

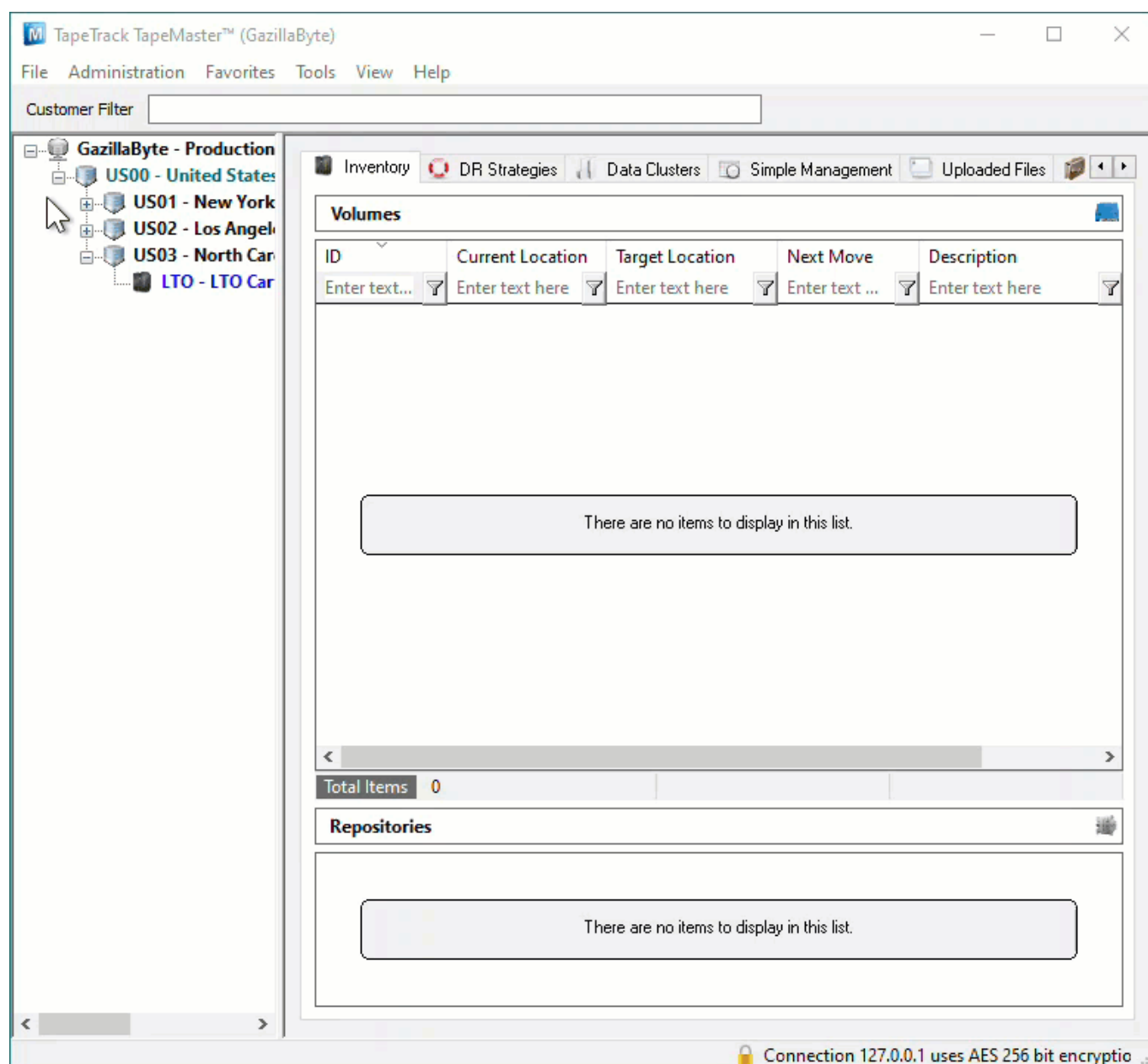
Adding and Maintaining Media Types

[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](#).

