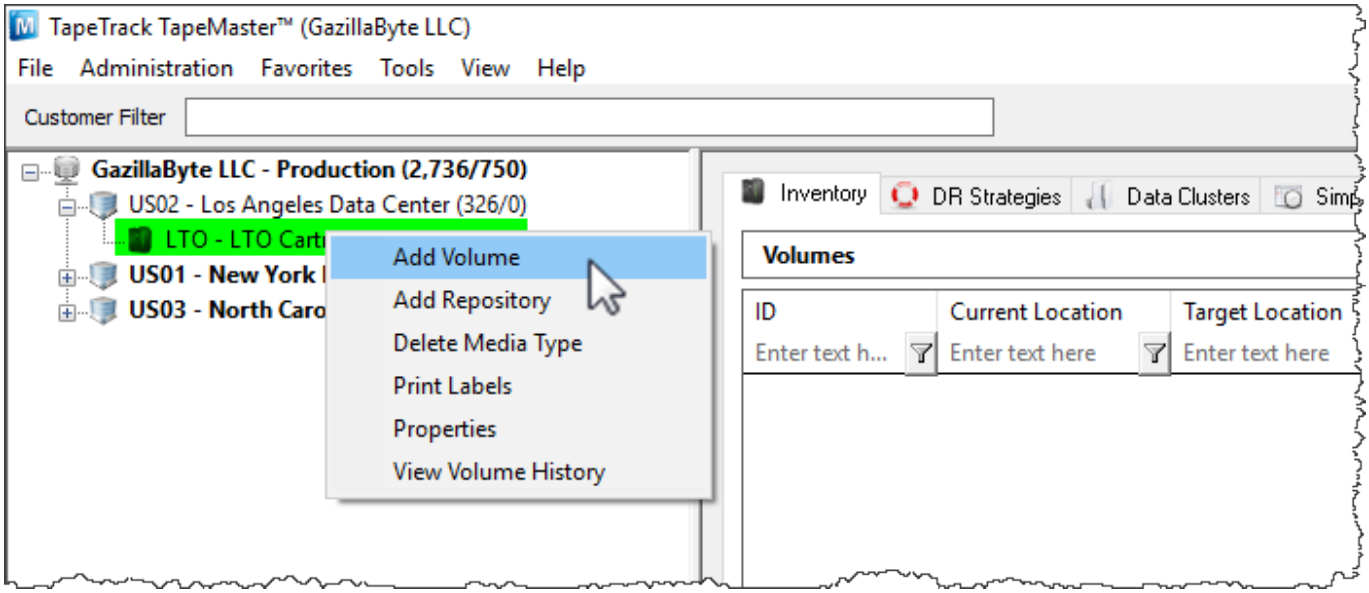
# Adding and Maintaining Volumes

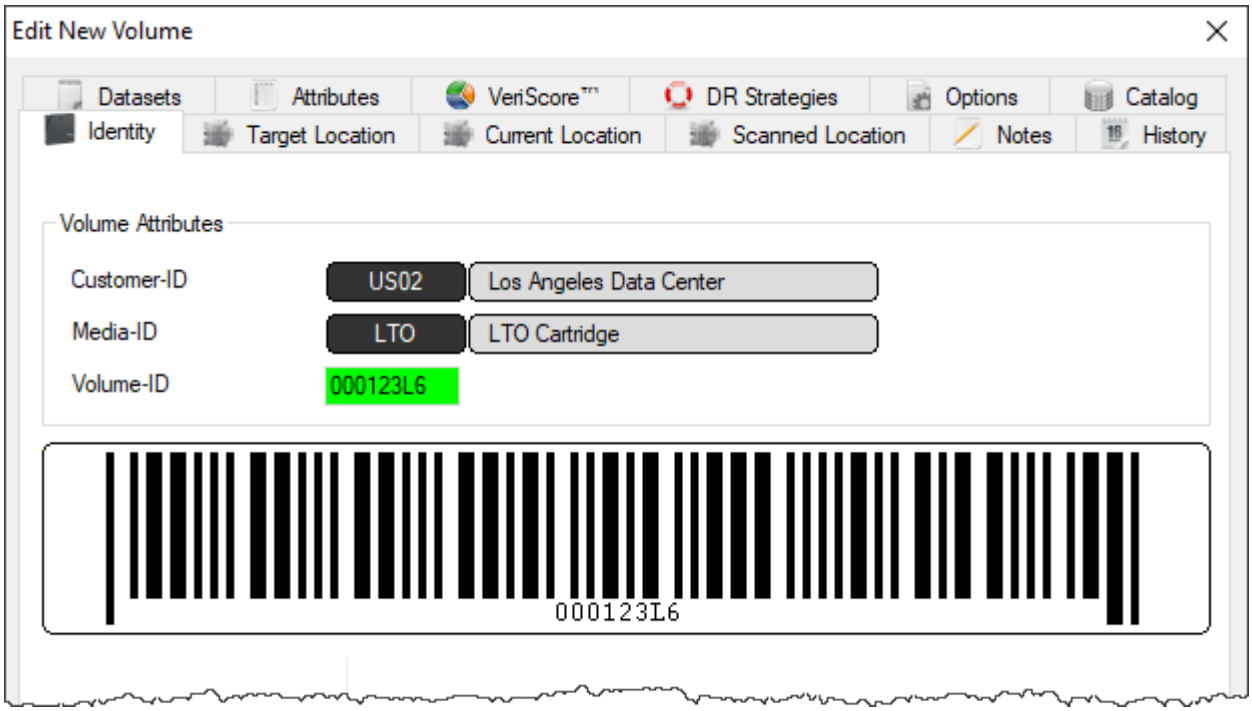
## Adding Volumes

### 