

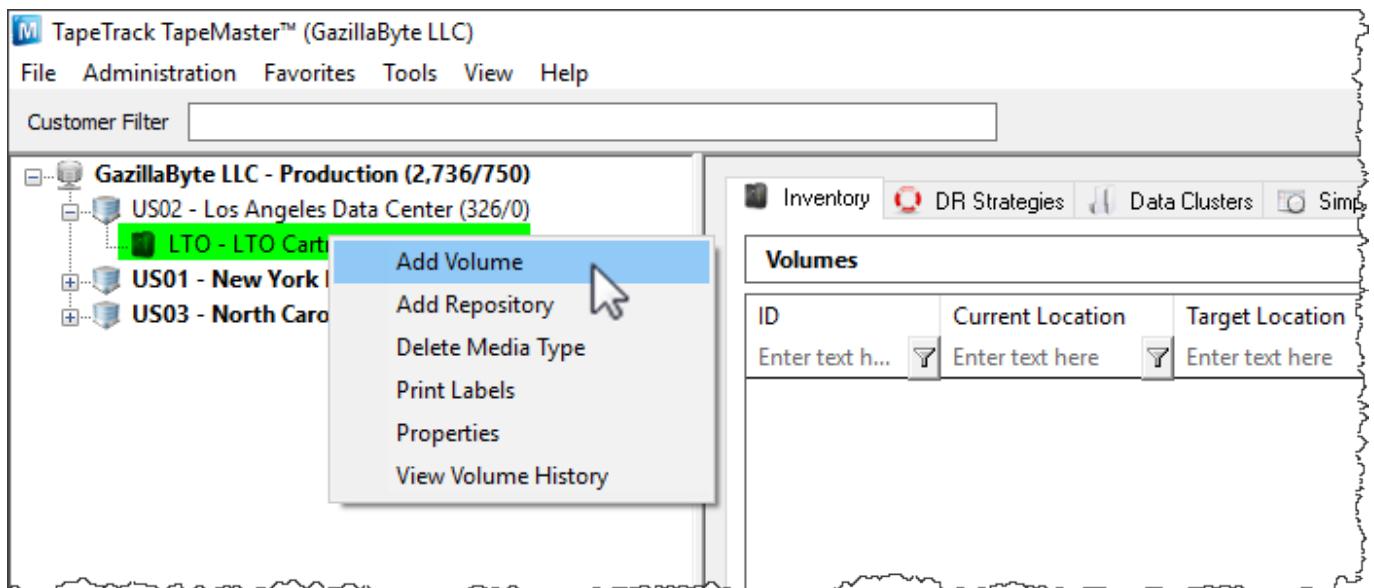
# Adding and Maintaining Volumes

## Adding Volumes

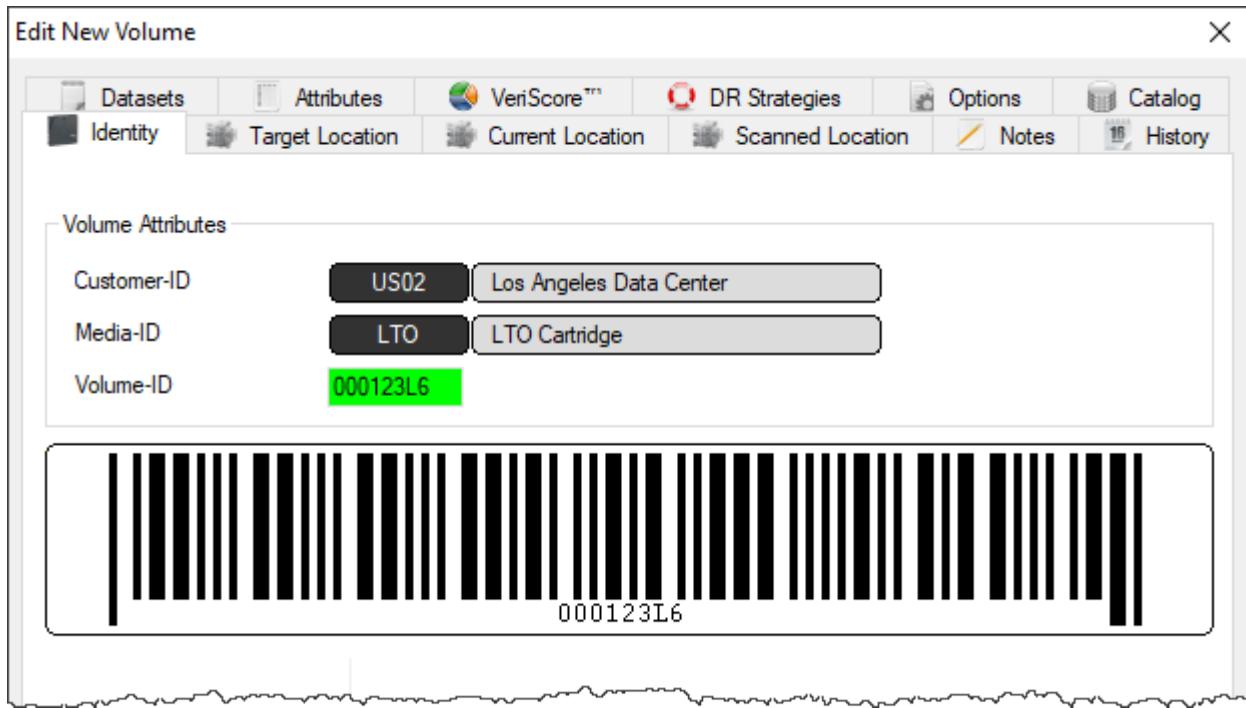
### Right-Click to add volumes

