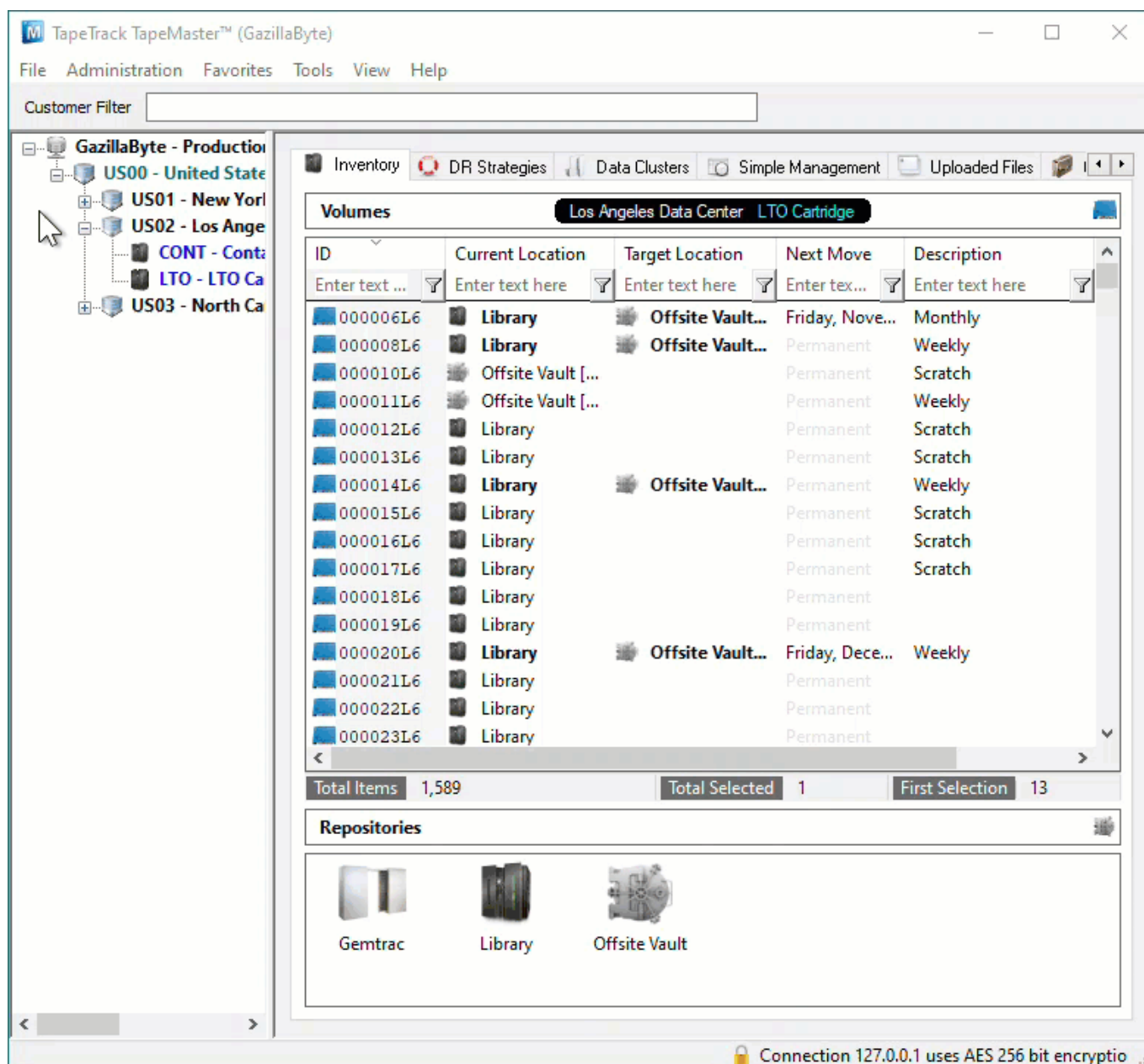


Adding and Maintaining Volumes

