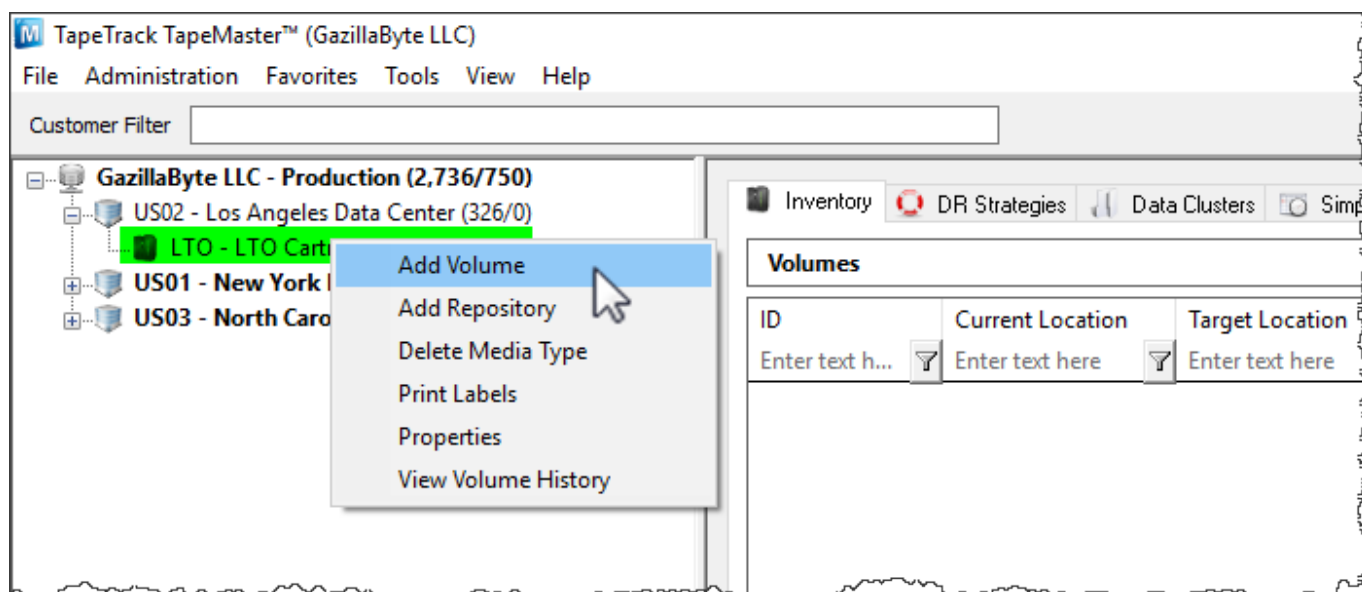


# Adding and Maintaining Volumes

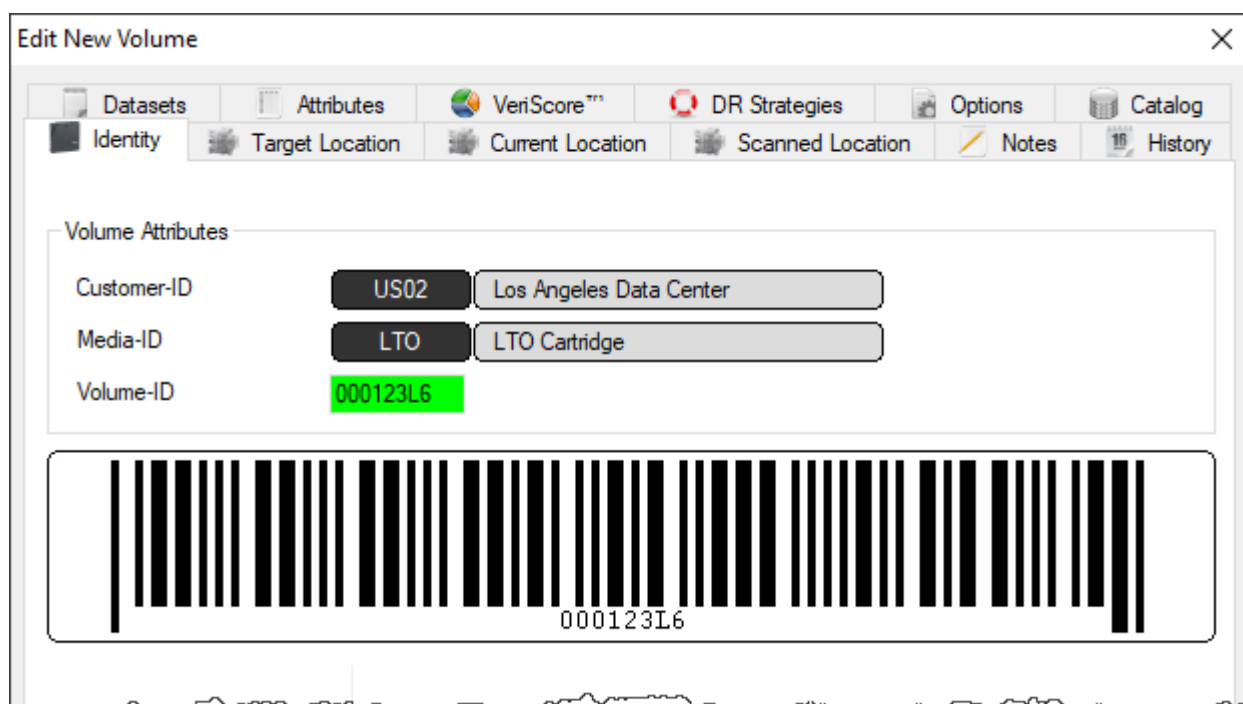
## Adding Individual Volumes

To add a Volume either:

- Right-click on a [Media Type](#) and select Add Volume.
- Right-click in the inventory window and select Add.
- Click in the Inventory window and press Insert on the keyboard

