

# Selecting A Container And Adding Volumes

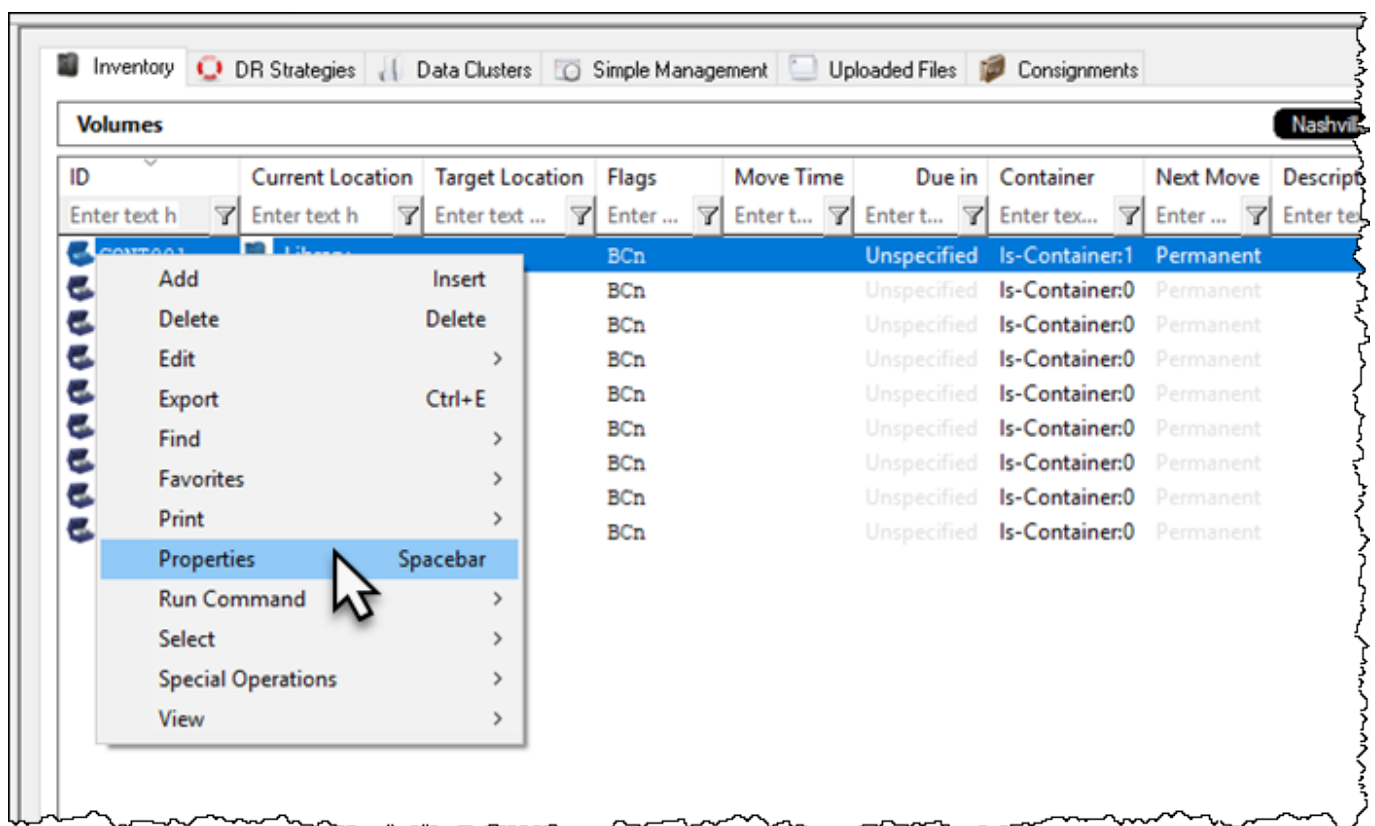
## Adding Volumes From Windows Clipboard

Copy volume ID's to your windows clipboard,



To paste in volumes you must either select a container in the same media type as the volumes or ensure copied volume ID's are **fully qualified**

