

# 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 content area is divided into several sections:

- Inventory:** Shows a tree view on the left with folders like "GazillaByte - Production", "US00 - United State", "US01 - New York", "US02 - Los Angeles", "CONT - Cont...", "LTO - LTO Ca", and "US03 - North Ca".
- Volumes Table:** A table with columns: ID, Current Location, Target Location, Next Move, and Description. The table is filtered for "Los Angeles Data Center" and "LTO Cartridge". It lists 24 volumes with their respective IDs, locations (Library or Offsite Vault), next move dates, and descriptions (Monthly, Weekly, Scratch, Permanent).
- Summary:** Shows "Total Items: 1,589", "Total Selected: 1", and "First Selection: 13".
- Repositories:** A section showing three repository types: Gemtrac, Library, and Offsite Vault, each with a corresponding icon.

At the bottom 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.

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

Adding multiple Volumes can be accomplished using several different methods.

- Scanning Volumes using the Scan To Add process, best suited to adding small groups of Volumes with a scanner, keyboard or [GazillaByte CloudScan App](#).
- Pasting in Volumes from Windows Clipboard or file, best suited to adding new Volumes from emailed or file lists of Volume-ID's.
- [Importing Volumes from Excel file](#), best suited to adding Volumes and additional data from Excel sheets.
- Creating Volumes using the [Volume-ID Building](#) tool, .
- Importing Volumes from your Backup Software with TMSS10Sync.
  - [Backup Exec](#)
  - [Commvault](#)
  - [Data Protector](#)

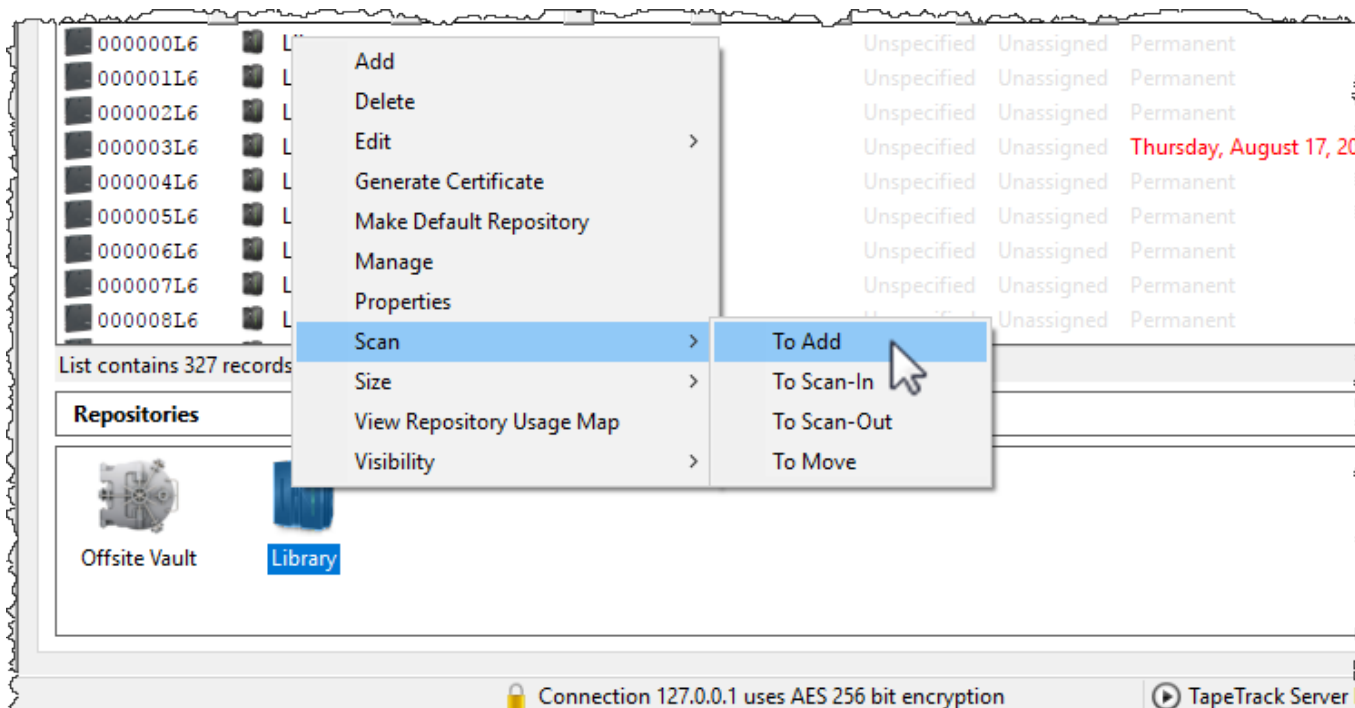
- [Netbackup](#)
- [Networker](#)
- [Tivoli Storage Manager](#)
- [VEEAM](#)

## Scan To Add

To add [Volumes](#) to your default [Repository](#) (or Initial [Repository](#) if no default is set) right-click in the Volume List, navigate to Special Operations, and select Scan → Scan to Add Volumes to open the Scan In window.