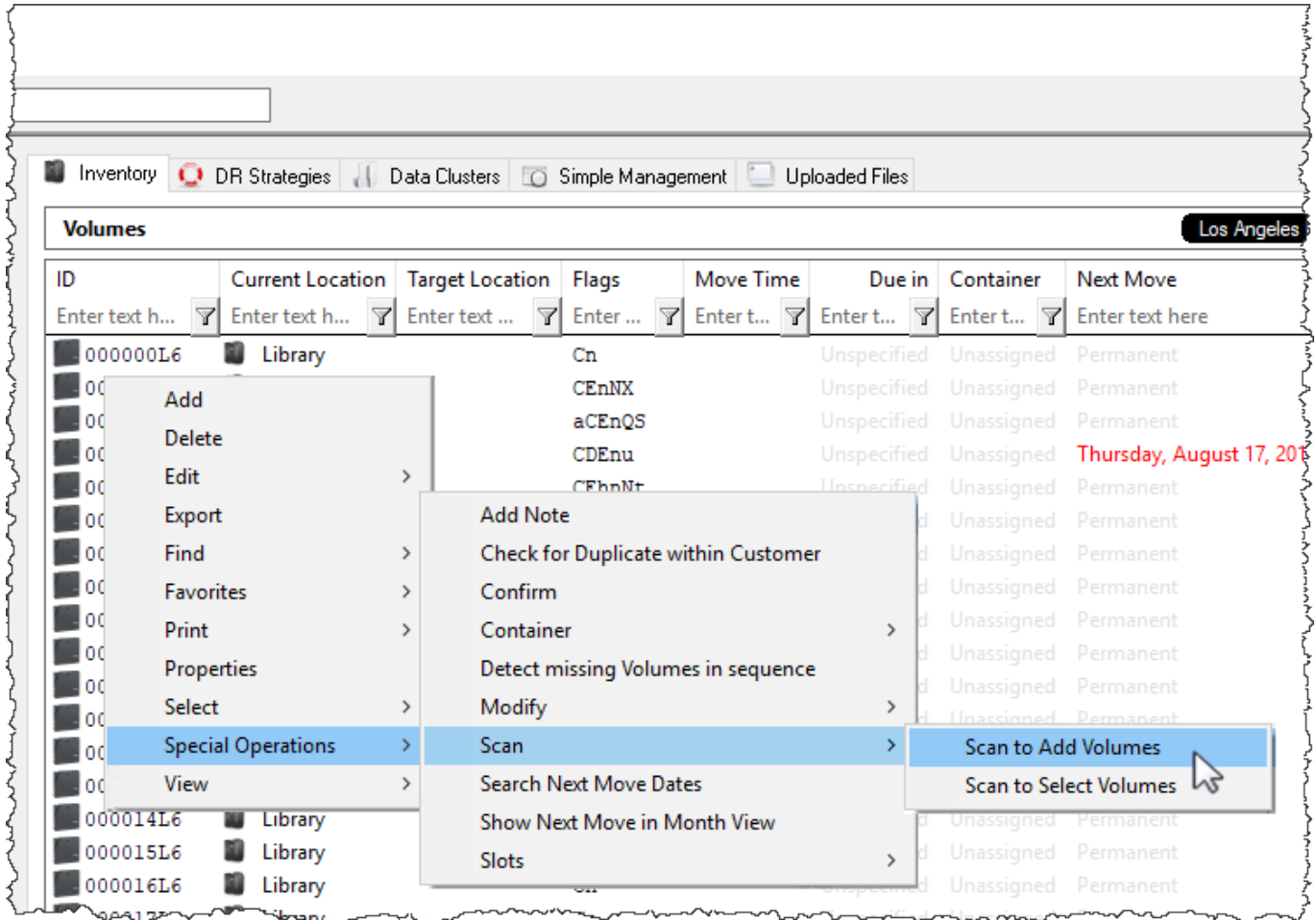


In the Edit new volume window enter the Volume-ID of the new volume to be added and click Save.

