

# Adding New Volumes

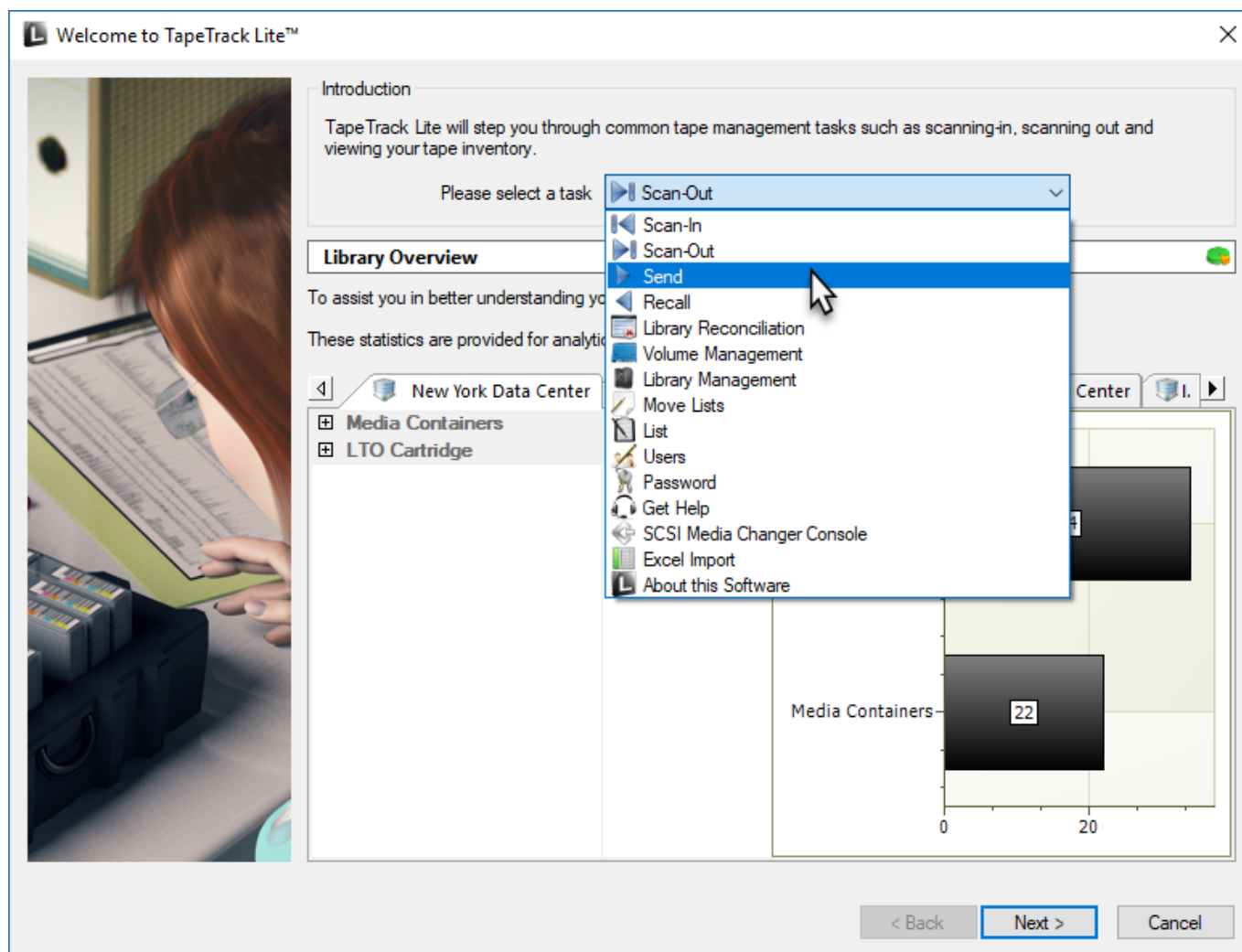
Adding new [Volumes](#) to Tapetrack can be accomplished using one of two methods.

