

# 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 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 alphanumeric characters) and a [Media Description](#) (up to twenty alphanumeric characters). While the [Media Description](#) can be edited at any time, the [Media-ID](#) is permanent and cannot be changed once created.



### 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 type when none can be determined.
- **Auto Simple Management** adds new [Volume](#) 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 before being confirmed at it's Target Repository.
- **Lock Volumes** stops updates from occurring to [Volume](#) data.
- **No HealthCheck** excludes media from Health Check 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**.



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

Right-click a Media Type in the **customer tree** and select Properties.



From the **Edit Media** window, you can modify the description, change the **media options** and add volumes using the Volume-ID building tab. See the [Volume-ID Building page](#) for more details on how to use this function.

Edit Media: LTO Cartridge (102/22)

Identity Volume-ID Building Options

Index	Sequence	Elements
1	0,1,2,3,4,5,6,7,8,9	10
2	0,1,2,3,4,5,6,7,8,9	10
3	0,1,2,3,4,5,6,7,8,9	10
4	0,1,2,3,4,5,6,7,8,9	10
5	0,1,2,3,4,5,6,7,8,9	10
6	0,1,2,3,4,5,6,7,8,9	10
7	L5	1

List contains 7 records Selected=1 First Selected=7

Index	Item	Defined
<input checked="" type="checkbox"/> 1	000000L5	Yes
<input checked="" type="checkbox"/> 2	000001L5	Yes
<input checked="" type="checkbox"/> 3	000002L5	Yes
<input checked="" type="checkbox"/> 4	000003L5	Yes

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