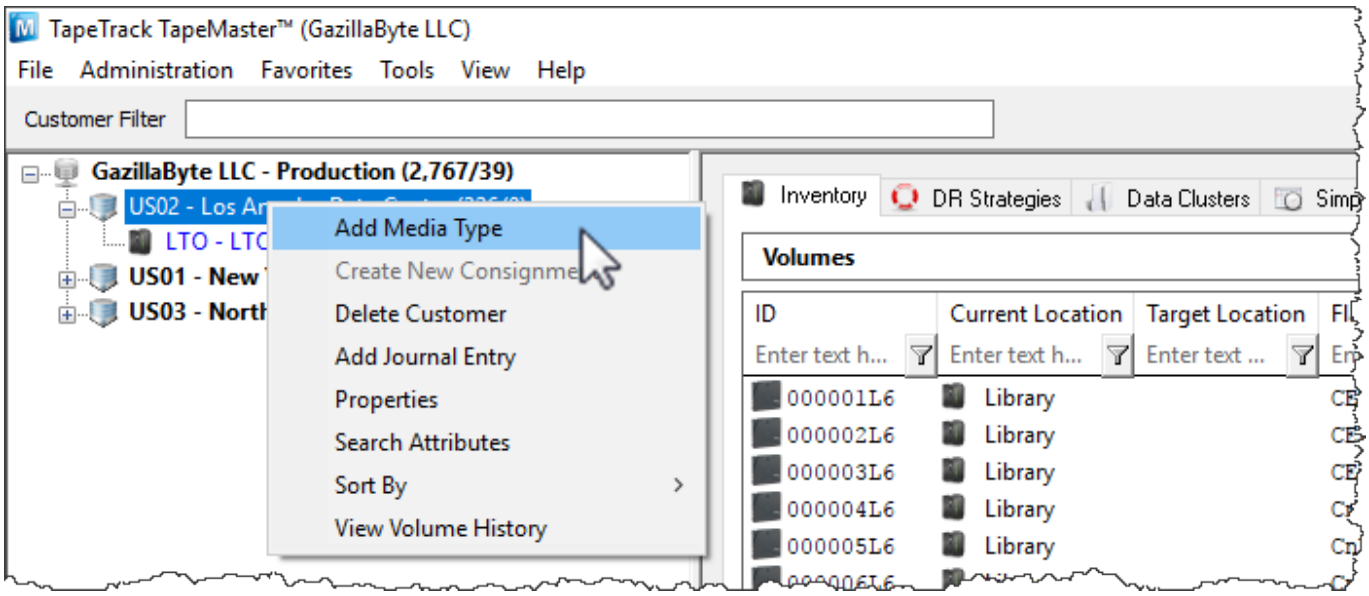
Adding and Deleting Media Types

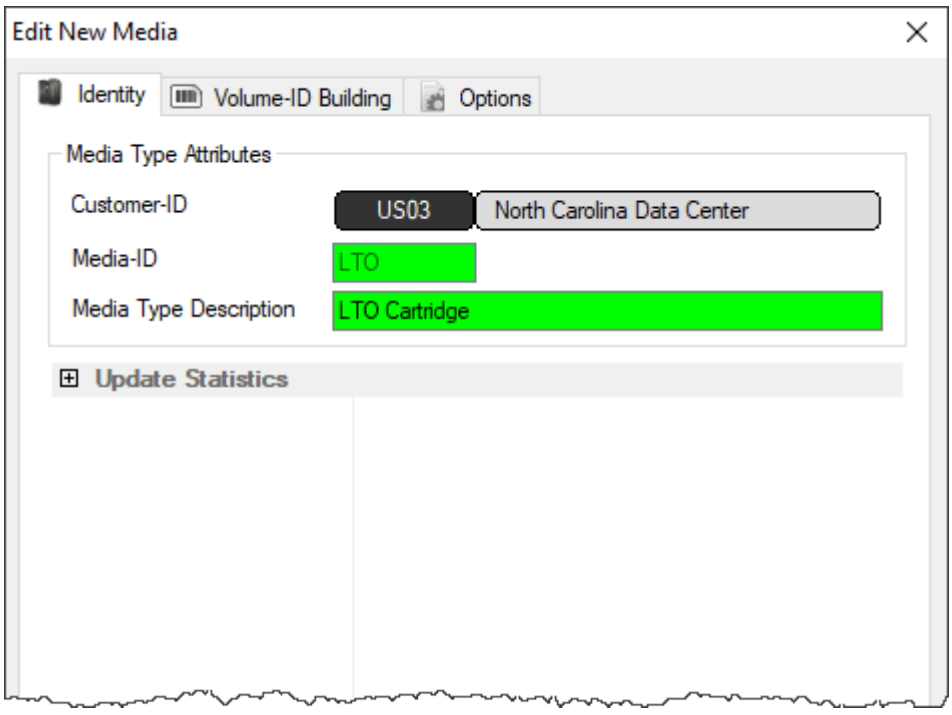
This page details how to Add or Delete Media Types.

