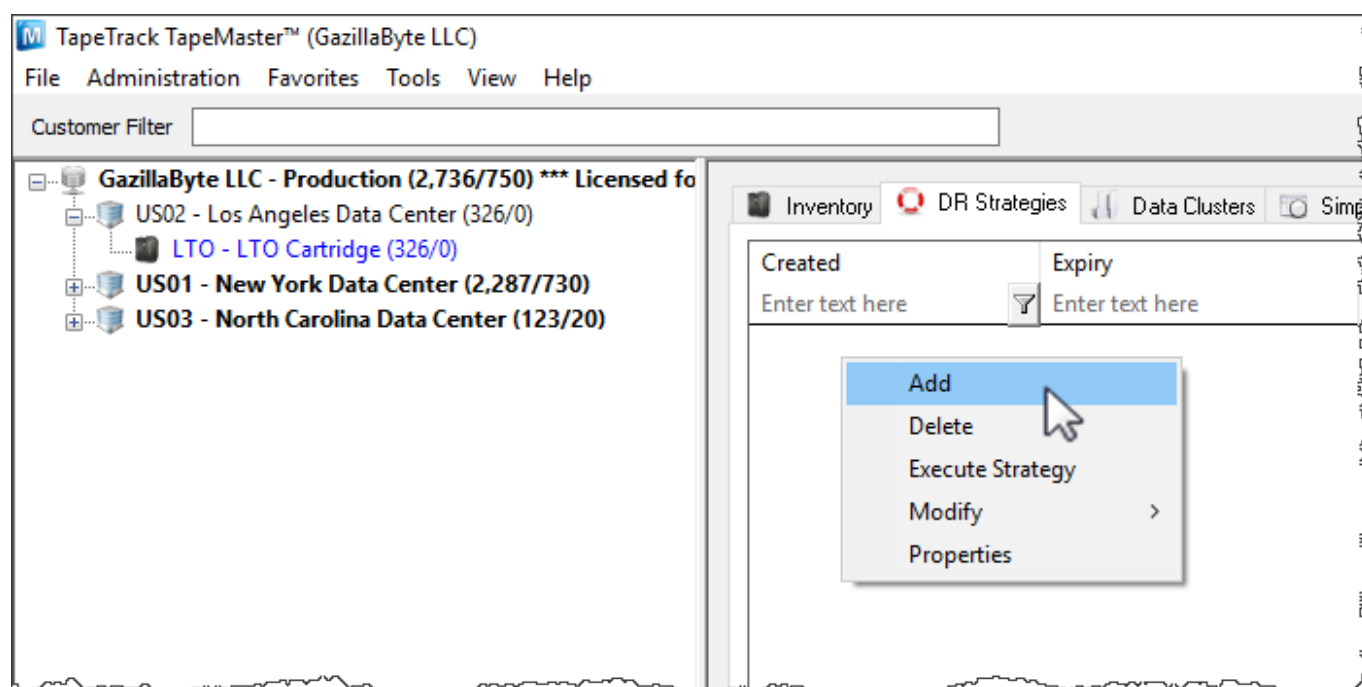


# Adding and Maintaining DR Strategies

A Disaster Recovery Strategy, referred to in TapeTrack as a “DR Strategy”, is a list of [Volumes](#) necessary to restore a system back to a given time in the event of catastrophic system failure. Typically, these DR Strategies are automated through TapeTrack Sync's integration with your back-up software; however, they can be manually created as well.

