

Adding New Volumes In Lite

Adding new Volumes to TapeTrack using Lite can be achieved using one of two methods depending on the outcome required.

Prerequisites

To add new Volumes you will need to have, at the minimum, read/write/alter access associated with your User-ID.

If you don't know if you have alter access rights, continue with the process to add the new Volumes. If you do have alter rights, the Volumes will be added successfully, if you don't you will receive an error stating Security does not allow this operation.

If you find you don't have alter rights, you will need to contact your TapeTrack administrator to either upgrade your access credentials or have them add the new Volumes for you.

If you would like assistance in providing the required information to your TapeTrack administrator (or Vaulting Service) please contact us via the [Helpdesk](#).

Adding New Volumes In Lite In Volume Management

Select Volume Management from the **Task Menu** and click Next to continue.

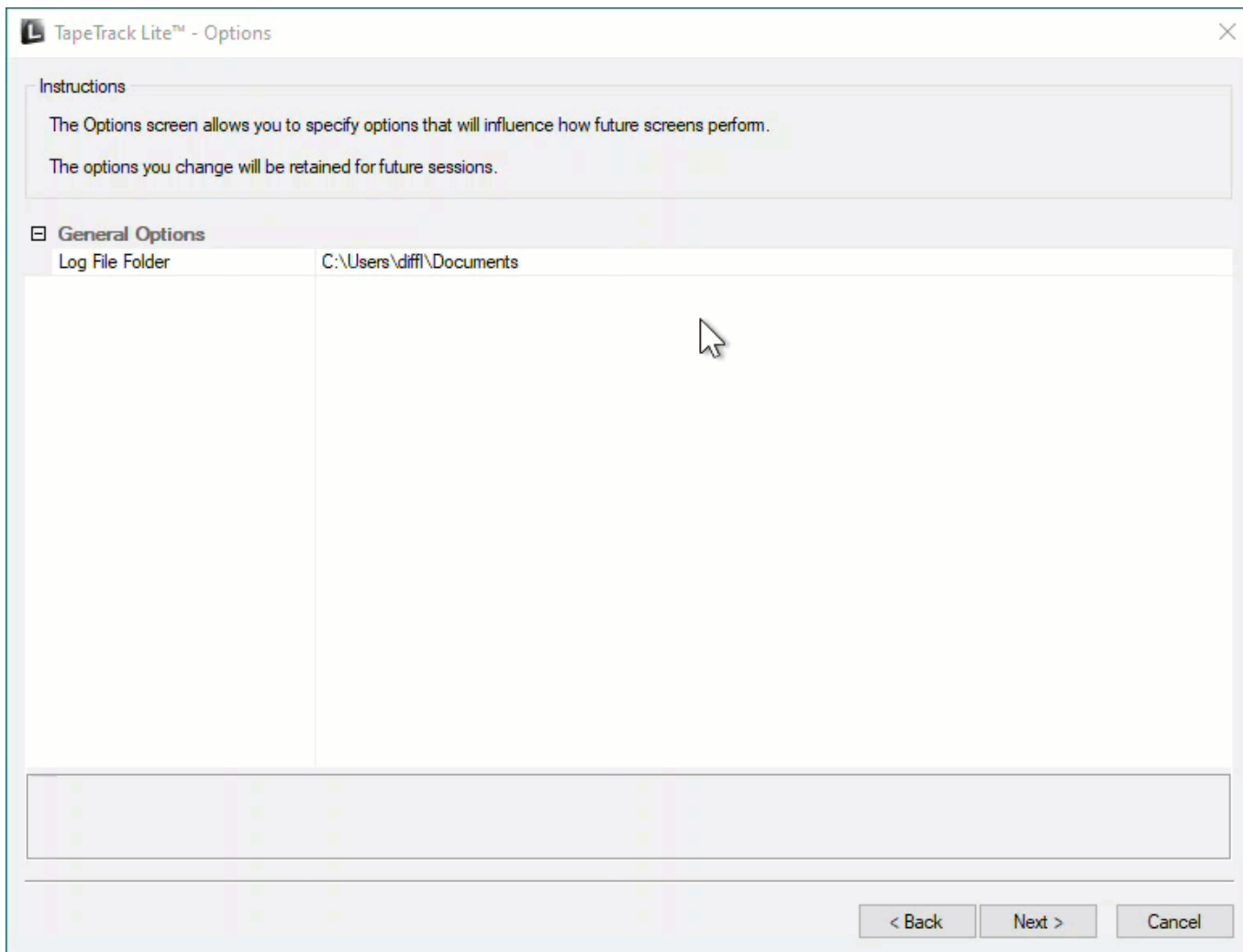


Options

This will open the **Options** window. If required you can set the location for the log files to be written to by, or leave the default.

