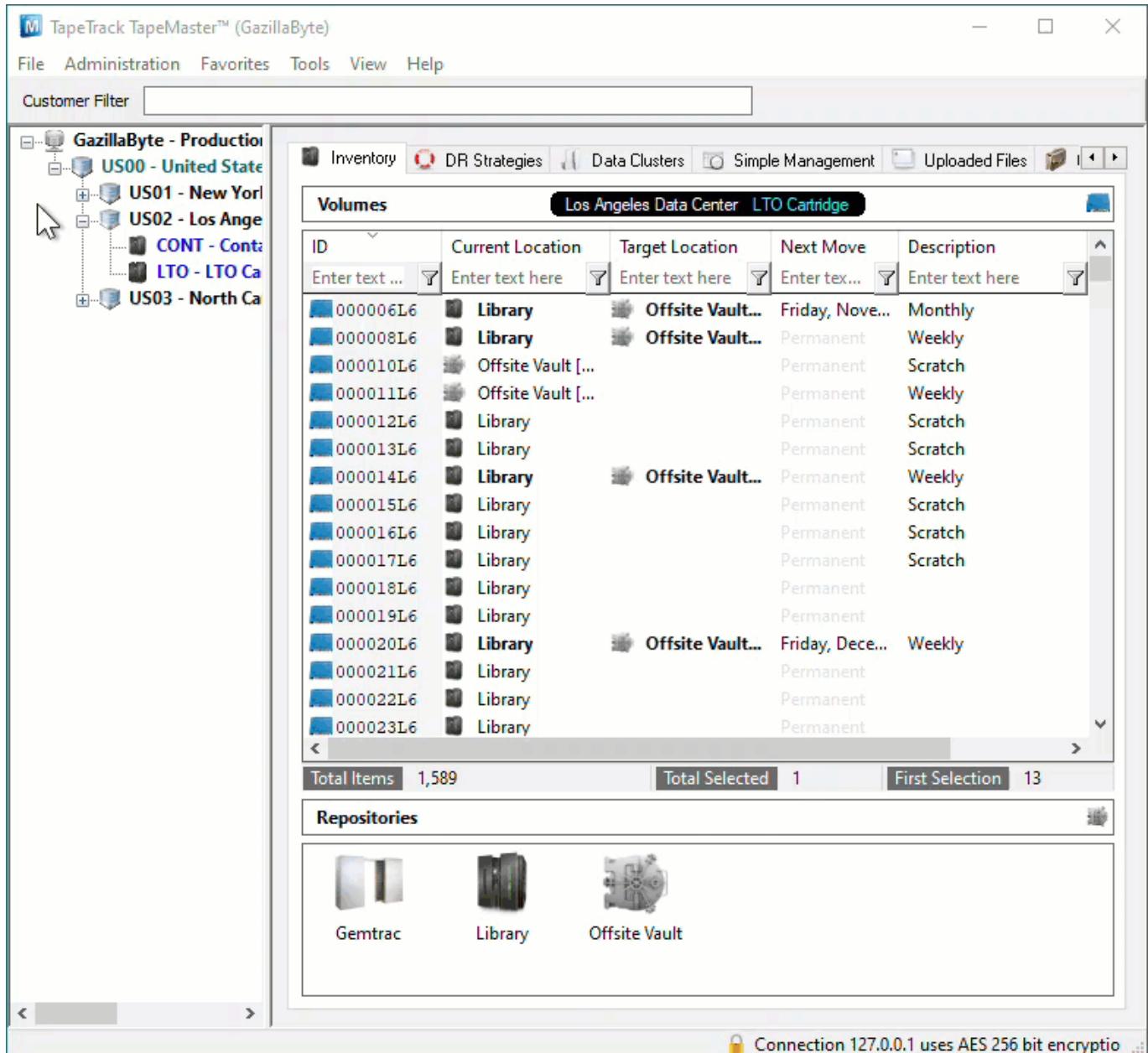


# Adding and Maintaining Volumes

## 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) software interface. The left pane displays a tree view of storage locations: 'GazillaByte - Production' with branches for 'US00 - United States' (containing 'US01 - New York', 'US02 - Los Angeles', 'CONT - Contingency', and 'LTO - LTO Cartridges'), and 'US03 - North Carolina'. The right pane has tabs for 'Inventory', 'DR Strategies', 'Data Clusters', 'Simple Management', 'Uploaded Files', and a toolbar. The 'Inventory' tab is active, showing the 'Volumes' table. The table has columns: ID, Current Location, Target Location, Next Move, and Description. The 'Target Location' column contains entries like 'Offsite Vault...', 'Library', and 'Offsite Vault...'. The 'Description' column includes entries such as 'Monthly', 'Weekly', 'Scratch', and 'Permanent'. Below the table, status bars show 'Total Items 1,589', 'Total Selected 1', and 'First Selection 13'. The 'Repositories' tab is also visible, showing icons for 'Gemtrac', 'Library', and 'Offsite Vault'.

ID	Current Location	Target Location	Next Move	Description
