

# 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) and a Customer Filter input field. The main area is divided into several sections:

- Left Panel:** A tree view showing the hierarchy of data centers and tape libraries, including "GazillaByte - Production", "US00 - United State", "US01 - New York", "US02 - Los Angeles", "CONT - Cont...", "LTO - LTO Ca", and "US03 - North Ca".
- Inventory Window:** A table titled "Volumes" for the "Los Angeles Data Center" and "LTO Cartridge". The table has columns for ID, Current Location, Target Location, Next Move, and Description. The data rows show various tape IDs and their current locations (Library or Offsite Vault).
- Summary:** A bar at the bottom of the inventory window shows "Total Items: 1,589", "Total Selected: 1", and "First Selection: 13".
- Repositories:** A section below the inventory window showing three repository types: Gemtrac, Library, and Offsite Vault, each with a corresponding icon.

At the bottom right of the window, a status bar indicates "Connection 127.0.0.1 uses AES 256 bit encryption".

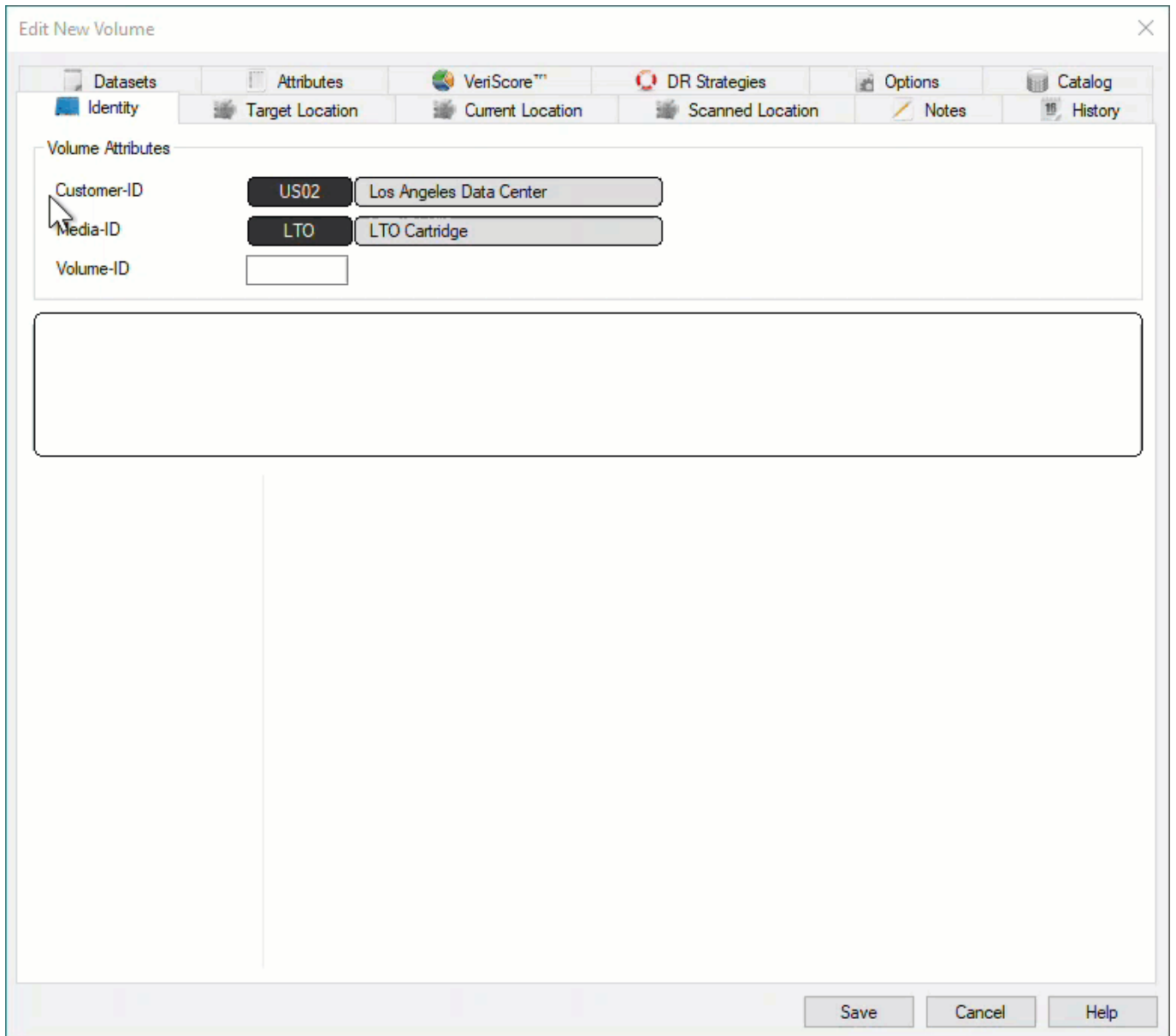
- Right-click in the Inventory window and select Add.



