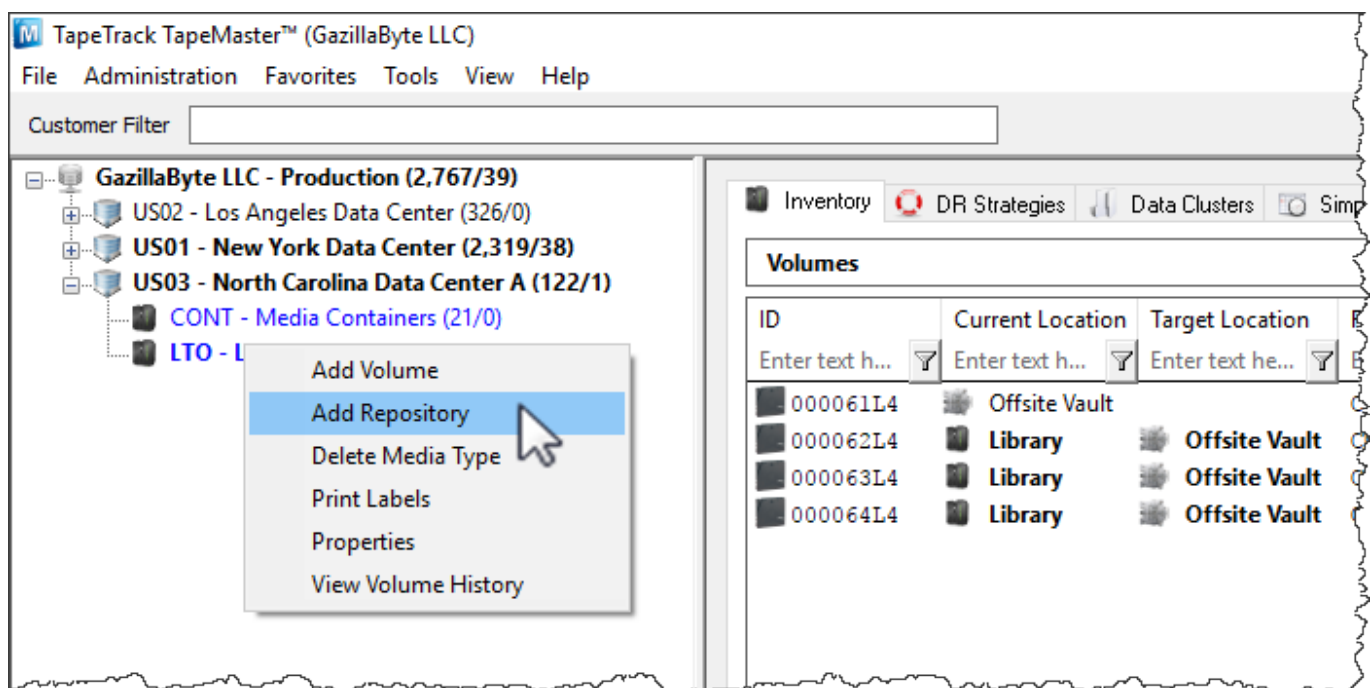


Adding and Maintaining Repositories

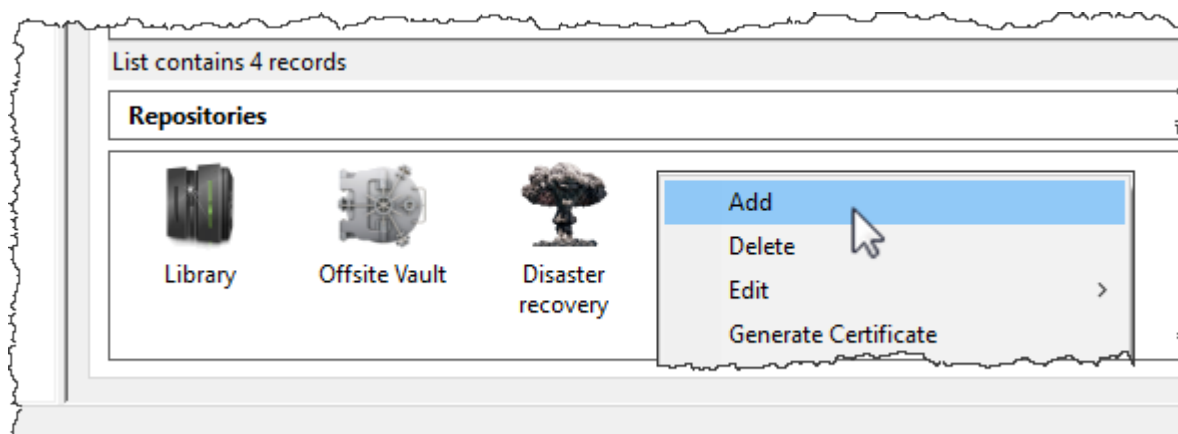
[Repositories](#) are locations where [Volumes](#) can be located. This page contains information about Adding and Deleting [Repositories](#).