## Creating a DR Strategy

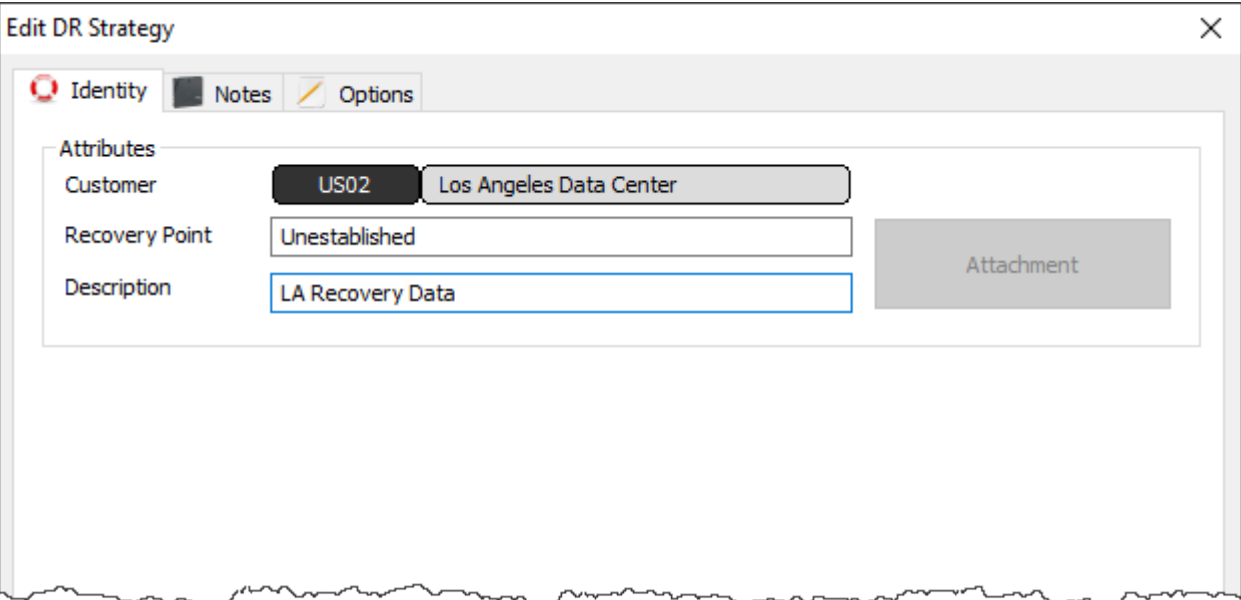
DR Strategies can be manually created in the DR Strategies Administration Tab by: Right-clicking and selecting Add or by pressing the **Insert** key on the keyboard. This will launch the DR Strategy Creation window.