- 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.



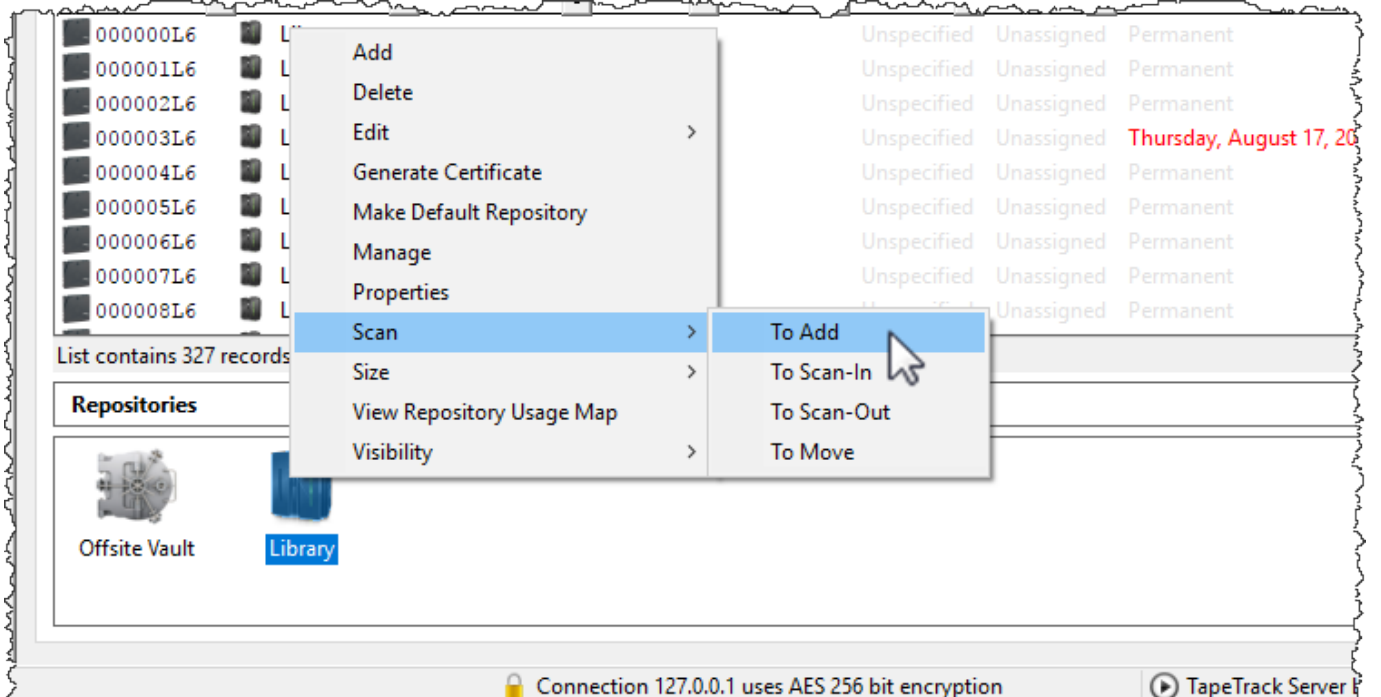
Click Save to add [Volume](#).

