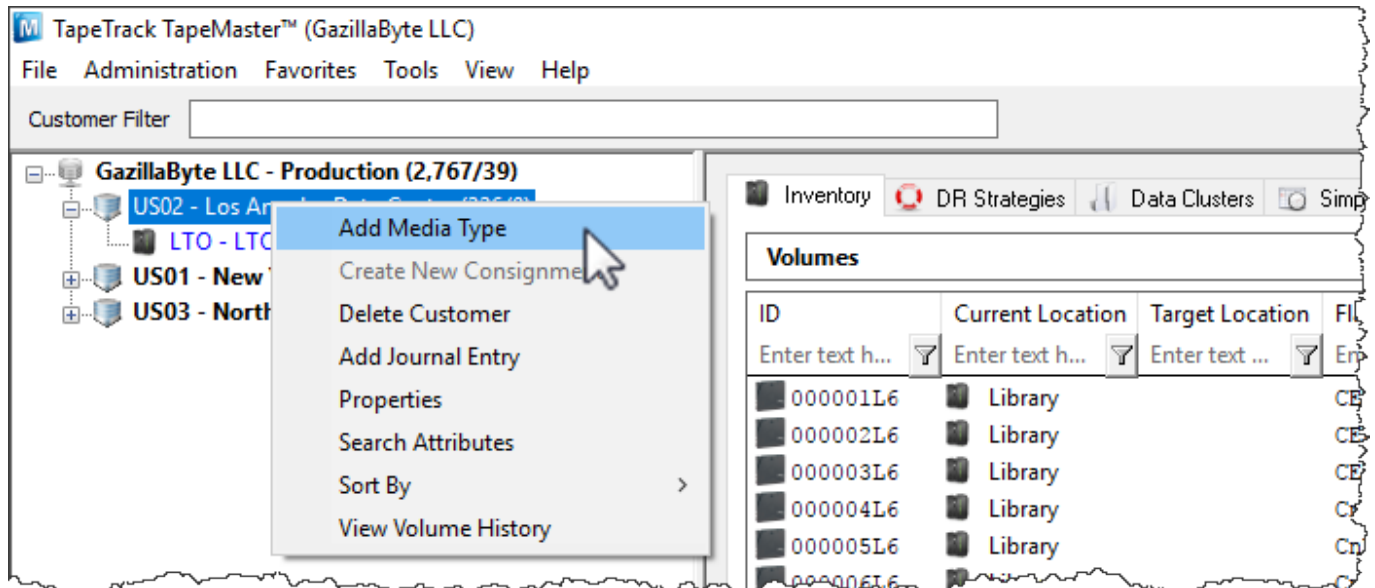


# Adding and Deleting Media Types

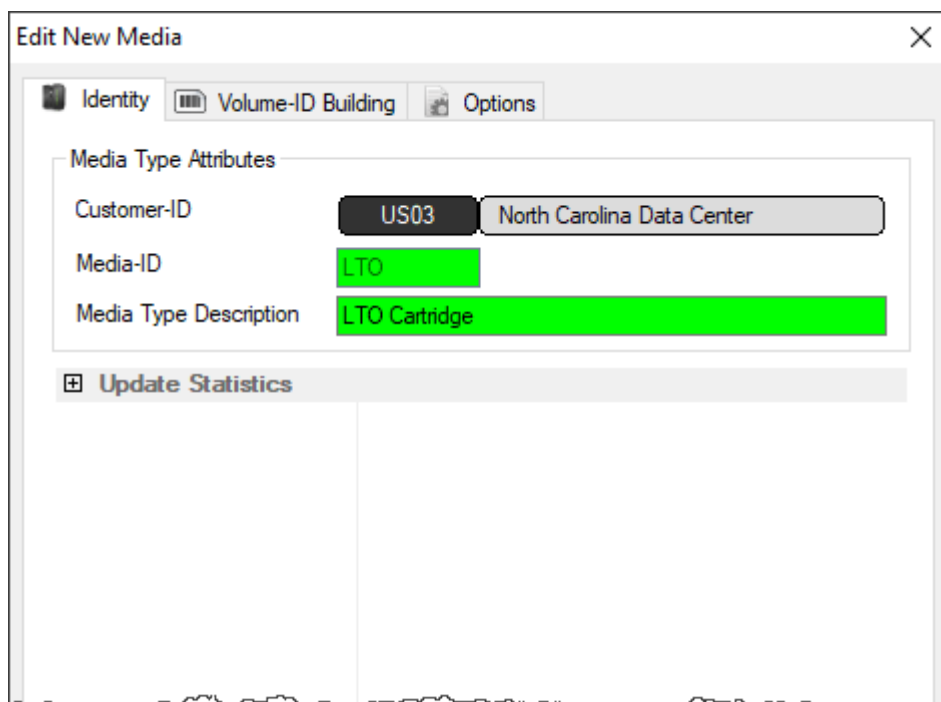
This page details how to Add or Delete Media Types.