Adding a new Media Type

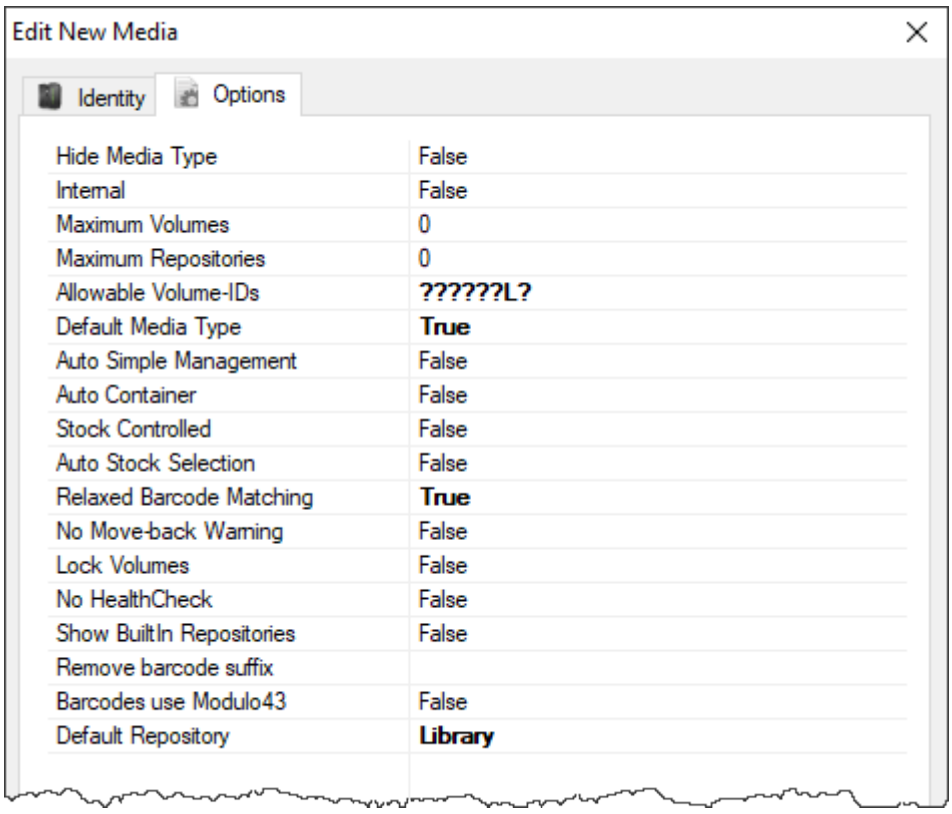
Right-click a Customer and select `Add Media Type` This will launch the Edit New Media Window.



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.



