2025/12/01 05:06 1/4 Volume Serial Building Tool

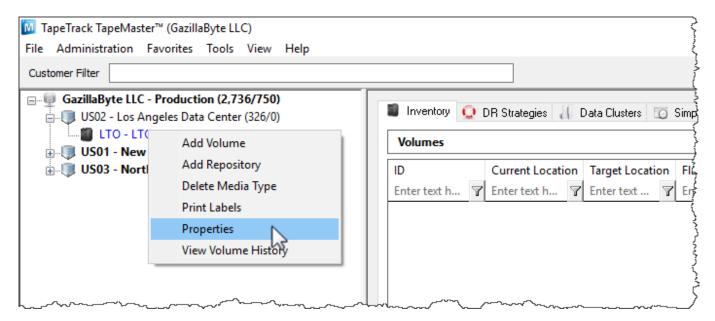
Volume Serial Building Tool

Utilize the Volume Serial Building tool to efficiently add large quantities of sequential Volume-ID's to selected Media Types.

To use the Volume Serial Building tool, the Media Type must have both a valid Media-ID and Description.

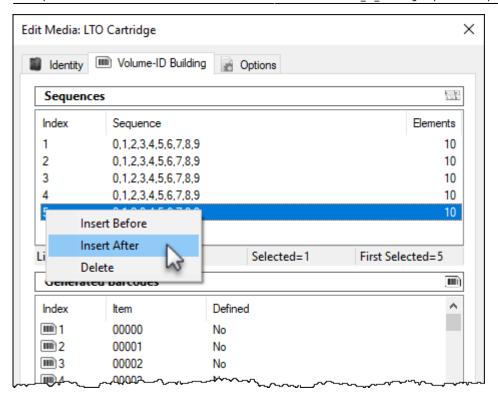
Volume Serial Building Process

Right-click the Media Type that you want to add volumes to and select Properties.

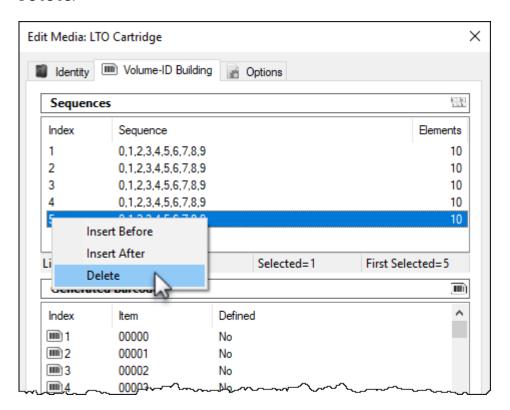


Building The Volume-ID Sequence

In the Edit Media Window click the Volume-ID Building tab. Press the Insert key or right-click in the upper window and select Before or After depending on where you need the next range inserted.



Any unwanted or unneeded ranges can be removed by right-clicking the required index and selecting Delete.



Repeat this process until you have enough ranges to create the Barcodes you require. The ranges can be edited to encompass a range of numbers, letters or characters, or they can be set to a single value, such as making the last index **L5** to have all serials end in that value.

Add Volume-ID's

The lower window displays the constructed index, the series of Volume-ID's and whether the Volume-

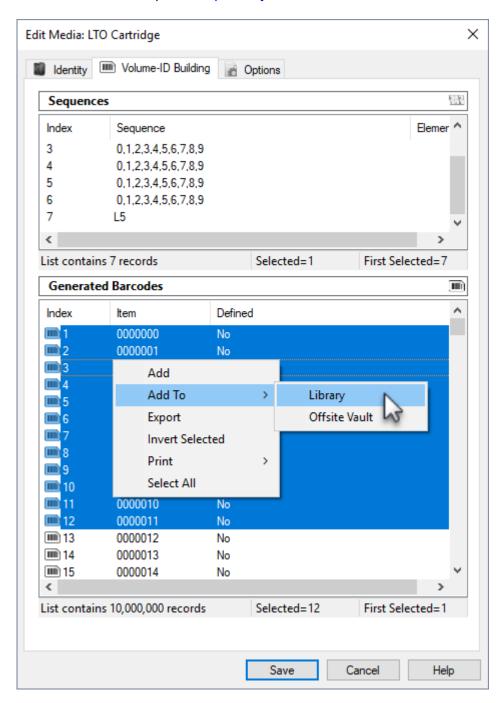
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2025/12/01 05:06 3/4 Volume Serial Building Tool

ID's is defined (already exists as a Volume-ID in the media type) or undefined (does not already exist as a Volume-ID in the media type).

Select the range required in the lower window, ensuring selecting just the undefined Volume-ID's.

Right-click the highlighted range and select Add to add the Volumes to your default Repository or Add To and select the required Repository.



Alternative Methods

Alternative methods for adding Volume-ID's:

- Excel Import Tool
- Copy and paste

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• Scan To Add

cookbook

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