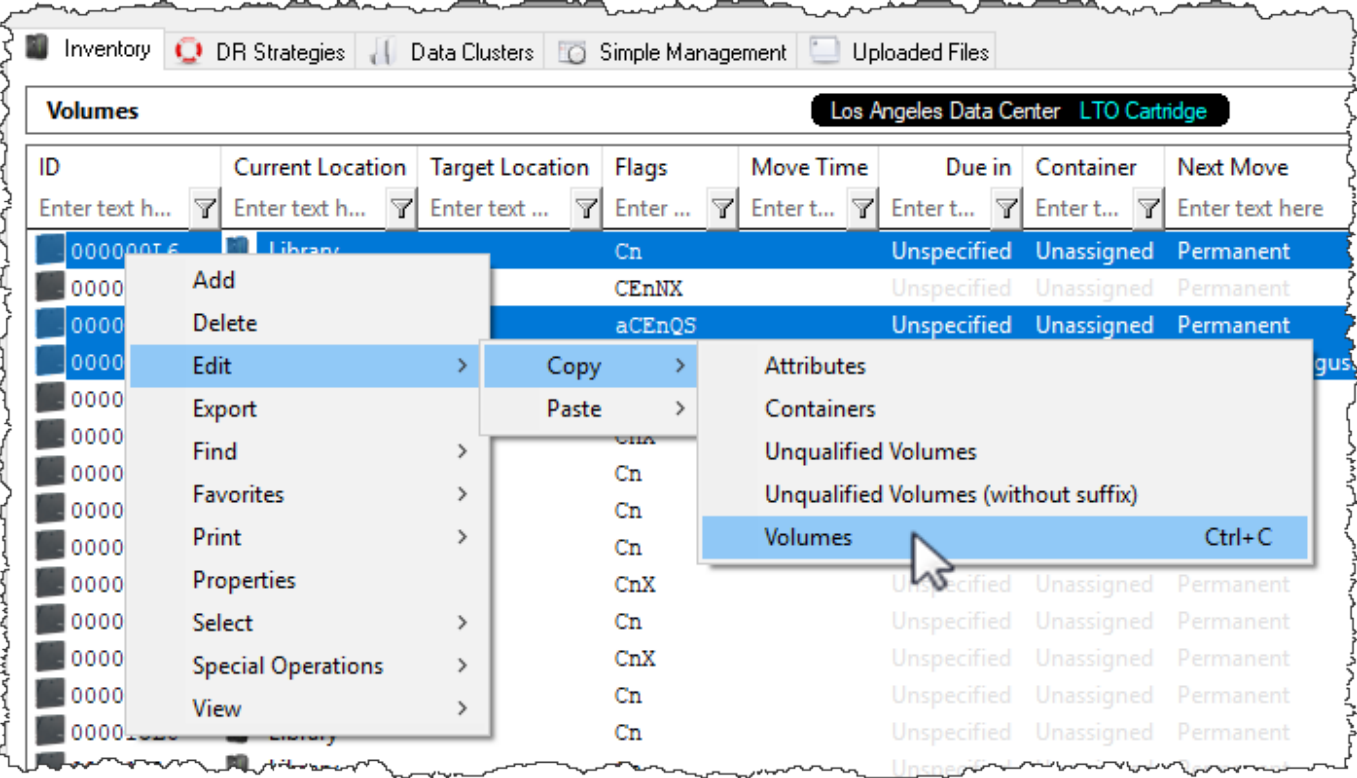
## Identity

The DR Strategy Creation window will prompt for a description and provide tabs that offer the ability to take notes regarding a DR Strategy and also some various options. A full summary of these options can be found under the Edit DR Strategy page.

To create a DR Strategy, enter a description and click “Save”. The new DR Strategy will appear in the DR Strategies Administration Tab.



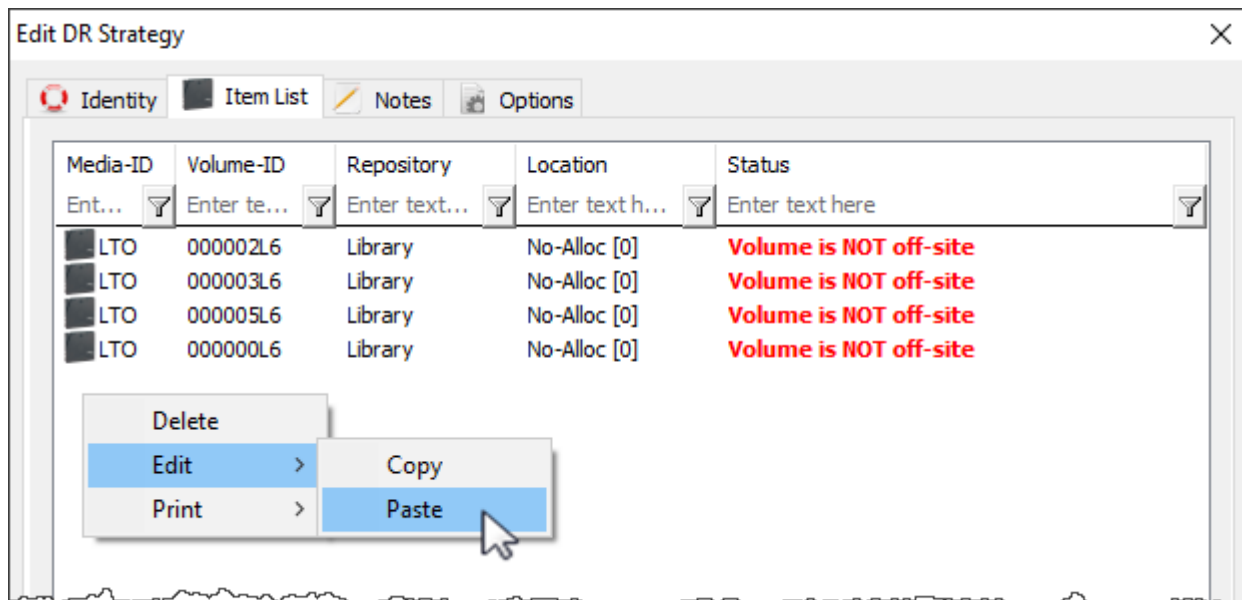
Return to Inventory Administration Tab [Volume List](#) and select the [volumes](#) that should be included in the new DR Strategy. Right-click the highlighted items and select Edit → Copy → Volumes.



