

# Adding and Deleting Volumes

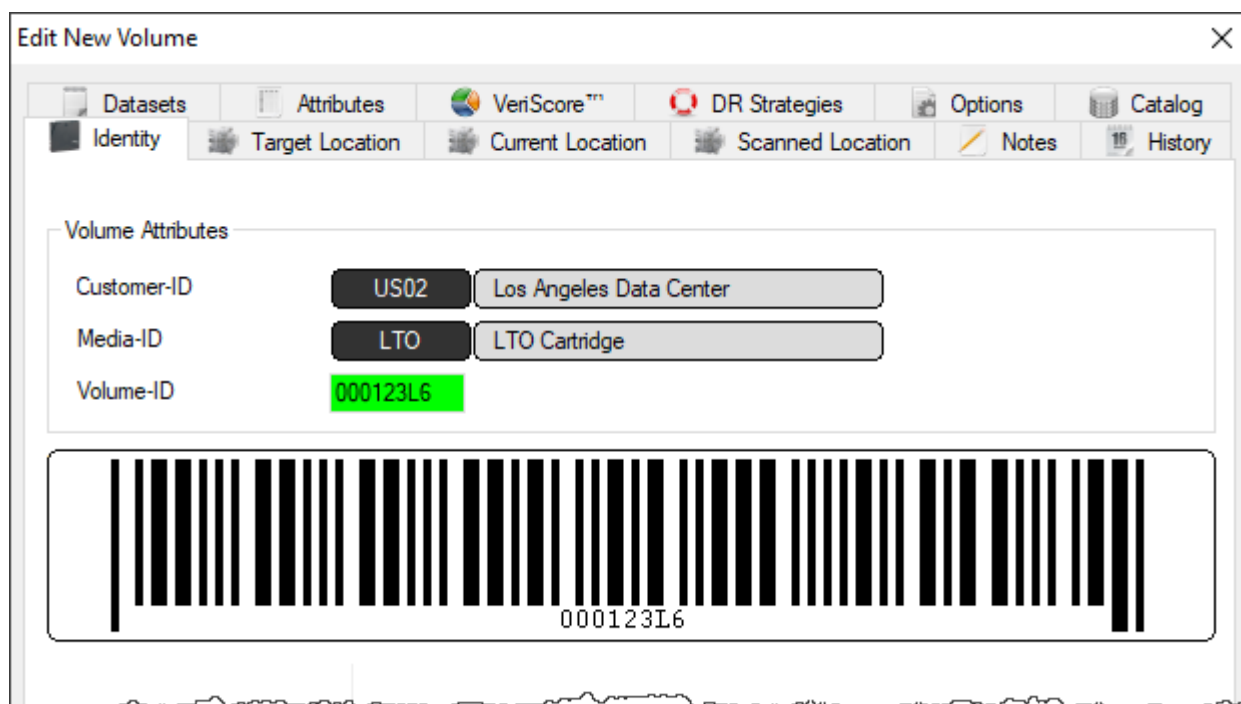
## Adding Volumes

### Method 1

To add a Volume, right-click on a Media Type and select Add Volume or press Insert on the keyboard when viewing the Volume List.



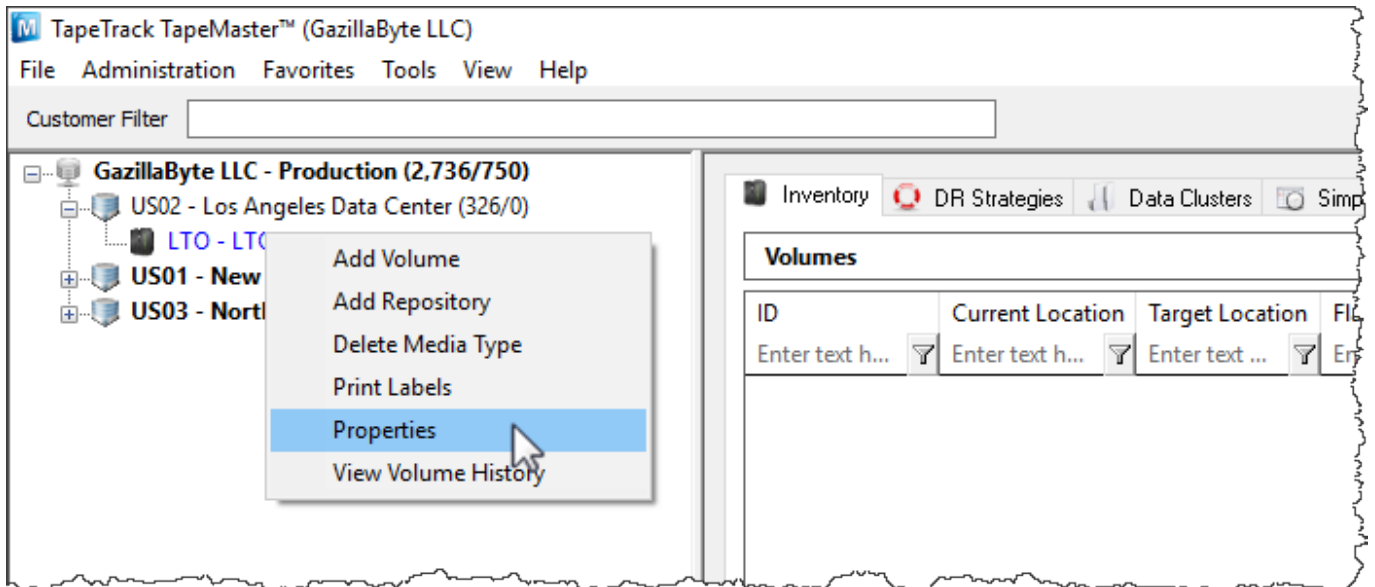
In the Edit new volume window enter the volume ID of the new volume to be added and click Save.



