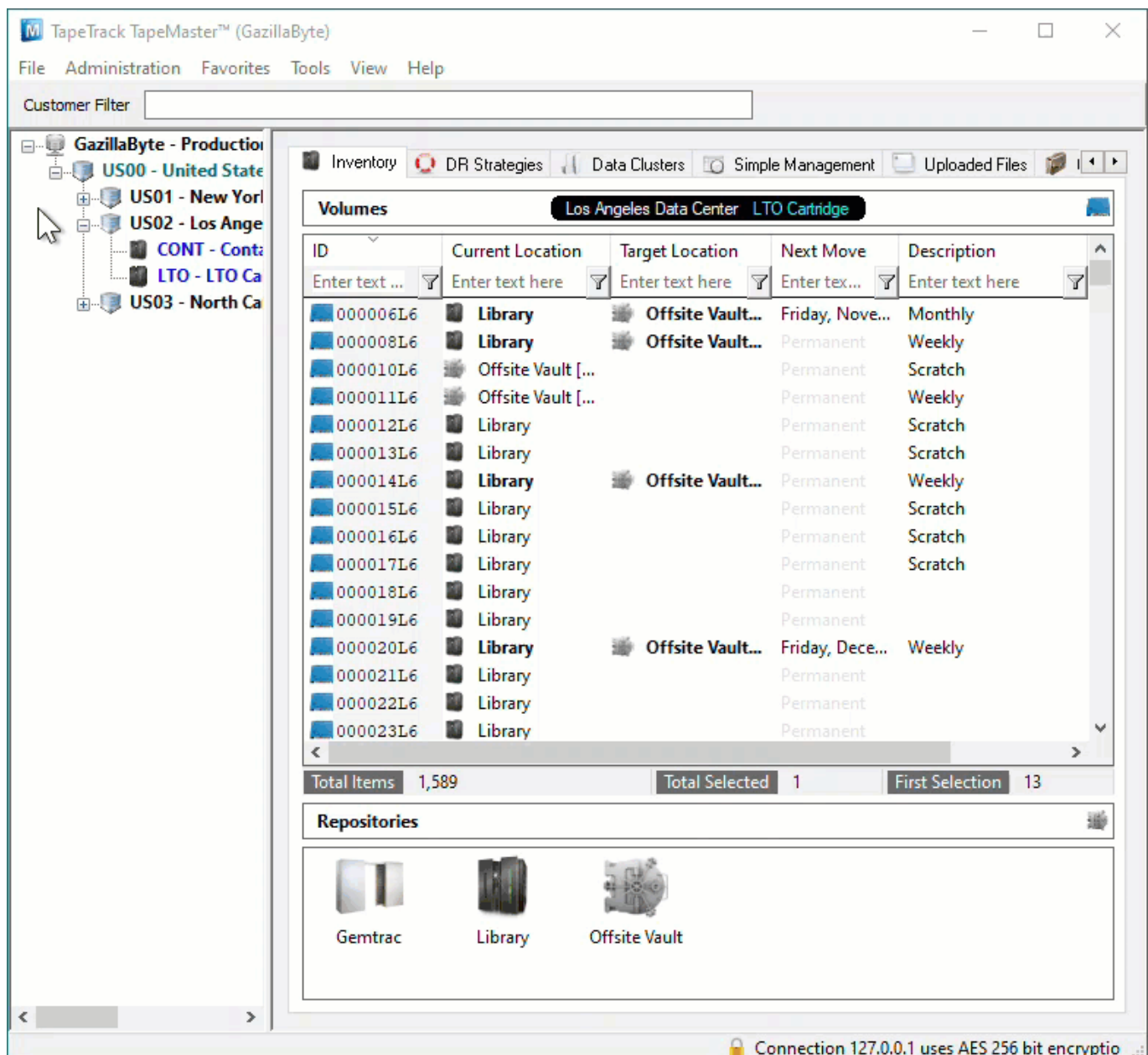


# Adding and Maintaining Volumes

## 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.

The screenshot shows the TapeTrack TapeMaster™ (GazillaByte) application window. The left sidebar displays a tree view of the production environment, including 'GazillaByte - Production', 'US00 - United State', 'US01 - New Yorl', 'US02 - Los Ange', 'CONT - Conti', 'LTO - LTO Ca', and 'US03 - North Ca'. The main window has a menu bar (File, Administration, Favorites, Tools, View, Help) and a 'Customer Filter' input field. Below the menu bar, there are tabs for 'Inventory', 'DR Strategies', 'Data Clusters', 'Simple Management', and 'Uploaded Files'. The 'Inventory' tab is active, showing a 'Volumes' table for the 'Los Angeles Data Center' and 'LTO Cartridge'.

