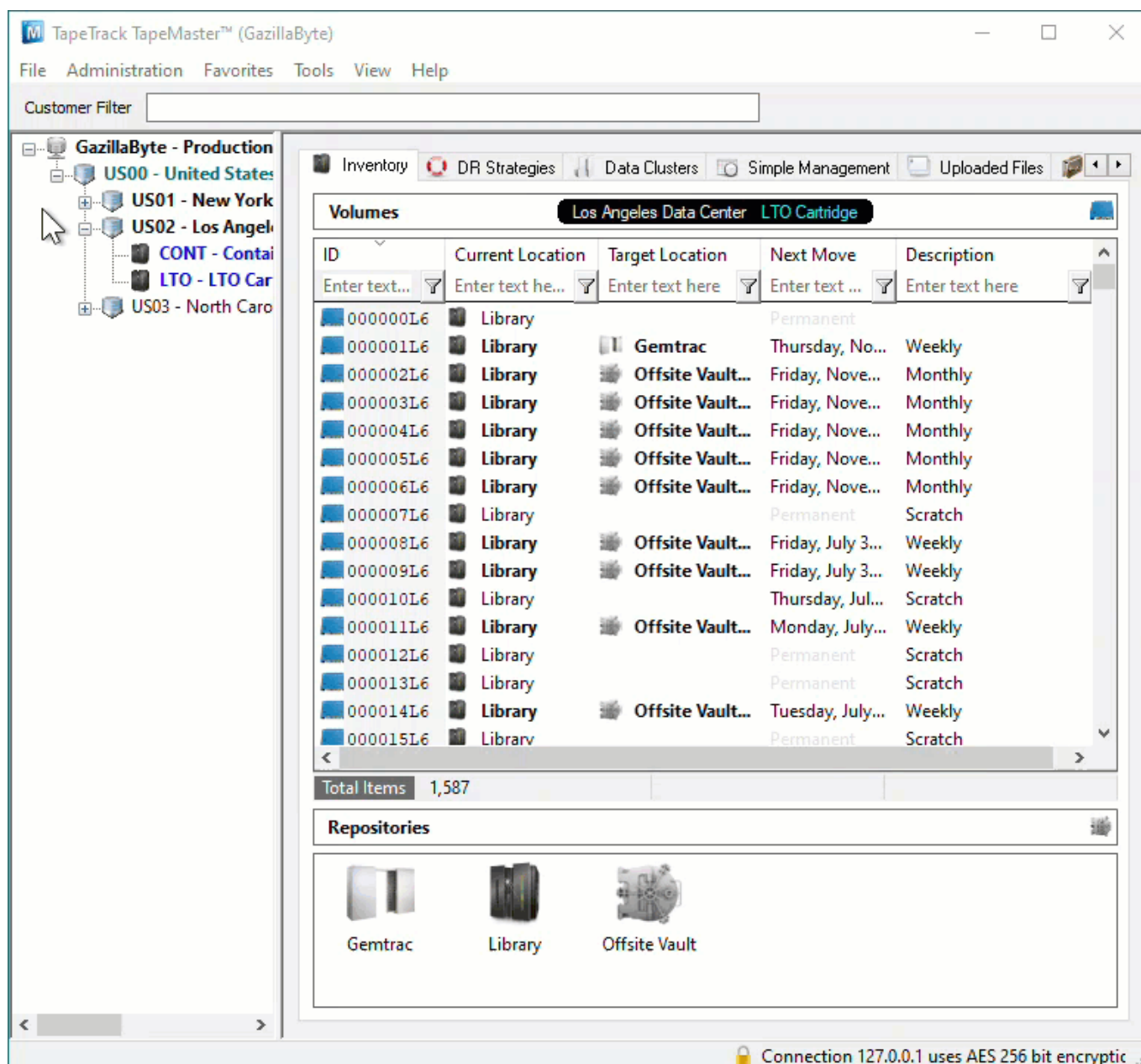


Adding and Maintaining Repositories

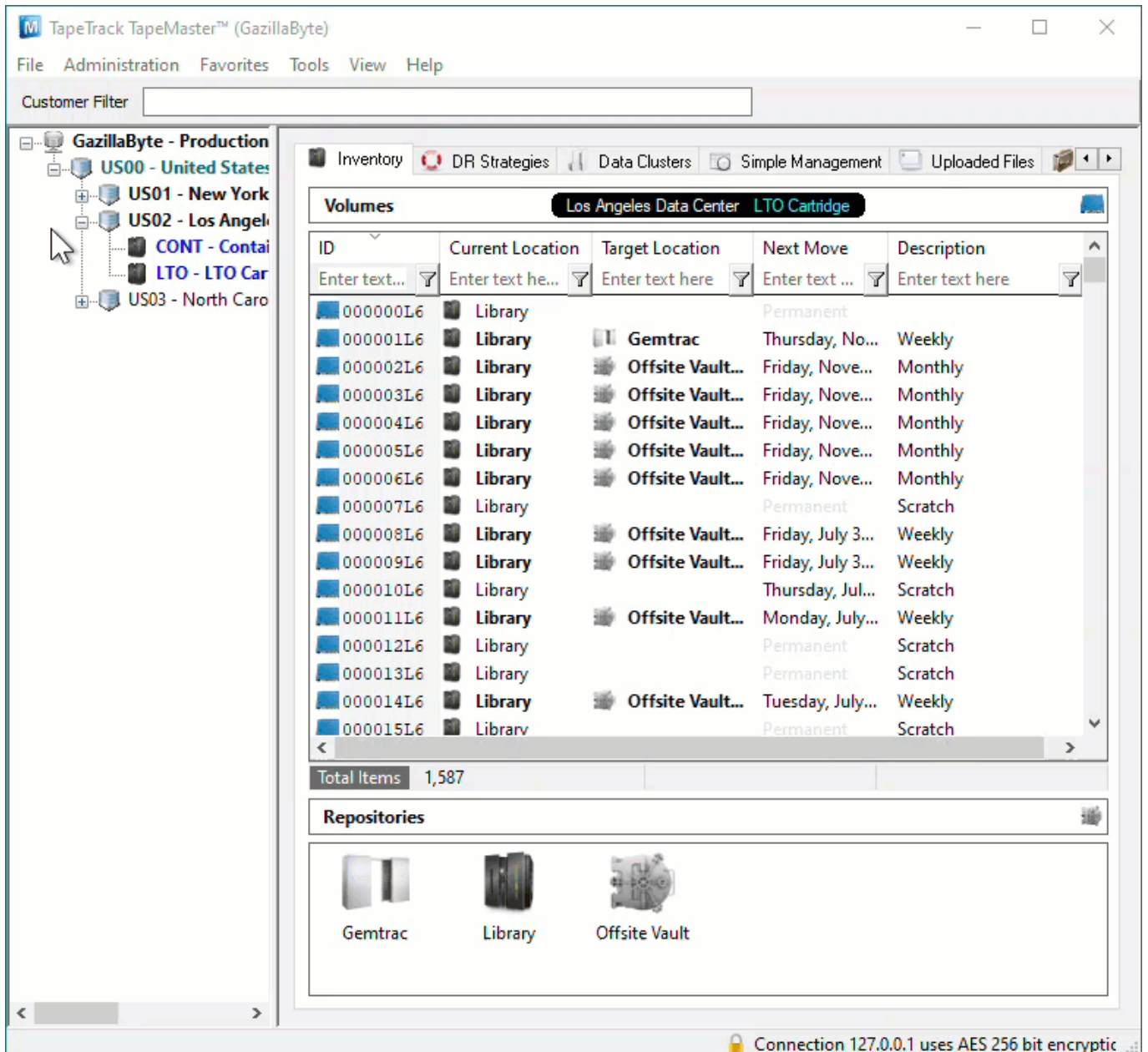
[Repositories](#) are locations where [Volumes](#) can be located. This page contains information about Adding and Deleting [Repositories](#).

Adding Repositories

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



Or, alternatively, 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 Repository-ID is a permanent value and cannot be edited at a later point. The Repository Description can be altered at any time.

Attributes

Customer-ID	US02	Los Angeles Data Center
Media-ID	LTO	LTO Cartridge
Repository-ID		
Description		

Save Cancel Help

Options

Select type of [Repository](#) to change display icon to match repository function. The options are:

- Racking
- Transportation
- Vault
- Library
- Legal Hold
- Disaster Recovery
- Destruction
- Ordered
- Scratch

Select the [Repository](#) the [Volume](#) will move to next (required for all automated tape movement) after this [Repository](#).