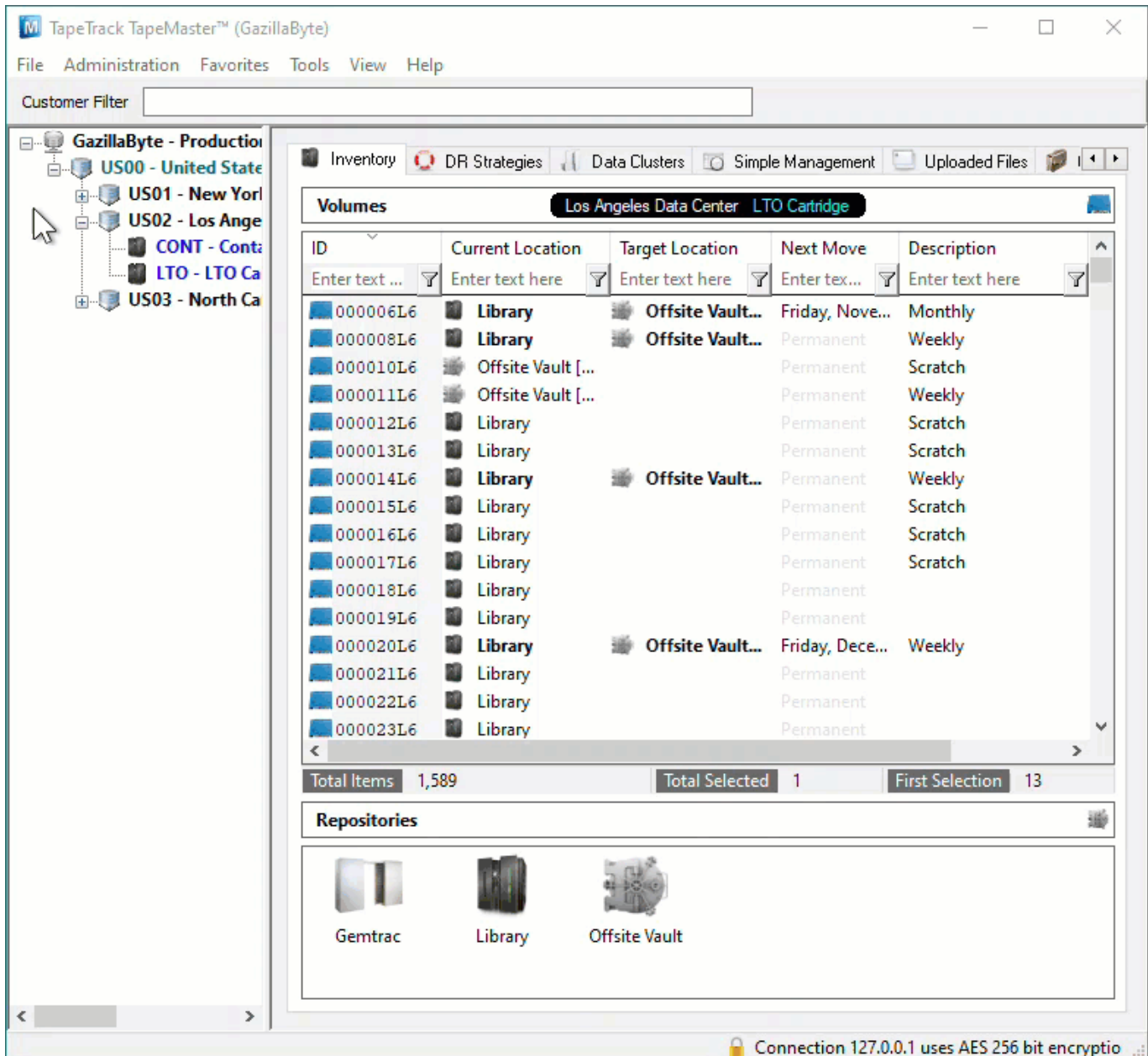
Adding Individual Volumes

To add a Volume either:

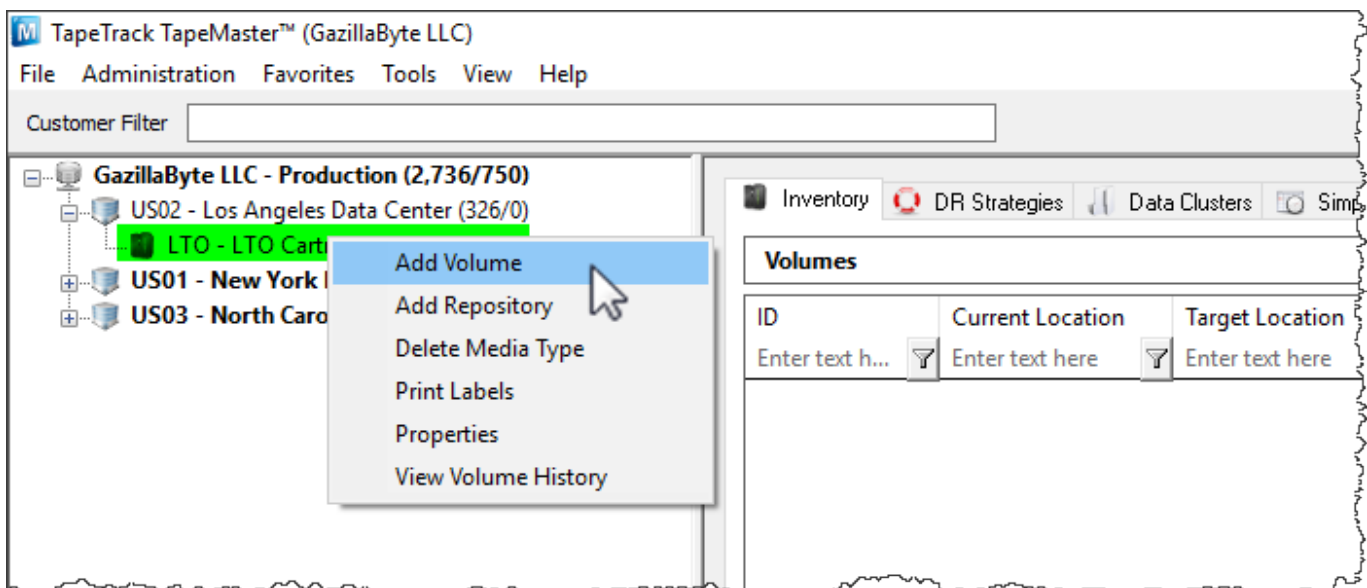
- Right-click on a [Media Type](#) and select Add Volume.



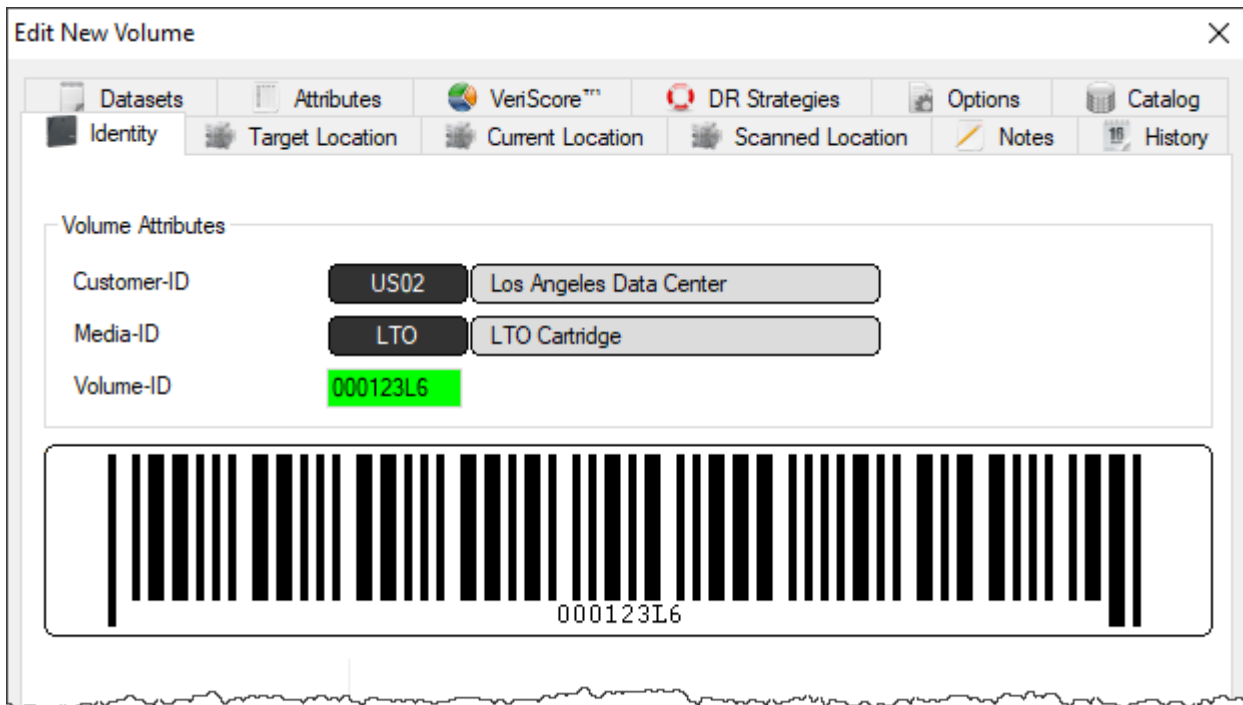
- Right-click in the inventory window and select Add.