## Adding New Volumes Using Volume Management

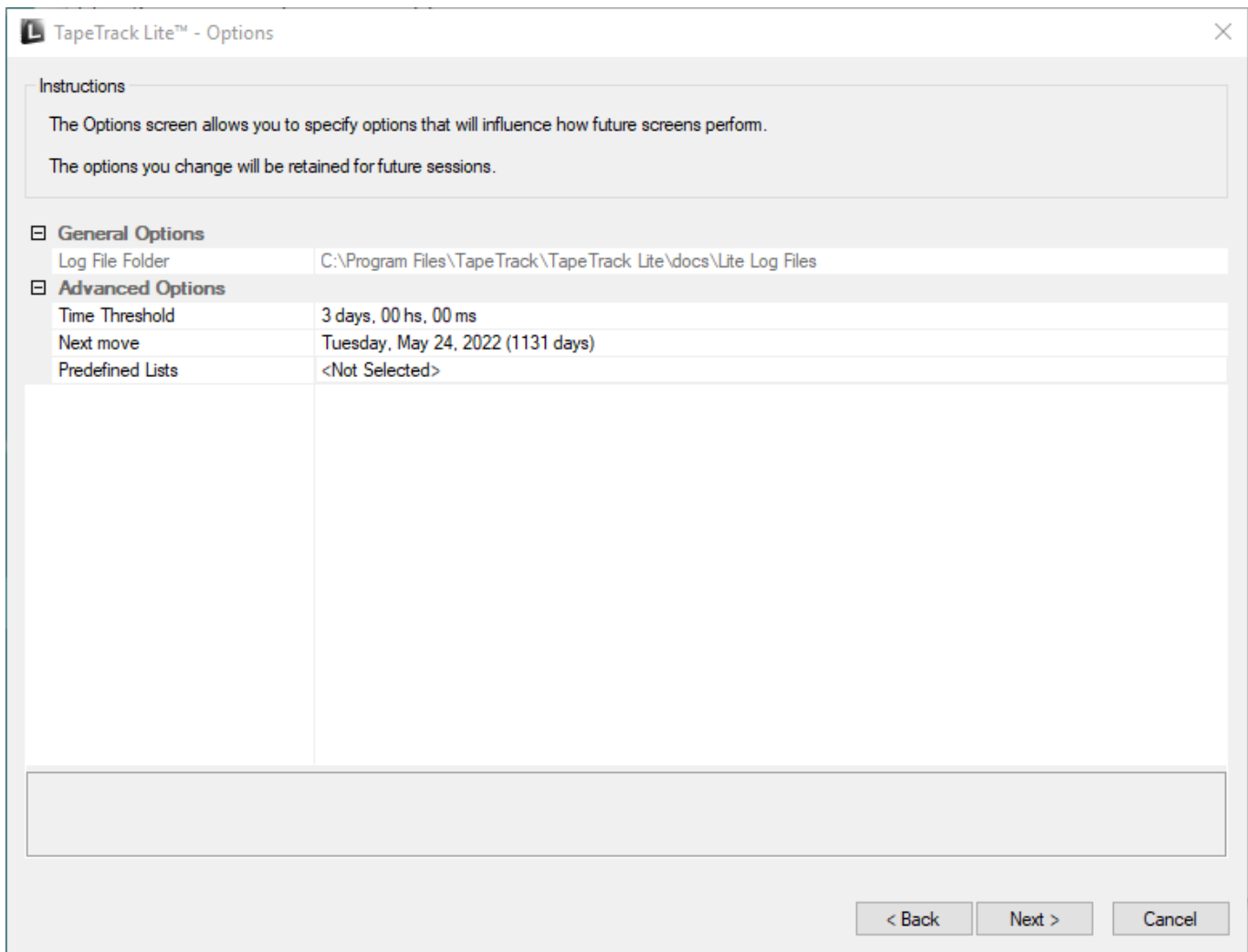
## Adding New Volumes Using Send

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 process to use.