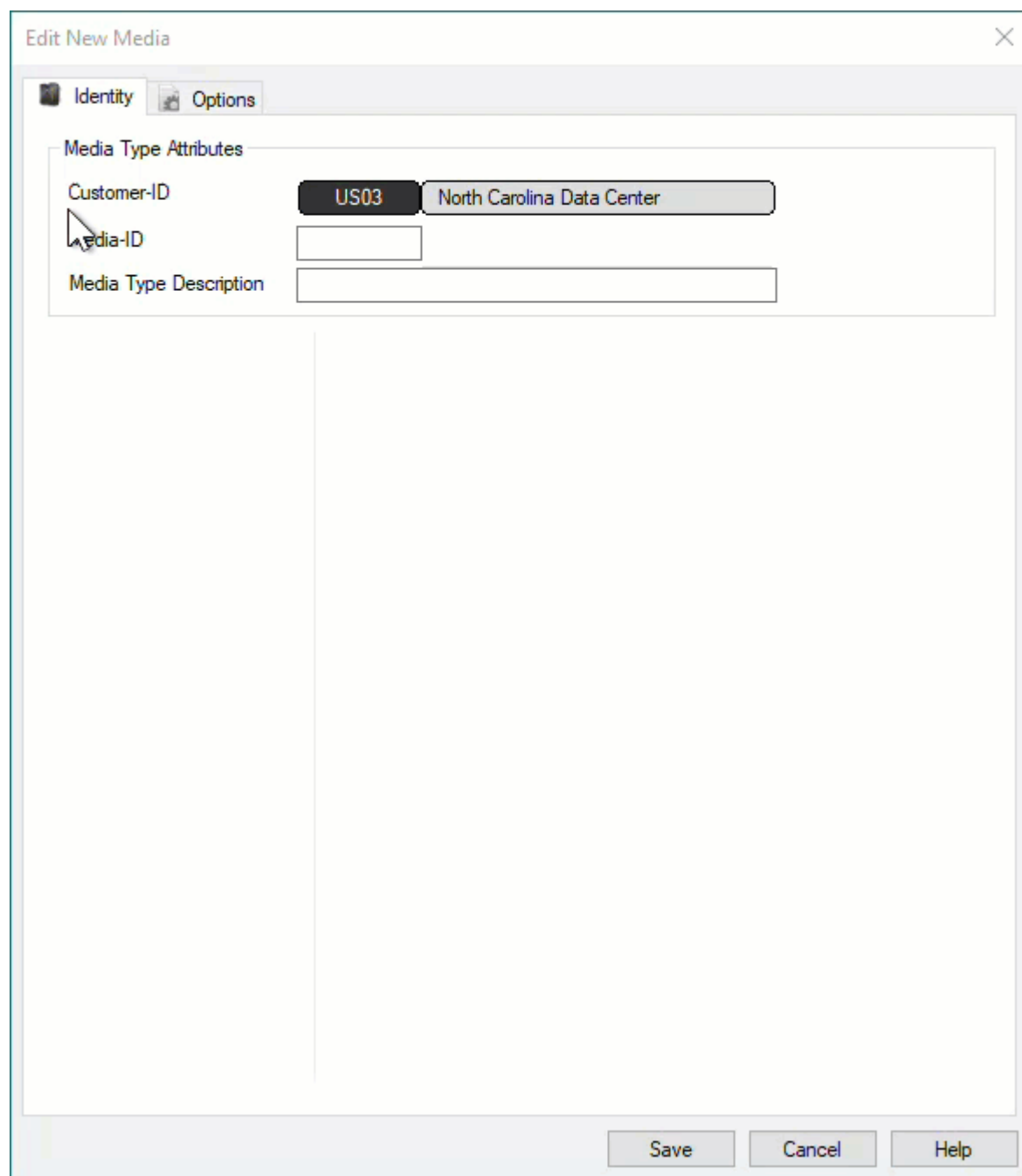
Adding Media Types

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.



The screenshot shows the 'Edit New Media' window with the 'Identity' tab selected. The window has a title bar with a close button. Below the title bar are two tabs: 'Identity' (active) and 'Options'. The 'Identity' tab contains a section titled 'Media Type Attributes' with three input fields: 'Customer-ID' (containing 'US03'), 'Media-ID' (empty), and 'Media Type Description' (empty). The 'Media-ID' field is highlighted with a mouse cursor. At the bottom of the window are three buttons: 'Save', 'Cancel', and 'Help'.

