

# Adding and Maintaining Volumes

## Adding Individual Volumes

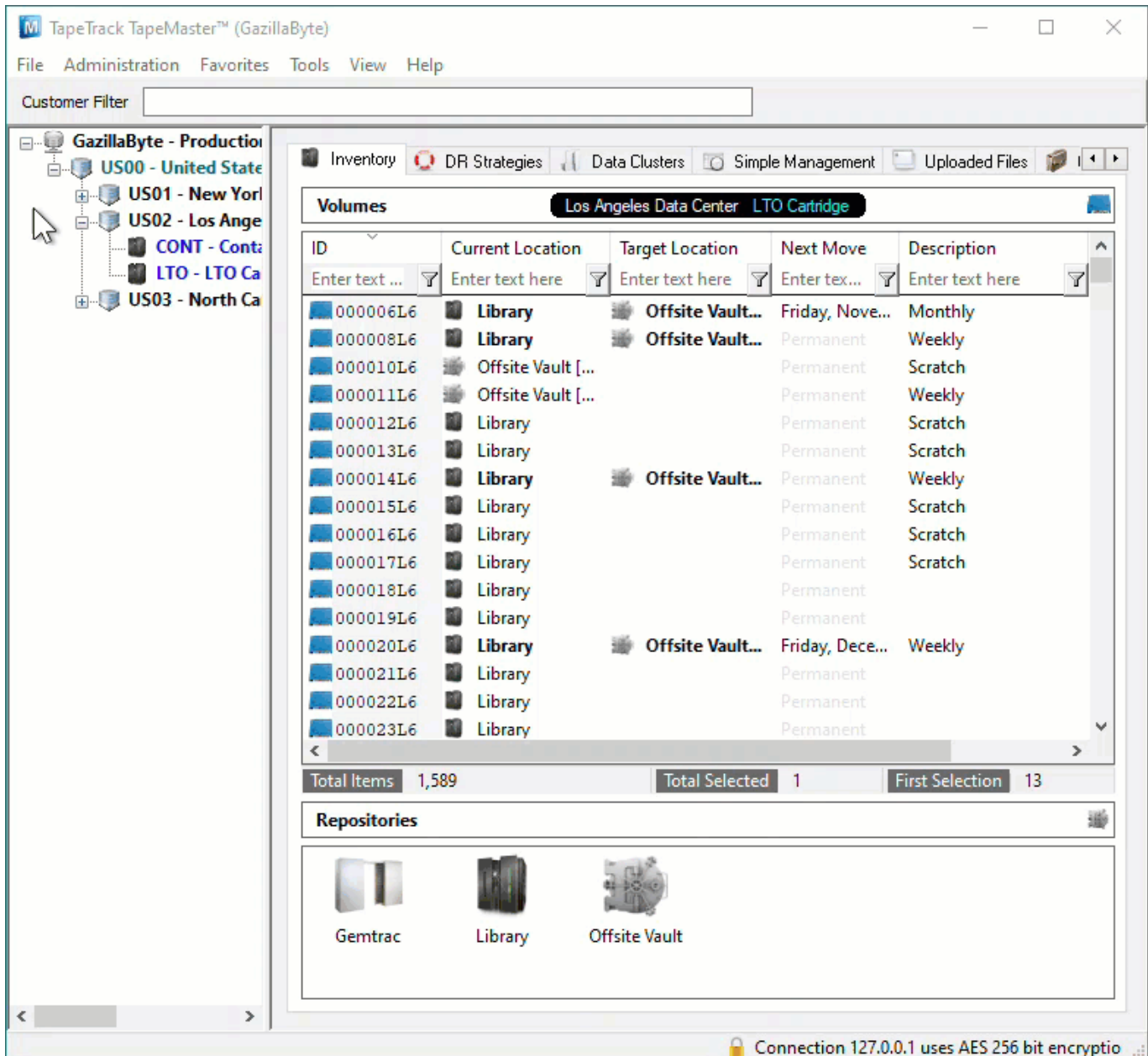
To add a Volume either:

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

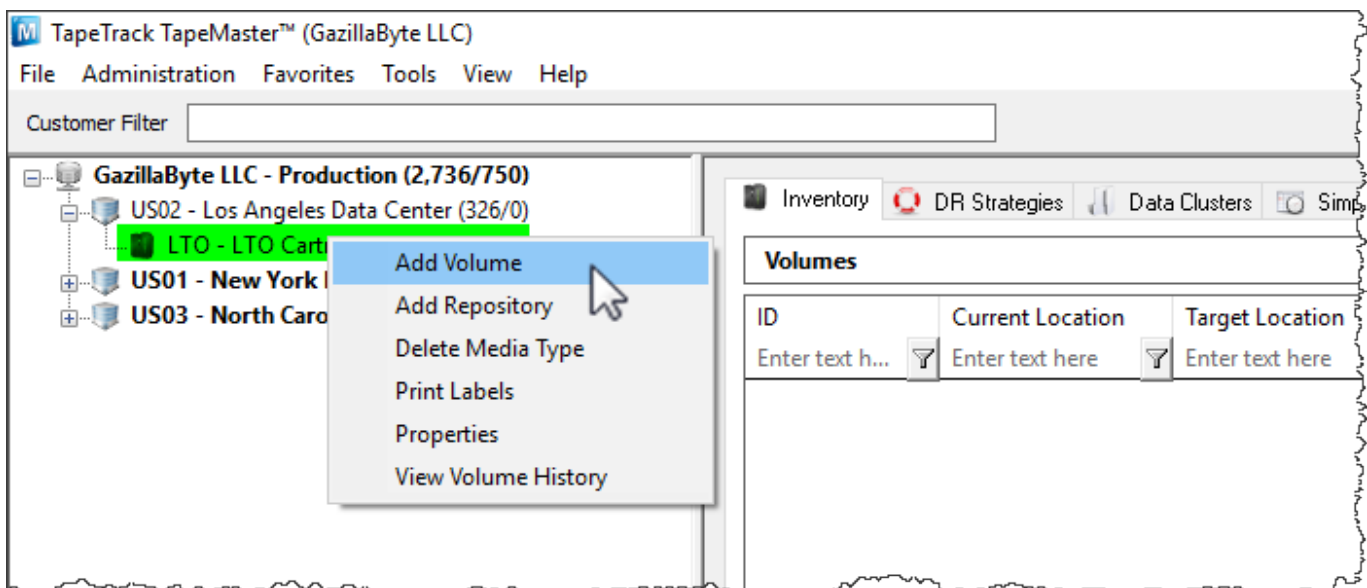
The screenshot shows the TapeTrack TapeMaster™ (GazillaByte) application window. The interface includes a menu bar (File, Administration, Favorites, Tools, View, Help), a Customer Filter, and a navigation pane on the left showing a tree view of production environments (GazillaByte - Production, US00 - United State, US01 - New York, US02 - Los Angeles, CONT - Cont, LTO - LTO Ca, US03 - North Carolina). The main area displays the 'Volumes' table for the 'Los Angeles Data Center' and 'LTO Cartridge' media type. The table has columns for ID, Current Location, Target Location, Next Move, and Description. Below the table, there are summary statistics: Total Items (1,589), Total Selected (1), and First Selection (13). At the bottom, the 'Repositories' section shows three options: Gemtrac, Library, and Offsite Vault. A status bar at the bottom right indicates 'Connection 127.0.0.1 uses AES 256 bit encryption'.

