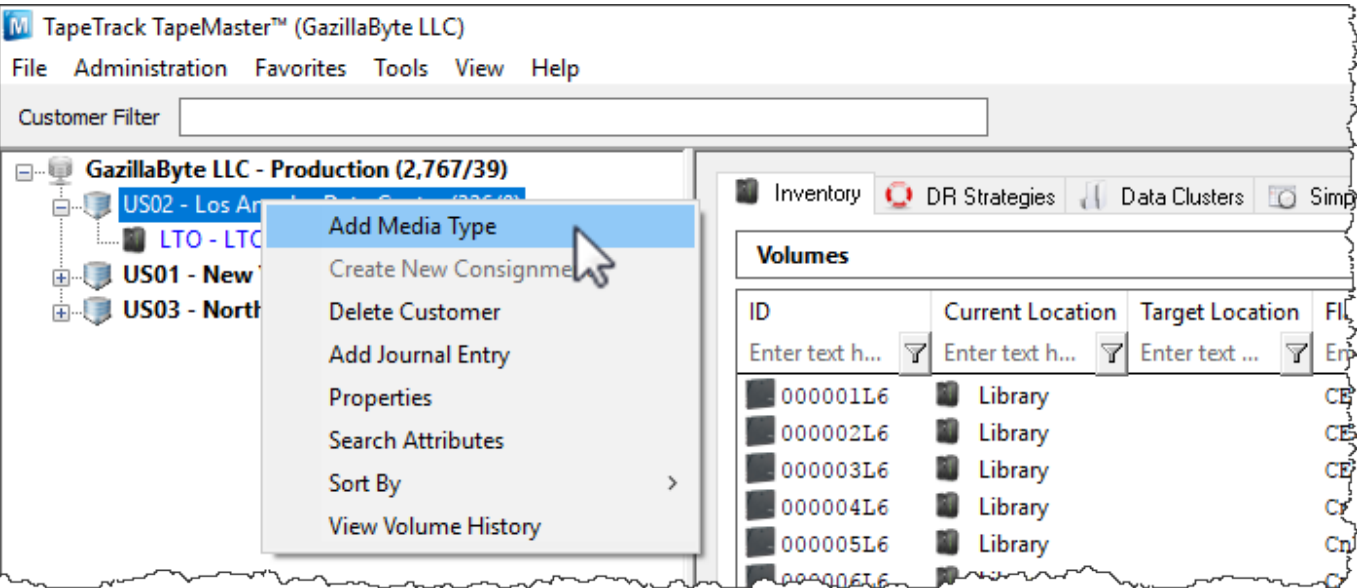


Adding and Deleting Media Types

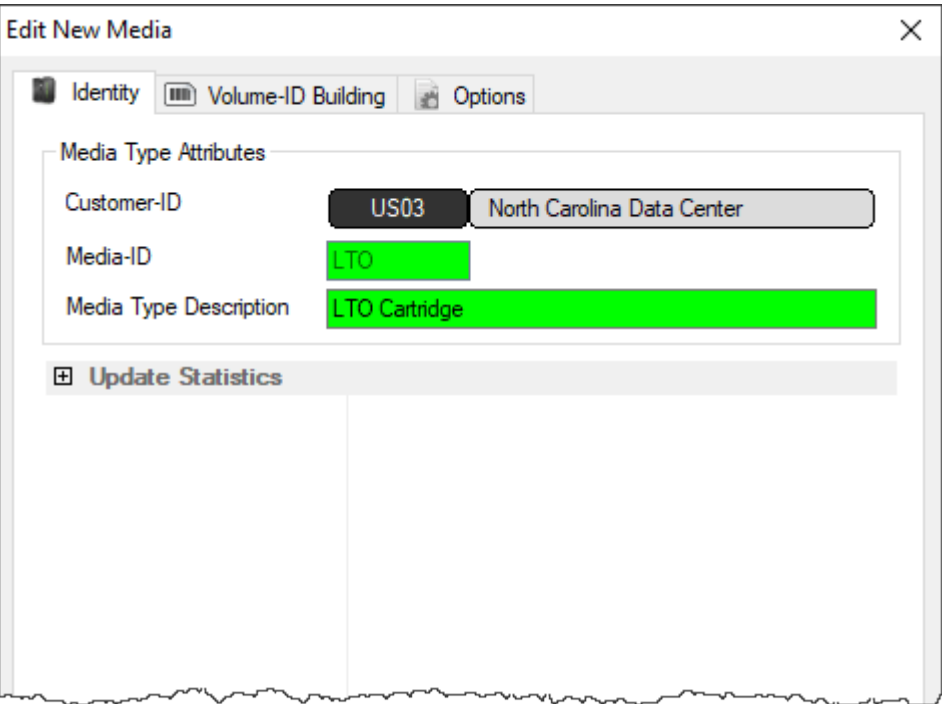
This page details how to Add or Delete Media Types.

