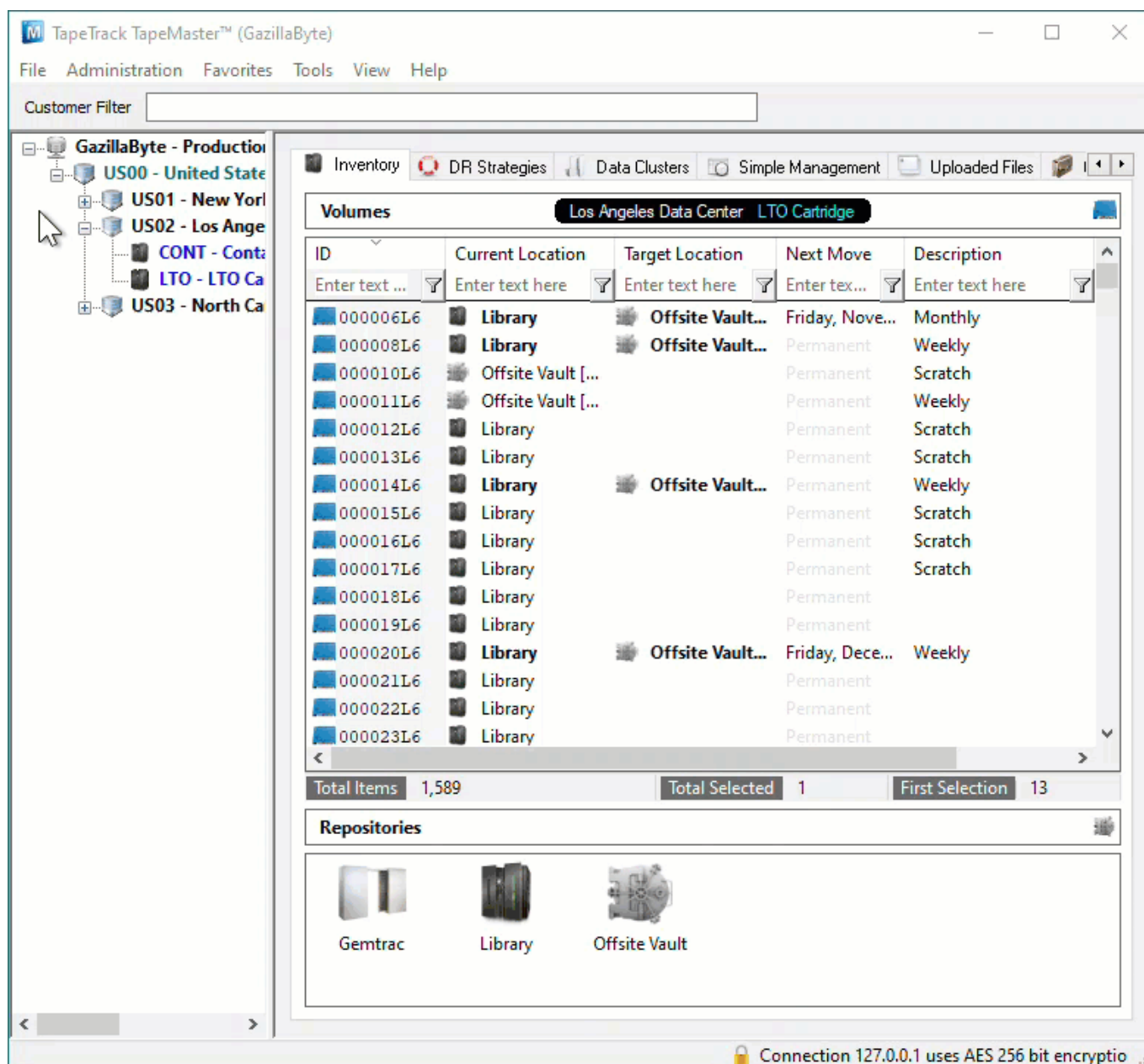


Adding and Maintaining Volumes

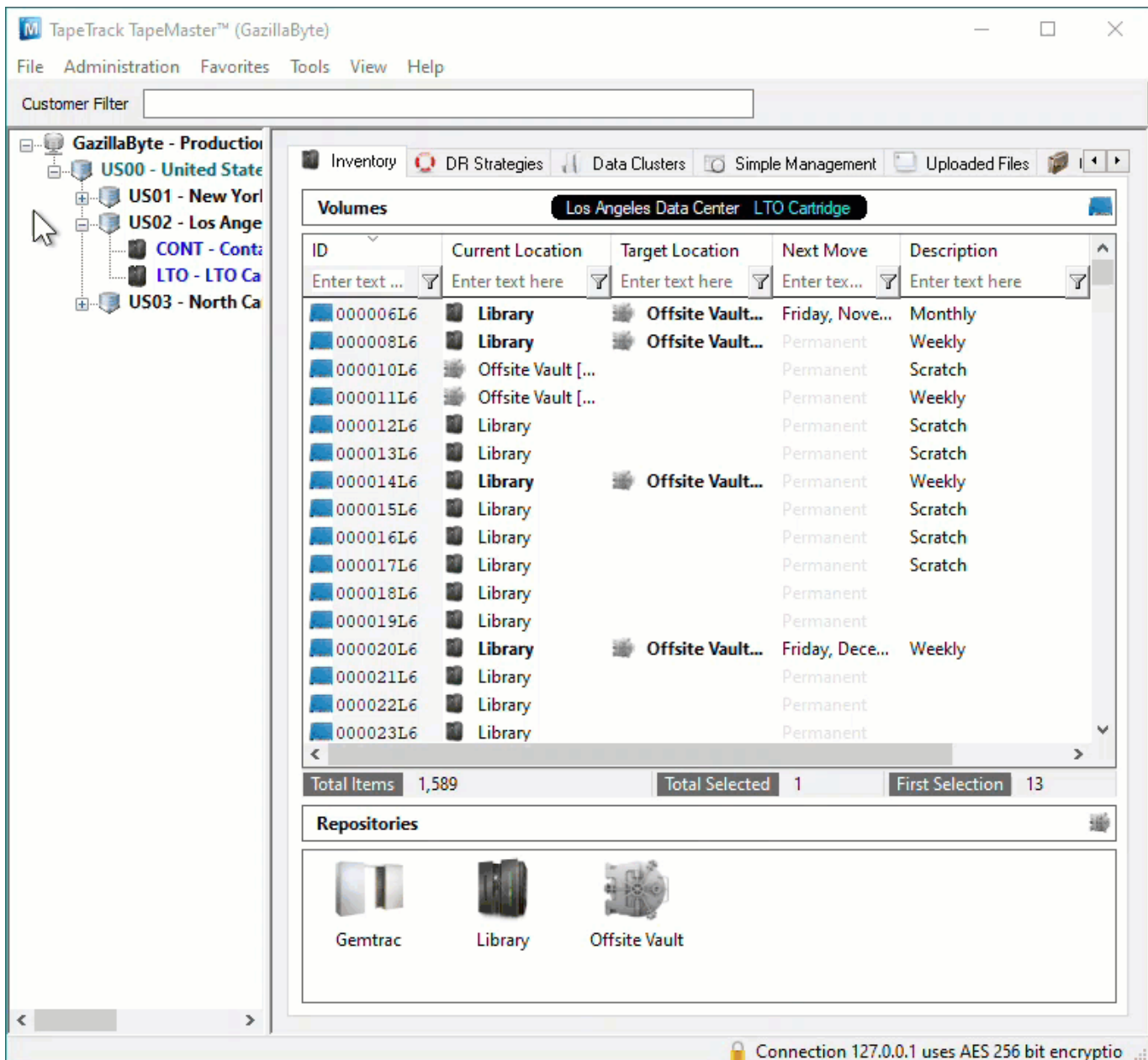
Adding Individual Volumes

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.

