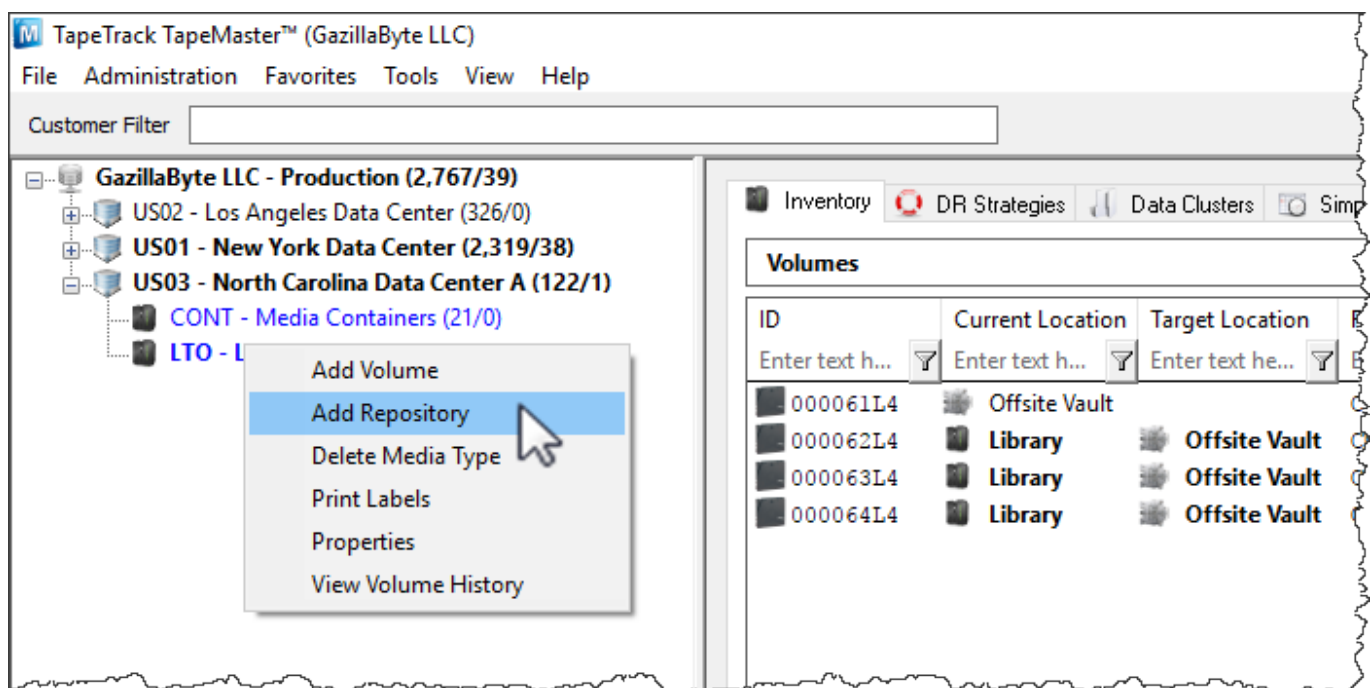


# Adding and Maintaining Repositories

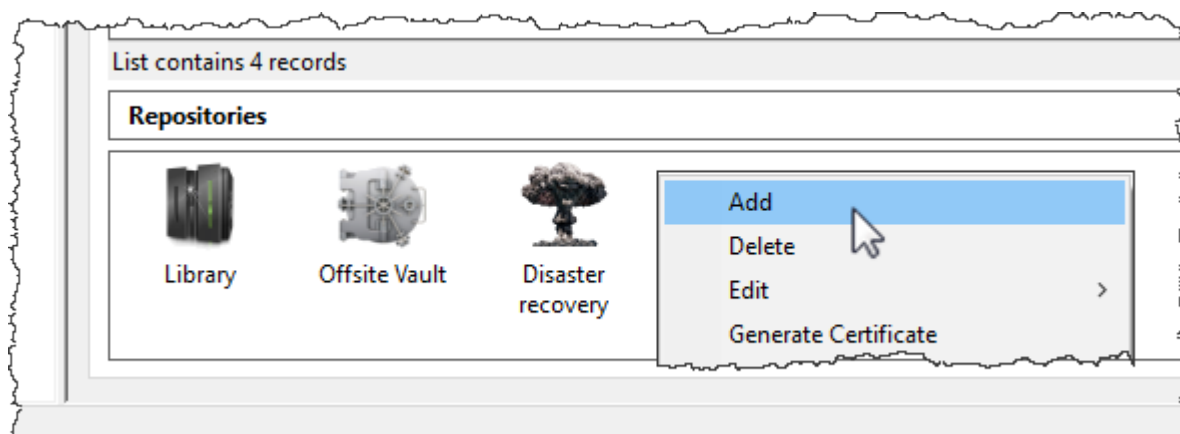
Repositories are locations where Volumes can be located. This page contains information about Adding and Deleting Repositories.

## Adding Repositories

To add a Repository, right-click on the Media Type that the Repository will be listed under and select Add Repository.



Or right-click in the repository window and select Add.



This will launch Edit New Repository window.

## Basic Repository Options

## Identity

Insert the Repository ID (up to 4 permanent alphanumeric characters) and repository description (up to 20 alphanumeric characters)

The screenshot shows a window titled "Edit New Repository" with a close button (X) in the top right corner. Below the title bar is a tabbed interface with the following tabs: Identity (selected), Zones, Slot Usage, Options, Usage History, Movement History, and Certification. The "Identity" tab is active, displaying a section labeled "Attributes". This section contains four rows of input fields:

| Attribute     | Value        | Description          |
|---------------|--------------|----------------------|
| Customer-ID   | US01         | New York Data Center |
| Media-ID      | LTO          | LTO Cartridge        |
| Repository-ID | RACK         |                      |
| Description   | GemTrac Rack |                      |

## Options

Select type of repository to change display icon to match repository function. The basic choices are:

- Destruction
- Disaster Recovery
- Legal Hold
- Library
- Ordered
- Rack
- Scratch
- Transport
- Vault

Select the repository the volume will move to next (required for all automated tape movement) after this repository.

Click Save to create repository.

## Advanced Repository Options

[Zones](#)

[Slot Usage](#)

[Options](#)

[Usage History](#)

[Movement History](#)

