

# 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 Options tab provides options for the new [Media Type](#).

The screenshot shows a dialog box titled "Edit New Media" with a close button (X) in the top right corner. It has two tabs: "Identity" (selected) and "Options". Under the "Identity" tab, there is a section titled "Media Type Attributes" containing three input fields: "Customer-ID" with the value "US03" and a dropdown menu showing "North Carolina Data Center"; "Media-ID" with the value "LTO"; and "Media Type Description" with the value "LTO Cartridge". At the bottom of the dialog are three buttons: "Save", "Cancel", and "Help".

- **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 [Volumes](#) 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**. This value cannot be set until you have created at least one Repository for this Media Type.

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.

US03 North Carolina Data Center

LTO LTO Cartridge

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

Repository [2]	
ID	LIBR
Description	Library
Type	Library
Next Repository	OFFS
Offsite	False
Initial	True
Create	False

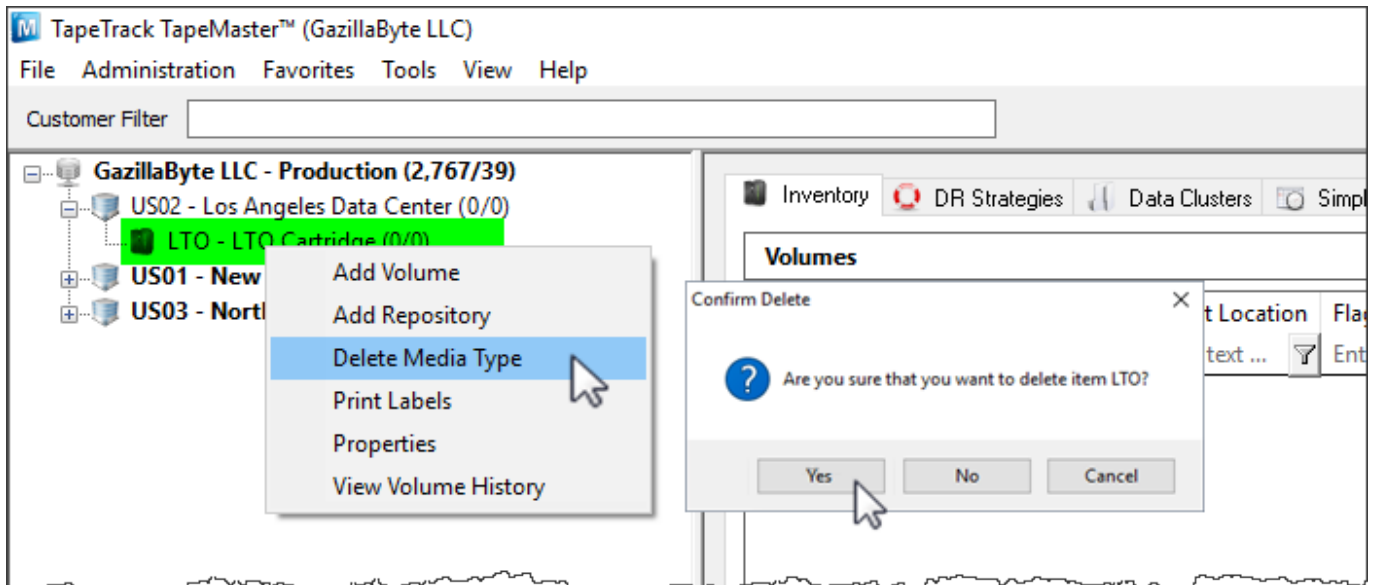
Repository [3]	
ID	HOLD
Description	Legal Hold
Type	Legal Hold

OK Cancel

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.

