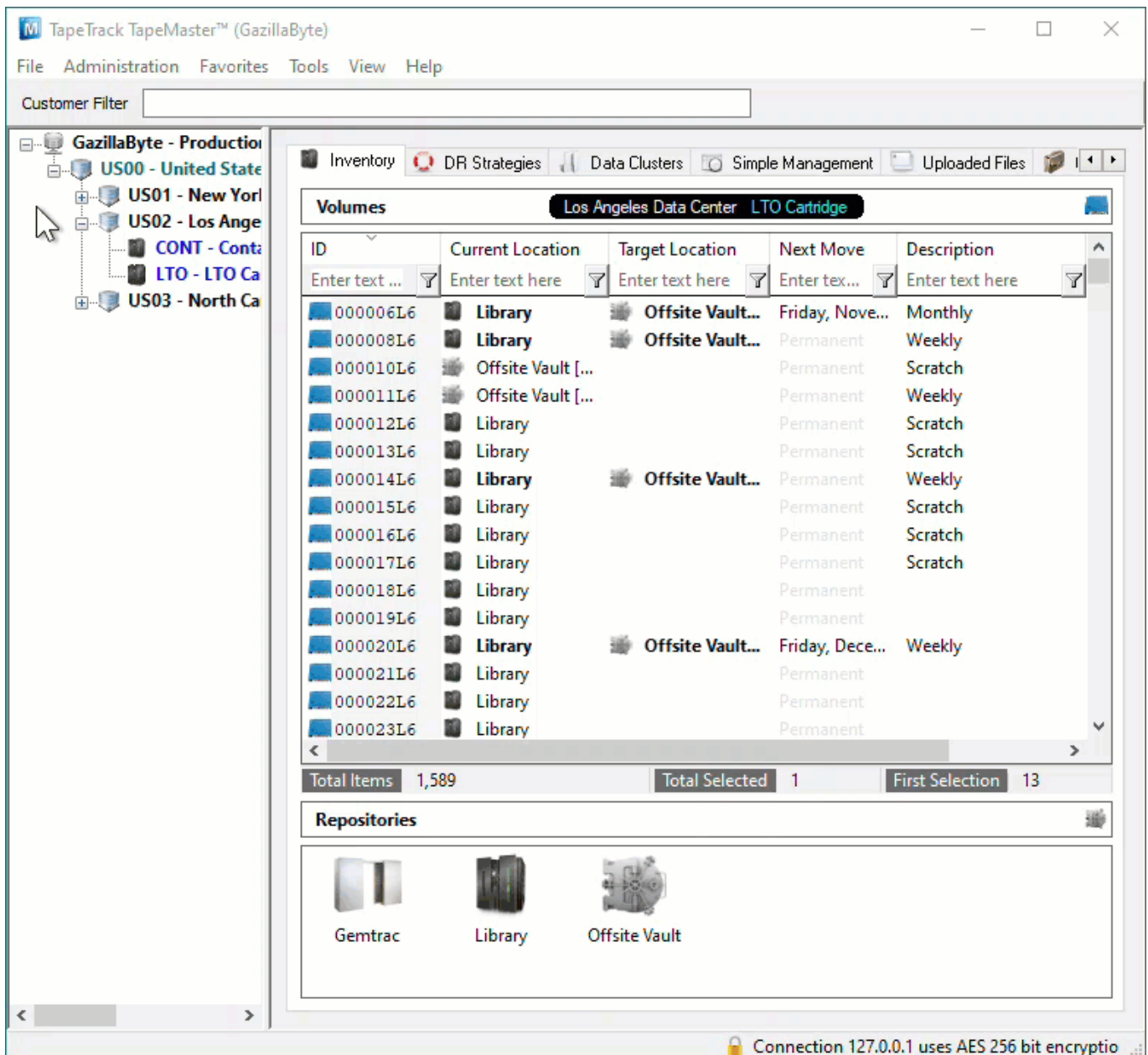


# Adding and Maintaining Volumes

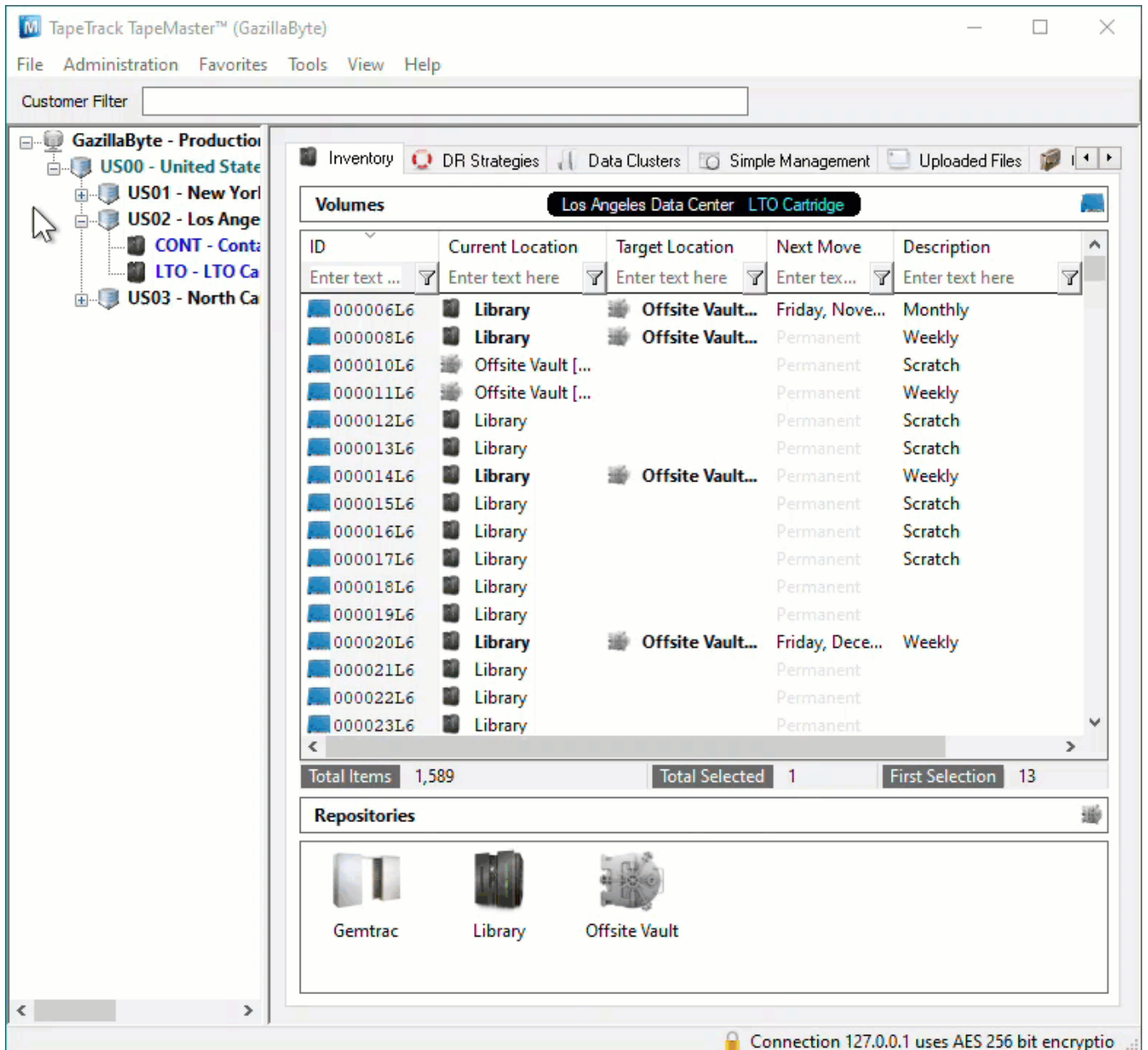
## Adding Individual Volumes

To add an individual [Volume](#) either:

Right-click on a [Media Type](#) and select Add Volume.