To change the location the log file is written to:

- Click in the field where the current write location is to display the ellipsis button (...) to the right.
- Click on the ellipsis button to display the Browse for Folder window.
- Select the required folder to write the log file to.
- Click OK to close the window.



Click Next to continue.

Selecting a Customer



If you only have access to one Customer-ID, the Customer will be automatically selected and this window will be skipped

From the **Customer Selection** window select a [Customer](#) that the new [Volume/s](#) are to be added to by double-clicking a [Customer](#) or selecting a [Customer](#) and clicking **Next**.

TapeTrack Lite™ - Customer Selection


Instructions
The Customer Selection screen allows you to select one TapeTrack Customer that will be the subject of operations in subsequent screens.
You may select a Customer by double clicking the Customer, or by clicking the Customer and pressing the Next button.

Customer	Volumes	Moves
New York Data Center	868,805	4
Los Angeles Data Center	1,578	346
North Carolina Data Center	1,349	215
	871,732	565

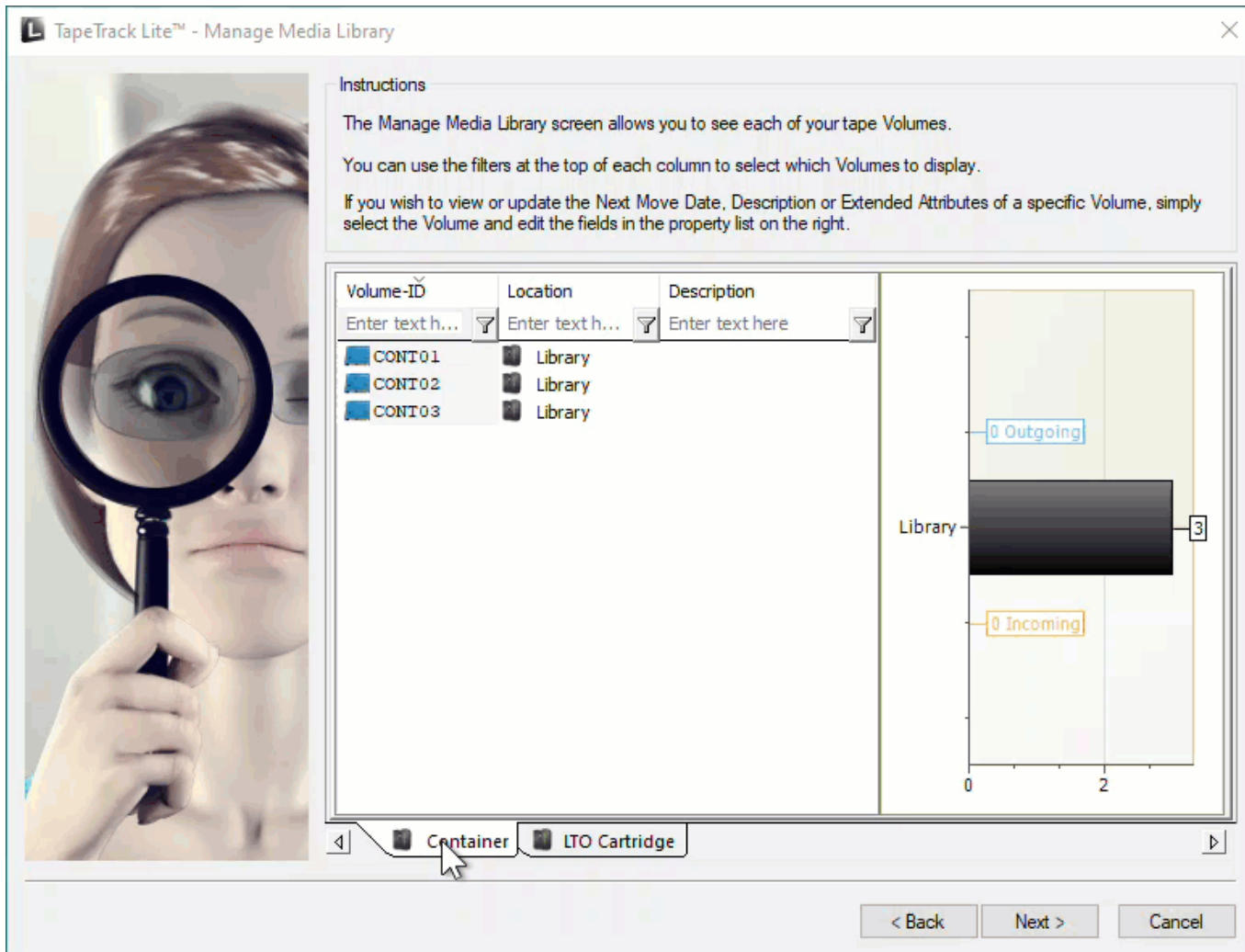
Remember previously selected Customer

< Back Next > Cancel

Selecting Media Type

 If you only have access to one Media-ID, there will only be one tab.

