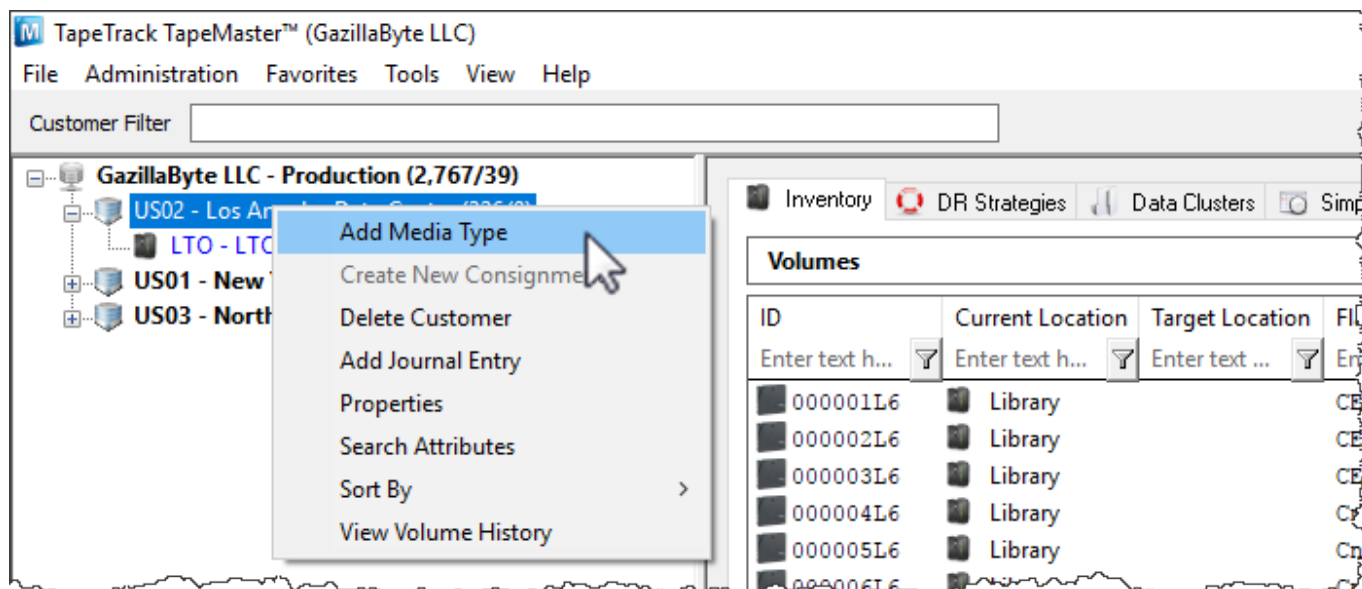


Adding and Deleting Media Types

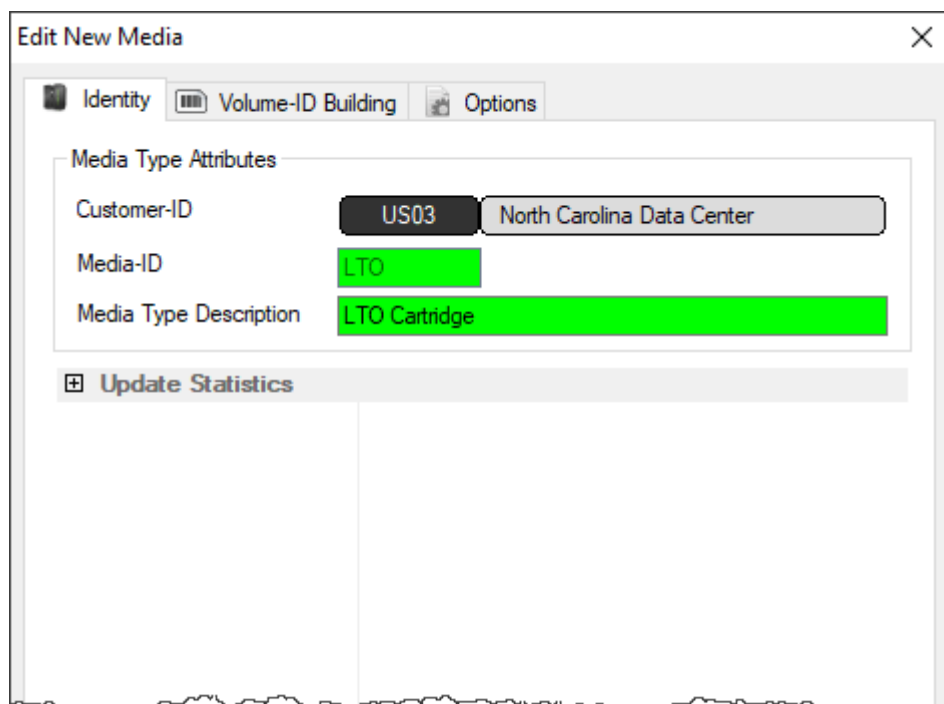
This page details how to Add or Delete Media Types.

