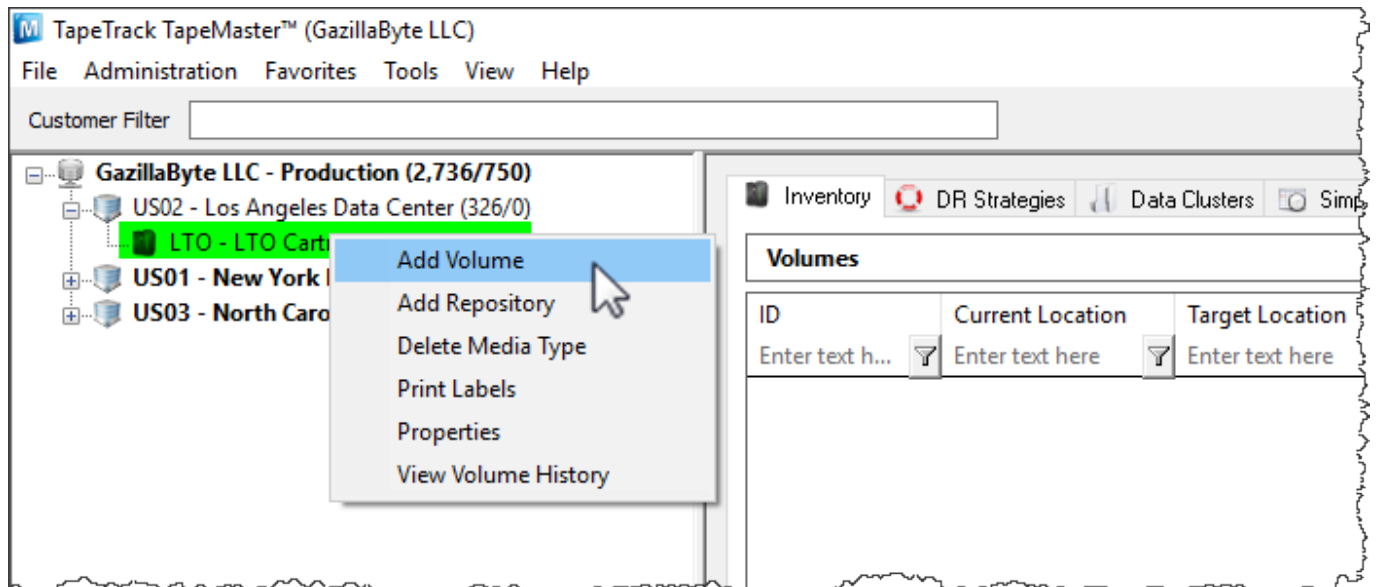


# Adding and Maintaining Volumes

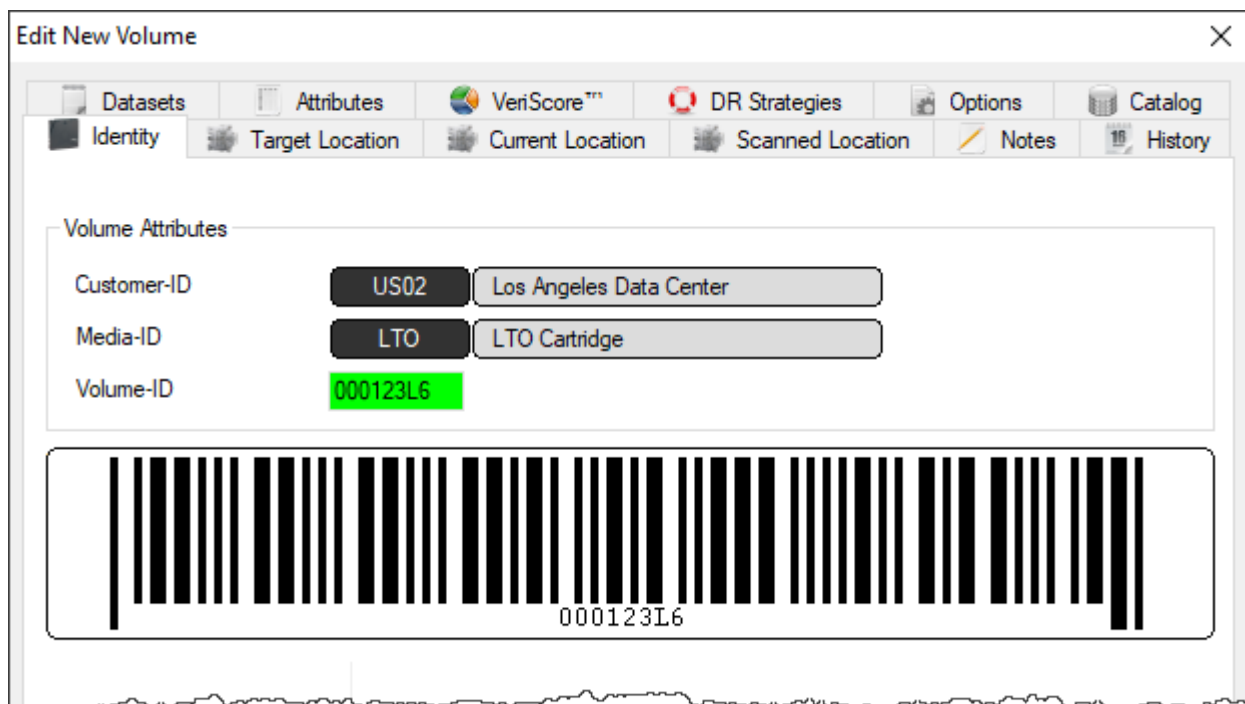
## Adding Volumes

### 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](#).

