# **Repository Window**

The repository window displays current repositories allocated to the displayed media type of the selected customer.

# **Right Click Options**

- Add: Adds a new repository.
- **Delete**: Deletes a current repository.
- Edit
  - Paste Volumes: Pastes volumes from clipboard.
- **Generate Certificate**: Generates a certificate recording creation time, Volume count, number of Volumes marked as either surplus or deficit.
- Make Default Repository: Designates the repository as the default location all new volumes will be added to when created.
- Manage
- Properties: Open repository properties window
- Scan
  - $\circ~$  To Add: Open scan window to add new volumes.
  - $\circ\,$  To Scan-In: Open scan window to scan in volumes to the selected repository.
  - $\circ\,$  To Scan-Out: Open scan window to scan out volumes from the selected repository.
  - **To Move**: : Open scan window to scan volumes to be placed in a move status from their current location to the selected repository.
- Size
  - Normal Size: Display repository window at normal size.
  - Normal Size x 1.5: Display repository window at 1.5 times the normal size.
  - **Normal Size x 2**: Display repository window at 2 times the normal size.
- View Repository Map
- Visibility
  - $\circ$  Hide
  - Show Hidden
  - Un-Hide

# Add

Adds a new repository.

# Delete

Deletes a current repository.

# Edit

Paste Volumes

Pastes volumes from clipboard.

#### Generate Certificate

Generates a certificate recording creation time, Volume count, number of Volumes marked as either surplus or deficit.

#### Make Default Repository

Designates the repository as the default location all new volumes will be added to when created.

# Manage

Properties

### Scan

To Add

To Scan-In

To Scan-Out

To Move

#### Size

Normal Size

Normal Size x 1.5

Normal Size x 2

View Repository Map

Visibility

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