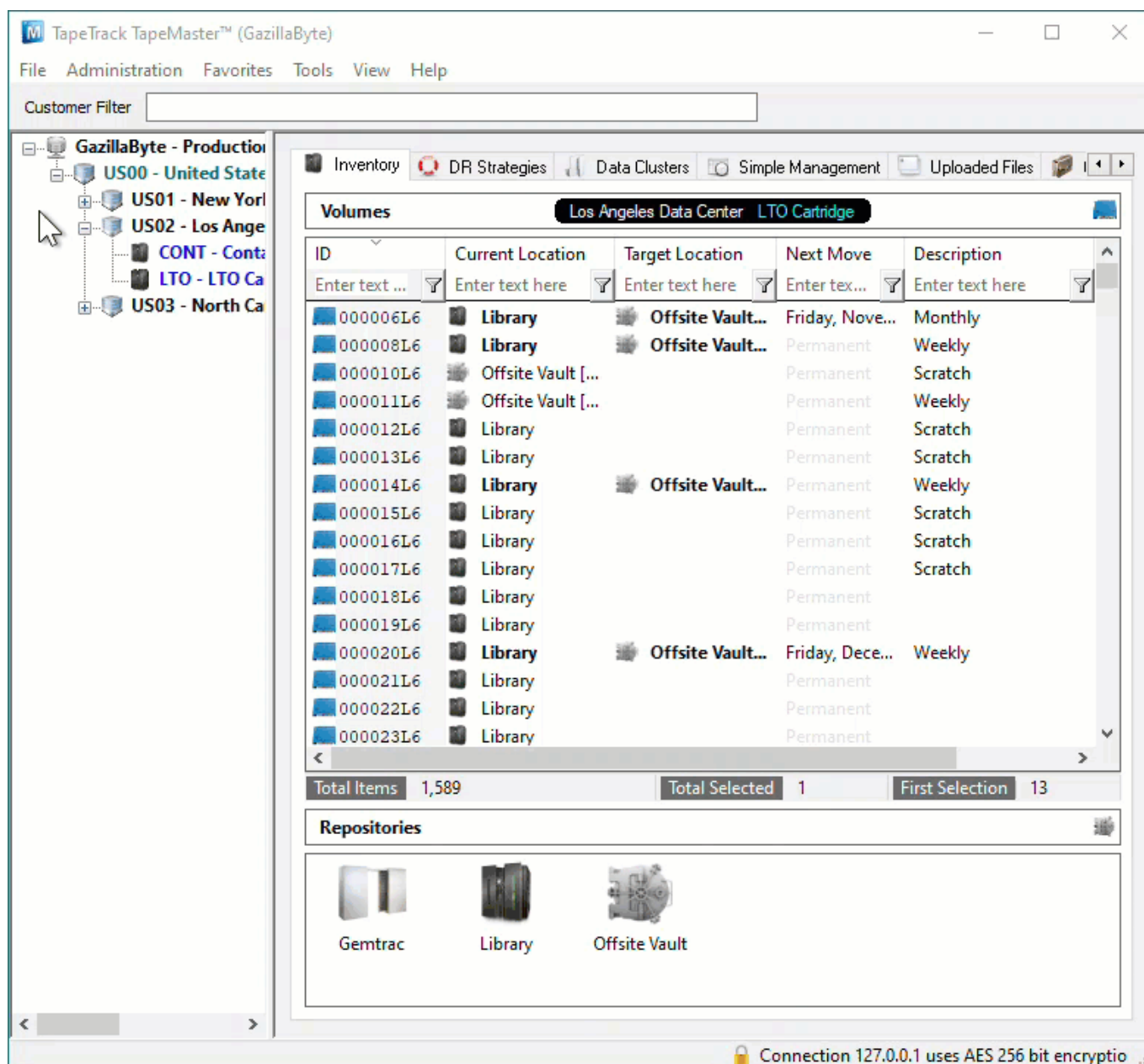


Adding and Maintaining Volumes

Adding Individual Volumes

To add a **Volume** either:

- Right-click on a **Media Type** and select Add Volume.