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.

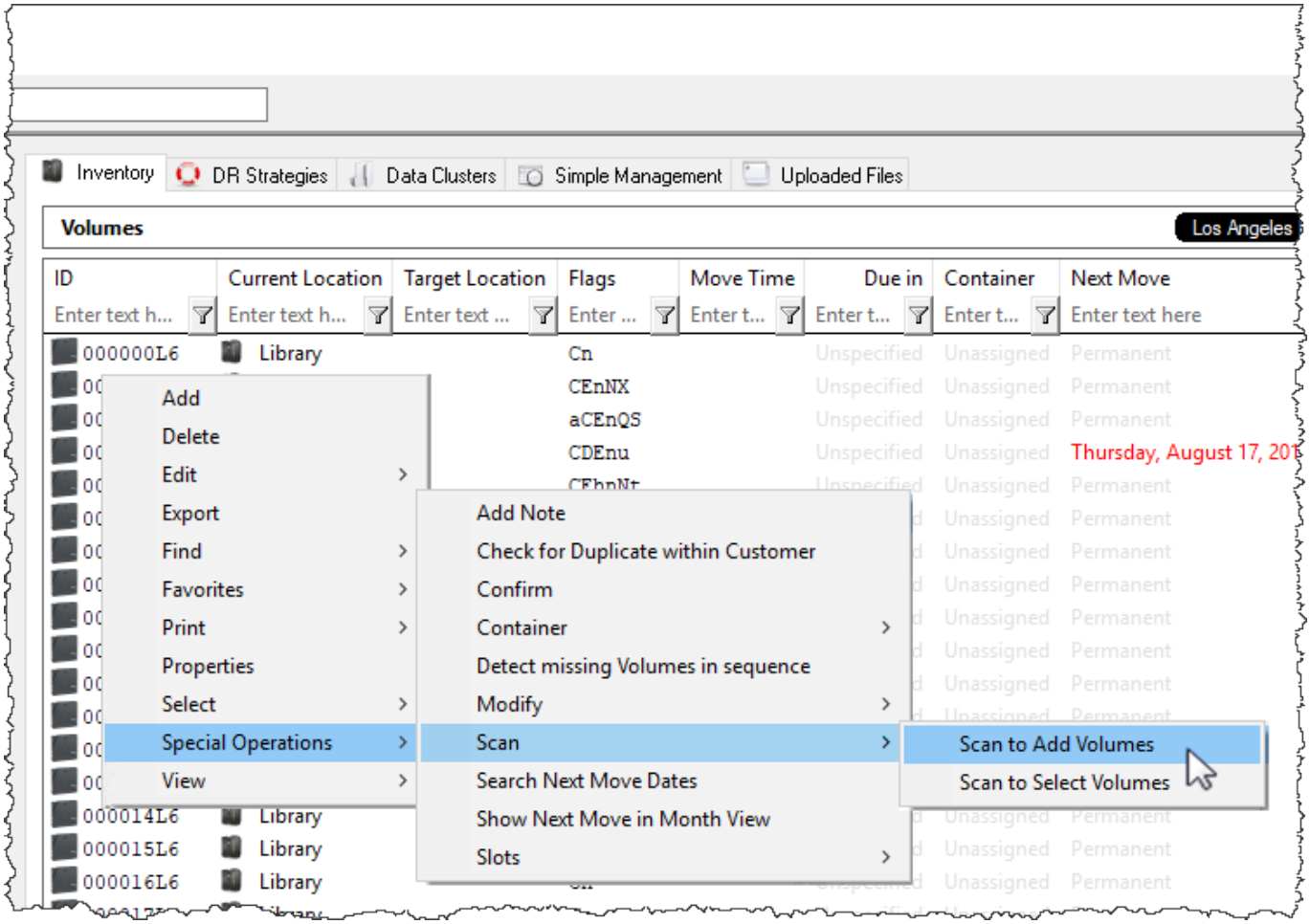



In the Edit new volume window enter the volume ID of the new volume