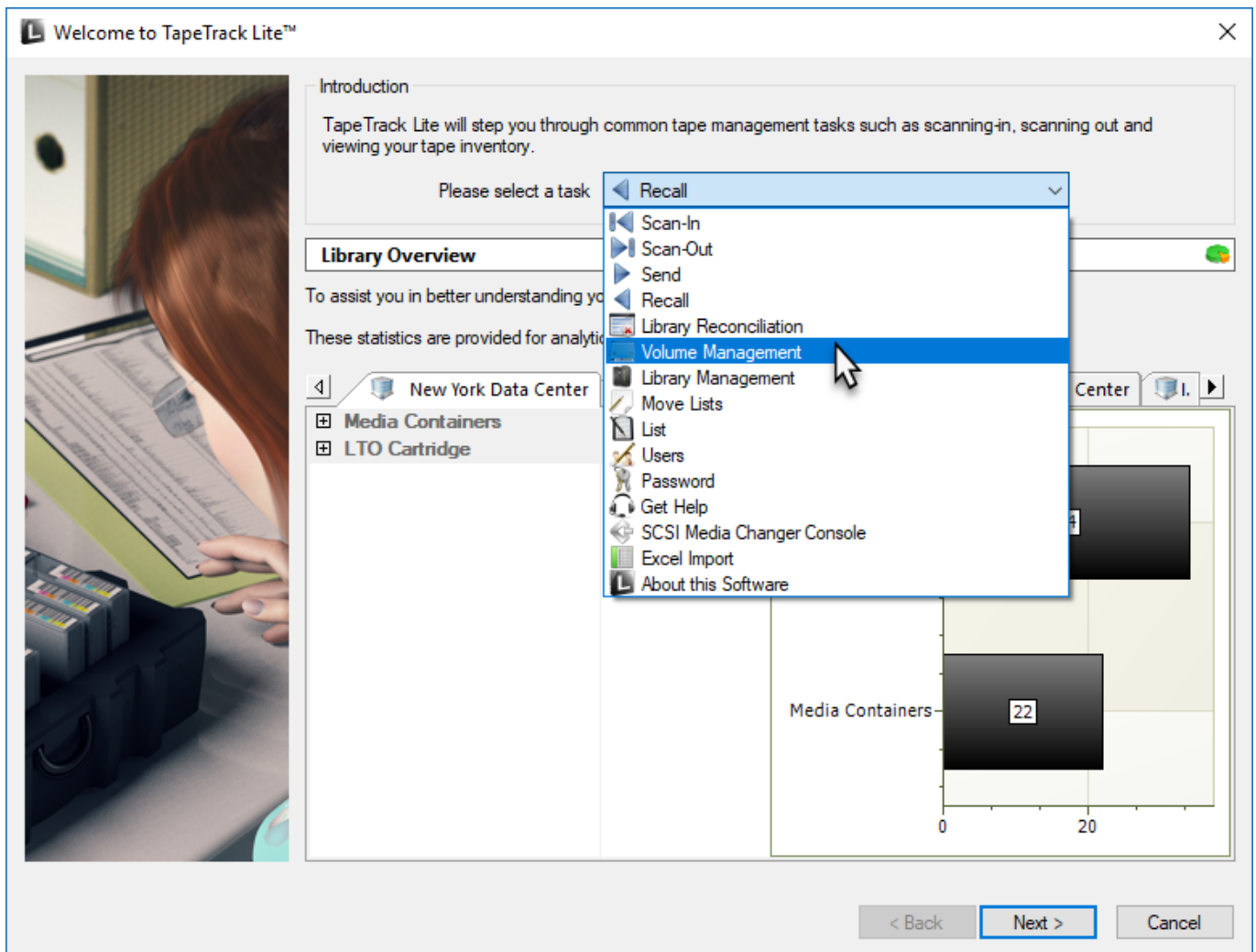


# Adding New Volumes

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.



