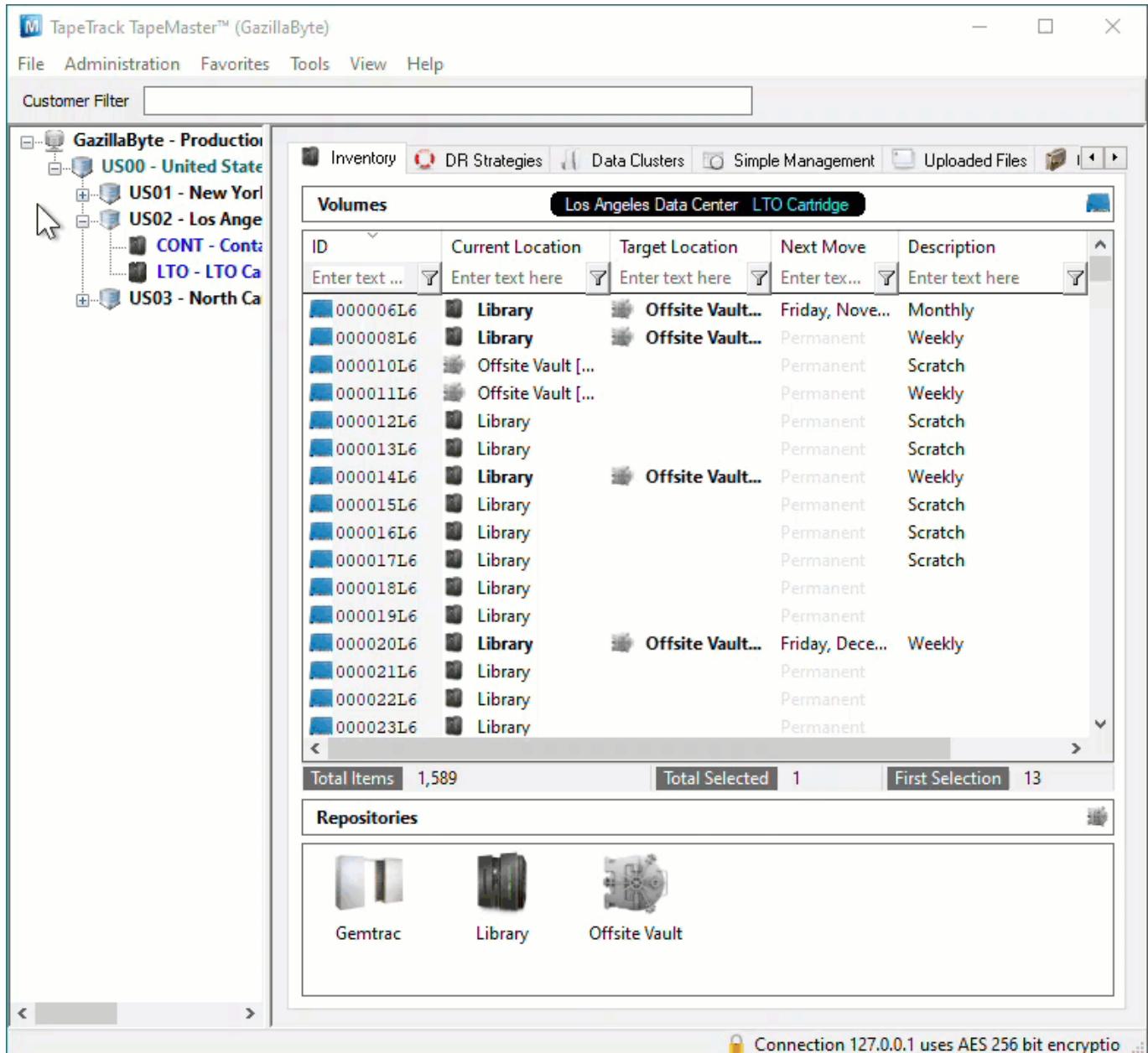


Adding and Maintaining Volumes

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) software interface. The left pane displays a tree view of storage locations: 'GazillaByte - Production' with branches for 'US00 - United States' (containing 'US01 - New York', 'US02 - Los Angeles', 'CONT - Contingency', and 'LTO - LTO Cartridges'), and 'US03 - North Carolina'. The right pane has tabs for 'Inventory', 'DR Strategies', 'Data Clusters', 'Simple Management', 'Uploaded Files', and a toolbar. The 'Inventory' tab is active, showing the 'Volumes' table. The table has columns: ID, Current Location, Target Location, Next Move, and Description. The 'Target Location' column contains entries like 'Offsite Vault...', 'Library', and 'Offsite Vault...'