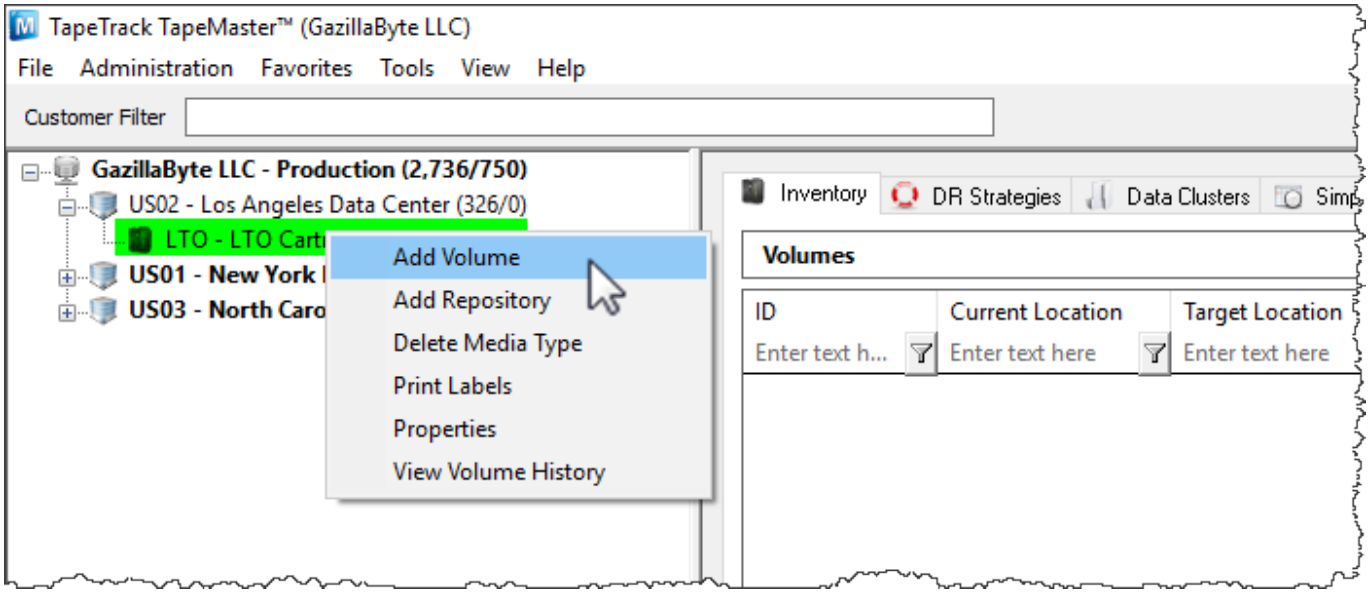
Adding and Maintaining Volumes

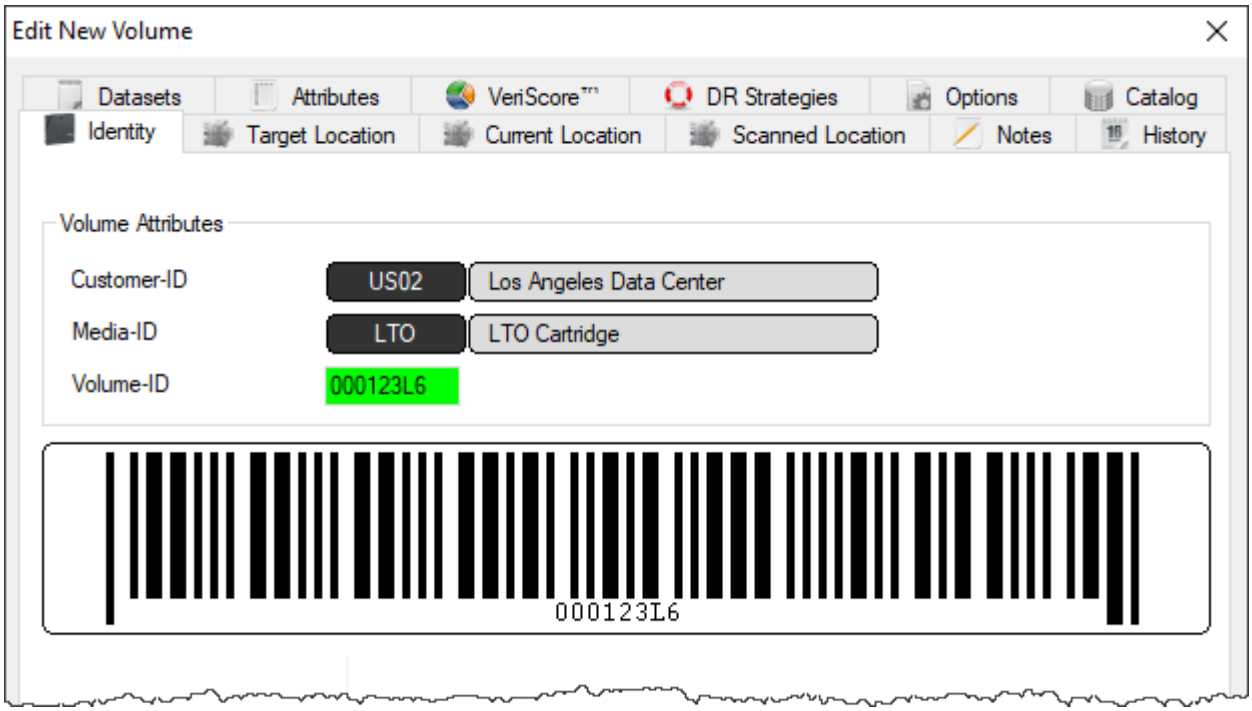
Adding Volumes

Right-Click to add volumes

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.

