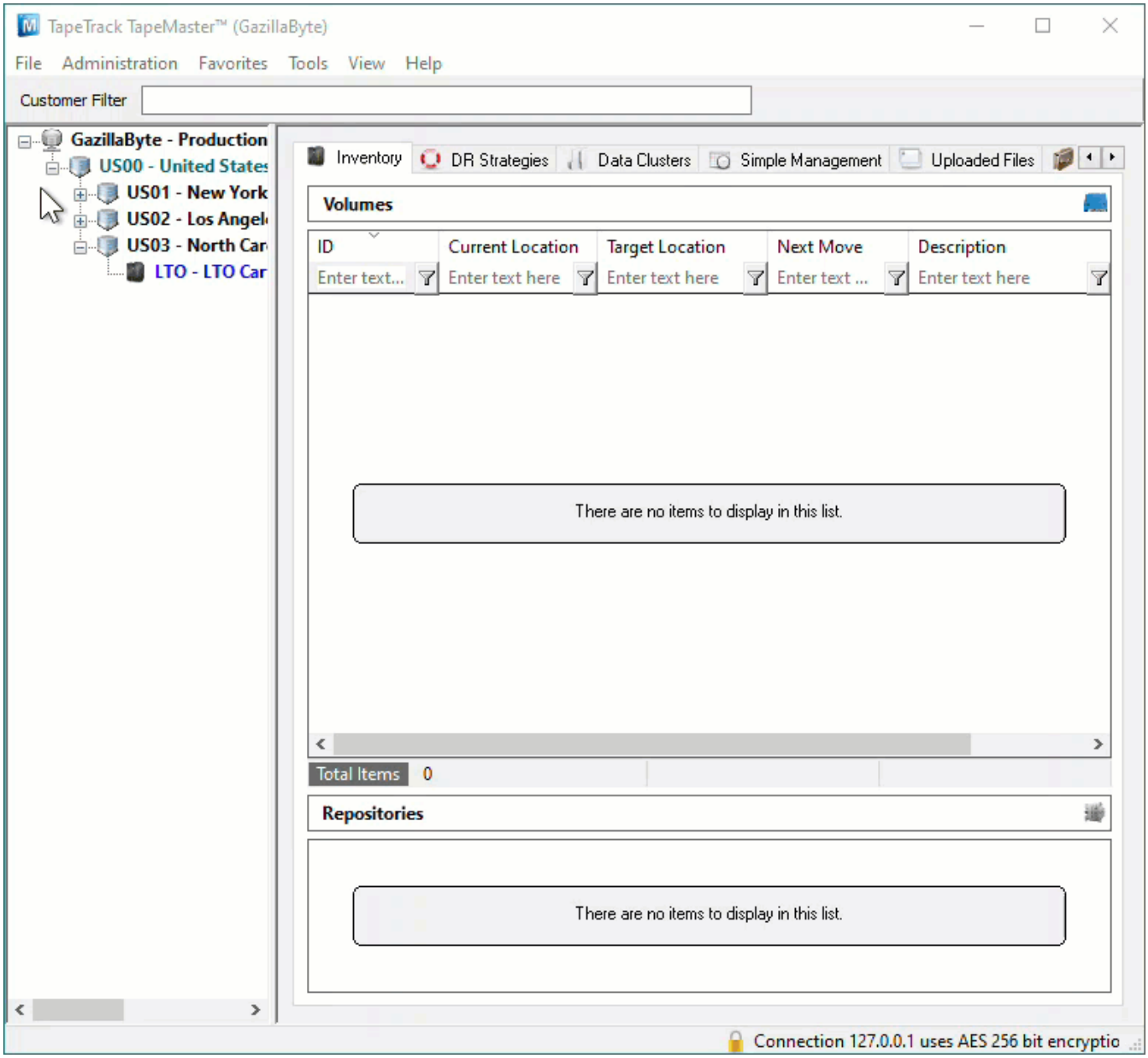
# Adding and Maintaining Media Types

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