Volume Attributes

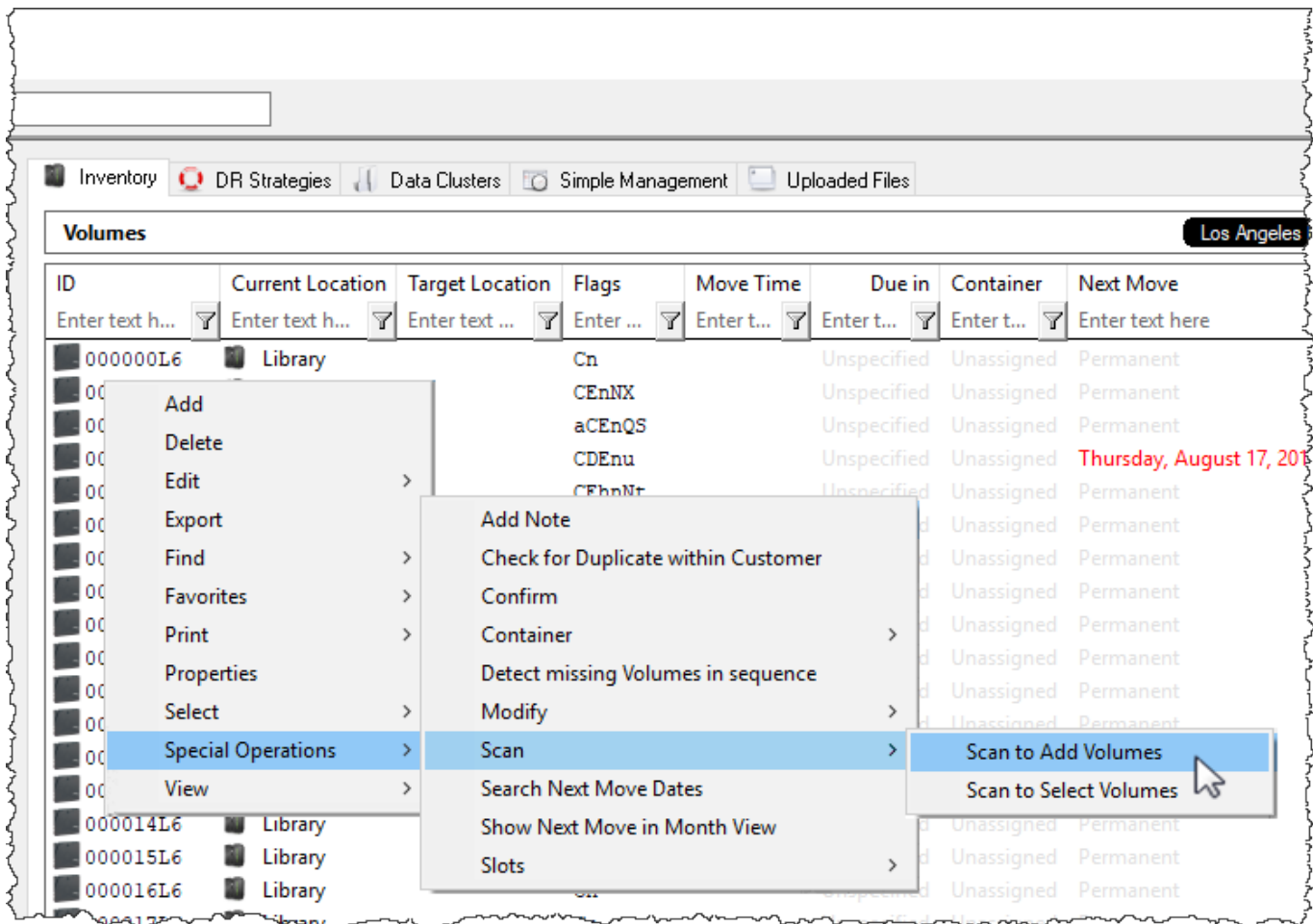
Customer-ID	US02	Los Angeles Data Center
Media-ID	LTO	LTO Cartridge
Volume-ID		

