

# Adding and Maintaining Volumes

## Adding Individual Volumes

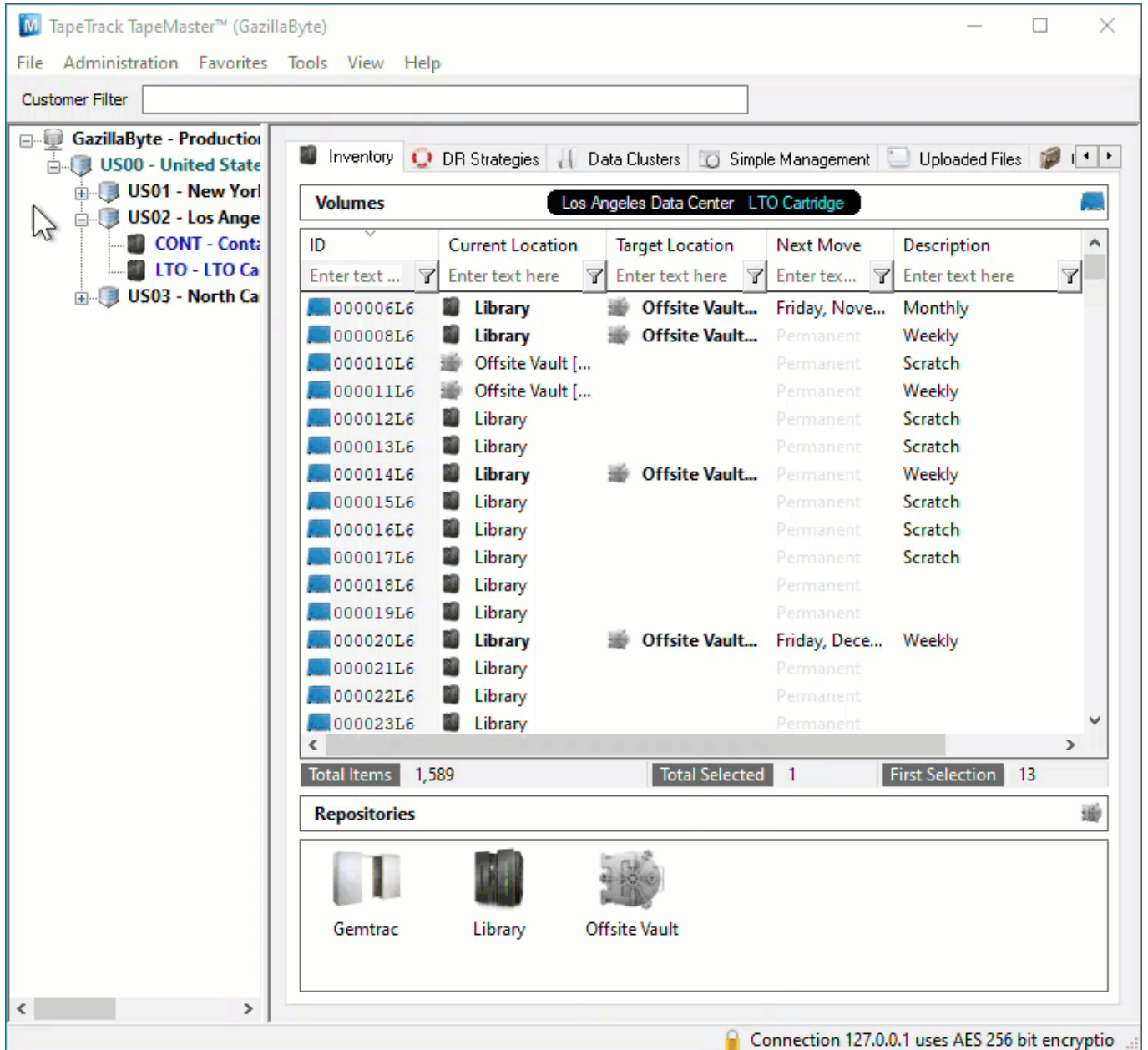
To add a [Volume](#) either:

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

The screenshot displays the TapeTrack TapeMaster™ (GazillaByte) application window. The interface includes a menu bar (File, Administration, Favorites, Tools, View, Help), a Customer Filter, and a tree view on the left showing the hierarchy: GazillaByte - Production > US00 - United State > US01 - New York > US02 - Los Angeles > LTO - LTO Cartridge > US03 - North Carolina. The main window shows the 'Inventory' tab with a sub-tab for 'Los Angeles Data Center LTO Cartridge'. A table of volumes is displayed with the following columns: 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'.