- 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.

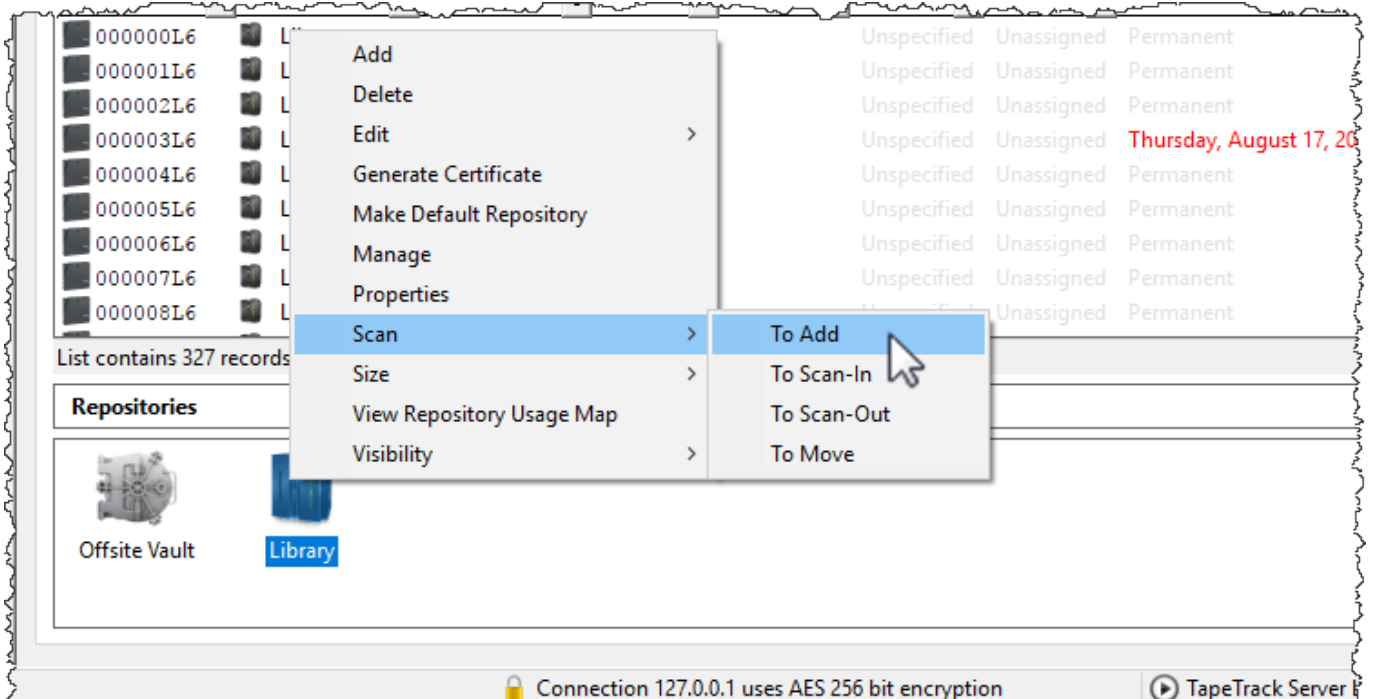


Scan to Add Volumes

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.

