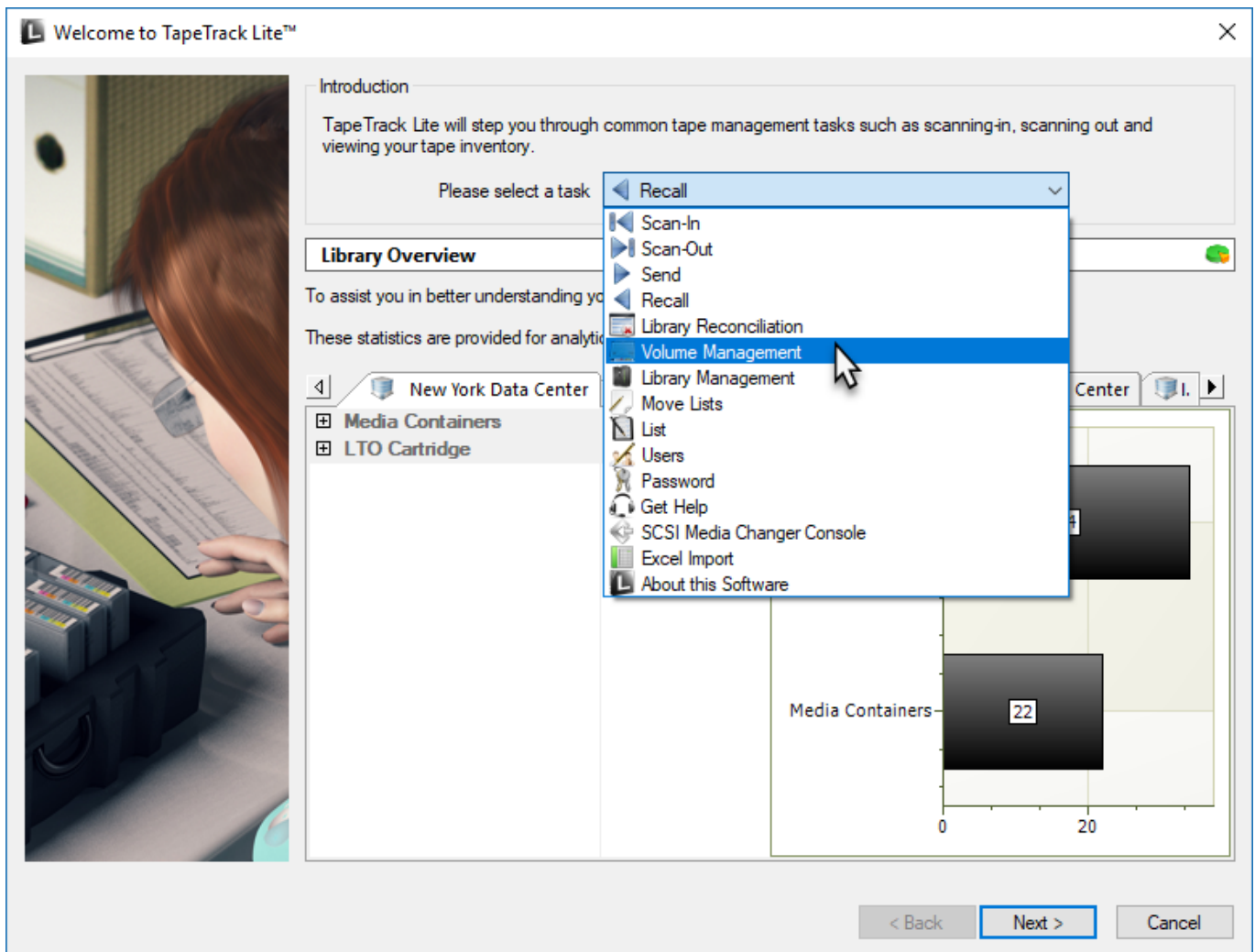


Adding New Volumes

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

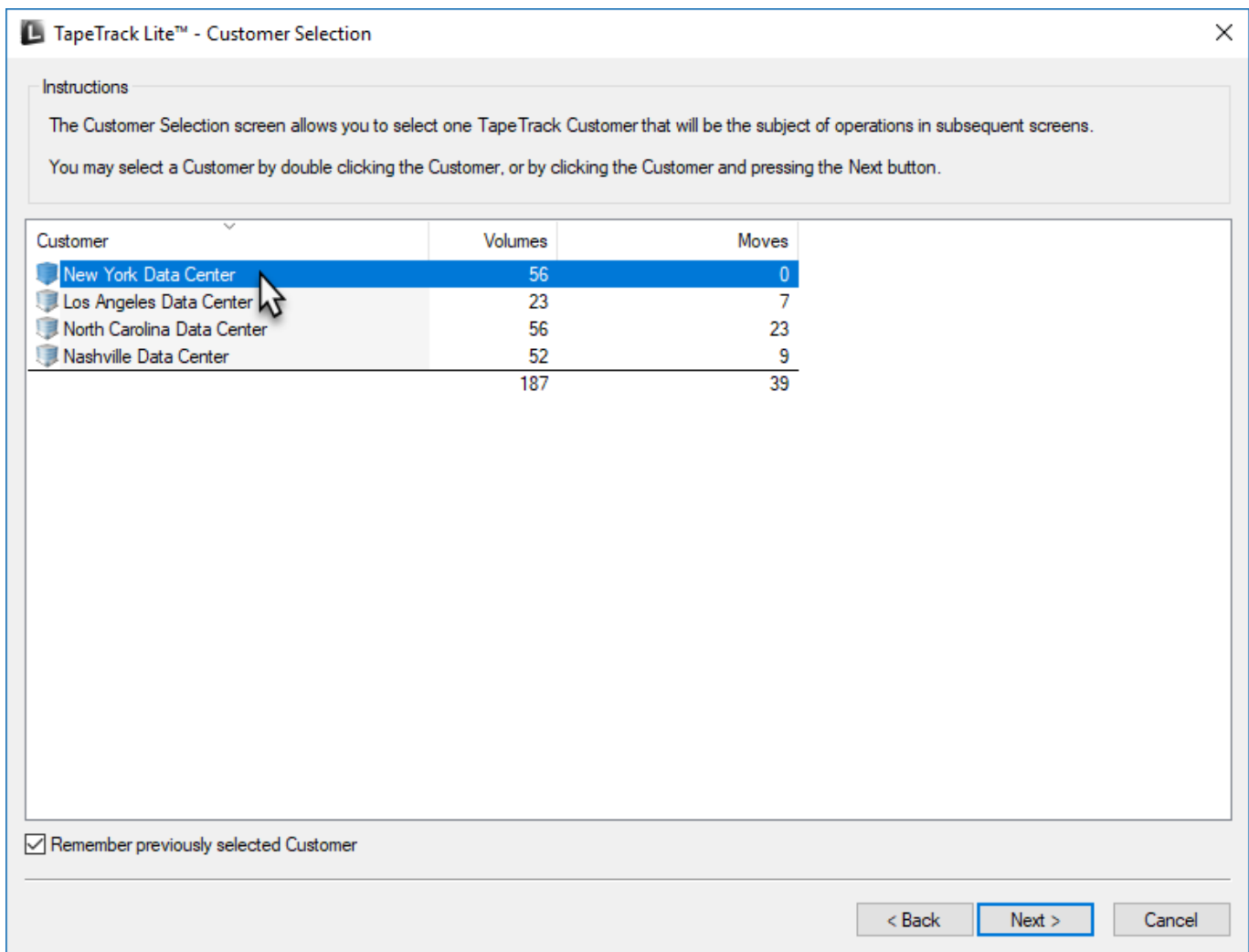
This will open the **Options** window. If required you can set the location for the log files to be written to, or leave the default.

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**.



The screenshot shows the 'TapeTrack Lite™ - Customer Selection' window. It contains an 'Instructions' section and a table of customers. The 'New York Data Center' is selected. At the bottom, there is a checkbox for 'Remember previously selected Customer' and three buttons: '< Back', 'Next >', and 'Cancel'.

