

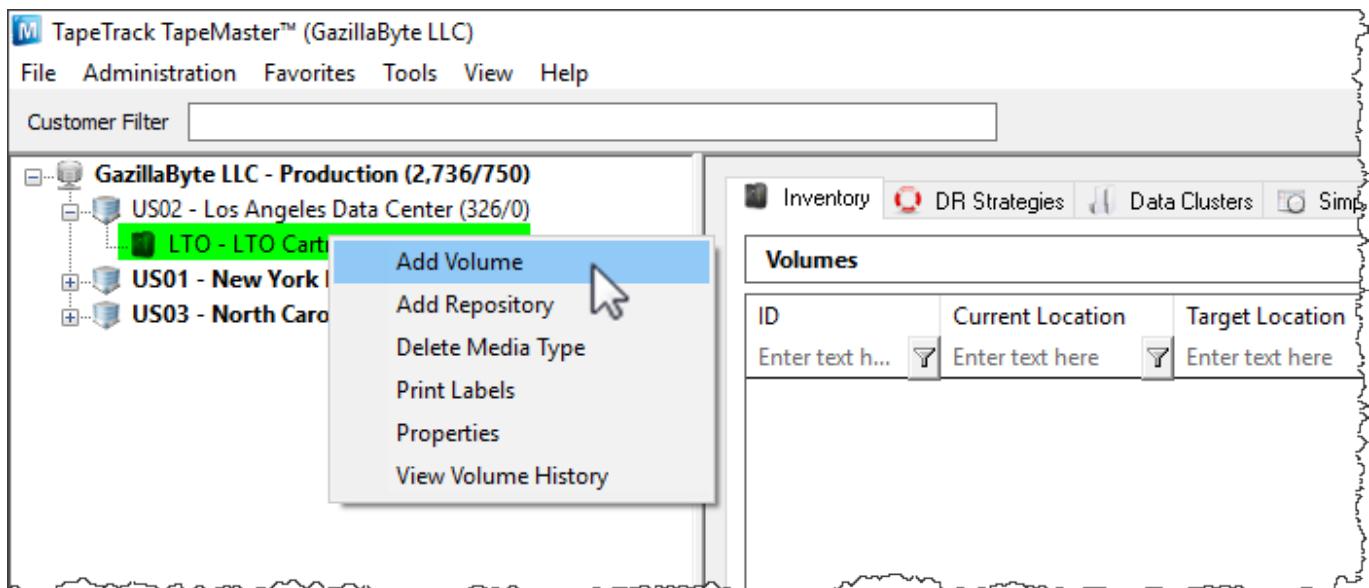
Adding and Maintaining Volumes

Adding Volumes

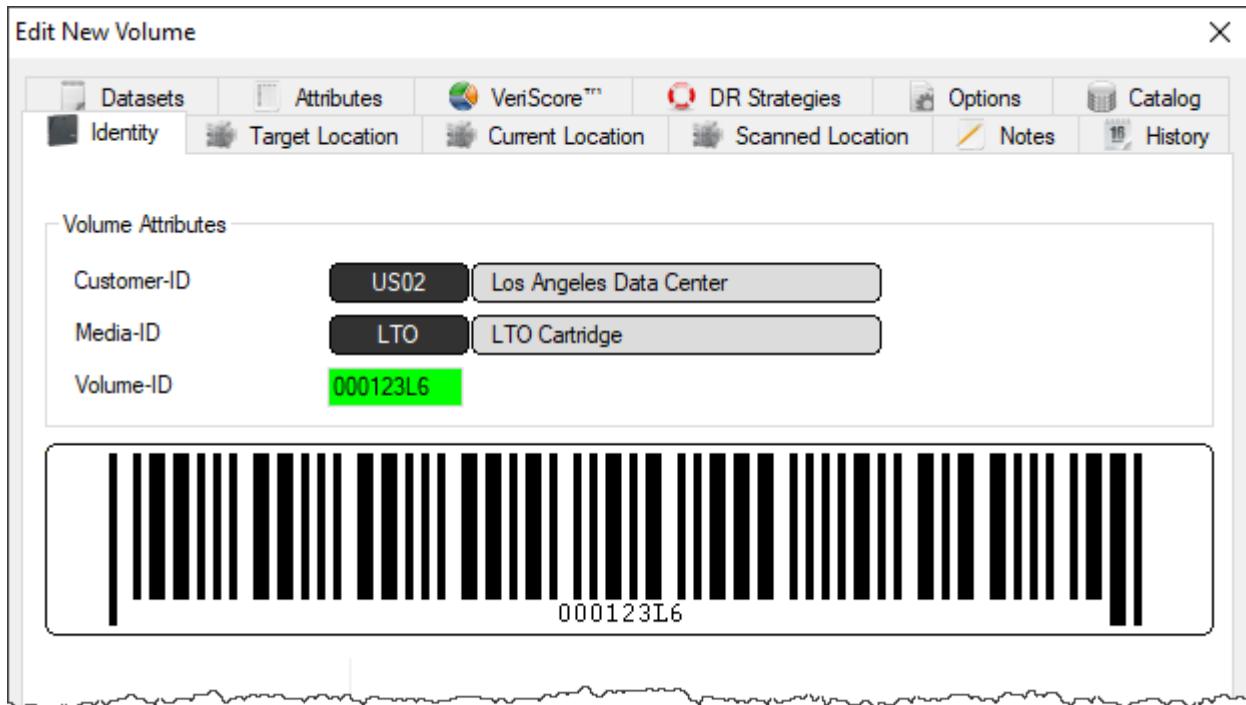
Right-Click to add volumes

To add a Volume either:

- Right-click on a [Media Type](#) and select [Add Volume](#)
- Right click in the inventory window and select [Add](#)
- Press [Insert](#) on the keyboard when viewing the [Volume List](#).

