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.

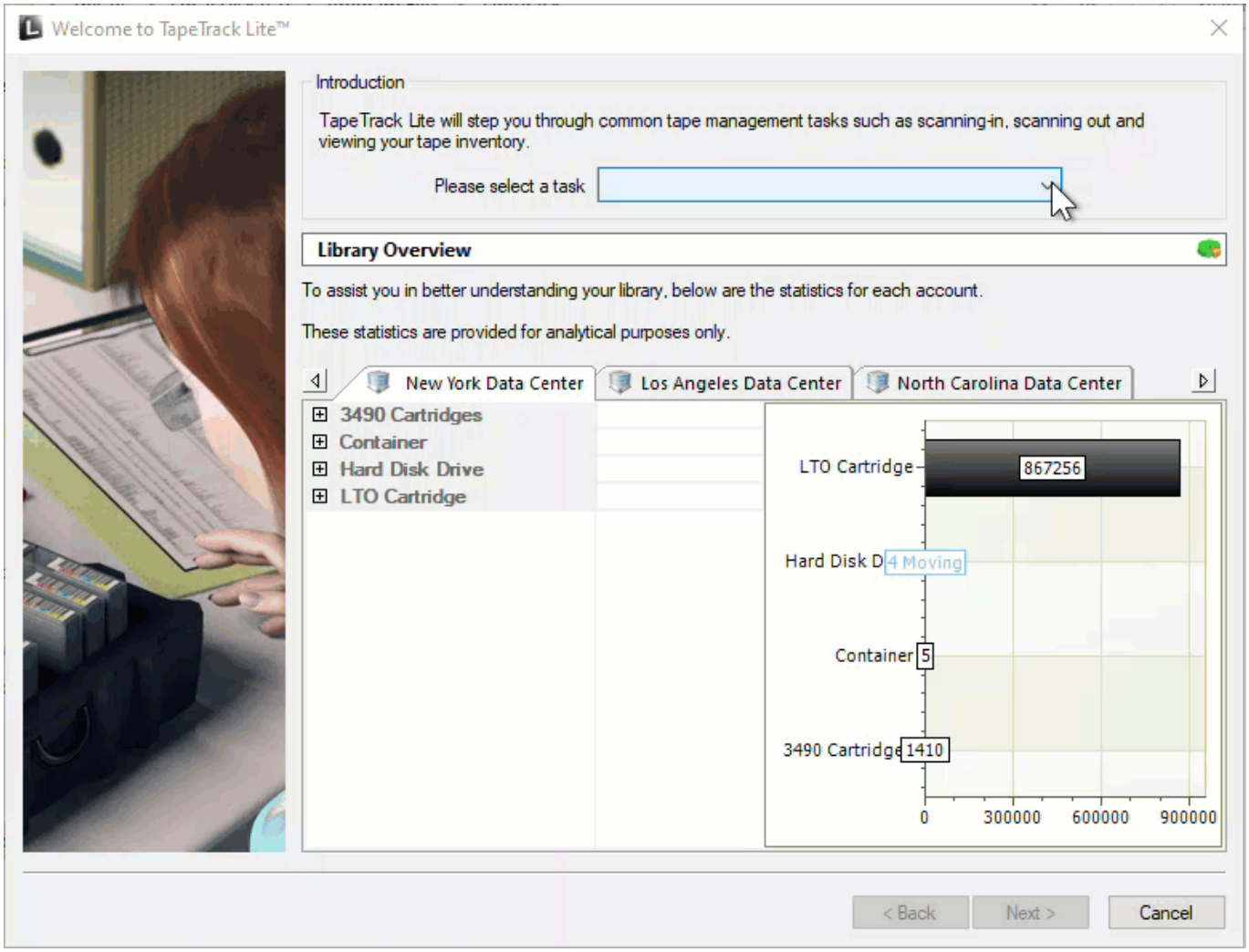
If you don't know if you have `alter` access rights you can check with your TapeTrack Administrator or continue with the process to add the new Volumes and check the results. If you do have `alter` rights, the Volumes will be added successfully, if you don't you will receive an error stating `Security 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.