Save Cancel Help

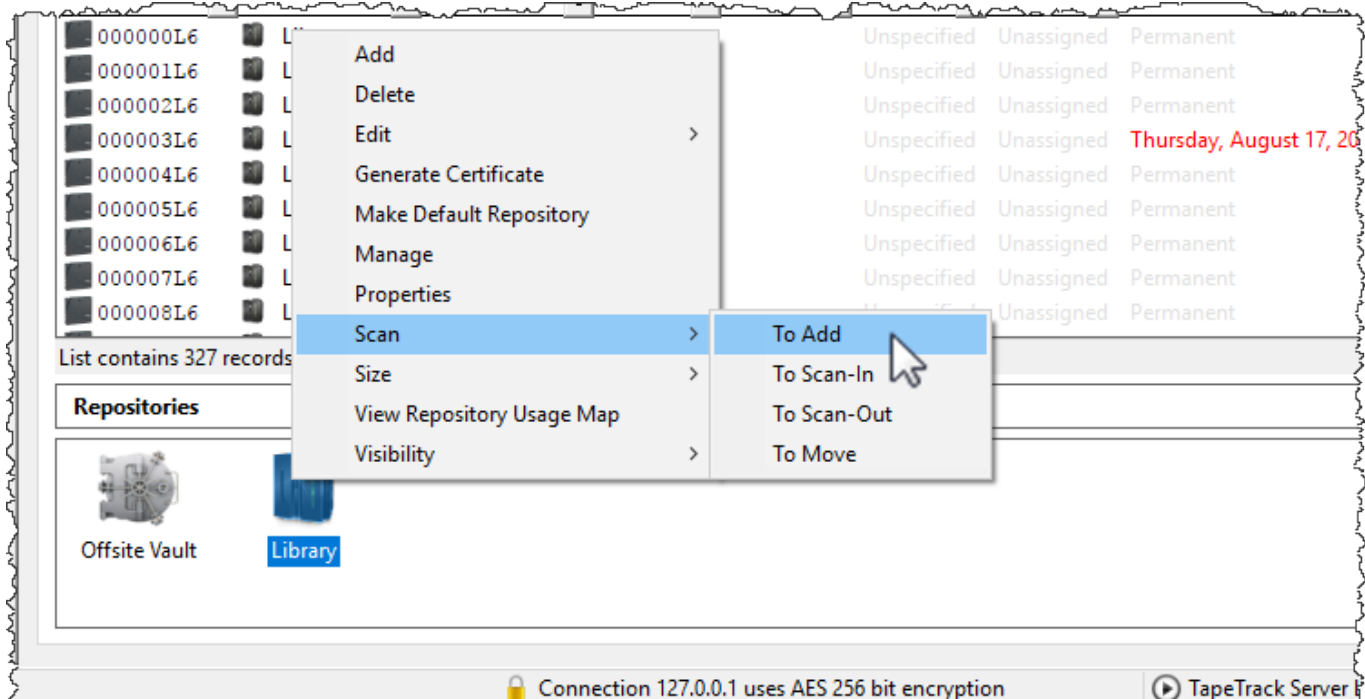
Click Save to add [Volume](#).

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.

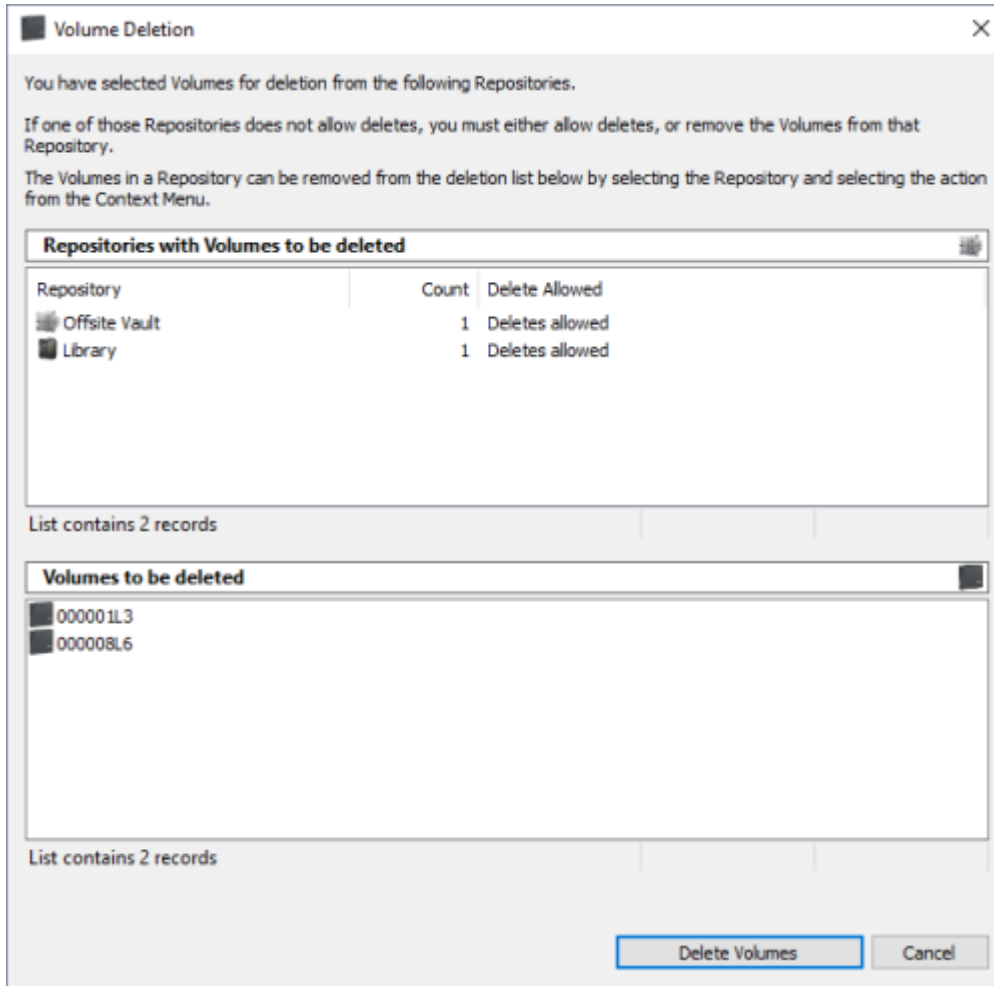
The screenshot shows the 'Volumes' window in TapeMaster. The window title is 'Nashville Data Center LTO Cartridge'. The table below shows a list of volumes with columns: ID, Current Location, Target Location, Flags, Move Time, Due in, Container, and Next Move. A context menu is open over the first row,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