Field	Value
Customer-ID	US03
Media-ID	
Media Type Description	

Options Tab

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

Edit New Media

Identity Options

Media Type Attributes

Customer-ID: US03 North Carolina Data Center

Media-ID: LTO

Media Type Description: LTO Cartridge

Save Cancel 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

OKCancel

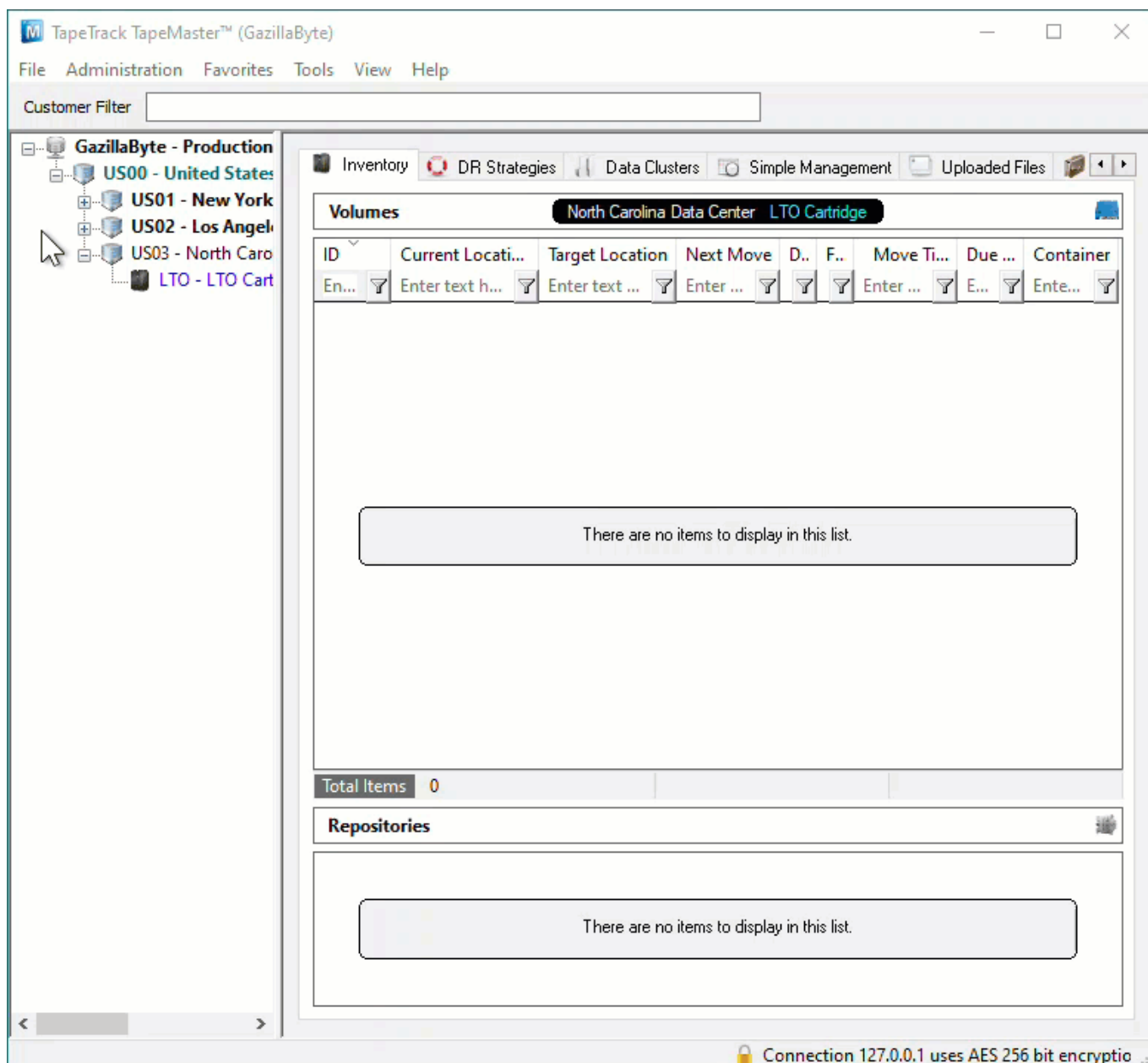
You can also Create Repositories manually at any time new ones are required.