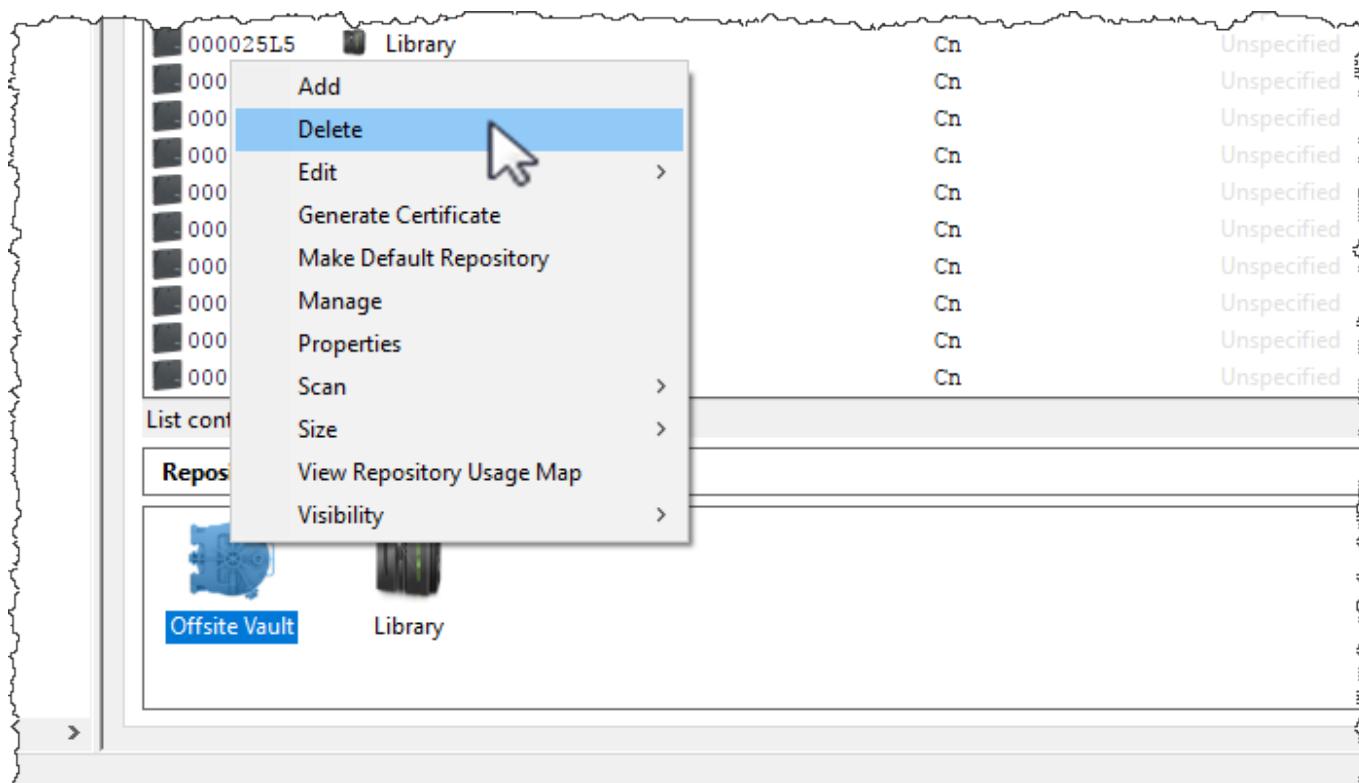
## Certification

# Deleting a Repository

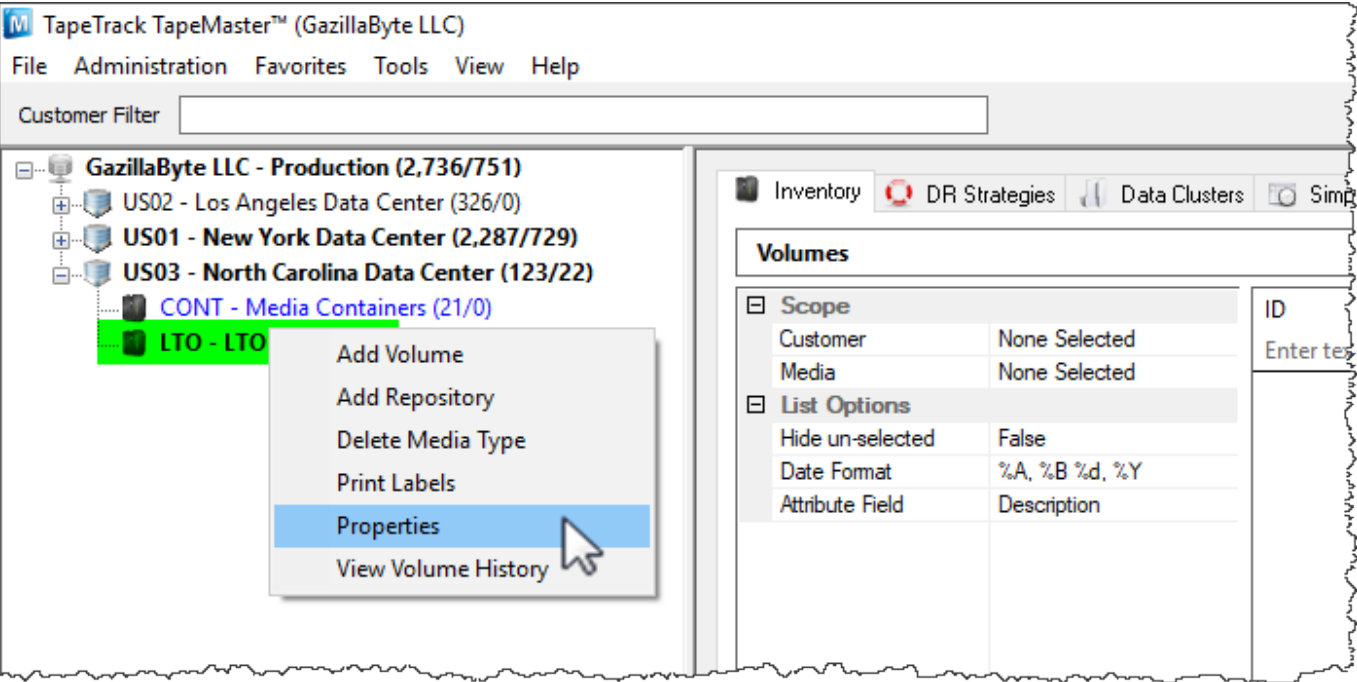
To delete a Repository, right-click on the Repository that needs to be deleted and select Delete.