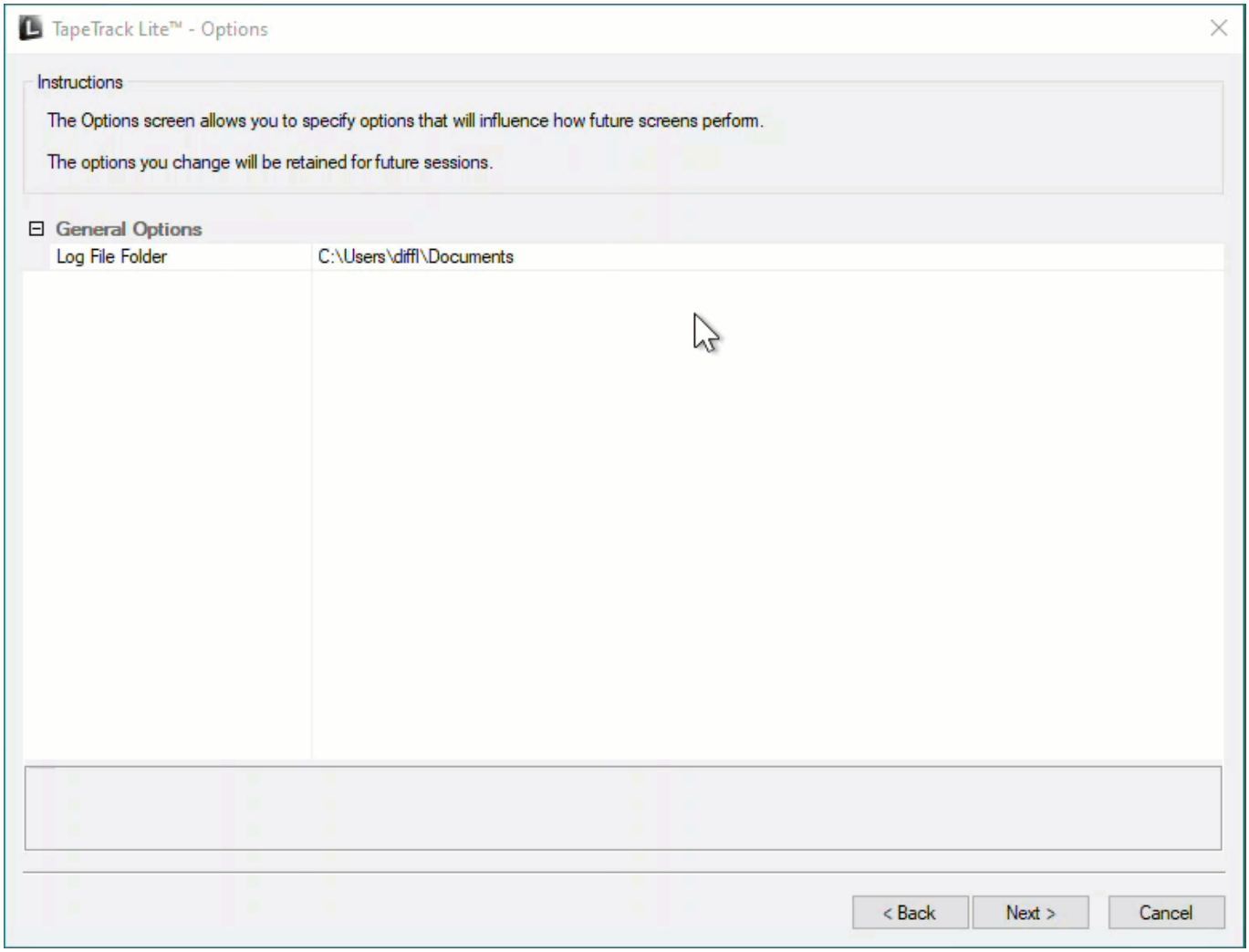


Options

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.



