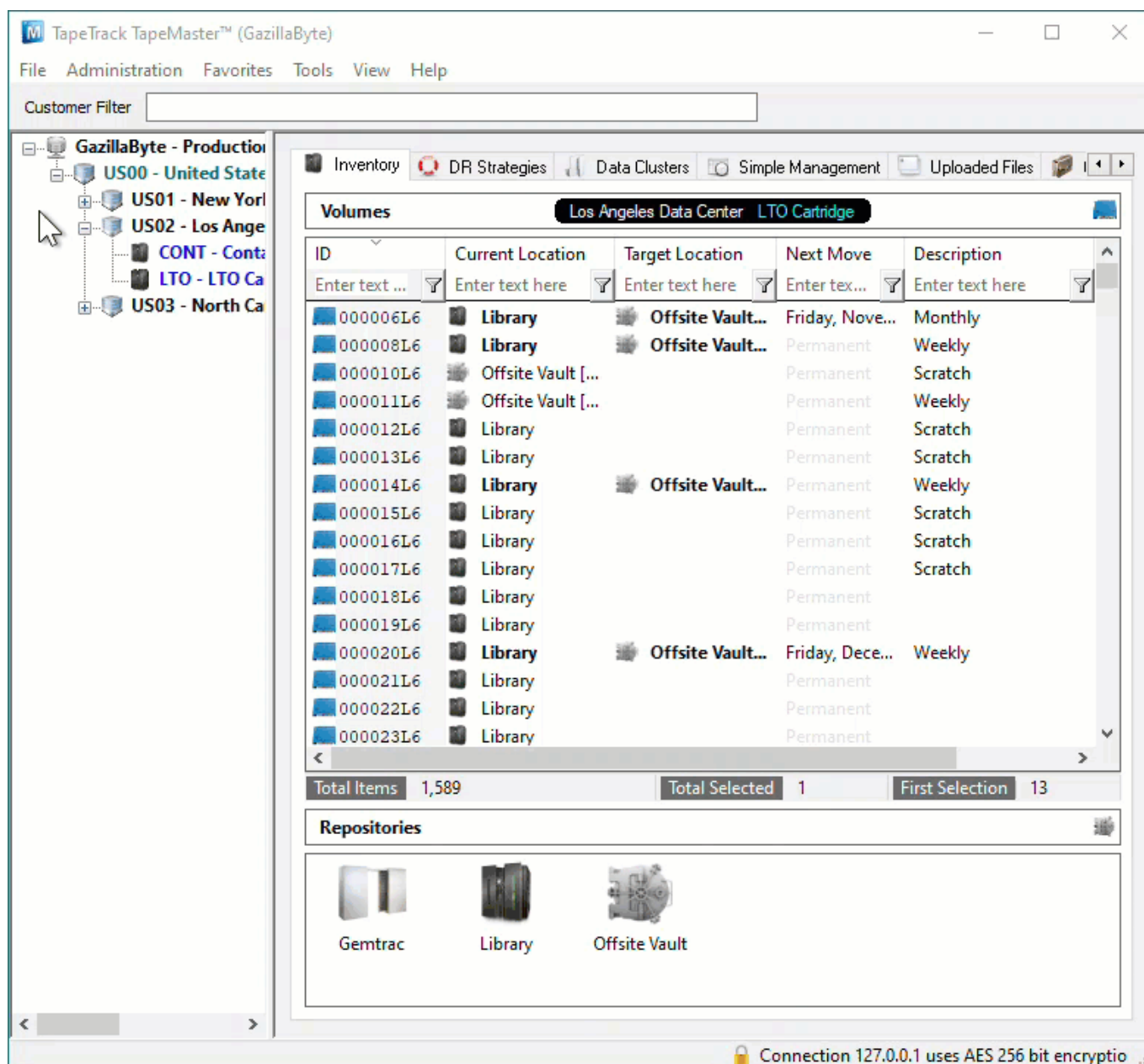


# Adding and Maintaining Volumes

## 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.