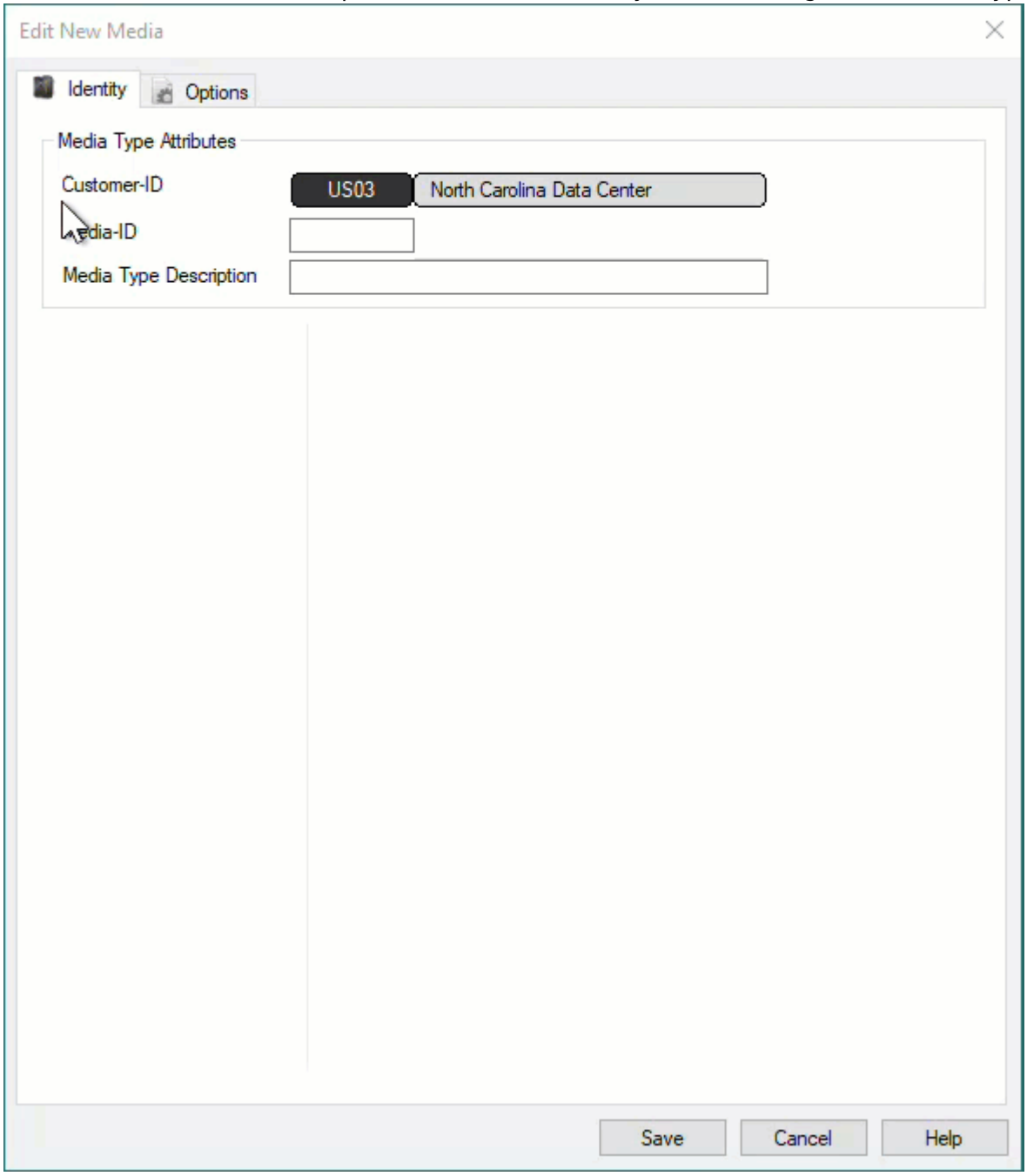
To add a Media Type, right-click a Customer and select `Add Media Type`.