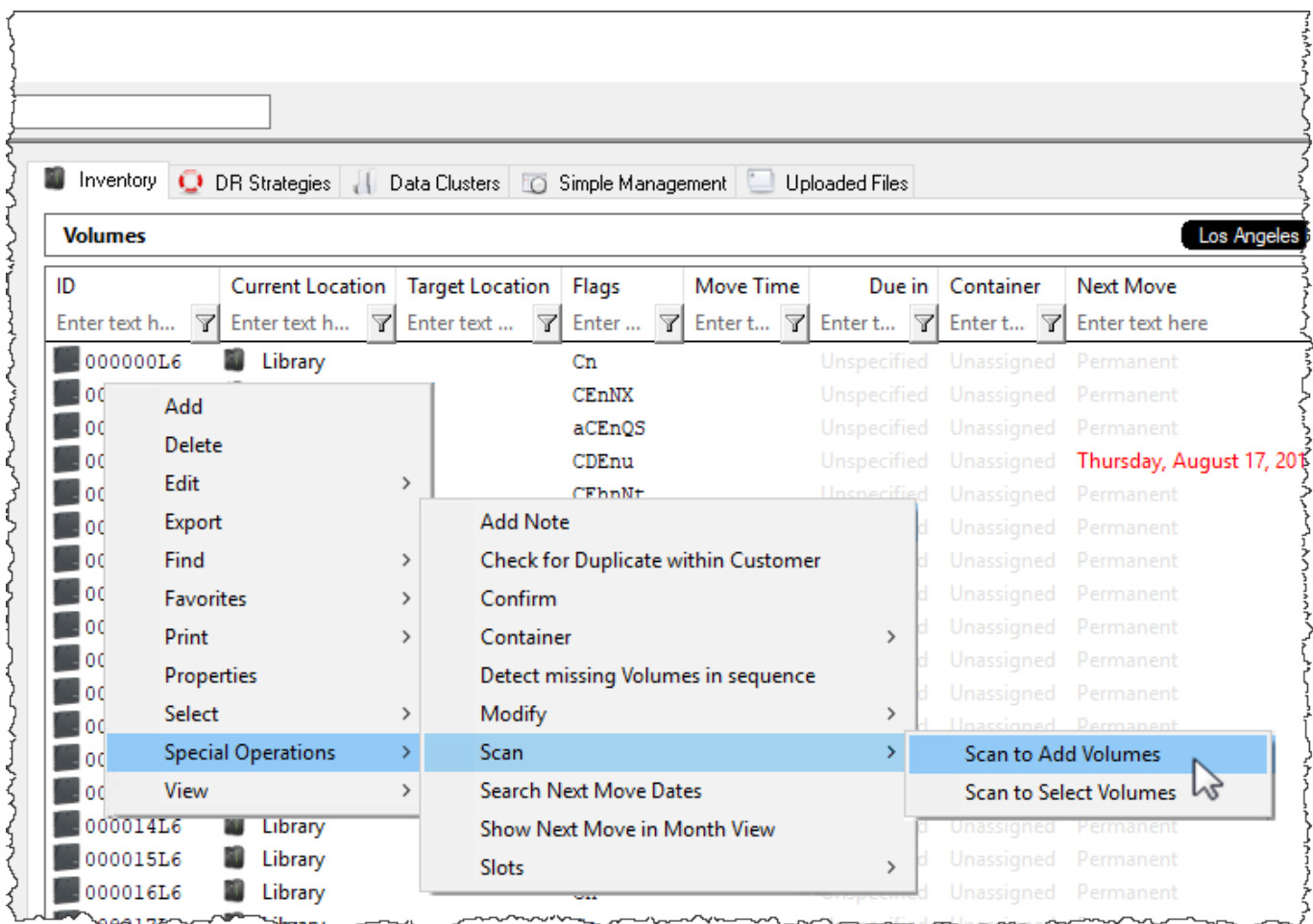


In the Edit new volume window enter the volume ID of the new volume to be added and click Save.



## 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.