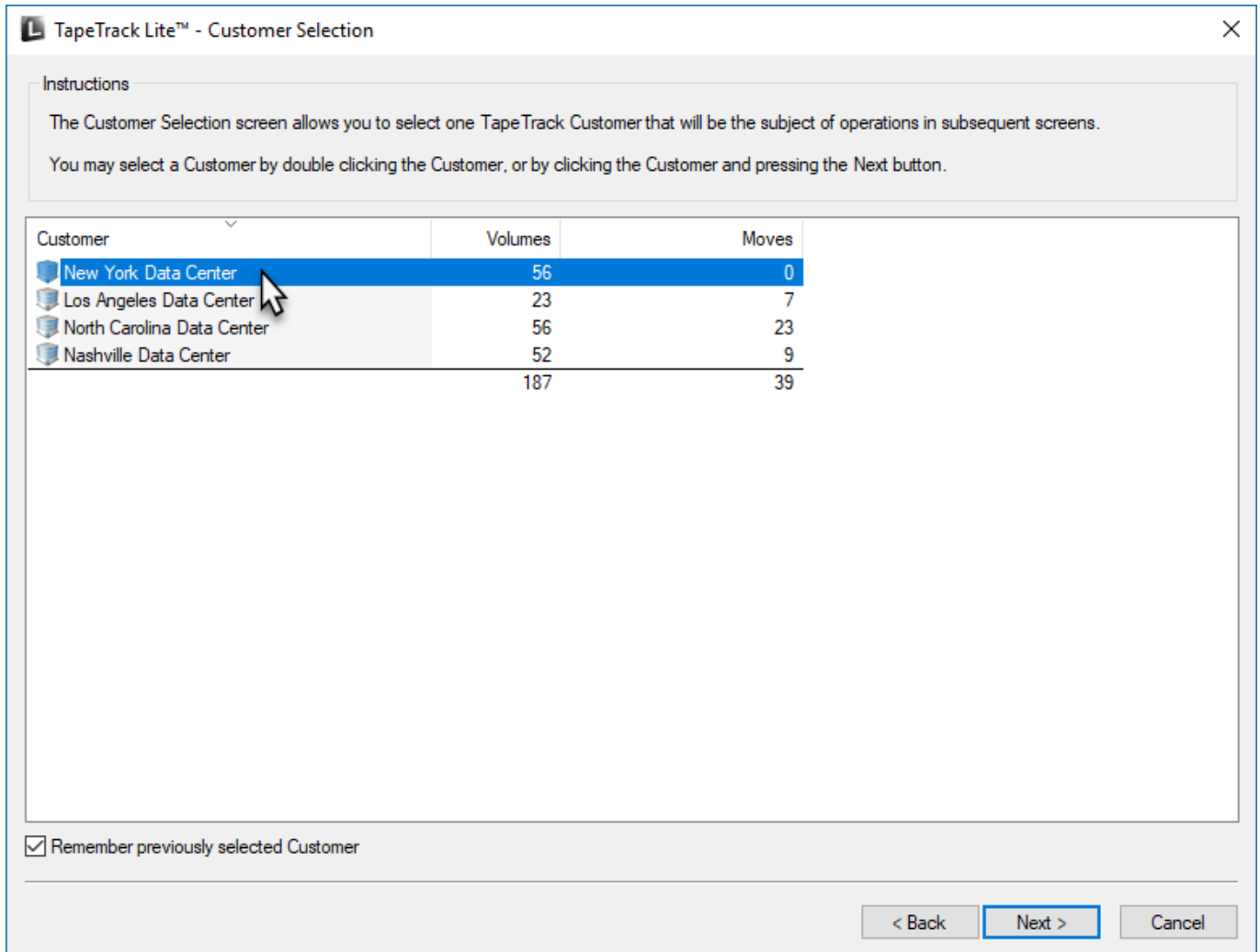
### Options

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

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**.