### Identity Tab

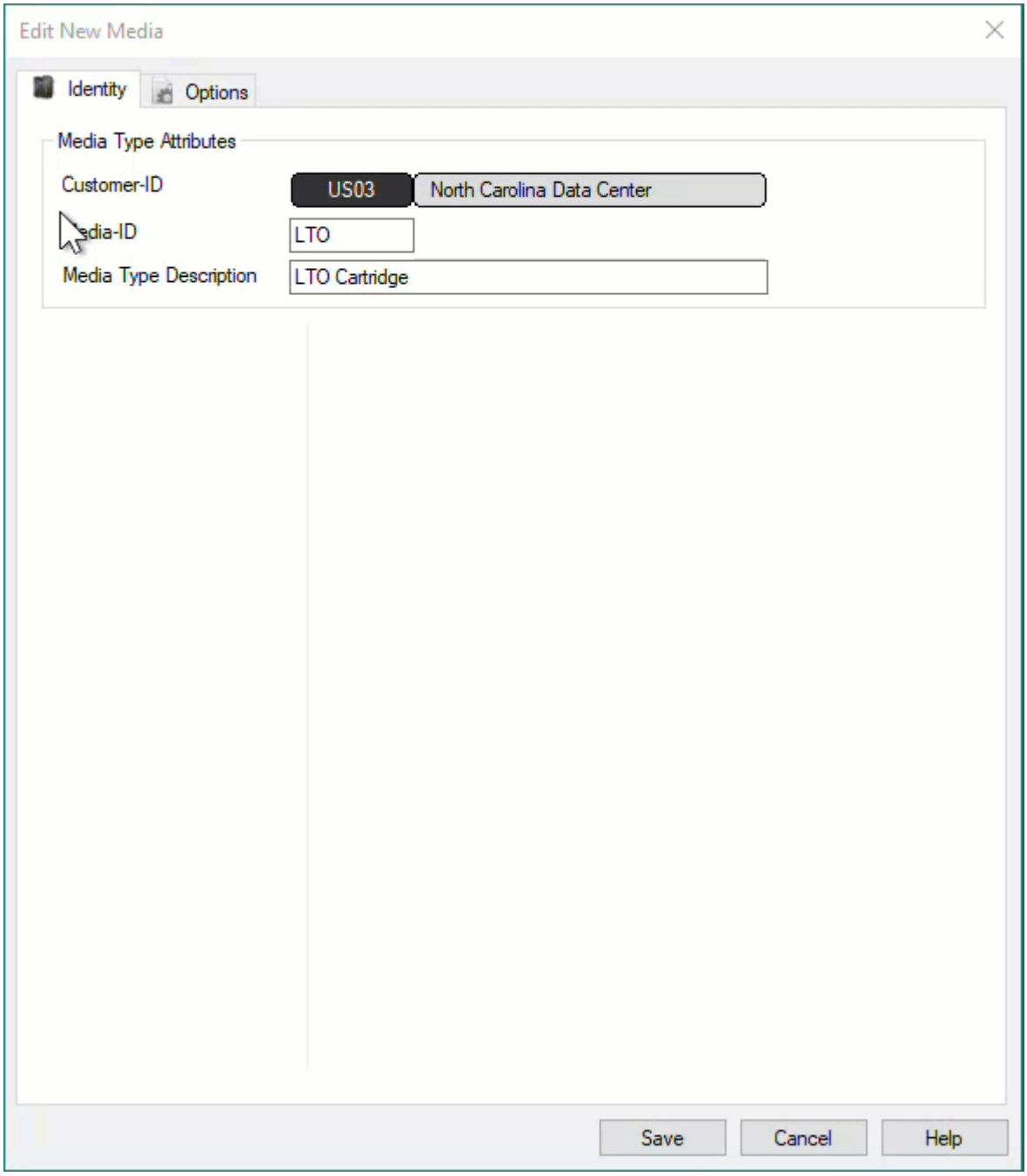
This will launch a `Edit New Media` window. The first tab on the `Edit New Media` window is the `Identity` tab. The `Identity` tab requires the input of a Media-ID (up to four alphanumeric characters) and a Media Description (up to twenty alphanumeric characters). While the Media Description can be edited at any time, the Media-ID is permanent and cannot be changed once created.

Both the Media-ID and Description fields are mandatory when creating a new Media Type.