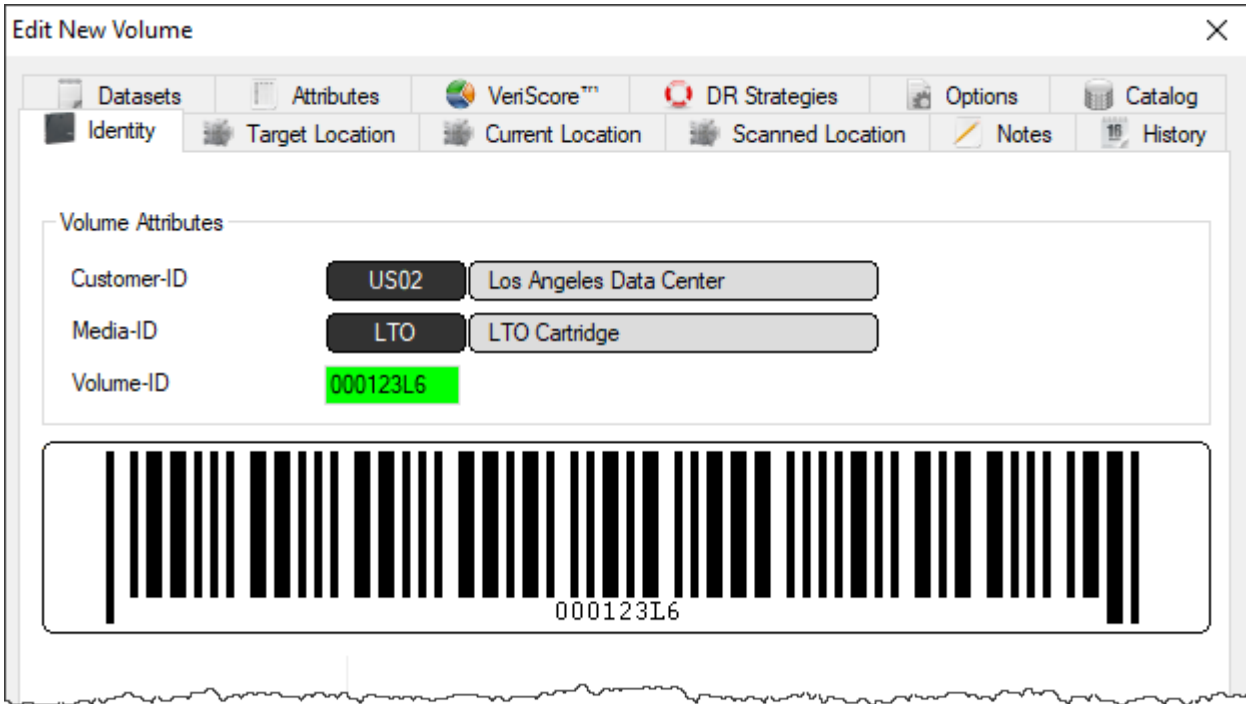


- Click in the Inventory window and press Insert on the keyboard

This will open the Edit New Volume window.