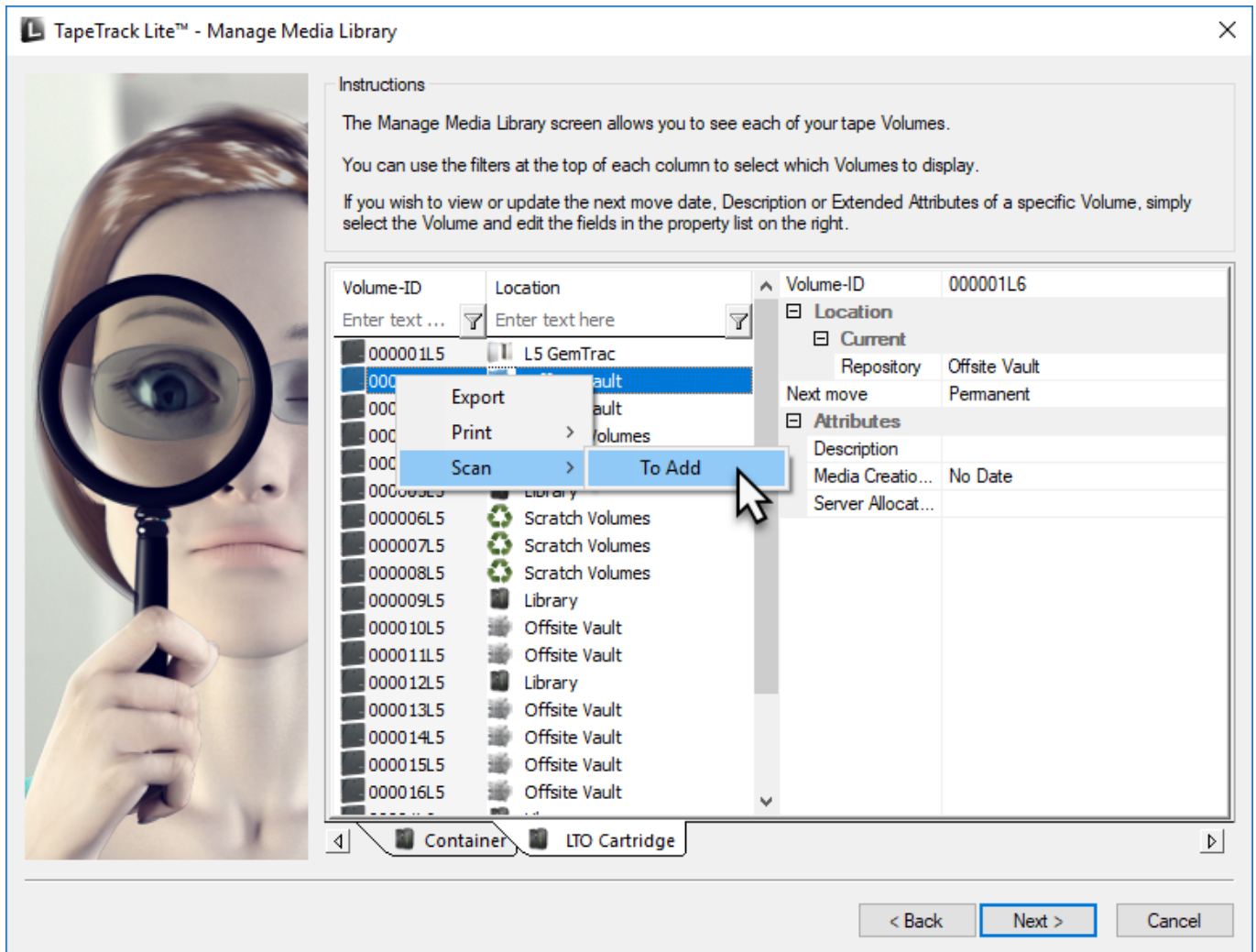


## Selecting A Media Type

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.