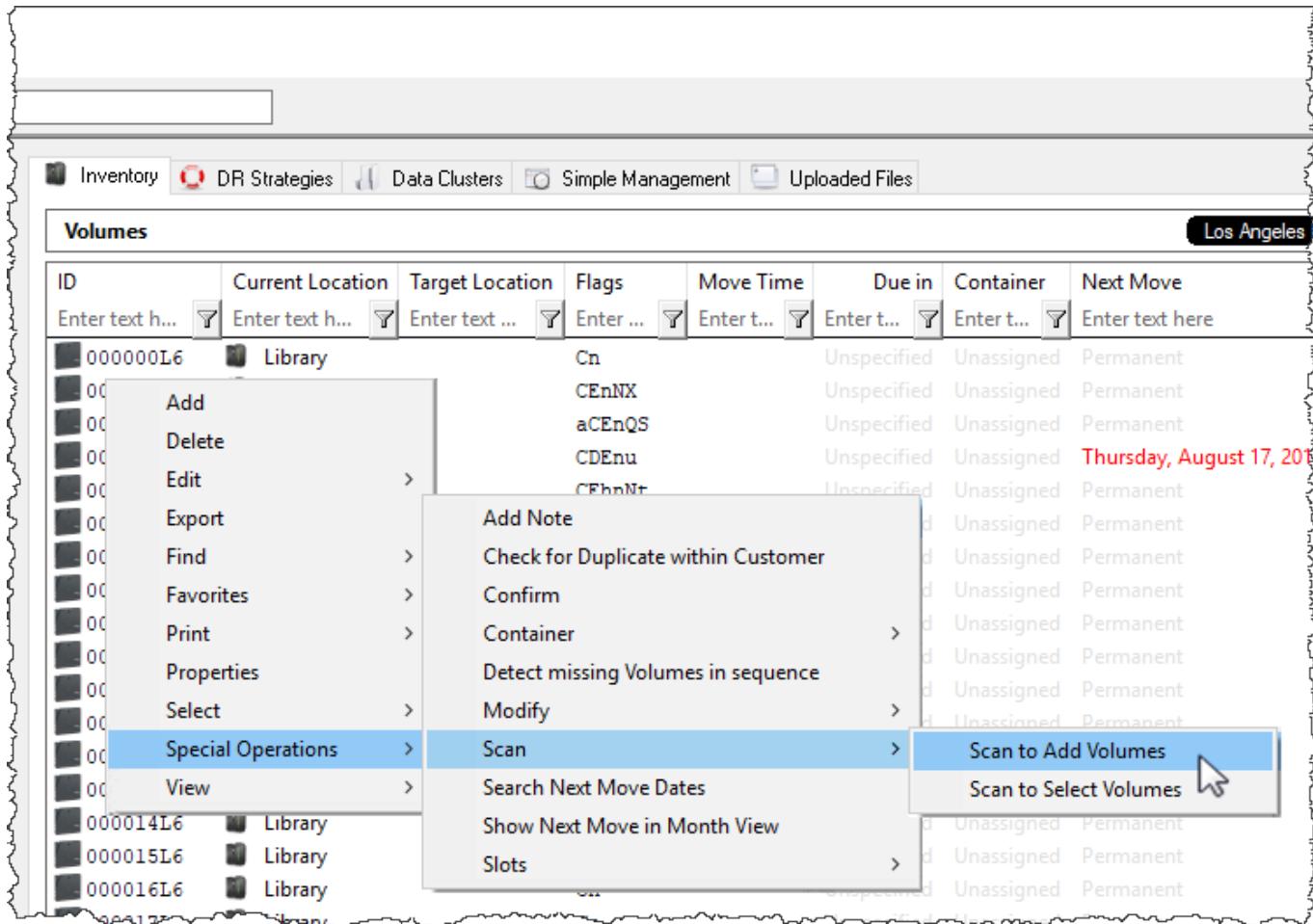


In the Edit new volume window enter the volume ID of the new volume to be added and click [Save](#).

