# Adding and Deleting Volumes

Adding Volumes

Method 1

To add a Volume, right-click on a Media Type and select "Add Volume".
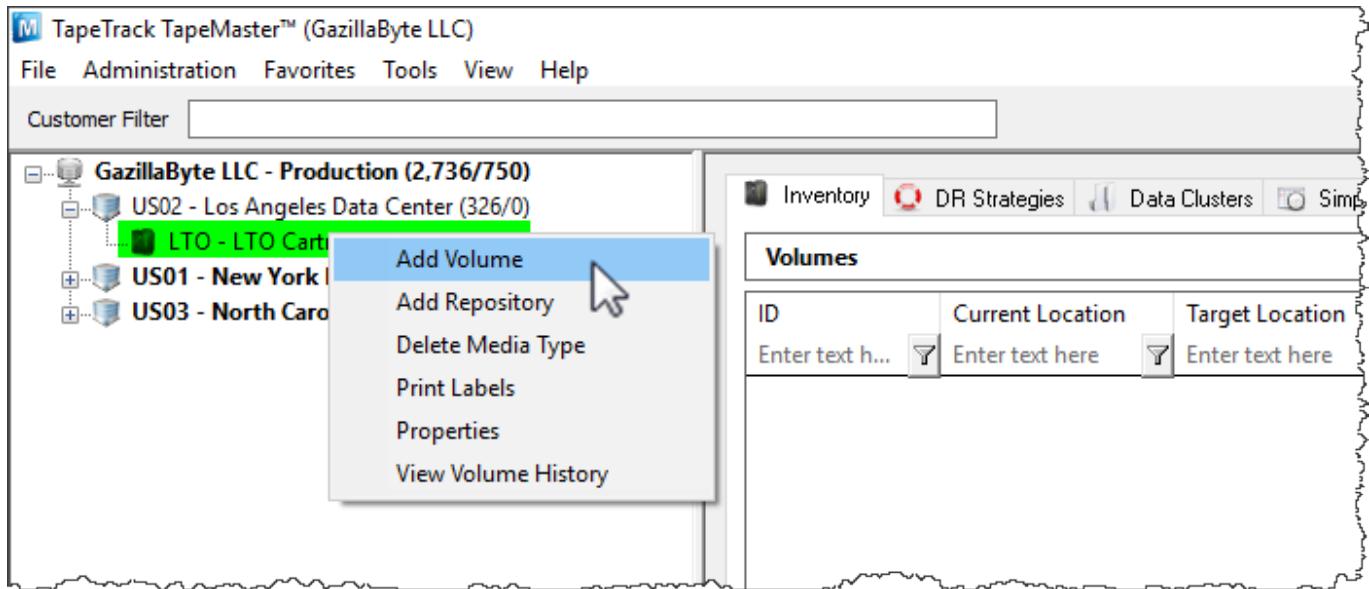
Method 2

Press the Insert key on the keyboard when viewing the Volume List.
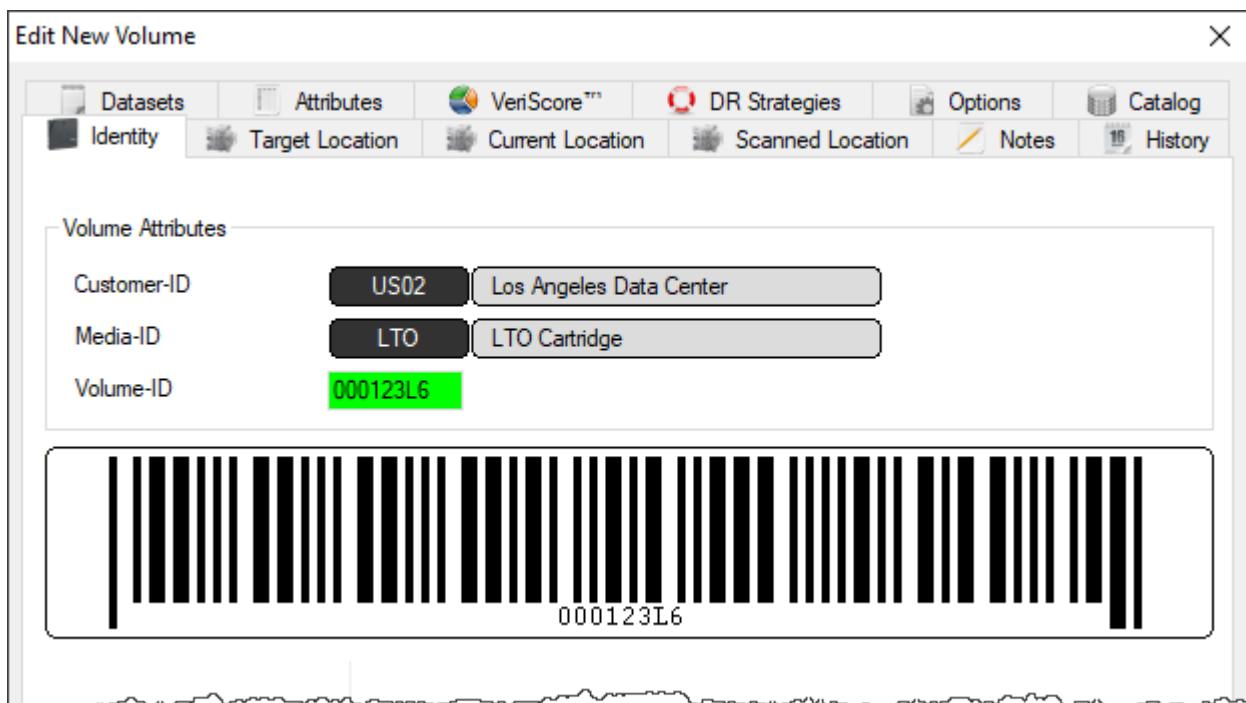
Method 3