000006L6	Library	Offsite Vault...	Friday, Nov...	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, Decem...	Weekly
000021L6	Library		Permanent	
000022L6	Library		Permanent	
000023L6	Library		Permanent	

- Right-click in the Inventory window and select [Add](#).

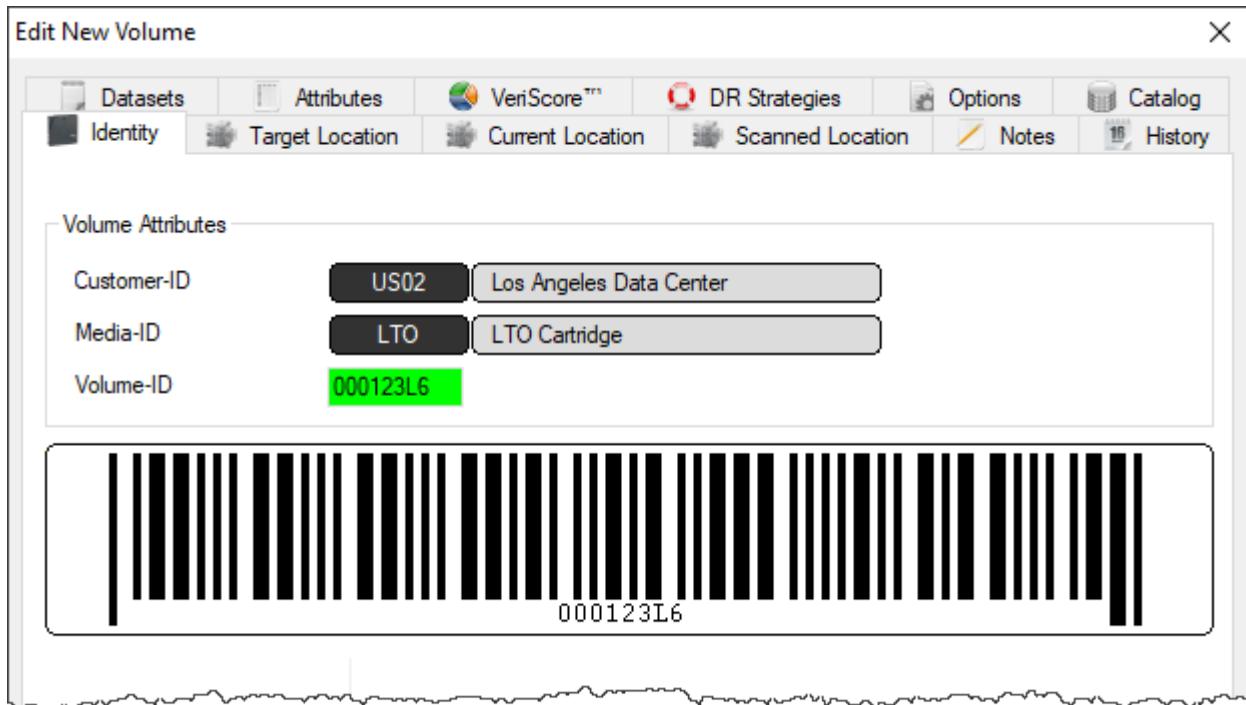
ID	Current Location	Target Location	Next Move	Description
000006L6	Library	Offsite Vault...	Friday, Nove...	Monthly
000008L6	Library	Offsite Vault...	Permanent	Weekly
000010L6	Offsite Vault [...]		Permanent	Scratch
000011L6	Offsite Vault [...]		Permanent	Weekly
000012L6	Library		Permanent	Scratch
000013L6	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, Decem...	Weekly
000021L6	Library		Permanent	
000022L6	Library		Permanent	
000023L6	Library		Permanent	

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

This will open the **Edit New Volume** window.