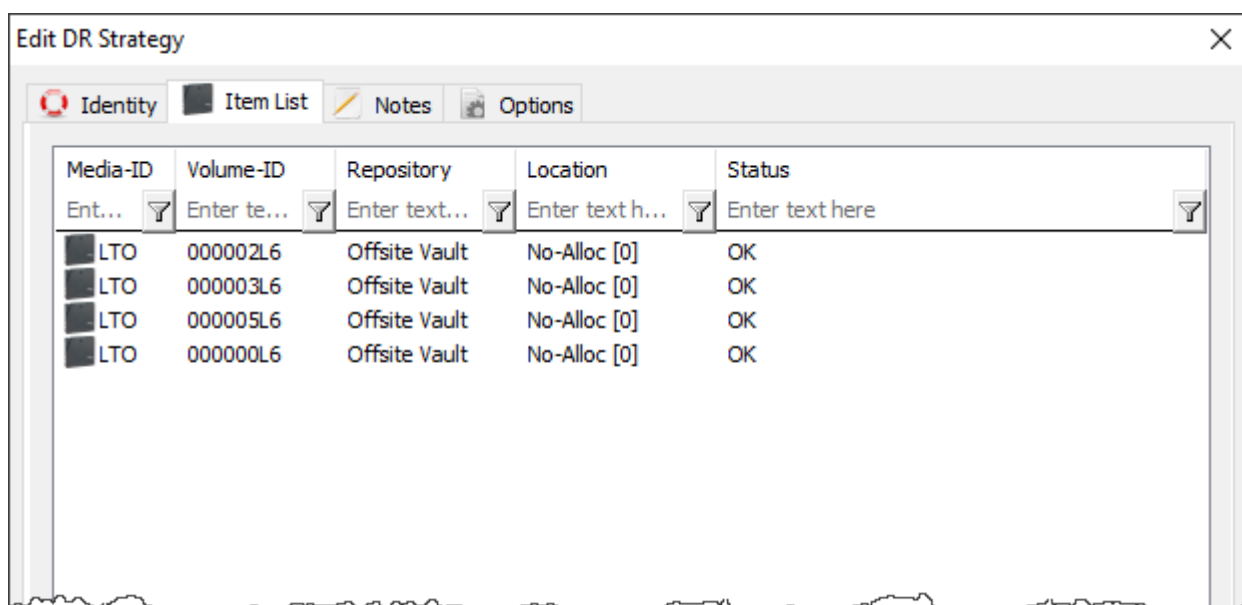
Return to the DR Strategies Administration Tab and double-click or right-click the newly created DR Strategy and select “Properties” to launch the Edit DR Strategy window.

### Item List

A new tab will appear that was not in the DR Strategy Creation window called “Item List”. Select this tab. Right-click and select Edit → Paste. The [Volumes](#) that were selected in the [Volume List](#) will appear in Item List. If these [Volumes](#) are not in a [Repository](#) that is set as offsite, their status will appear as “Volume is NOT offsite”.



Once the [volumes](#) are moved to an offsite [Repository](#), the DR Strategy will gain a status of "OK".



## Notes

The Notes Tab provides an area to write notes about a DR Strategy. This can include emergency contacts, plans, instructions, etc.