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



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.

Volume Attributes

Customer-ID	US02	Los Angeles Data Center
Media-ID	LTO	LTO Cartridge
Volume-ID		

Save Cancel Help

Click Save to add [Volume](#).

## Adding Multiple Volumes

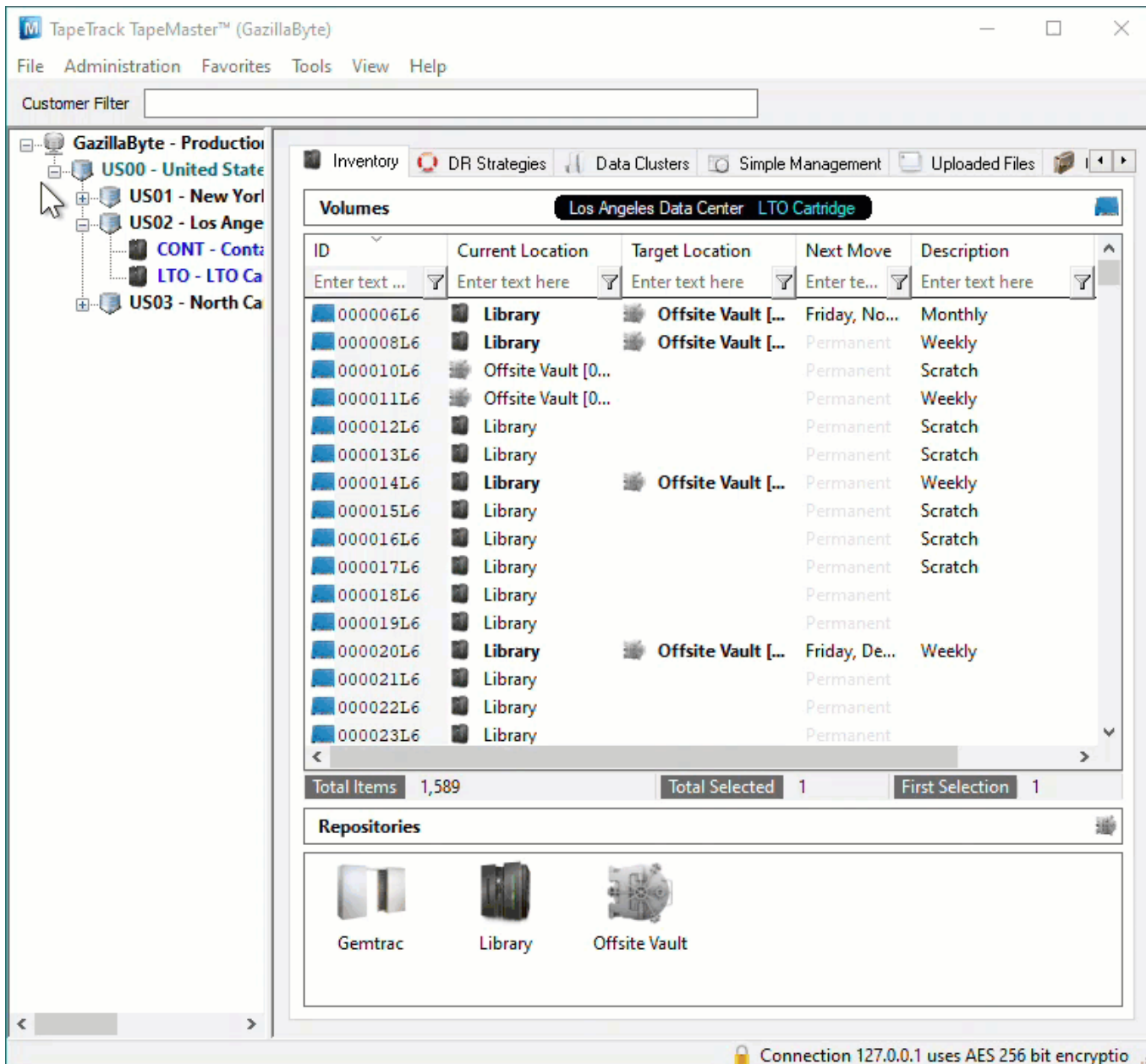
Adding multiple Volumes can be accomplished using several different methods.