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](#).

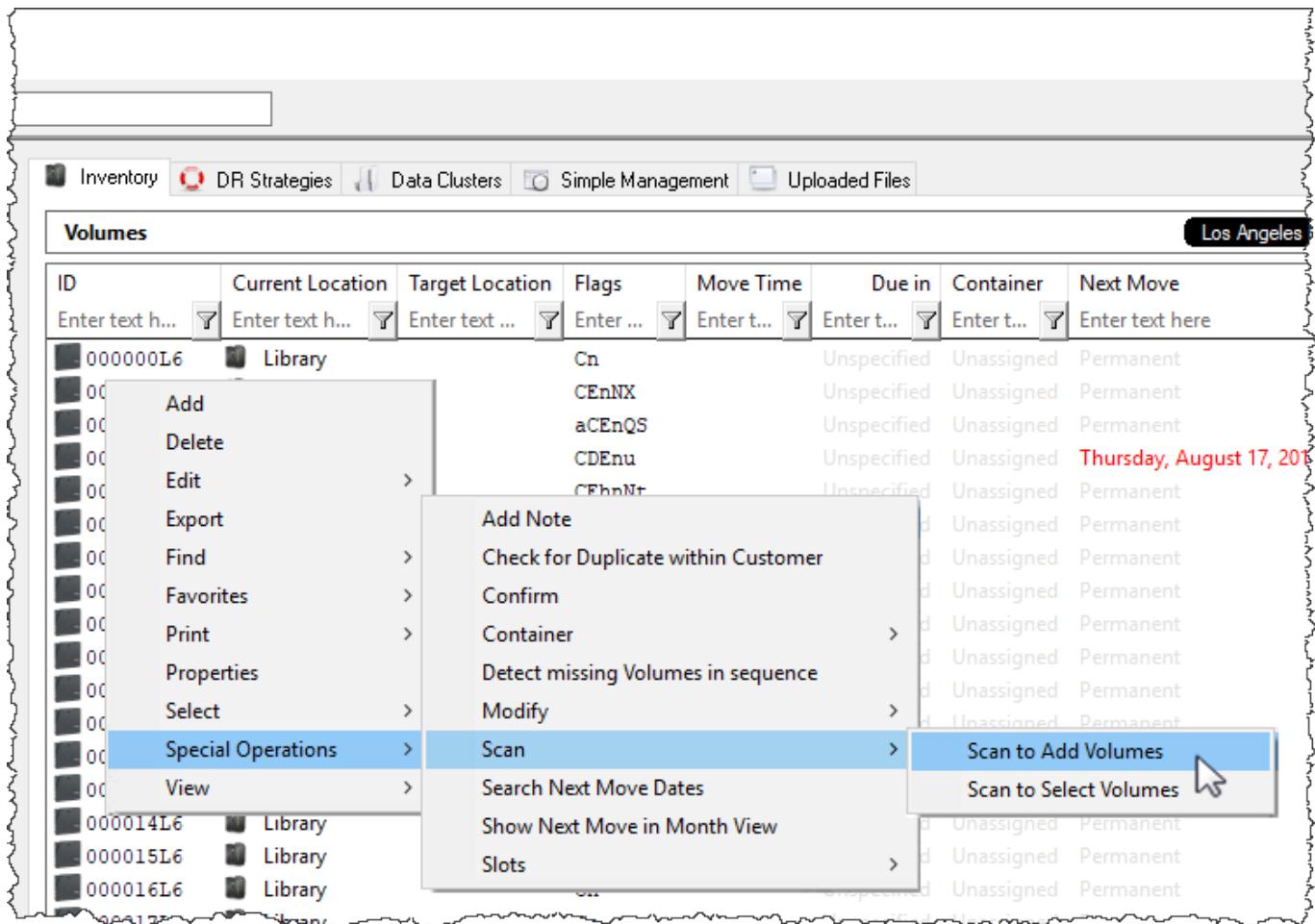


In the Edit new volume window enter the volume ID of the new volume to be added and click [Save](#).

