

# Volume Serial Building Tool

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

## 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.

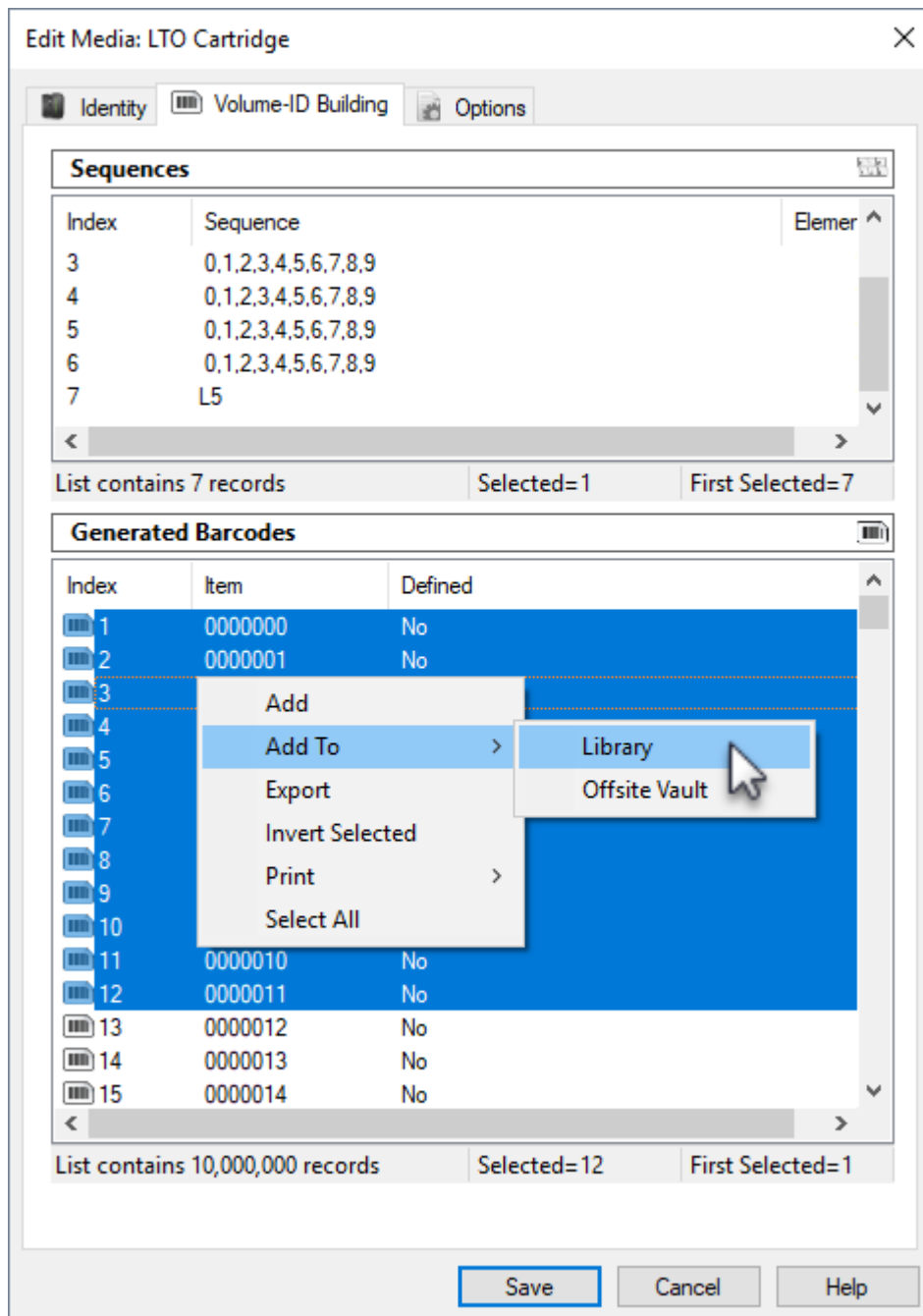
## Add Volume-ID's

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

defined (already exists in the media type).

Select the range required in the lower window, ensuring selecting just the undefined 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 Volumes ID's:

- [Excel Import Tool](#)
- [Copy and paste](#)
- [Scan To Add](#)

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