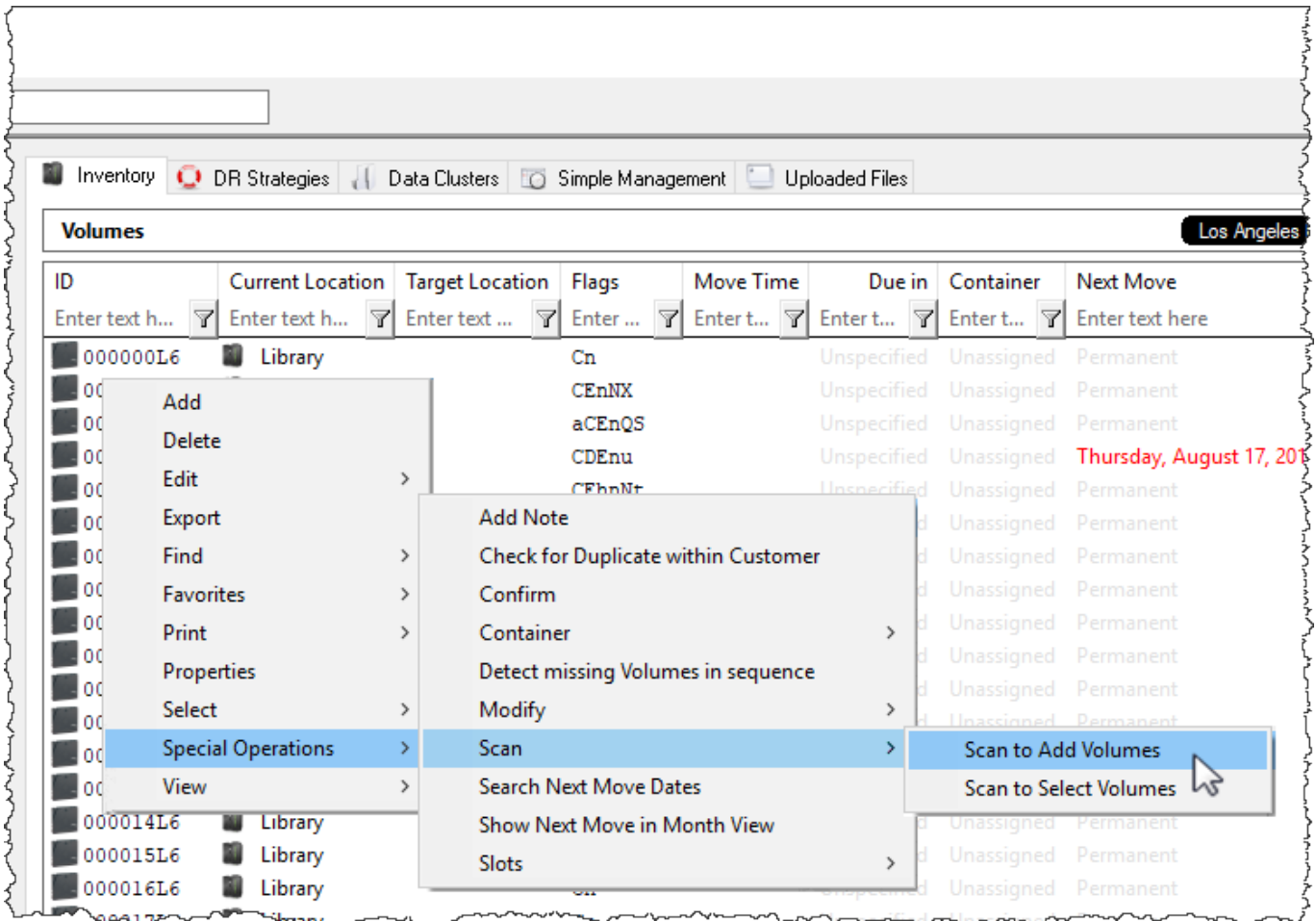
In the Edit New Volume window enter the Volume-ID of the new Volume to be added. Volume-ID's must be unique within a Customer/Media Type scope and must be between 1 and 10 alphanumeric characters long.

Click Save to add Volume.