## Options Tab

The `Options` tab provides options for the new Media Type.

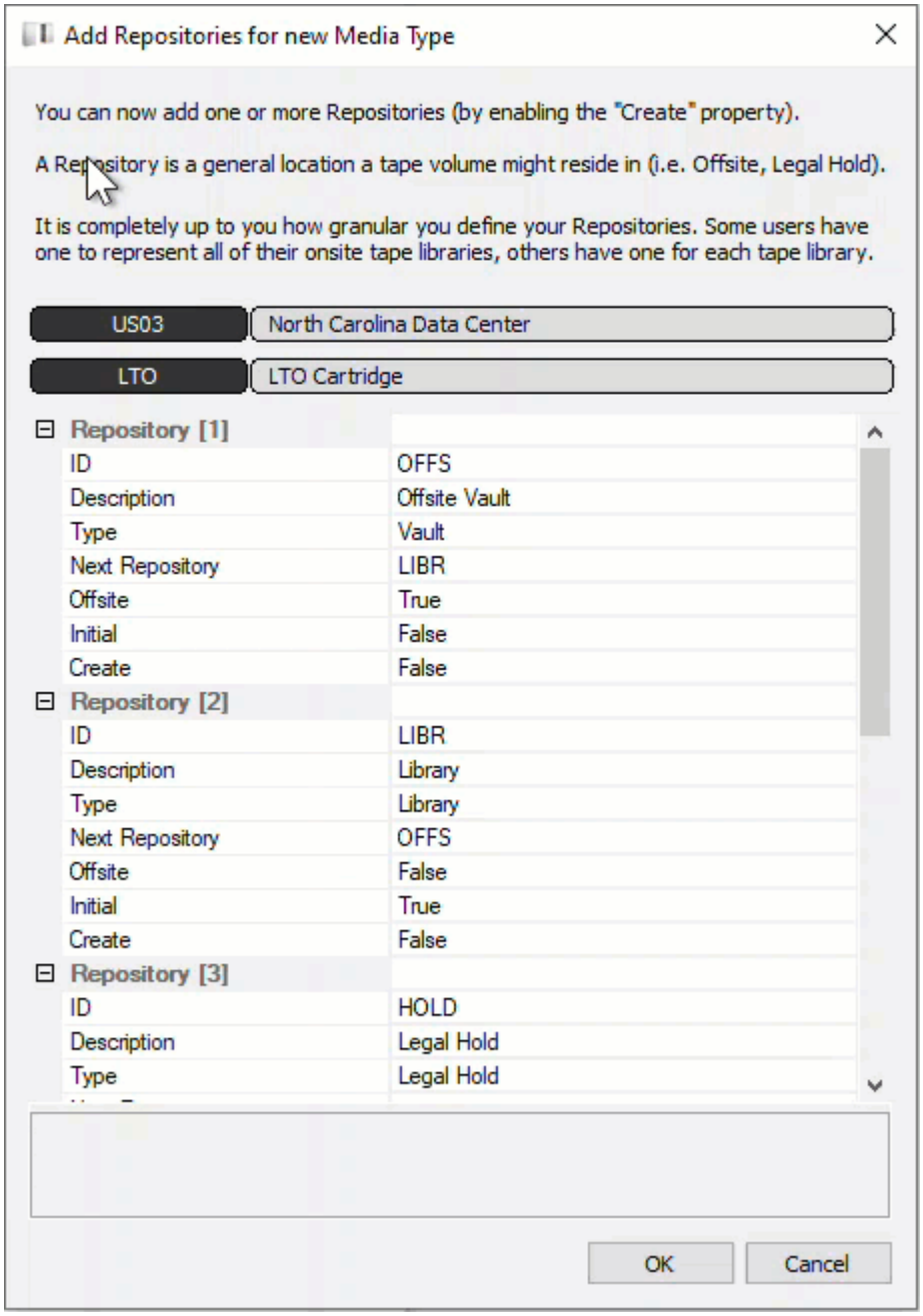



- **Hide Media Type** when set to `True` removes the Media Type from view in the Customer Tree.
- **Internal** Media Type has an internal purpose and should not be displayed to all applications.
- **Maximum Volumes** allowed. 0 = unlimited.
- **Maximum Repositories** allowed. 0 = unlimited.
- **Allowable 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`.