## 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.



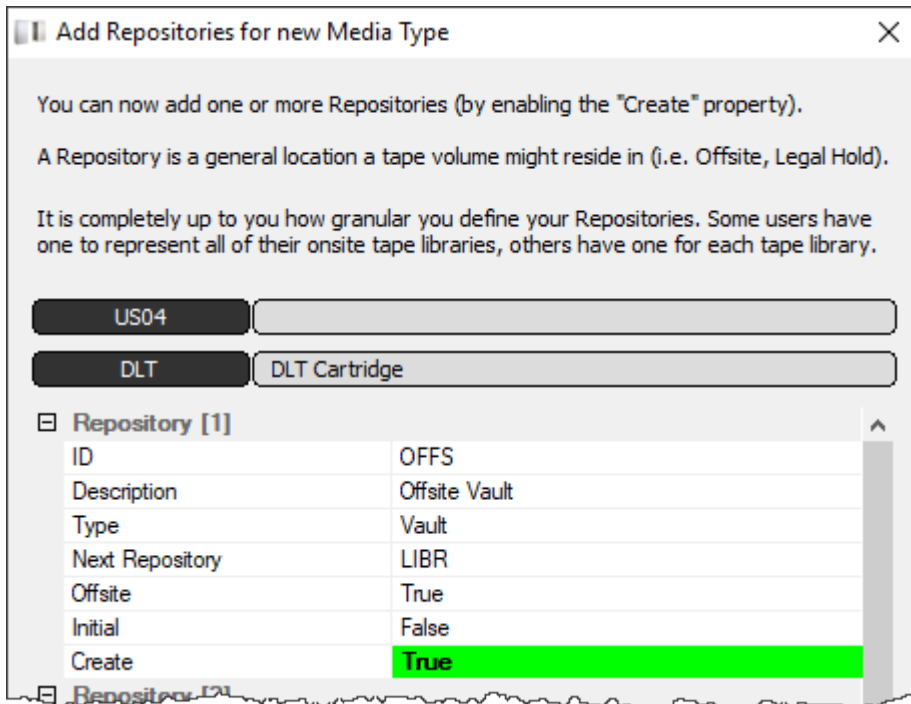
The Options Tab provides options for the new Media Type. Set the option values required.

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

- **Hide Media Type** when set to true removes the media type from view in the customer tree.
- **Internal** media type has an internal purpose and should not be displayed to all applications.
- **Maximum Volumes** allowed. 0 = unlimited.
- **Maximum Repositories** allowed. 0 = unlimited.
- **Allowable Volume-ID's** if set, restricts the allowable volume ID formats for this customer.
- **Default Media Type** This media type is the default when none can be determined.
- **Auto Simple Management** adds new media with the simple management option.
- **Auto Container** automatically adds new volumes as containers.
- **Stock Controlled** requires all new volumes to have a stock control type.
- **Auto Stock Selection** selects a stock type for new volumes automatically.
- **Relaxed Barcode Matching** attempts to match a scanned barcode with L|T|J suffix when not found.
- **No Move-back Warning** stops a warning flag (W) being added to a volume if it moves back to its current repository.
- **Lock Volumes** stops updates from occurring to volume data.
- **No HealthCheck** excludes media from HealthCheck statistics.
- **Show Built In Repositories** includes built in repositories in displayed list.
- **Remove Barcode Suffix** removes suffix from scanned barcode before processing.
- **Barcodes use Modulo43** will be reviewed for Modulo 43 checksum digits.
- **Default Repository** allocates the default location for new volumes.

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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