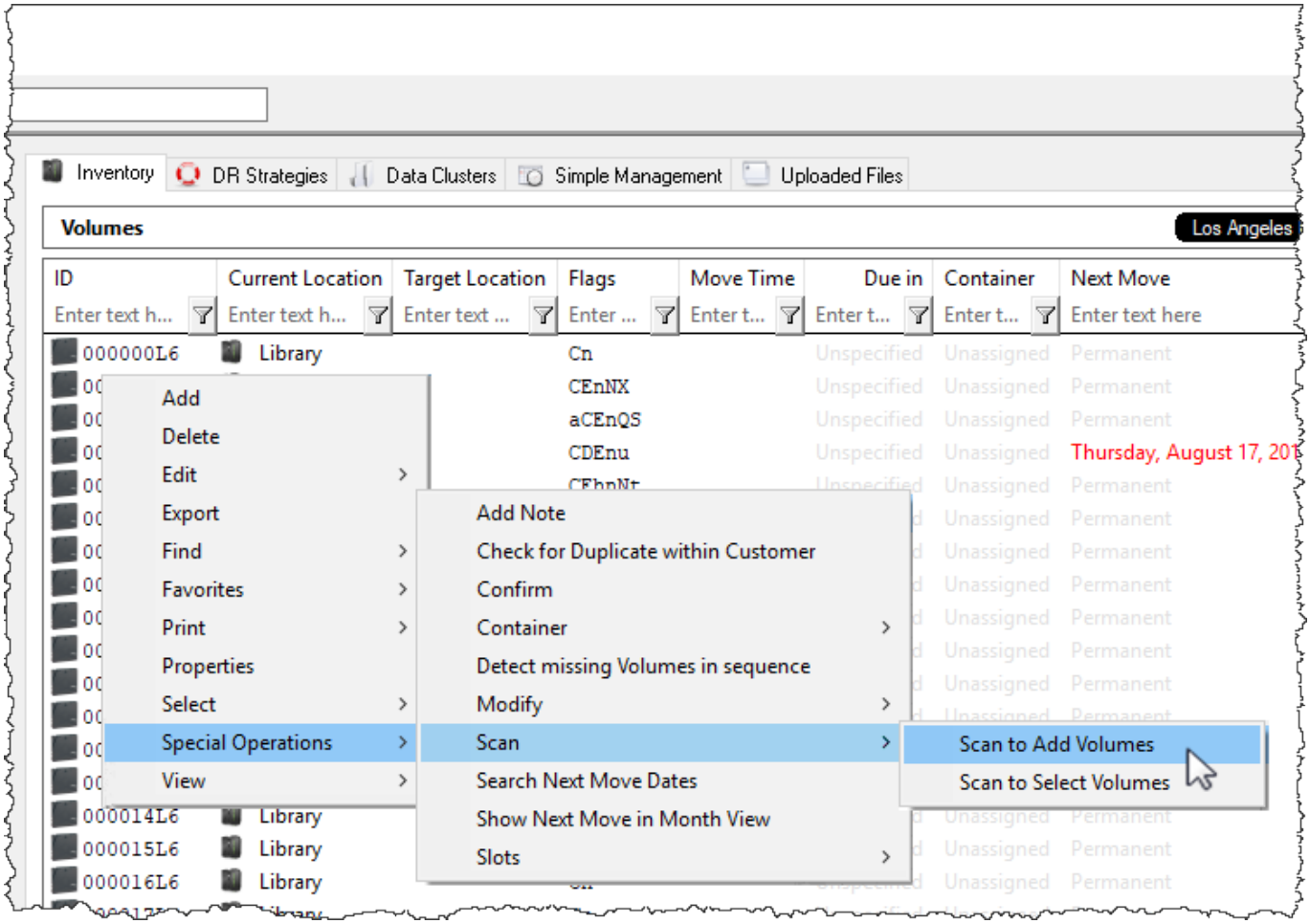


In the Edit new volume window enter the volume ID of the new volume to be added and click Save.