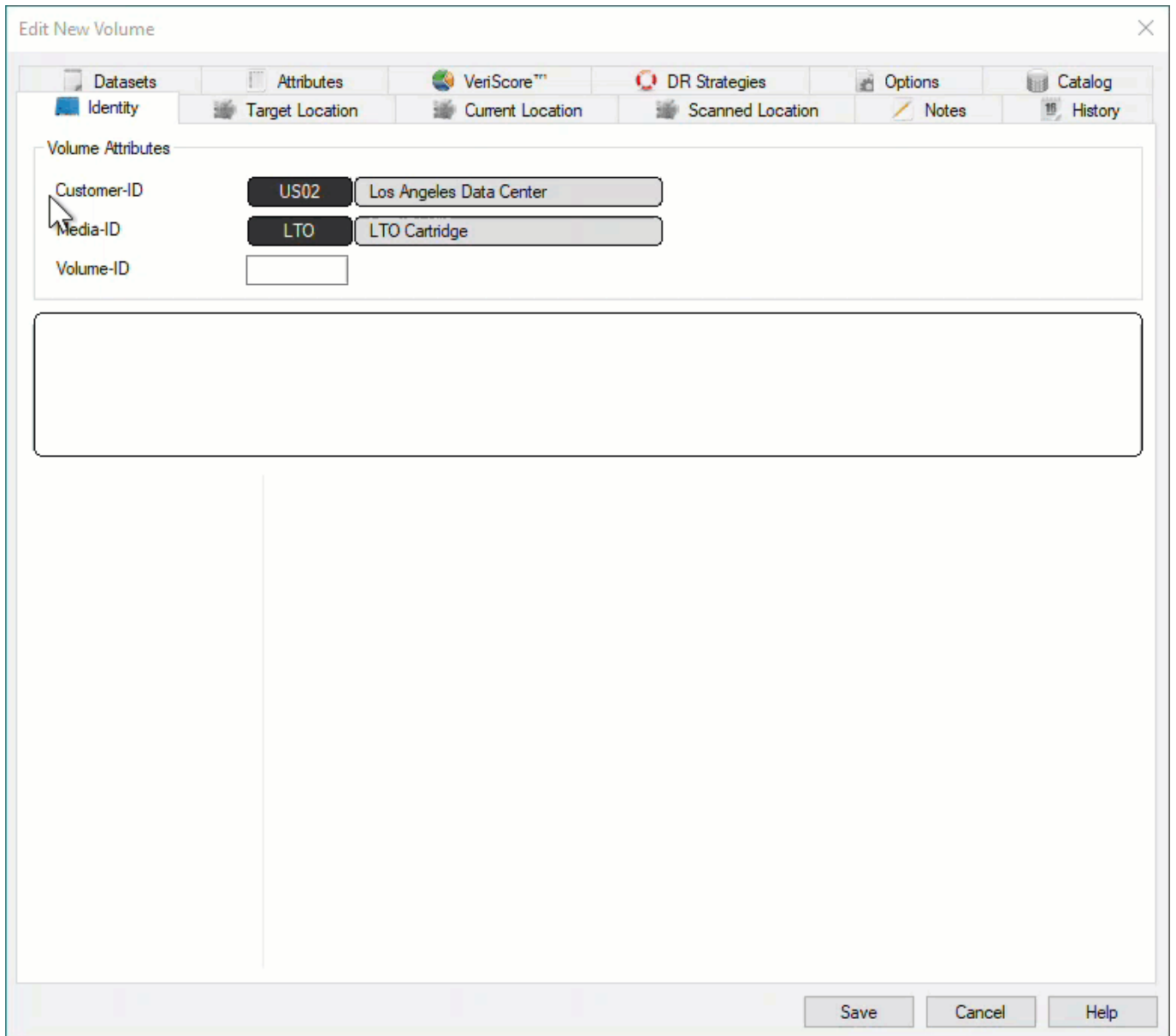
- Right-click in the Inventory window and select Add.



- 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.



