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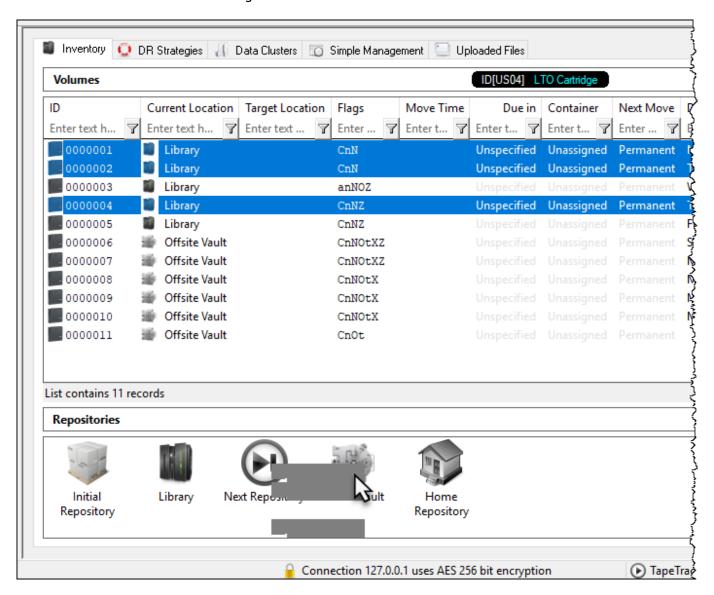
## **Manually Moving Volumes**

While manually moving volumes is, essentially, the simplest way of moving a volume from one repository to another the method best suited to small numbers of volumes or when the volume list is supplied in email or text file.

## **Drag and Drop**

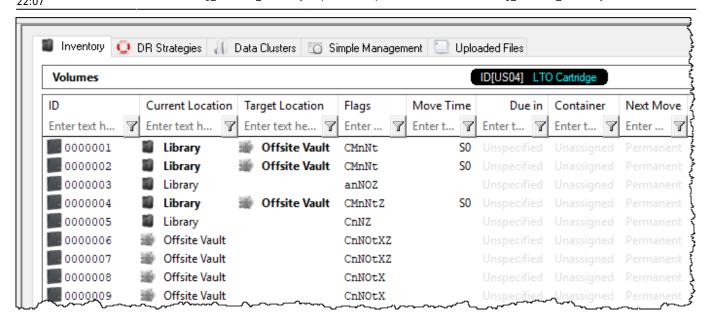
Drag and Drop selected volumes is a quick method for moving small groups of easily identified volumes. Simply select the volume (or range of volumes by Ctrl + click and/or Shift + click) and drag them to the required target repository and release the mouse.

Volumes can also be selected using the scan to select function.



The selected volumes will now have a target repository of the repository you dropped the volume/s on.

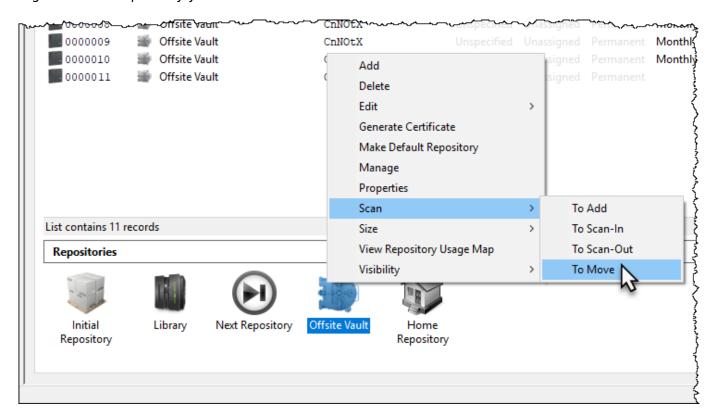
 $Last \ update: \ 2025/01/21 \\ master: moving\_volumes\_manually \ https://rtfm.tapetrack.com/master/moving\_volumes\_manually?rev=1523584390$ 



## **Copy and Paste**

Copy the volume ID's to your clipboard from text file, csv, email or other format.

Right click the repository you want the volumes to move to and select Scan  $\rightarrow$  To Move.



From the scan in window click the **Clipboard** icon to paste in the volume ID's.

Close the scan in window by clicking the X at the top right.

The volumes will now have a target repository displayed.

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