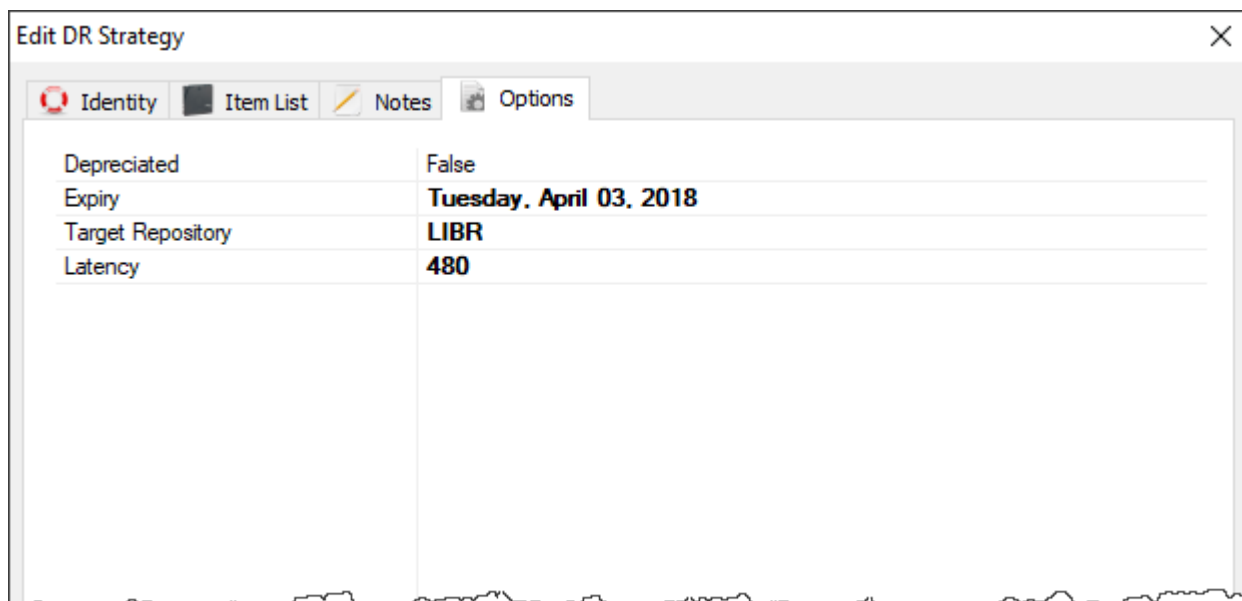
## Options

The Options Tab provides four different options that govern how the DR Strategy behaves.

- **Depreciated:** When a DR Strategy is depreciated, it is considered no longer active. This means it no longer affects the [Library Health](#) score but has not yet been deleted.
- **Expiry:** The Expiry date sets the date for when the DR Strategy is considered no longer relevant or useful.
- **Target Repository:** The Target Repository is the [Repository](#) that [Volumes](#) in the Item List are

sent to when the DR Strategy is executed.