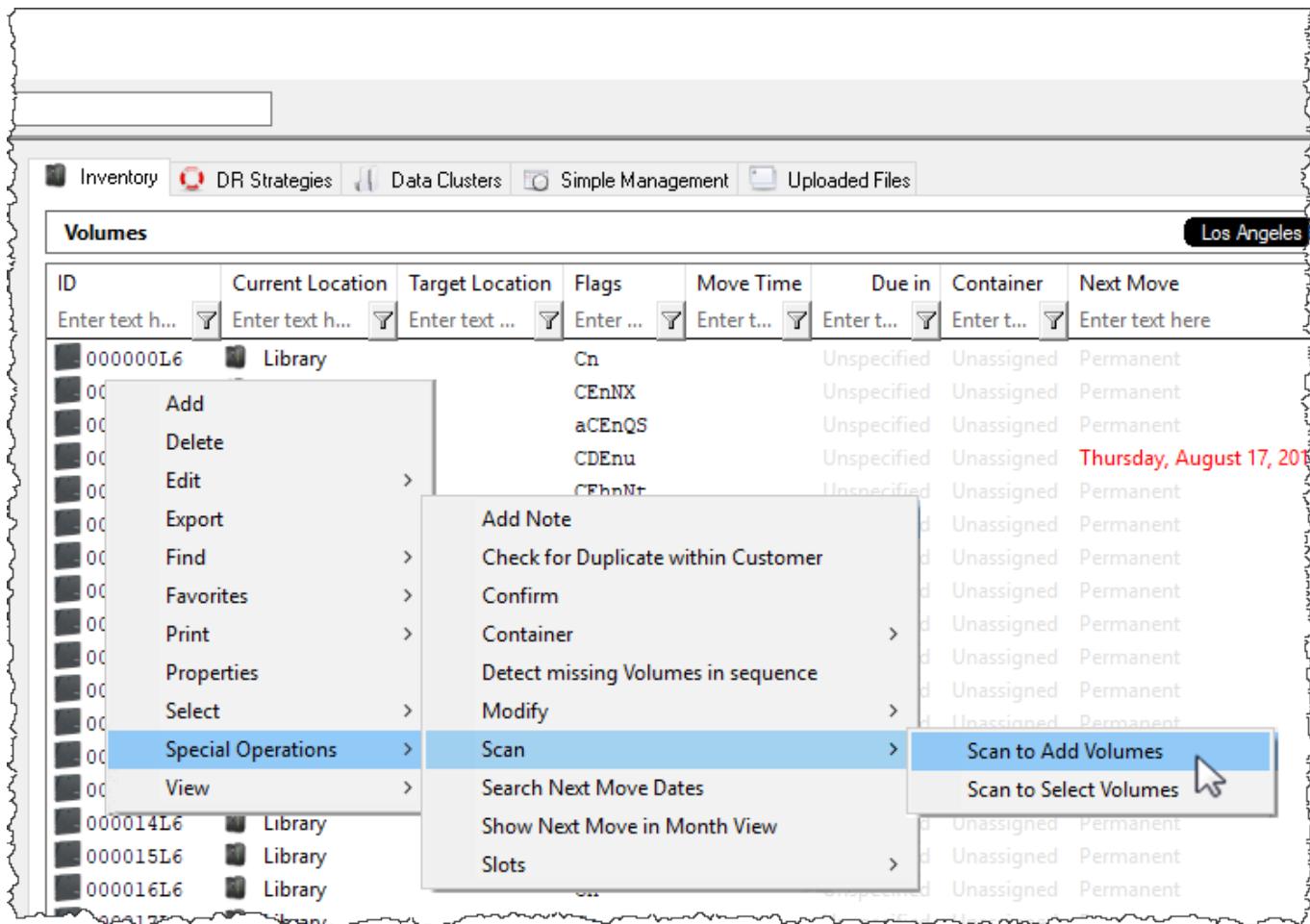
In the **Edit New Volume** window enter the **Volume-ID** of the new Volume to be added. Volume-ID's must be unique within a **Customer/Media Type** scope and must be between 1 and 10 alphanumeric characters long.