ID	Current Location	Target Location	Next Move	Description
000006L6	Library	Offsite Vault...	Friday, Nove...	Monthly
000008L6	Library	Offsite Vault...	Permanent	Weekly
000010L6	Offsite Vault [...]		Permanent	Scratch
000011L6	Offsite Vault [...]		Permanent	Weekly
000012L6	Library		Permanent	Scratch
000013L6	Library		Permanent	Scratch
000014L6	Library	Offsite Vault...	Permanent	Weekly
000015L6	Library		Permanent	Scratch
000016L6	Library		Permanent	Scratch
000017L6	Library		Permanent	Scratch
000018L6	Library		Permanent	
000019L6	Library		Permanent	
000020L6	Library	Offsite Vault...	Friday, Dece...	Weekly
000021L6	Library		Permanent	
000022L6	Library		Permanent	
000023L6	Library		Permanent	

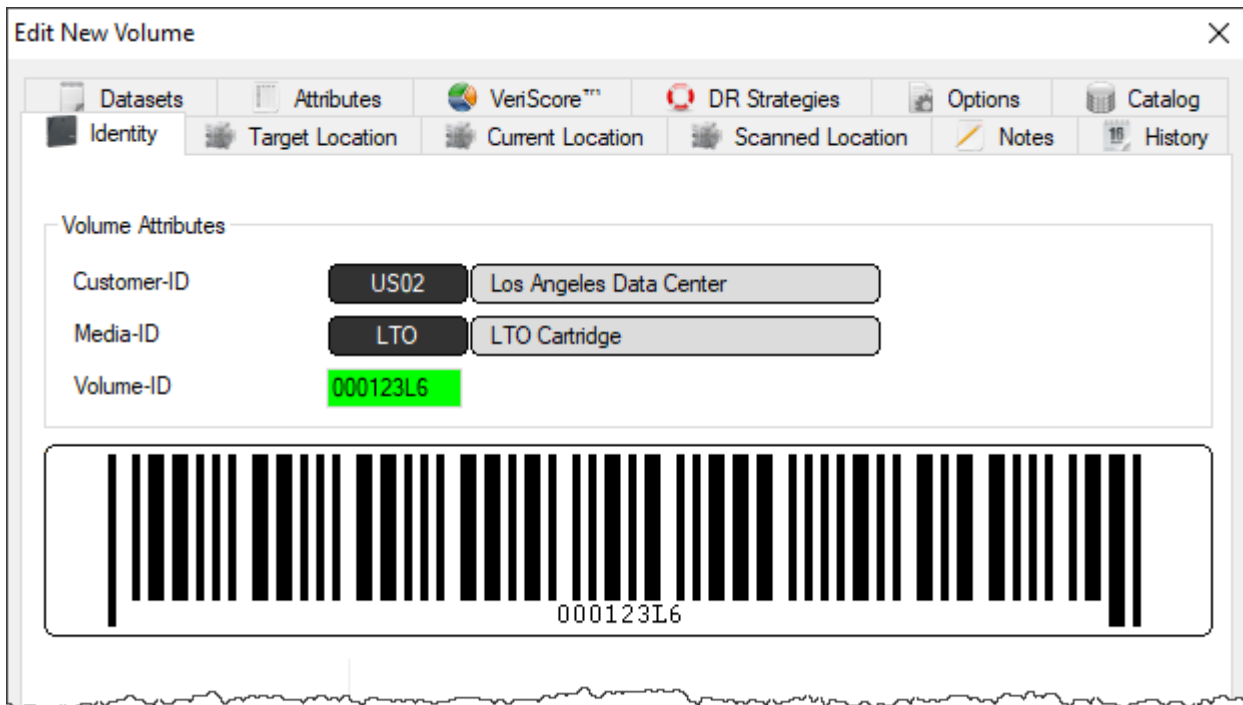
- Right-click in the inventory window and select Add.



