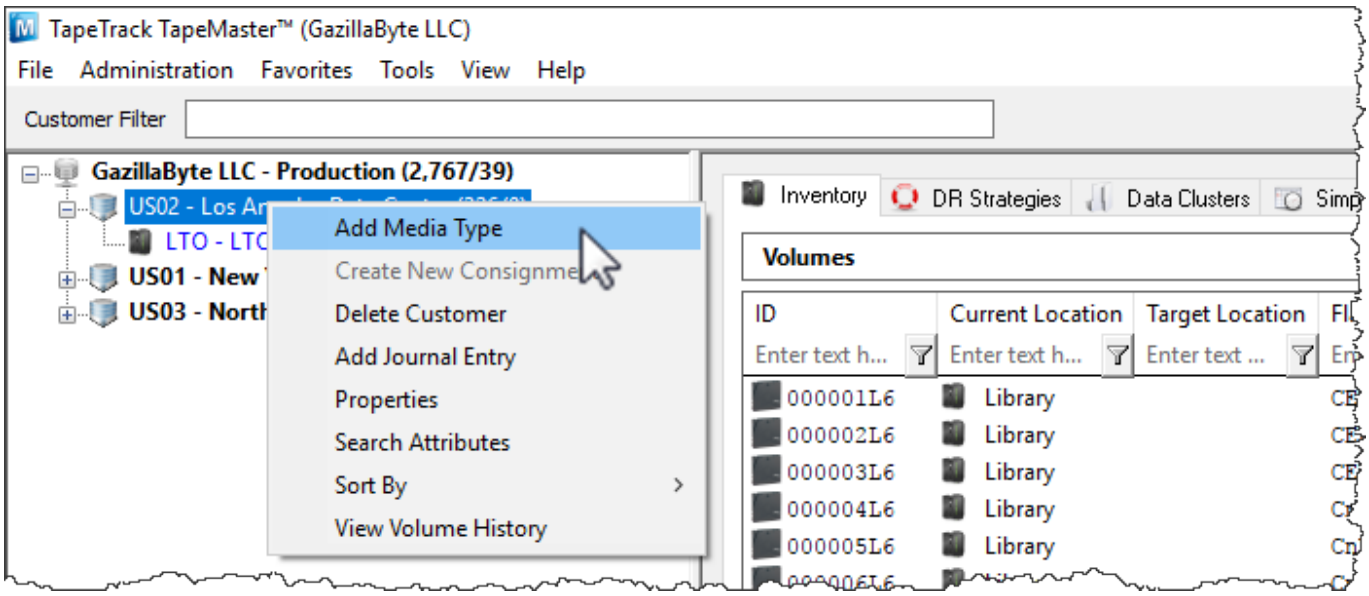
Adding and Deleting Media Types

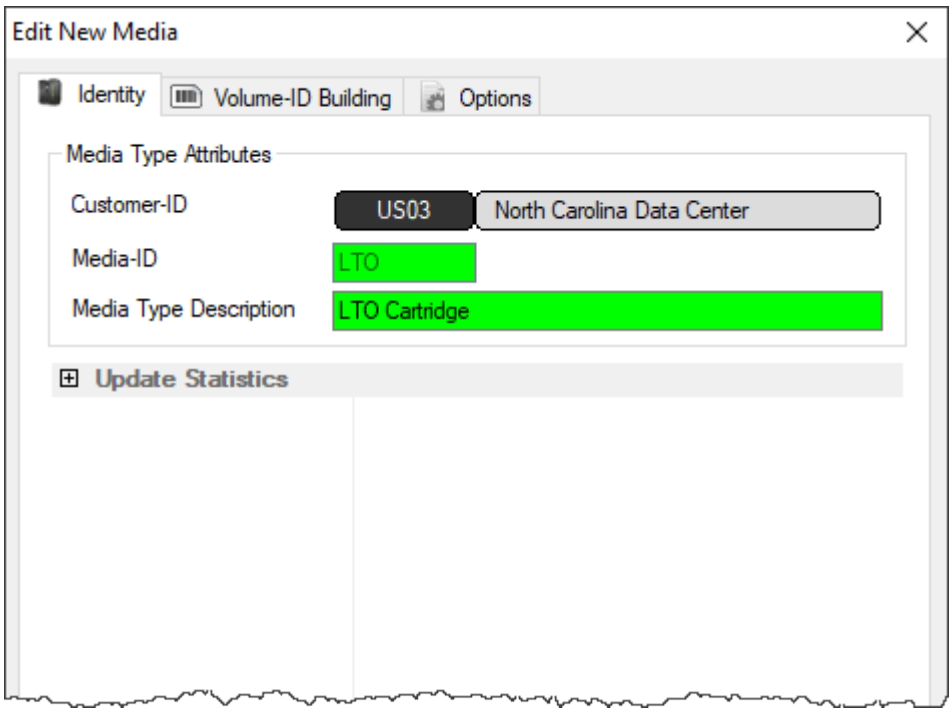
This page details how to Add or Delete Media Types.

