

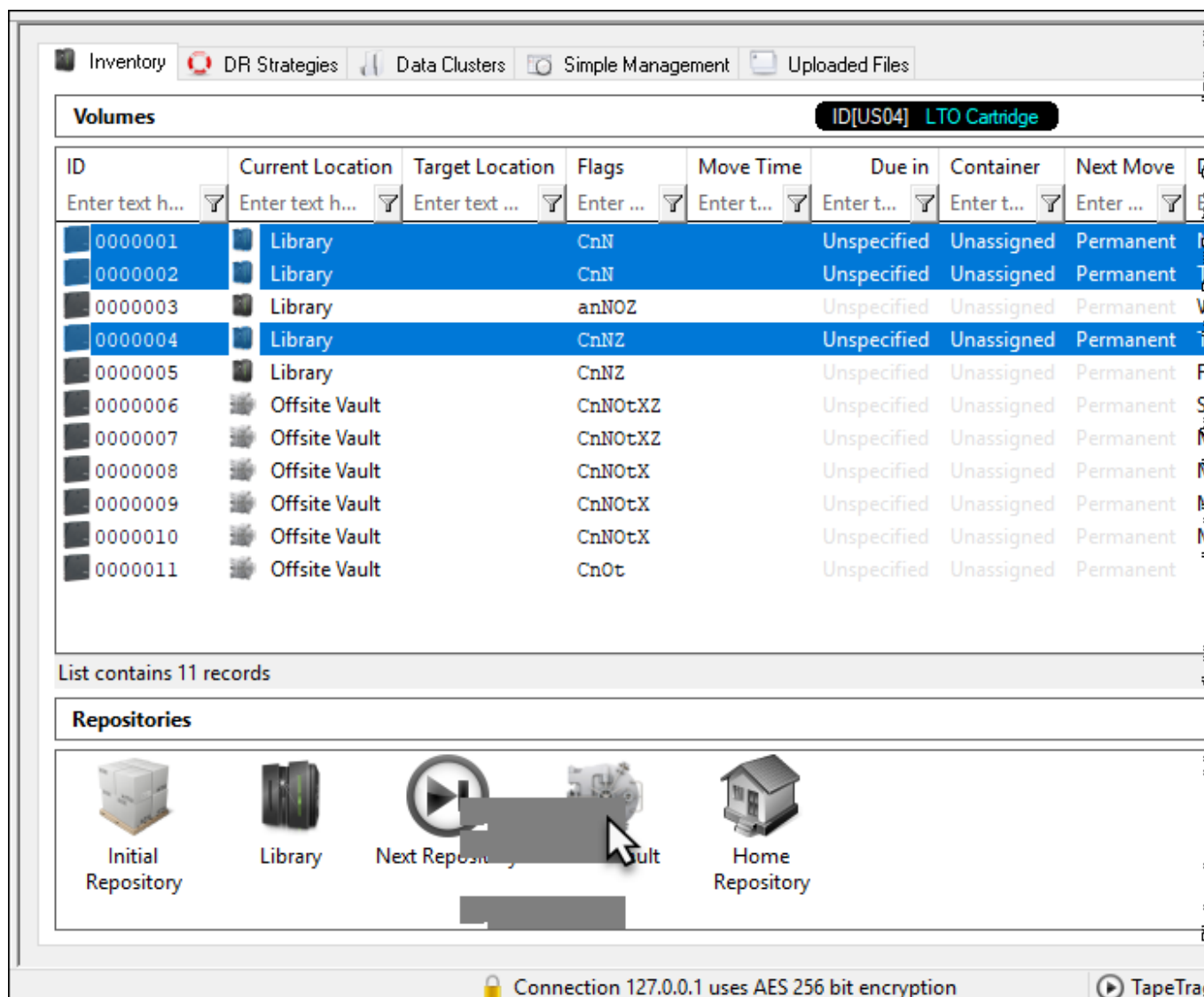
# Manually Moving Volumes

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.