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.

Scan your Volume Barcodes using a Barcode scanner to add [Volumes](#) to TapeTrack.

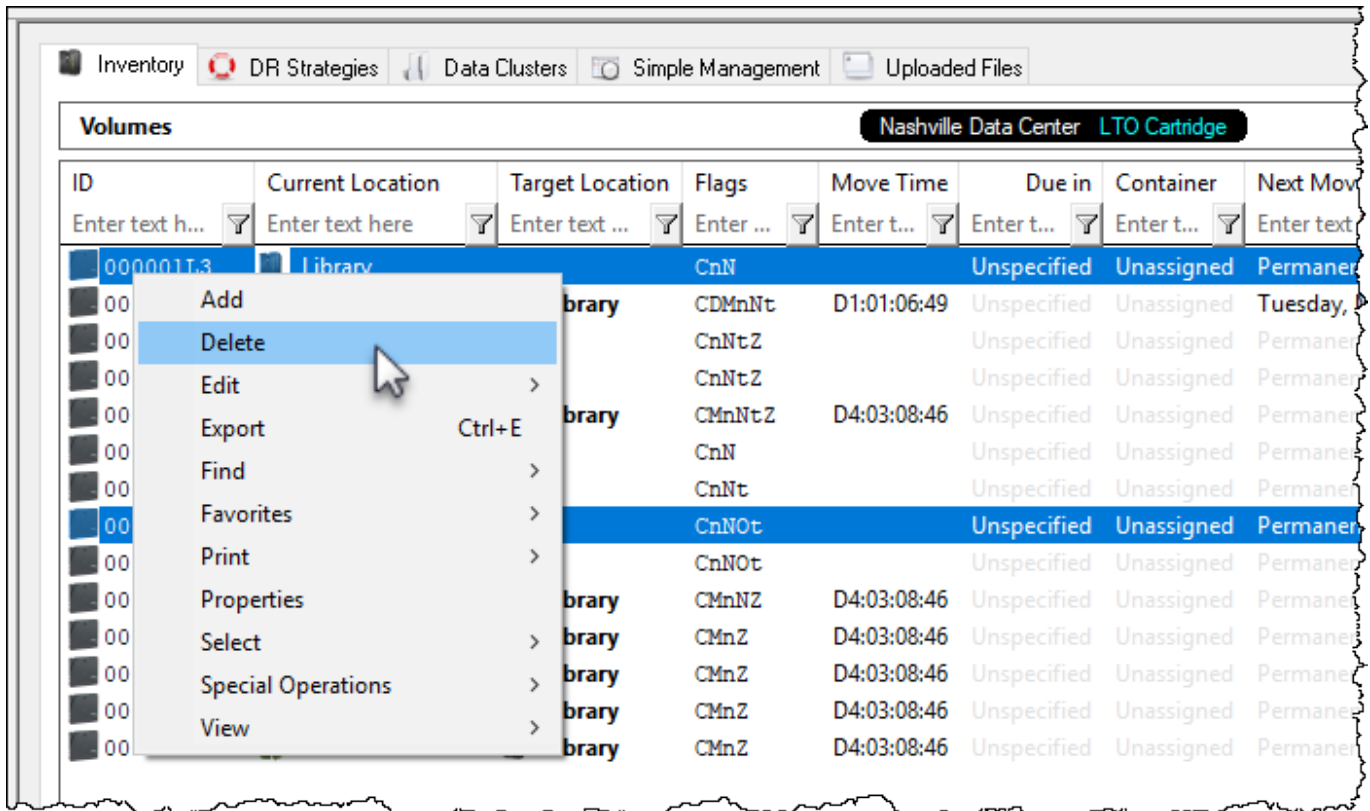


## Deleting Volumes

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