The screenshot shows a window titled "Edit New Repository" with a close button in the top right corner. Below the title bar is a row of navigation tabs: Identity (selected), Zones, Slot Usage, Options, Usage History, Movement History, and Certification. The main area is labeled "Attributes" and contains four rows of input fields:

- Customer-ID: A dropdown menu showing "US02" and a text field containing "Los Angeles Data Center".
- Media-ID: A dropdown menu showing "LTO" and a text field containing "LTO Cartridge".
- Repository-ID: A text field containing "TRAN".
- Description: A text field containing "Transport".

At the bottom of the window are three buttons: "Save", "Cancel", and "Help".

Click Save to create [Repository](#).

Advanced Repository Options

- [Zones](#)
- [Slot Usage](#)
- [Options](#)
- [Usage History](#)
- [Movement History](#)
- [Certification](#)

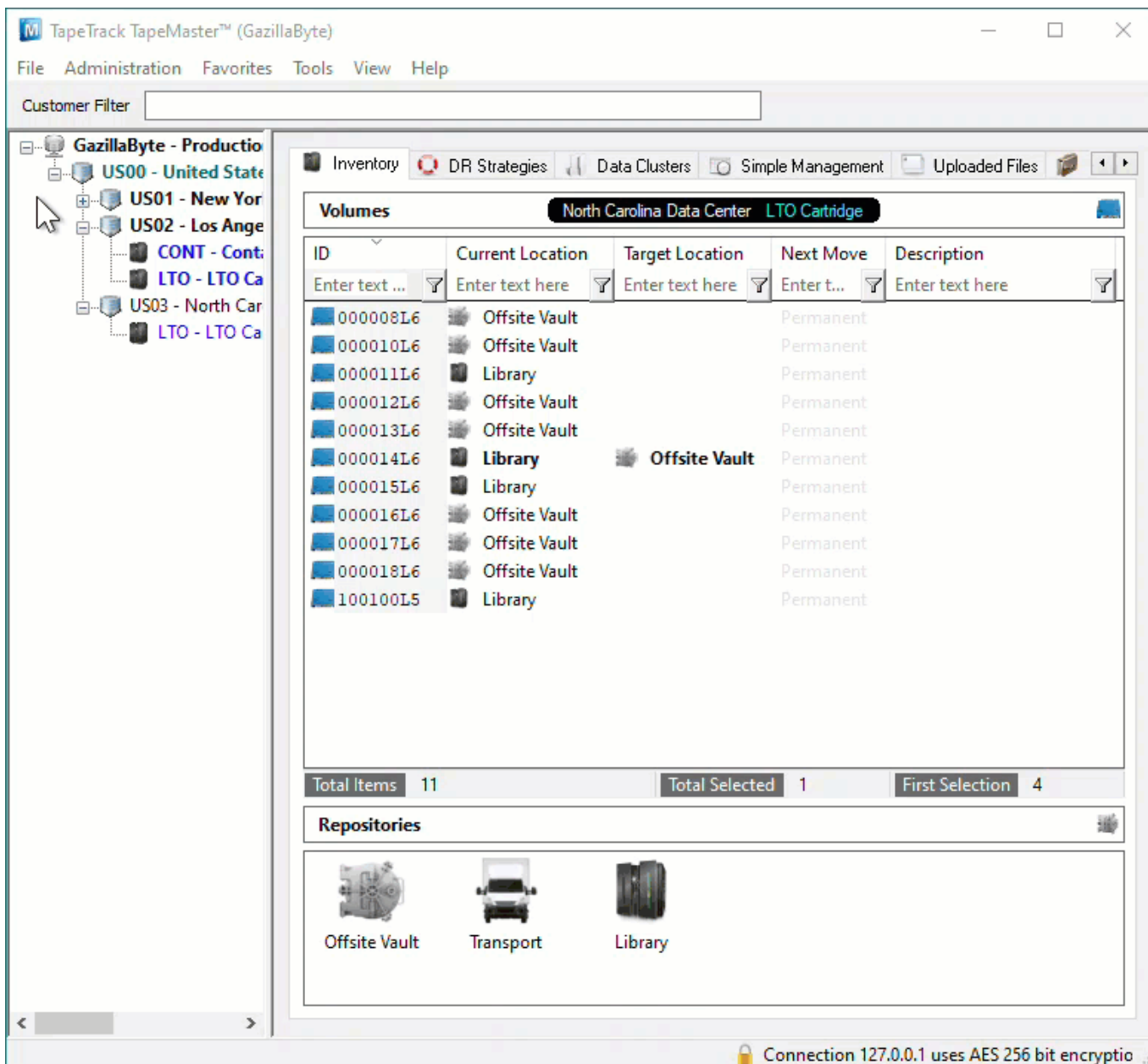
Deleting a Repository

Before you can delete the Repository, move all **Volumes** from the Repository and Confirm into another location. Any **Volumes** in a move to the **Repository** will be placed in a move to the Initial **Repository**.