Right click container and select Properties



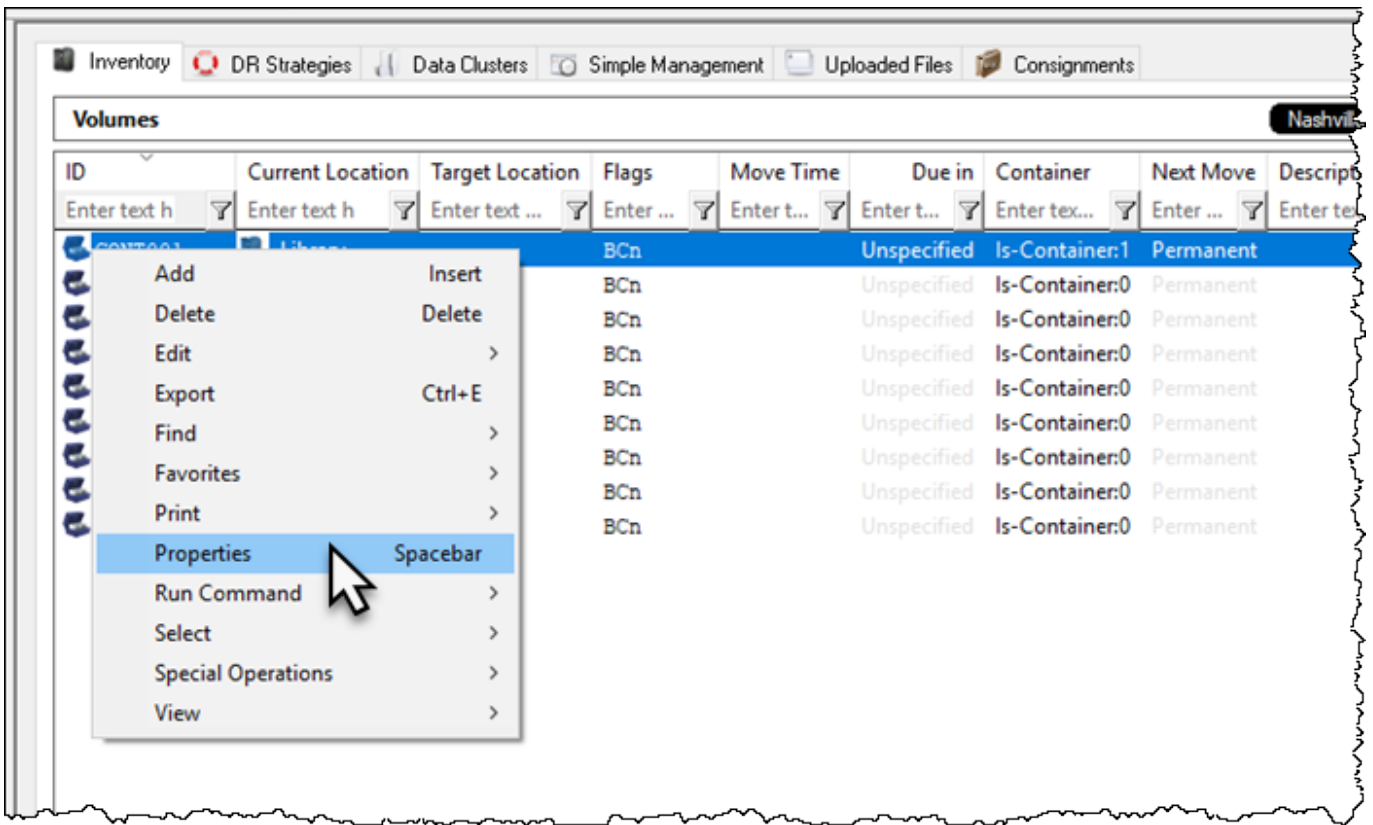
Select the **Container Contents** tab.

Right click main window and select Edit → Paste Volumes

Click Save to close container properties window.

## Adding Volumes Via Scan Window

Right click container and select Properties, or double click.



Select **Container Contents** tab.

Right click main window and select Scan to Assign Volume to open scan-in window.

Scan the volumes, using your preferred [scanning method](#).



If scanning unqualified barcodes ensure correct [Customer-ID](#) and [Media-ID](#) are set in the **Default** fields in the top right of the scan window.

Click X at the top right of the scan-in window to close.

Click Save to close container properties window.

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