ID	Current Location	Target Location	Flags	Move Time	Due in	Container	Next Move
000001T.3	Library		CnN		Unspecified	Unassigned	Permanen
00	Library		CDMnNt	D1:01:06:49	Unspecified	Unassigned	Tuesday,
00			CnNtZ		Unspecified	Unassigned	Permanen
00			CnNtZ		Unspecified	Unassigned	Permanen
00	Library		CMnNtZ	D4:03:08:46	Unspecified	Unassigned	Permanen
00			CnN		Unspecified	Unassigned	Permanen
00			CnNt		Unspecified	Unassigned	Permanen
00			CnNOT		Unspecified	Unassigned	Permanen
00			CnNOT		Unspecified	Unassigned	Permanen
00	Library		CMnNZ	D4:03:08:46	Unspecified	Unassigned	Permanen
00	Library		CMnZ	D4:03:08:46	Unspecified	Unassigned	Permanen
00	Library		CMnZ	D4:03:08:46	Unspecified	Unassigned	Permanen
00	Library		CMnZ	D4:03:08:46	Unspecified	Unassigned	Permanen
00	Library		CMnZ	D4:03:08:46	Unspecified	Unassigned	Permanen

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.



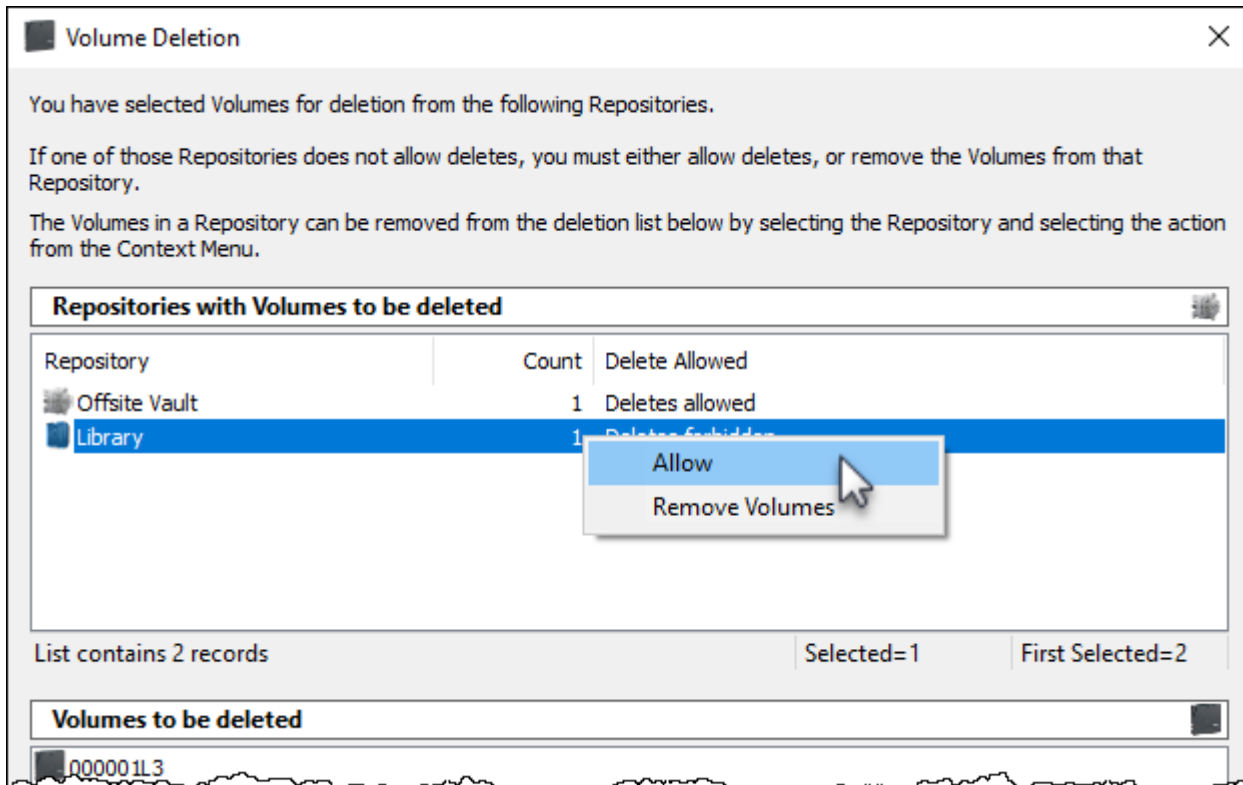
If the **Volume Deletion** window is not displayed it is because you are running an outdated version of TapeMaster. Instructions to delete [Volumes](#) in older versions of TapeMaster can be found [here](#)



