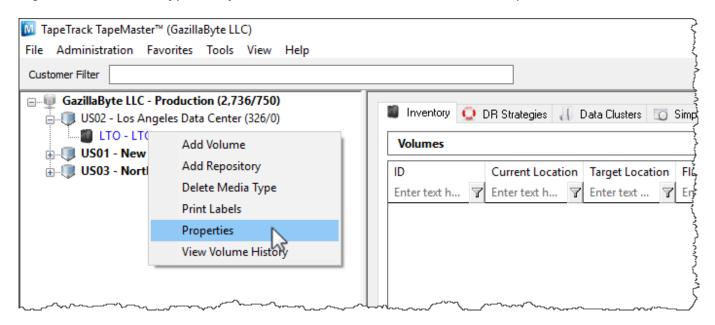
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# **Volume Serial Building Tool**

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

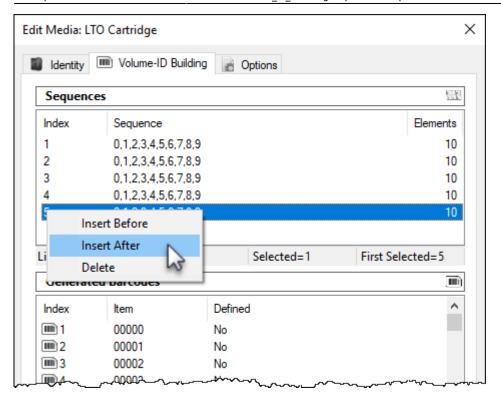
## **Volume Serial Building Process**

Right-click the media type that you want to add volumes to and select Properties.

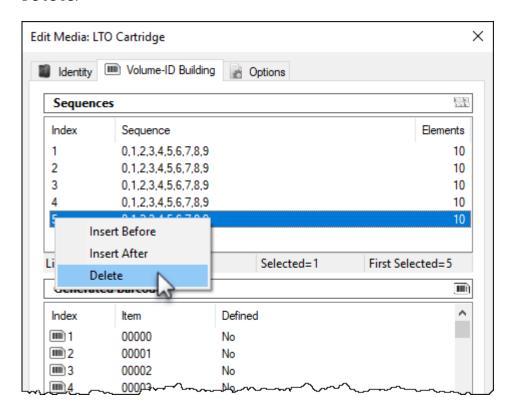


### **Building The Volume-ID Sequence**

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

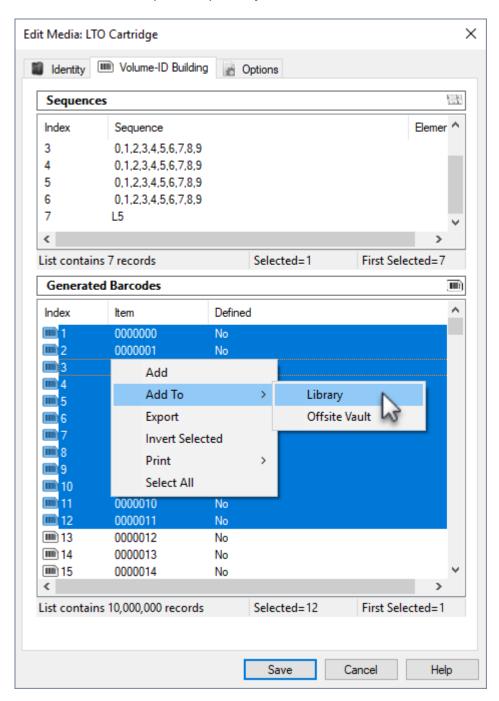
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defined (already exists in the media type).

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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#### cookbook

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