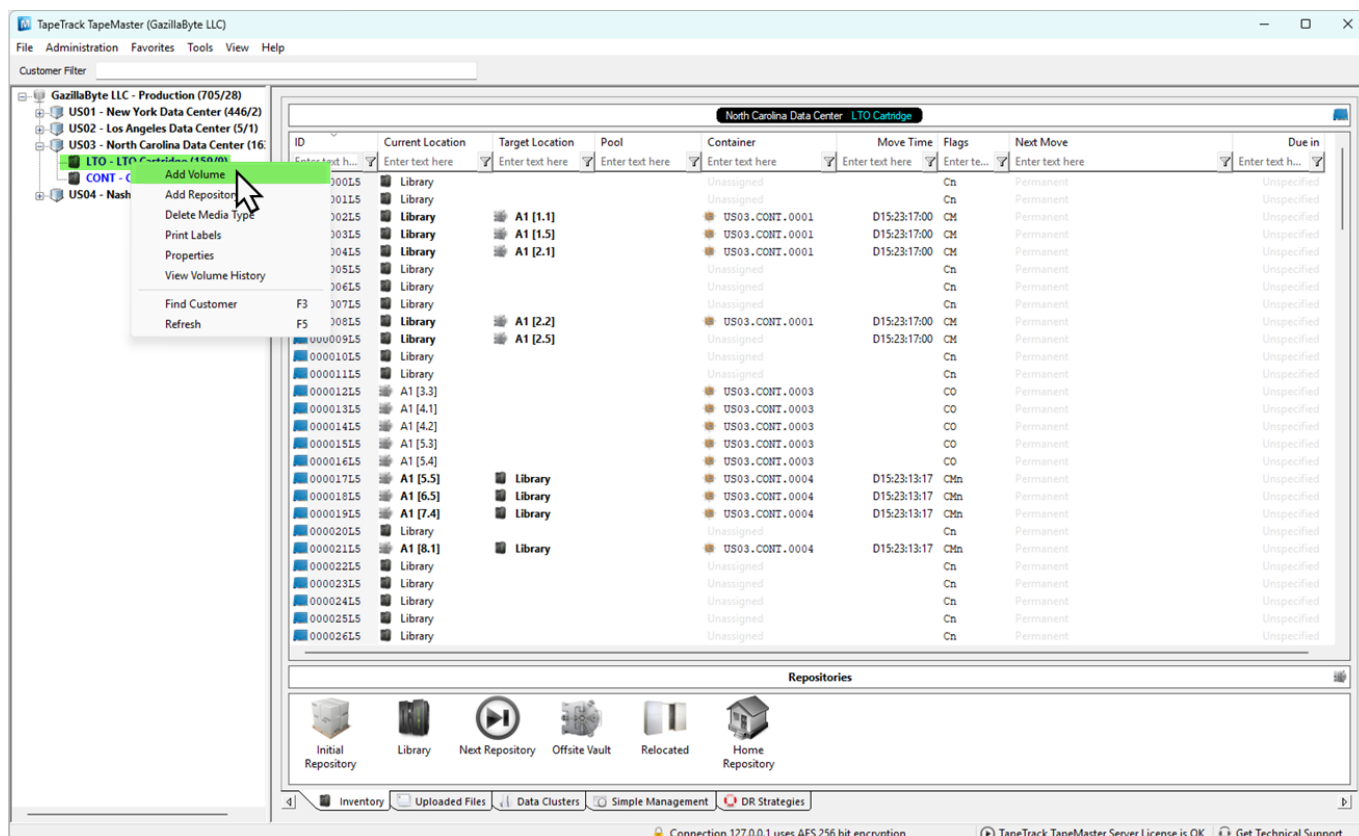


Adding and Maintaining Volumes

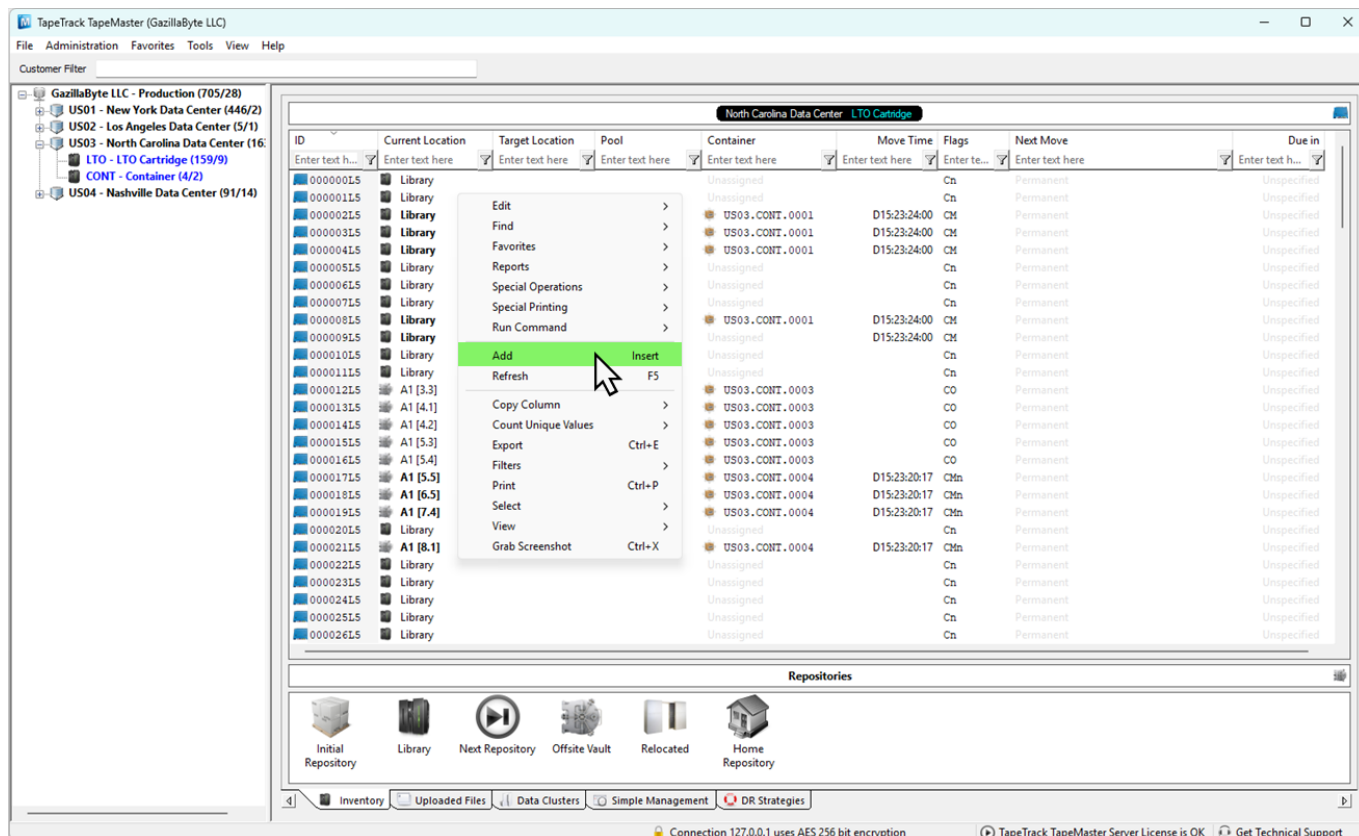
Adding Individual Volumes

To add an individual [Volume](#) either:

Right-click on a [Media Type](#) and select Add Volume.



or right-click in the Inventory window and select Add.



or 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 2 and 10 alphanumeric characters long.

ID	Value
Customer	North Carolina Data Center
Media	LTO Cartridge
Volume	00126L5

Click Save to add [Volume](#).