- [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](#)

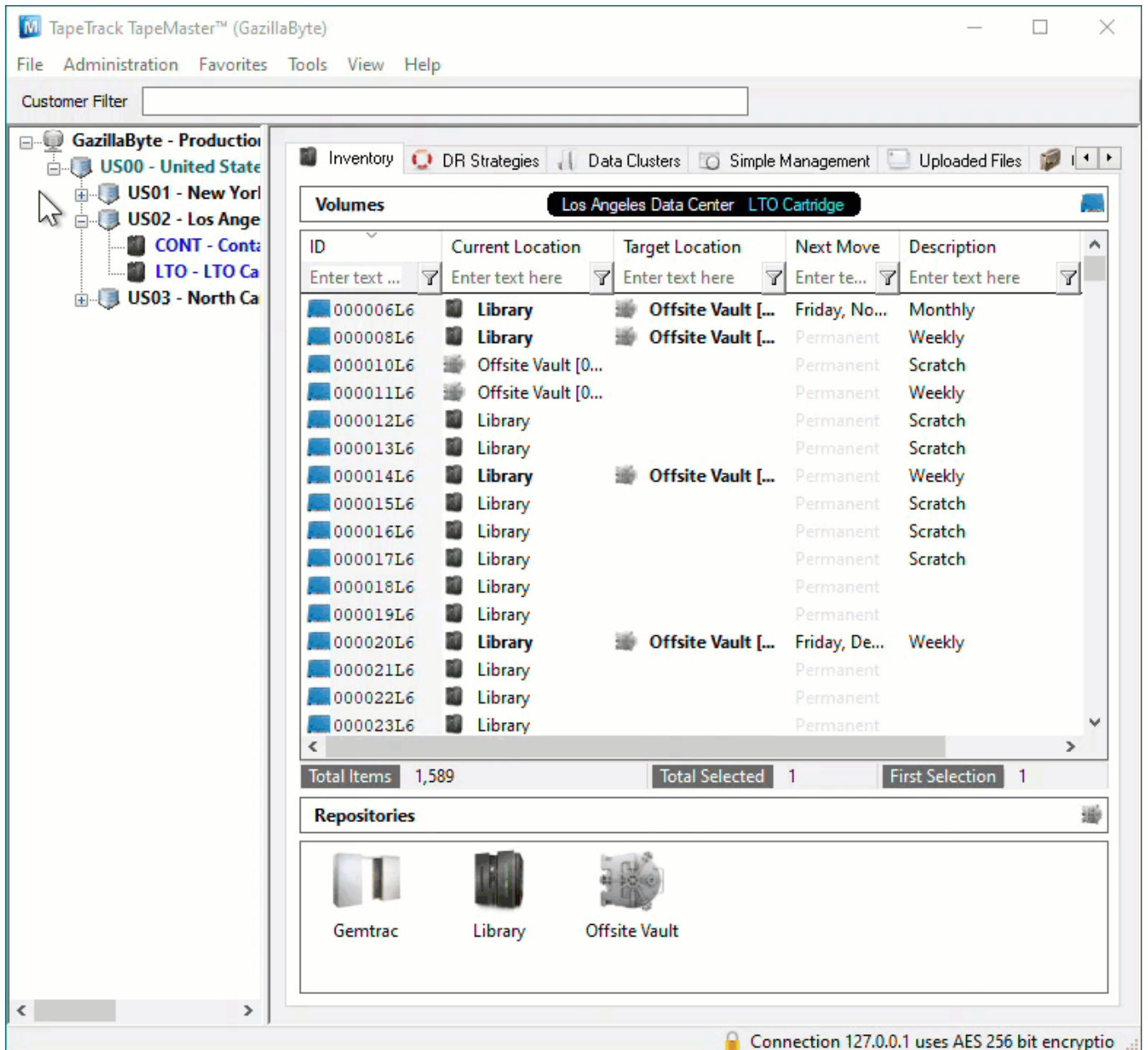
- Netbackup
- Networker
- Tivoli Storage Manager
- VEEAM