Adding a new Media Type

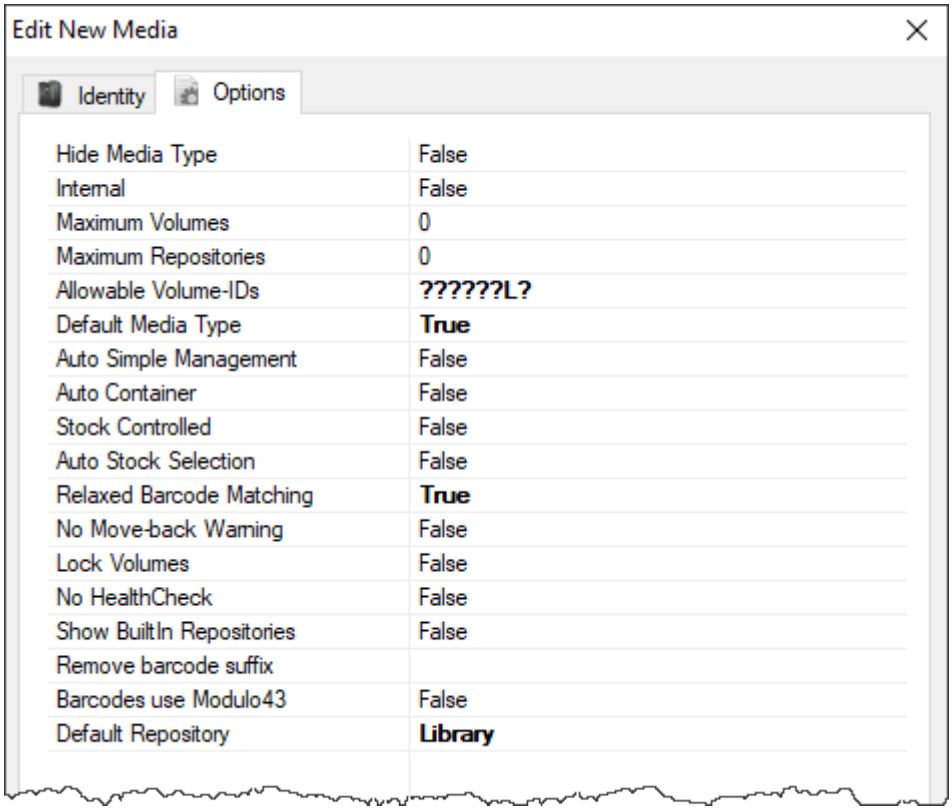
Right-click a Customer and select `Add Media Type` This will launch the Edit New Media Window.



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.



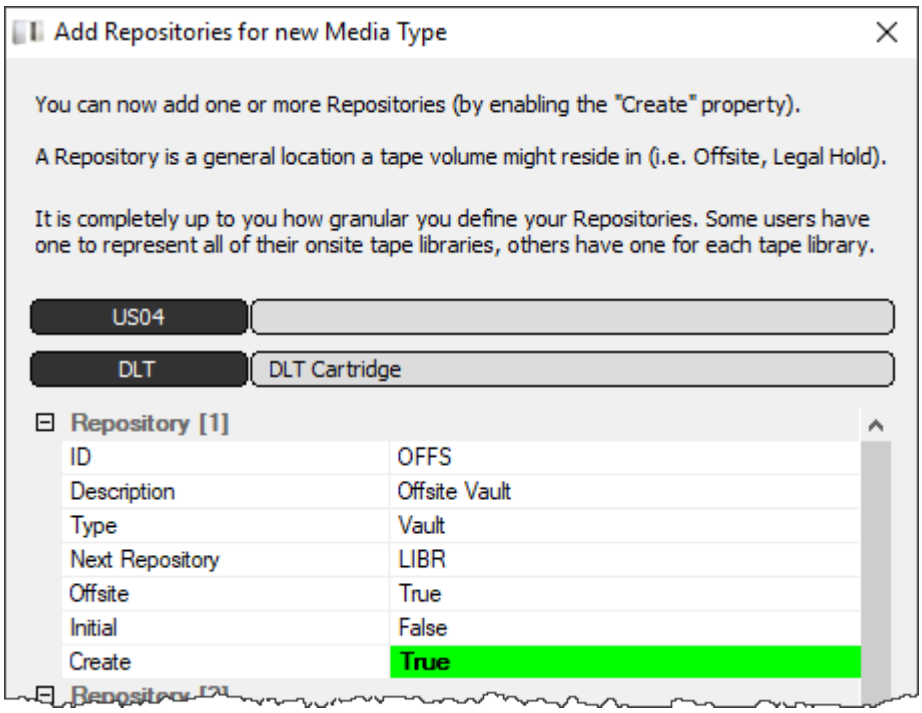
The Options Tab provides options for the new Media Type. Set the option values required.



- **Hide Media Type**
- **Internal**
- **Maximum Volumes**
- **Maximum Repositories**
- **Allowable Volume-ID's**
- **Default Media Type**
- **Auto Simple Management**
- **Auto Container**
- **Stock Controlled**
- **Auto Stock Selection**
- **Relaxed Barcode Matching**

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`.

Note: Media Types that contain Repositories and/or Volumes cannot be deleted. For more information, see:

- Adding and Deleting Repositories
- Adding and Deleting Volumes

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