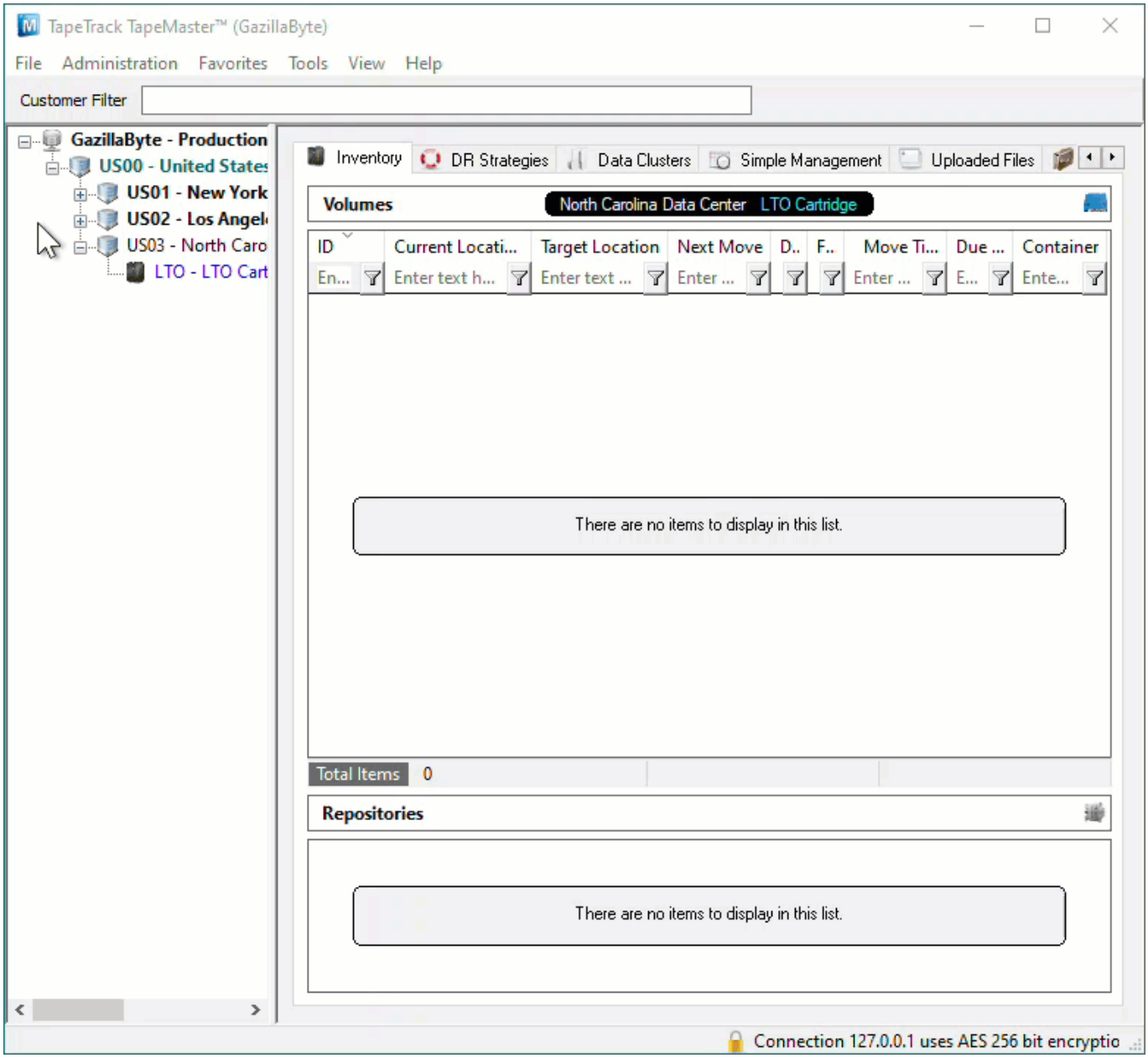

You can also Create Repositories manually at any time new ones are required.