. The 'Description' column includes entries such as 'Monthly', 'Weekly', 'Scratch', and 'Permanent'. Below the table, status bars show 'Total Items 1,589', 'Total Selected 1', and 'First Selection 13'. The 'Repositories' tab is also visible, showing icons for 'Gemtrac', 'Library', and 'Offsite Vault'.

ID	Current Location	Target Location	Next Move	Description
000006L6	Library	Offsite Vault...	Friday, Nov...	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, Decem...	Weekly
000021L6	Library		Permanent	
000022L6	Library		Permanent	
000023L6	Library		Permanent	

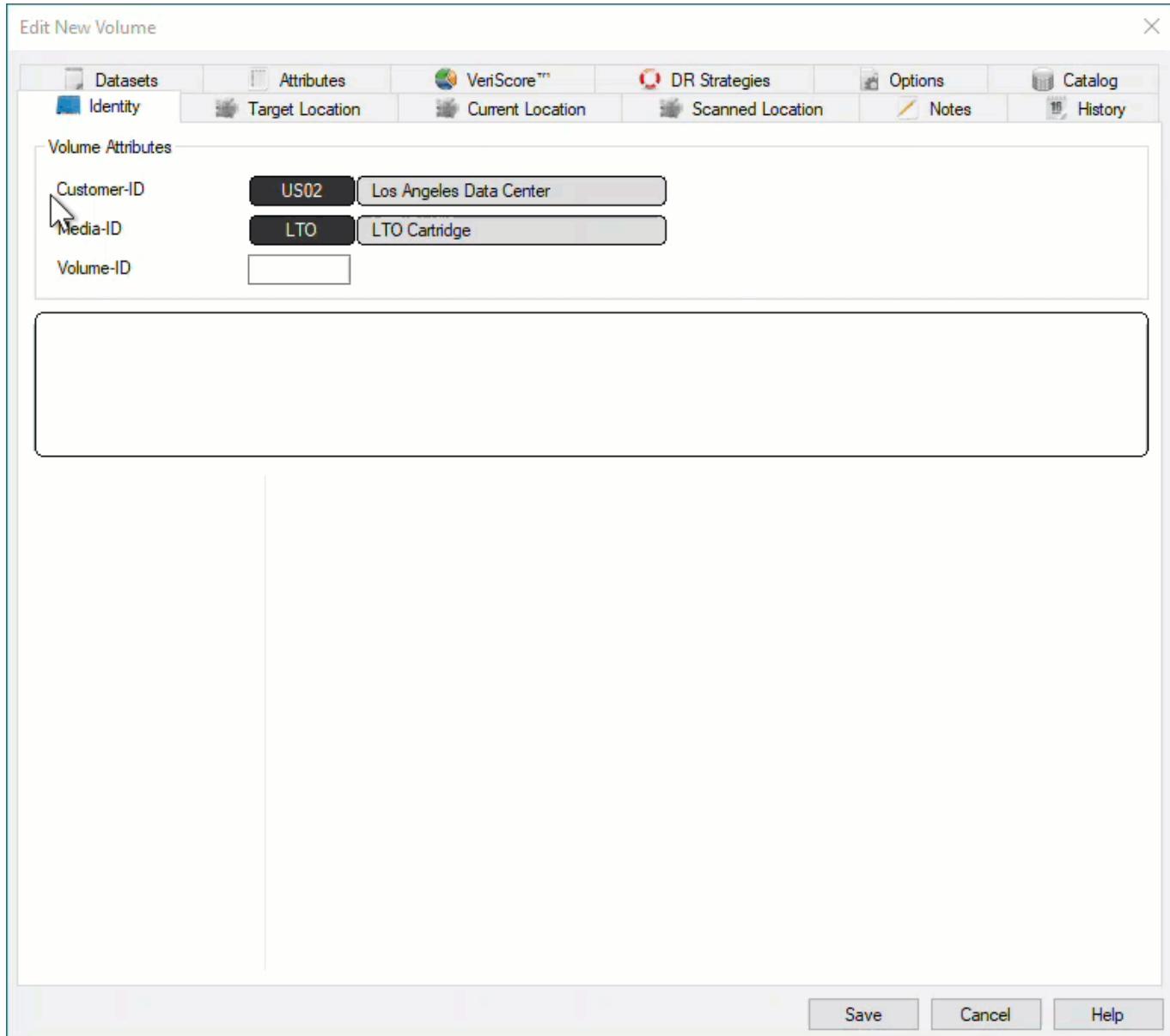
- Right-click in the Inventory window and select [Add](#).