Click **Save** to add **Volume**.

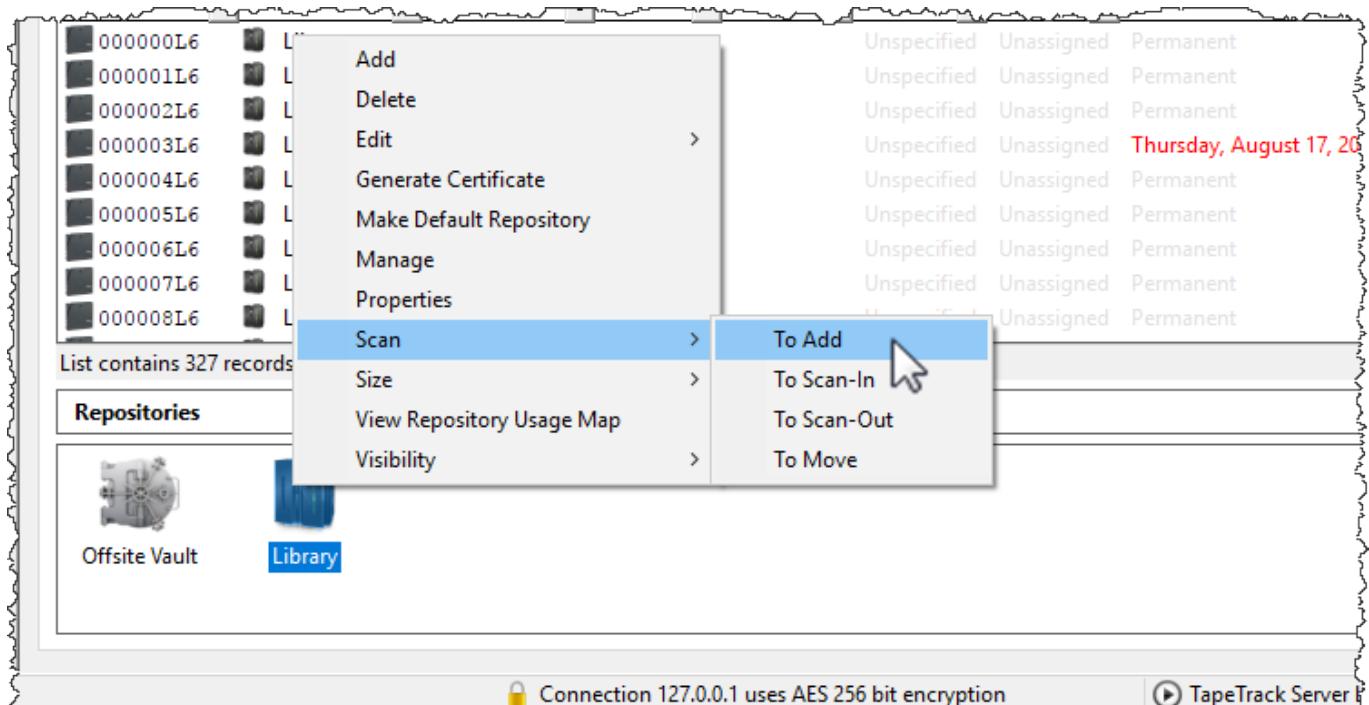


## Scan to Add Volumes

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.