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, showing 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 options 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

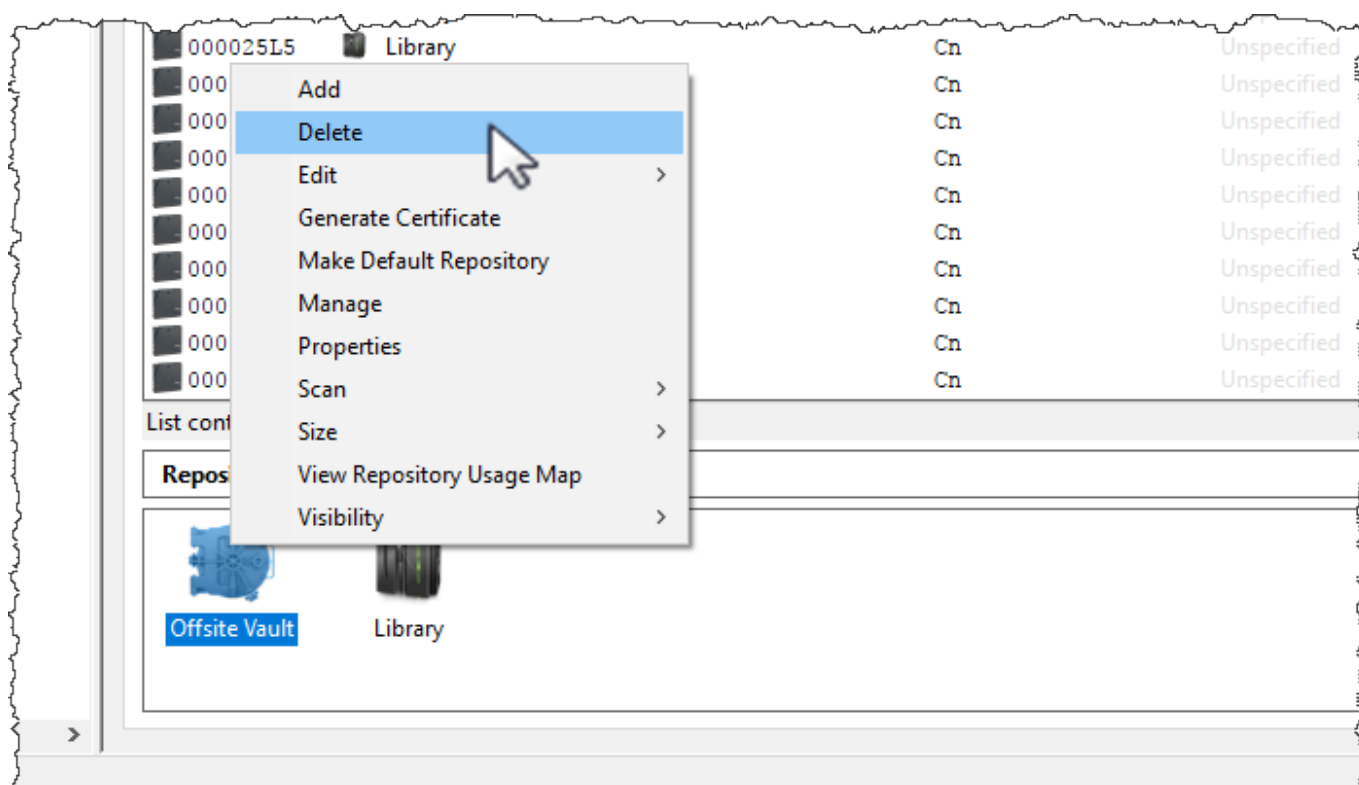
Deleting a Repository

To delete a [Repository](#), right-click on the [Repository](#) that needs to be deleted and select Delete.

