

# Adding and Maintaining Volumes

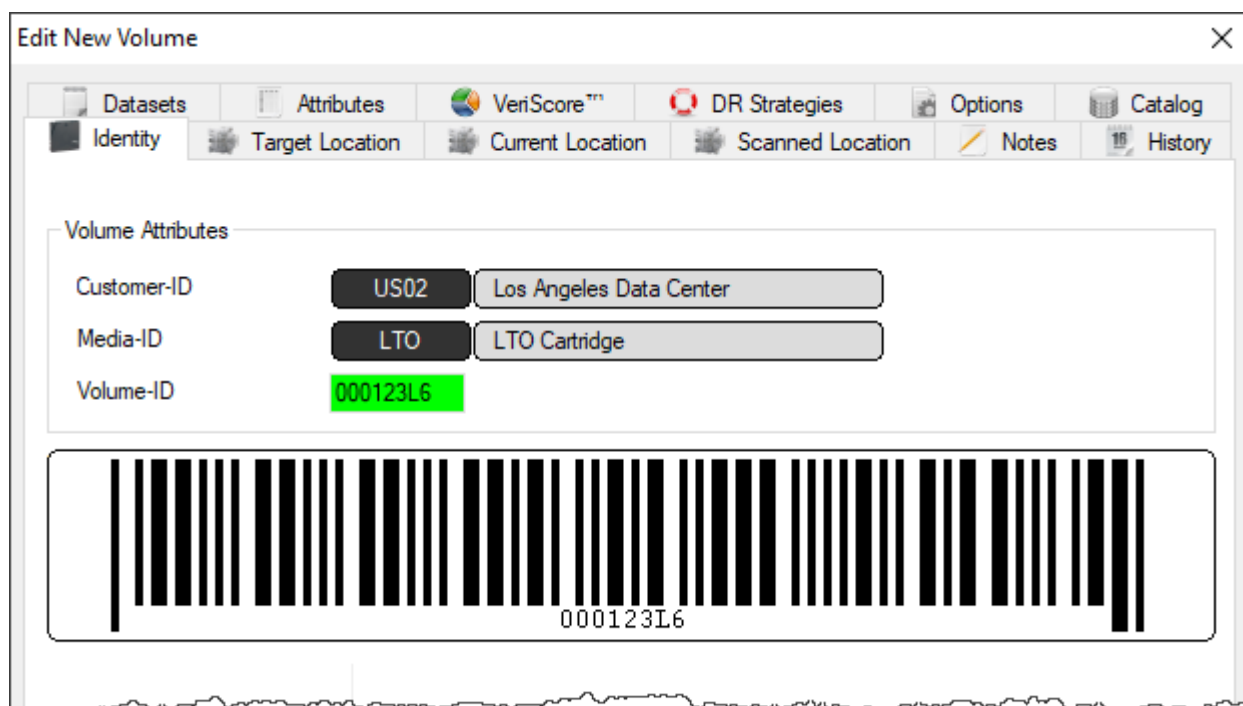
## Adding Volumes

### 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](#).

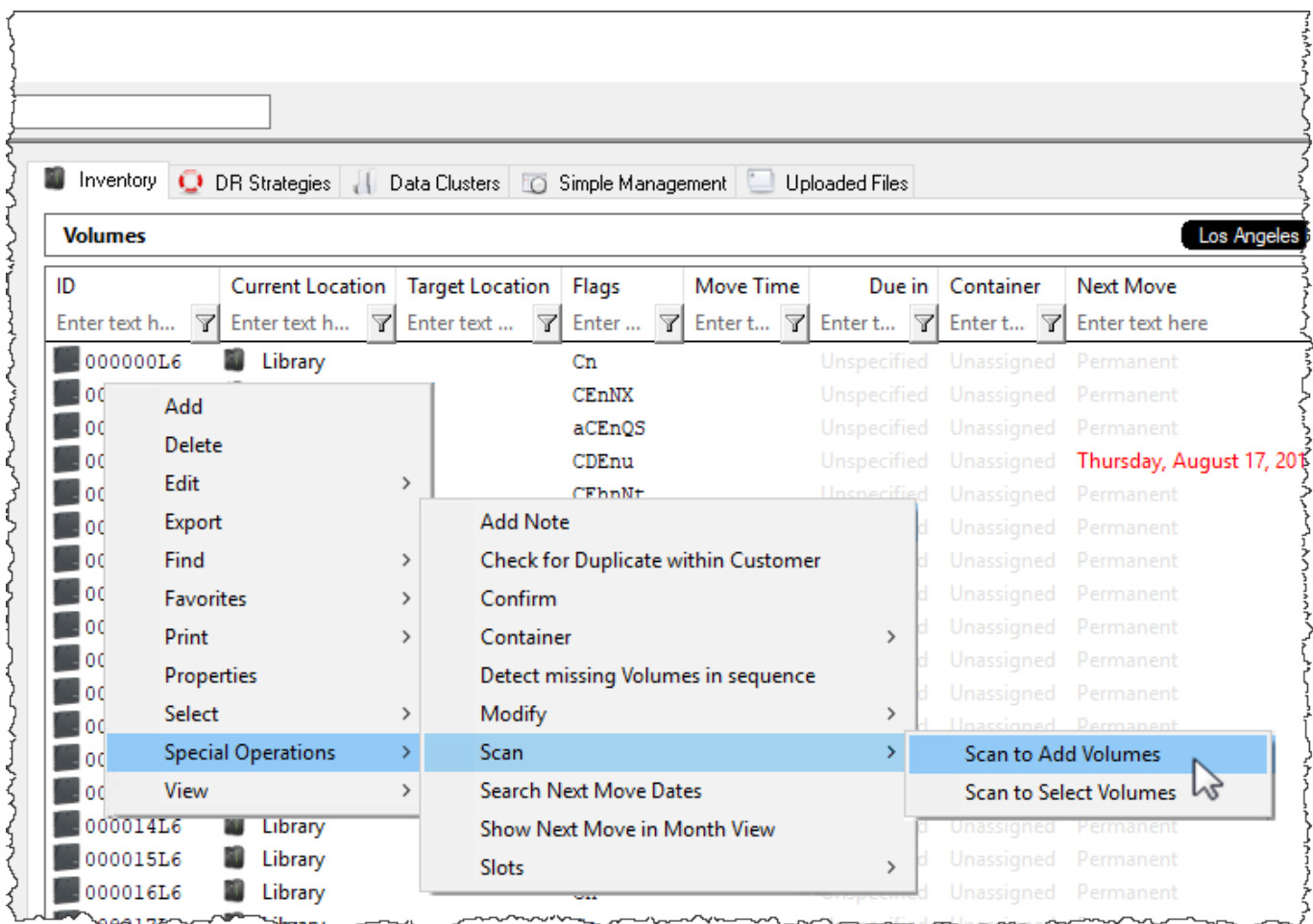


In the Edit new volume window enter the volume ID of the new volume to be added and click Save.



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If the **Volume Deletion** window is not displayed it is because you are running an outdated version of TapeMaster.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

**Volume Deletion**

You have selected Volumes for deletion from the following Repositories.

If one of those Repositories does not allow deletes, you must either allow deletes, or remove the Volumes from that Repository.

The Volumes in a Repository can be removed from the deletion list below by selecting the Repository and selecting the action from the Context Menu.

Repository	Count	Delete Allowed
Offsite Vault	1	Deletes allowed
Library	1	Deletes allowed