- Click in the Inventory window and press Insert on the keyboard

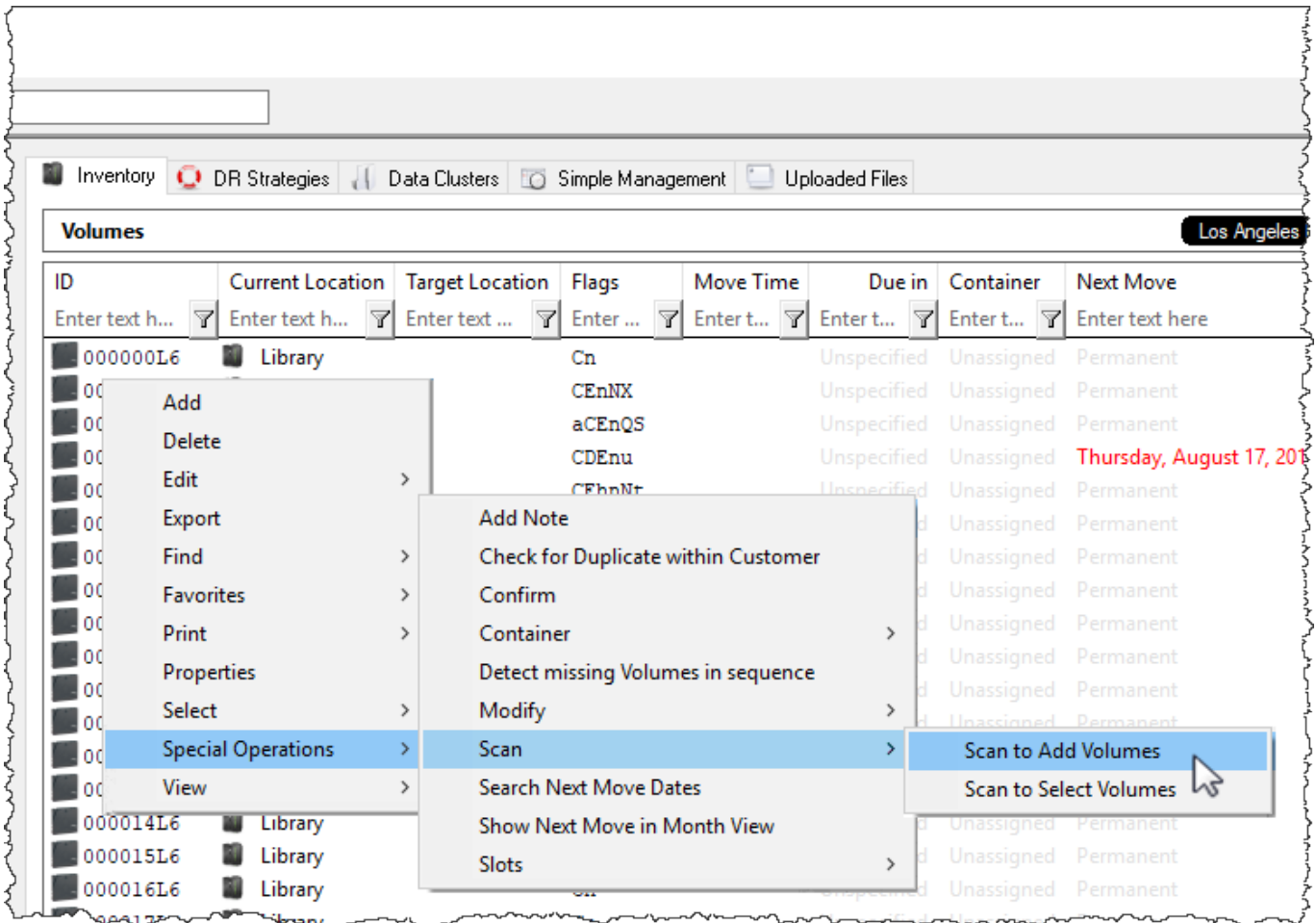


In the Edit new volume window enter the Volume-ID of the new volume to be added and click Save.