to be added and click Save.

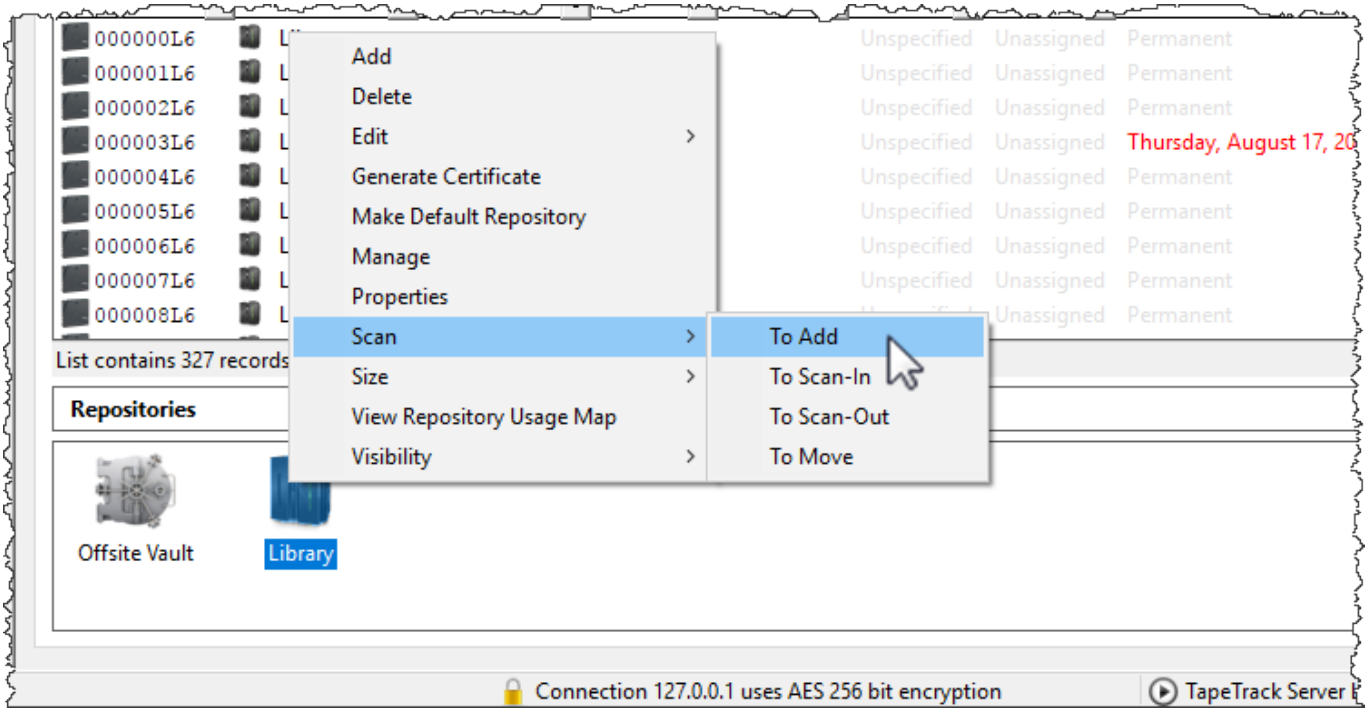


## Scan to Add Volumes

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.