# Deleting Media Types

To delete a Media Type, all dependencies (Volumes and Repositories) must be deleted first.

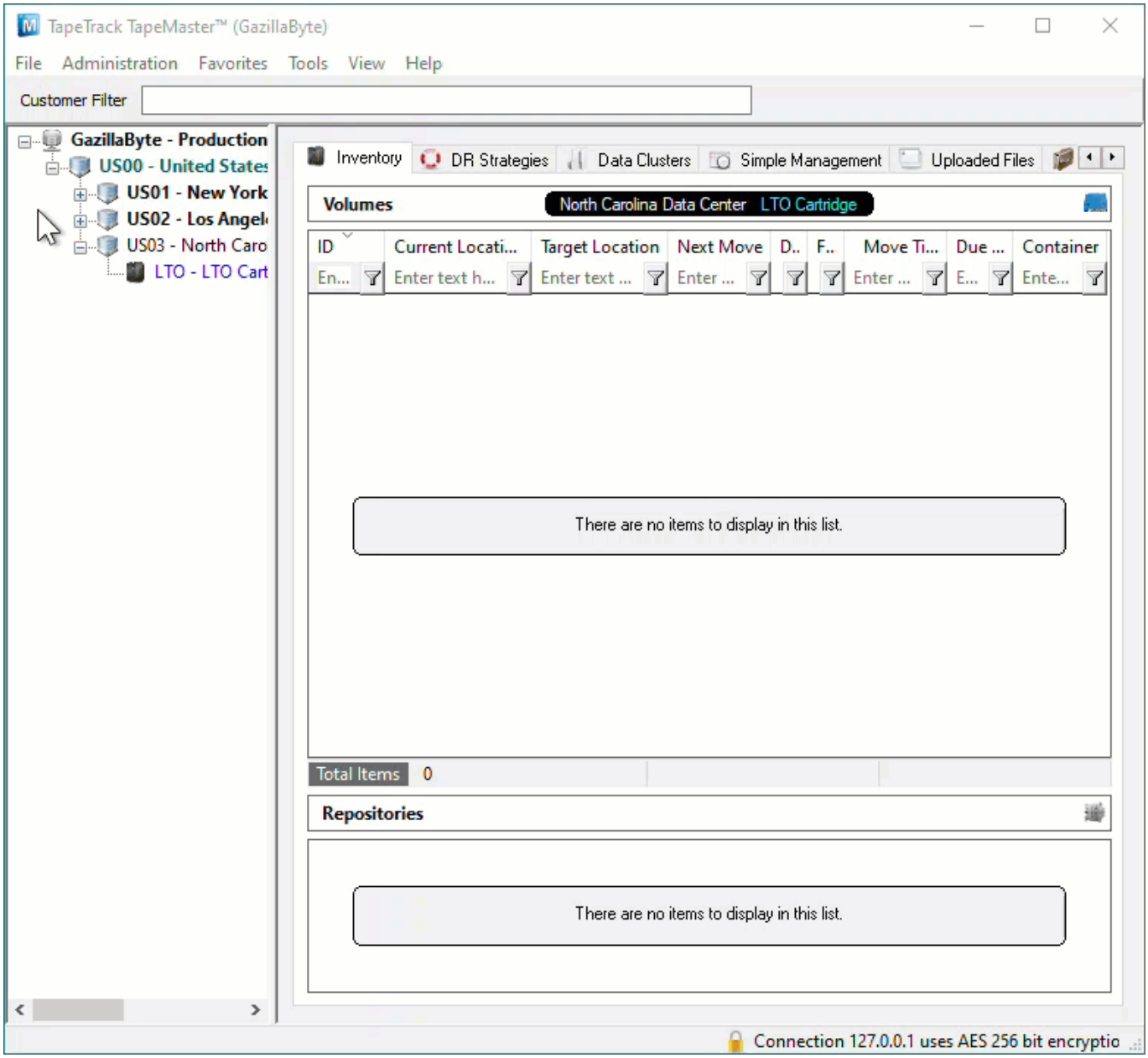
- Deleting Volumes
- Deleting Repositories

Once dependencies have been removed, right-click a Media Type in the Customer Tree. Select `Delete Media Type`. Then click `Yes` on the popup to confirm the deletion.

