

Adding and Maintaining Volumes

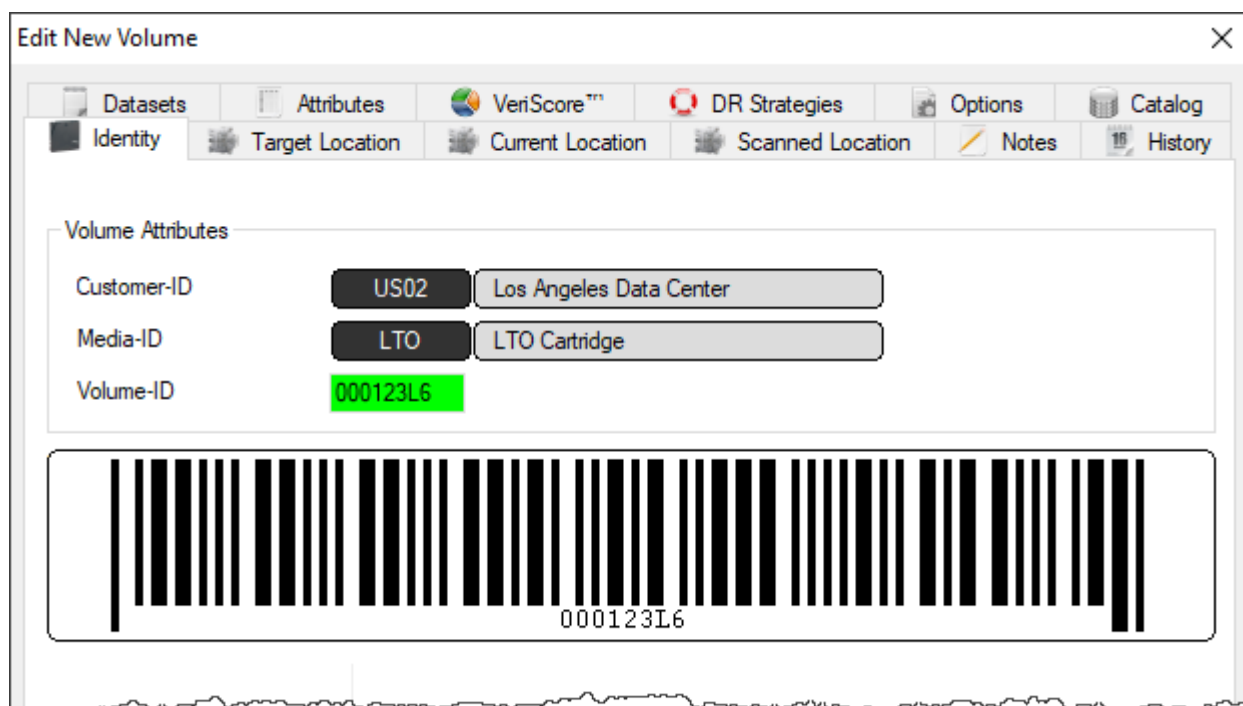
Adding Volumes

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](#).