## 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** → **Scan to Add Volumes** to open the **Scan In** window.



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



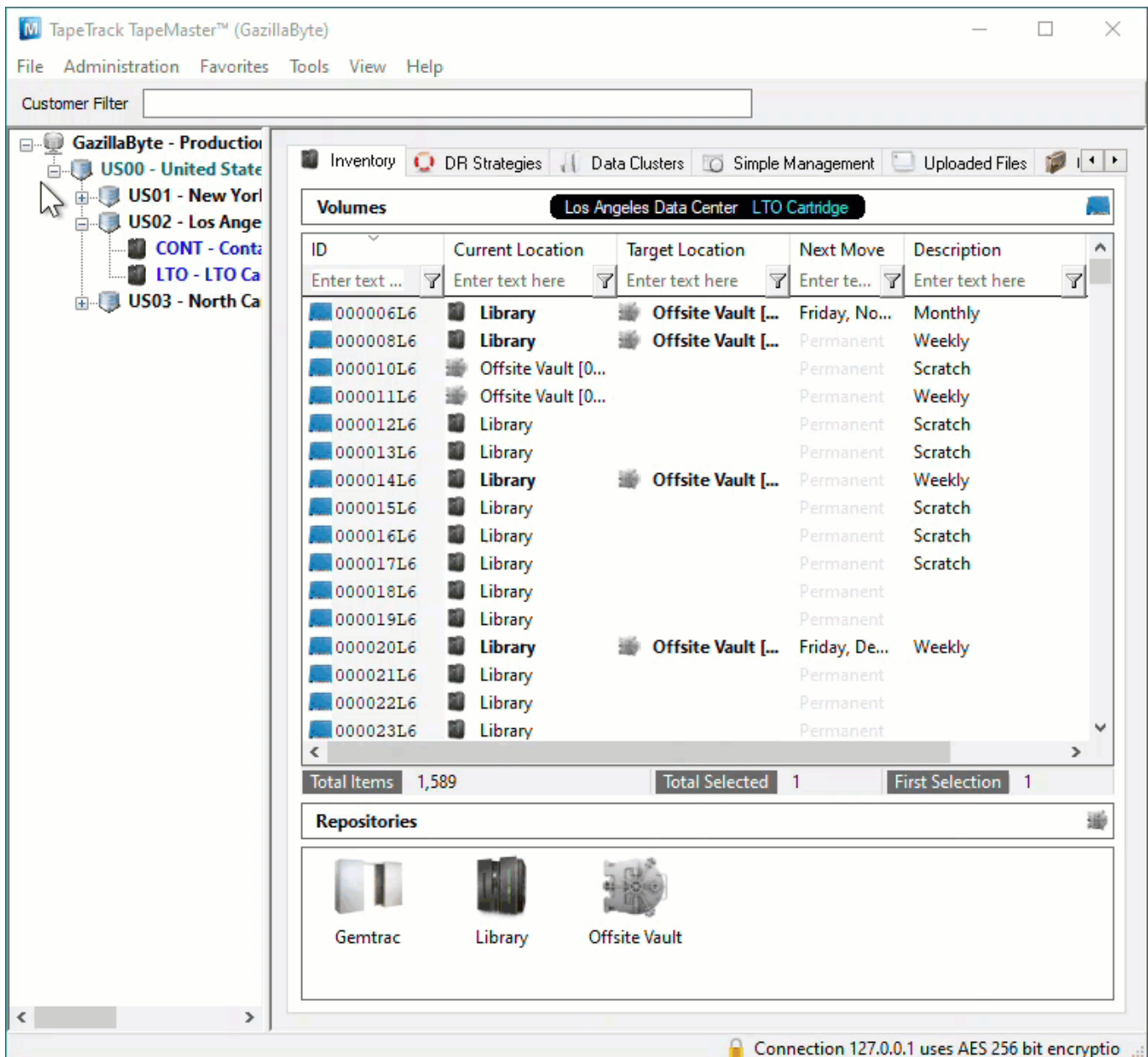
Scan your Volume Barcodes using a Barcode scanner to add [Volumes](#) to TapeTrack.