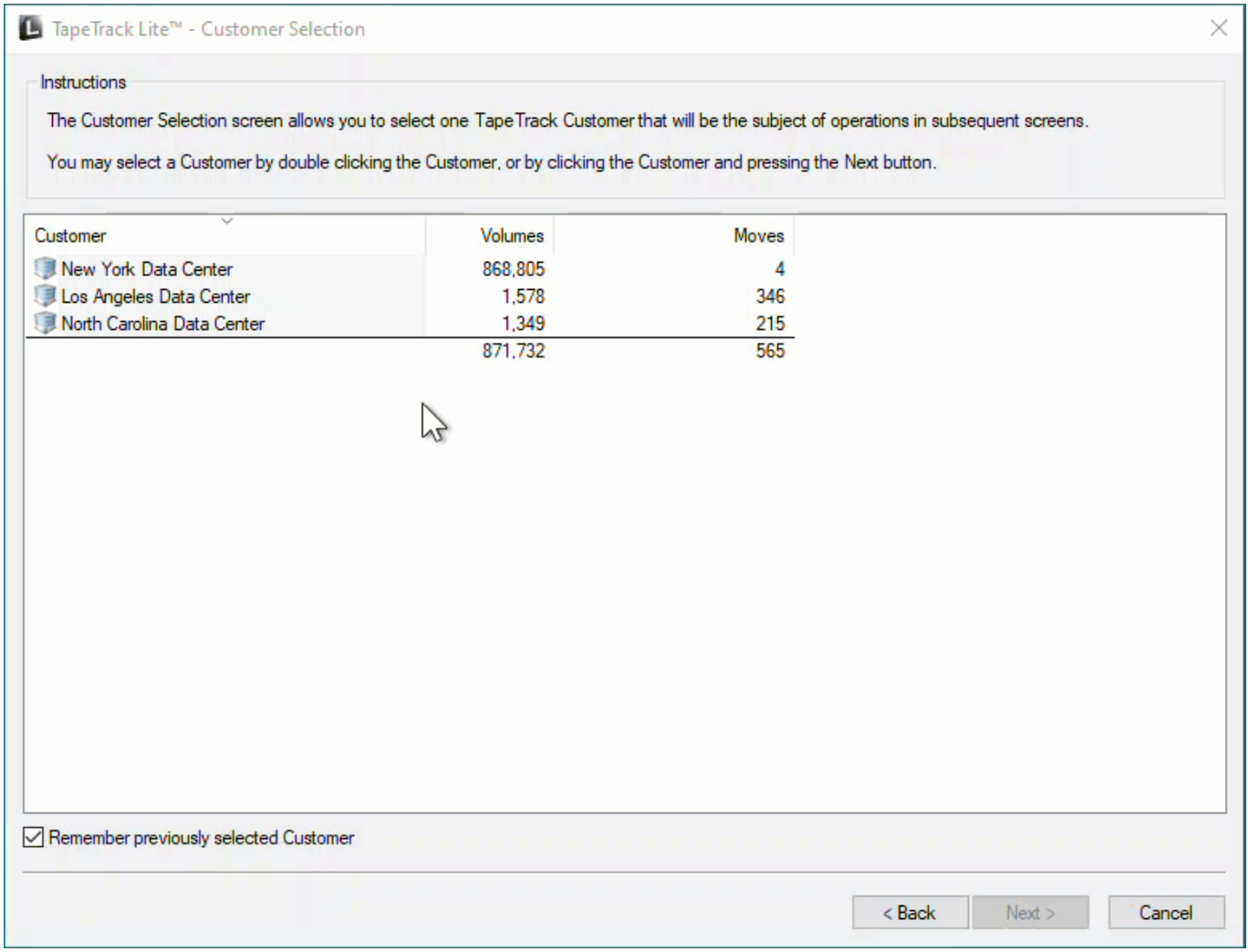
Click `Next` to continue.

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`.

