# **Adding and Maintaining Volumes**

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# **Adding Individual Volumes**

To add an individual Volume either:

Right-click on a Media Type and select Add Volume.

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or right-click in the Inventory window and select Add.

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or click in the Inventory window and press Insert on the keyboard

This will open the Edit New Volume window.

In the Edit New Volume window enter the Volume-ID of the new Volume to be added. Volume-ID's must be unique within a Customer/Media Type scope and must be between 2 and 10 alphanumeric characters long.

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Click Save to add Volume.

### Adding Multiple Volumes

Adding multiple Volumes can be accomplished using several different methods.

- Scanning Volumes using the "Scan To Add" process, best suited to adding small groups of Volumes with a scanner, keyboard or GazillaByte CloudScan App.
- Pasting in Volumes from Windows Clipboard or file, best suited to adding new Volumes from emailed or file lists of Volume-ID's.
- Importing Volumes from Excel file, best suited to adding Volumes and additional data from Excel sheets.
- Creating Volumes using the "Volume-ID Building" tool.
- Importing Volumes from your Backup Software with TMSS10Sync.
  - Backup Exec
  - Commvault
  - Data Protector

- Netbackup
- Networker
- Tivoli Storage Manager
- VEEAM

# Scan To Add

To add Volumes to your default Repository (or Initial Repository if no default is set) right-click in the Volume List, navigate to Special Operations, and select Scan  $\rightarrow$  Scan to Add Volumes to open the Scan In window.

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To add Volumes to a Repository other than your default, right-click the required Repository and select Scan  $\rightarrow$  To Add and scan Volumes to be added.

Adding and Maintaining Volumes

File Administration Favorites Tools View Help	
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Scan your Volume Barcodes using a Barcode scanner to add Volumes to TapeTrack.

Once all Volumes have been scanned, close the Scan In window by clicking the X at the top right corner.

#### **Paste Volumes To Add**

Copy Volume-ID's to windows clipboard.

To add Volumes to your default Repository (or Initial Repository if no default is set) right-click in the Volume List, navigate to Special Operations, and select Scan  $\rightarrow$  Scan to Add Volumes to open the Scan In window.

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To add Volumes to a Repository other than your default, right-click the required Repository and select Scan  $\rightarrow$  To Add and scan Volumes to be added.

Adding and Maintaining Volumes

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Click the Clipboard icon on the Scan Window to paste in Volume-ID's.

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Once all Volumes have been scanned, close the Scan In window by clicking the X at the top right corner.

#### **Deleting Volumes**

For information on deleting Volumes see Deleting Volumes

update doco, scan, master

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Permanent link: https://rtfm.tapetrack.com/master/volumes

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