

# 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) application window. The main area displays a table of Volumes for the Los Angeles Data Center LTO Cartridge. The table has columns for 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, there is a Repositories section with icons for Gemtrac, Library, and Offsite Vault.

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	

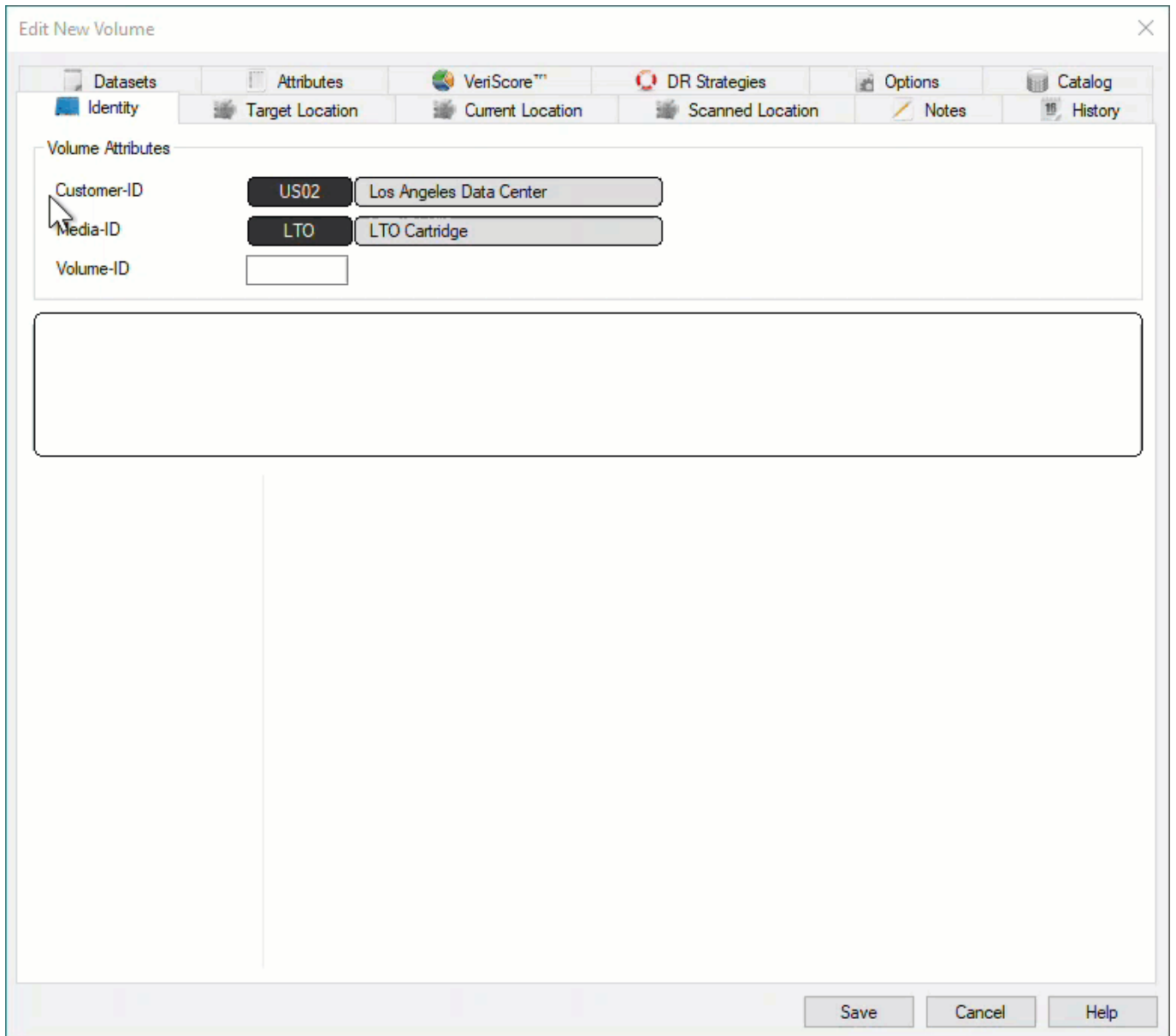
- Right-click in the Inventory window and select Add.



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

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.