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

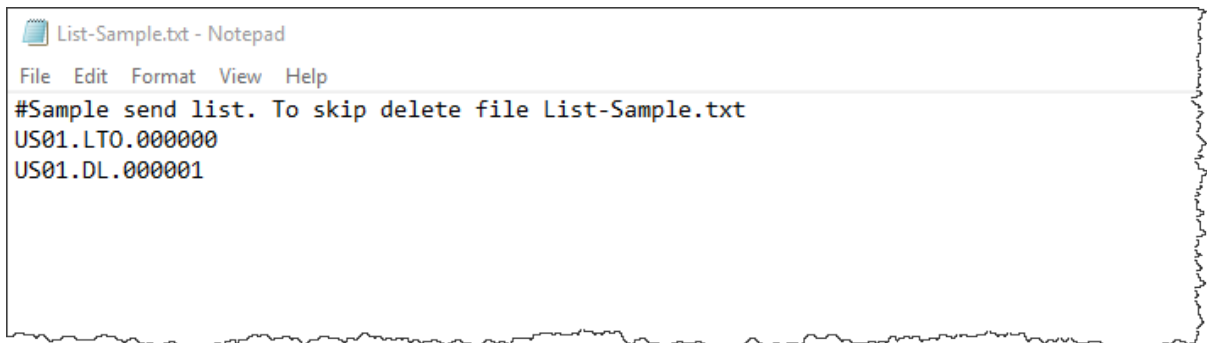


## Options



**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**

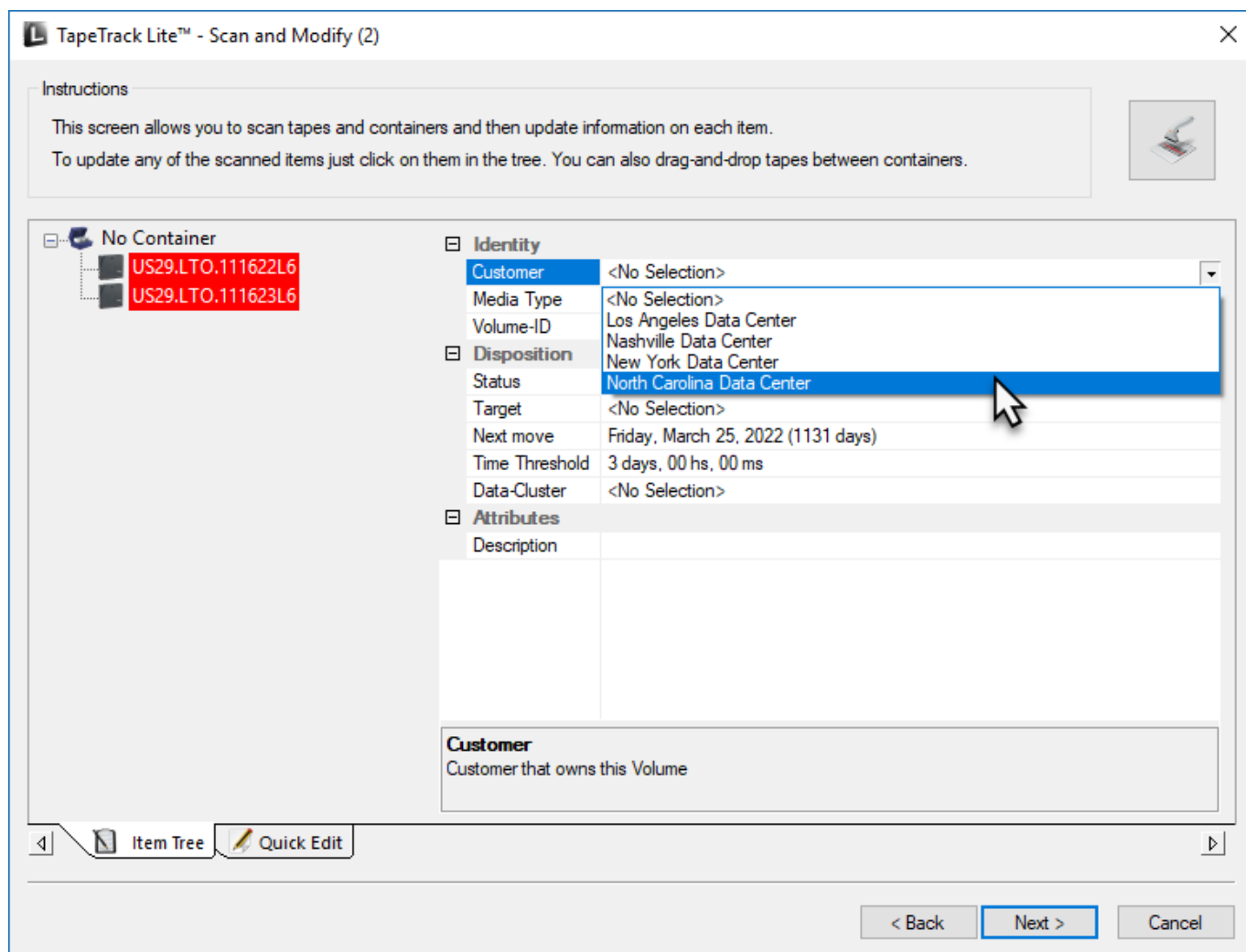
This opens the **Scan and Modify** window which, by default, opens the **Scan To Add Volumes** window.

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

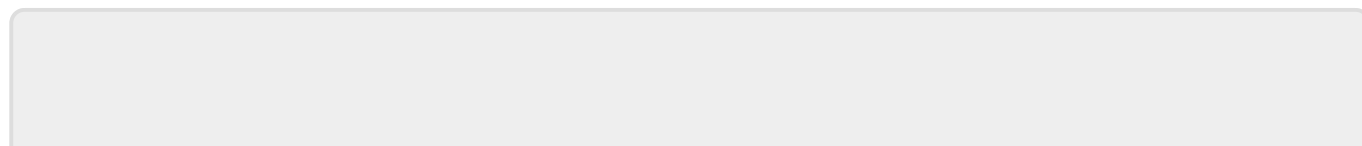
Select new **Volume** by clicking on it to display the attributes in the right of the window



Select, in order, the correct Customer ID, Media ID from the **identity** section.

From the **Disposition** section, set the Target Repository to the required value.

[[lite:lite\_send\_add\_new\_volume\_repository.png]]



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