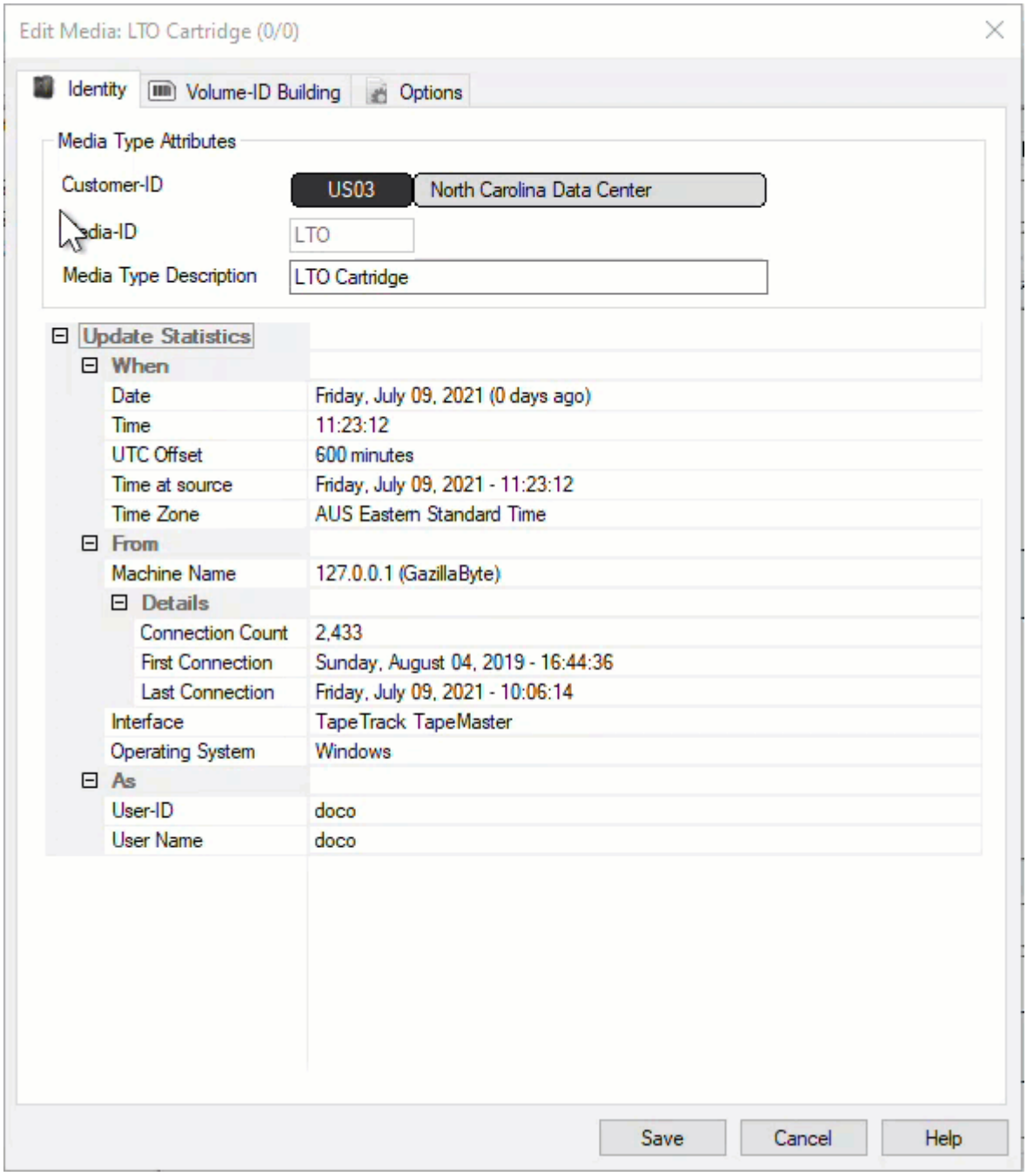



# Modifying

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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