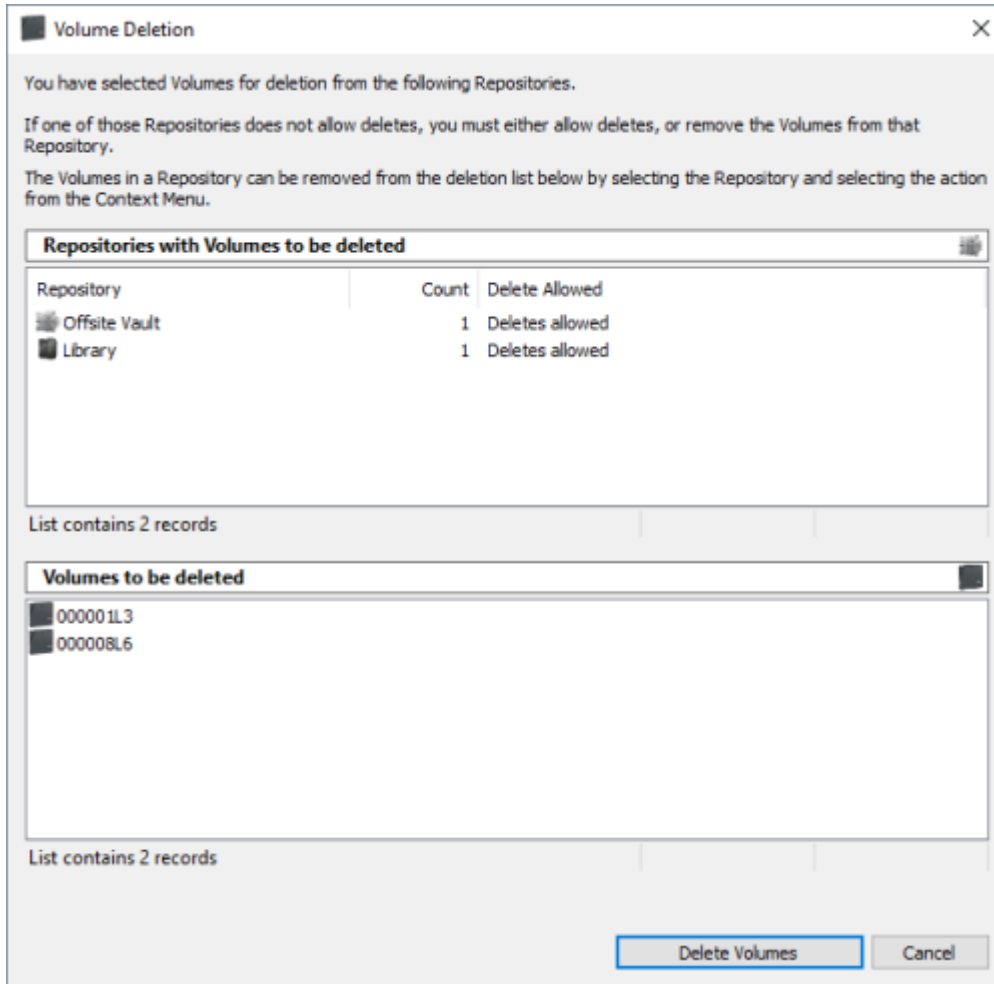
Right-click highlighted volume/s and select Delete, or press Delete (DEL) on the keyboard.