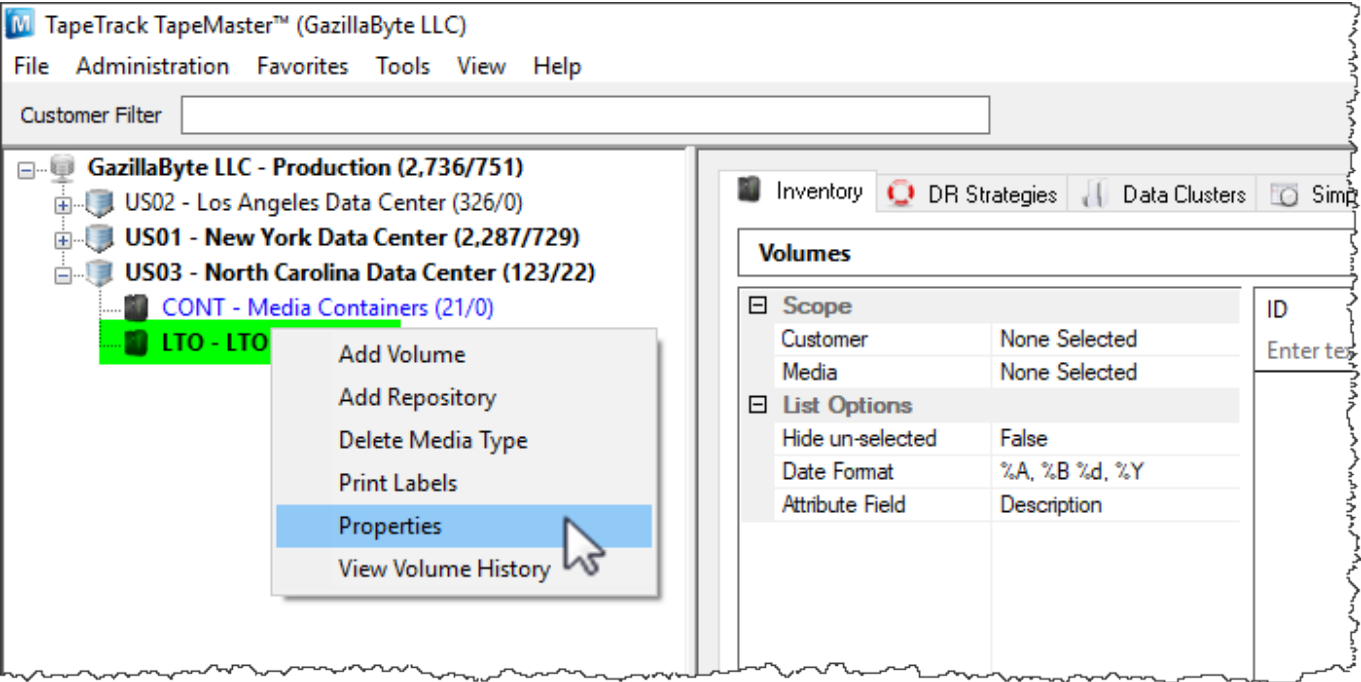


There must not be any [Volumes](#) in this [Repository](#) in order to delete it.

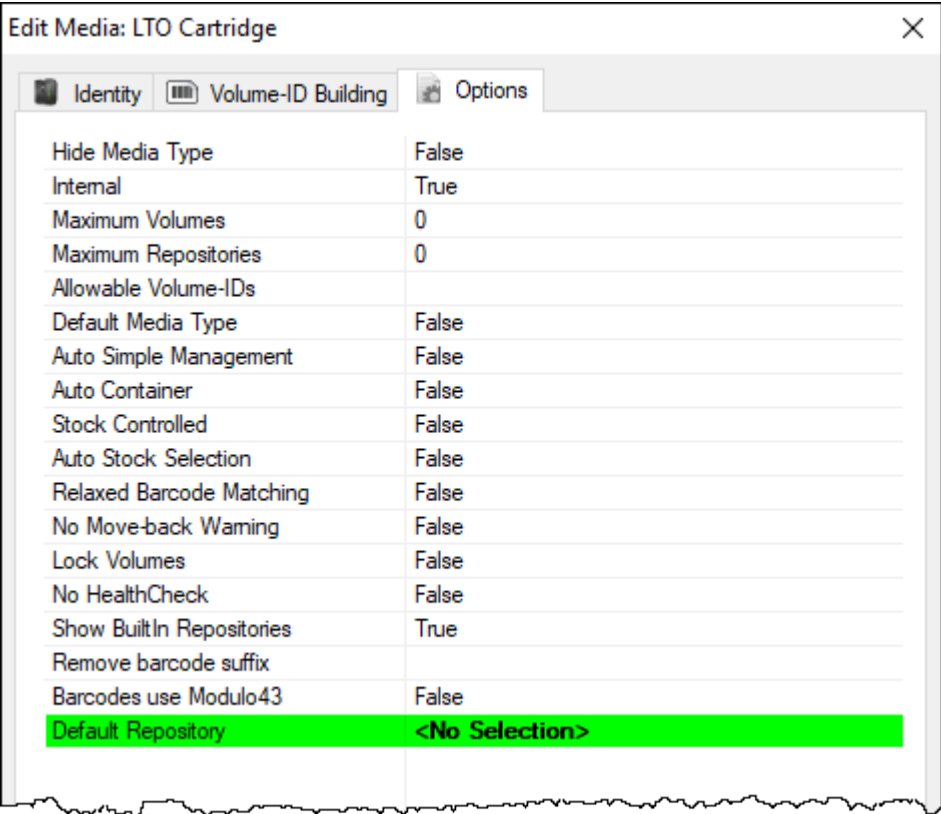
Any [Volumes](#) in a move to the [Repository](#) will be placed in a move to the Initial [Repository](#).



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.