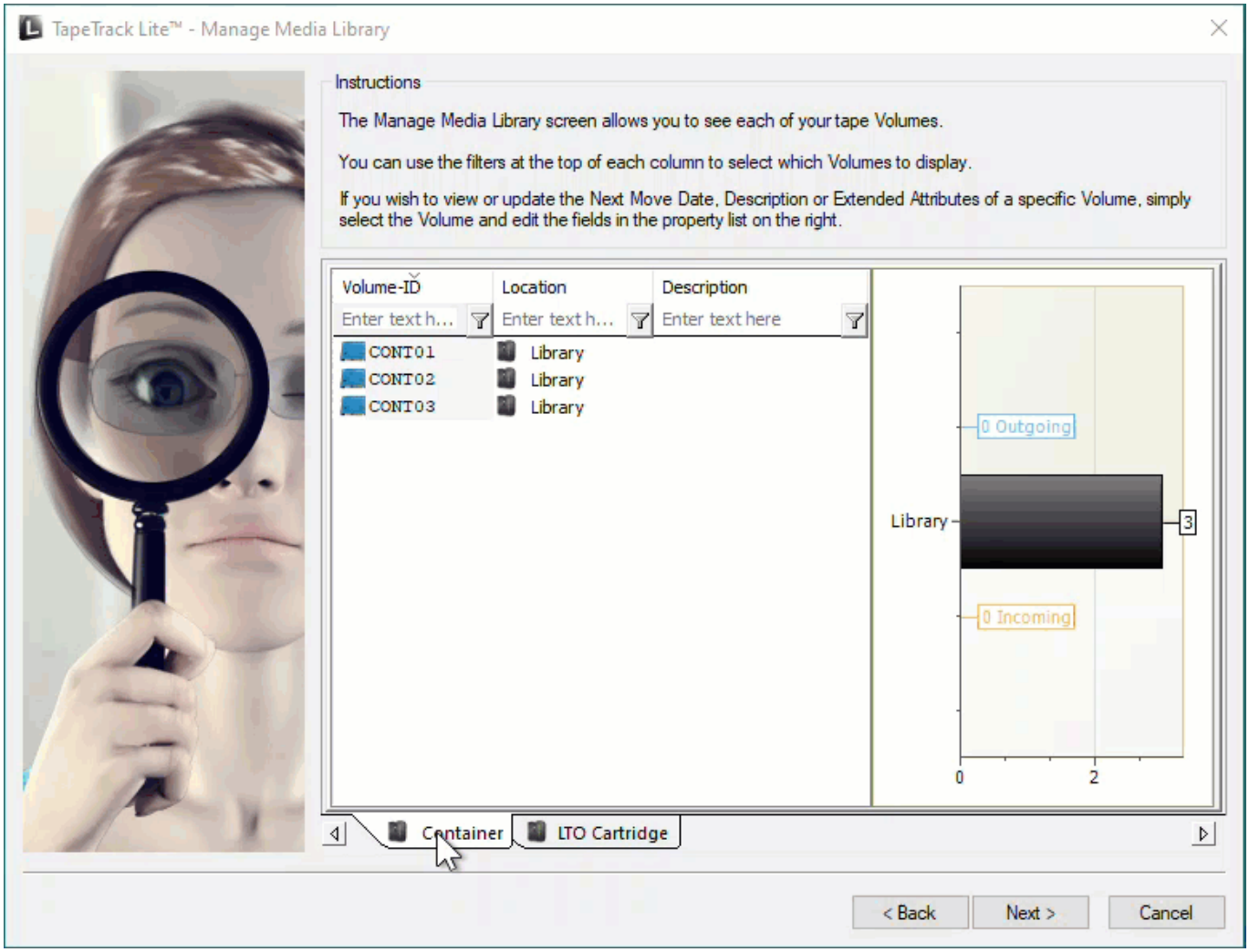


Selecting Media Type



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.