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

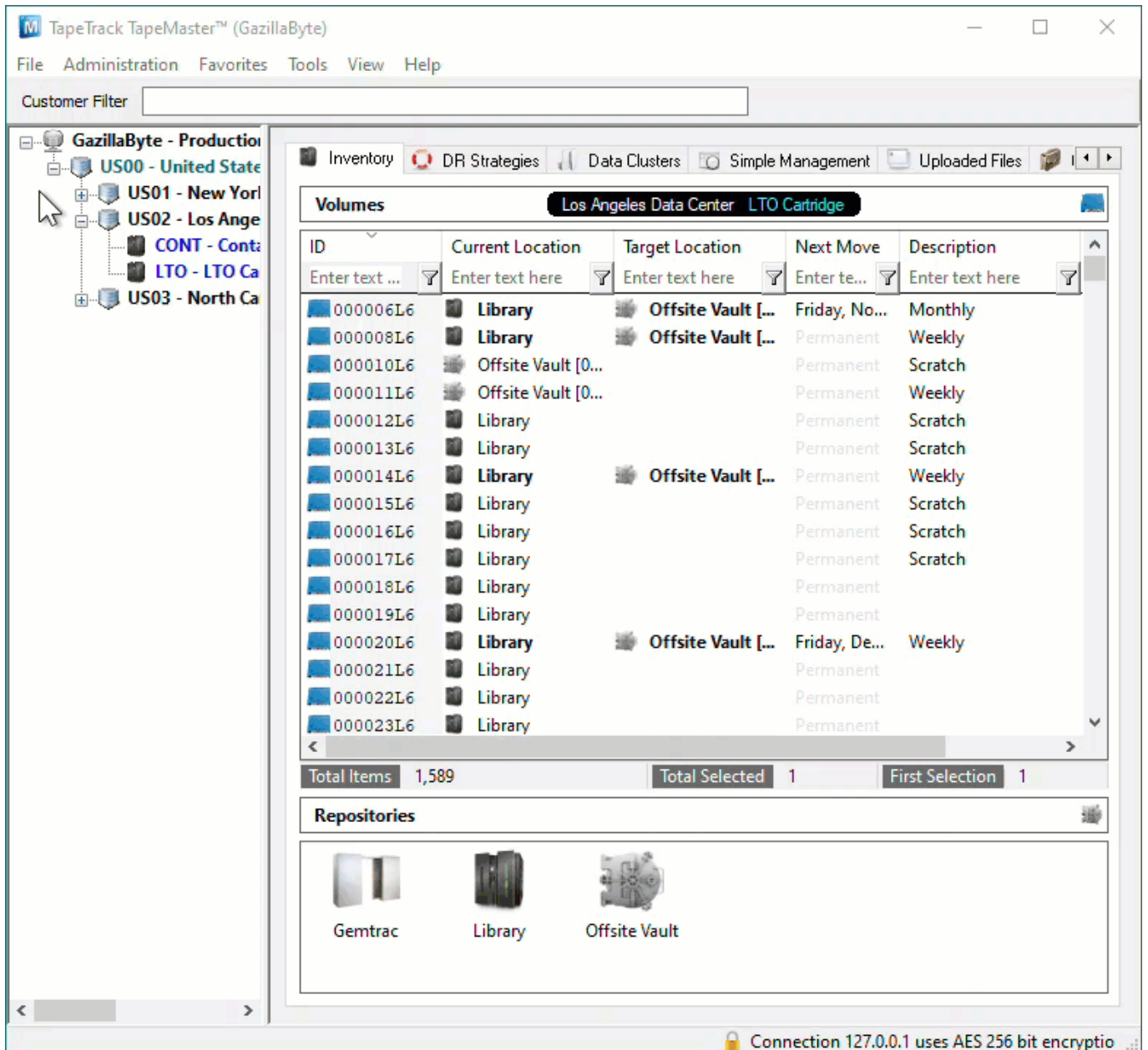
## Paste Volumes To Add

Copy Volume-ID's to windows clipboard.