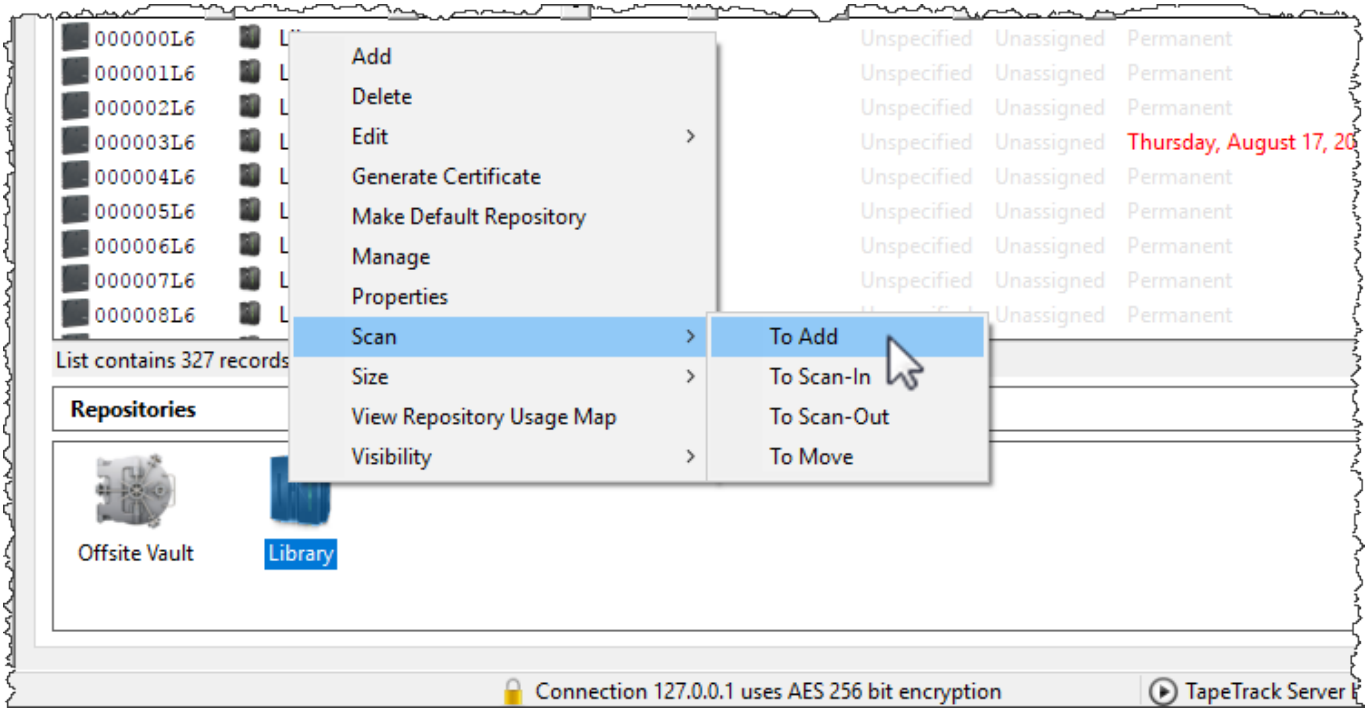


Scan to Add Volumes

Right-Click in the Volume List, navigate to Special Operations, and select `Scan → Scan to Add Volumes` to use a Barcode scanner to add Volumes to your default repository.