## Method 2

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

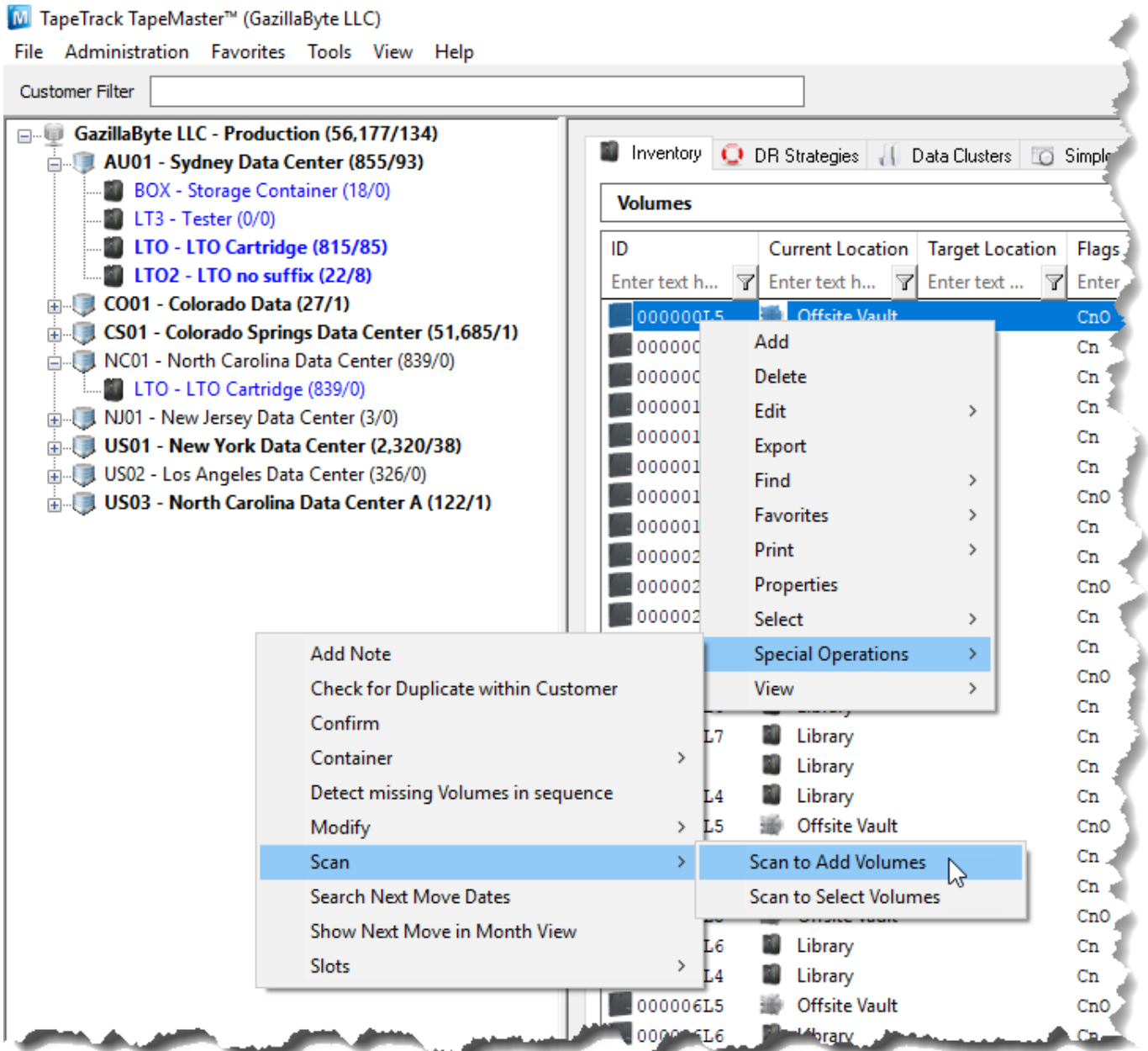
Right click the media type that you want to add volumes to and select Properties.