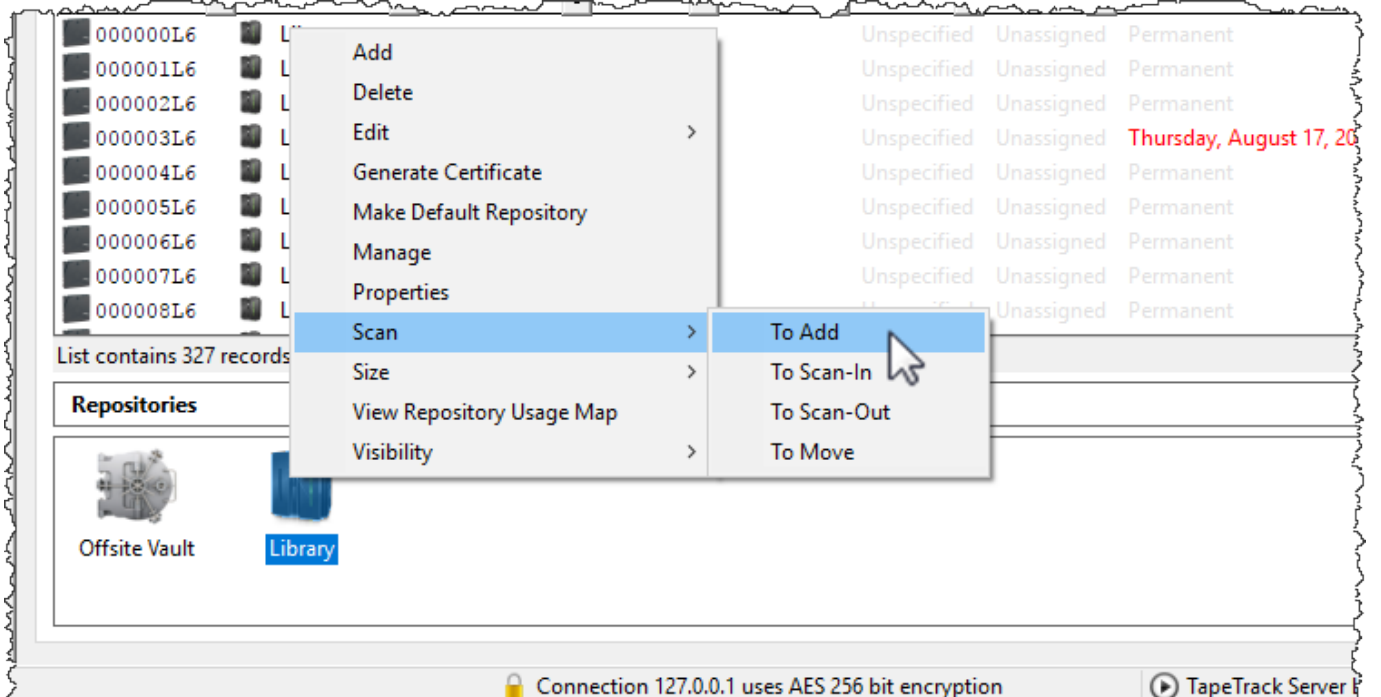
Click Save to add [Volume](#).

Adding Multiple 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.