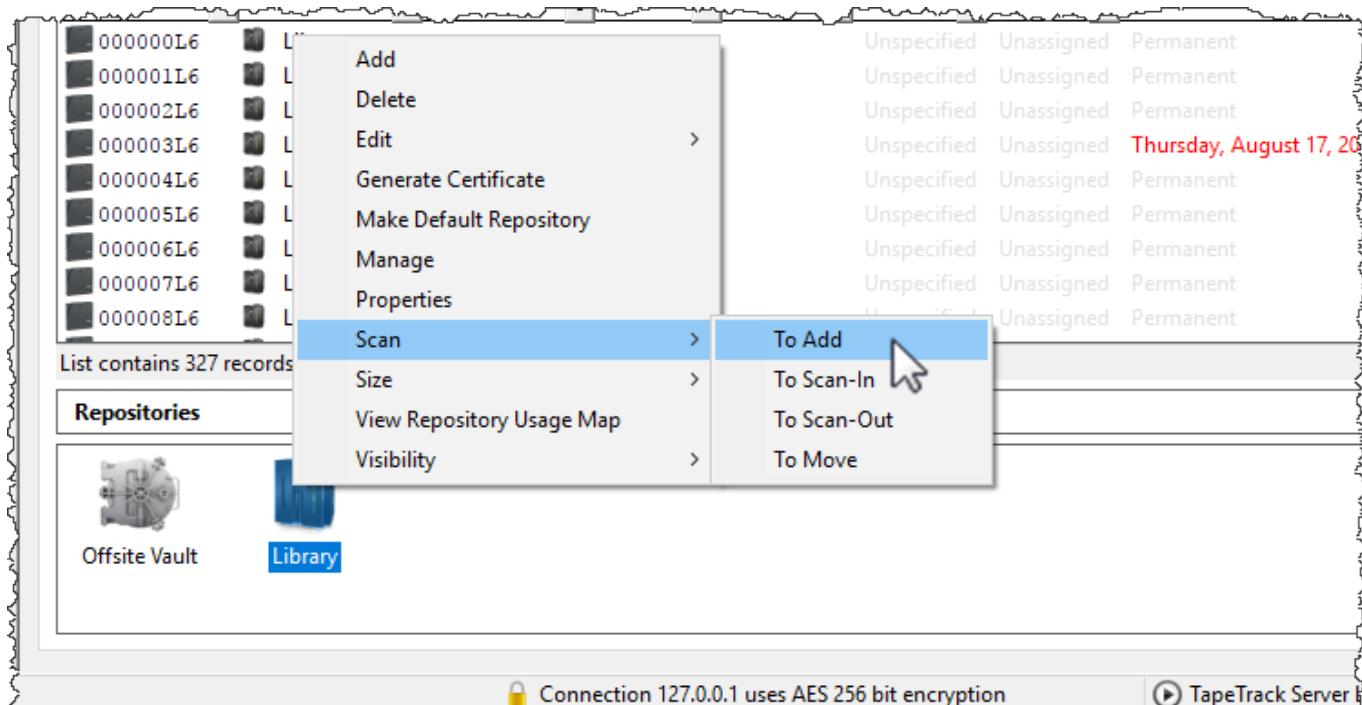


Scan to Add Volumes

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.