ID	Current Location	Target Location	Flags	Move Time	Due in	Container	Next Move
000001T.3	Library		CnN		Unspecified	Unassigned	Permanent
00	Library		CDMnNt	D1:01:06:49	Unspecified	Unassigned	Tuesday,
00			CnNtZ		Unspecified	Unassigned	Permanent
00			CnNtZ		Unspecified	Unassigned	Permanent
00	Library		CMnNtZ	D4:03:08:46	Unspecified	Unassigned	Permanent
00			CnN		Unspecified	Unassigned	Permanent
00			CnNt		Unspecified	Unassigned	Permanent
00			CnNOT		Unspecified	Unassigned	Permanent
00			CnNOT		Unspecified	Unassigned	Permanent
00	Library		CMnNZ	D4:03:08:46	Unspecified	Unassigned	Permanent
00	Library		CMnZ	D4:03:08:46	Unspecified	Unassigned	Permanent
00	Library		CMnZ	D4:03:08:46	Unspecified	Unassigned	Permanent
00	Library		CMnZ	D4:03:08:46	Unspecified	Unassigned	Permanent
00	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.



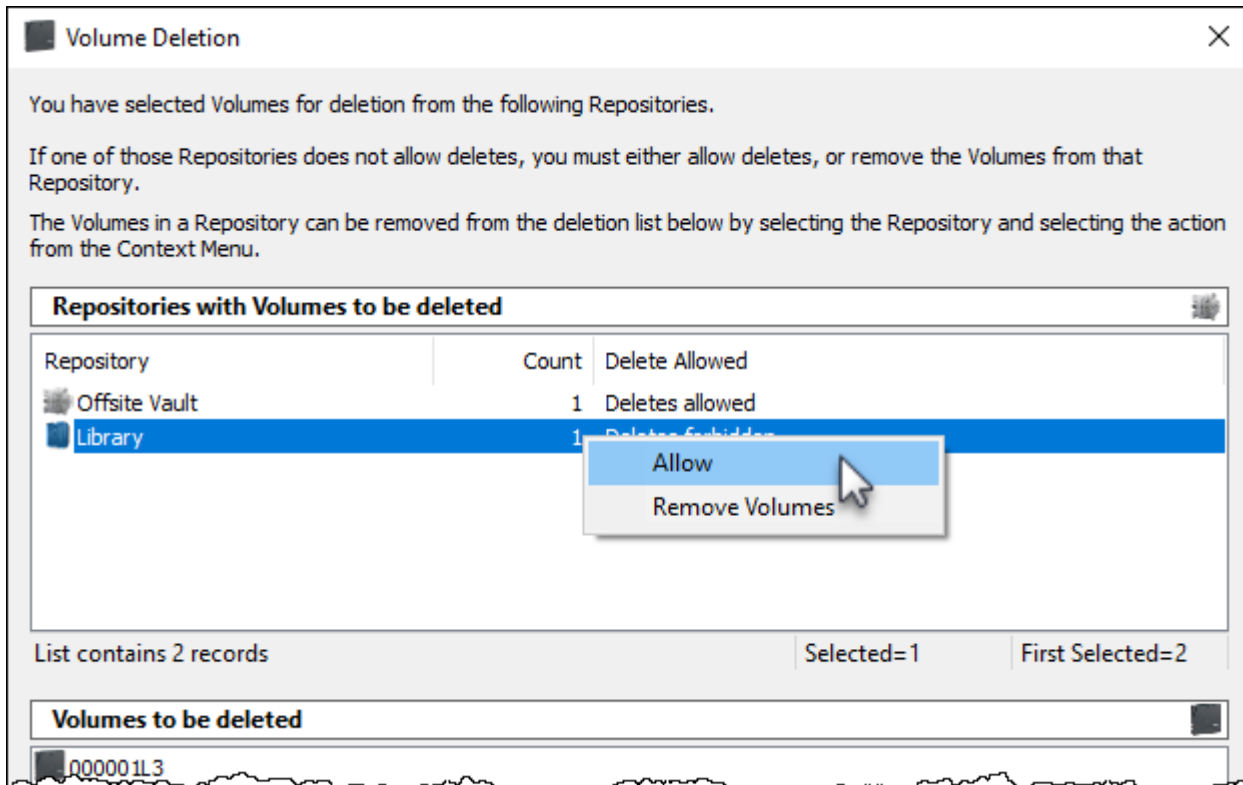
If the **Volume Deletion** window is not displayed it is because you are running an outdated version of TapeMaster. Instructions to delete volumes in older versions of TapeMaster can be found [here](#)