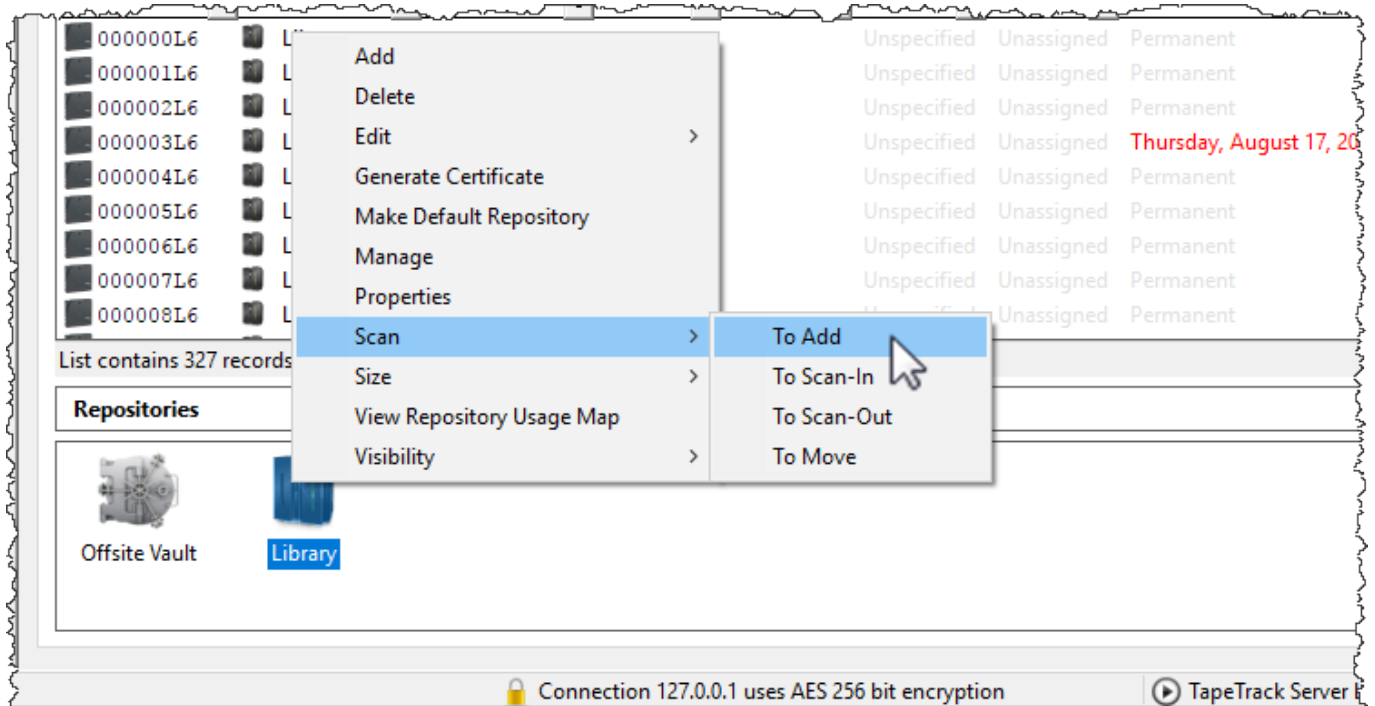


## Scan to Add Volumes


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.