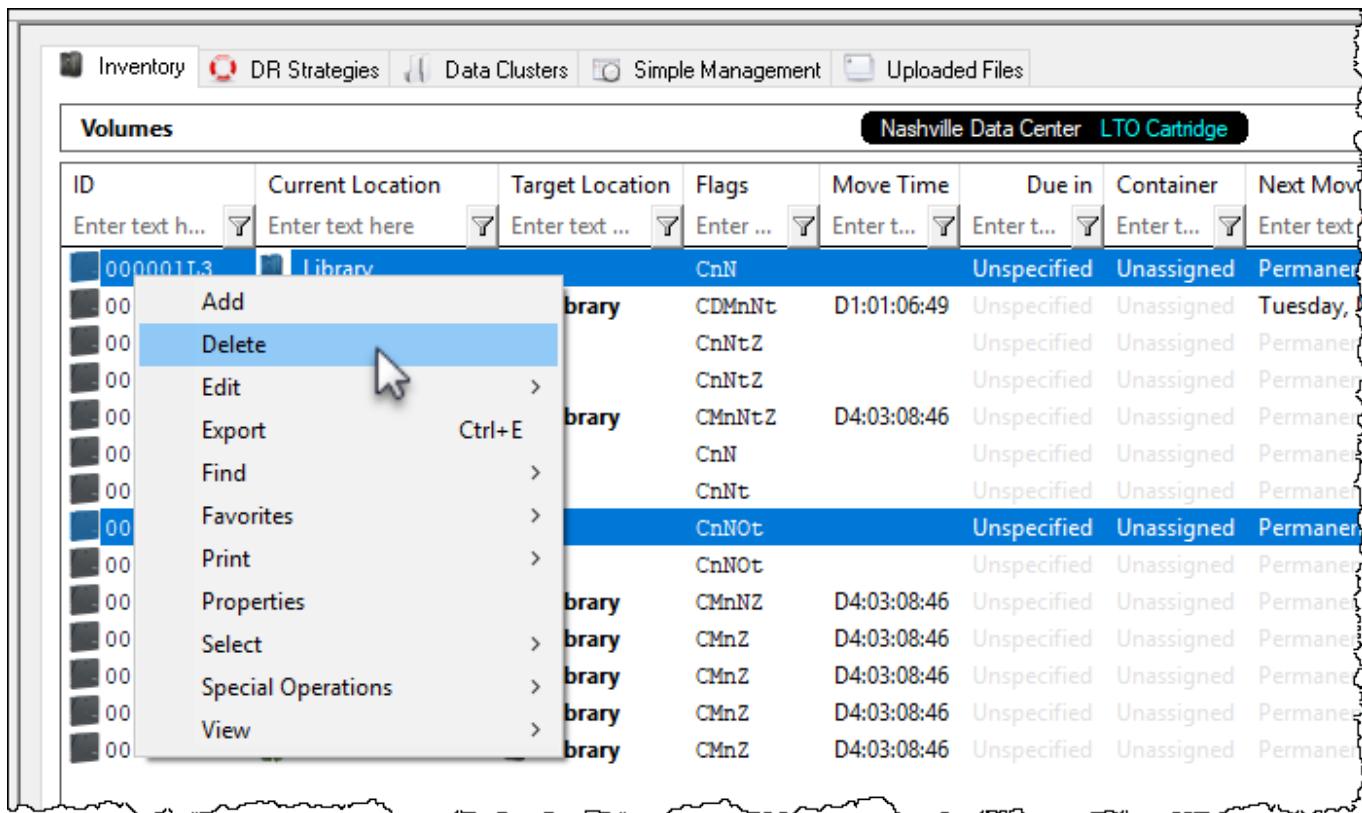
Deleting Volumes



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.



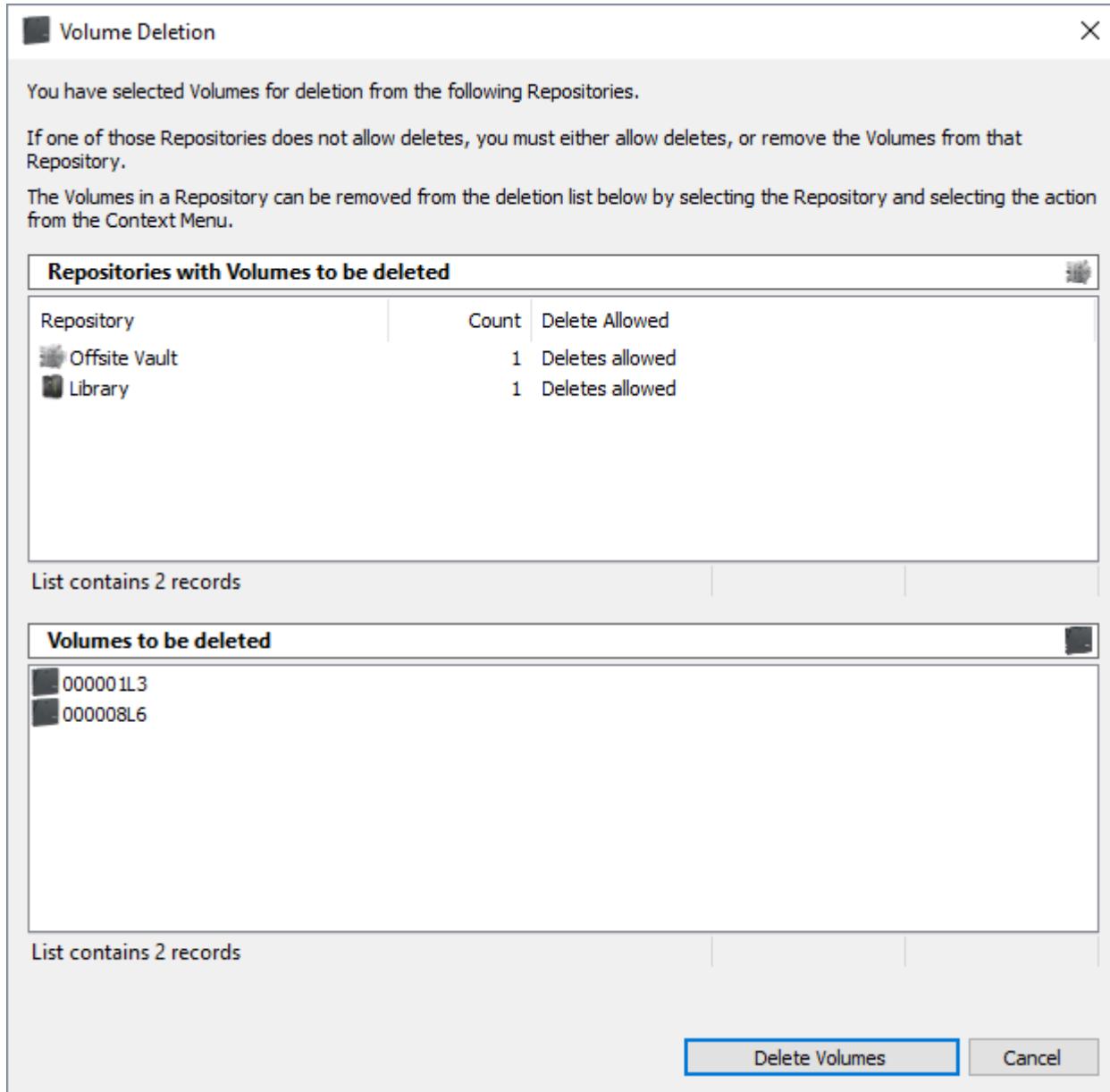
The screenshot shows the 'Volumes' section of the TapeMaster interface. A context menu is open over a selected volume row. The menu items are: Add, Delete (which is highlighted with a blue selection bar and has a cursor arrow pointing to it), Edit, Export (with keyboard shortcut Ctrl+E), Find, Favorites, Print, Properties, Select, Special Operations, and View. The selected volume row has the ID '0000001T.3' and is located in the 'Library' repository.