ID	Current Location	Target Location	Next Move	Description
000006L6	Library	Offsite Vault...	Friday, Novem...	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, Decem...	Weekly
000021L6	Library		Permanent	
000022L6	Library		Permanent	
000023L6	Library		Permanent	

- 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

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](#)

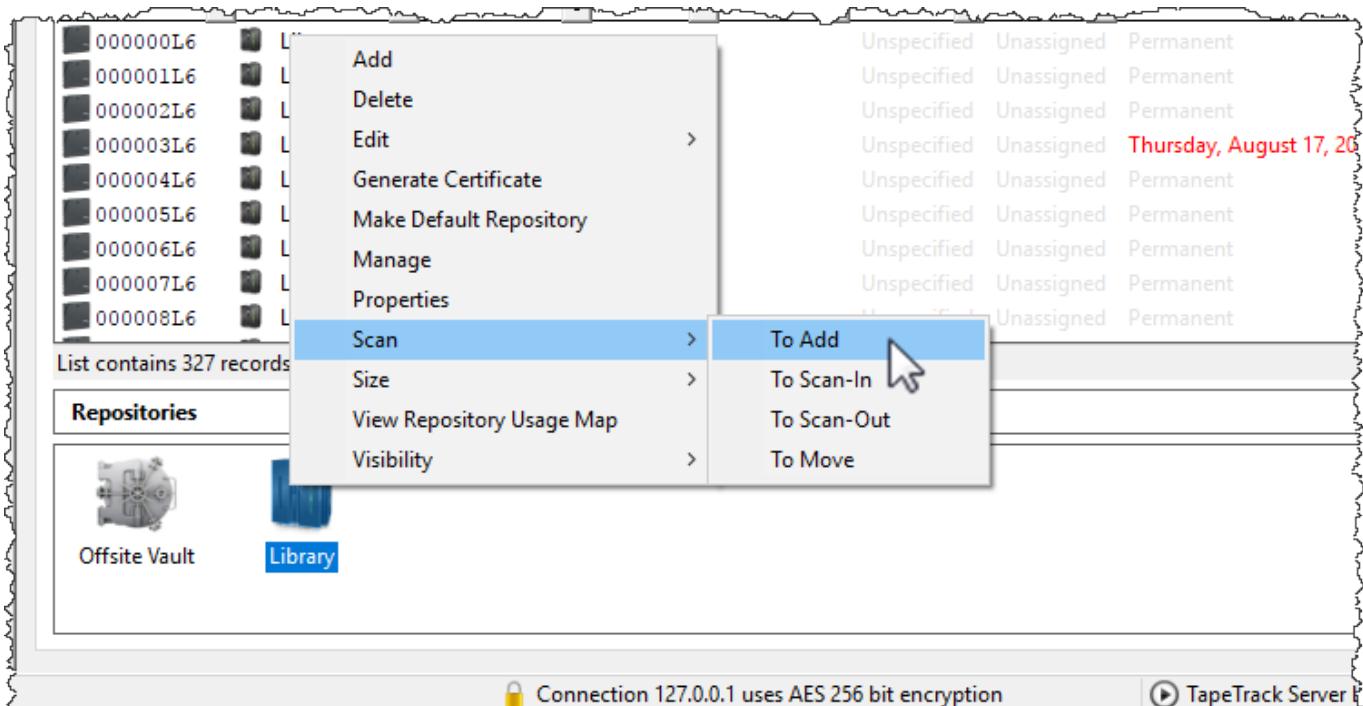
- [Netbackup](#)
- [Networker](#)
- [Tivoli Storage Manager](#)
- [VEEAM](#)

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.