### 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.

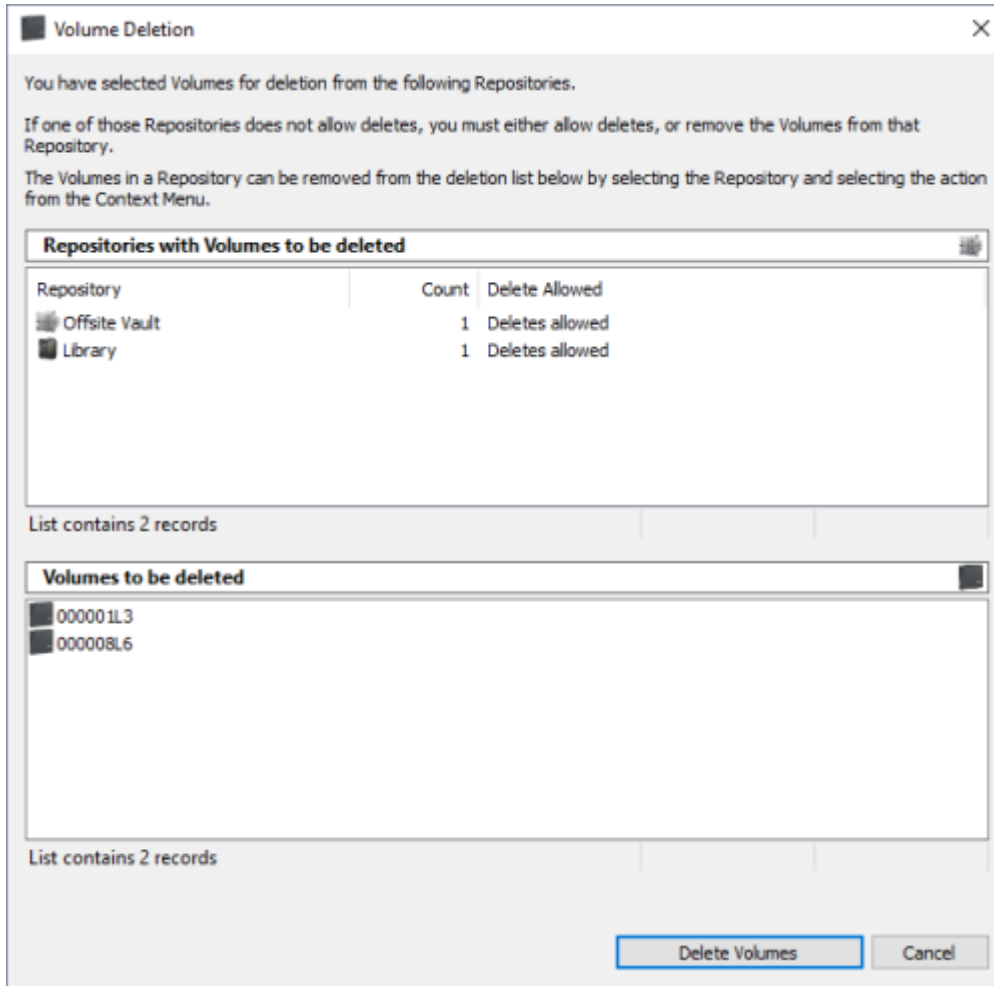
The screenshot shows the 'Volumes' window in TapeMaster. The window title is 'Nashville Data Center LTO Cartridge'. The table below shows a list of volumes with columns for ID, Current Location, Target Location, Flags, Move Time, Due in, Container, and Next Move. A context menu is open over the first row, with 'Delete' selected.