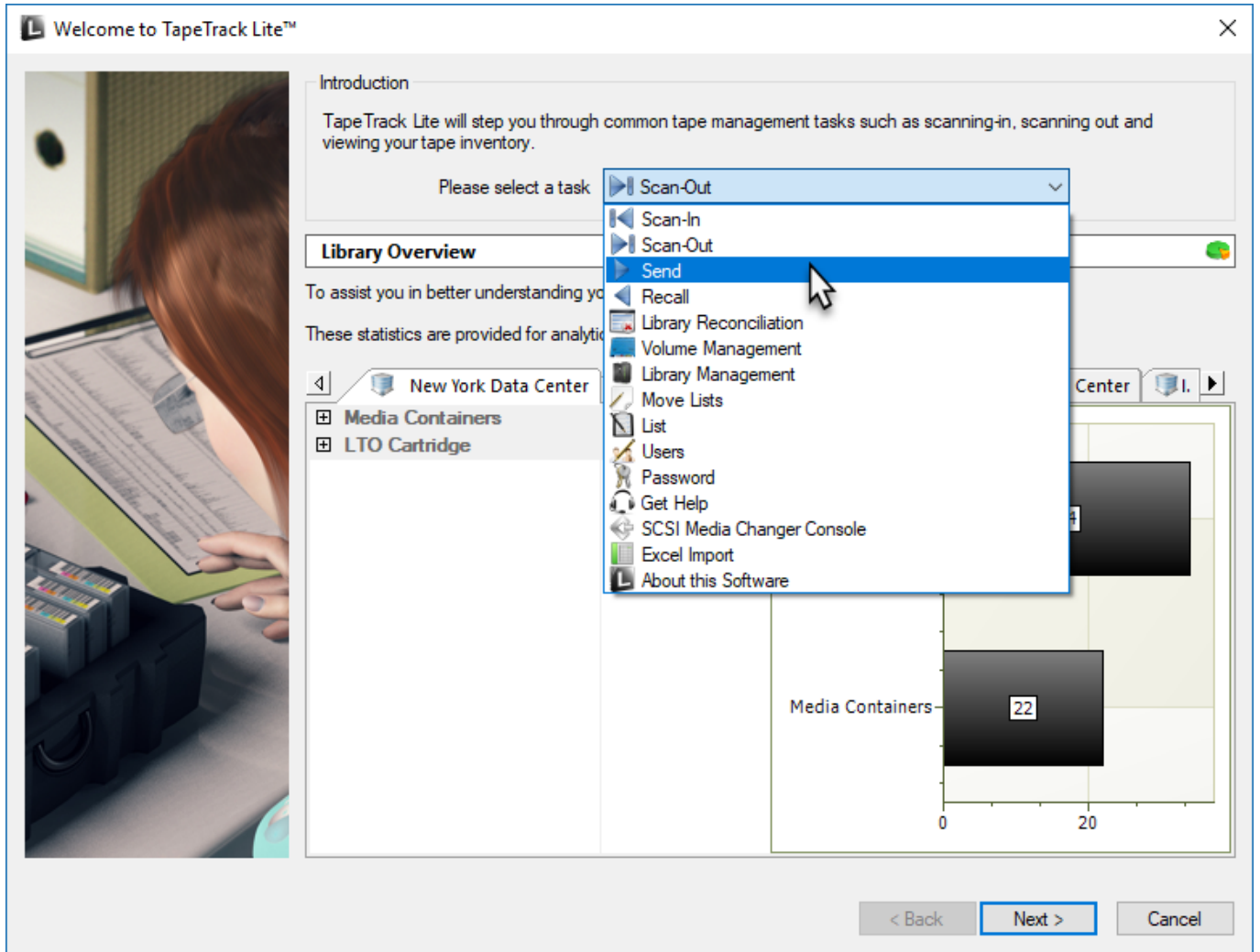


## Adding New Volumes Using Send

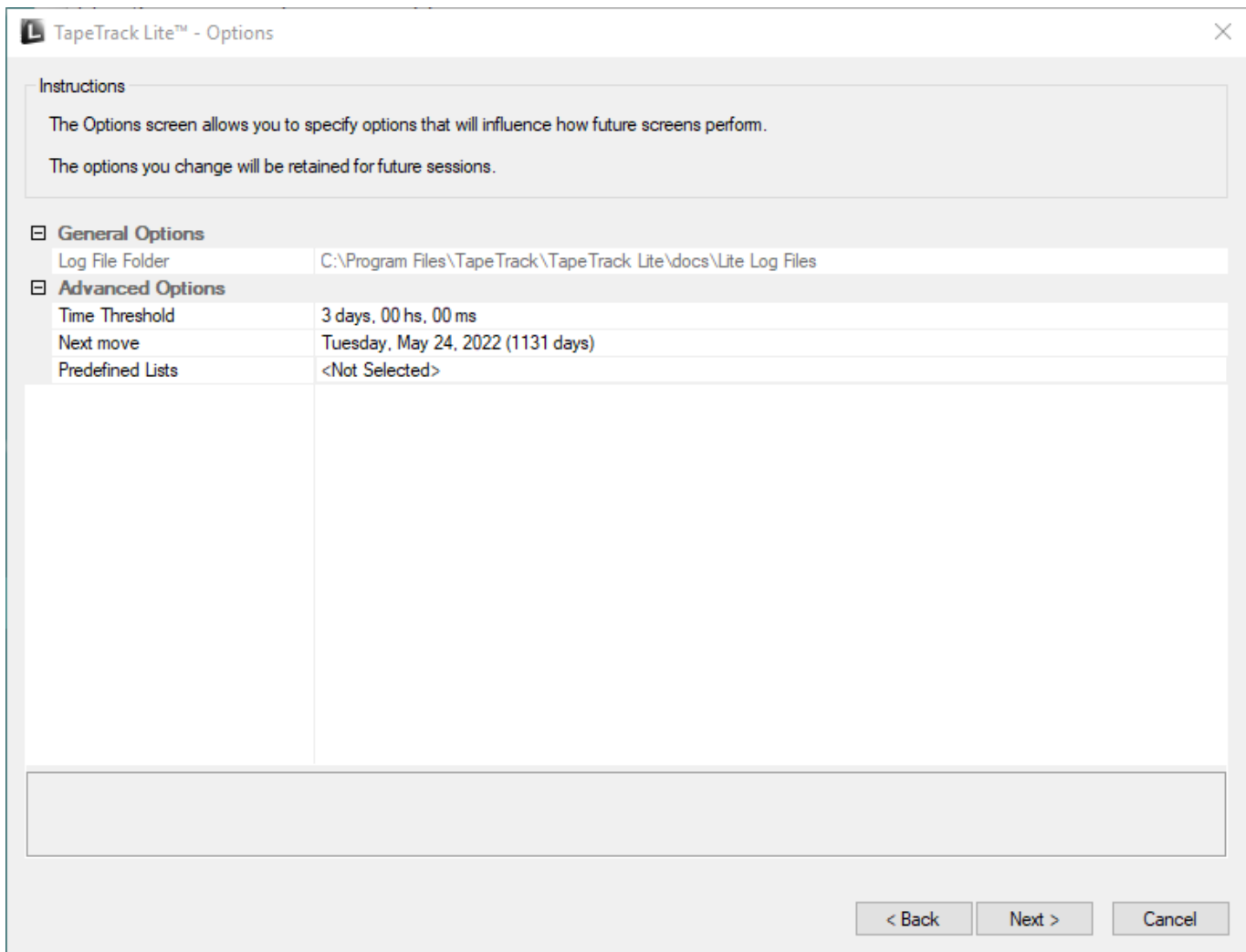
Using Send to add new [Volumes](#) is only recommended when the new [Volumes](#) are part of a consignment being sent already. If just adding new [Volumes](#) to the inventory using Volume Management is the correct process to use.