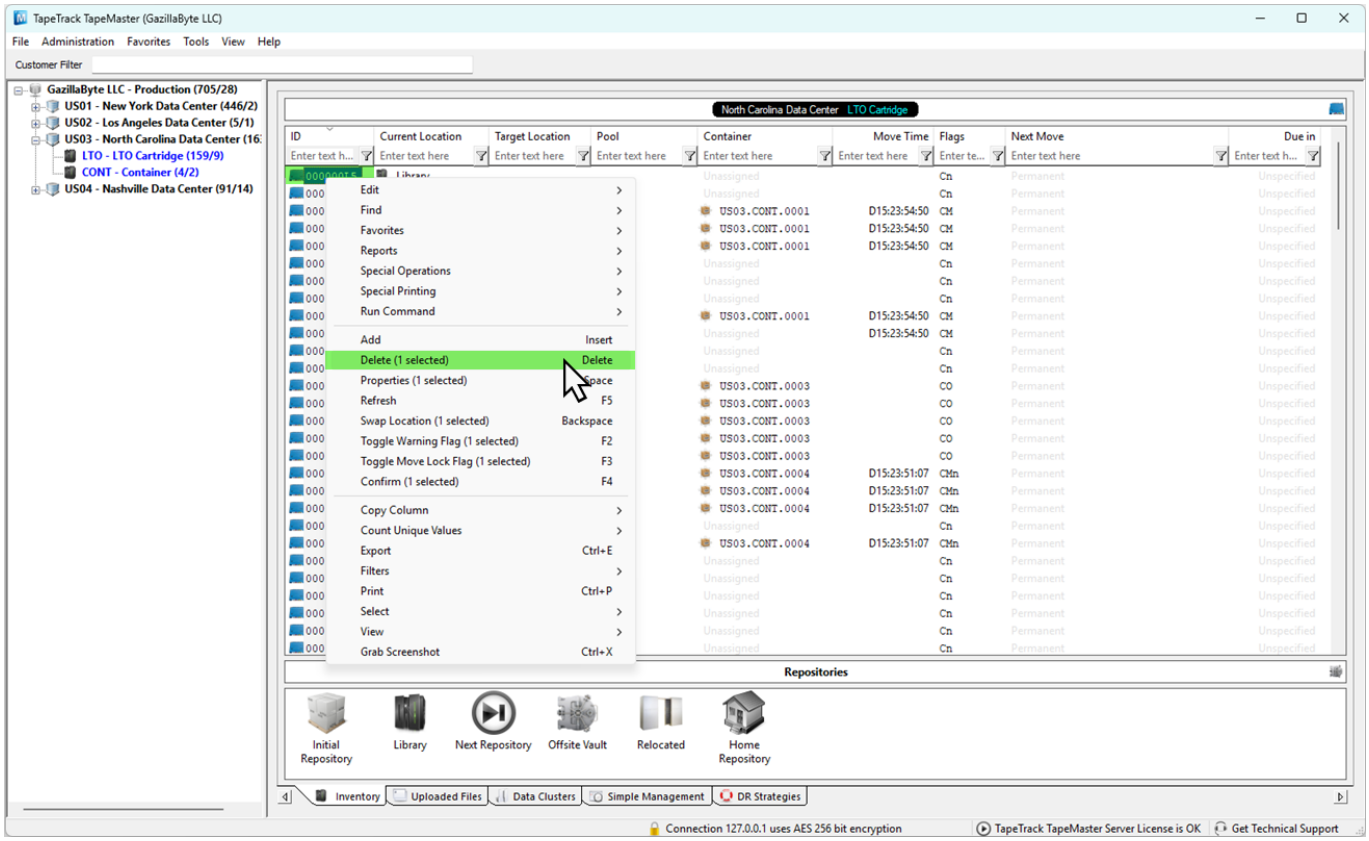

# Deleting Volumes



You must have **Alter** rights to delete volumes

Select the required volume, or range of volumes from the inventory window you want to delete.