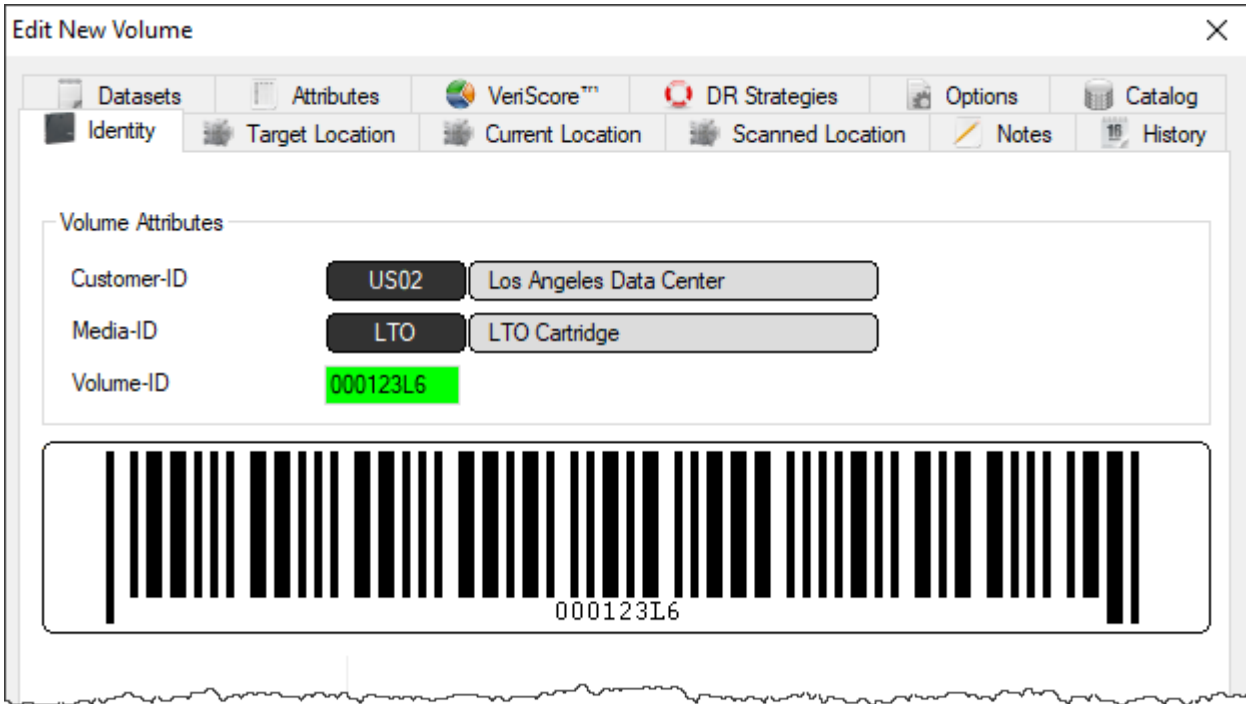
ID	Current Location	Target Location	Next Move	Description
000006L6	Library	Offsite Vault...	Friday, Nove...	Monthly
000008L6	Library	Offsite Vault...	Permanent	Weekly
000010L6	Offsite Vault [...]		Permanent	Scratch
000011L6	Offsite Vault [...]		Permanent	Weekly
000012L6	Library		Permanent	Scratch
000013L6	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.



