# **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

Volur	nes							Nasi
ID	Current Location	Target Location	Flags	Move Time	Due in	Container	Next Move	Desc
Enter t	text h 🍸 Enter text h 🛐	Enter text 🍸	Enter 🍸	Enter t 🍸	Enter t 🍸	Enter tex 🝸	Enter 🍸	Ente
5 ~~	10 Lib		BCn		Unspecified	Is-Container:1	Permanent	
5	Add	Insert	BCn			ls-Container:0		
5	Delete	Delete	BCn			Is-Container:0		
5	Edit	>	BCn			Is-Container:0		
5	Export	Ctrl+E	BCn			Is-Container:0		
5	Find	>	BCn			ls-Container:0		
5	Favorites	>	BCn			Is-Container:0		
5	Print	>	BCn			Is-Container:0		
5	Properties S	pacebar	BCn			Is-Container:0		
	Run Command	>						
	Select	>						
	Special Operations	>						
	View	>						

#### Select the Container Contents tab.

Right click main window and select Edit  $\rightarrow$  Paste Volumes

Click Save to close container properties window.

### **Adding Volumes Via Scan Window**

Right click container and select Properties, or double click.

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	Properties	Spacebar							
	Run Command	>							
	Select	>							
	Special Operations	>							
	View	>							

#### Select Container Contents tab.

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

Volume	Repository		Next Move	Flags	Description	
Assign to ne	w/no container		í			
Edit		>				
Export		>				
Properties						
Remove from	n Container					
Scan to Assig	n Volume					

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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