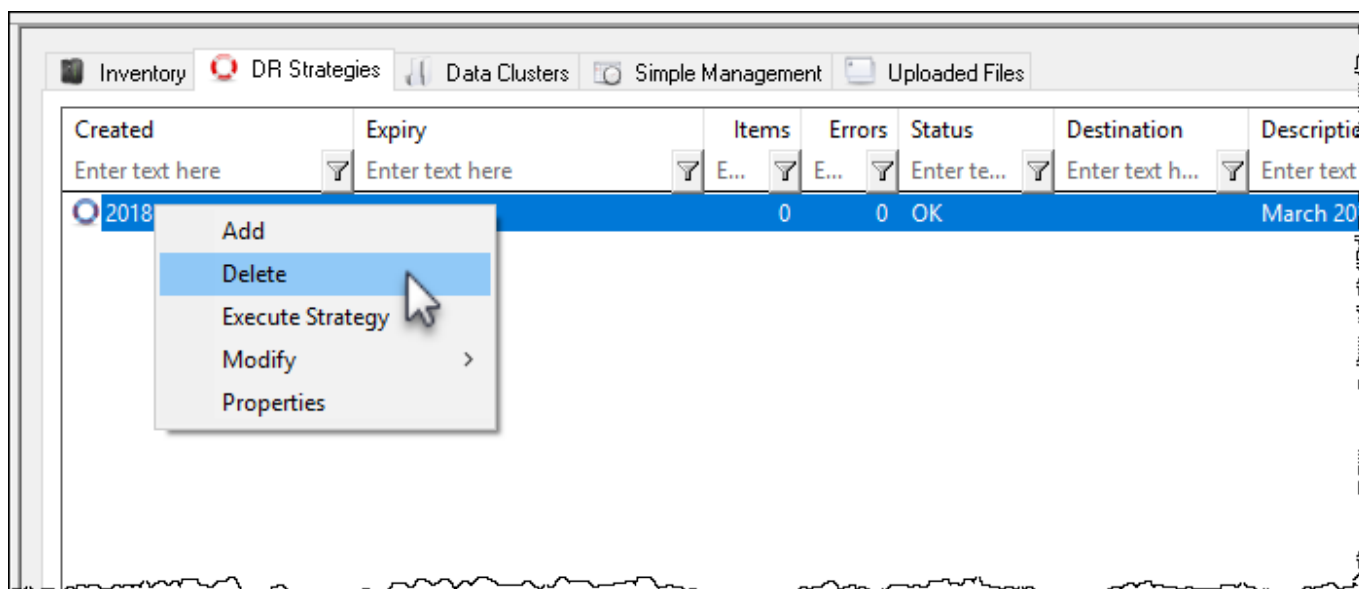
- **Latency:** Latency sets a certain number of minutes before the DR Strategy is included in the [Library Health](#) Score. Since a DR Strategy is considered to have errors whenever a [Volume](#) in the Item List is not in a [Repository](#) set as offsite, the latency allows time for [Volumes](#) to arrive at the offsite [Repository](#) before affecting [Library Health](#).



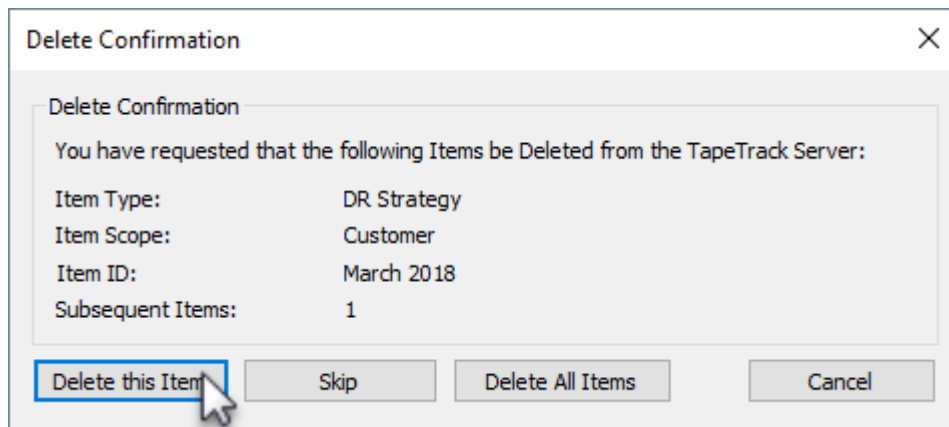
| Field             | Value                   |
|-------------------|-------------------------|
| Depreciated       | False                   |
| Expiry            | Tuesday, April 03, 2018 |
| Target Repository | LIBR                    |
| Latency           | 480                     |

## Deleting a Strategy

To remove a DR strategy, right click the required strategy, or strategies, and select Delete.



Click **Delete This item** to delete one at a time or **Delete All Items** to delete a range of strategies.



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