List contains 2 records

Volumes to be deleted
000001L3
000008L6

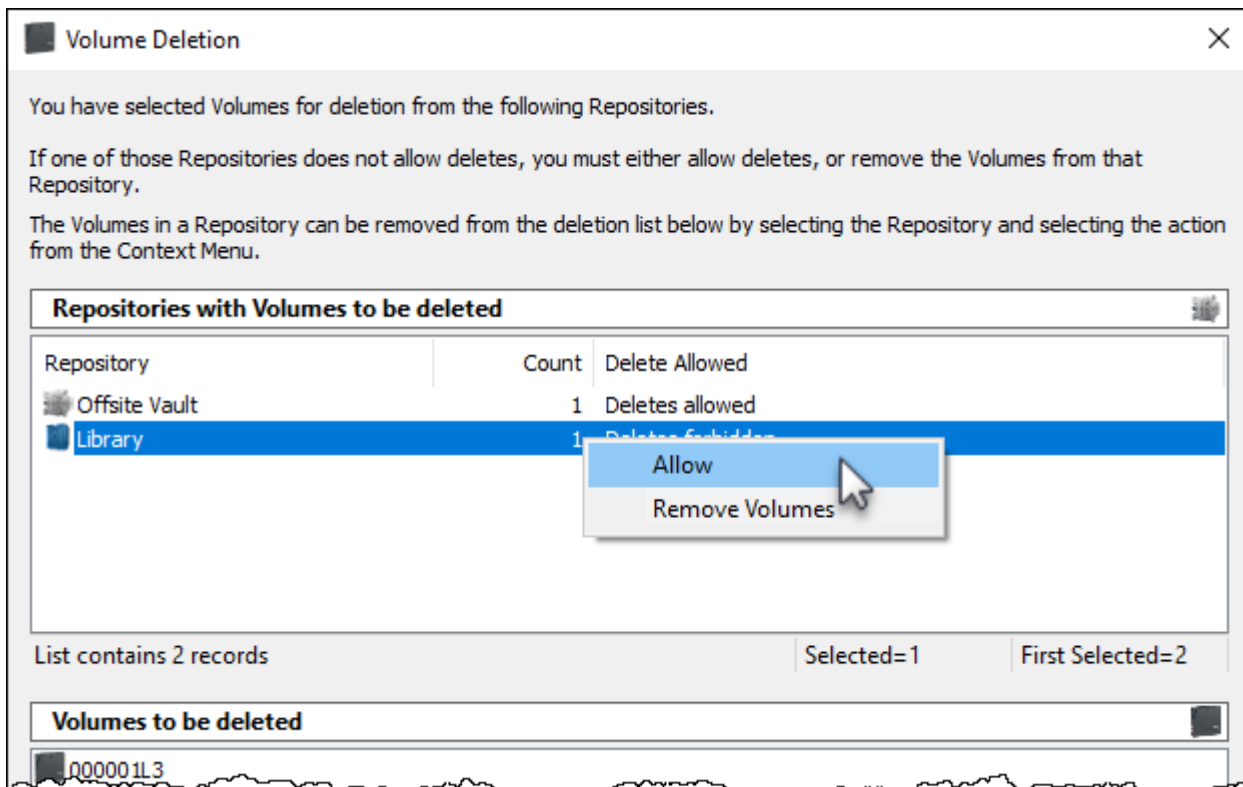
List contains 2 records

**Delete Volumes** **Cancel**

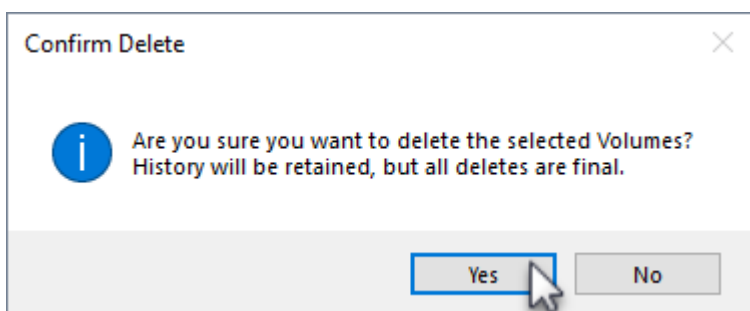
Each row in the top pane will, along with the repository description (or ID), list the number of volumes for deletion and the delete status of either **Deletes Allowed** or **Deletes Forbidden**.