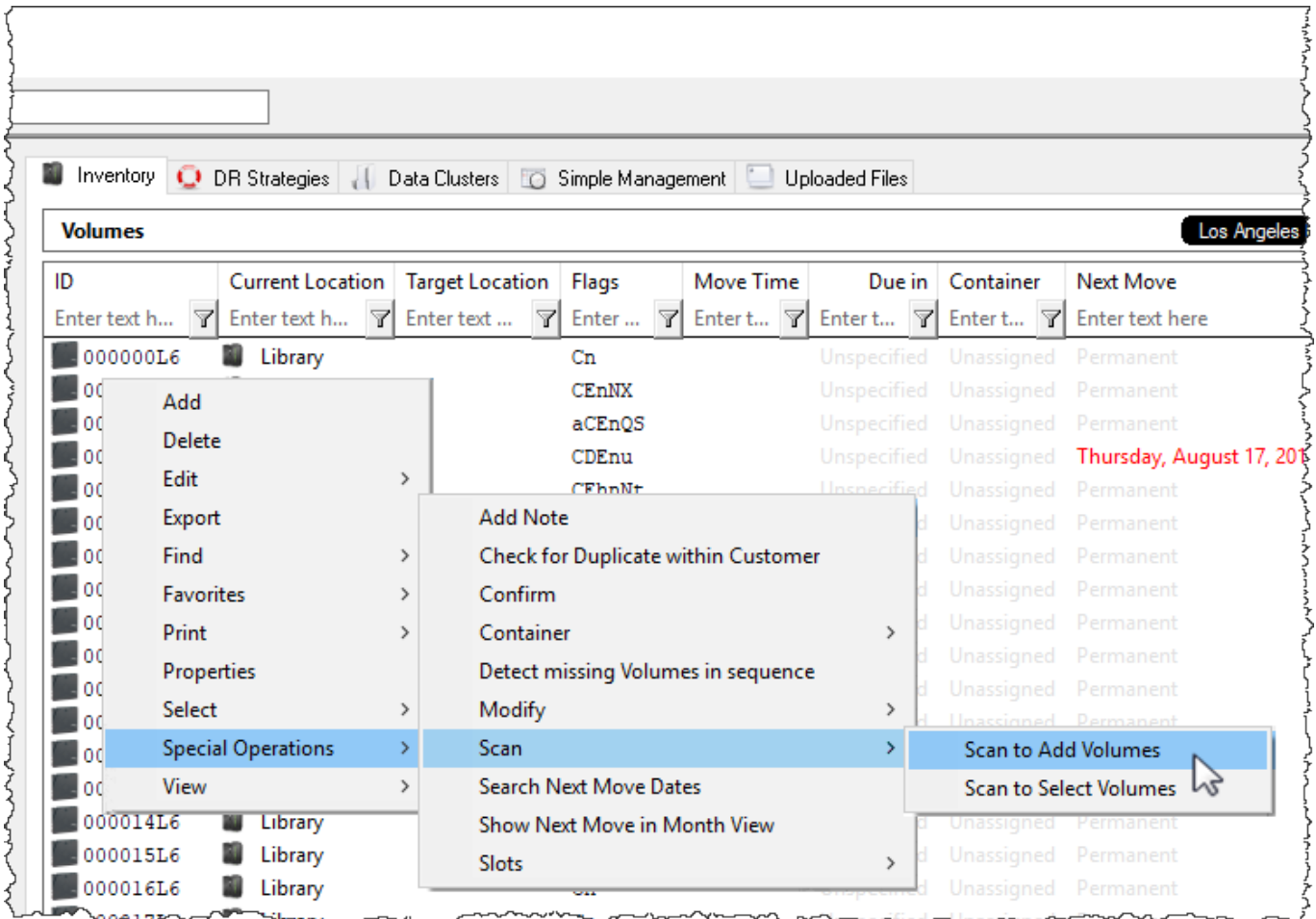
- Click in the Inventory window and press Insert on the keyboard