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	

Below the table, there are summary statistics: 'Total Items 1,589', 'Total Selected 1', and 'First Selection 13'. The 'Repositories' section at the bottom shows three icons: 'Gemtrac', 'Library', and 'Offsite Vault'.

At the bottom right of the window, a status bar indicates: 'Connection 127.0.0.1 uses AES 256 bit encryptio'.

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

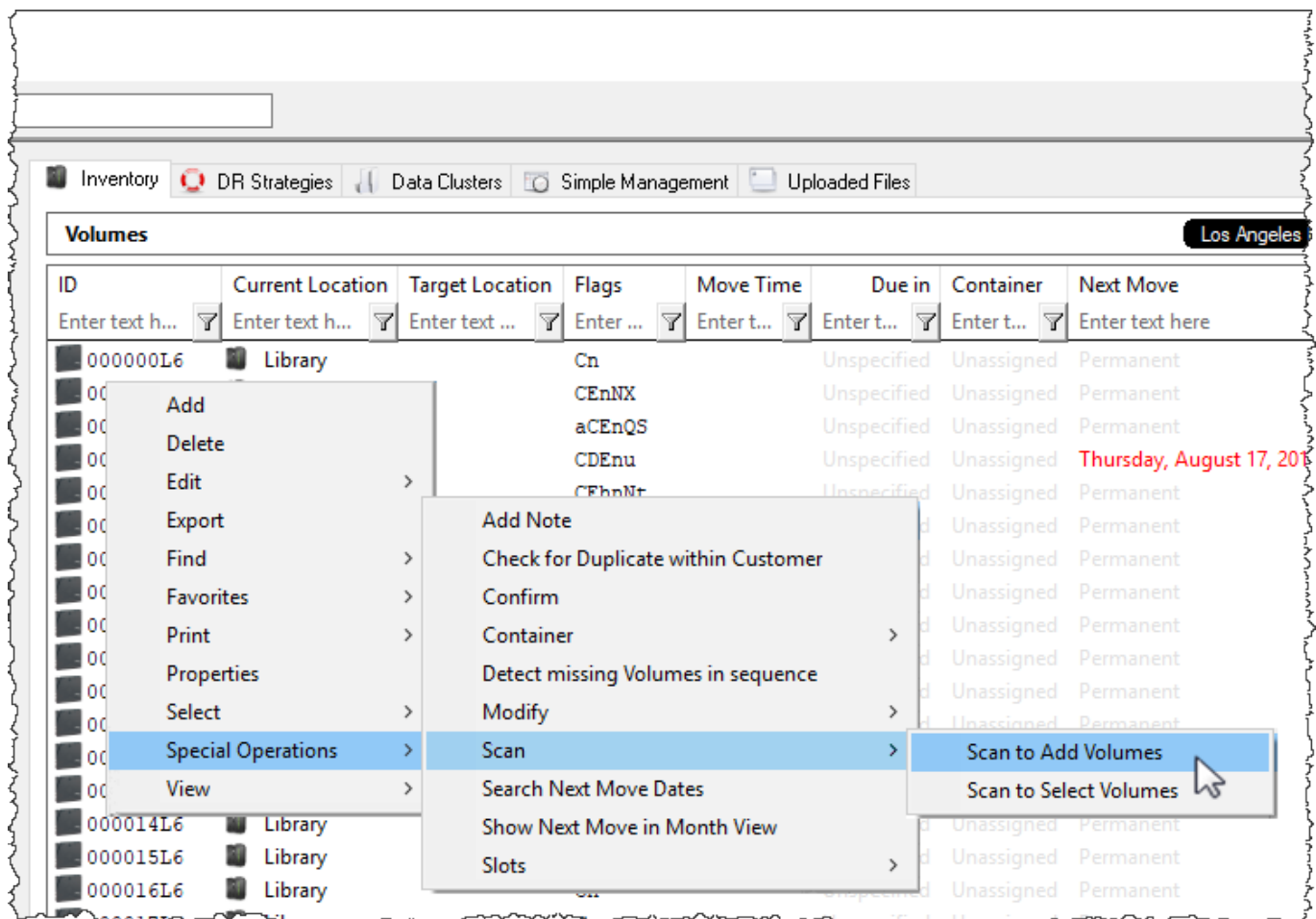
This will open the Edit New Volume window.