In the Edit media widow open the Volume-ID Building tab.

## Method 3

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




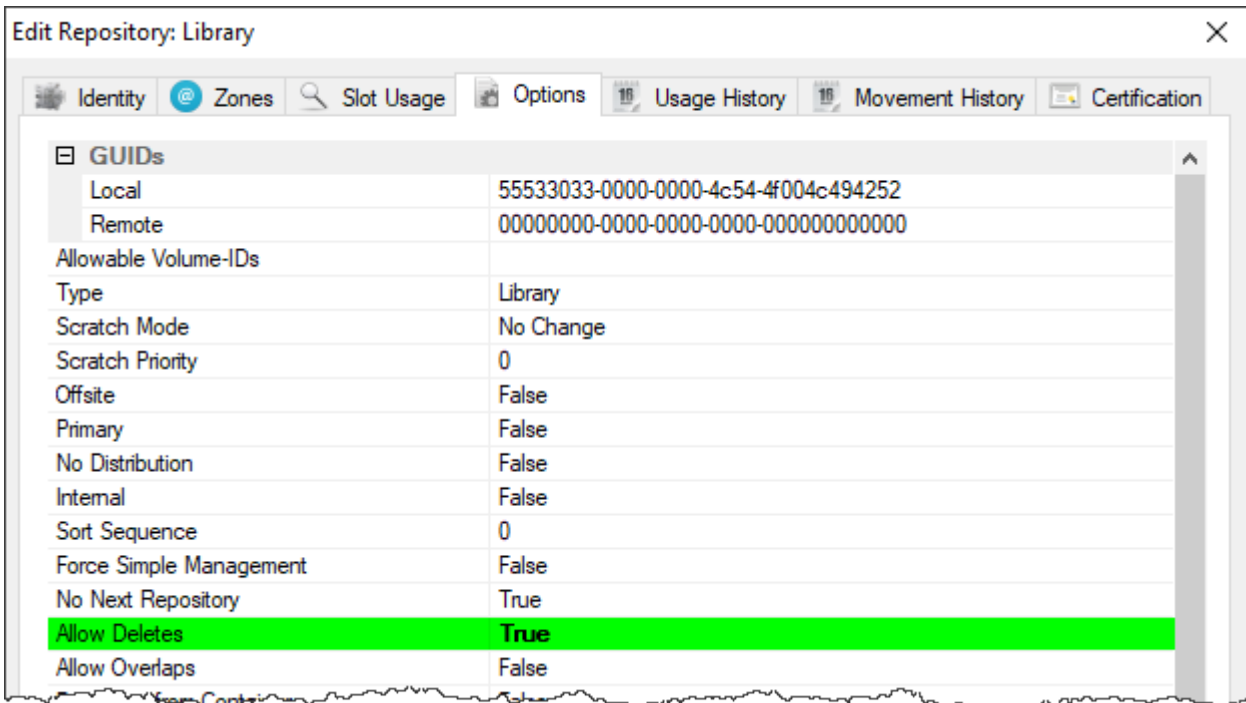
## Deleting Volumes

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



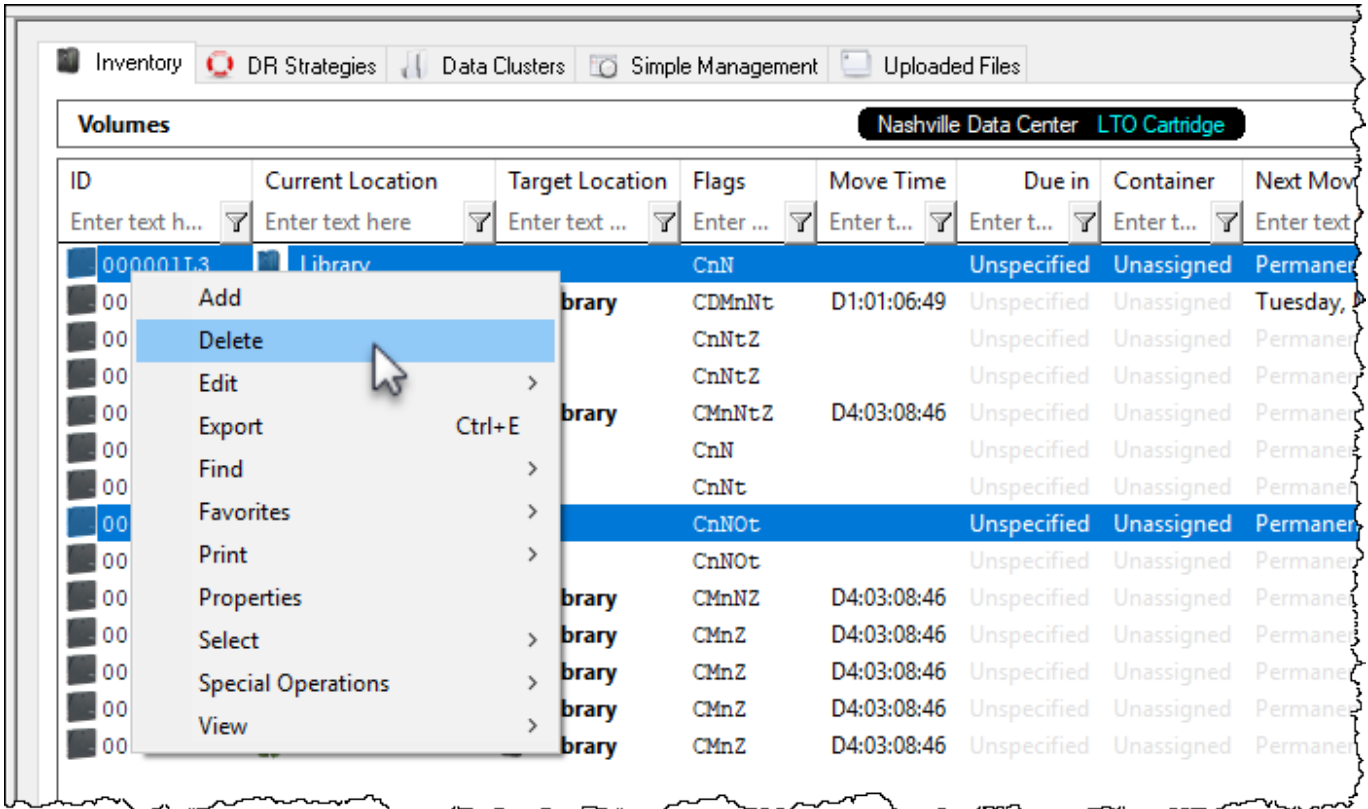
Under the Options tab, set **Allow Deletes** to True and Save.

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



Select a volume or 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. Then select Delete All Items.



The screenshot shows the TapeTrack Volumes interface. At the top, there are navigation tabs: Inventory, DR Strategies, Data Clusters, Simple Management, and Uploaded Files. Below these is a header for 'Volumes' with a sub-header 'Nashville Data Center LTO Cartridge'. A table lists volume information with columns: ID, Current Location, Target Location, Flags, Move Time, Due in, Container, and Next Move. A context menu is open over the first row, with 'Delete' highlighted. The menu options include Add, Delete, Edit, Export (Ctrl+E), Find, Favorites, Print, Properties, Select, Special Operations, and View.