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

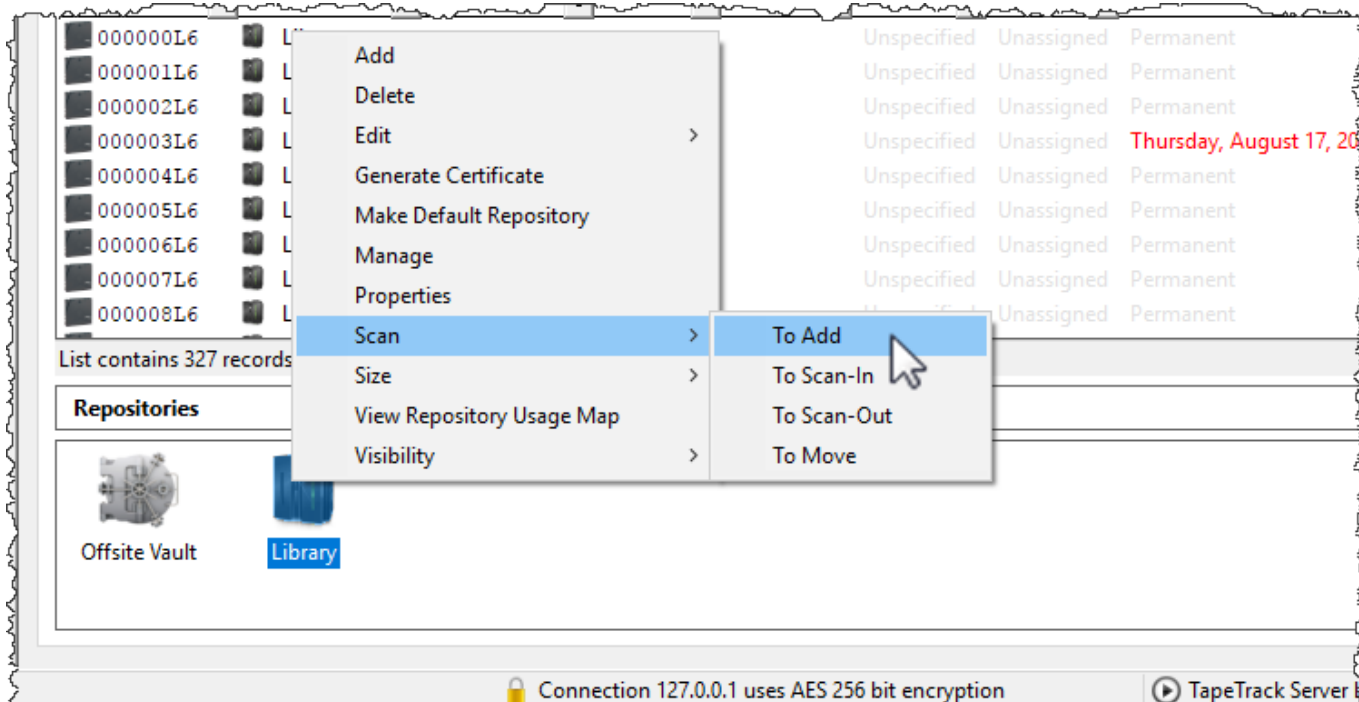


### Scan to Add Volumes

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.