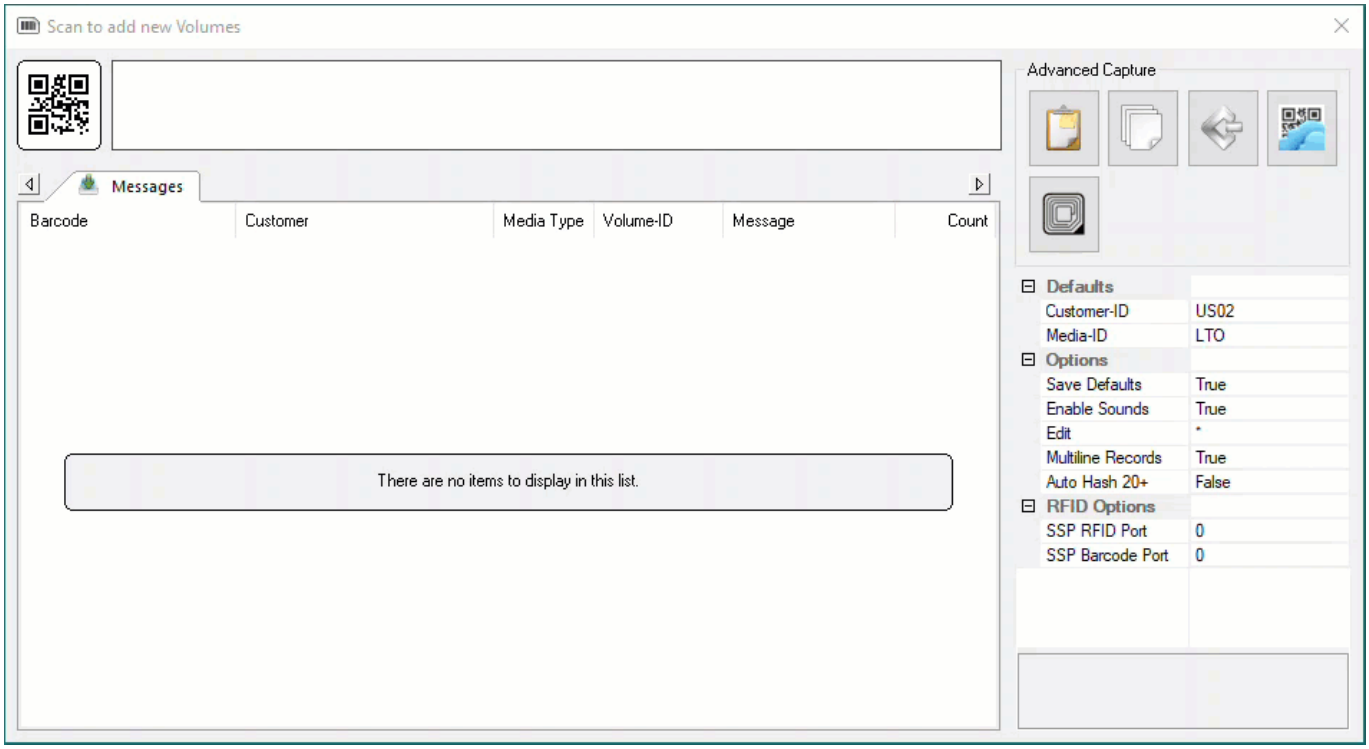
Open Scan Window

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

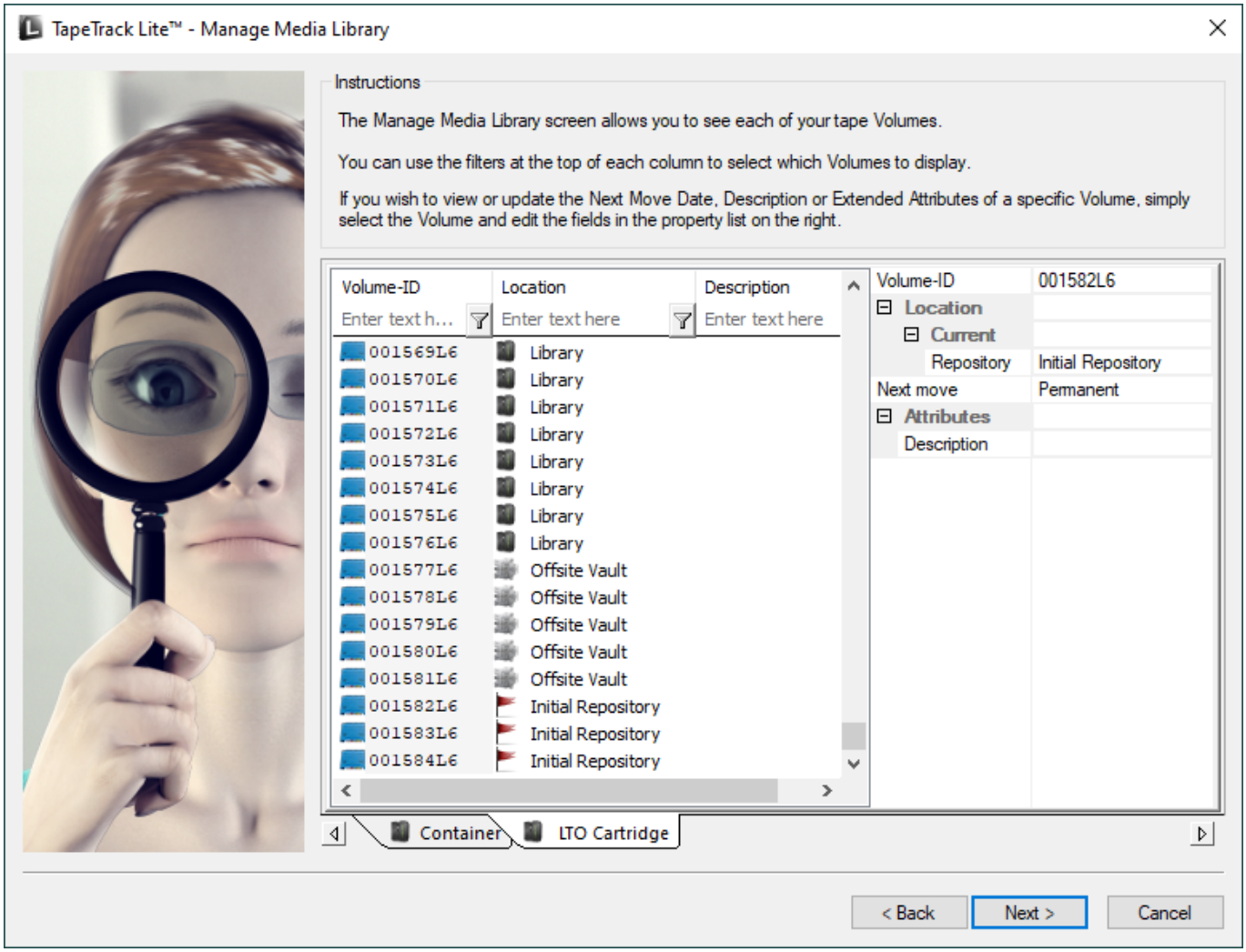


When all new Volumes have been scanned close the **Scan-in** window by clicking X in the top right corner.

Your new volumes will now show in the Volume List.

If you have a default Repository (set in TapeMaster) the new Volumes will be assigned to that Repository. If no default Repository has been set the new Volumes will be assigned to the `Initial` Repository.

To move the Volumes, after completing the Volume Management process, see Move Volumes.



Adding Description And Next Move Date

Through the Volume Management process, you can add a Description and Next Move Date to the new Volumes, and other Volumes through the right hand side of the window.