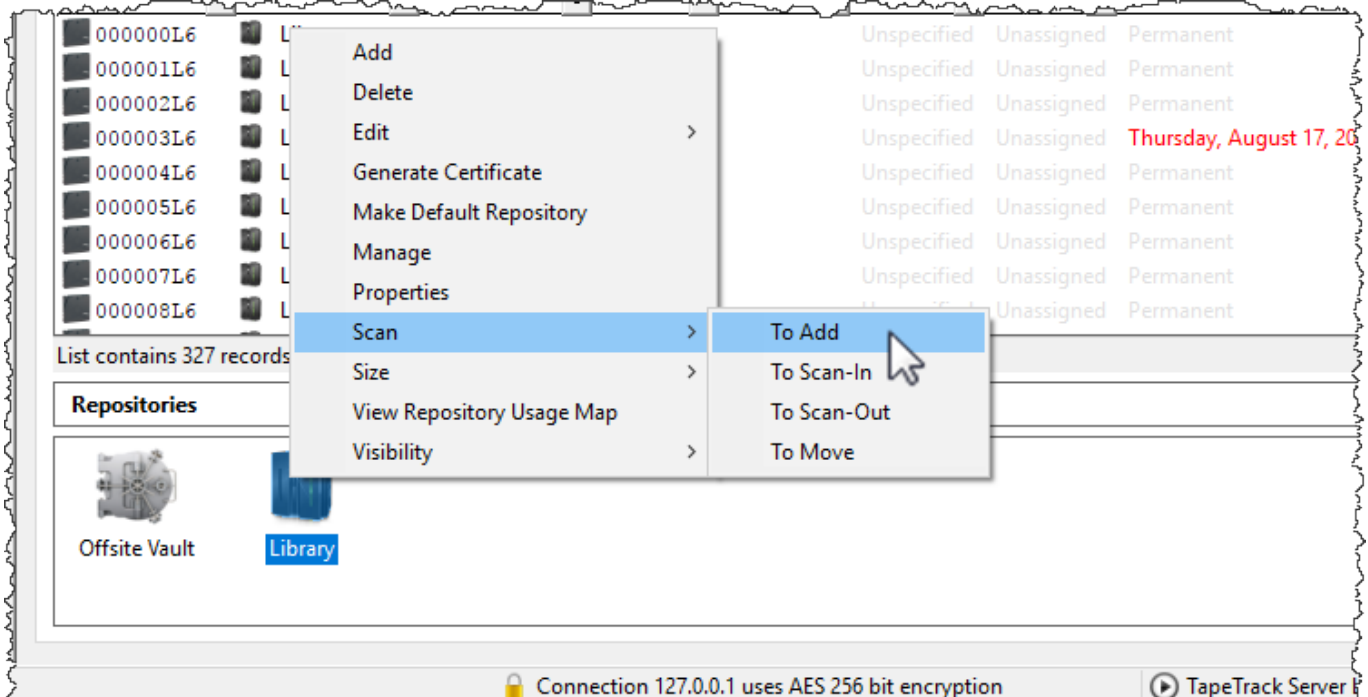


### Scan to Add Volumes

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.