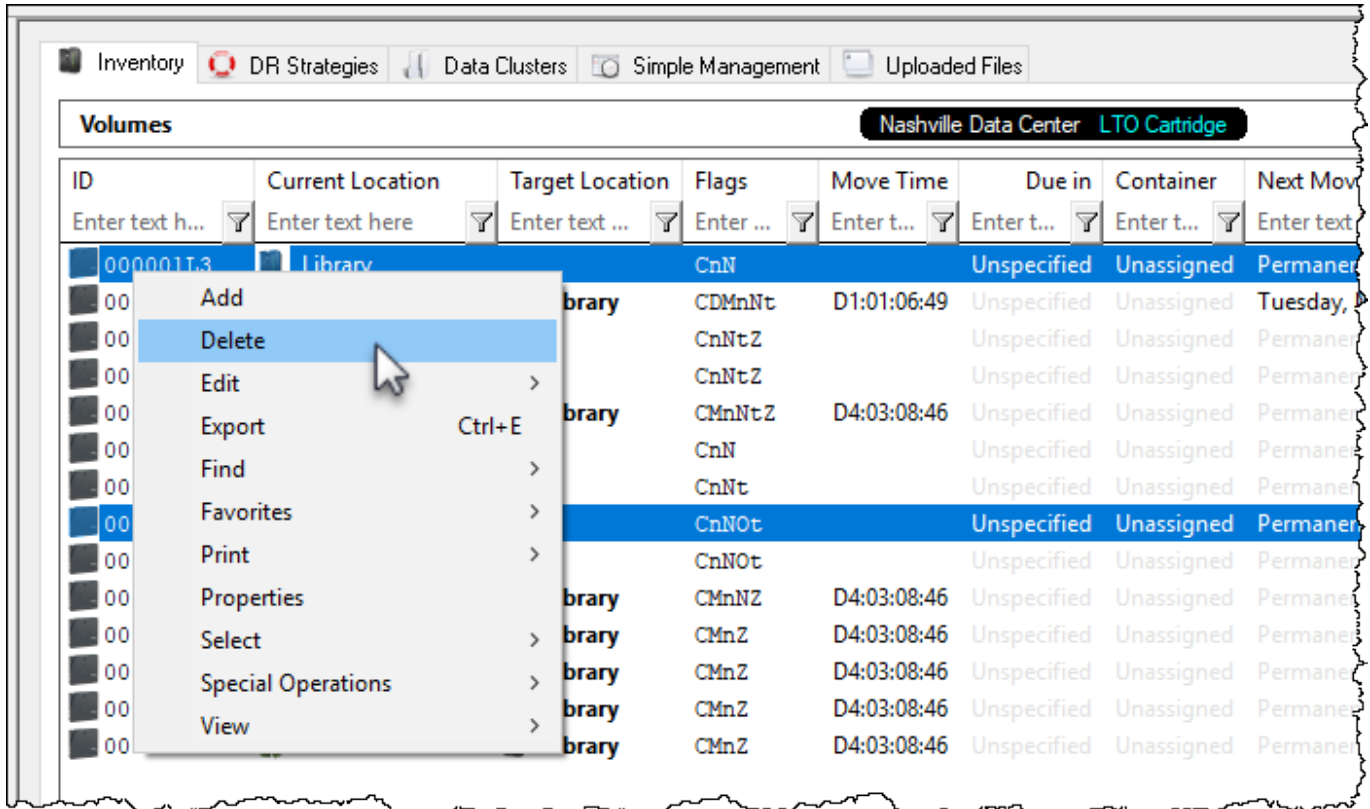


## Deleting Volumes


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

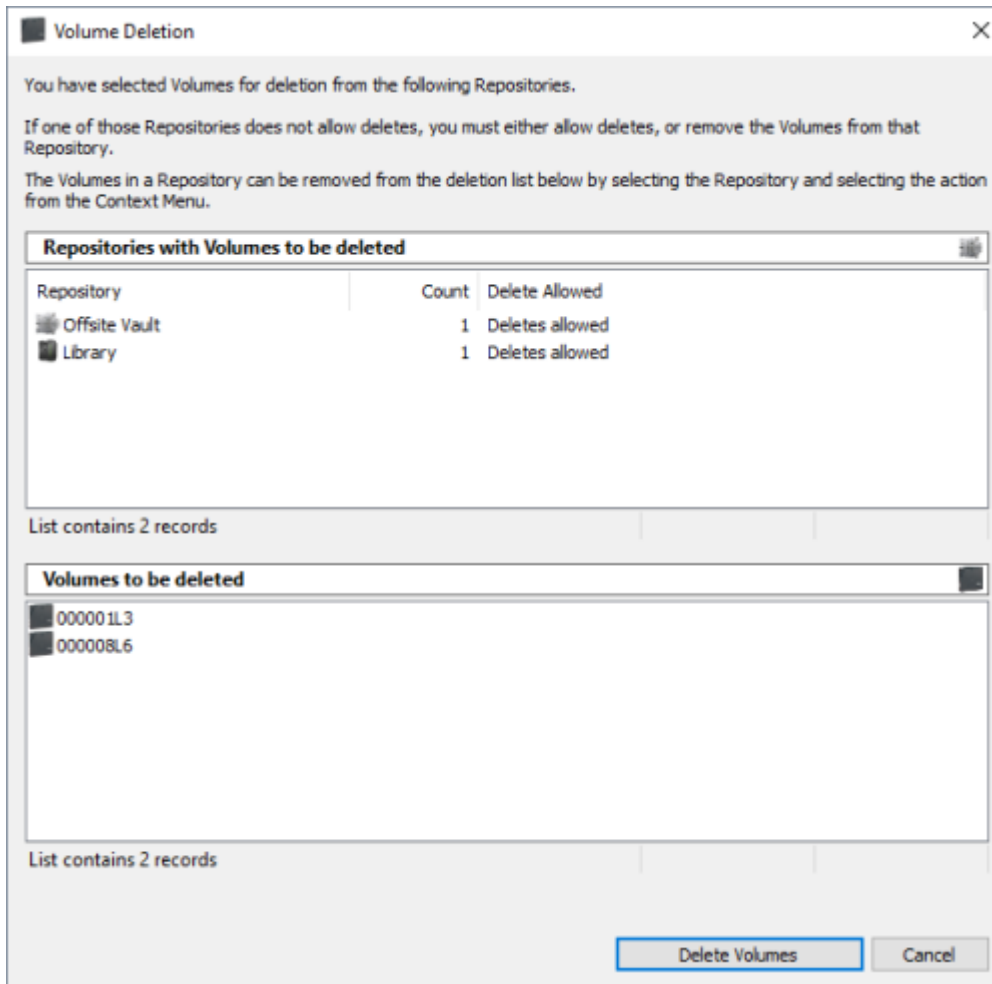
Select the required volume, or range of volumes from the inventory window you want to delete.

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.