If you have more than one Media Type, select the required Media Type from the tabs at the bottom of the **Manage Media Library** window.



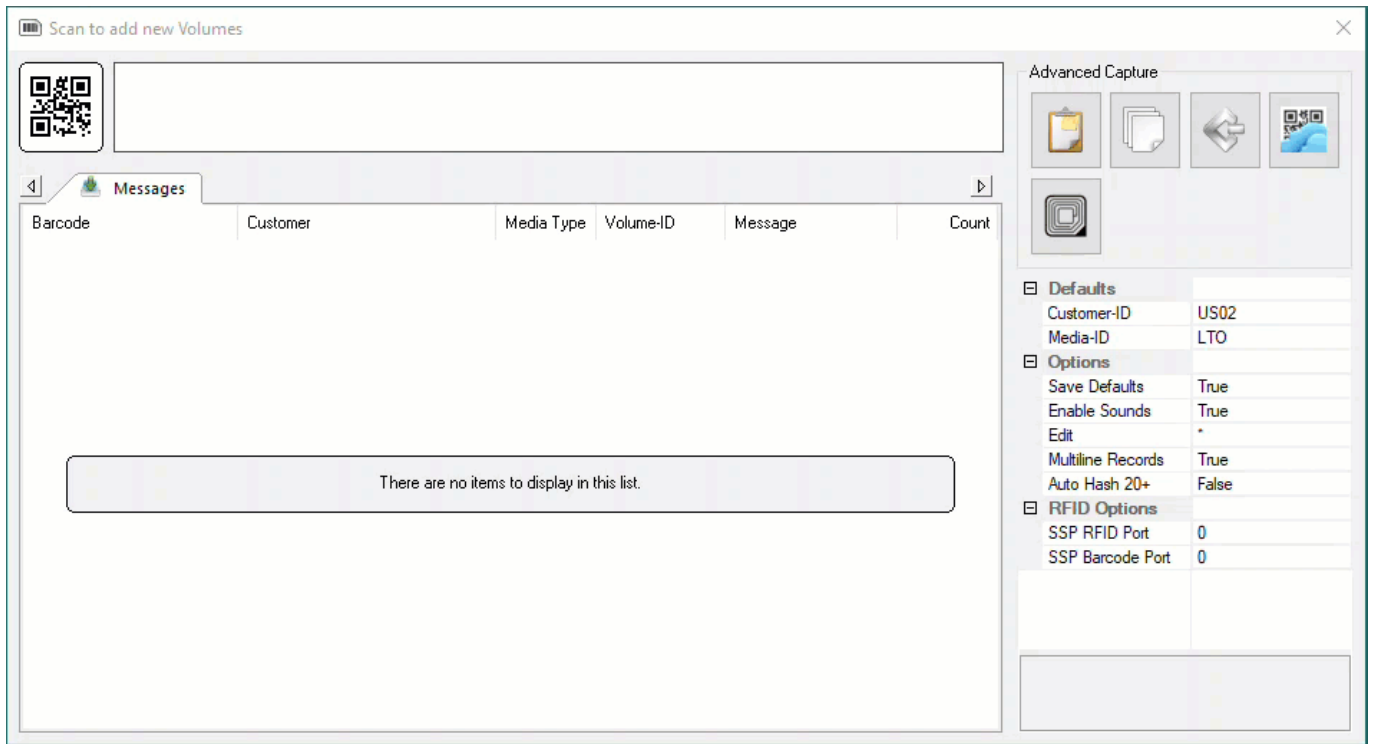
Open Scan Window

Right click anywhere in the window where the Volumes are listed to open the menu options.

Select Scan > To Add to open the Scan In window.

Scan-In Volumes

Scan in your new [Volumes](#) into the **Scan-In** window using a your preferred [scanning method](#)



When all new **Volumes** have been scanned close the **Scan-in** window by clicking X.

Click Next to exit the Volume Management process.

[technote](#), [lite](#), [volume](#)

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