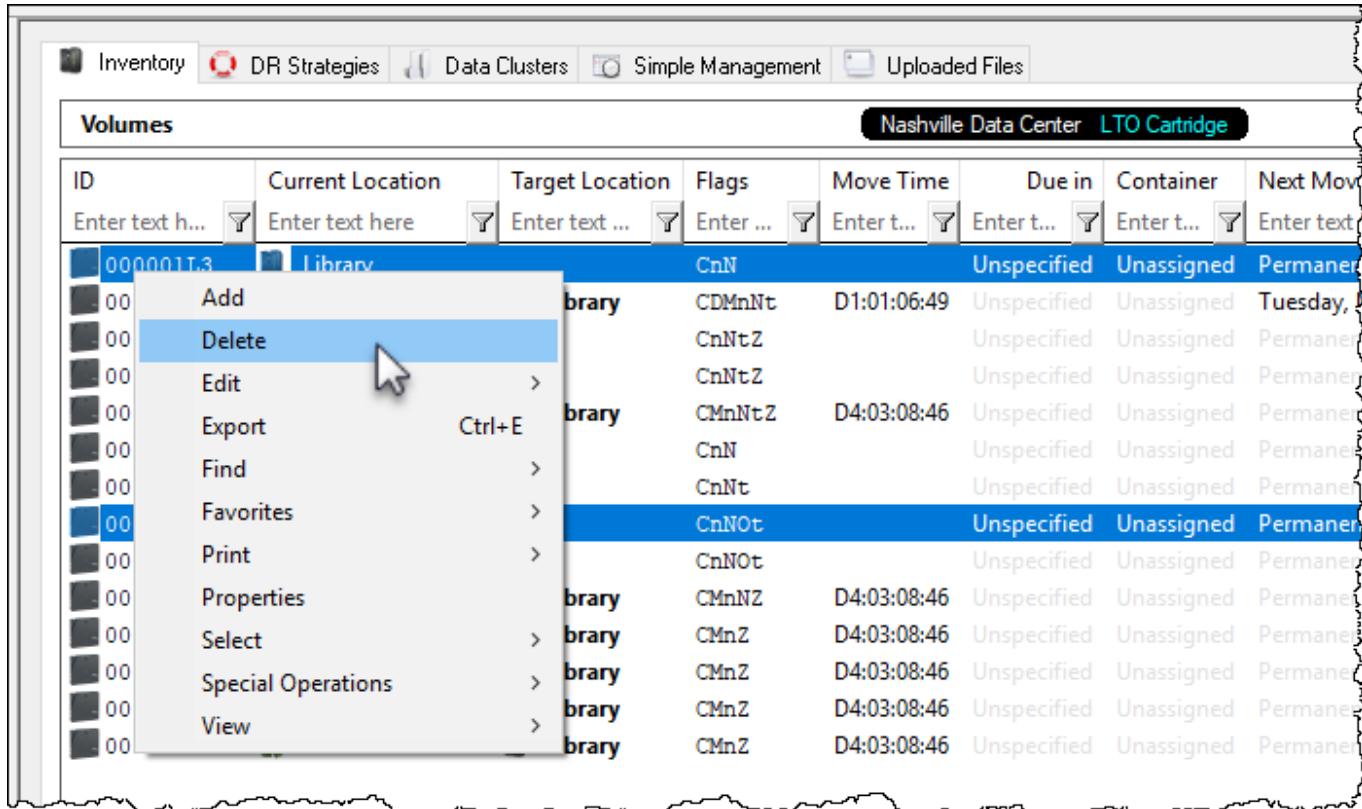
Deleting Volumes



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.