### Send

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

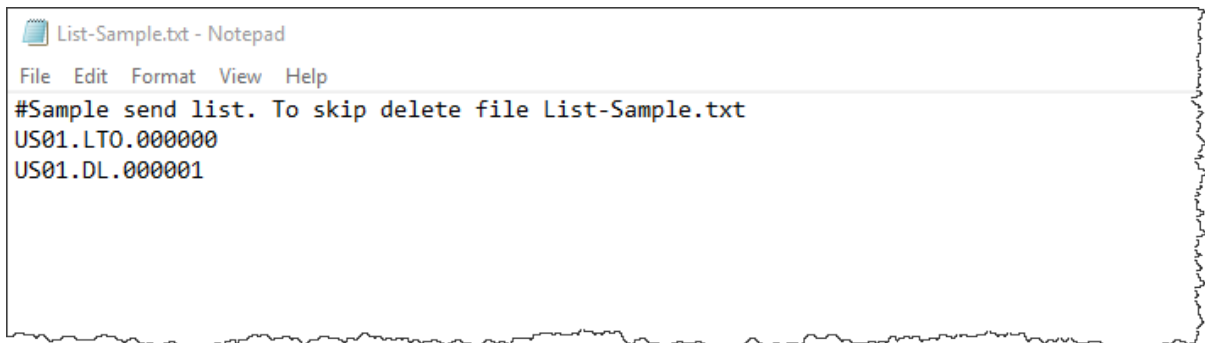


## Options



**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.

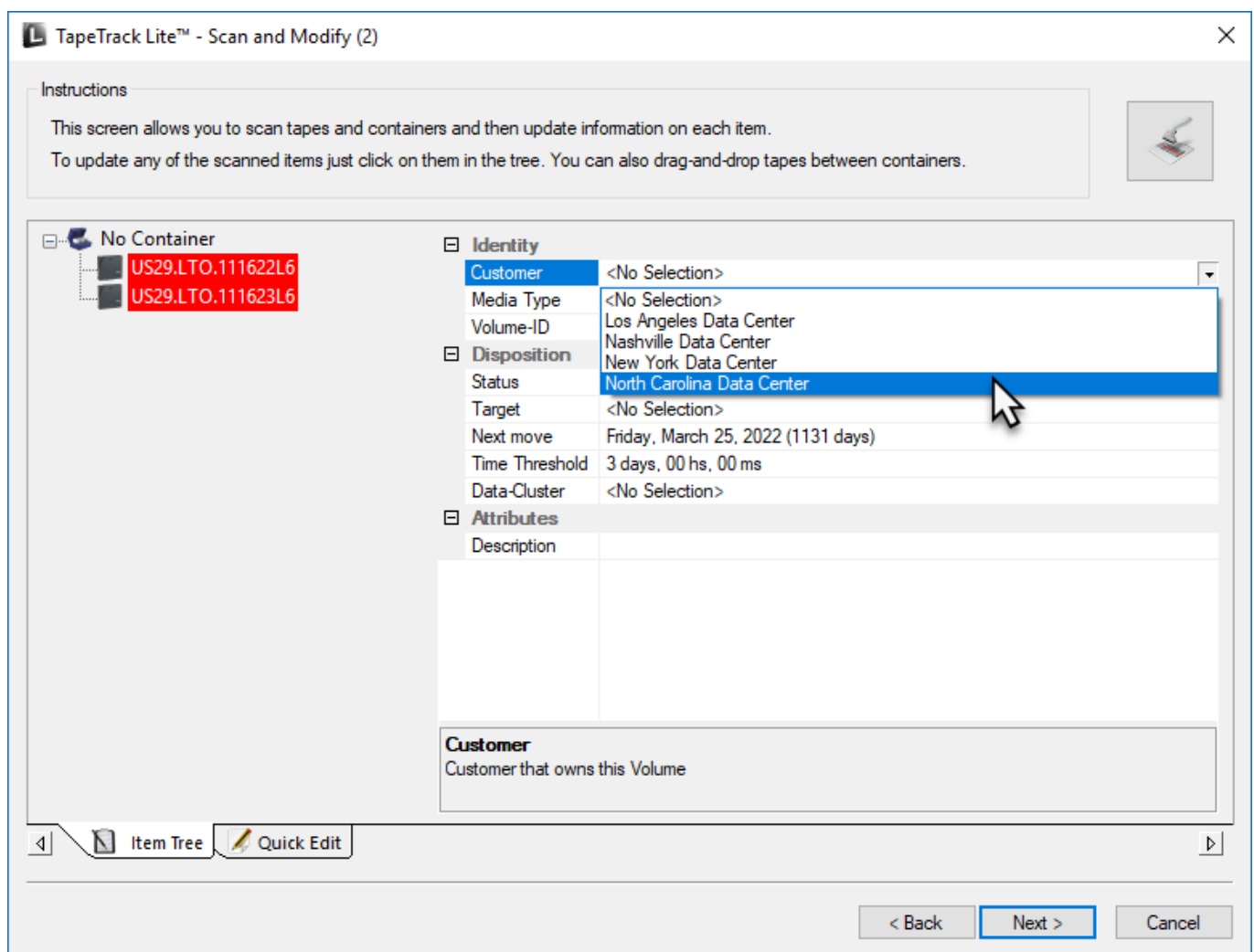
Scan out the required **Volumes** using your preferred **scanning method**.