ID	Current Location	Target Location	Flags	Move Time	Due in	Container	Next Move
000001T.3	Library		CnN		Unspecified	Unassigned	Permanent
00	Library		CDMnNt	D1:01:06:49	Unspecified	Unassigned	Tuesday,
00			CnNtZ		Unspecified	Unassigned	Permanent
00			CnNtZ		Unspecified	Unassigned	Permanent
00	Library		CMnNtZ	D4:03:08:46	Unspecified	Unassigned	Permanent
00			CnN		Unspecified	Unassigned	Permanent
00			CnNt		Unspecified	Unassigned	Permanent
00			CnNOT		Unspecified	Unassigned	Permanent
00			CnNOT		Unspecified	Unassigned	Permanent
00	Library		CMnNZ	D4:03:08:46	Unspecified	Unassigned	Permanent
00	Library		CMnZ	D4:03:08:46	Unspecified	Unassigned	Permanent
00	Library		CMnZ	D4:03:08:46	Unspecified	Unassigned	Permanent
00	Library		CMnZ	D4:03:08:46	Unspecified	Unassigned	Permanent
00	Library		CMnZ	D4:03:08:46	Unspecified	Unassigned	Permanent

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

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Permanent link:  
<https://rtfm.tapetrack.com/master/volumes?rev=1505764879>

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