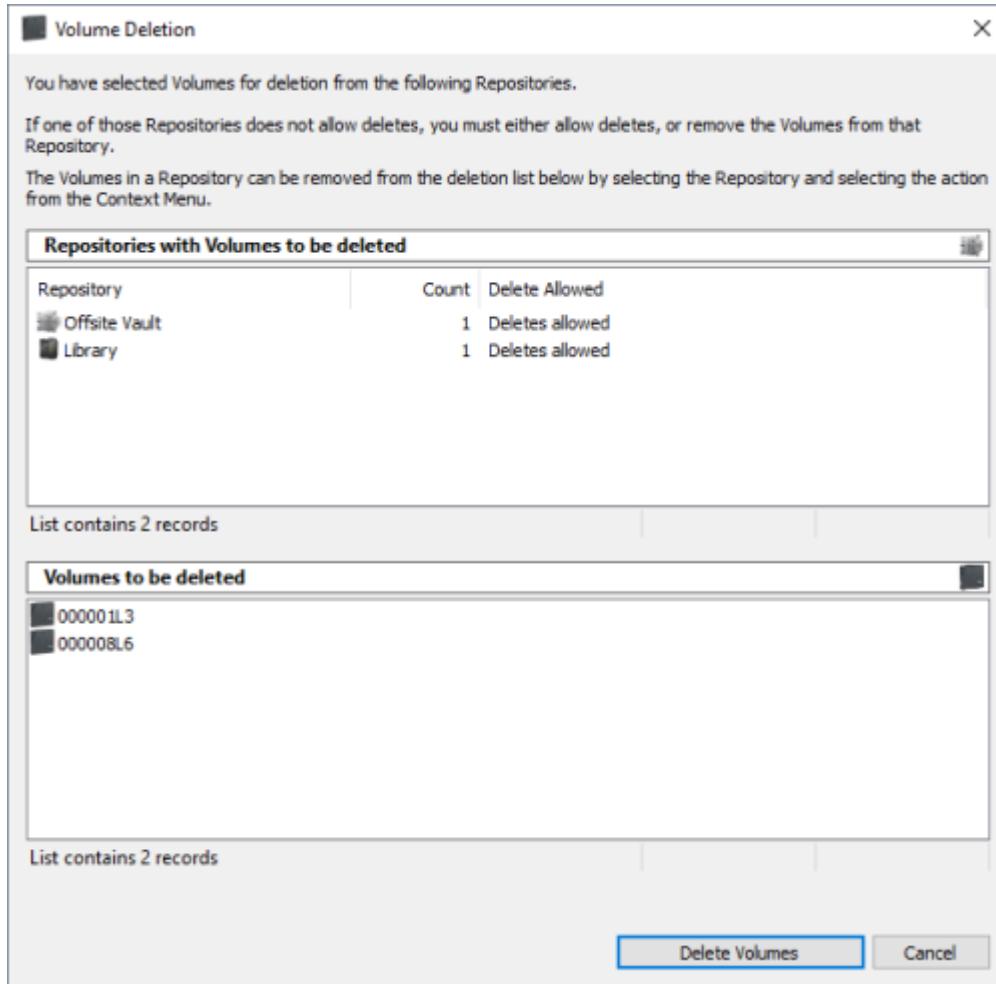


The screenshot shows the 'Volumes' window in TapeMaster. The top navigation bar includes 'Inventory', 'DR Strategies', 'Data Clusters', 'Simple Management', 'Uploaded Files', 'Nashville Data Center', and 'LTO Cartridge'. The main table lists volumes with columns: ID, Current Location, Target Location, Flags, Move Time, Due in, Container, and Next Mov. A context menu is open over the volume with ID '0000001T.3'. The menu options are: Add, Delete (which is highlighted with a blue selection bar and has a cursor arrow pointing to it), Edit, Export (with keyboard shortcut Ctrl+E), Find, Favorites, Print, Properties, Select, Special Operations, and View.

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.