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 [Repository](#) where the [Volumes](#) to be deleted are located in the top pane and [Volume-ID's](#) in the lower pane.



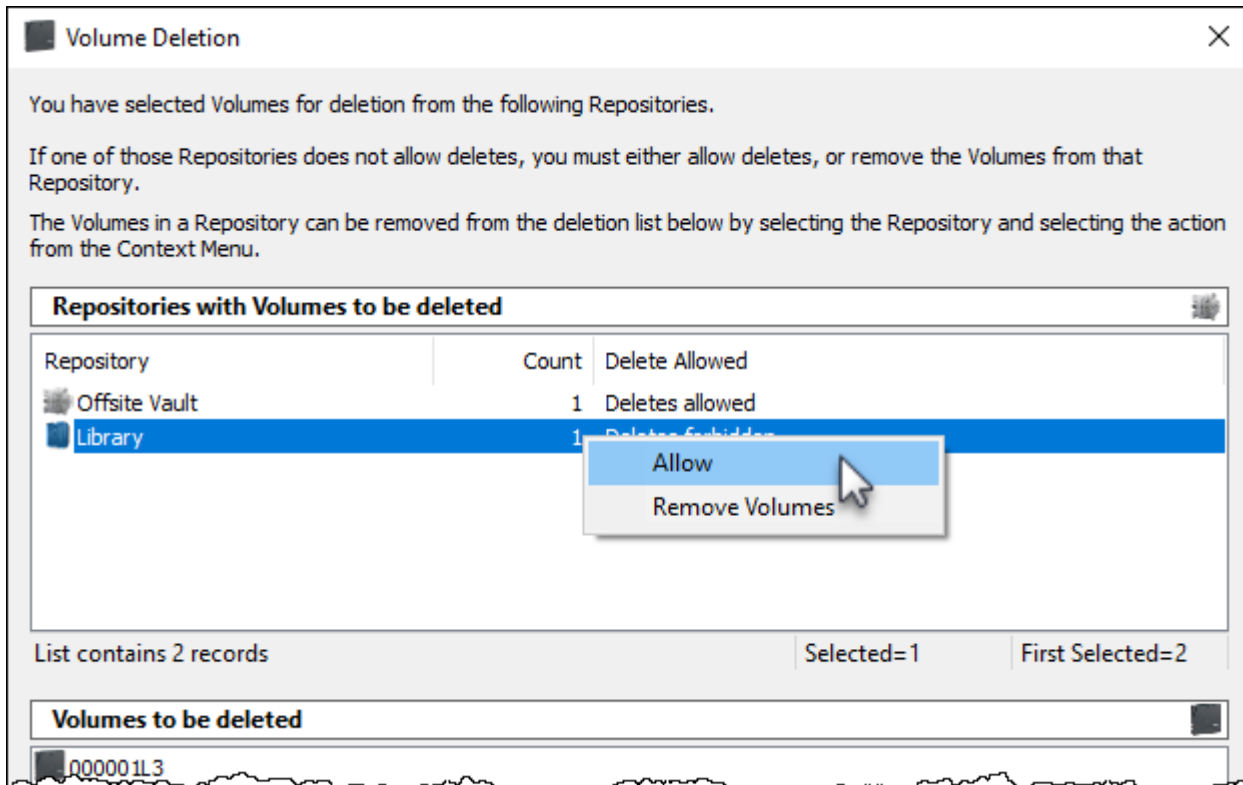
If the **Volume Deletion** window is not displayed it is because you are running an outdated version of TapeMaster. Instructions to delete [Volumes](#) in older versions of TapeMaster can be found [here](#)