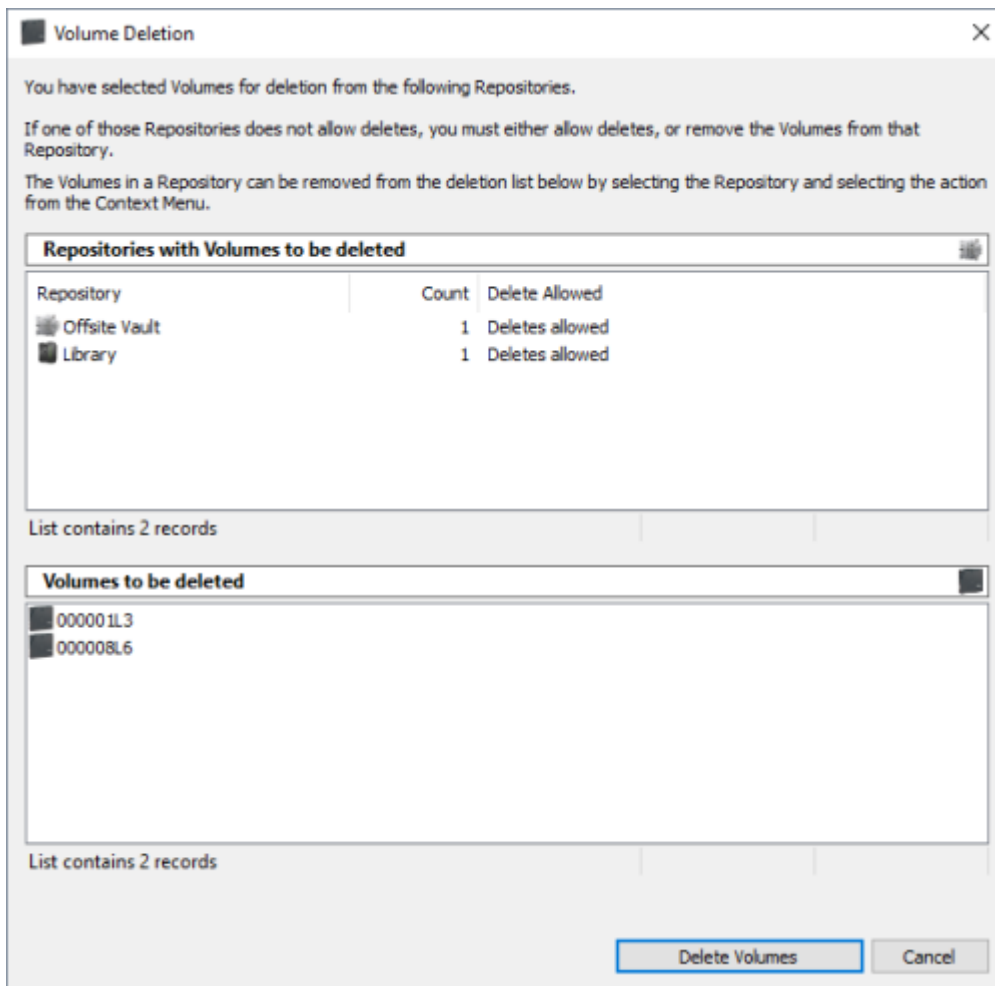
Right-click highlighted volume/s and select Delete, or press Delete (DEL) on the keyboard.

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

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.



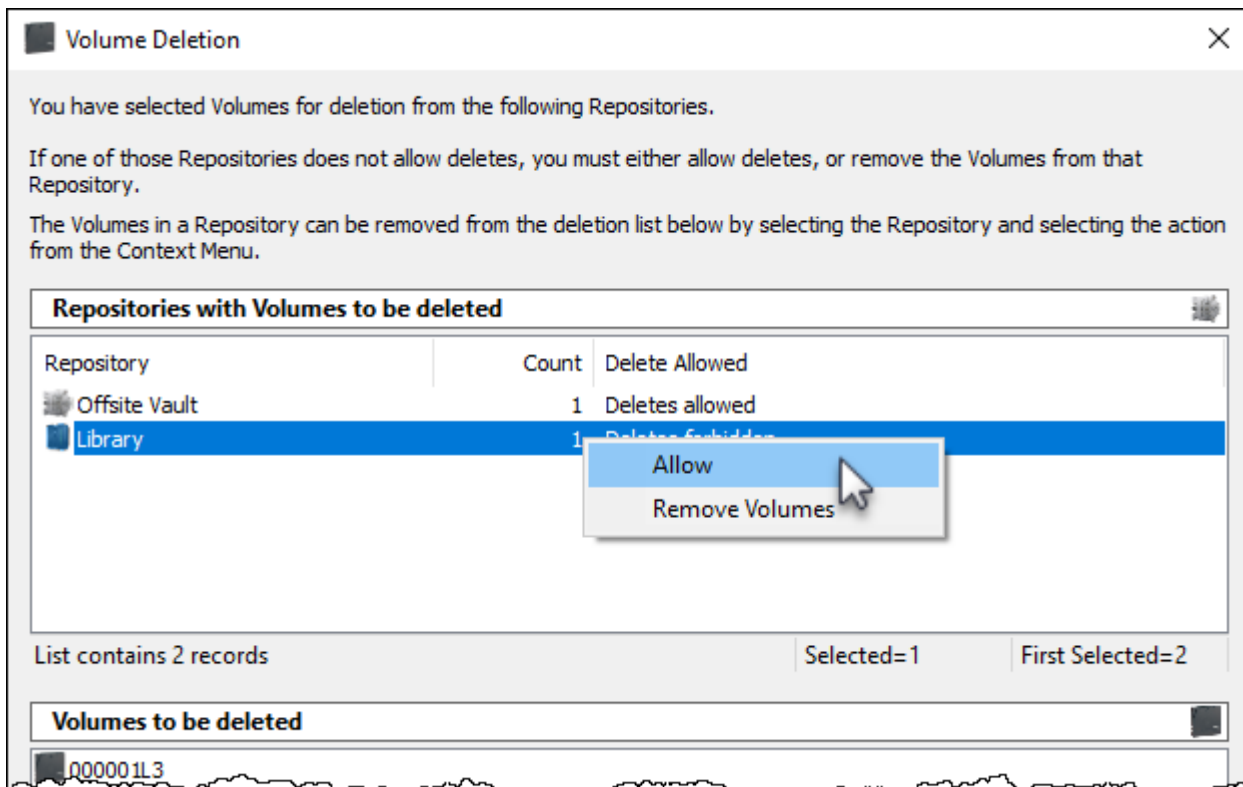
If the **Volume Deletion** window is not displayed it is because you are running an outdated version of TapeMaster. Instructions to delete volumes in older versions of TapeMaster can be found [here](#)