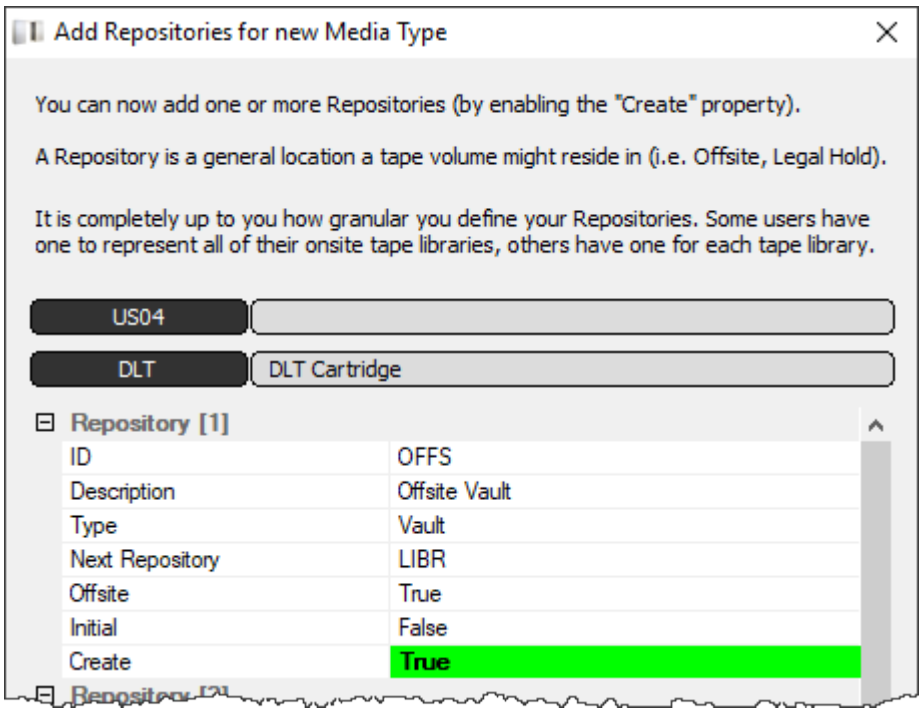
The Options Tab provides options for the new Media Type. Set the option values required.



- **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.

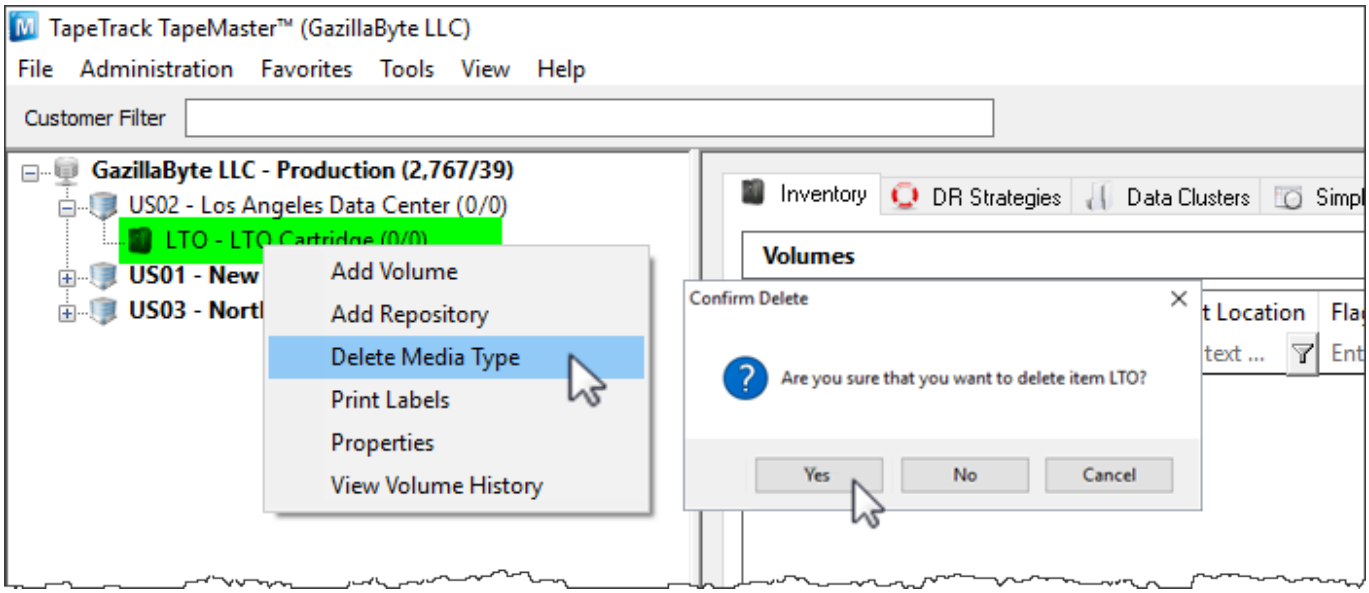
Click Save

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`.





Media Types that contain Repositories and/or Volumes cannot be deleted until dependencies are removed.

For more information, see:

- Adding and Deleting Repositories
- Adding and Deleting Volumes

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