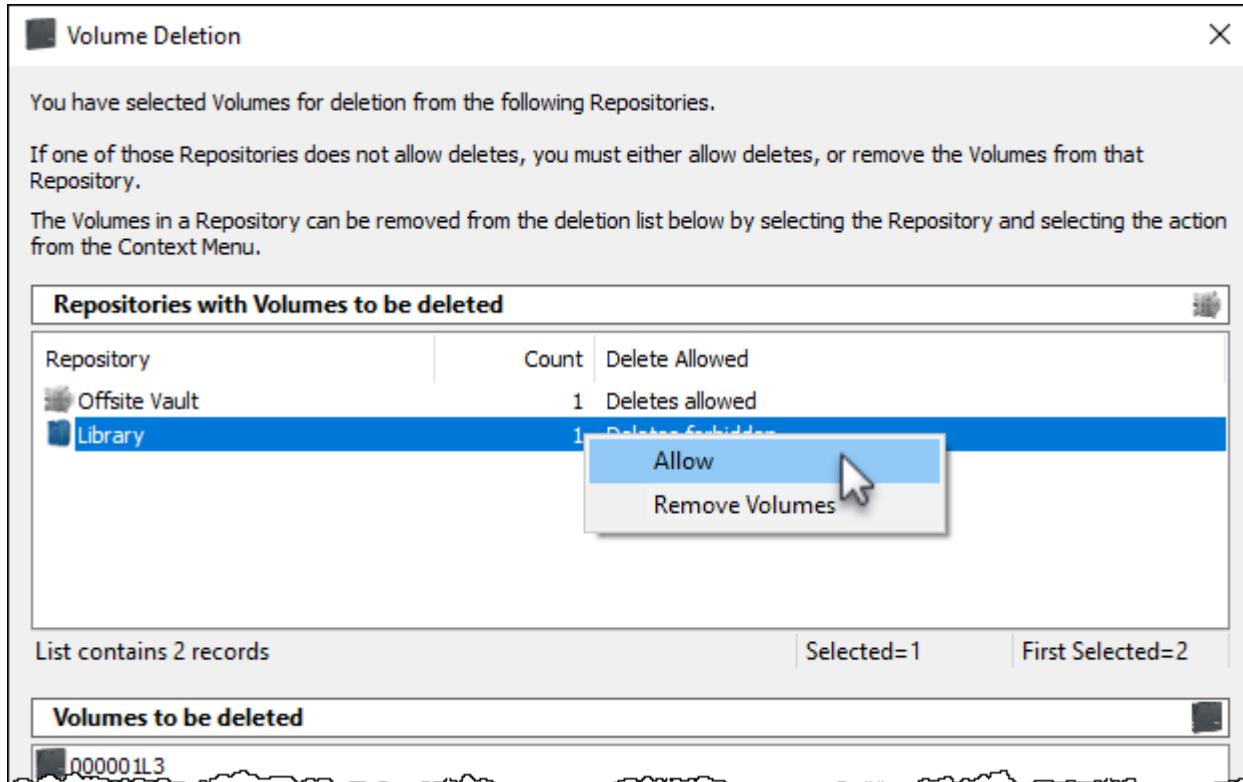
If the **Volume Deletion** window is not displayed it is because you are running an outdated version of TapeMaster. Instructions to delete [Volumes](#) in older versions of TapeMaster can be found [here](#)



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.



You have selected Volumes for deletion from the following Repositories.

If one of those Repositories does not allow deletes, you must either allow deletes, or remove the Volumes from that Repository.

The Volumes in a Repository can be removed from the deletion list below by selecting the Repository and selecting the action from the Context Menu.

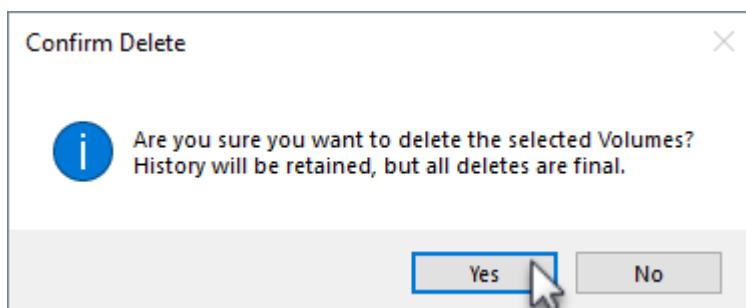
Repositories with Volumes to be deleted		
Repository	Count	Delete Allowed
Offsite Vault	1	Deletes allowed
Library	1	Deletes forbidden

List contains 2 records

Selected=1 First Selected=2

Volumes to be deleted	
000001L3	

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.

Edit Volume: 000017L5		X	
Datasets		Attributes	
Identity		Target Location	
VeriScore™		DR Strategies	
Current Location		Scanned Location	
Options		Notes	
Catalog		History	
Date	Type	From	To
Enter text here	Enter text here	Enter text here	Enter text here
2018-06-12 09:18:58	Scanned-In	Scratch Volumes	Library
2018-06-12 09:18:51	Target !Scratch	Scratch Volumes	Library
2018-06-12 09:18:42	Scanned-In	Offsite Vault [000020]	Scratch Volumes
2018-06-12 09:18:35	Target Scratch	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	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	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.

Edit Repository: Offsite Vault		X	
Identity		Zones	
Slot Usage		Options	
Usage History		Movement History	
Certification			
GUIDs			
Local		55533031-0000-0000-4c54-4f004f464653	
Remote		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.

From:

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



Permanent link:

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

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