

# Adding and Maintaining Media Types

Media is usually separated in TapeTrack according to the media type (eg LTO, CD or 359x). Media generations, such as LTO3 and LTO4, are traditionally grouped together. Media types can be [added](#), or [removed](#), as required for each customer.

## Adding a managing Media Types

To add a media type, right-click a [Customer](#) and select Add Media Type.



## Identity Tab

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 (up to four characters) and a Media Type Description (up to twenty characters).



### Options Tab

The 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 for the media. Repositories can be added by editing the fields (if required) and changing the Create property to **True**.

**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

DLT Cartridge

Repository [1]	
ID	OFFS
Description	Offsite Vault
Type	Vault
Next Repository	LIBR
Offsite	True
Initial	False
Create	<b>True</b>

You can also [create repositories](#) manually at any time new ones are required.

## 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.

Further information about removing media type dependencies can be found at [Deleting Repositories](#) and [Deleting Volumes](#).

## Modifying

...same as when you add a media type, but in addition you se...

screenshot...

See the [Volume-ID Building](#) page for more details on how to use this functionality.

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