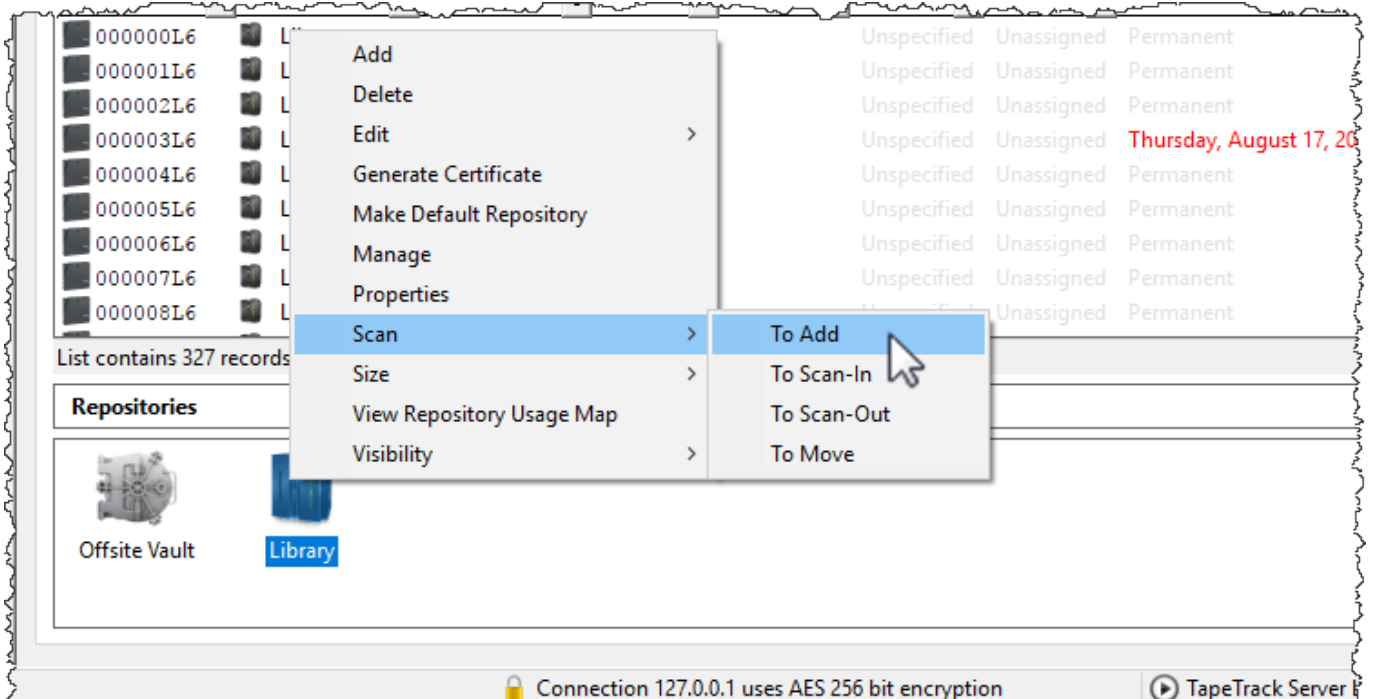
Click Save to add [Volume](#).