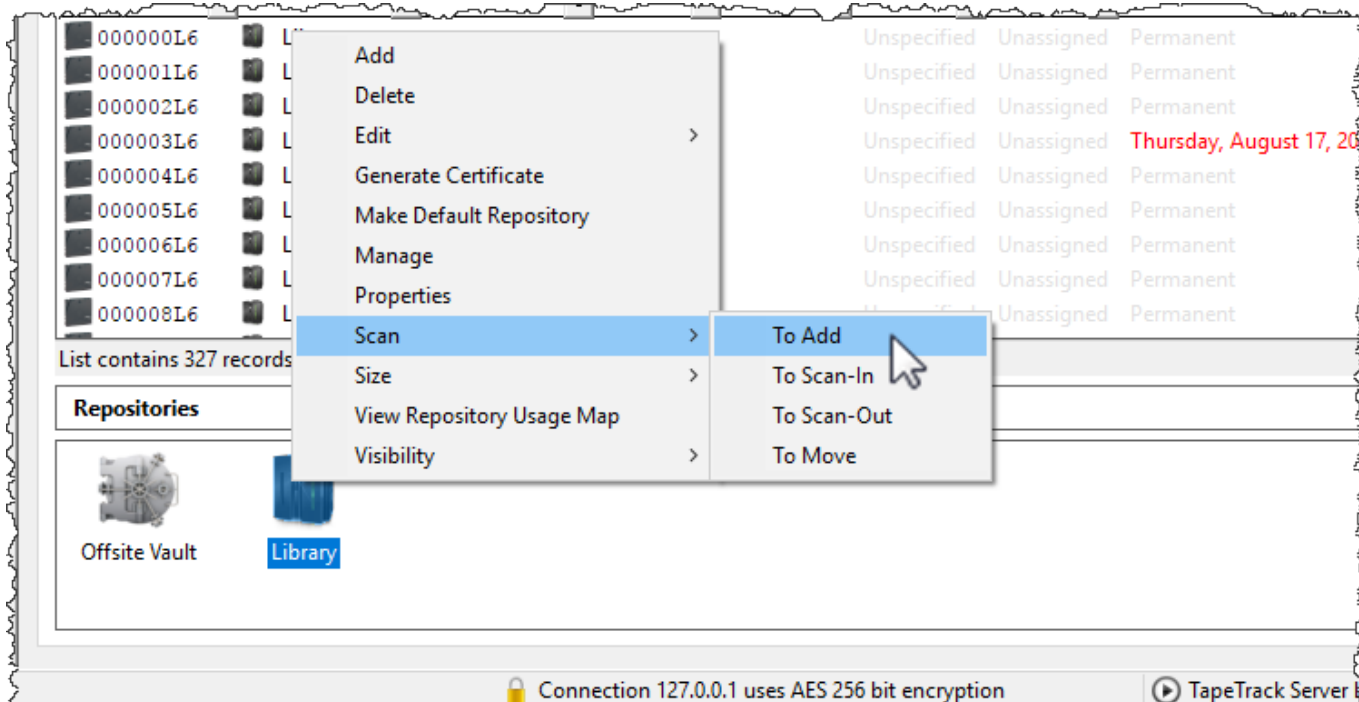


### Scan to Add Volumes

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.