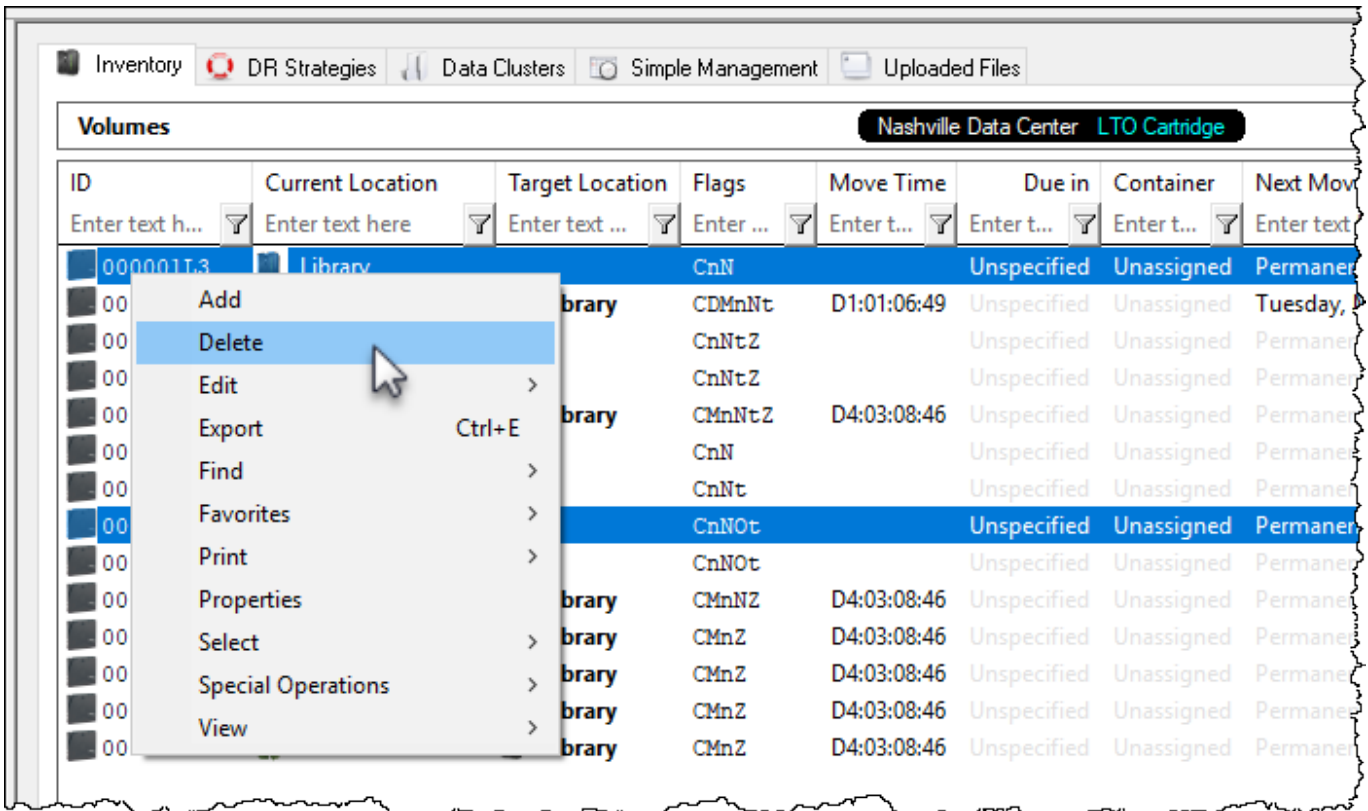


Deleting Volumes


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

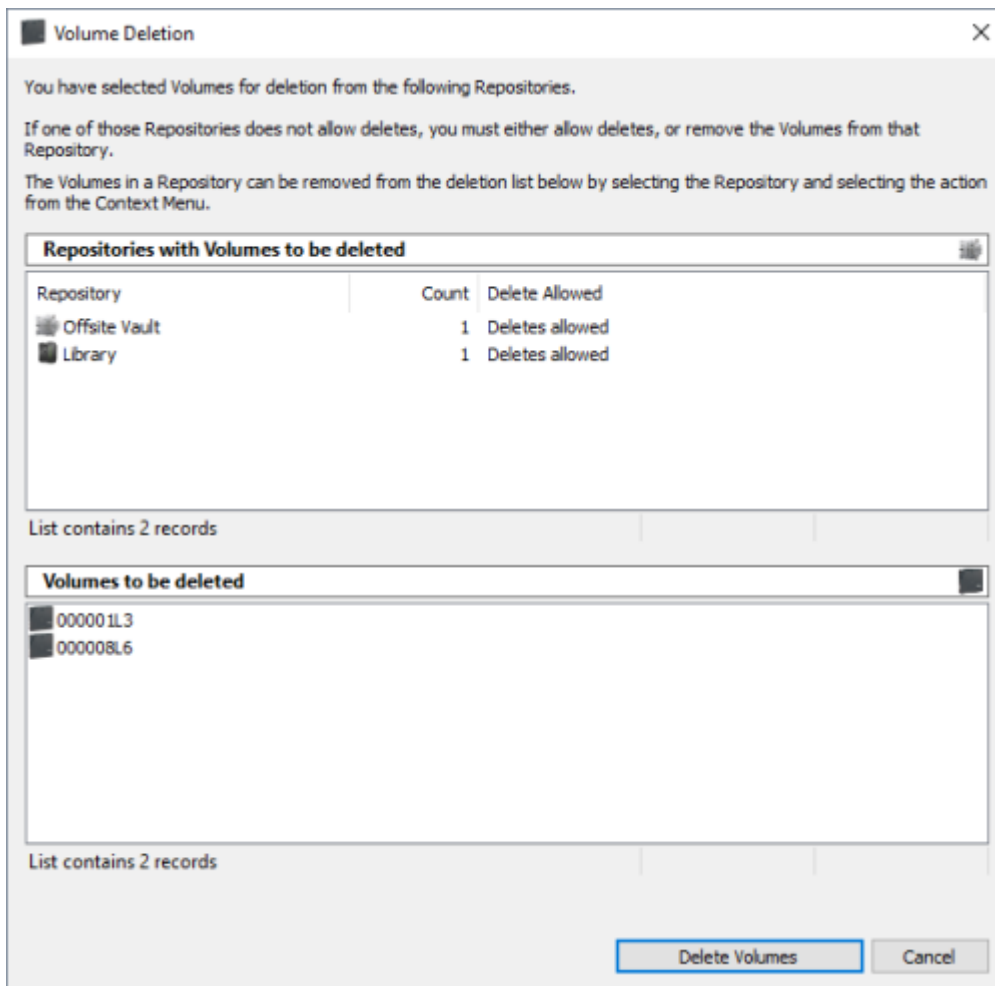
Select the required [Volume](#) , or range of [Volumes](#) from the inventory window you want to delete.