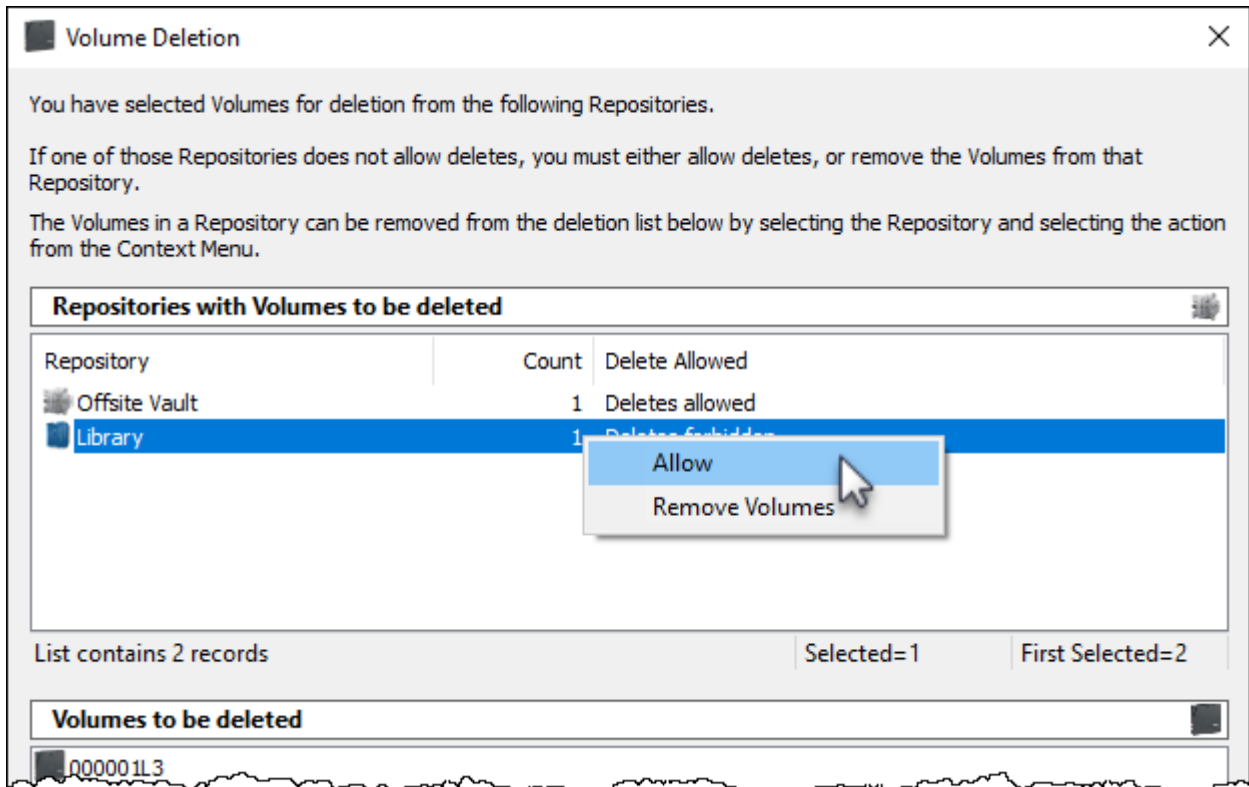
 If the **Volume Deletion** window is not displayed it is because you are running an outdated version of TapeMaster. Instructions to delete volumes in older versions of TapeMaster can be found [here](#)



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.