### 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.

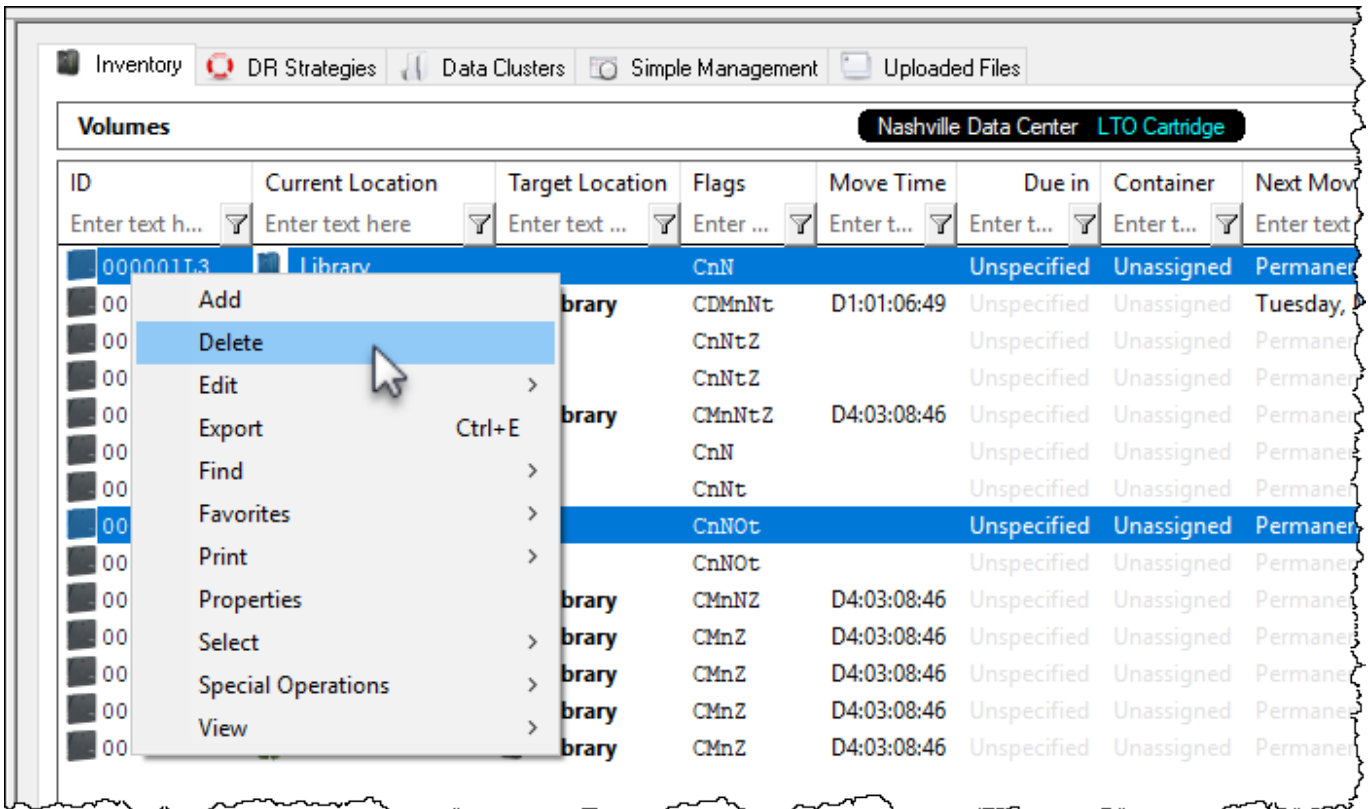


# Deleting Volumes


 You must have **Alter** rights to delete [Volumes](#)

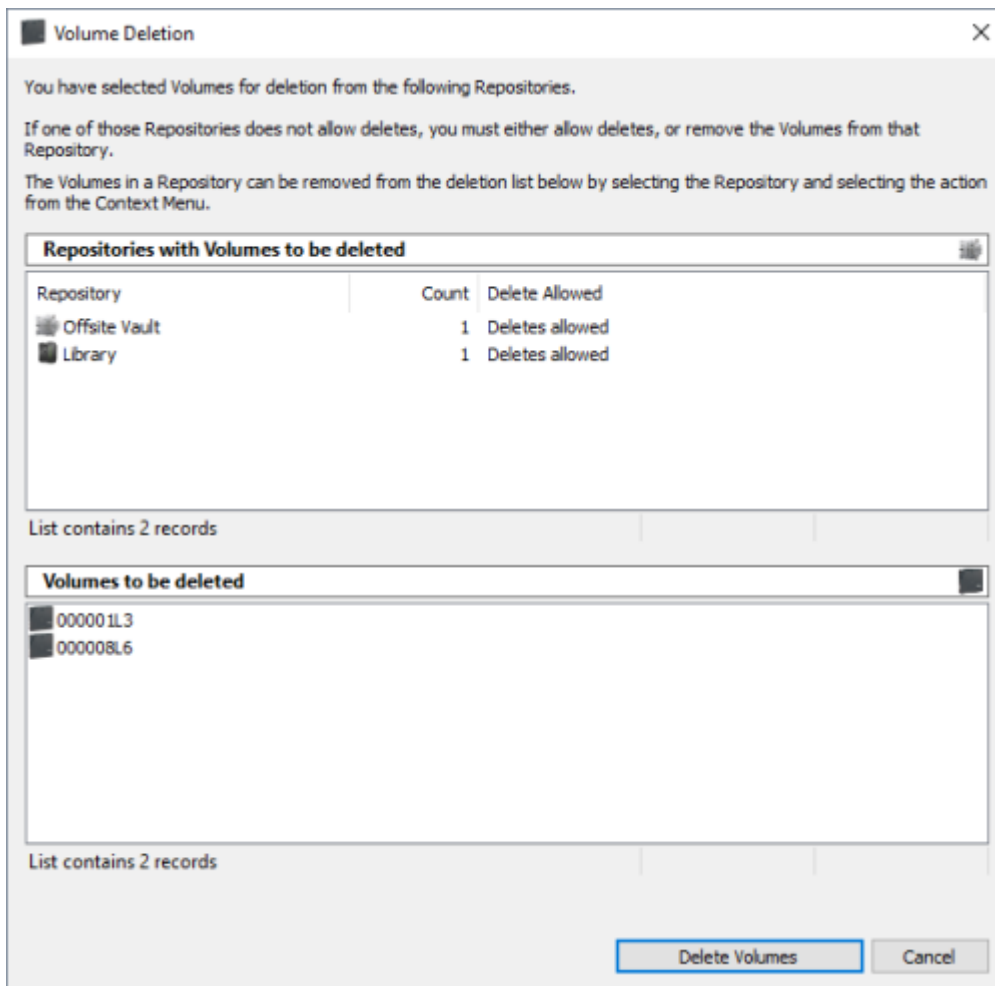
Select the required [Volume](#) , or range of [Volumes](#) from the inventory window you want to delete.