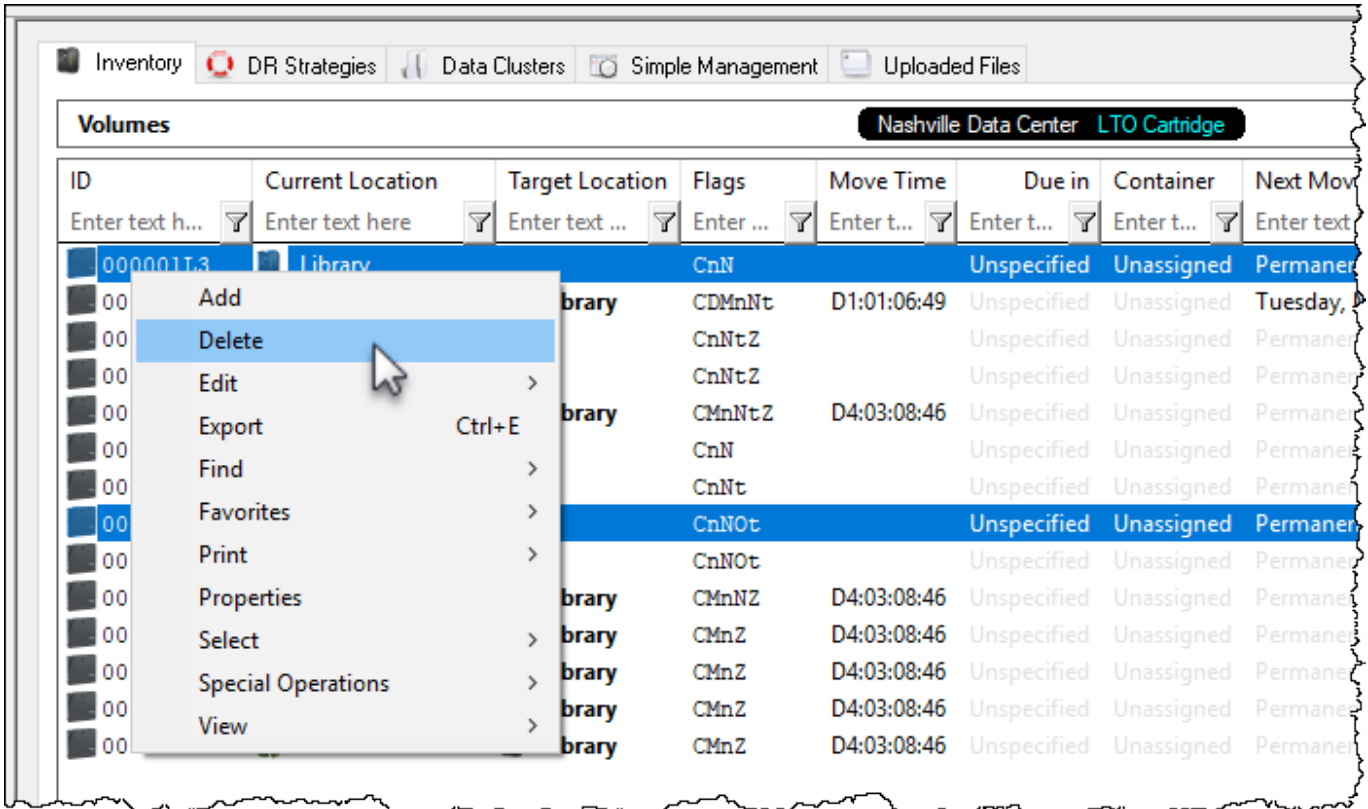


## Deleting Volumes

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

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

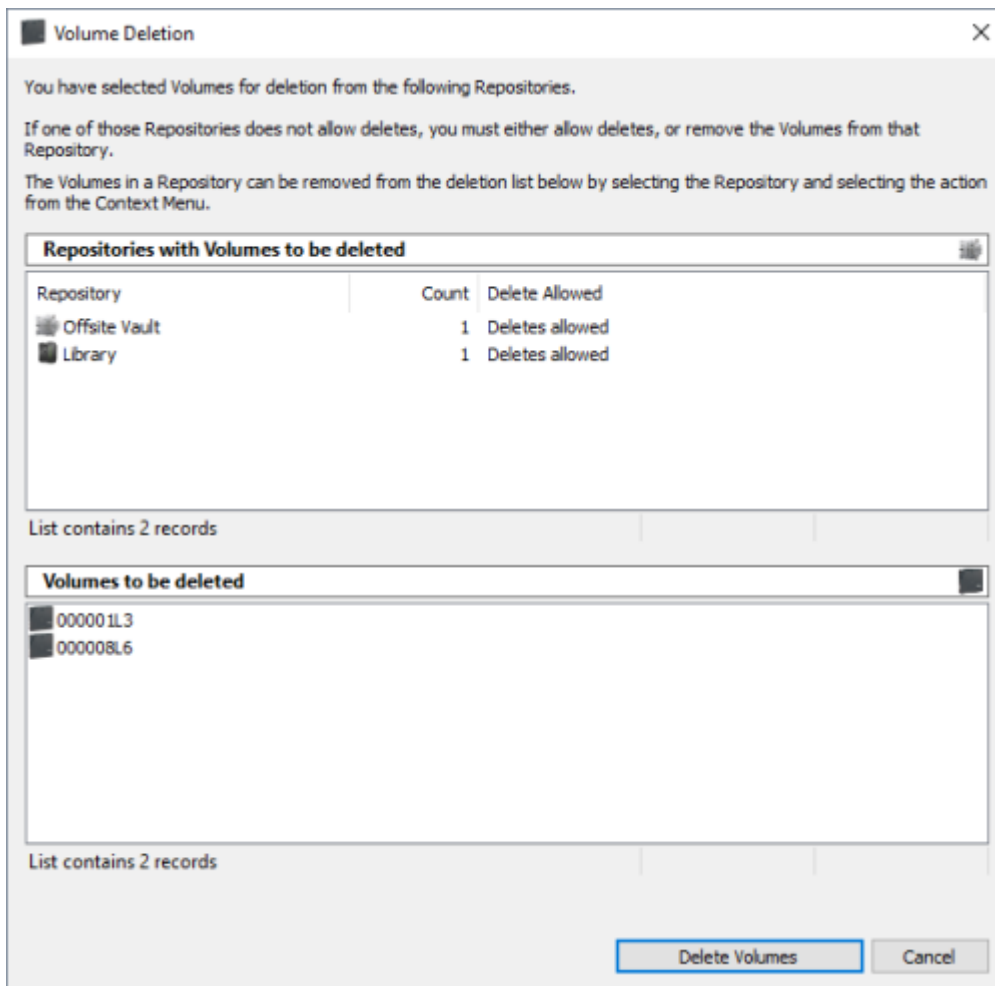
Right-click highlighted **Volumes** and select **Delete**, or press **Delete (DEL)** on the keyboard.