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.



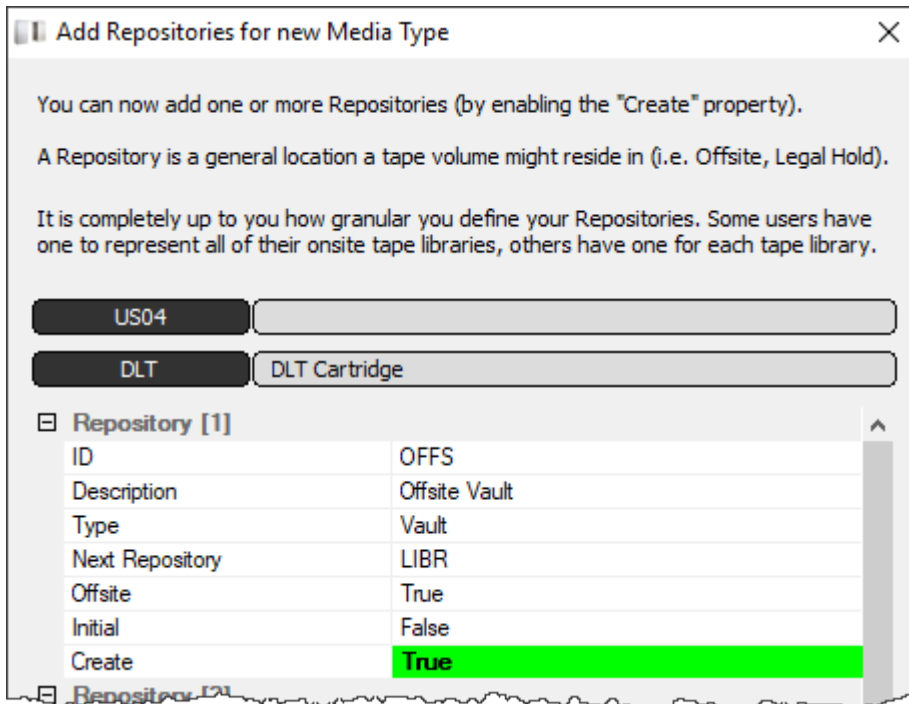
The Options Tab provides options for the new Media Type. Set the option values required.

| Property | Value |
|---------------------------|----------------|
| Hide Media Type | False |
| Internal | False |
| Maximum Volumes | 0 |
| Maximum Repositories | 0 |
| Allowable Volume-IDs | ?????L? |
| Default Media Type | True |
| Auto Simple Management | False |
| Auto Container | False |
| Stock Controlled | False |
| Auto Stock Selection | False |
| Relaxed Barcode Matching | True |
| No Move-back Warning | False |
| Lock Volumes | False |
| No HealthCheck | False |
| Show BuiltIn Repositories | False |
| Remove barcode suffix | |
| Barcodes use Modulo43 | False |
| Default Repository | Library |

- **Hide Media Type**
- **Internal**
- **Maximum Volumes**
- **Maximum Repositories**
- **Allowable Volume-ID's**
- **Default Media Type**
- **Auto Simple Management**
- **Auto Container**
- **Stock Controlled**
- **Auto Stock Selection**
- **Relaxed Barcode Matching**

Click Save

The next prompt will be to add the relevant repositories.



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**