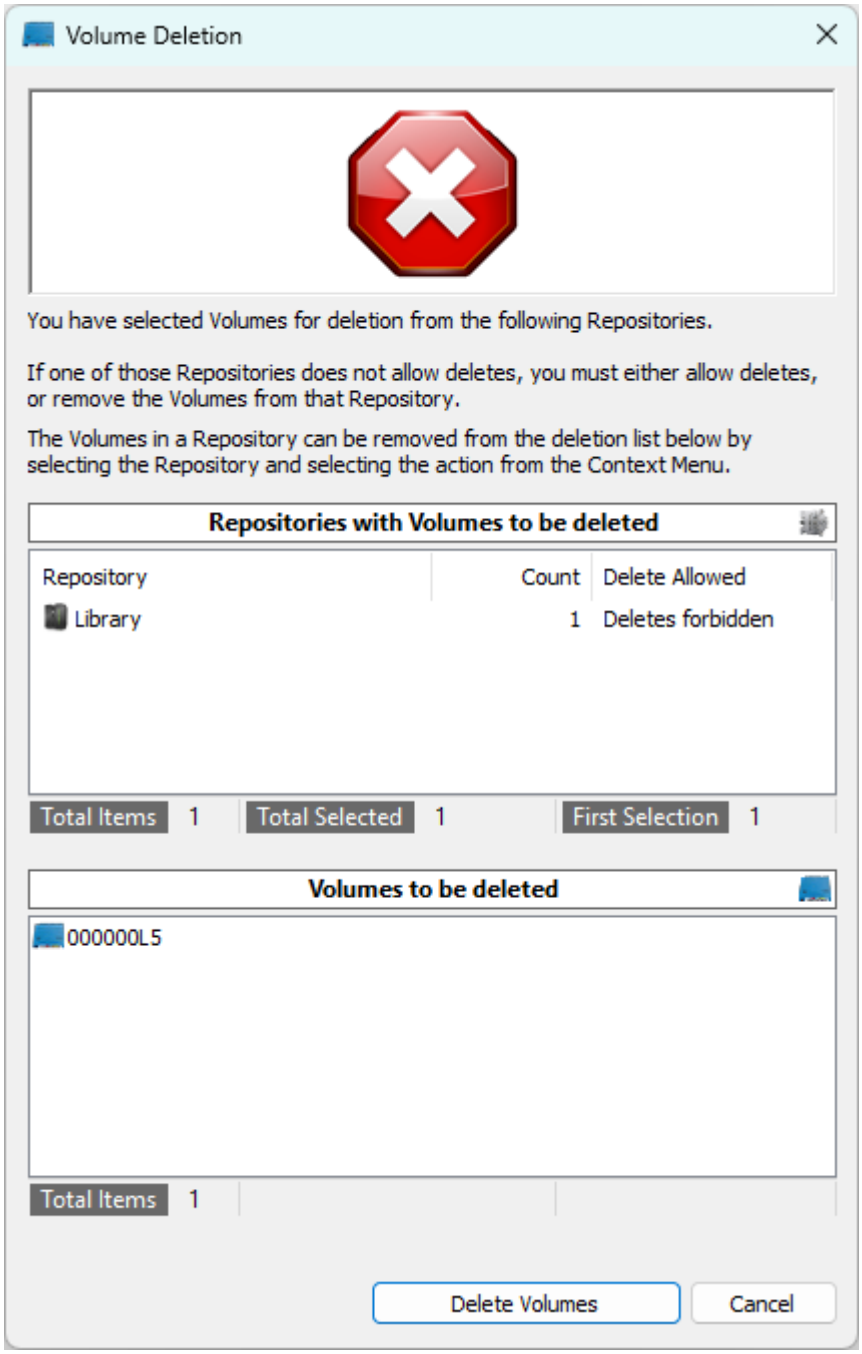
Right click highlighted volume/s and select `Delete`, or press Delete (DEL) on the keyboard.




The **Volume Deletion** window will display the **Repositories** where the volumes to be deleted are located in the top pane and volume ID's in the lower pane.