Adding a new Media Type

Right-click a Customer and select Add Media Type This will launch the Edit New Media Window.



This will launch a Edit New Media window. The first tab on the Edit New Media window is the Identity tab. The Identity tab requires the input of a Media ID and a Media Type Description. You can add up to four characters as the Media-ID and up to twenty characters for the Media Type Description.

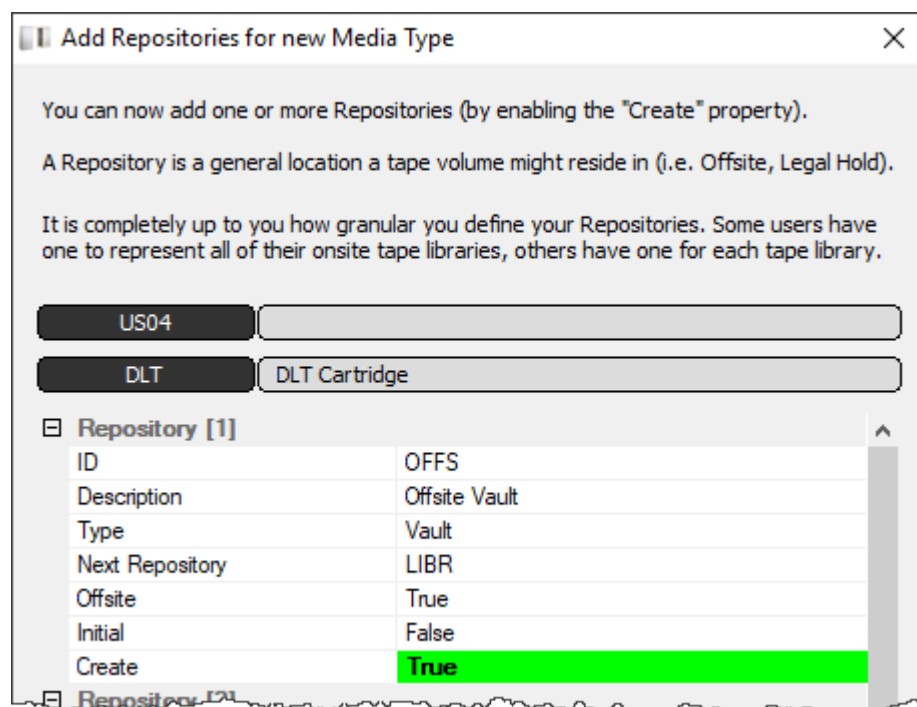


The Options Tab provides options for the new Media Type. These options are identical to those in the

Options Tab in the Media Type Properties Window.

Click Save

The next prompt will be to add the relevant repositories.



Add Repositories for new Media Type

You can now add one or more Repositories (by enabling the "Create" property).

A Repository is a general location a tape volume might reside in (i.e. Offsite, Legal Hold).

It is completely up to you how granular you define your Repositories. Some users have one to represent all of their onsite tape libraries, others have one for each tape library.

US04

DLT

☒ **Repository [1]**

ID	OFFS
Description	Offsite Vault
Type	Vault
Next Repository	LIBR
Offsite	True
Initial	False
Create	True

☐ **Repository [2]**

Deleting Media Types

 Right-click a Media Type in the Customer Tree. Select Delete Media Type.

Note: Media Types that contain Repositories and/or Volumes cannot be deleted. For more information, see:

- [Adding and Deleting Repositories](#)
- [Adding and Deleting Volumes](#)

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Last update: **2025/01/21 22:07**