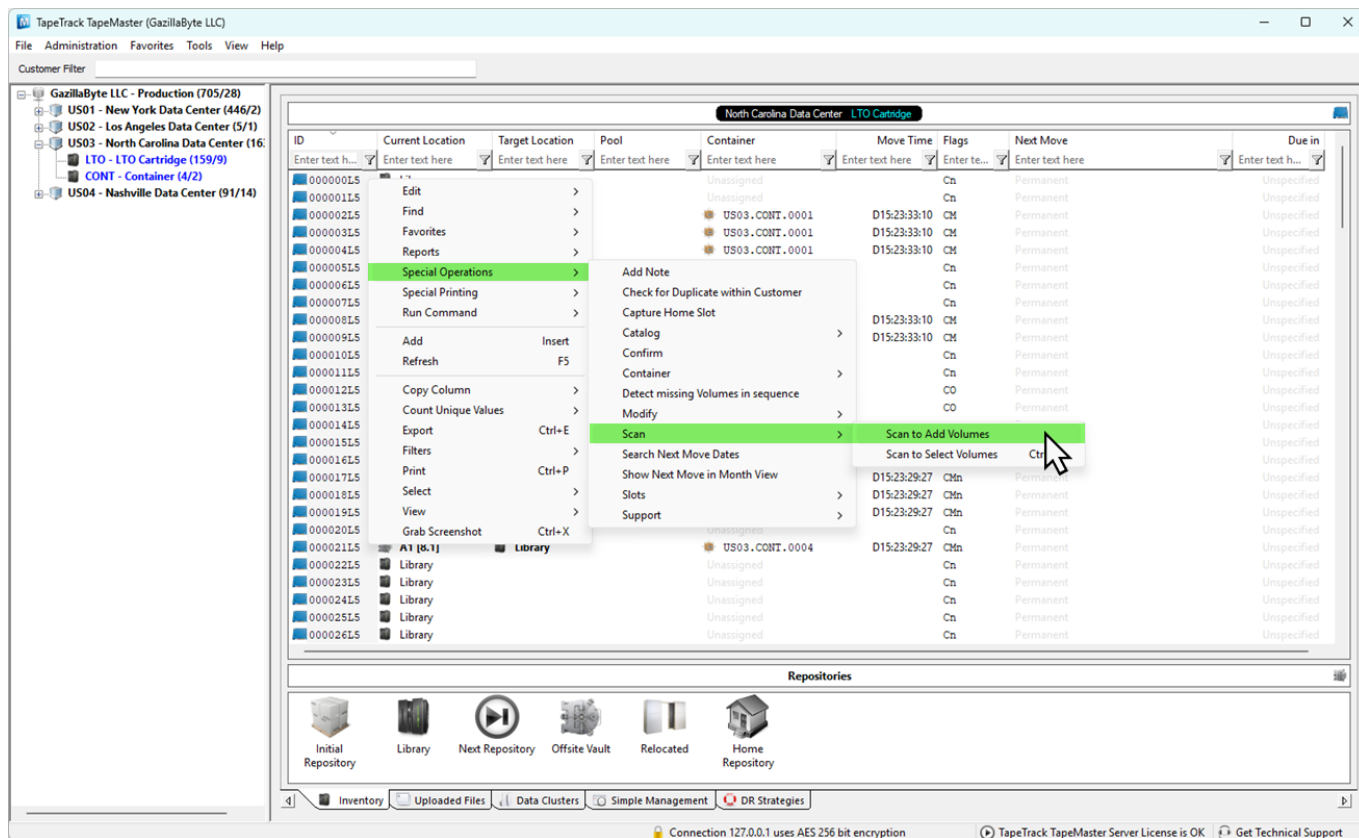
Adding Multiple Volumes

Adding multiple Volumes can be accomplished using several different methods.