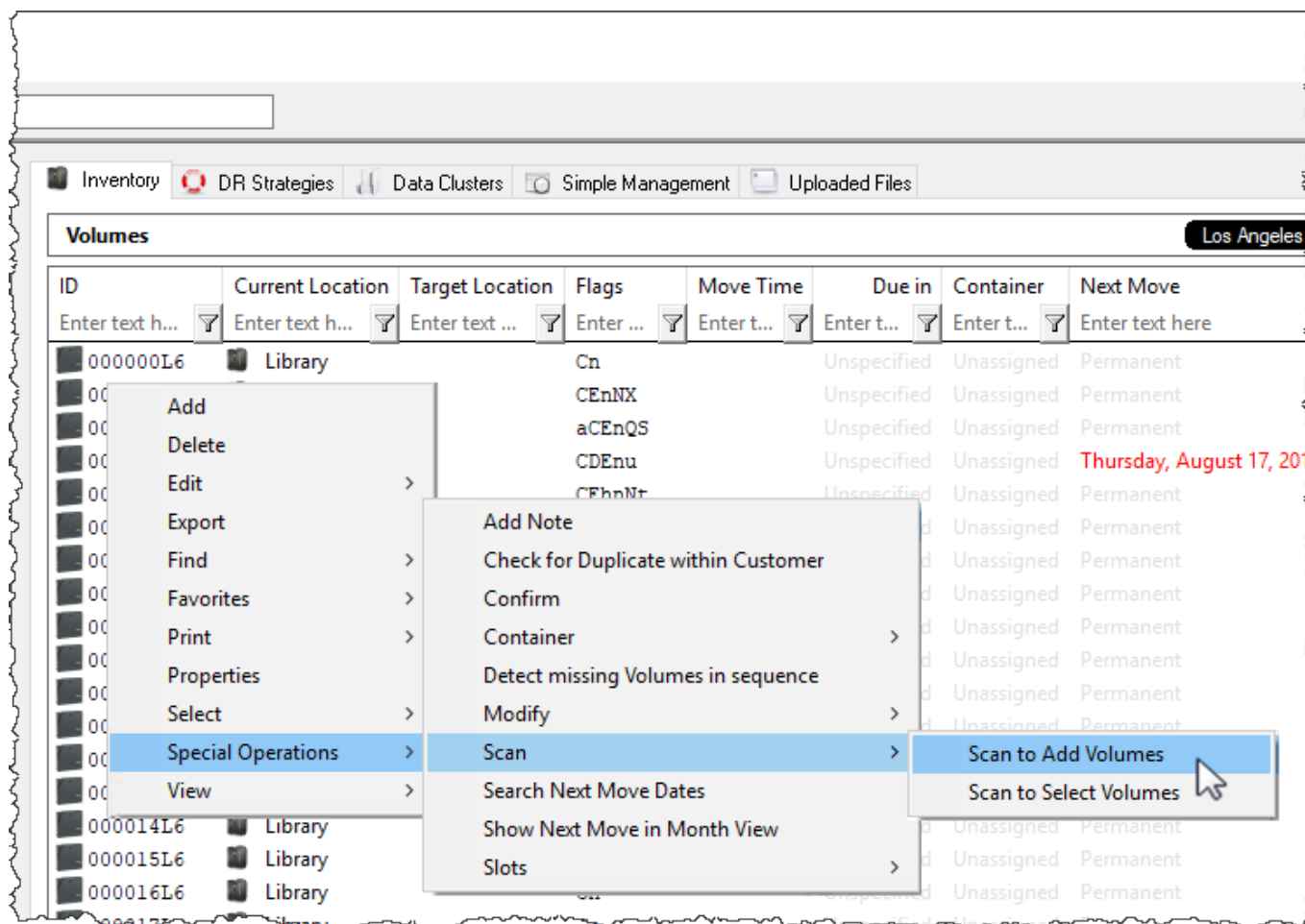


In the Edit new volume window enter the volume ID of the new volume to be added and click Save.



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If the **Volume Deletion** window is not displayed it is because you are running an outdated version of TapeMaster.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](#)