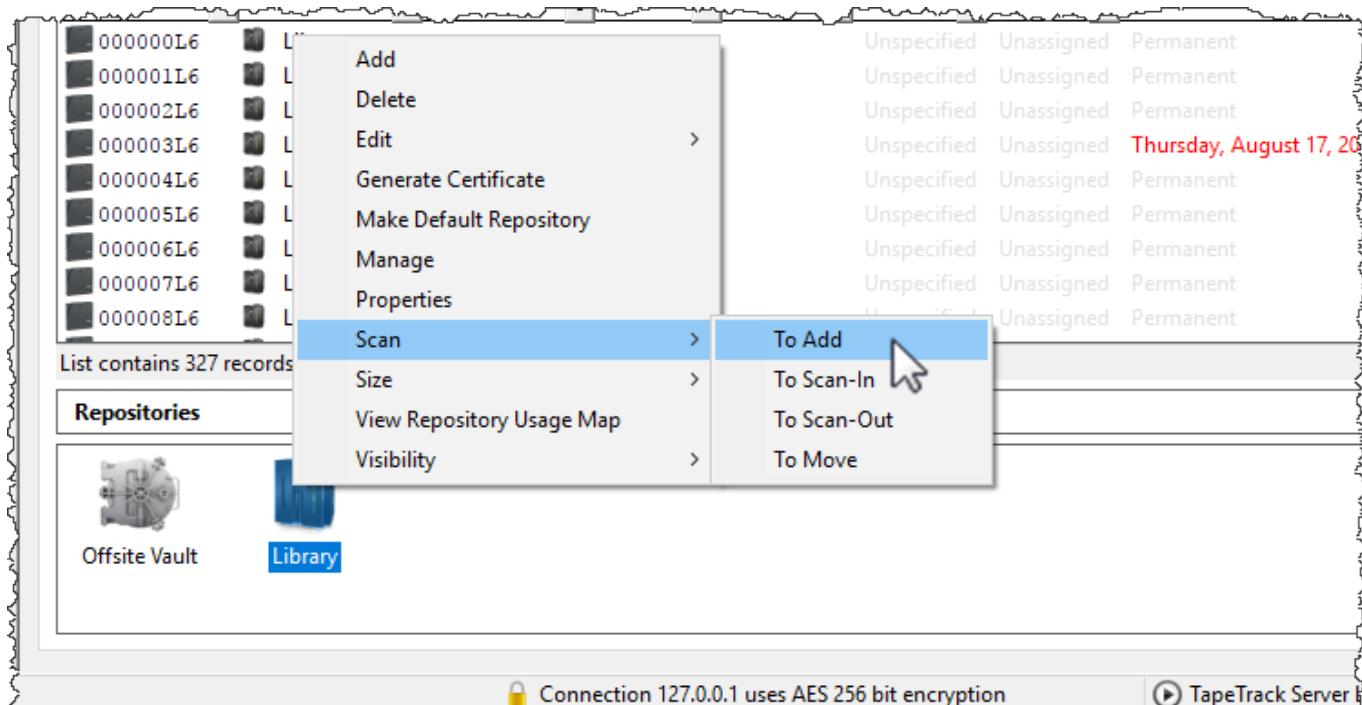


## Scan to Add Volumes

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.