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.

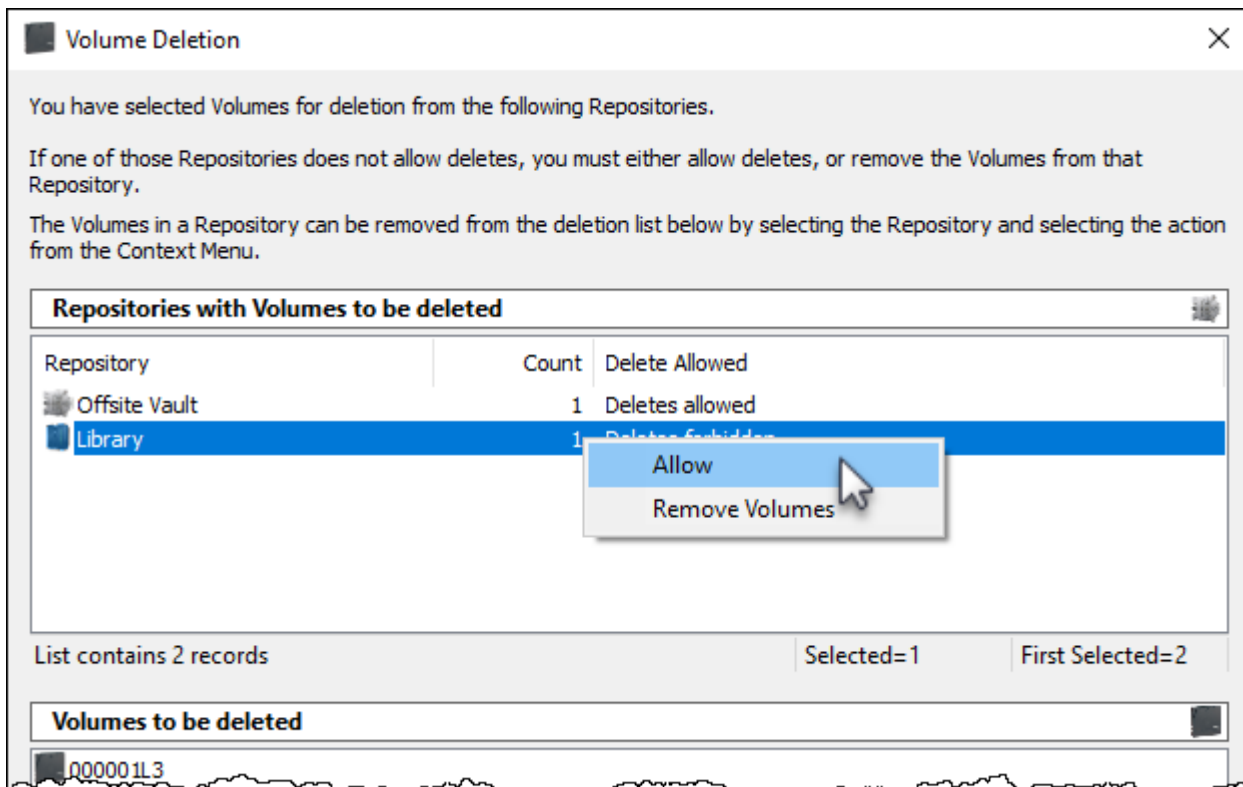
 If the **Volume Deletion** window is not displayed it is because you are running an outdated version of TapeMaster. Instructions to delete [Volumes](#) in older versions of TapeMaster can be found [here](#)