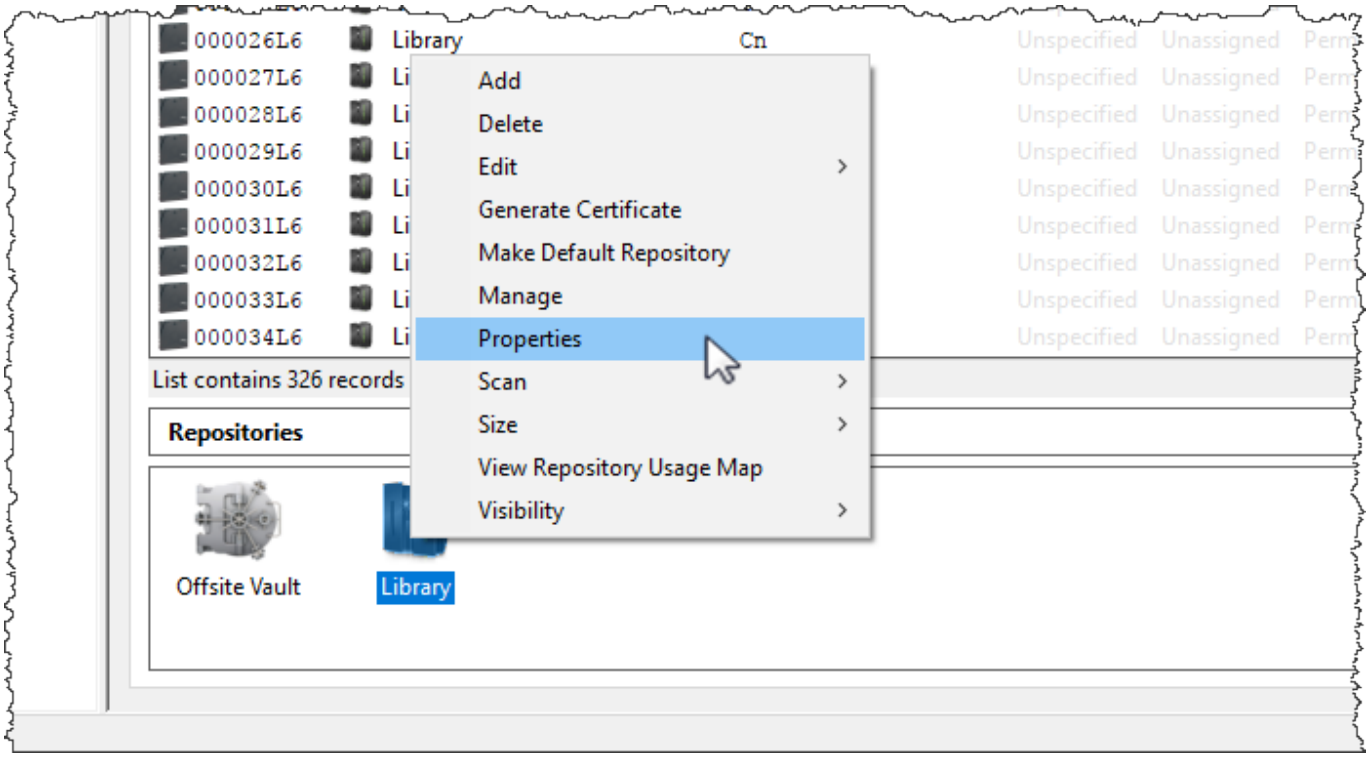


To add volumes to a repository other than your default, right click the required repository and select `Scan → To Add` and scan volumes to be added.