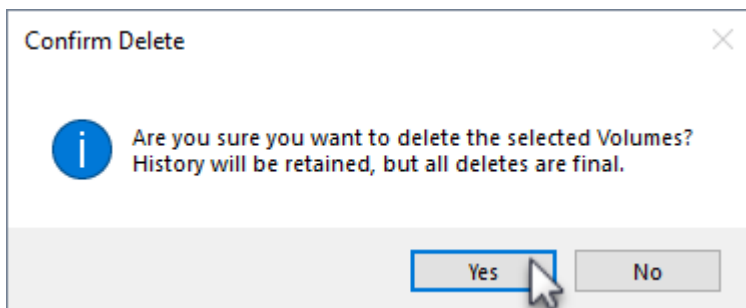
Each row in the top pane will, along with the repository description (or ID), list the number of volumes for deletion and the delete status of either **Deletes Allowed** or **Deletes Forbidden**.

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.

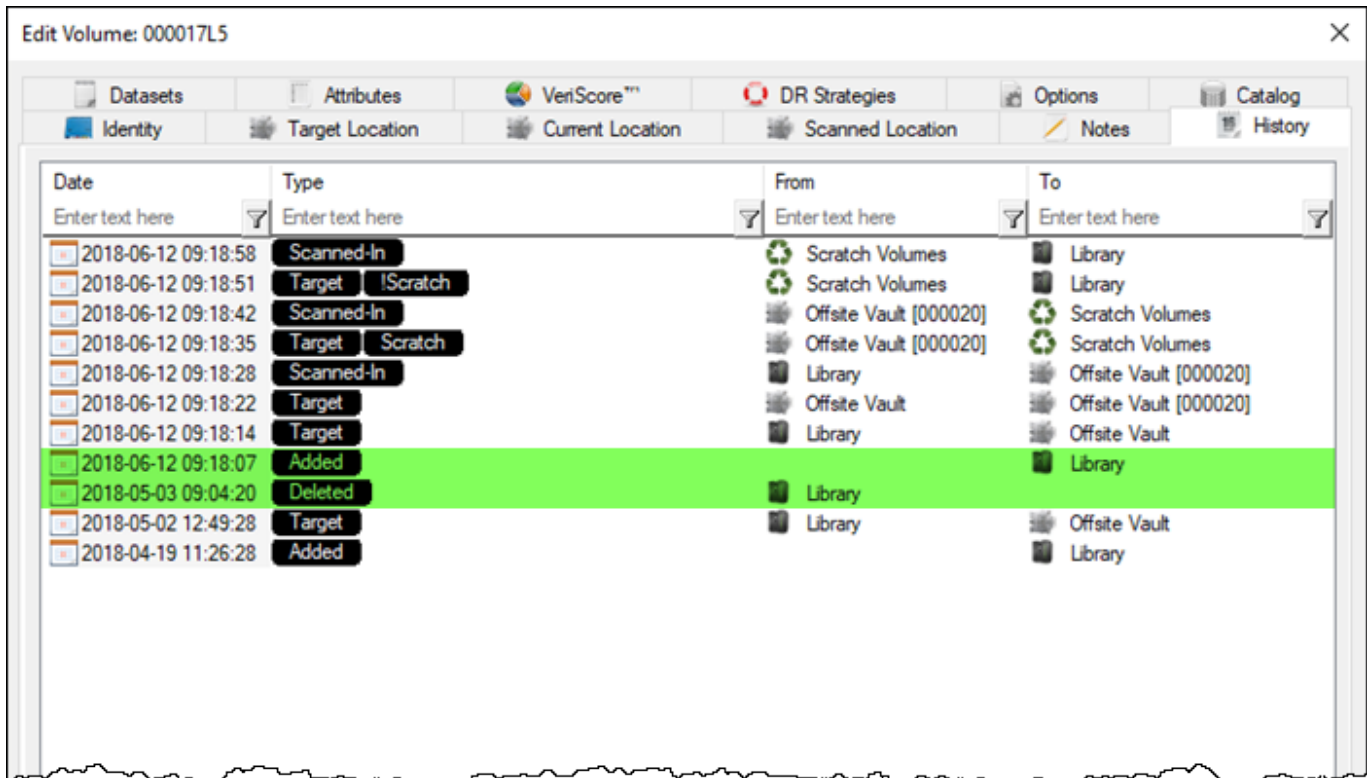


Click Delete Volumes and Yes to the delete confirmation to delete the volumes.

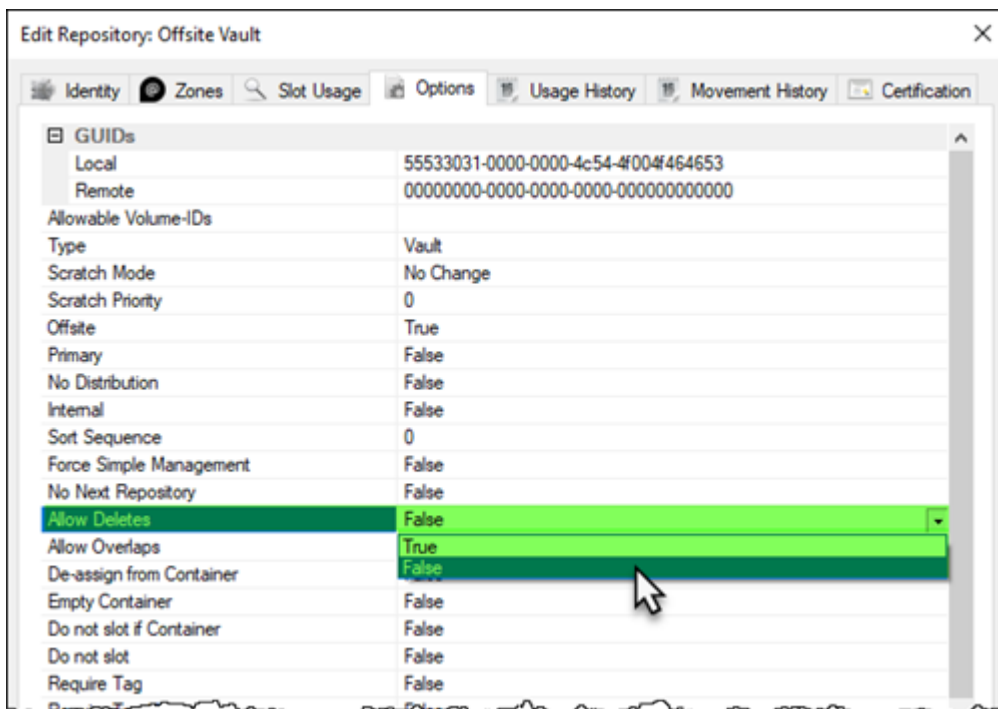


As deleting volumes is permanent, clicking No to the delete confirmation is your last opportunity to cancel the delete function.

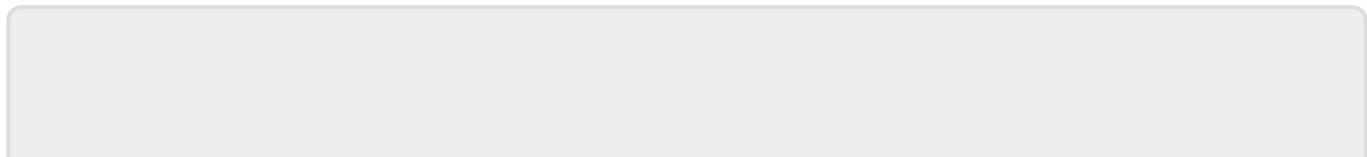
When a volume is deleted its historical entries remain in the database. If a deleted Volume is added back into the database, all previous history records including when deleted and added back, are listed under that volumes History tab.



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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