Deleting Media Types

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

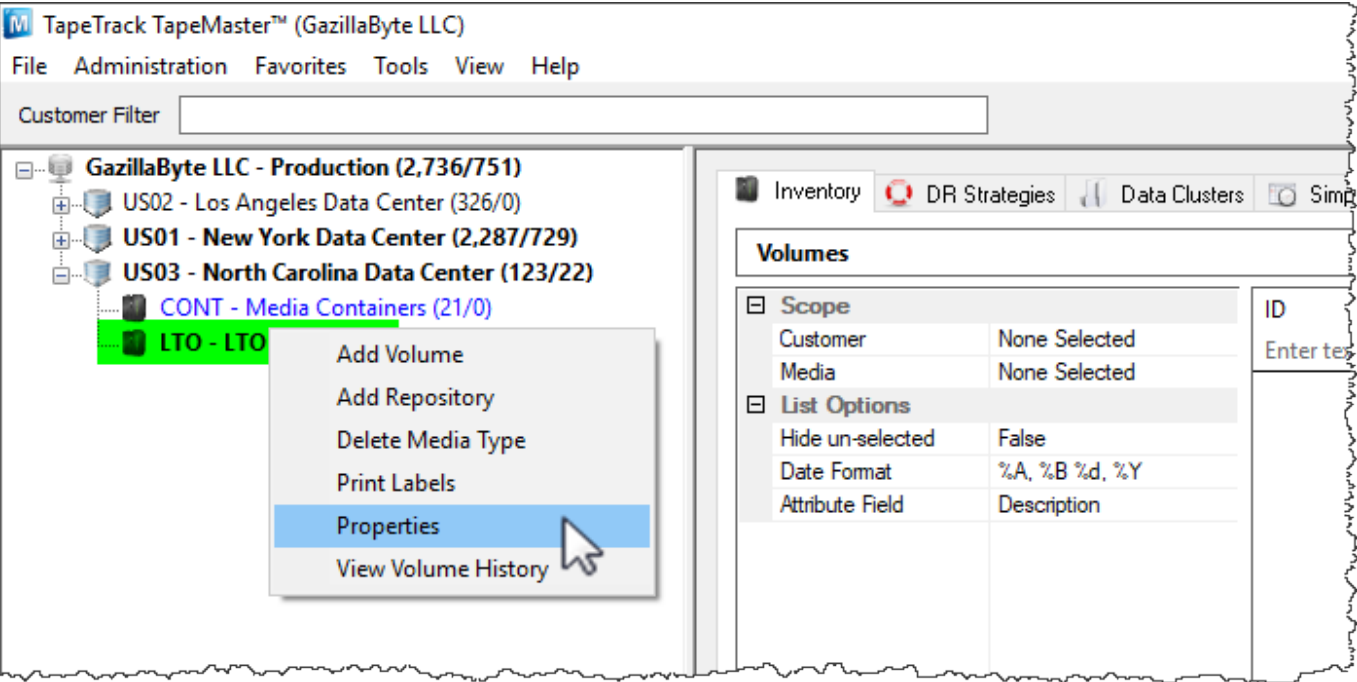
- [Deleting Volumes](#)
- [Deleting Repositories](#)

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.

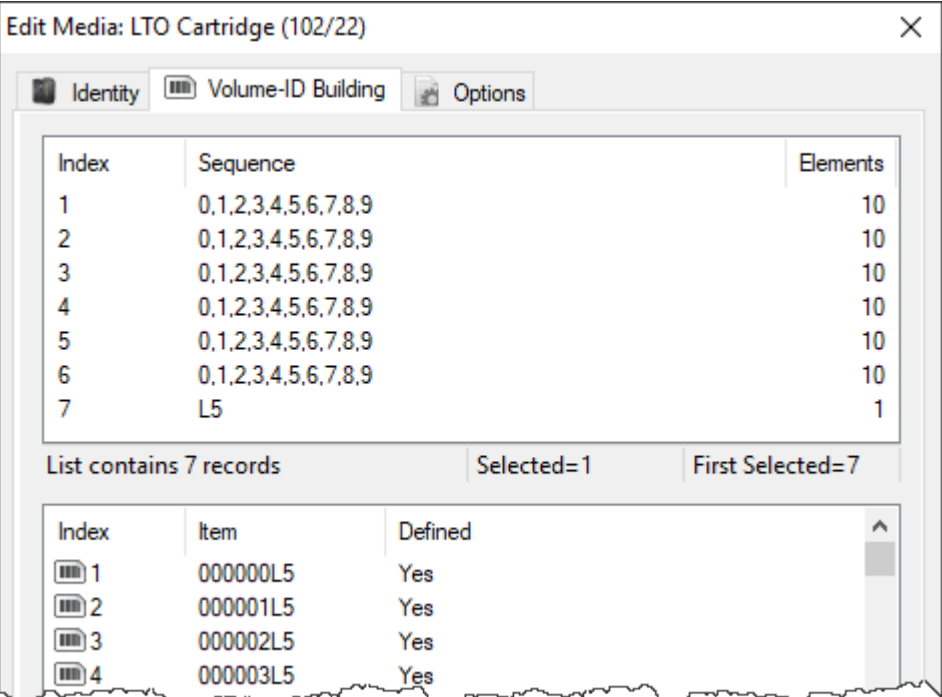


Modifying

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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