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

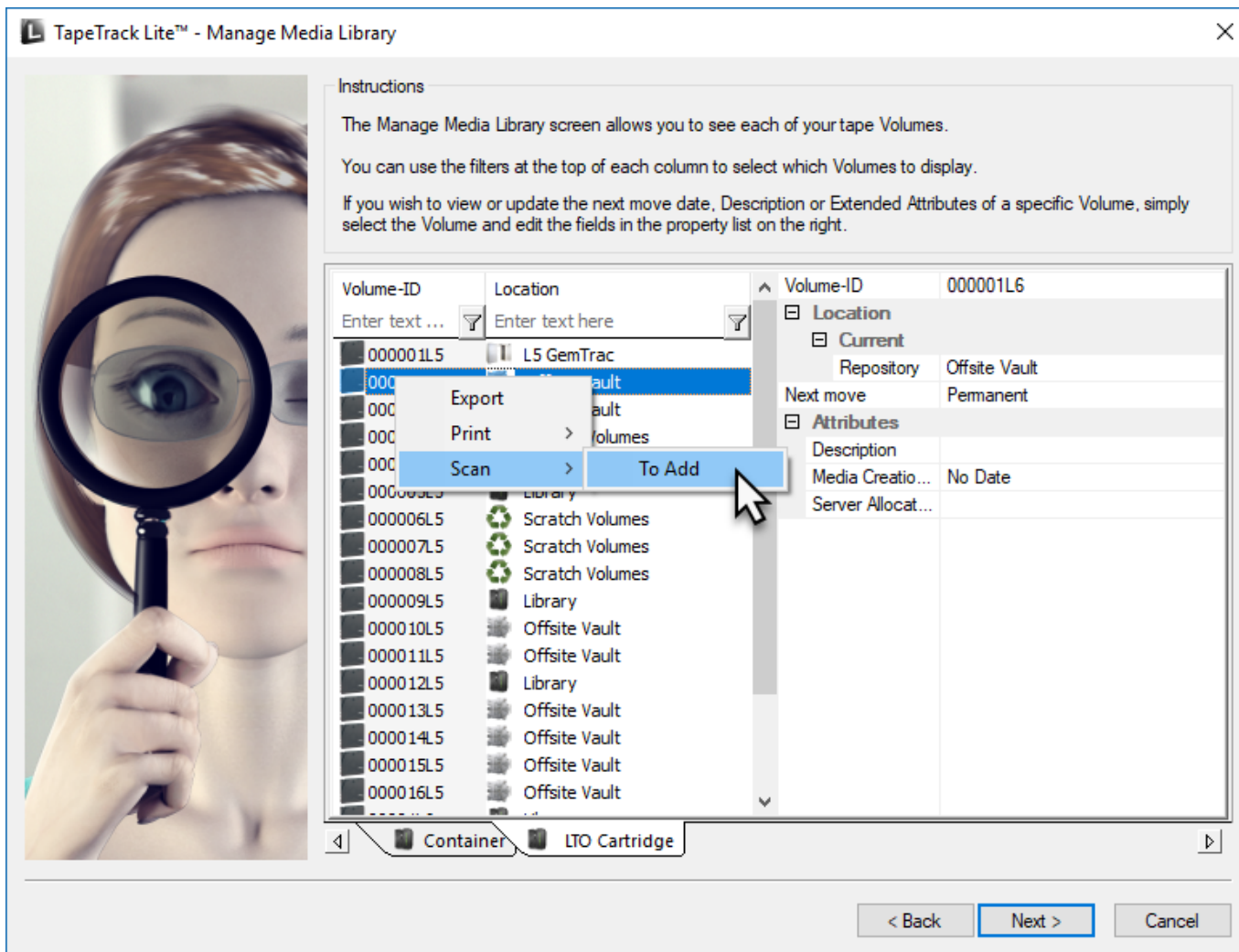
Selecting A Media Type

 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.