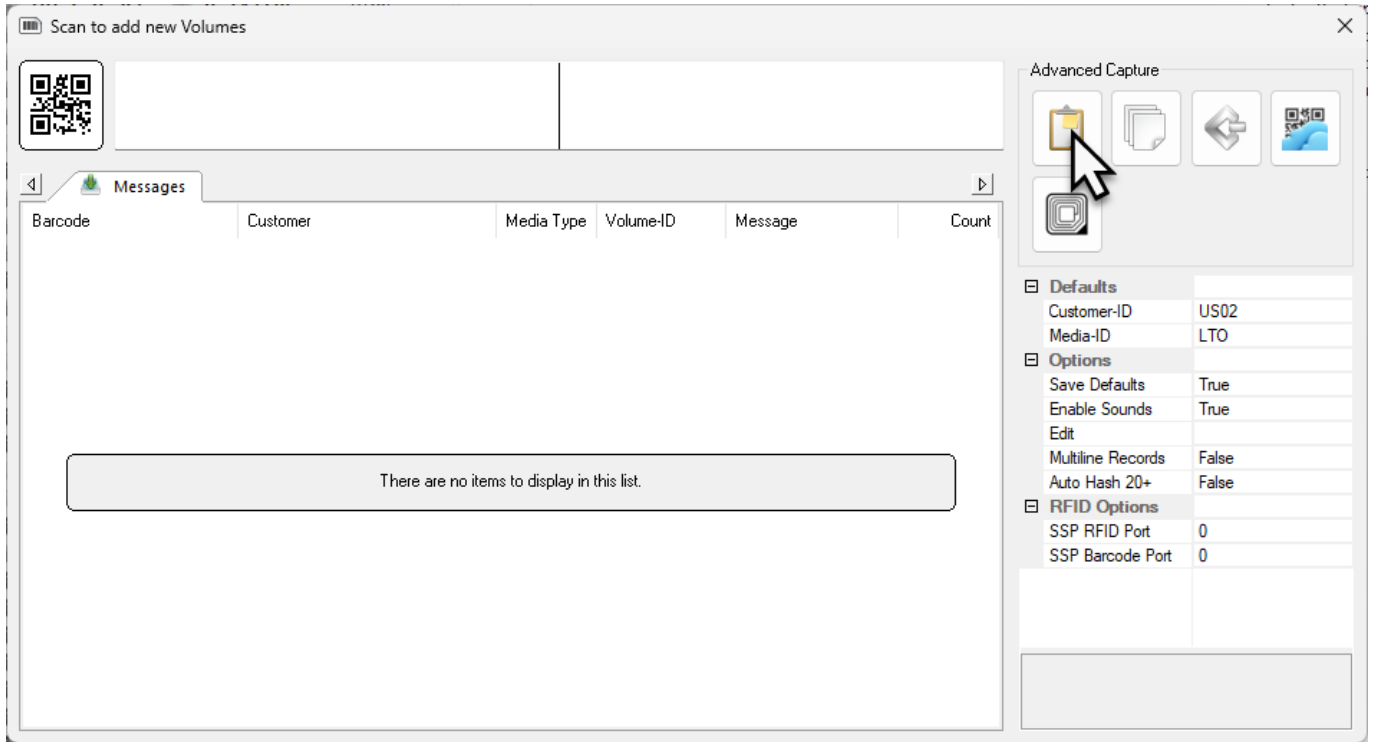
To add [Volumes](#) to your default [Repository](#) (or Initial [Repository](#) if no default is set) right-click in the Volume List, navigate to Special Operations, and select Scan → Scan to Add Volumes to open the Scan In window.



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



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



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

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