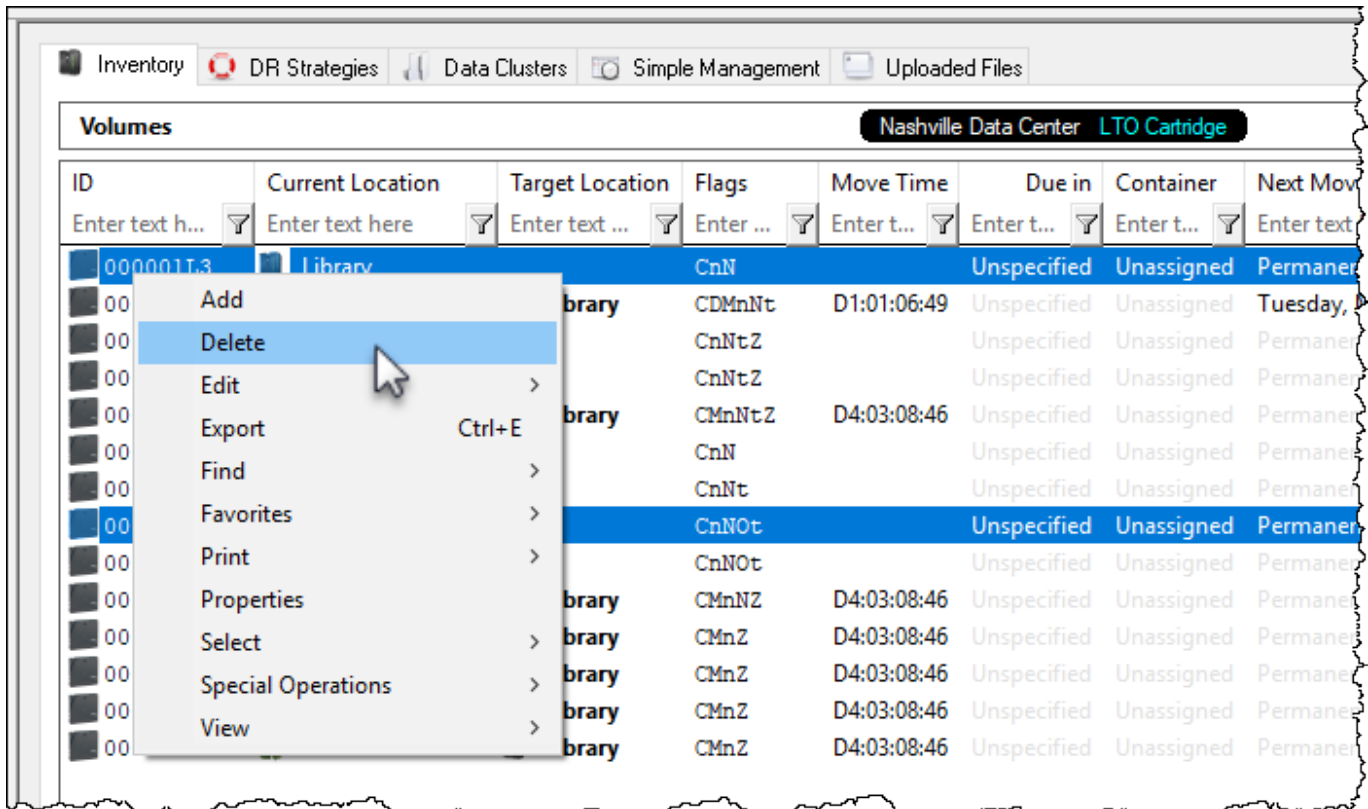


## Deleting Volumes


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

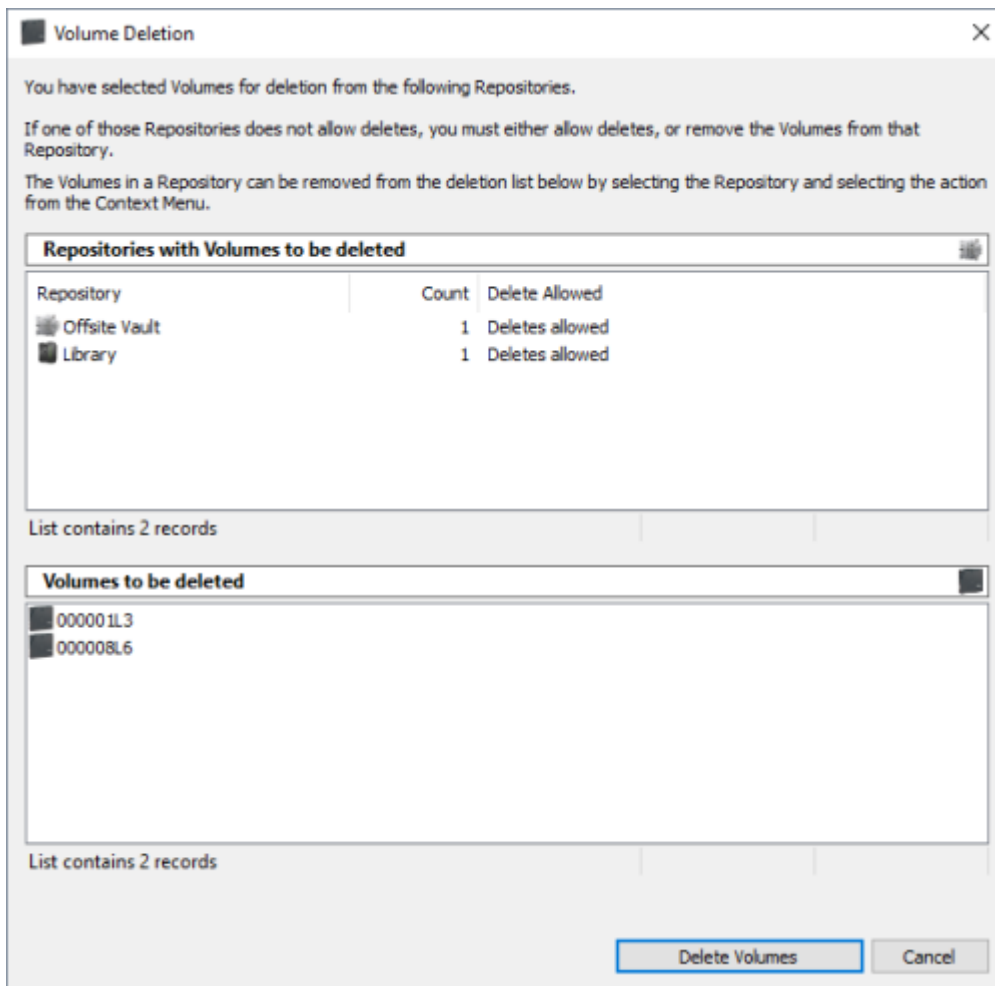
Select the required **Volume** , or range of **Volumes** from the inventory window you want to delete.

Right-click highlighted **Volumes** and select **Delete**, or press **Delete (DEL)** on the keyboard.