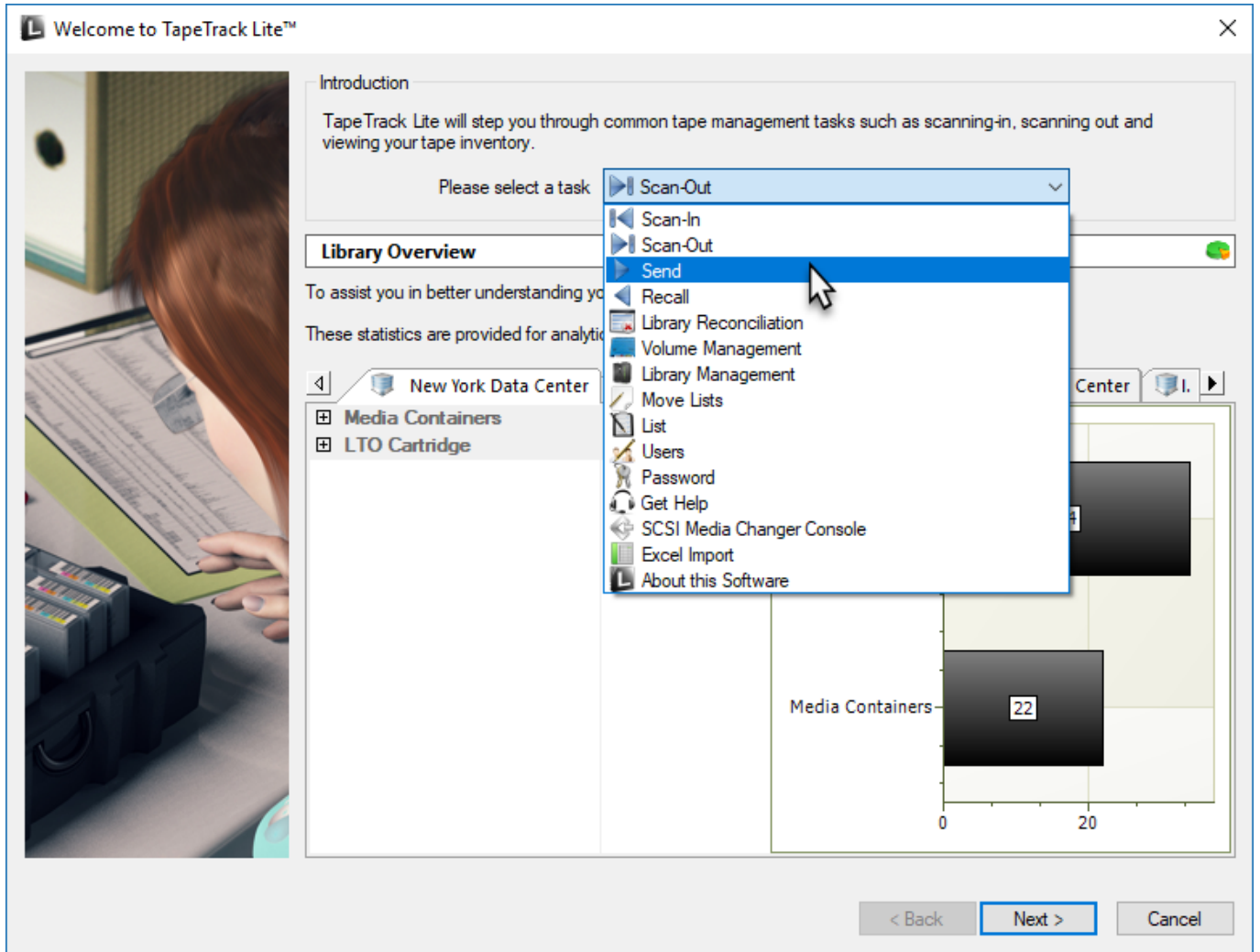


Adding New Volumes Using Send

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.

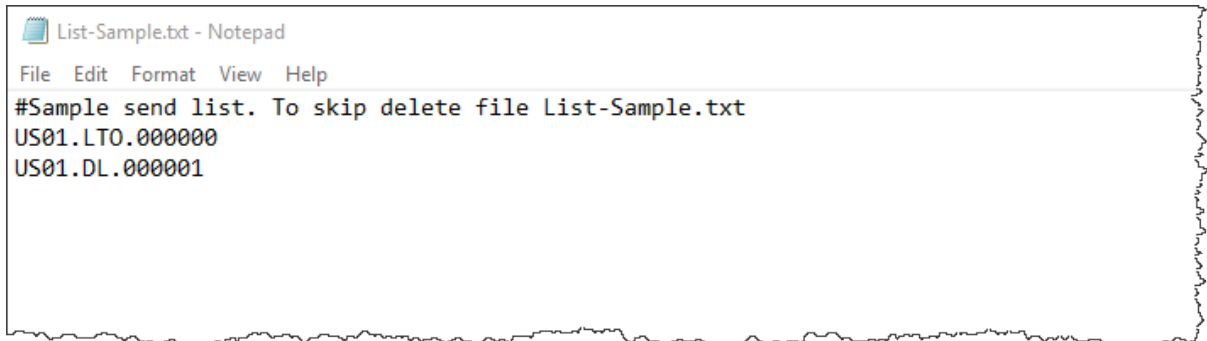


Options



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.