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.

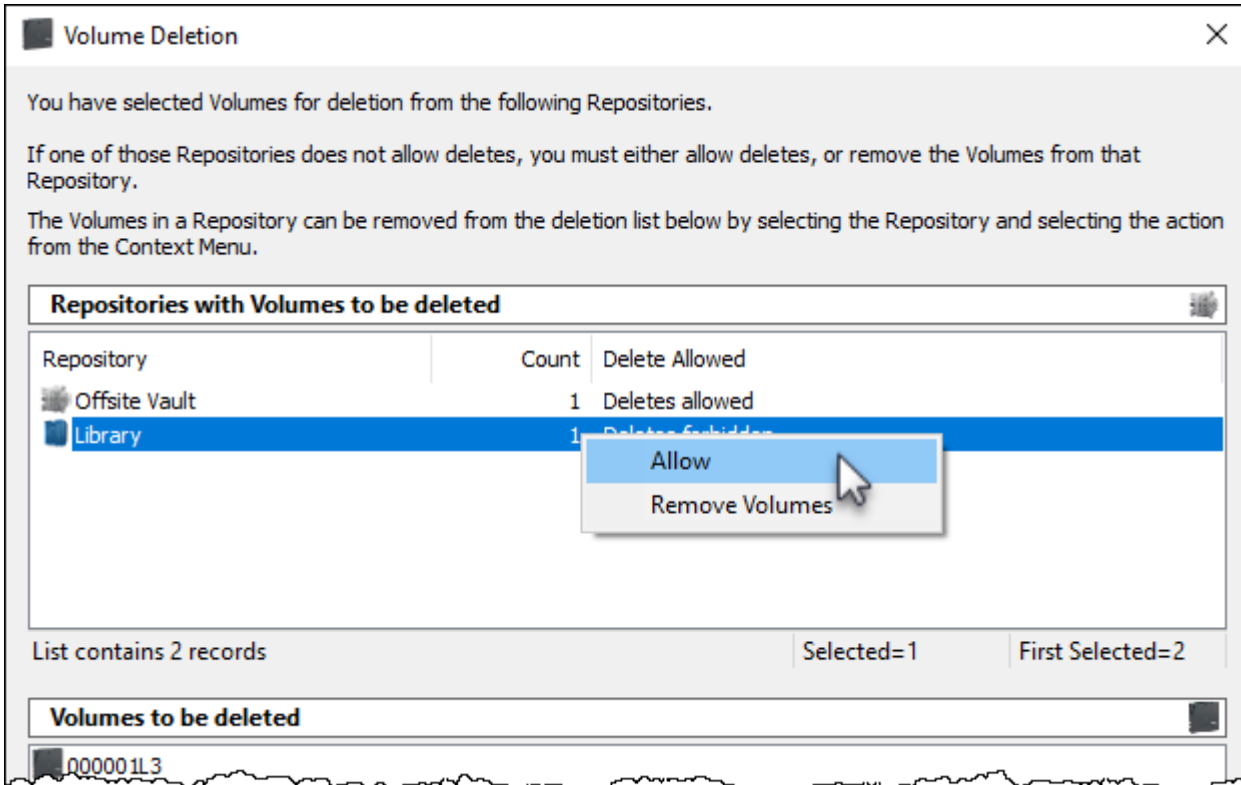
 If the **Volume Deletion** window is not displayed it is because you are running an outdated version of TapeMaster. Instructions to delete [Volumes](#) in older versions of TapeMaster can be found [here](#)