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

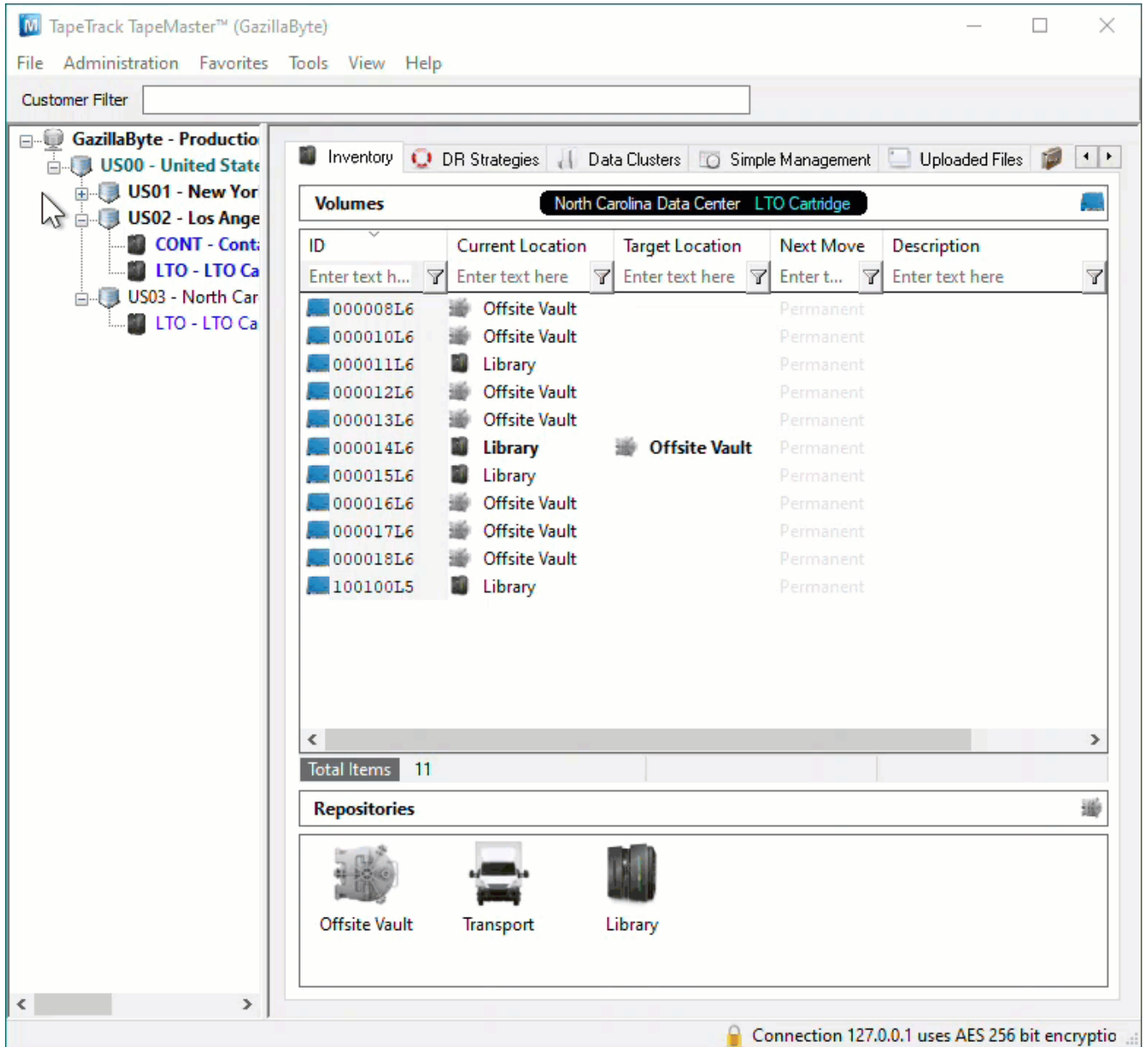
If the **Repository** you are attempting to delete is the current Default Repository, you will receive a popup confirming you want to reset the Default value, click Yes to continue.

Click Yes to the Confirm Delete popup.

