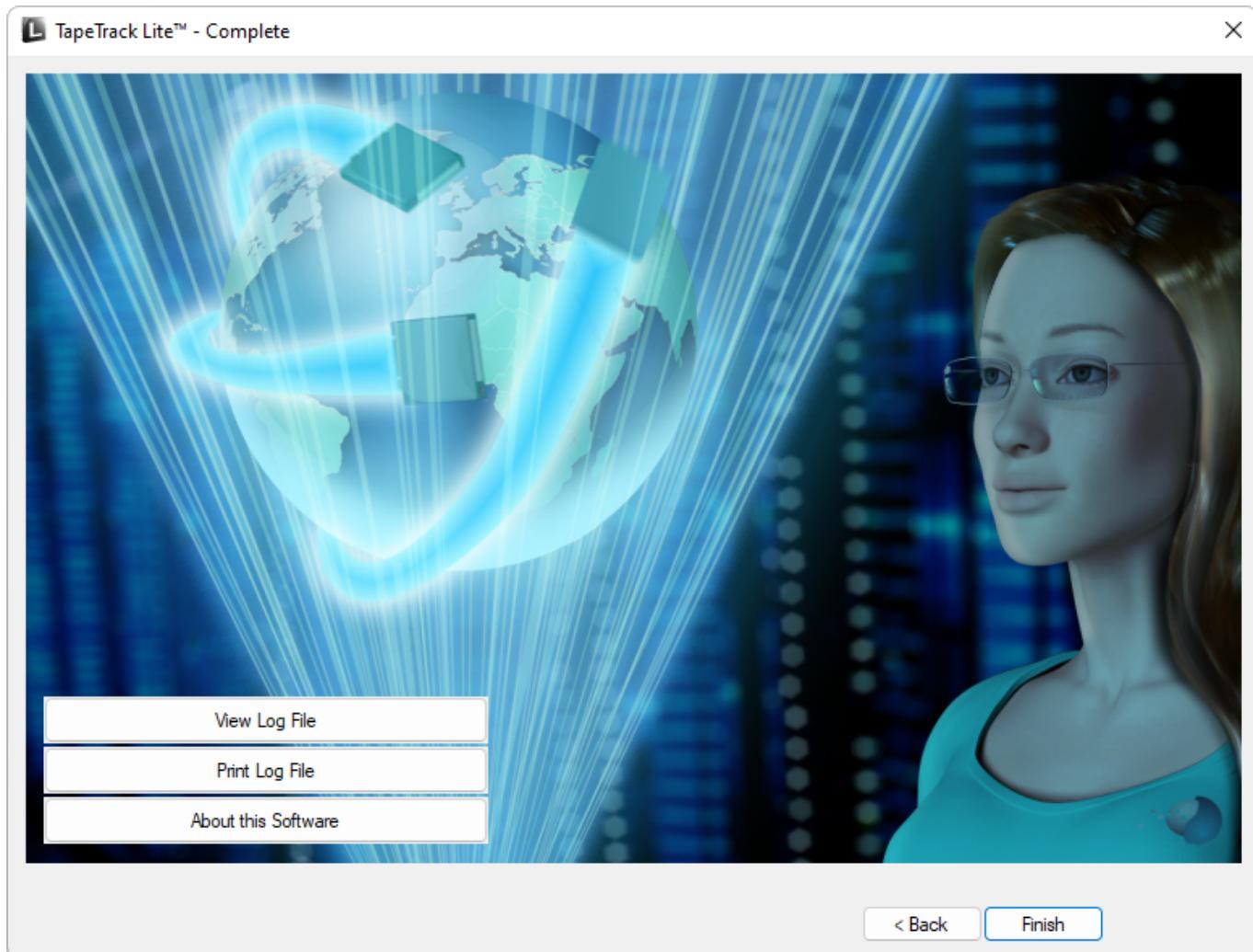
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