The **Volume Deletion** window will display the **Repository** where the **Volumes** to be deleted are located in the top pane and **Volume-ID's** in the lower pane.

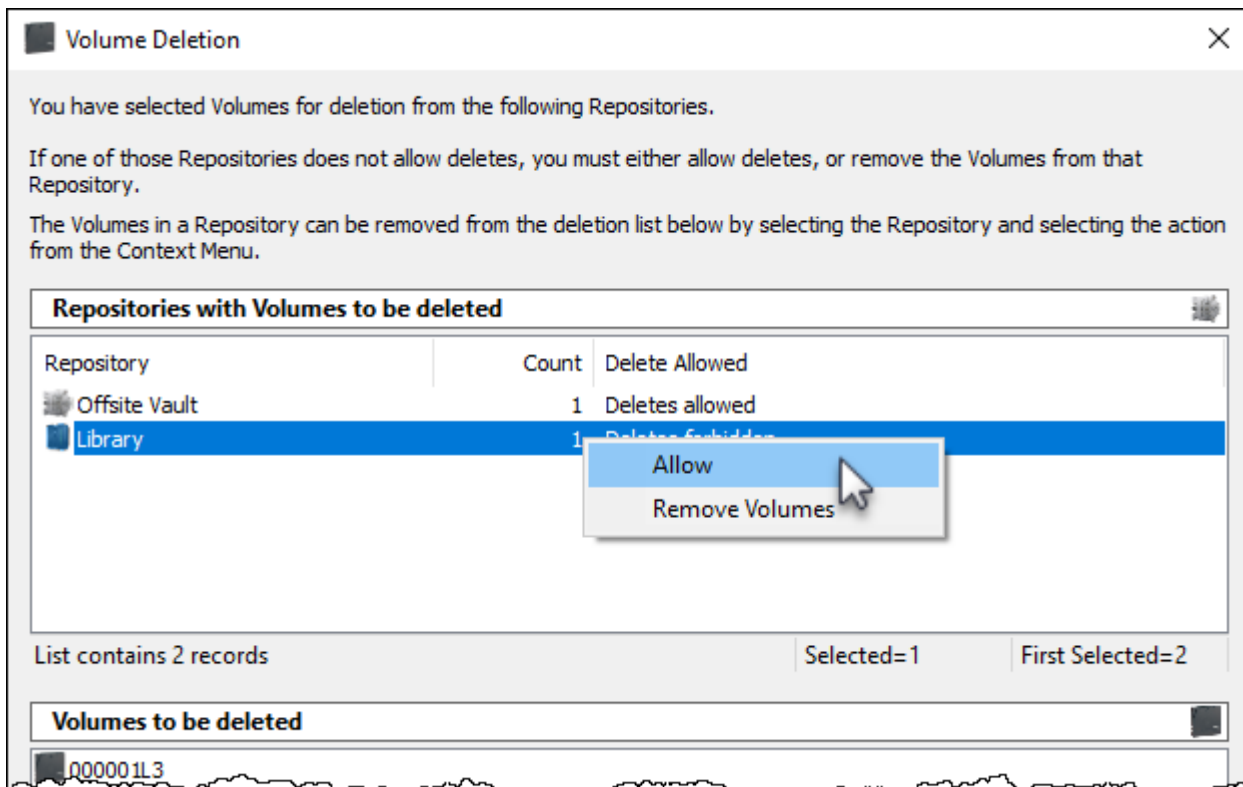
 If the **Volume Deletion** window is not displayed it is because you are running an outdated version of TapeMaster. Instructions to delete **Volumes** in older versions of TapeMaster can be found [here](#)