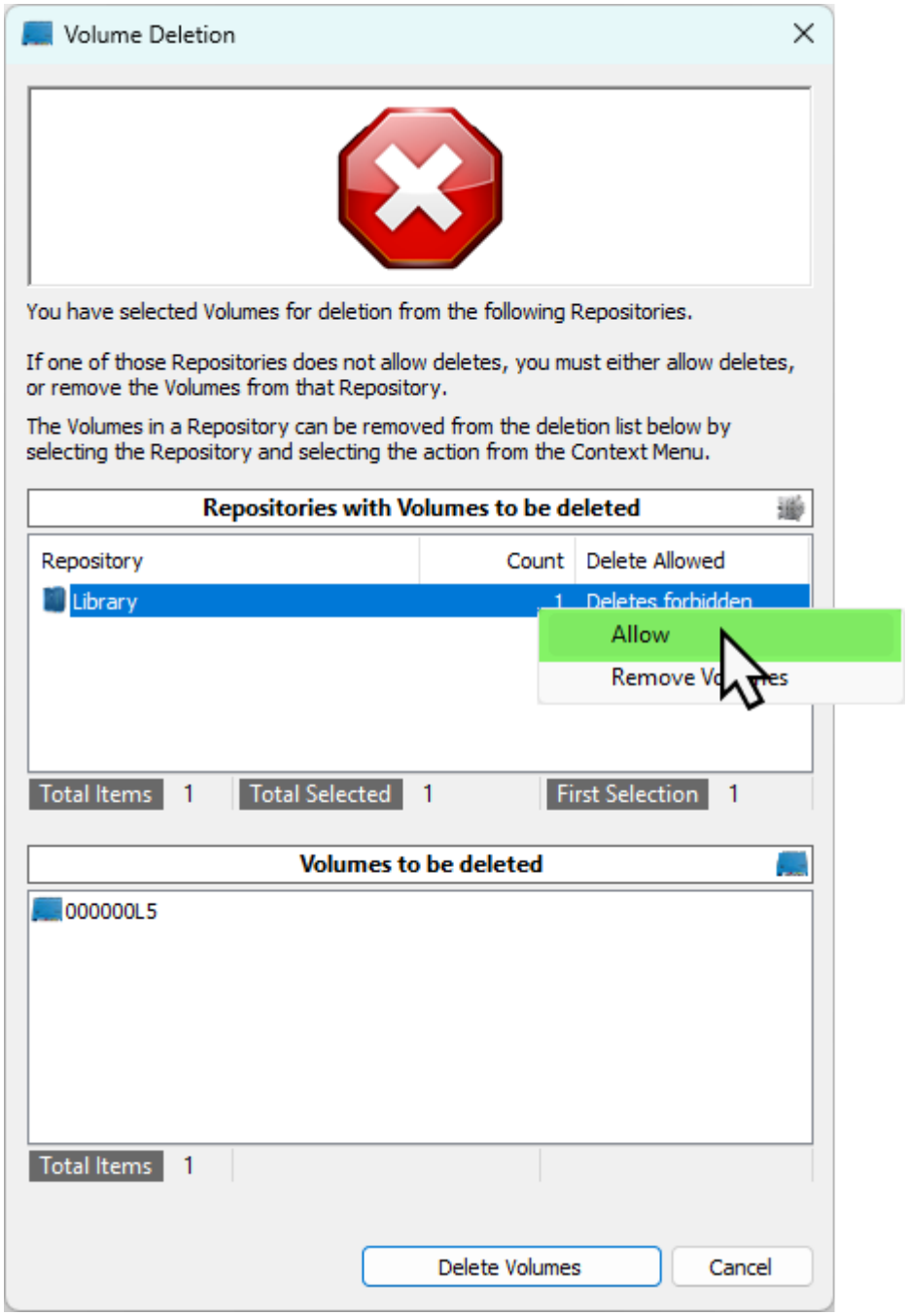
If the **Volume Deletion** window is not displayed it is because you are running an outdated version of TapeMaster. Instructions to delete volumes in older versions of TapeMaster can be found here



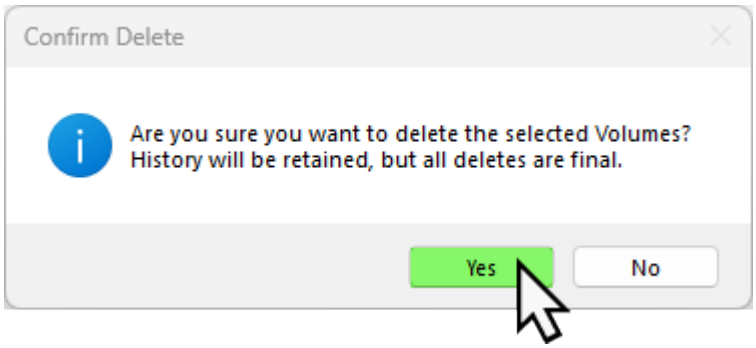

Each row in the top pane will, along with the repository description (or ID), list the number of volumes for deletion and the delete status of either **Deletes Allowed** or **Deletes Forbidden**.

For any repository listed with a status of **Deletes Forbidden** you must either:

- Right clicking the row and selecting `Allow` to change status to **Deletes Allowed**
- Right clicking the row and selecting `Remove` to remove the volumes before deletion of any volumes located in a repository with **Deletes Allowed** status.




Click `Delete Volumes` and `Yes` to the delete confirmation to delete the volumes.




As deleting volumes is permanent, clicking `No` to the delete confirmation is your last opportunity to cancel the delete function.



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.

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

Permanent link:
**https://rtfm.tapetrack.com/master/volumes?rev=1522280605**

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