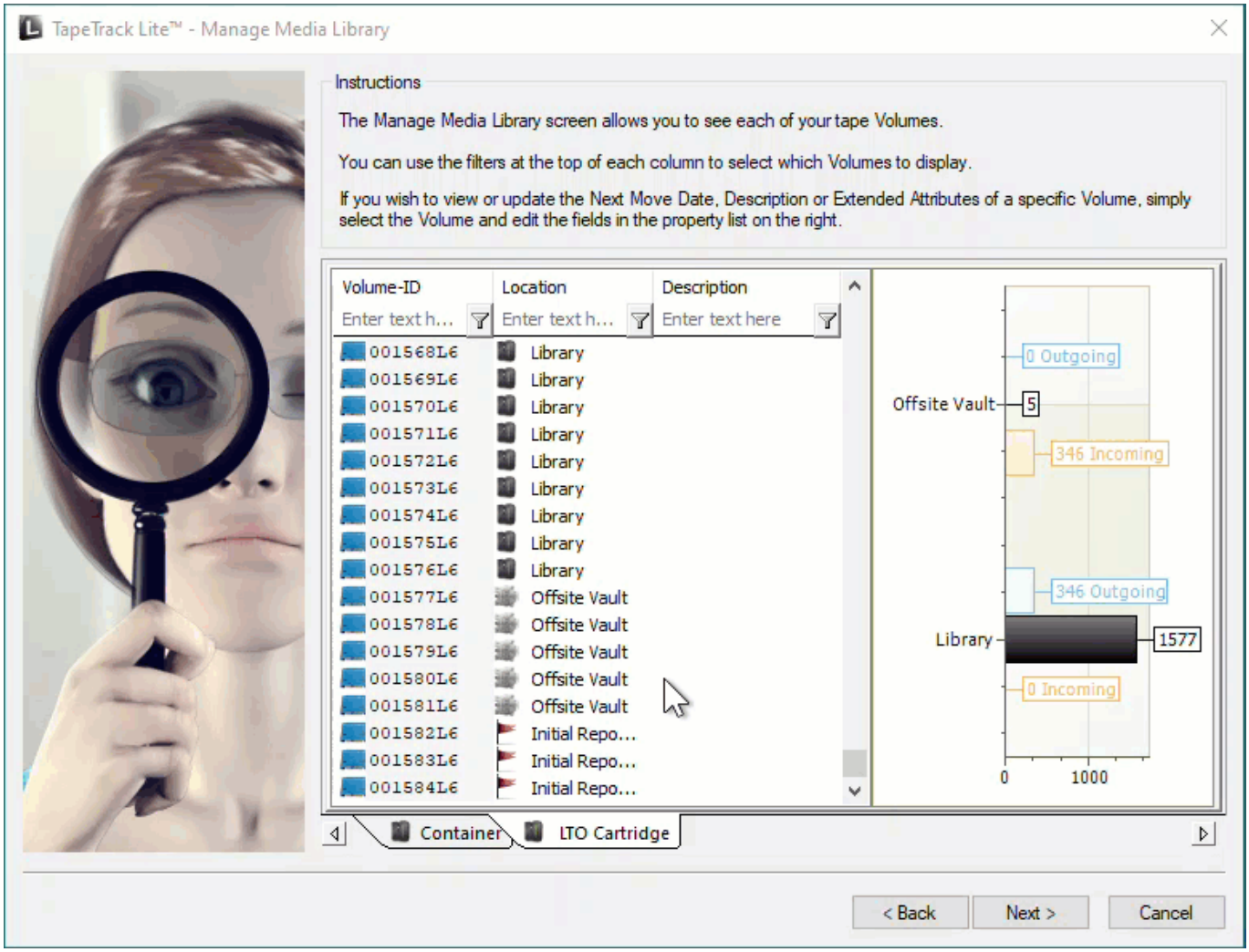
To add a Description select a Volume by clicking on the Volume-ID on the left side of the window.

Click in the field to the right of the `Description` field and insert the required description.

To add a Next Move Date, select the Volume (as with the description) and

- Click in the field to the right of the `Next Move` field to display the ellipses button.
- Click on the ellipses button to open the `Next Move Date Selection` window.
- Select the `Automatically move Volume on the specified date` checkbox to display the date options.
- Select the number of days, months and/or years until the Next Move Date required, or select a specific date from the calendar
- Click OK to close the date selection window.

Select any other Volumes you want to set a Move Date or Description for and set the required values.