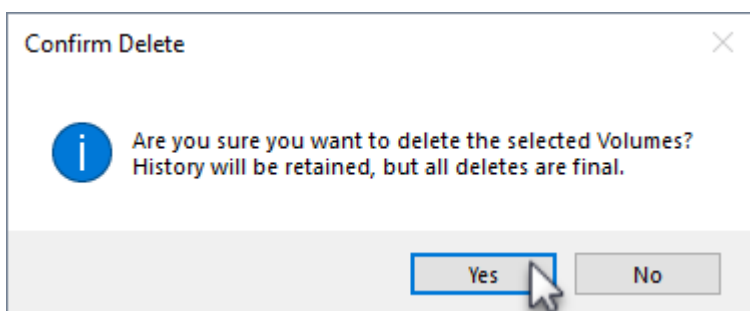
Each row in the top pane will, along with the [Repository Description](#) (or ID), list the number of [Volumes](#) for deletion and the delete status of either **Deletes Allowed** or **Deletes Forbidden**.

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.

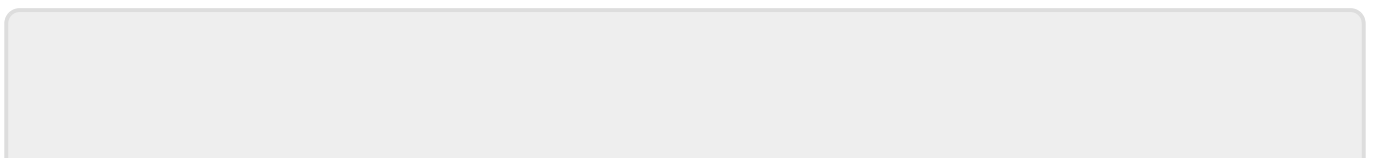
When a **Volume** is deleted its historical entries remain in the database. If a deleted **Volume** is added back into the database, all previous history records including when deleted and added back, are listed under that **Volumes History** tab.

Date	Type	From	To
2018-06-12 09:18:58	Scanned-In	Scratch Volumes	Library
2018-06-12 09:18:51	Target	Scratch Volumes	Library
2018-06-12 09:18:42	Scanned-In	Offsite Vault [000020]	Scratch Volumes
2018-06-12 09:18:35	Target	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

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 GUID	55533031-0000-0000-4c54-4f004f464653
Remote GUID	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**

Permanent link:

<https://rtfm.tapetrack.com/master/volumes?rev=1627950671>

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