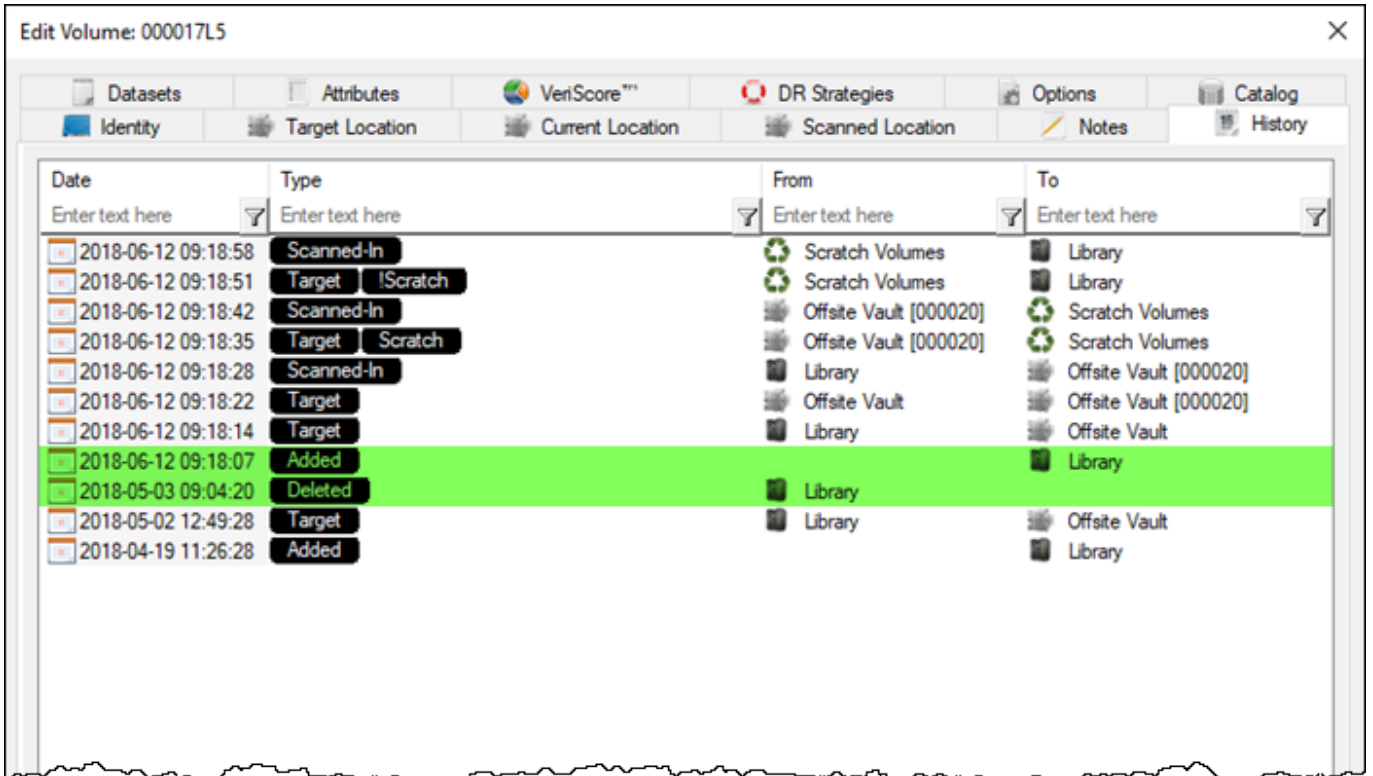


Click Delete Volumes and Yes to the delete confirmation to delete the volumes.

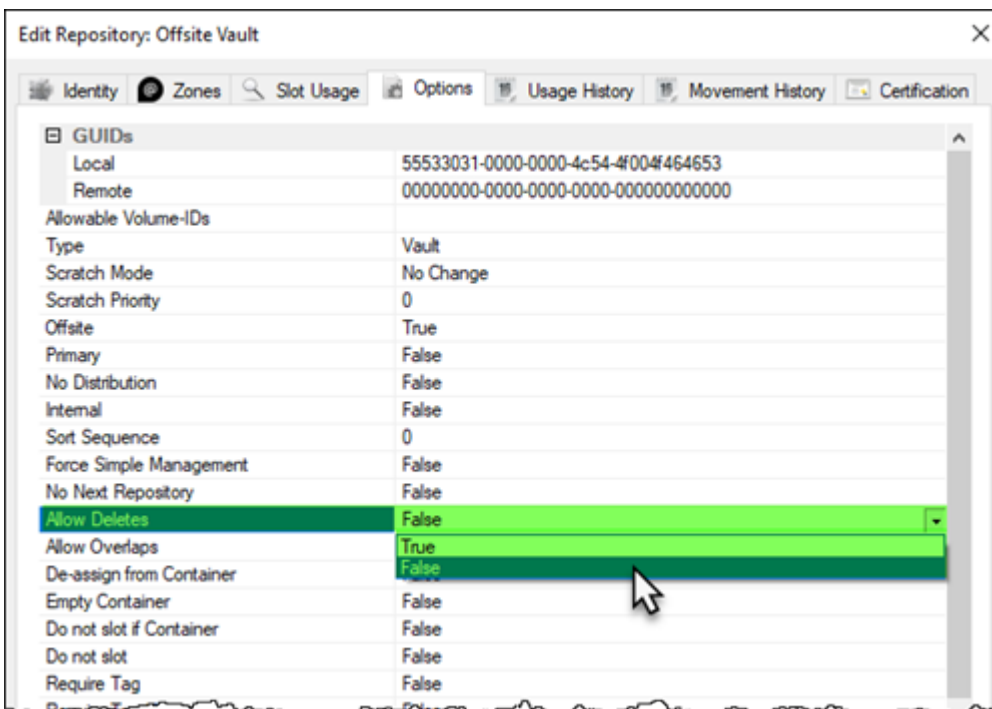


As deleting volumes is permanent, clicking No to the delete confirmation is your last opportunity to cancel the delete function.

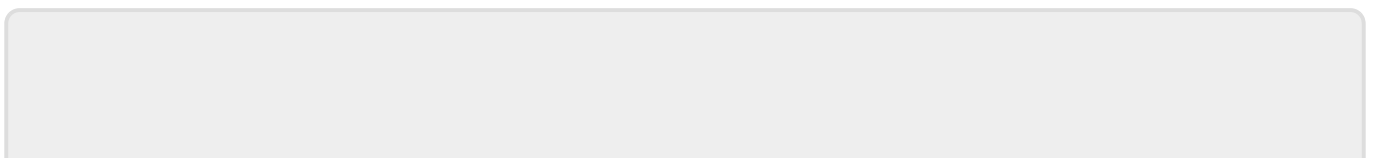
When a volume is deleted its historical entries remain in the database. If a deleted Volume is added back into the database, all previous history records including when deleted and added back, are listed under that volumes History tab.



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.



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



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