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

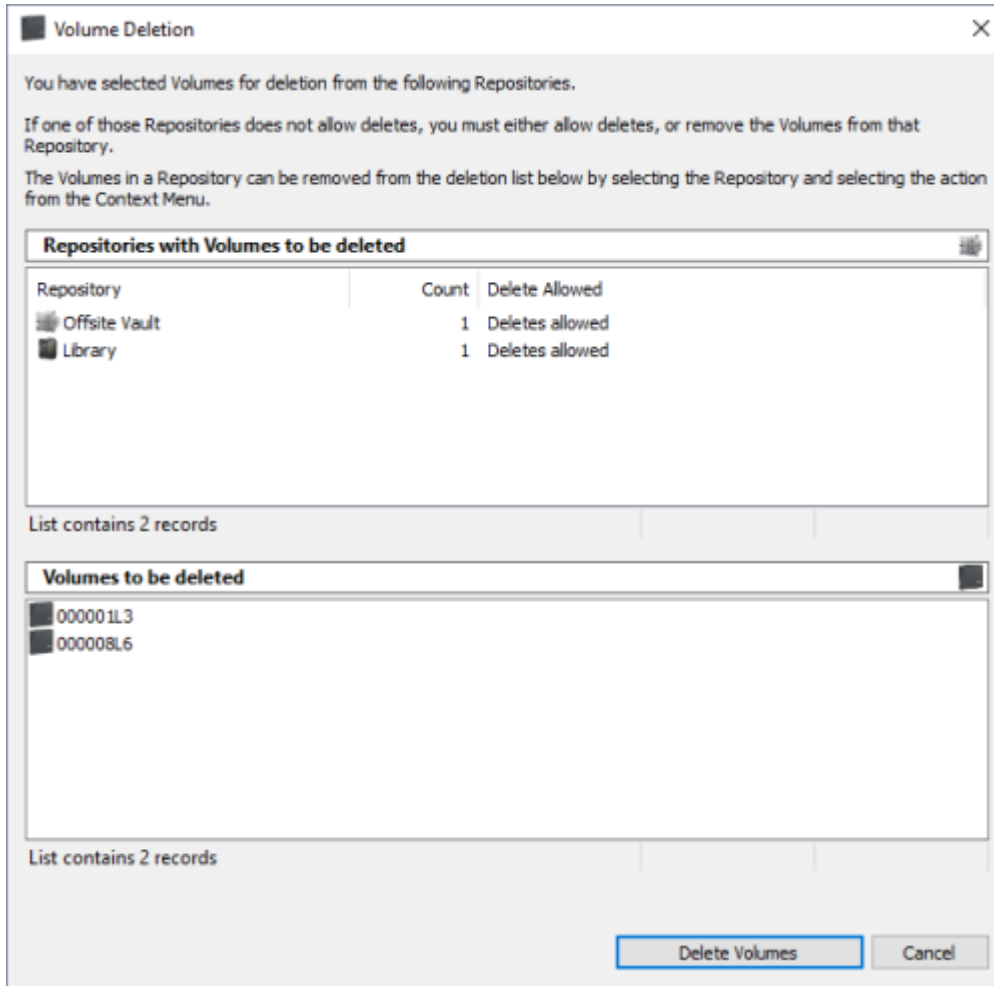
Right-click highlighted [Volumes](#) and select Delete, or press Delete (DEL) on the keyboard.



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.