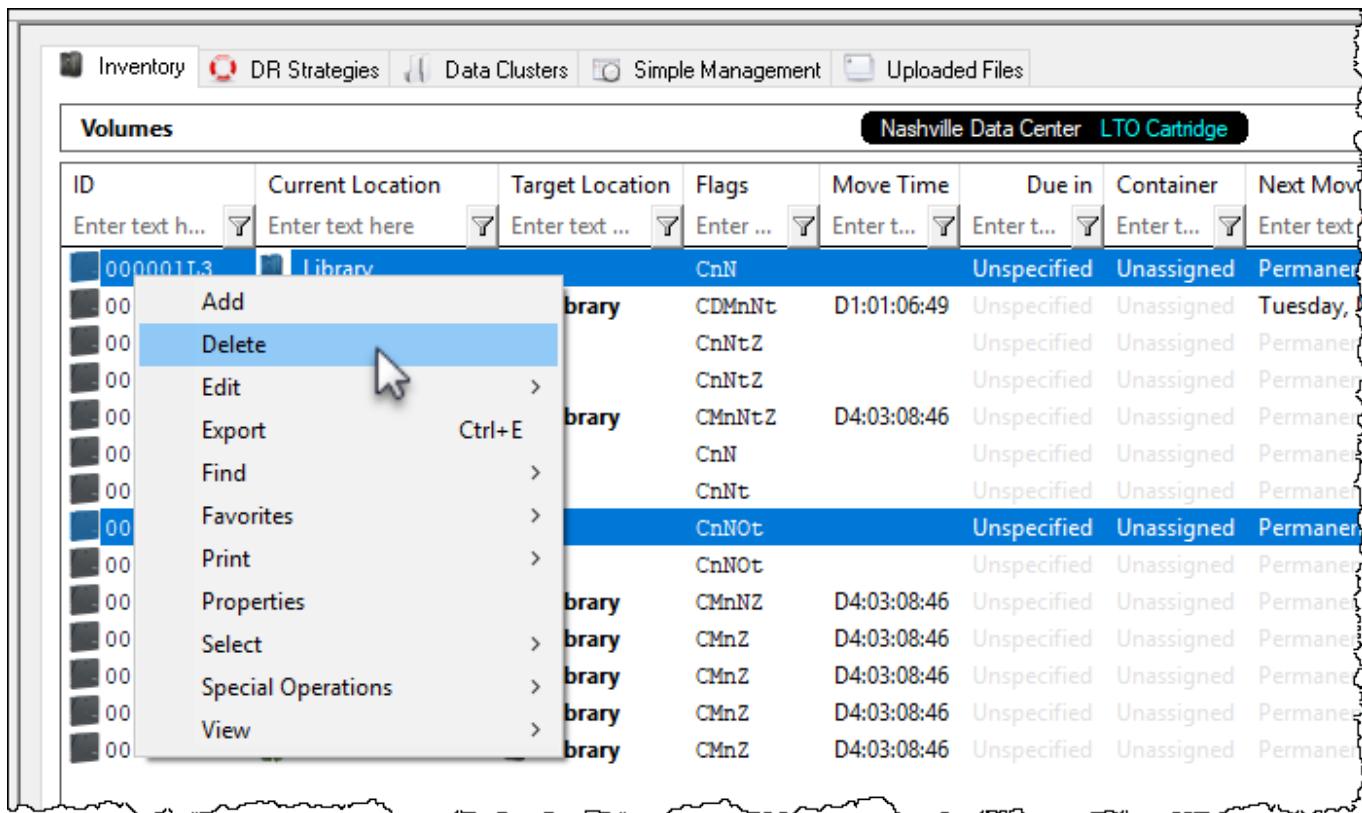
## Deleting Volumes



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.