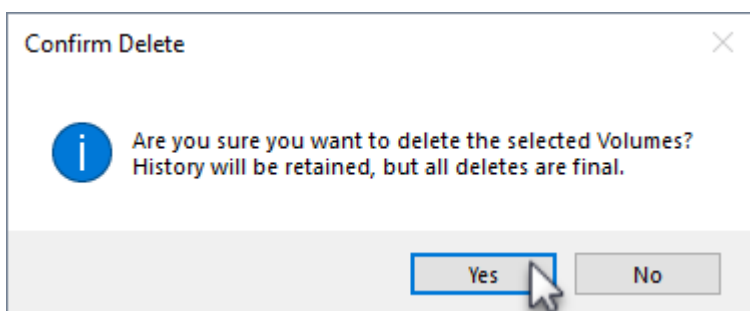
Each row in the top pane will, along with the [Repository Description](#) (or ID), list the number of [Volumes](#) for deletion and the delete status of either **Deletes Allowed** or **Deletes Forbidden**.

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.

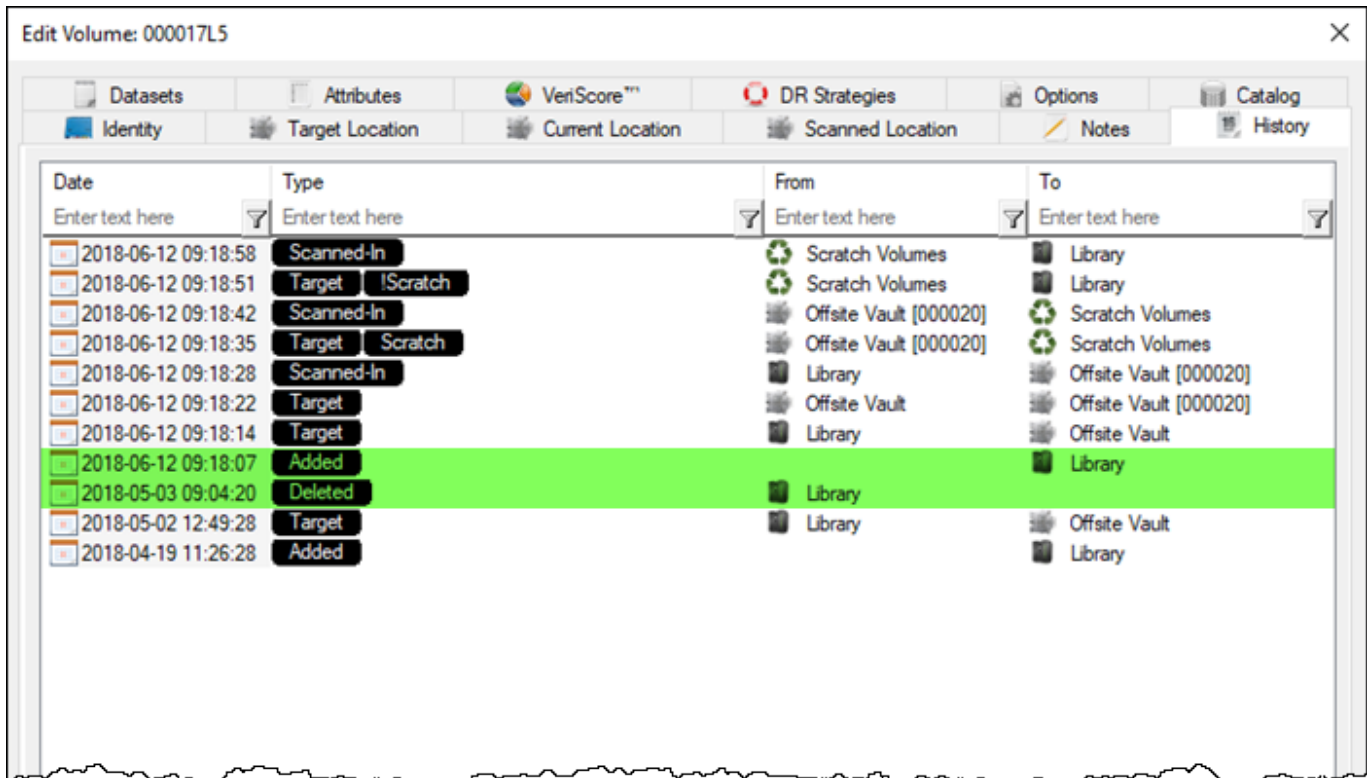


Click **Delete Volumes** and **Yes** to the delete confirmation to delete the **Volumes**.

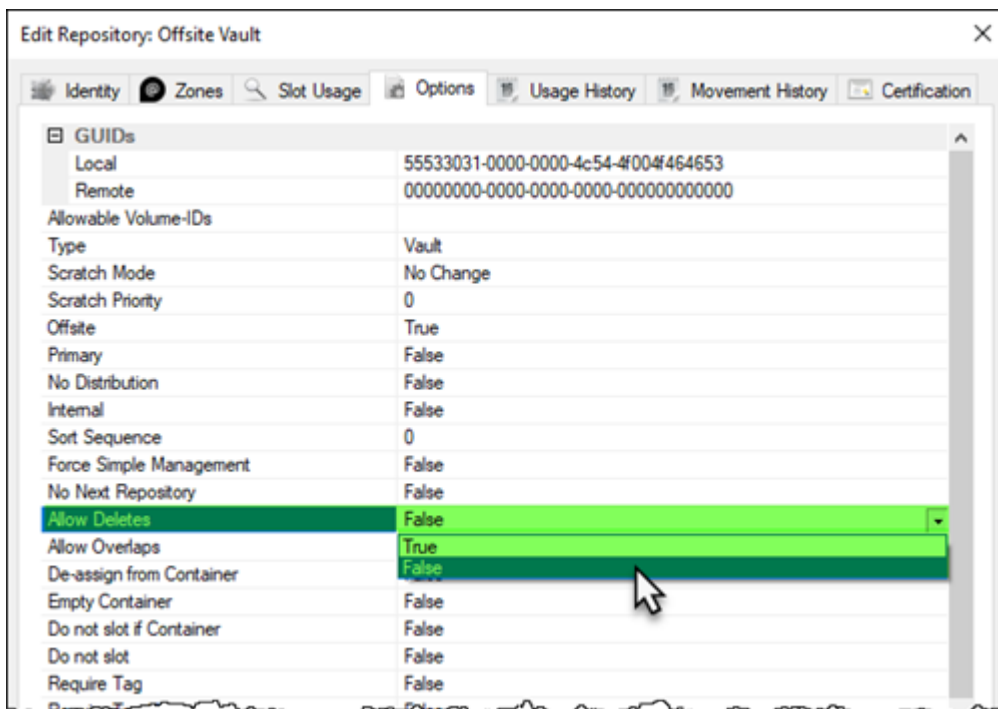


As deleting **Volumes** is permanent, clicking **No** to the delete confirmation is your last opportunity to cancel the delete function.

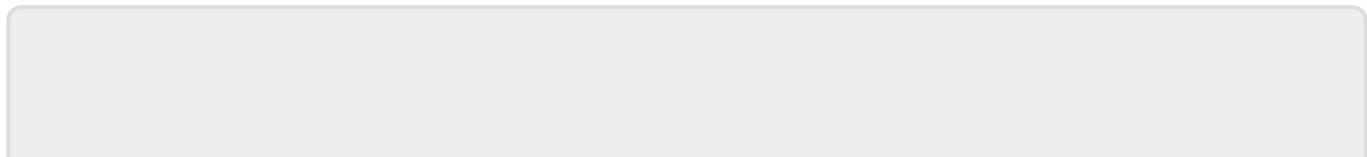
When a **Volume** is deleted its historical entries remain in the database. If a deleted **Volume** is added back into the database, all previous history records including when deleted and added back, are listed under that **Volumes History** tab.



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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<https://rtfm.tapetrack.com/> - **TapeTrack Documentation**

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