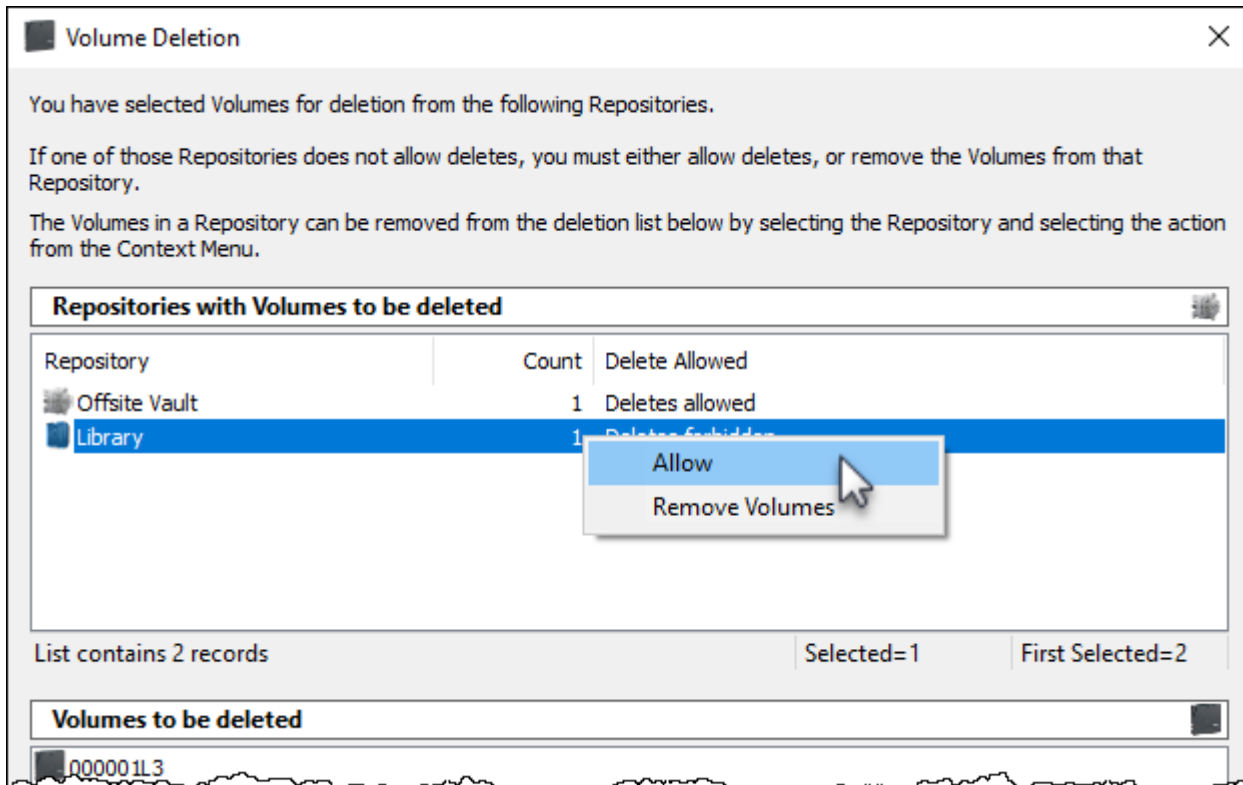
If the **Volume Deletion** window is not displayed it is because you are running an outdated version of TapeMaster. Instructions to delete **Volumes** in older versions of TapeMaster can be found [here](#)



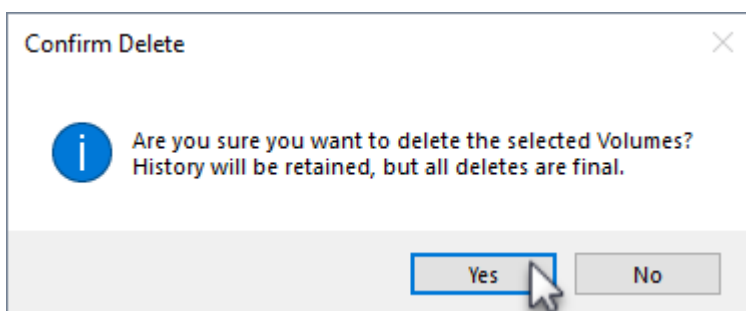
Each row in the top pane will, along with the [Repository Description](#) (or ID), list the number of [Volumes](#) for deletion and the delete status of either **Deletes Allowed** or **Deletes Forbidden**.

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.

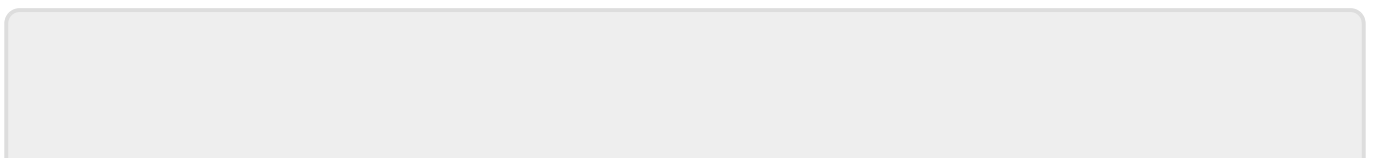
When a **Volume** is deleted its historical entries remain in the database. If a deleted **Volume** is added back into the database, all previous history records including when deleted and added back, are listed under that **Volumes History** tab.

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	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
<b>Allow Deletes</b>	<b>False</b>
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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<https://rtfm.tapetrack.com/> - **TapeTrack Documentation**

Permanent link:

<https://rtfm.tapetrack.com/master/volumes?rev=1627956973>

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