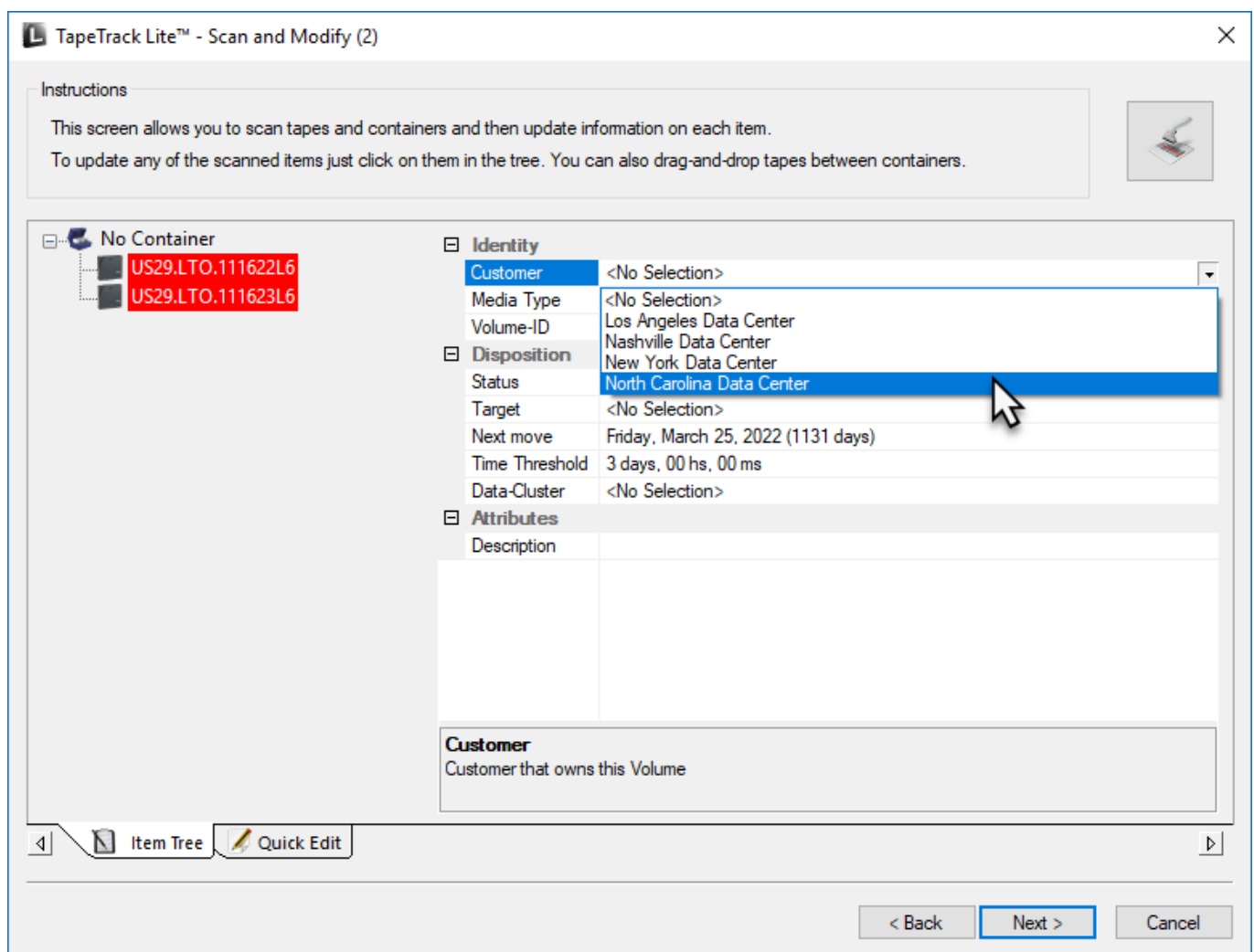
Scan out the required **Volumes** using your preferred **scanning method**.