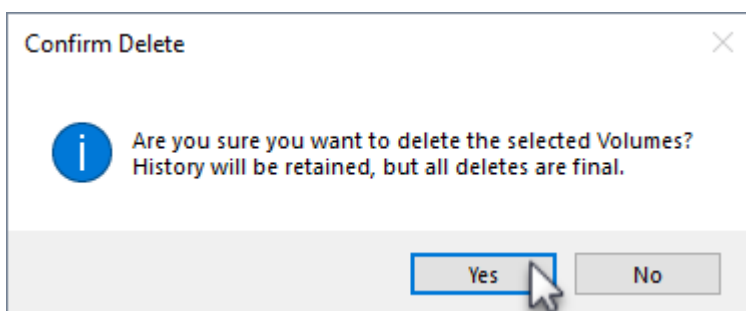
Each row in the top pane will, along with the [Repository Description](#) (or ID), list the number of [Volumes](#) for deletion and the delete status of either **Deletes Allowed** or **Deletes Forbidden**.

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.

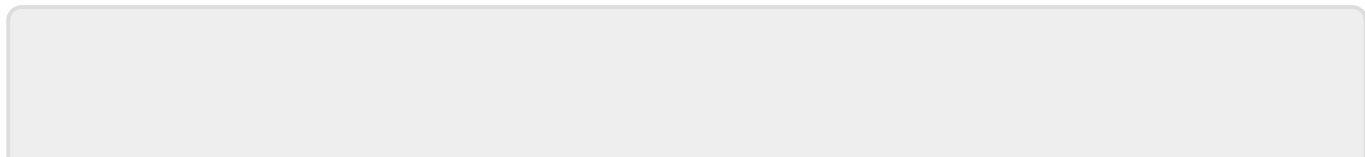
When a **Volume** is deleted its historical entries remain in the database. If a deleted **Volume** is added back into the database, all previous history records including when deleted and added back, are listed under that **Volumes History** tab.

Date	Type	From	To
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
2018-05-03 09:04:20	Deleted	Library	
2018-05-02 12:49:28	Target	Library	Offsite Vault
2018-04-19 11:26:28	Added		Library

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**.

Property	Value
Local GUID	55533031-0000-0000-4c54-4f004f464653
Remote GUID	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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