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.

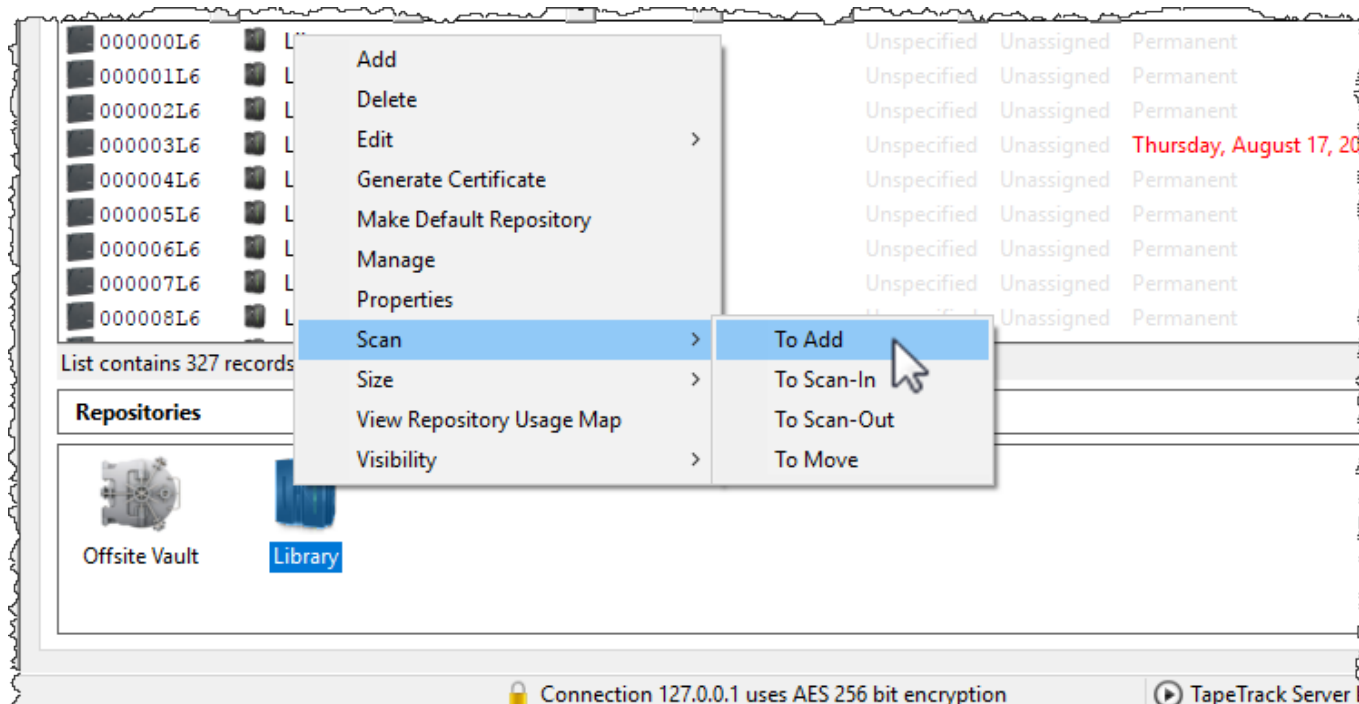
Click Save to add [Volume](#).