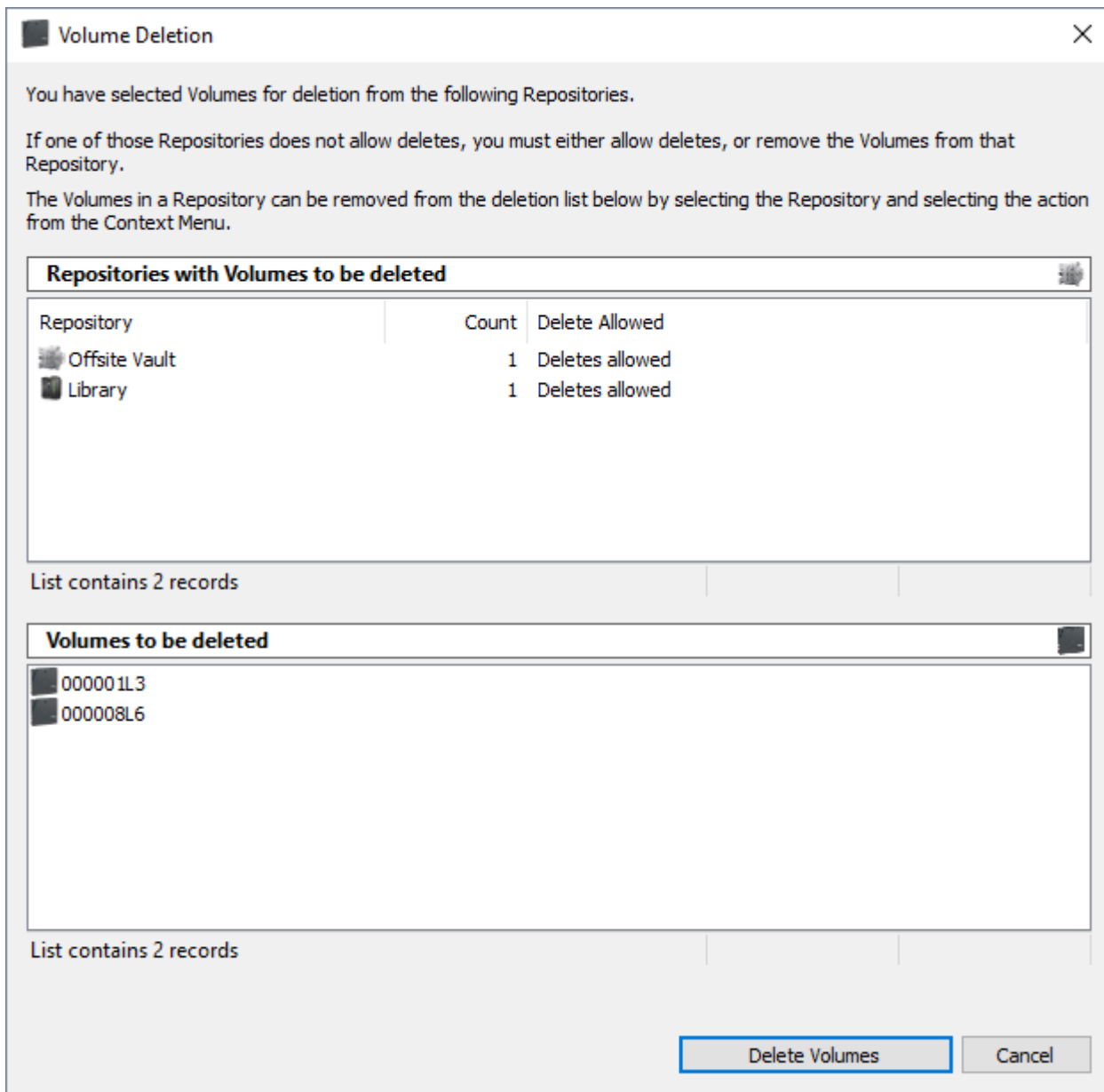


Edit Volume: 000017L5

Datasets Attributes VeriScore™ DR Strategies Options Catalog

Identity Target Location Current Location Scanned Location Notes History

Date	Type	From	To
2018-06-12 09:18:58	Scanned-In	Scratch Volumes	Library
2018-06-12 09:18:51	Target Scratch	Scratch Volumes	Library
2018-06-12 09:18:42	Scanned-In	Offsite Vault [000020]	Scratch Volumes
2018-06-12 09:18:35	Target Scratch	Offsite Vault [000020]	Scratch Volumes
2018-06-12 09:18:28	Scanned-In	Library	Offsite Vault [000020]
2018-06-12 09:18:22	Target	Offsite Vault	Offsite Vault [000020]
2018-06-12 09:18:14	Target	Library	Offsite Vault
2018-06-12 09:18:07	Added		Library
2018-05-03 09:04:20	Deleted	Library	
2018-05-02 12:49:28	Target	Library	Offsite Vault
2018-04-19 11:26:28	Added		Library



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.

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