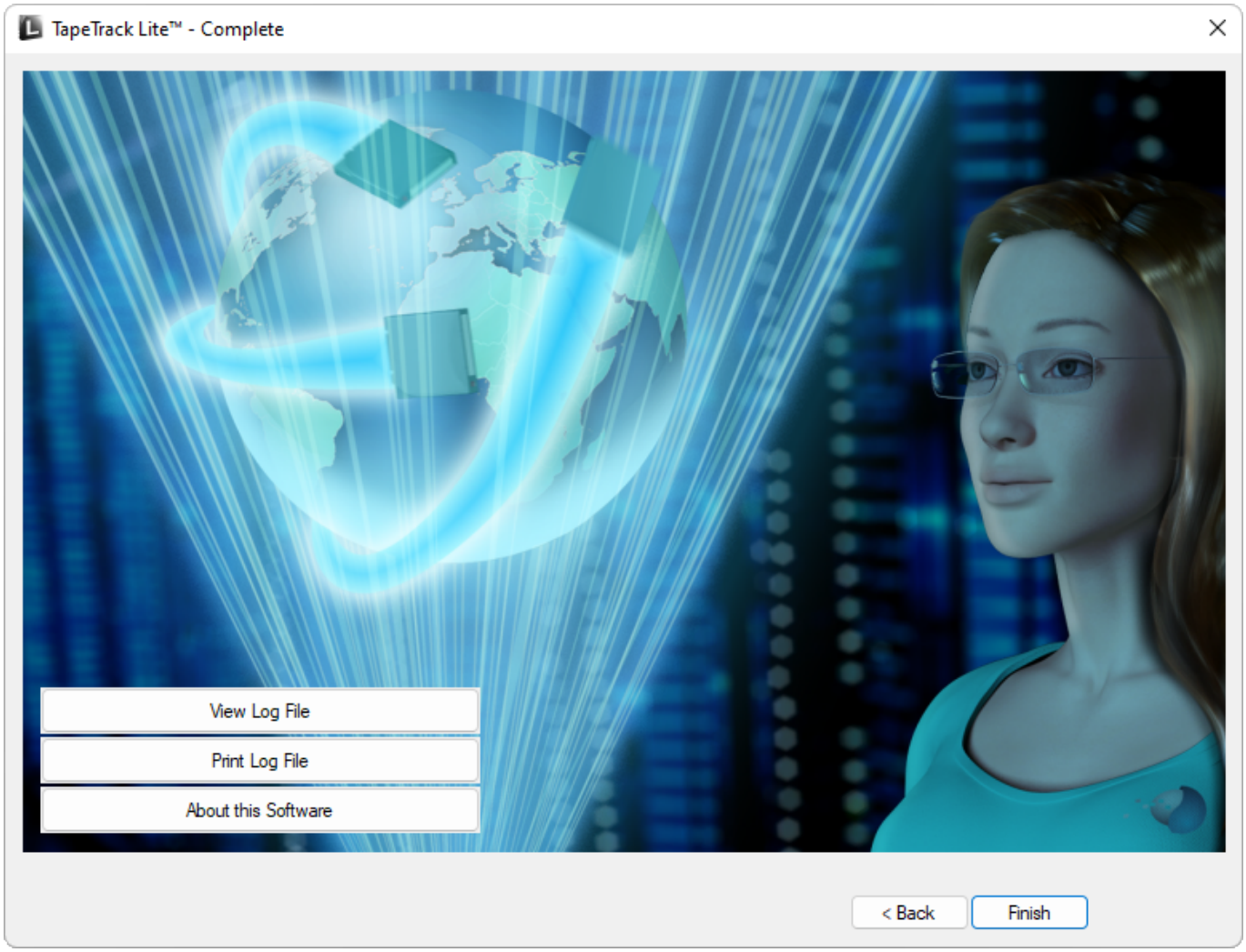


Click `Next` to exit the Volume Management process.

Complete

This will bring up the **Complete** window, from here you can:

- Click `View Log File` to view the log.
- Click `Print Log File` to print out the log file for further reference.
- Click `About this Software` to view product and support (email, phone & website) information.
- Click `Back` to return to start menu and select another task.
- Click `Finish`, `Cancel` or X to exit TapeTrack Lite.



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