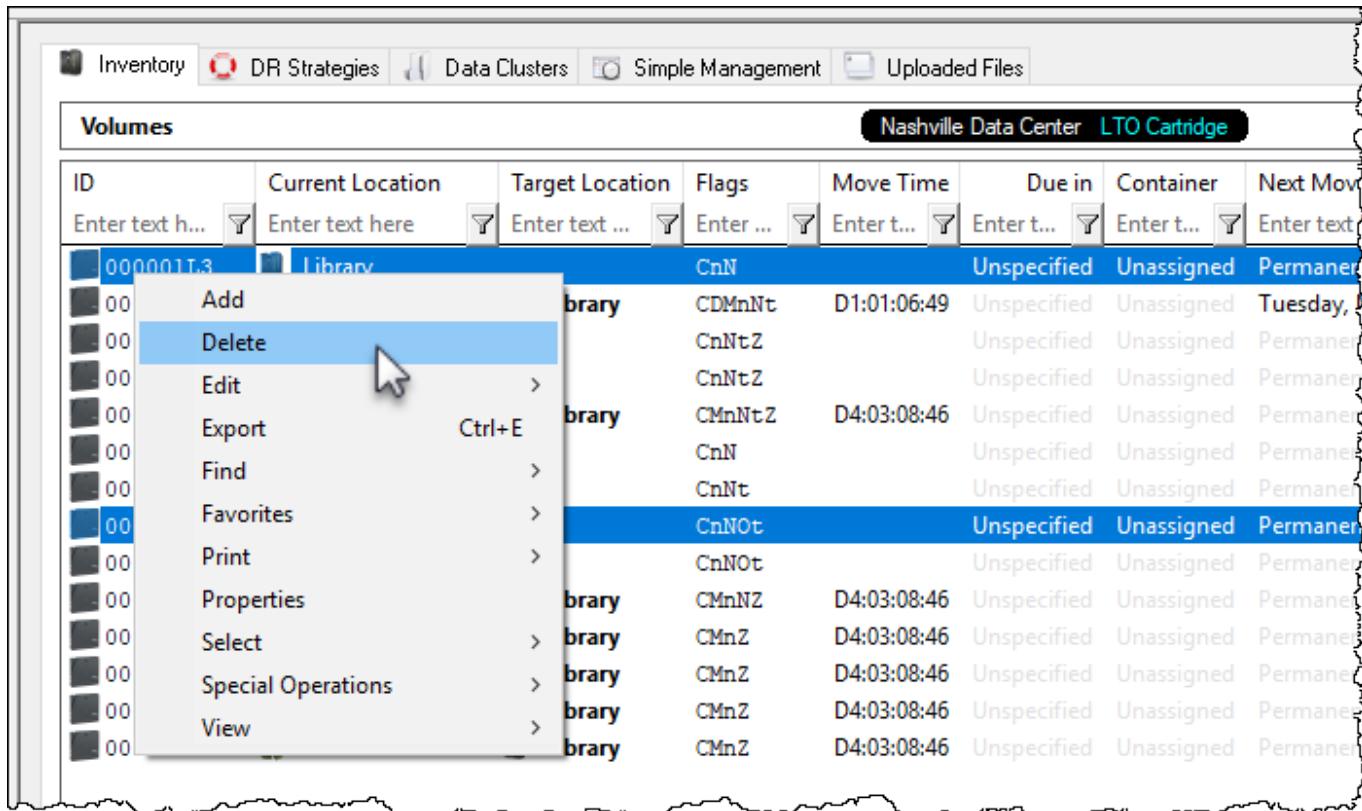
## Deleting Volumes



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.



