

# Setting Expiry Dates

There are several ways of assigning an expiry date to a Volume, either manually, via Syncs or using Simple Management tools.

For detailed information on setting an expiry date see [Setting Expiry Dates](#)

## Manually

Setting an expiry date manually can be done in TapeMaster or Lite.

### Setting Expiry Date Using TapeMaster

Open TapeMaster and select the required Media Type.

To set the expiry date of a single Volume:

- Click in the Next Move column of the required Volume.
- Click on the drop down arrow.
- Select the date from the calendar popup.

To set an expiry date in TapeMaster:

- Select the required Volumes using Shift+Click for a sequential range or Ctrl+Click for non sequential Volumes.
- Right click on the selected Volumes and select Special Operations > Modify > Next Move.
- Check the Automatically move Volume on the specified date box to display the calendar.
- Select either the Date required or the number of Days/Months/Years required
- Click OK to set date and close the window..

### Setting Expiry Date Using Lite

Setting the expiry date via Lite can be done when sending Volumes, or using Library Management.

For detailed instructions on using Lite's Send function see [Lite Send Function](#).

For detailed instructions on using Lite's Volume Management function see [Lite's Volume Management Function](#)

## Using Sync

## Using Simple Management Rules

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