## 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.

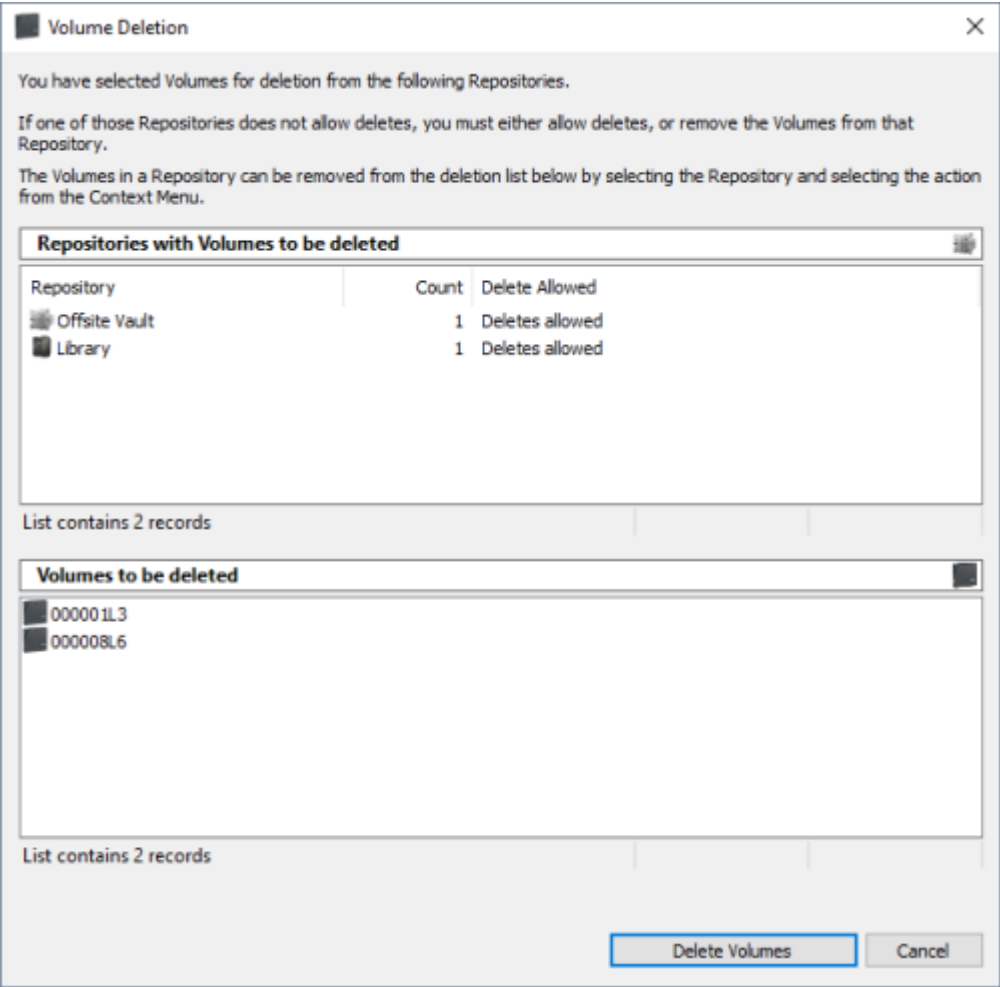
The screenshot shows the 'Volumes' window in TapeTrack. At the top, there are tabs for 'Inventory', 'DR Strategies', 'Data Clusters', 'Simple Management', and 'Uploaded Files'. Below the tabs, the window title is 'Nashville Data Center LTO Cartridge'. The main area is a table with columns: ID, Current Location, Target Location, Flags, Move Time, Due in, Container, and Next Move. A context menu is open over the first row, with 'Delete' selected. The menu options are: Add, Delete, Edit, Export (Ctrl+E), Find, Favorites, Print, Properties, Select, Special Operations, and View. The table data is as follows:

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
00	Library		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.