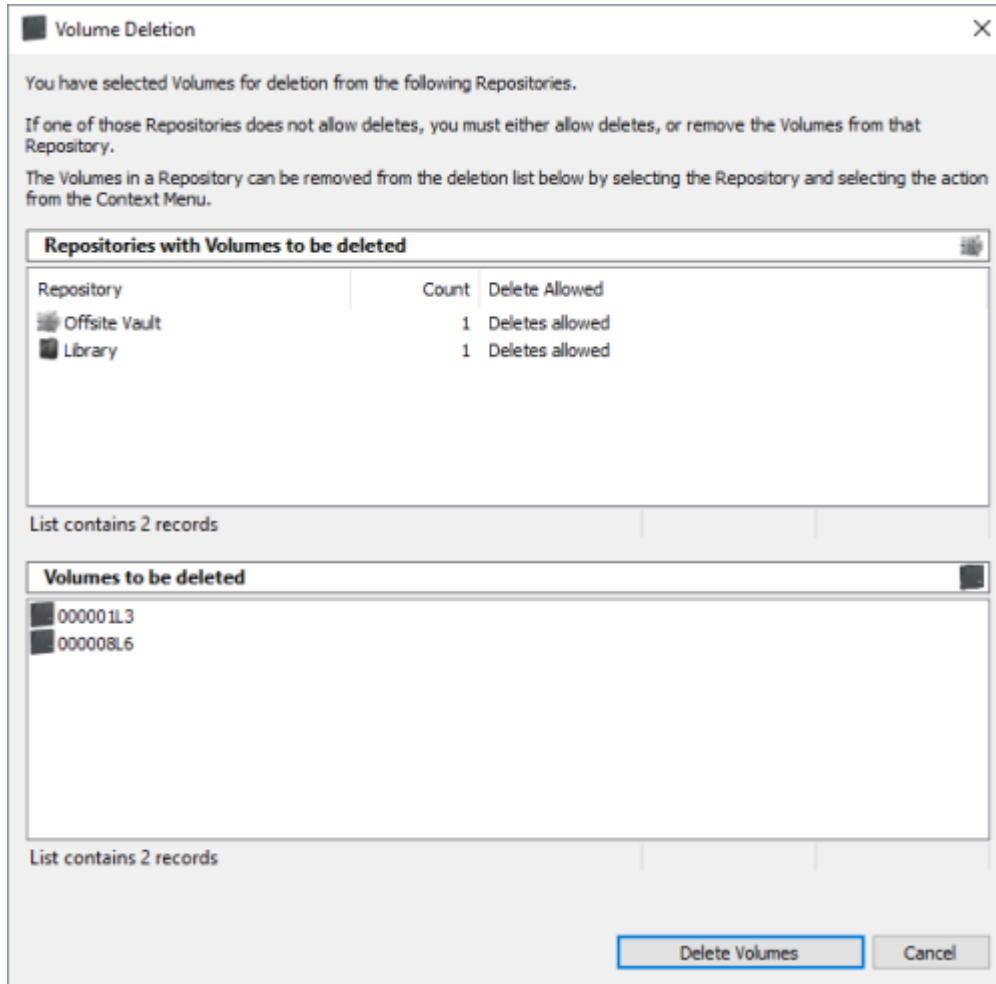
The screenshot shows the 'Volumes' window in TapeMaster. A context menu is open over a selected volume (ID 0000001T.3). The menu items are: Add, Delete (which is highlighted with a blue selection bar and has a cursor arrow pointing to it), Edit, Export (with keyboard shortcut Ctrl+E), Find, Favorites, Print, Properties, Select, Special Operations, and View. The main table lists various volumes with columns for ID, Current Location, Target Location, Flags, Move Time, Due in, Container, and Next Mov.

ID	Current Location	Target Location	Flags	Move Time	Due in	Container	Next Mov
0000001T.3	Library	brary	CnN	Unspecified	Unassigned	Permanent	
00	Add	brary	CDMnNt	D1:01:06:49	Unspecified	Unassigned	Tuesday,
00	Delete	brary	CnNtZ		Unspecified	Unassigned	Permanent
00	Edit	brary	CnNtZ		Unspecified	Unassigned	Permanent
00	Export	brary	CMnNtZ	D4:03:08:46	Unspecified	Unassigned	Permanent
00	Find	brary	CnN		Unspecified	Unassigned	Permanent
00	Favorites	brary	CnNt		Unspecified	Unassigned	Permanent
00	Print	brary	CnNtO		Unspecified	Unassigned	Permanent
00	Properties	brary	CMnNZ	D4:03:08:46	Unspecified	Unassigned	Permanent
00	Select	brary	CMnZ	D4:03:08:46	Unspecified	Unassigned	Permanent
00	Special Operations	brary	CMnZ	D4:03:08:46	Unspecified	Unassigned	Permanent
00	View	brary	CMnZ	D4:03:08:46	Unspecified	Unassigned	Permanent
00		brary	CMnZ	D4:03:08:46	Unspecified	Unassigned	Permanent

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.