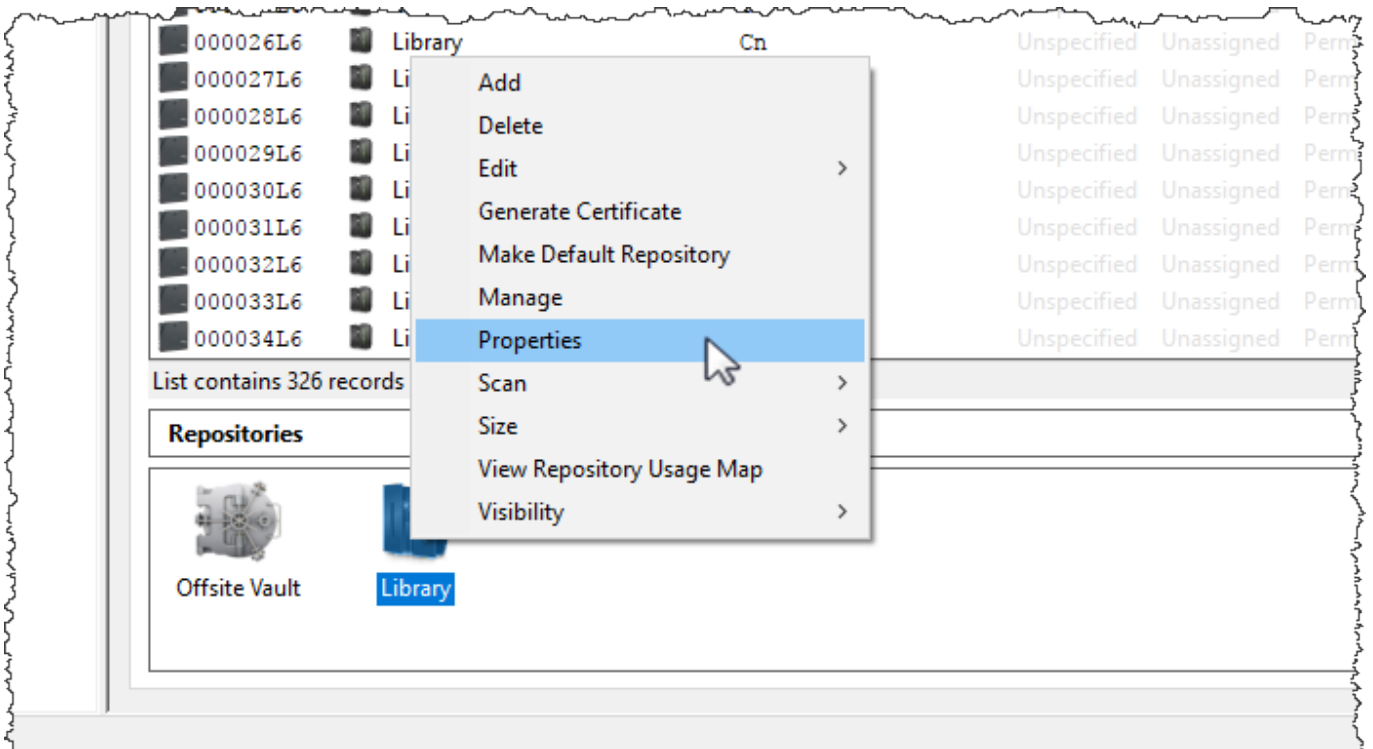
To add volumes to a repository other than your default, right click the required repository and select Scan → To Add and scan volumes to be added.