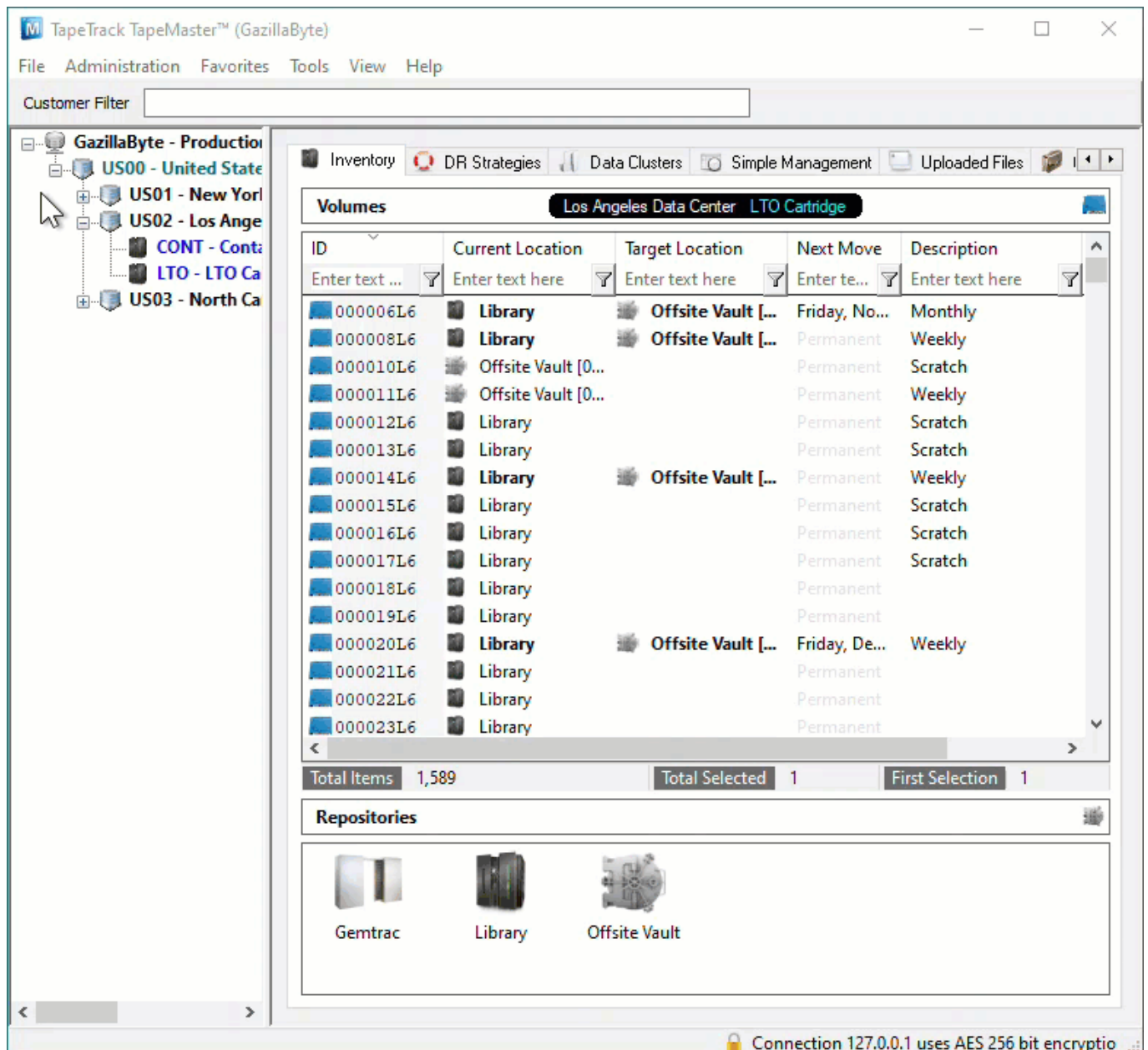
- [Scanning Volumes using the "Scan To Add" process](#), best suited to adding small groups of Volumes with a scanner, keyboard or [GazillaByte CloudScan App](#).
- [Pasting in Volumes from Windows Clipboard or file](#), best suited to adding new Volumes from emailed or file lists of Volume-ID's.
- [Importing 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 TMS10Sync.
 - [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.