The **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.



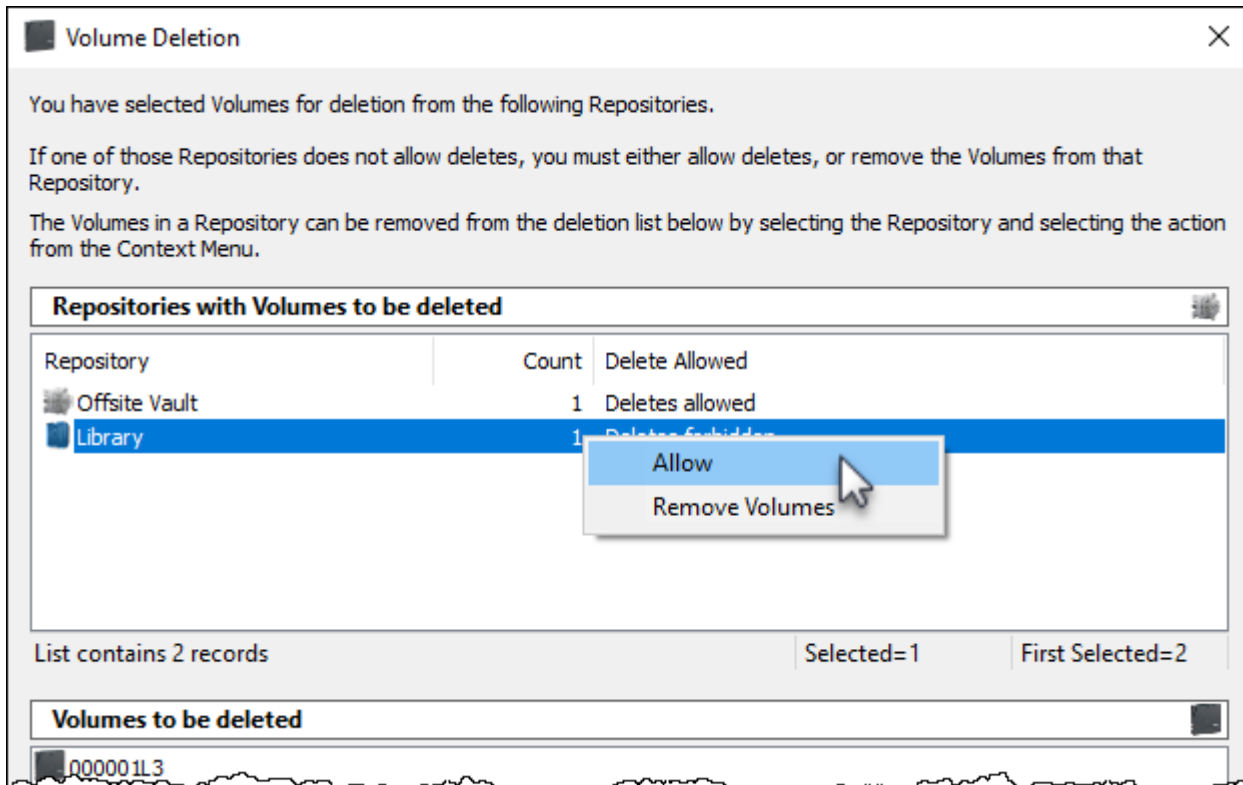
If the **Volume Deletion** window is not displayed it is because you are running an outdated version of TapeMaster. Instructions to delete **Volumes** in older versions of TapeMaster can be found [here](#)