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.




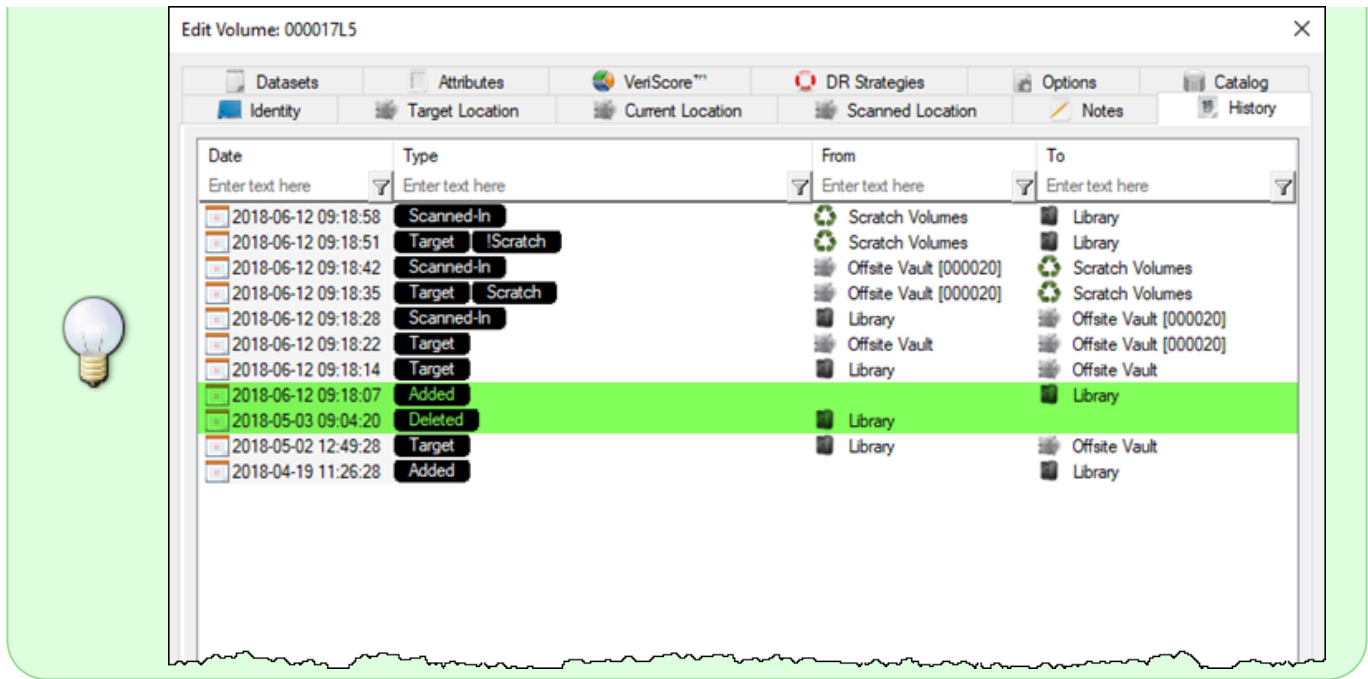
Click Delete Volumes and Yes to the delete confirmation to delete the volumes.



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:  
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Last update: **2025/01/21 22:07**