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` or double click the repository.

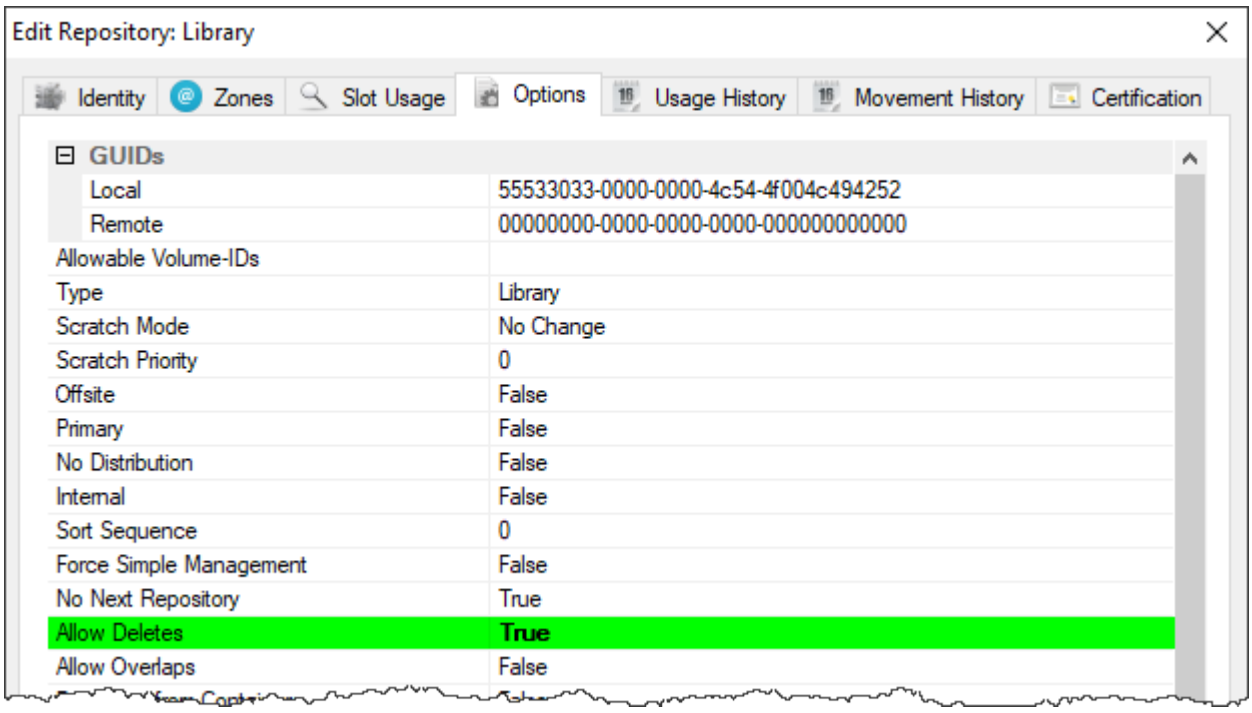


Under the `Options` tab, set **Allow Deletes** to `True` and Save.