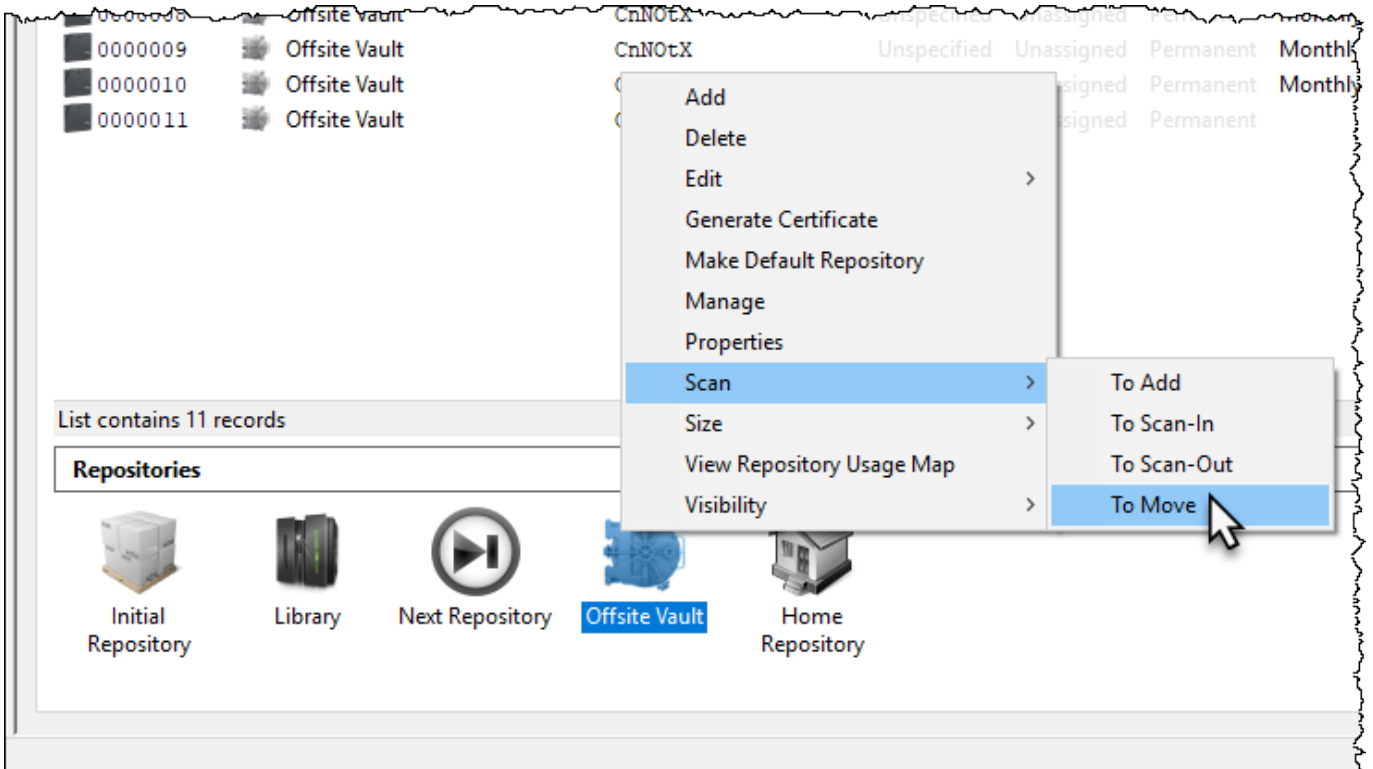
The selected volumes will now have a target repository of the repository you dropped the volume/s on.

ID	Current Location	Target Location	Flags	Move Time	Due in	Container	Next Move
0000001	Library	Offsite Vault	CMnNt	S0	Unspecified	Unassigned	Permanent
0000002	Library	Offsite Vault	CMnNt	S0	Unspecified	Unassigned	Permanent
0000003	Library		anNOZ		Unspecified	Unassigned	Permanent
0000004	Library	Offsite Vault	CMnNtZ	S0	Unspecified	Unassigned	Permanent
0000005	Library		CnNZ		Unspecified	Unassigned	Permanent
0000006	Offsite Vault		CnNOTXZ		Unspecified	Unassigned	Permanent
0000007	Offsite Vault		CnNOTXZ		Unspecified	Unassigned	Permanent
0000008	Offsite Vault		CnNOTX		Unspecified	Unassigned	Permanent
0000009	Offsite Vault		CnNOTX		Unspecified	Unassigned	Permanent

## 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 → 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.

From:  
<https://rtfm.tapetrack.com/> - **TapeTrack Documentation**

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