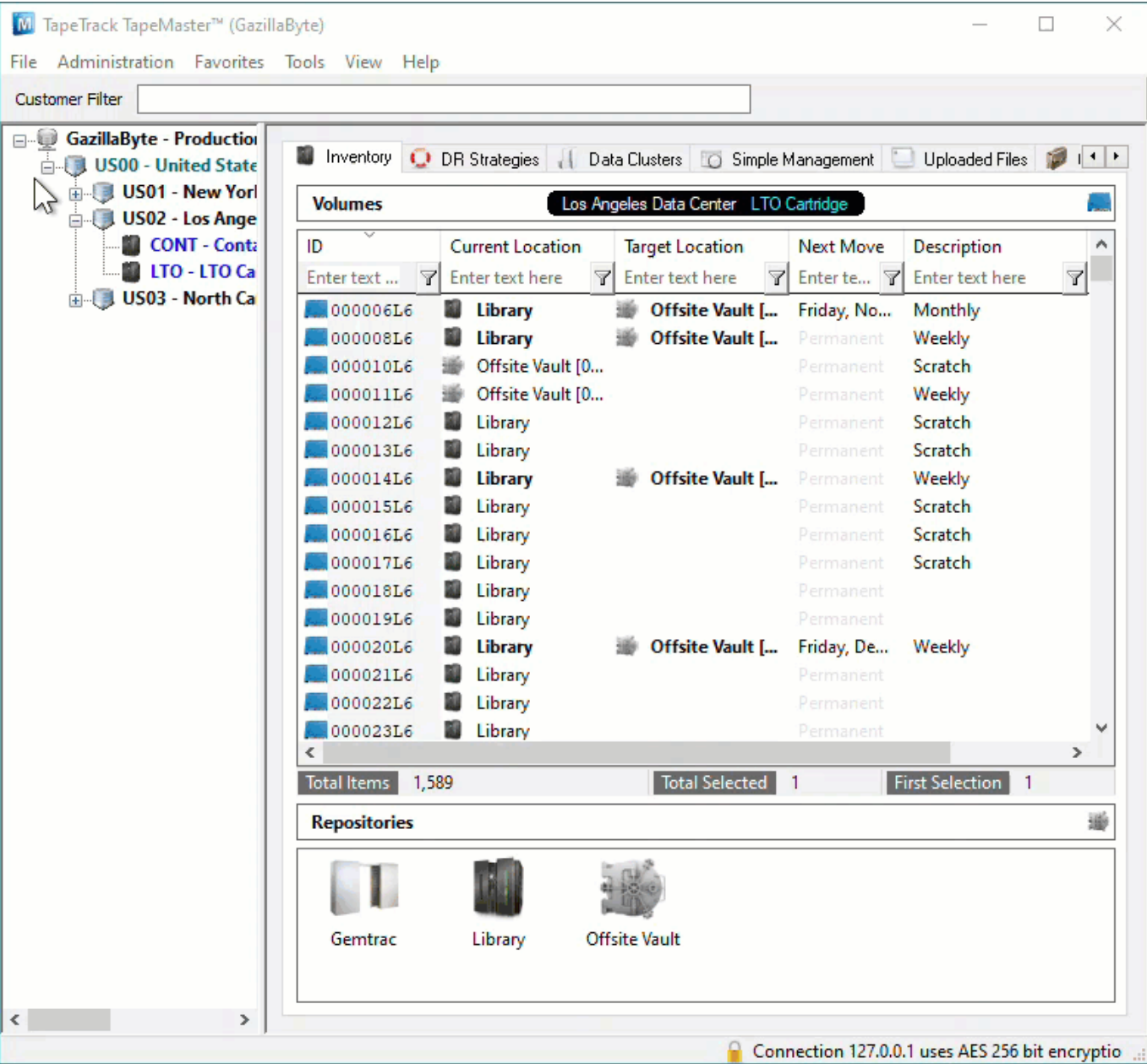
Scan your Volume Barcodes using a Barcode scanner to add [Volumes](#) to TapeTrack.