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

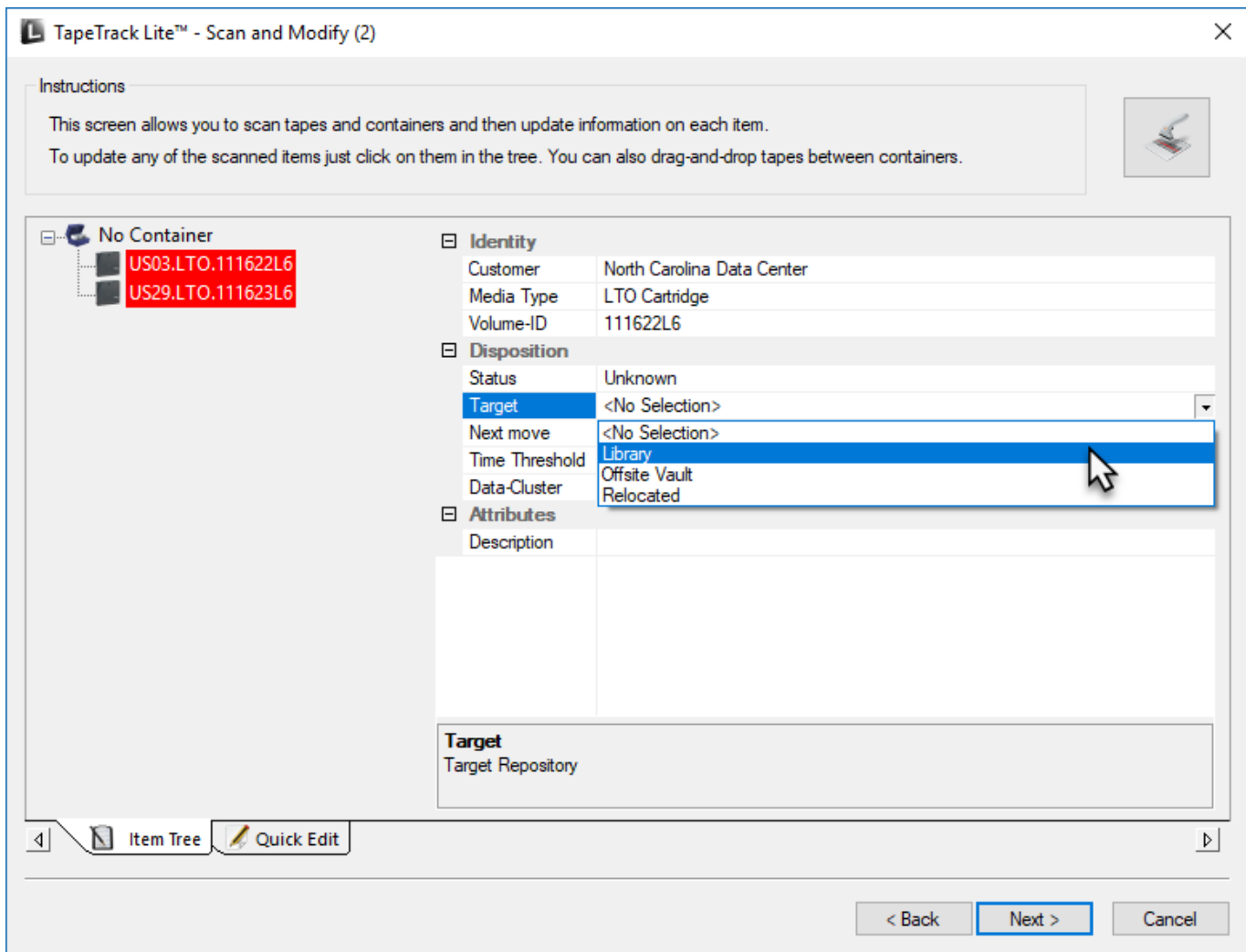
## Setting New Volume ID's

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.

