

# 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**
  - **To Add:** Open scan window to add new volumes.
  - **To Scan-In:** Open scan window to scan in volumes to the selected repository.
  - **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**
  - **Hide**
  - **Show Hidden**
  - **Un-Hide**

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Last update: **2025/01/21 22:07**