## Deleting Volumes

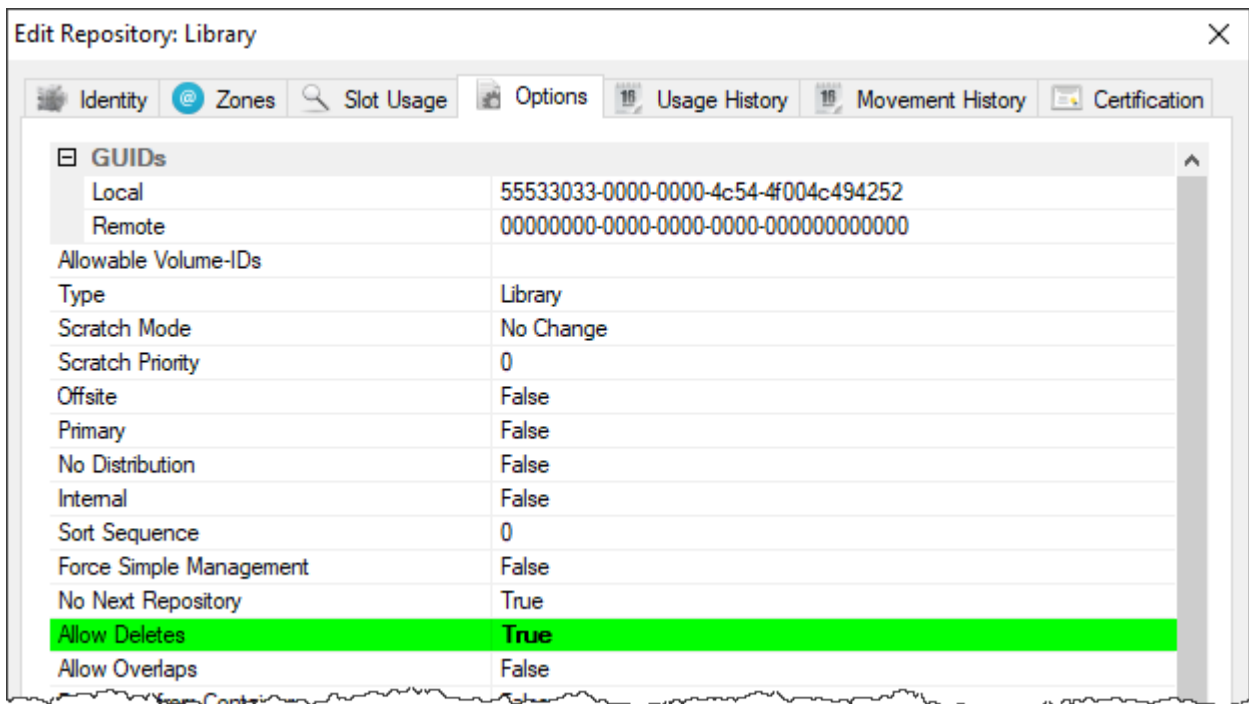
### Legacy delete volumes

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.