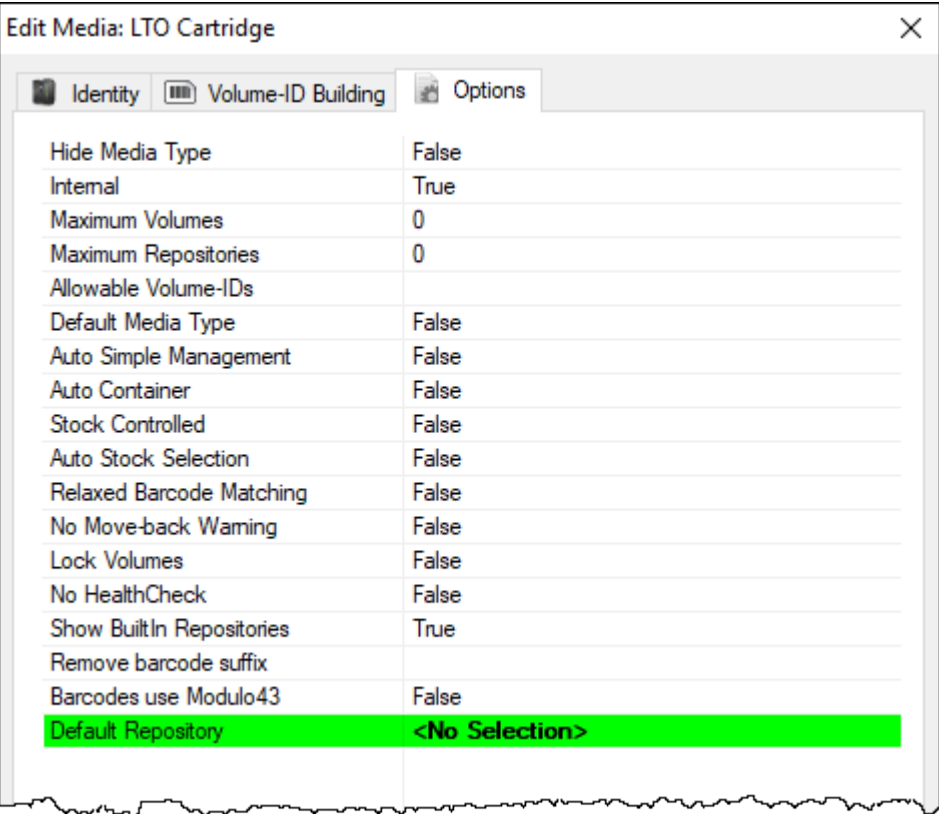
There must not be any Volumes in this Repository in order to delete it.



Any repository set as the default (where volumes are added to when a target repository is not specified) cannot be deleted. To remove the default setting, right click the media type in the customer tree and select Properties.



Change the setting **Default Repository** to <No Selection> and click Save.



The repository may now be deleted by right clicking and selecting Delete and OK to warning dialog.