Once all Volumes have been scanned, close the Scan In window by clicking the X at the top right corner.

Paste Volumes To Add

Copy Volume-ID's to windows clipboard.

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.

The screenshot shows the TapeTrack TapeMaster™ (GazillaByte) application window. The left sidebar displays a tree view of the production environment, including 'GazillaByte - Production', 'US00 - United States', 'US01 - New York', 'US02 - Los Angeles', 'CONT - Contingency', 'LTO - LTO Cartridge', and 'US03 - North Carolina'. The main window is titled 'Volumes' and shows a table of tape volumes for the 'Los Angeles Data Center LTO Cartridge'.

ID	Current Location	Target Location	Next Move	Description
000006L6	Library	Offsite Vault [...]	Friday, No...	Monthly
000008L6	Library	Offsite Vault [...]	Permanent	Weekly
000010L6	Offsite Vault [0...]		Permanent	Scratch
000011L6	Offsite Vault [0...]		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	Scratch
000019L6	Library		Permanent	Scratch
000020L6	Library	Offsite Vault [...]	Friday, De...	Weekly
000021L6	Library		Permanent	Scratch
000022L6	Library		Permanent	Scratch
000023L6	Library		Permanent	Scratch

Below the table, the status bar shows 'Total Items: 1,589', 'Total Selected: 1', and 'First Selection: 1'. The 'Repositories' section at the bottom displays icons for 'Gemtrac', 'Library', and 'Offsite Vault'. A connection status bar at the bottom right indicates 'Connection 127.0.0.1 uses AES 256 bit encryption'.

Click the Clipboard icon on the Scan Window to paste in Volume-ID's.

Scan to add new Volumes



000158L5

Messages (14)

Barcode	Customer	Media Type	Volume-ID	Message	Count
000157L5	North Carolina Data Center	LTO Cartridge	000157L5	Request OK	1
000156L5	North Carolina Data Center	LTO Cartridge	000156L5	Request OK	1
000155L5	North Carolina Data Center	LTO Cartridge	000155L5	Request OK	1
000154L5	North Carolina Data Center	LTO Cartridge	000154L5	Request OK	1
000153L5	North Carolina Data Center	LTO Cartridge	000153L5	Request OK	1
000152L5	North Carolina Data Center	LTO Cartridge	000152L5	Request OK	1
000151L5	North Carolina Data Center	LTO Cartridge	000151L5	Request OK	1
000150L5	North Carolina Data Center	LTO Cartridge	000150L5	Request OK	1
000149L5	North Carolina Data Center	LTO Cartridge	000149L5	Request OK	1
000148L5	North Carolina Data Center	LTO Cartridge	000148L5	Request OK	1
000147L5	North Carolina Data Center	LTO Cartridge	000147L5	Request OK	1
000146L5	North Carolina Data Center	LTO Cartridge	000146L5	Request OK	1
000145L5	North Carolina Data Center	LTO Cartridge	000145L5	Request OK	1
000144L5	North Carolina Data Center	LTO Cartridge	000144L5	Request OK	1

Advanced Capture





Defaults

Customer-ID	US03
Media-ID	LTO

Options

Save Defaults	True
Enable Sounds	True
Edit	*
Multiline Records	False
Auto Hash 20+	False

RFID Options

SSP RFID Port	0
SSP Barcode Port	0

Once all Volumes have been scanned, close the Scan In window by clicking the X at the top right corner.

Deleting Volumes

For information on deleting Volumes see [Deleting Volumes](#)

[update doco](#), [scan](#), [master](#)

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