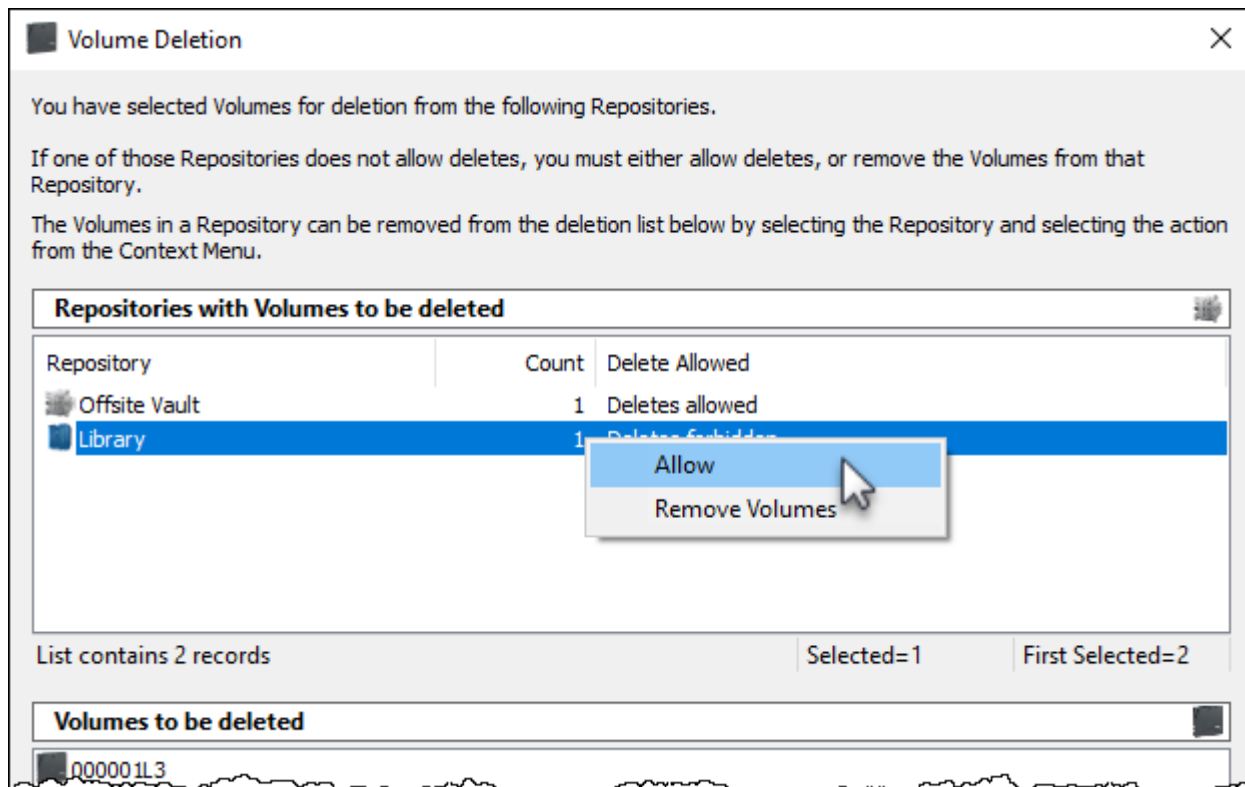
If the **Volume Deletion** window is not displayed it is because you are running an outdated version of TapeMaster. Instructions to delete [Volumes](#) in older versions of TapeMaster can be found [here](#)



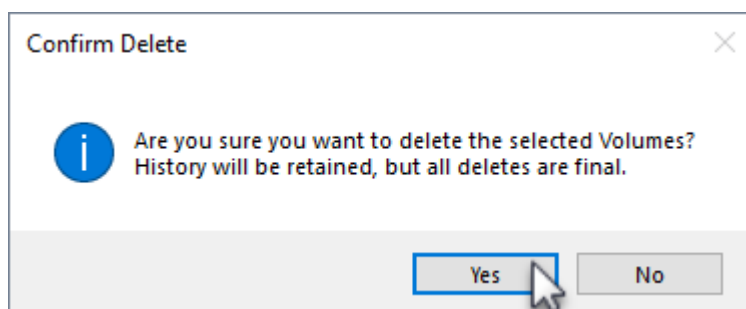
Each row in the top pane will, along with the [Repository Description](#) (or ID), list the number of [Volumes](#) for deletion and the delete status of either **Deletes Allowed** or **Deletes Forbidden**.

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.



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 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	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										

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.



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