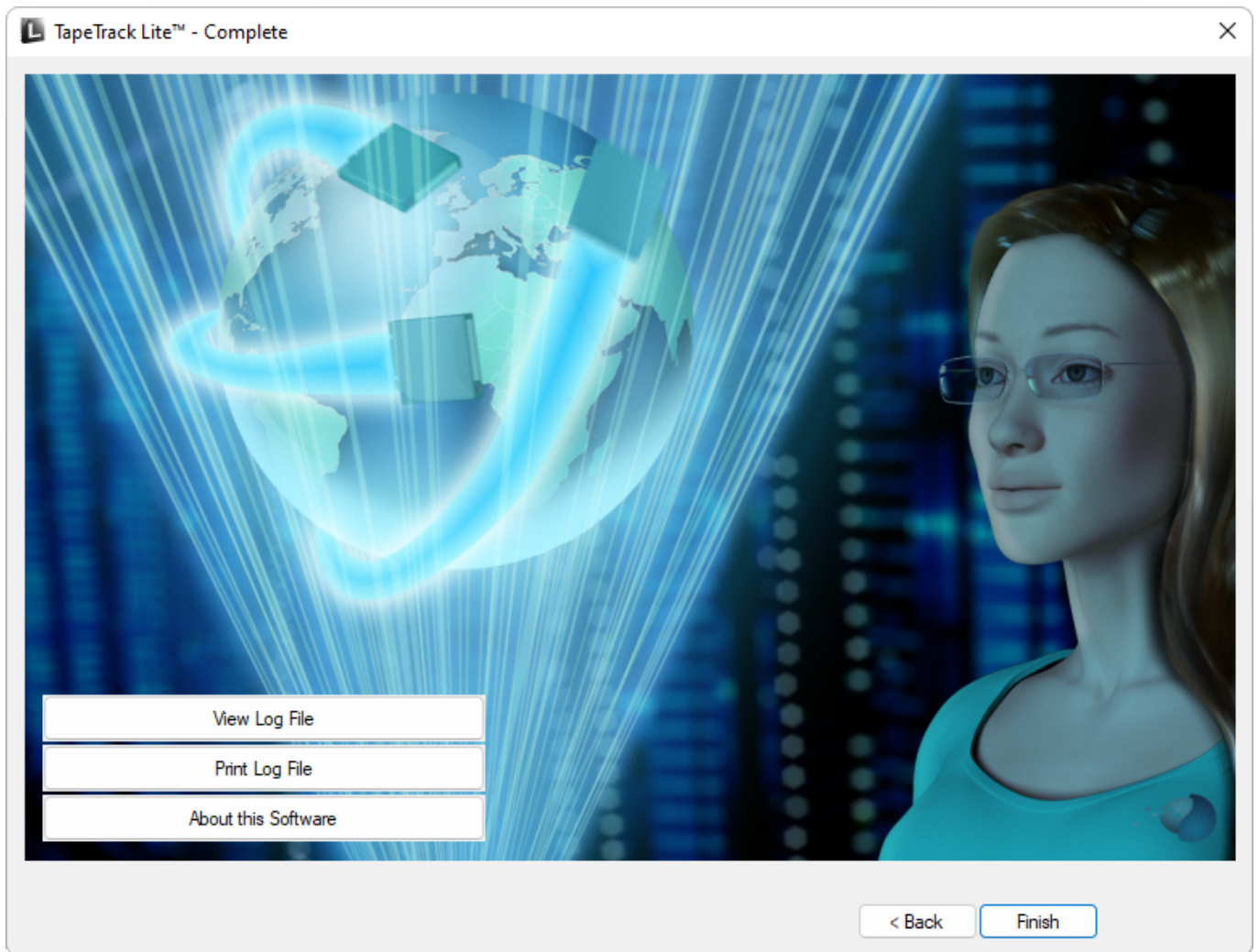
Clicking in the field to the right of each extended attribute, you can type in the relevant values. Click Next to continue.

## Complete

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

- Click View Log File to view the log.
- 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.



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