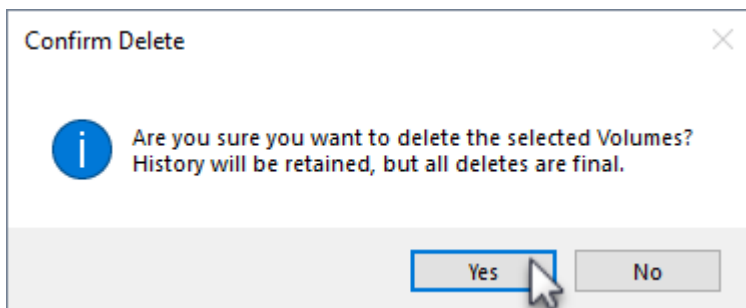
Each row in the top pane will, along with the [Repository Description](#) (or ID), list the number of [Volumes](#) for deletion and the delete status of either **Deletes Allowed** or **Deletes Forbidden**.

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.

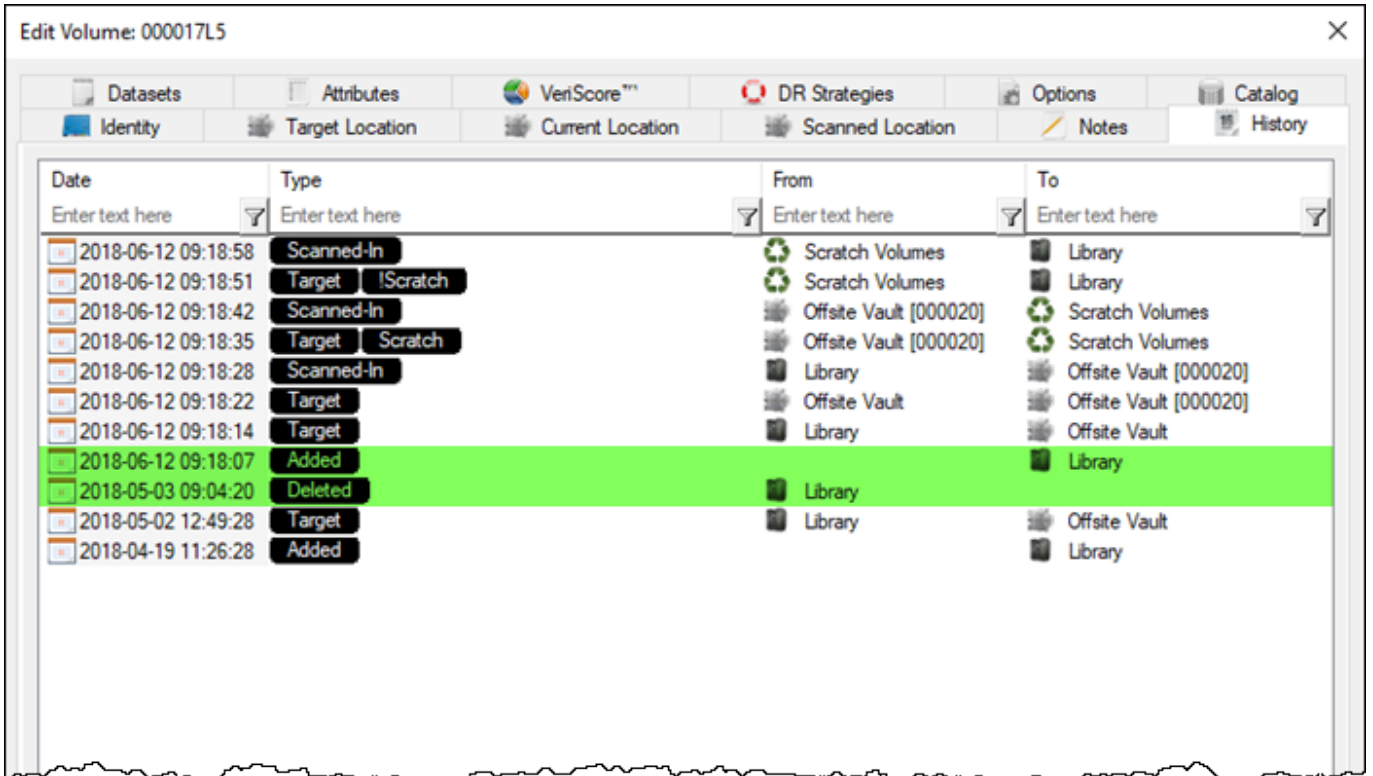


Click **Delete Volumes** and **Yes** to the delete confirmation to delete the **Volumes**.