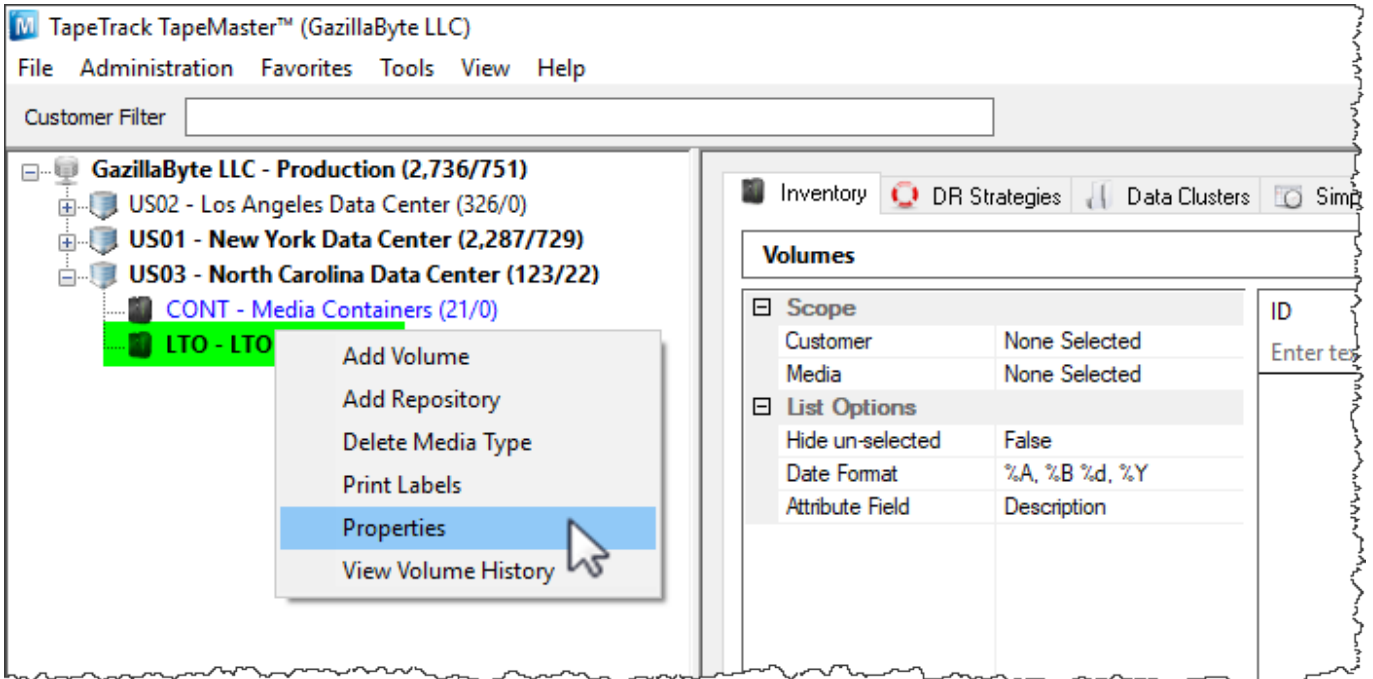


**Media** Types that contain [Repositories](#) and/or [Volumes](#) cannot be deleted until dependencies are removed.

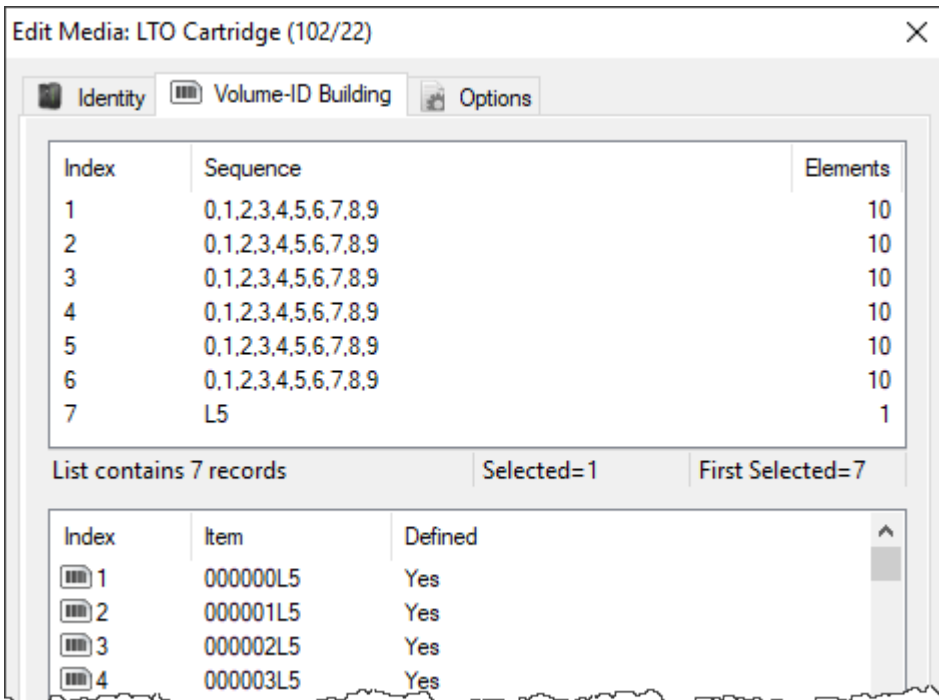
Further information about removing [Media Type](#) dependencies can be found at [Deleting Repositories](#) and [Deleting Volumes](#).

## 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.



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