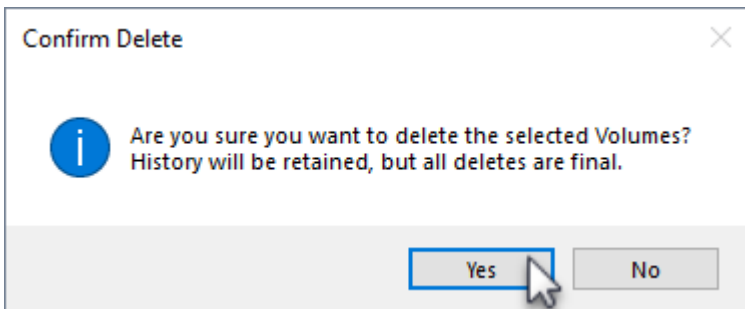
Each row in the top pane will, along with the [Repository Description](#) (or ID), list the number of [Volumes](#) for deletion and the delete status of either **Deletes Allowed** or **Deletes Forbidden**.

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.

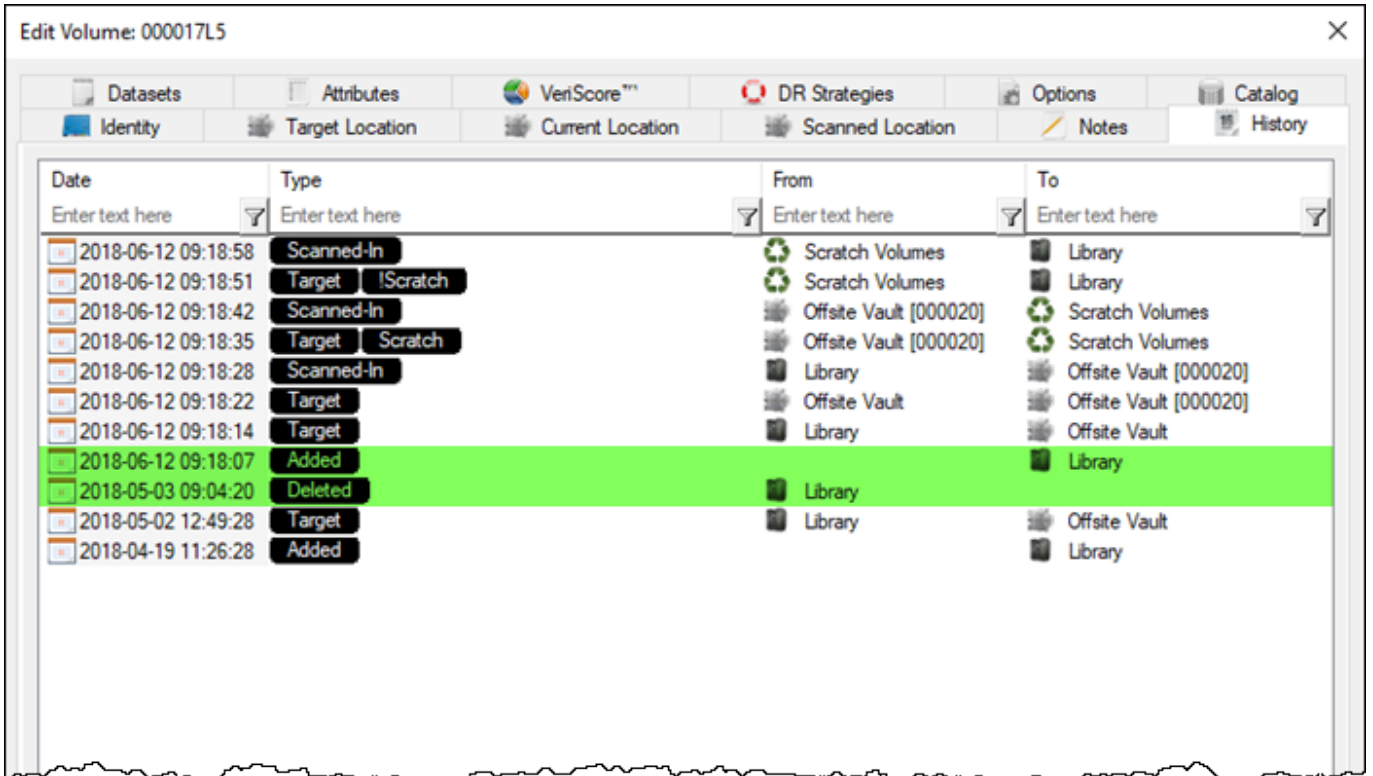


Click **Delete Volumes** and **Yes** to the delete confirmation to delete the **Volumes**.

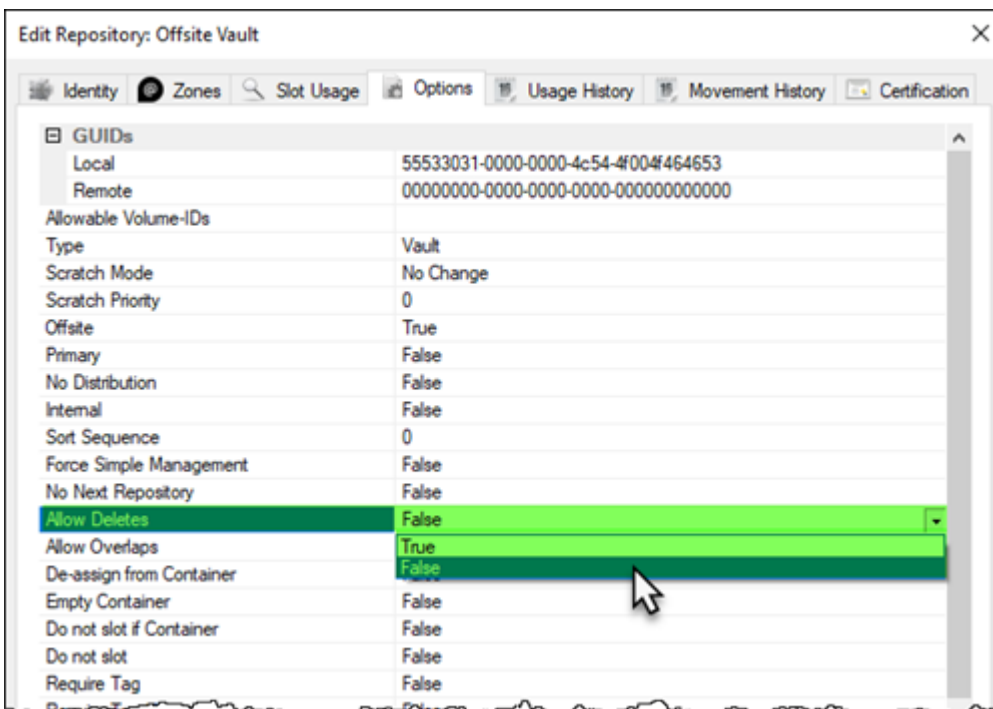


As deleting **Volumes** is permanent, clicking **No** to the delete confirmation is your last opportunity to cancel the delete function.

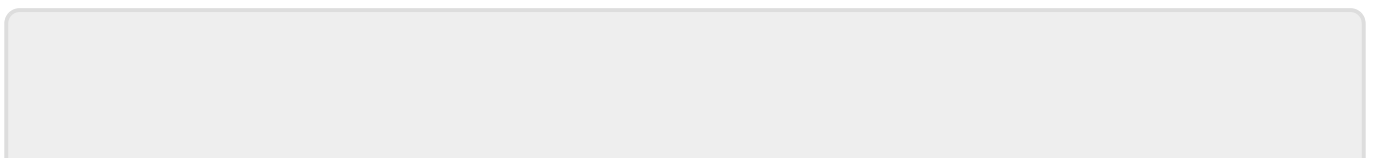
When a **Volume** is deleted its historical entries remain in the database. If a deleted **Volume** is added back into the database, all previous history records including when deleted and added back, are listed under that **Volumes History** tab.



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**