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.

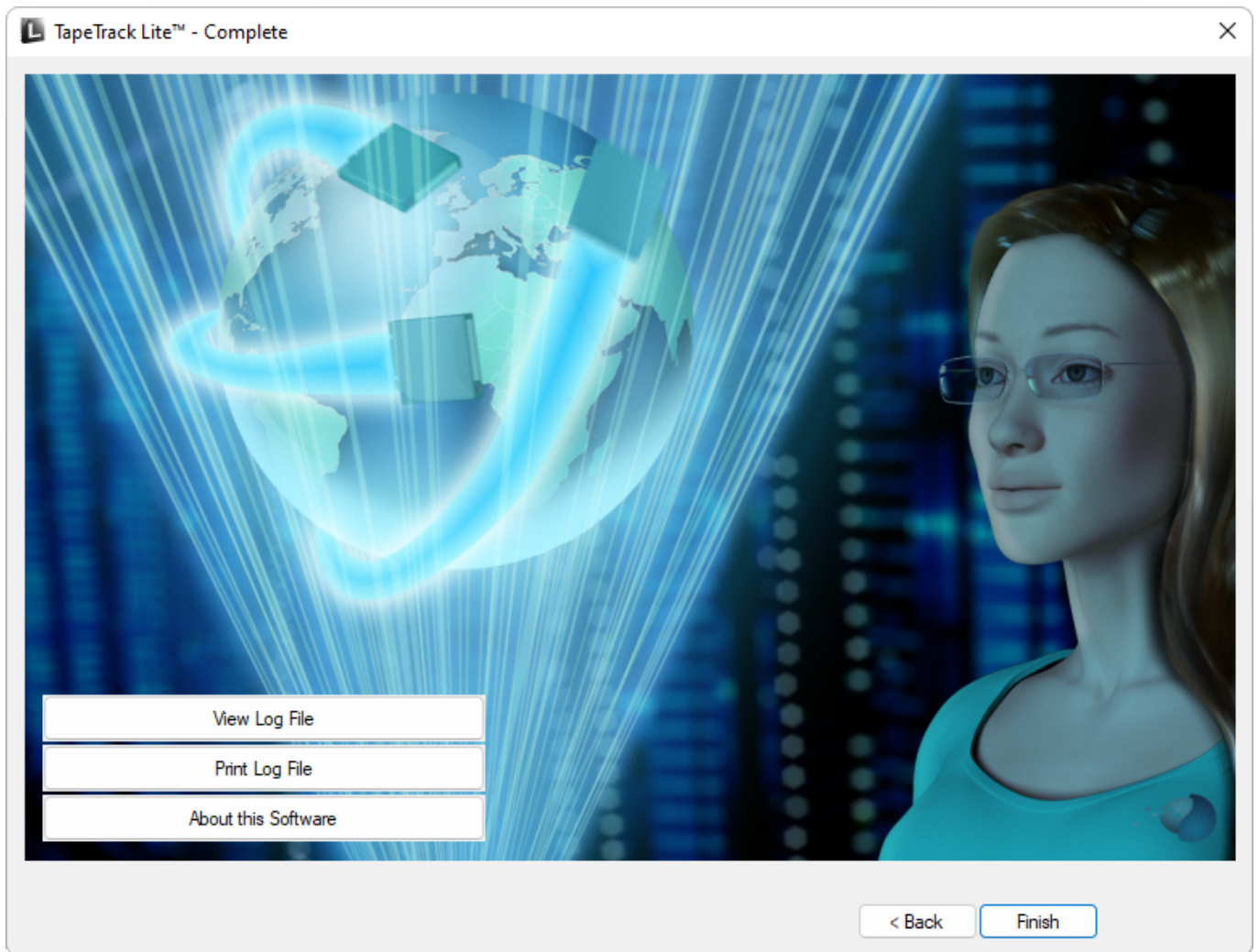
Clicking in the field to the right of each extended Attribute, you can type in the relevant values. Click Next to continue.

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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