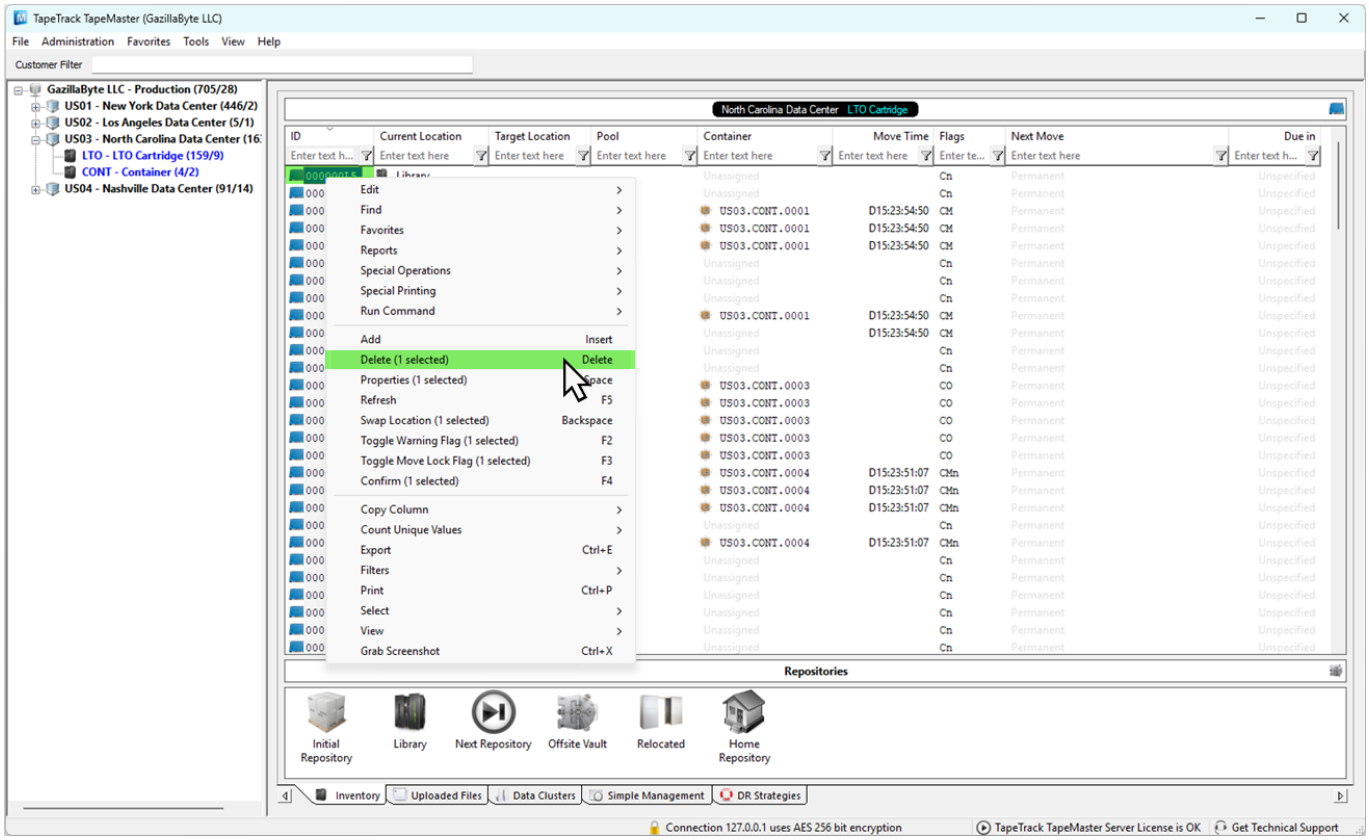
Set **Allow Deletes** back to `False` when finished removing required volumes to stop

accidental deletion of any other volumes.



Select a volume. Right-click and select `Delete`. A `Delete Confirmation` window will be displayed. Select `Delete this Item` to delete the volume.

To delete multiple Volumes, select the volumes in the Volume List, Right-click, and select `Delete`. Then select `Delete All Items`.





When a volume is deleted its historical entries remain in the database. If a deleted Volume is added back in to the database, all previous history records including when deleted and added back, are listed under that volumes `History` tab.

See Special Operations Menu for further information.

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