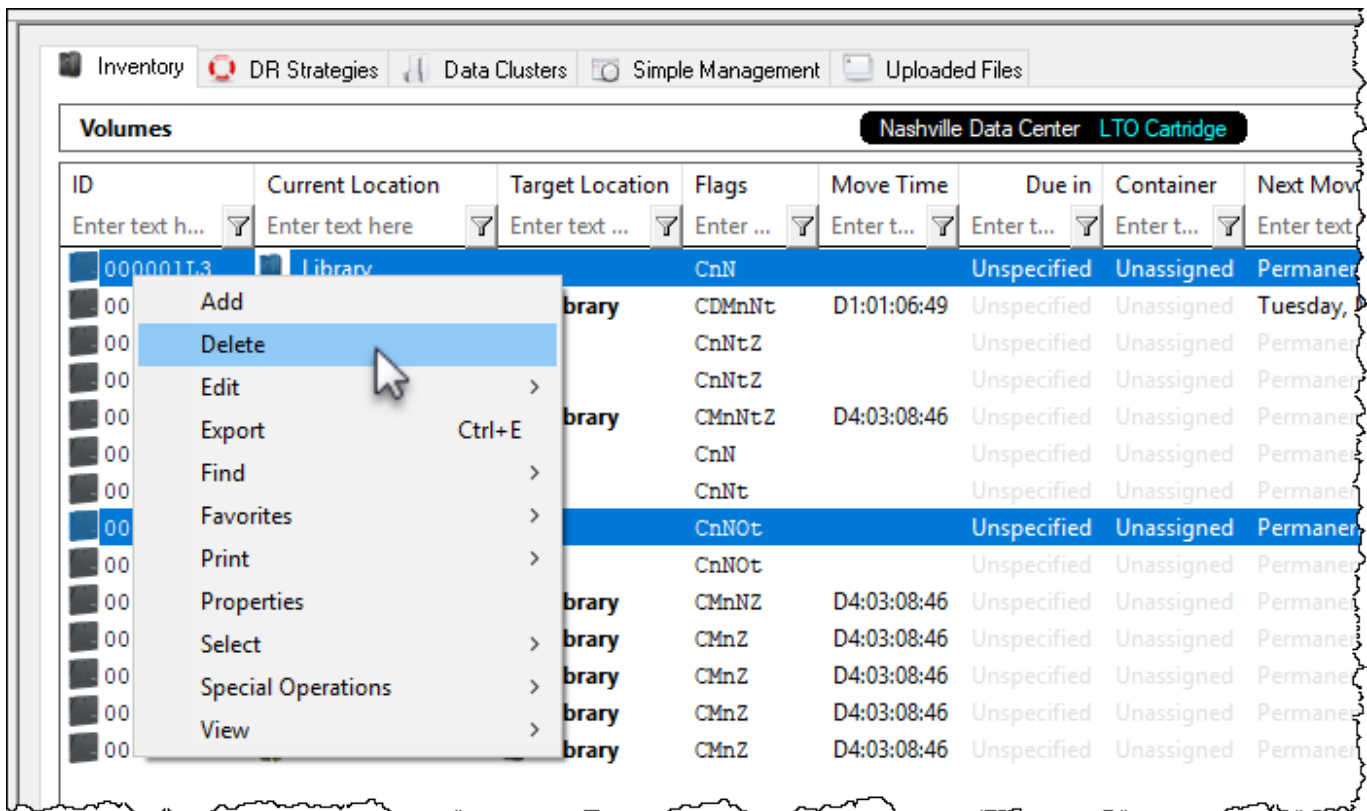
Under the Options tab, set **Allow Deletes** to True and Save.

 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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