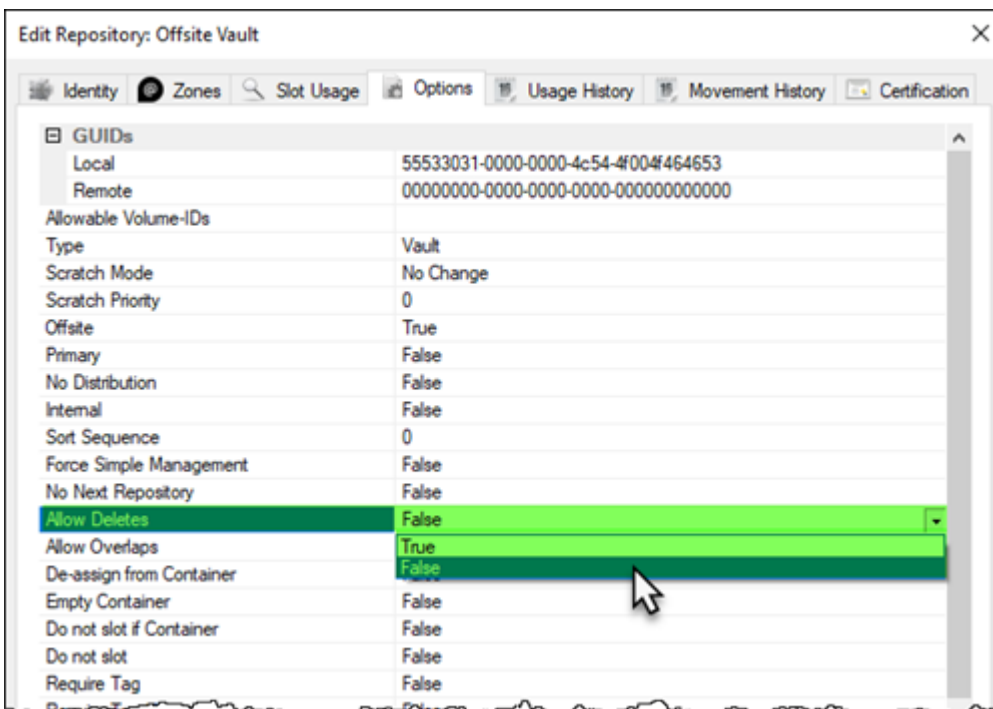


As deleting **Volumes** is permanent, clicking **No** to the delete confirmation is your last opportunity to cancel the delete function.

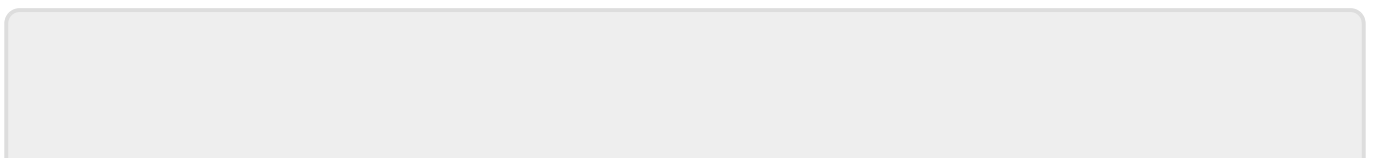
When a **Volume** is deleted its historical entries remain in the database. If a deleted **Volume** is added back into the database, all previous history records including when deleted and added back, are listed under that **Volumes History** tab.



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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