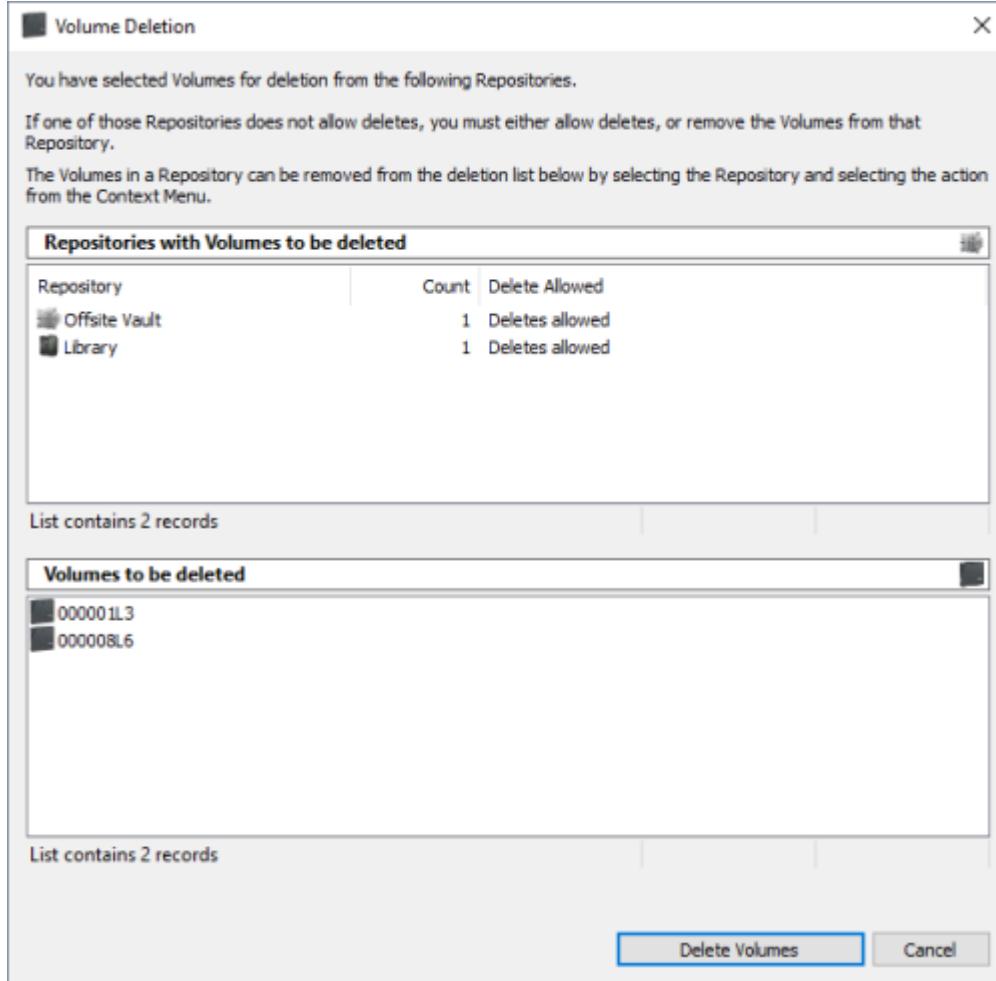
The screenshot shows the 'Volumes' section of the TapeMaster interface. A context menu is open over a selected volume row. The menu items are: Add, Delete (which is highlighted with a blue selection bar and has a cursor arrow pointing to it), Edit, Export (with keyboard shortcut Ctrl+E), Find, Favorites, 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

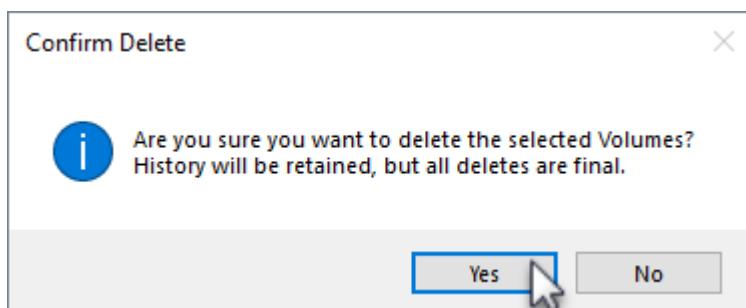
Remove Volumes

List contains 2 records      Selected=1      First Selected=2

**Volumes to be deleted**

000001L3
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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	Type	From	To				
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	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]				
2018-06-12 09:18:28	Scanned-In	Library	Scratch Volumes				
2018-06-12 09:18:22	Target	Offsite Vault	Offsite Vault [000020]				
2018-06-12 09:18:14	Target	Library	Offsite Vault [000020]				
2018-06-12 09:18:07	Added	Library	Offsite Vault				
2018-05-03 09:04:20	Deleted	Library	Library				
2018-05-02 12:49:28	Target	Library	Offsite Vault				
2018-04-19 11:26:28	Added	Library	Library				

As setting repository to **Allow Deletes** alters the properties of that repository, if required, reset the repository to **no deletes** by right clicking the required repository, selecting Properties and change the Allow Deletes field in the Options tab to false.

Edit Repository: Offsite Vault

Identity		Zones	Slot Usage	Options	Usage History	Movement History	Certification
GUIDs							
Local	55533031-0000-0000-4c54-4f004f464653						
Remote	00000000-0000-0000-0000-000000000000						
Allowable Volume-IDs							
Type	Vault						
Scratch Mode	No Change						
Scratch Priority	0						
Offsite	True						
Primary	False						
No Distribution	False						
Internal	False						
Sort Sequence	0						
Force Simple Management	False						
No Next Repository	False						
Allow Deletes	False						
Allow Overlaps	True						
De-assign from Container	False						
Empty Container	False						
Do not slot if Container	False						
Do not slot	False						
Require Tag	False						

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

From:

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



Permanent link:

<https://rtfm.tapetrack.com/master/volumes?rev=1534305092>

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