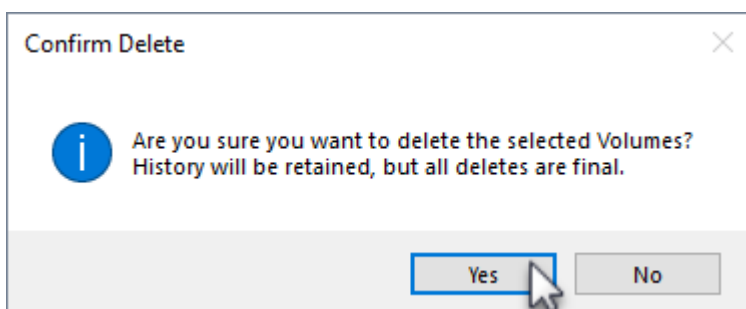
Each row in the top pane will, along with the [Repository Description](#) (or ID), list the number of [Volumes](#) for deletion and the delete status of either **Deletes Allowed** or **Deletes Forbidden**.

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.

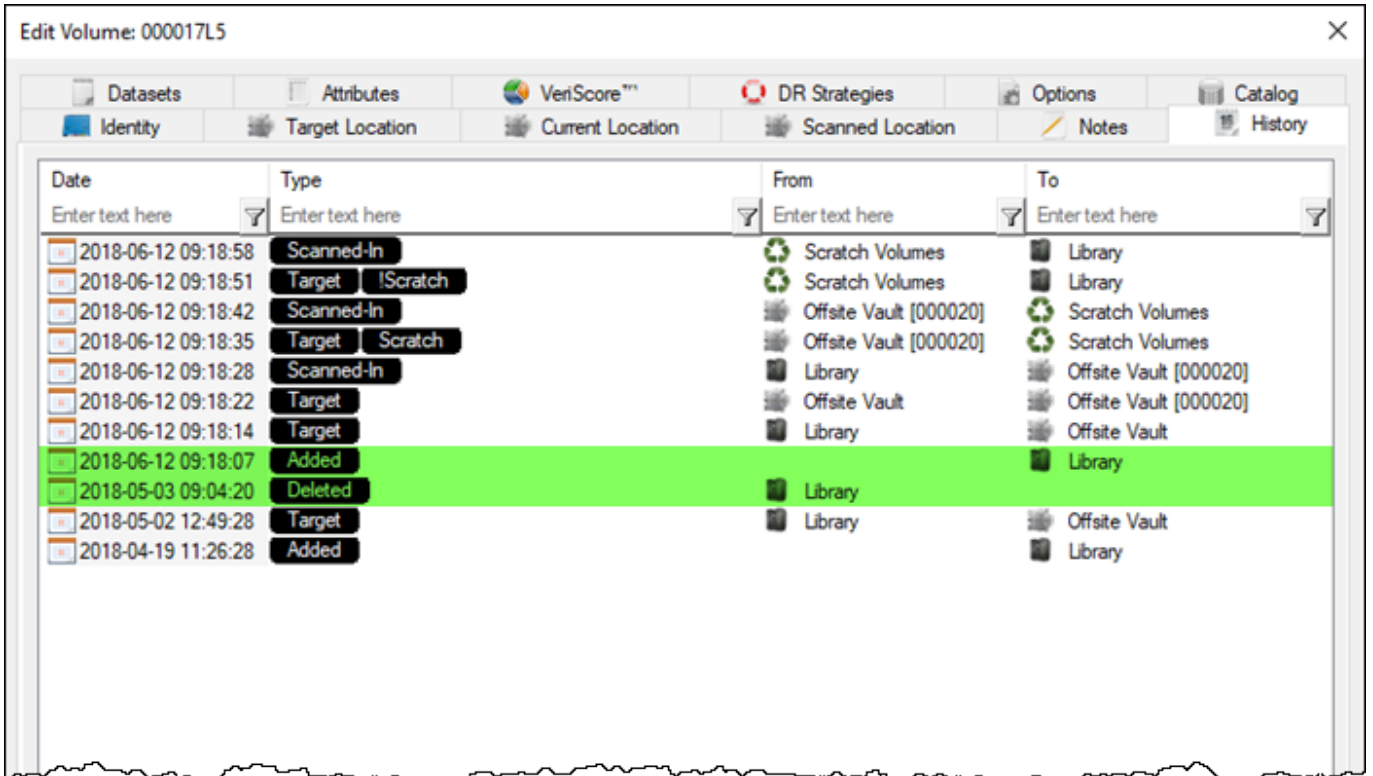


Click **Delete Volumes** and **Yes** to the delete confirmation to delete the **Volumes**.

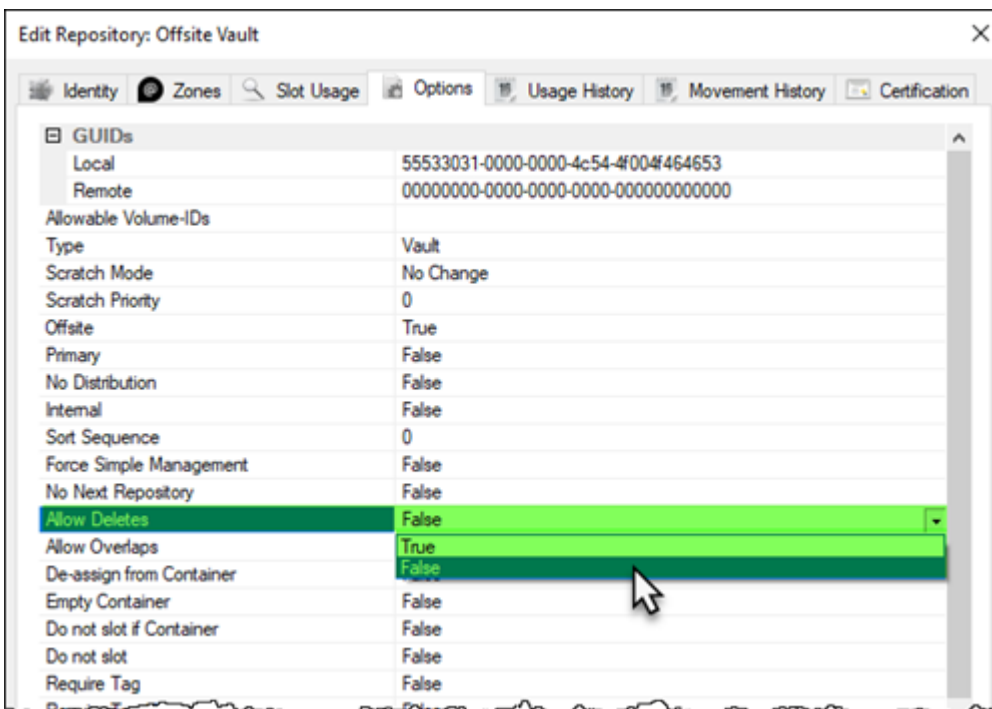


As deleting **Volumes** is permanent, clicking **No** to the delete confirmation is your last opportunity to cancel the delete function.

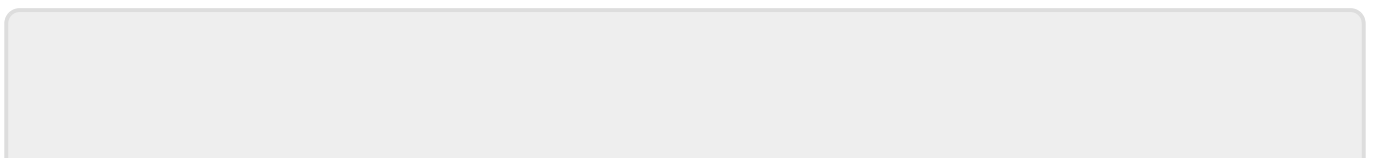
When a **Volume** is deleted its historical entries remain in the database. If a deleted **Volume** is added back into the database, all previous history records including when deleted and added back, are listed under that **Volumes History** tab.



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