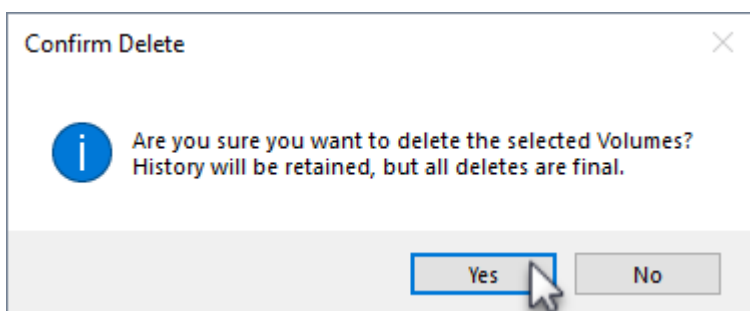
Each row in the top pane will, along with the repository description (or ID), list the number of volumes for deletion and the delete status of either **Deletes Allowed** or **Deletes Forbidden**.

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.

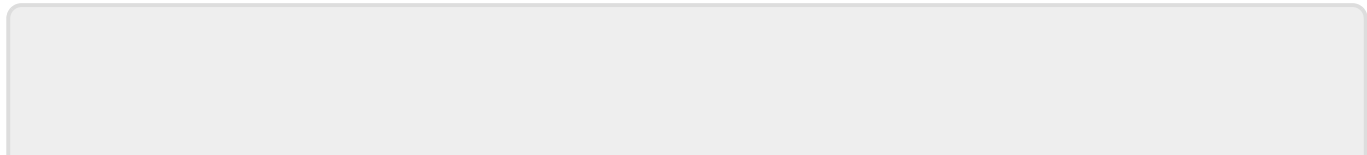
When a volume is deleted its historical entries remain in the database. If a deleted Volume is added back into the database, all previous history records including when deleted and added back, are listed under that volumes History tab.

Date	Type	From	To
2018-06-12 09:18:58	Scanned-In	Scratch Volumes	Library
2018-06-12 09:18:51	Target <del>Scratch</del>	Scratch Volumes	Library
2018-06-12 09:18:42	Scanned-In	Offsite Vault [000020]	Scratch Volumes
2018-06-12 09:18:35	Target <del>Scratch</del>	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	Library
2018-05-02 12:49:28	Target	Library	Offsite Vault
2018-04-19 11:26:28	Added		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.

Property	Value
Local GUIDs	55533031-0000-0000-4c54-4f004f464653
Remote GUIDs	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
<b>Allow Deletes</b>	<b>False</b>
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**

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