ID	Current Location	Target Location	Flags	Move Time	Due in	Container	Next Mov
0000001T.3	Library		CnN	Unspecified	Unassigned	Permanent	
00	Add	Library	CDMnNt	D1:01:06:49	Unspecified	Unassigned	Tuesday,
00	Delete		CnNtZ		Unspecified	Unassigned	Permanent
00	Edit		CnNtZ		Unspecified	Unassigned	Permanent
00	Export		CMnNtZ	D4:03:08:46	Unspecified	Unassigned	Permanent
00	Find		CnN		Unspecified	Unassigned	Permanent
00	Favorites		CnNt		Unspecified	Unassigned	Permanent
00	Print		CnNtO		Unspecified	Unassigned	Permanent
00	Properties	Library	CMnNZ	D4:03:08:46	Unspecified	Unassigned	Permanent
00	Select	Library	CMnZ	D4:03:08:46	Unspecified	Unassigned	Permanent
00	Special Operations	Library	CMnZ	D4:03:08:46	Unspecified	Unassigned	Permanent
00	View	Library	CMnZ	D4:03:08:46	Unspecified	Unassigned	Permanent

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.

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.

Repositories with Volumes to be deleted

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

Allow

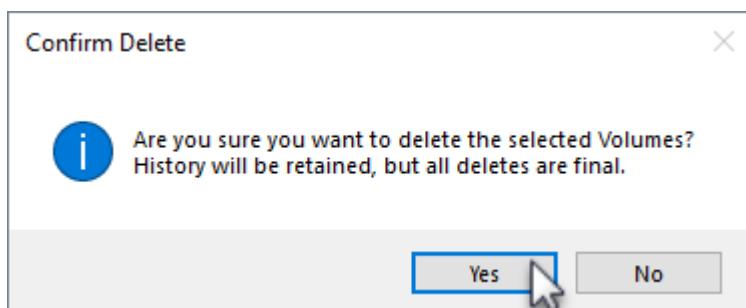
Remove Volumes

List contains 2 records Selected=1 First Selected=2

Volumes to be deleted

000001L3

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.

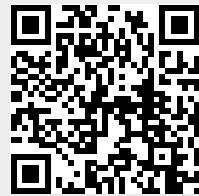
Edit Volume: 000017L5

Datasets		Attributes		VeriScore™	DR Strategies	Options	Catalog
Identity	Target Location	Current Location	Scanned Location	Notes	History		
Date				From			
Enter text here	Enter text here	Enter text here	Enter text here	Enter text here	Enter text here	Enter text here	Enter text here
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	Library		

See [Special Operations Menu](#) for further information.

From:

<https://rtfm.tapetrack.com/> - TapeTrack Documentation



Permanent link:

<https://rtfm.tapetrack.com/master/volumes?rev=1534301926>

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