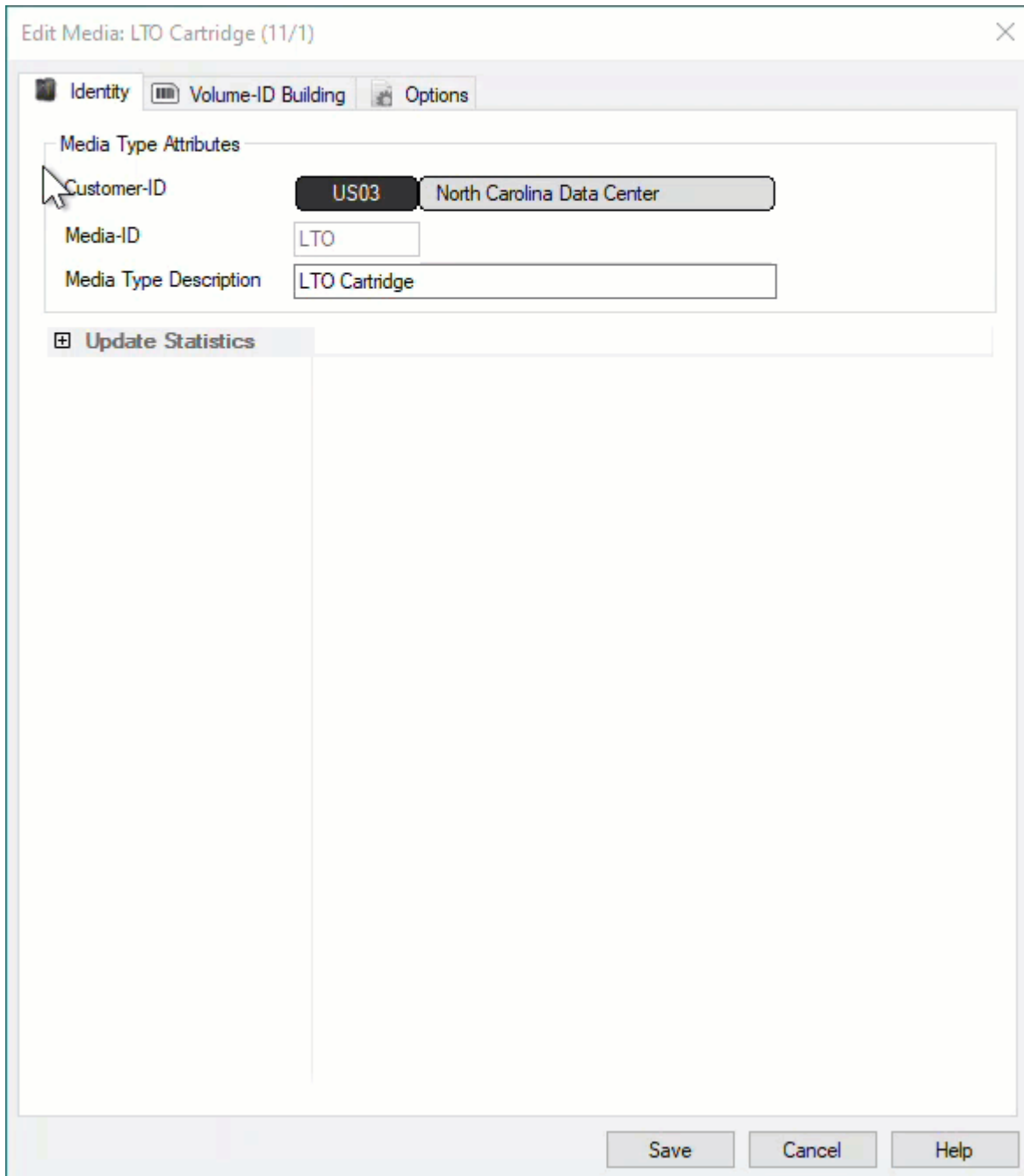


In older releases, any **Repository** set as the default (where **Volumes** are added to when a Target **Repository** is not specified) cannot be deleted until the dependency is removed.

To remove the default setting, right-click the **Media Type** in the **Customer Tree** and select Properties.



On the Options tab, change the setting Default Repository to <No Selection>, or another [Repository](#), and click Save.



The [Repository](#) may now be deleted by right-clicking and selecting Delete and OK to warning dialog.

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<https://rtfm.tapetrack.com/> - **TapeTrack Documentation**

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