Utilize the Volume Serial Building tool located in the Media Type Properties Window. image

Method 4

Right-Click in the Volume List, navigate to Special Operations, and select "Scan to Add Volumes" to use a Barcode scanner to add Volumes. image

Deleting Volumes

To delete a Volume `Allow Deletes` must be set to `True` for the repository the relevant Volume is residing in. To enable this right click on the Repository and select `Properties`
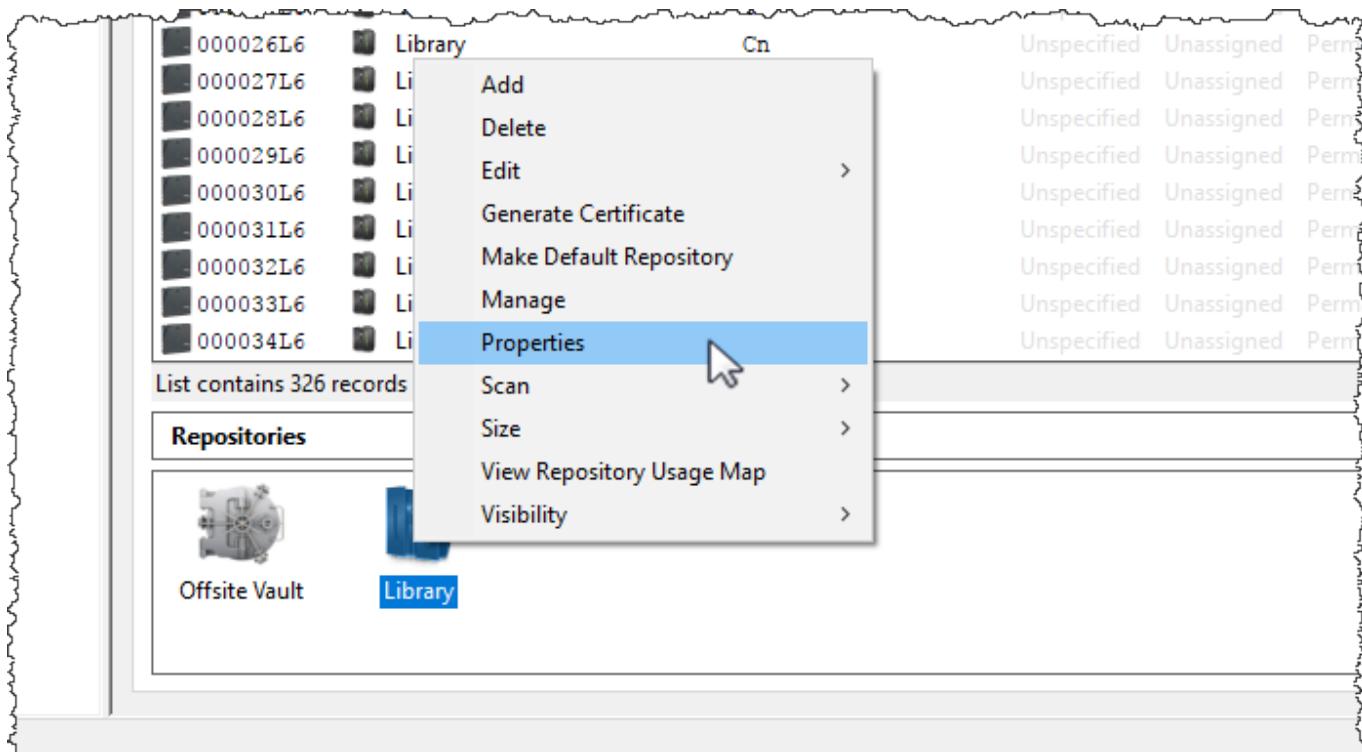
Under the `Options` tab, set **Allow Deletes** to True and `Save`.

> 💡 Set **Allow Deletes** back to `False` when finished removing required volumes to stop accidental deletion of any other volumes.

Select a volume or range select a group of volumes. Right-click and select Delete. A Delete Confirmation window will be displayed. Select Delete this Item or . The volume will now be deleted from the database. To delete multiple Volumes, select the volumes in the Volume List, Right-click, and select Delete Volume. Then select Delete All Items''.

If a deleted Volume is added back in to the database, all it's history will remain.

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

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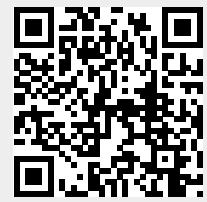
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