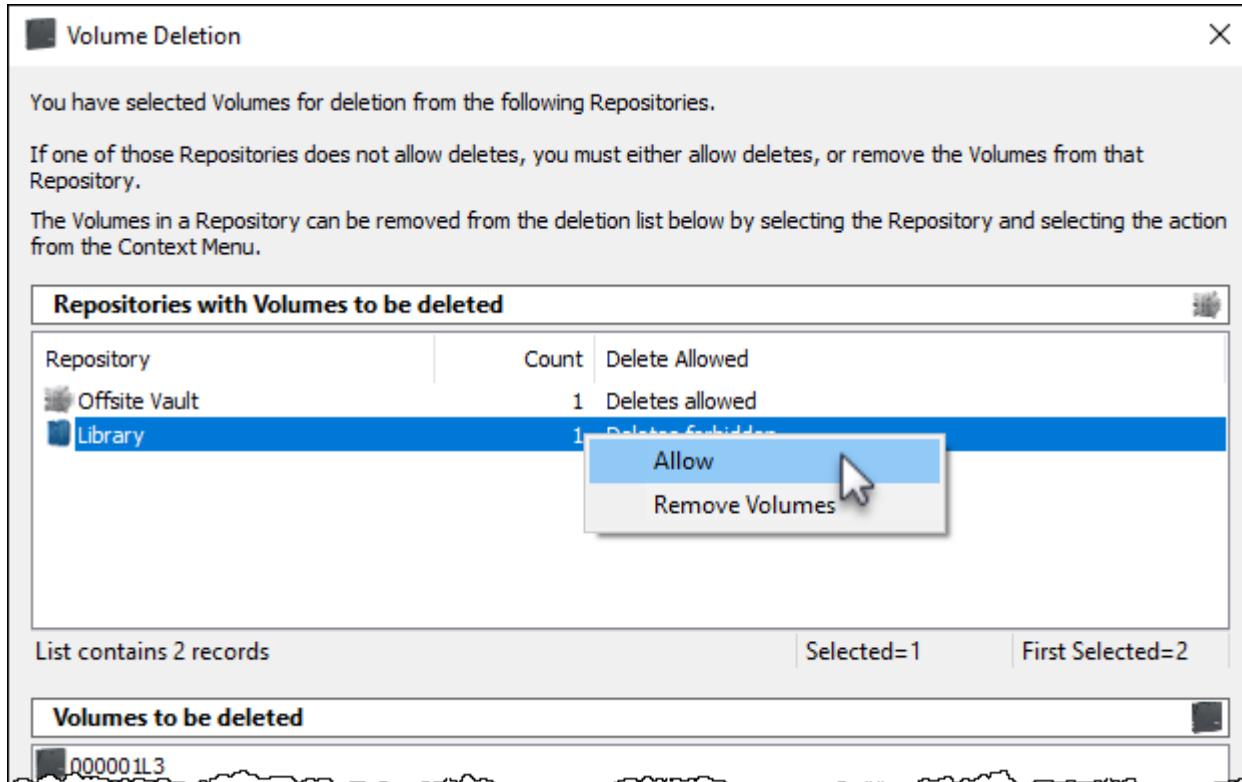
If the **Volume Deletion** window is not displayed it is because you are running an outdated version of TapeMaster. Instructions to delete [Volumes](#) in older versions of TapeMaster can be found [here](#)



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.



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.

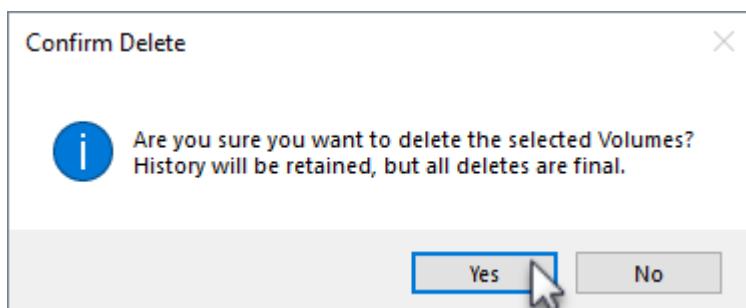
The Volumes in a Repository can be removed from the deletion list below by selecting the Repository and selecting the action from the Context Menu.

Repositories with Volumes to be deleted		
Repository	Count	Delete Allowed
Offsite Vault	1	Deletes allowed
Library	1	Deletes forbidden

List contains 2 records      Selected=1      First Selected=2

Volumes to be deleted	
000001L3	

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.

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	Scratch Volumes	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]	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	Library				
2018-05-03 09:04:20	Deleted	Library	Offsite Vault				
2018-05-02 12:49:28	Target	Library	Library				
2018-04-19 11:26:28	Added	Offsite Vault	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=1627950936>

Last update: **2025/01/21 22:07**