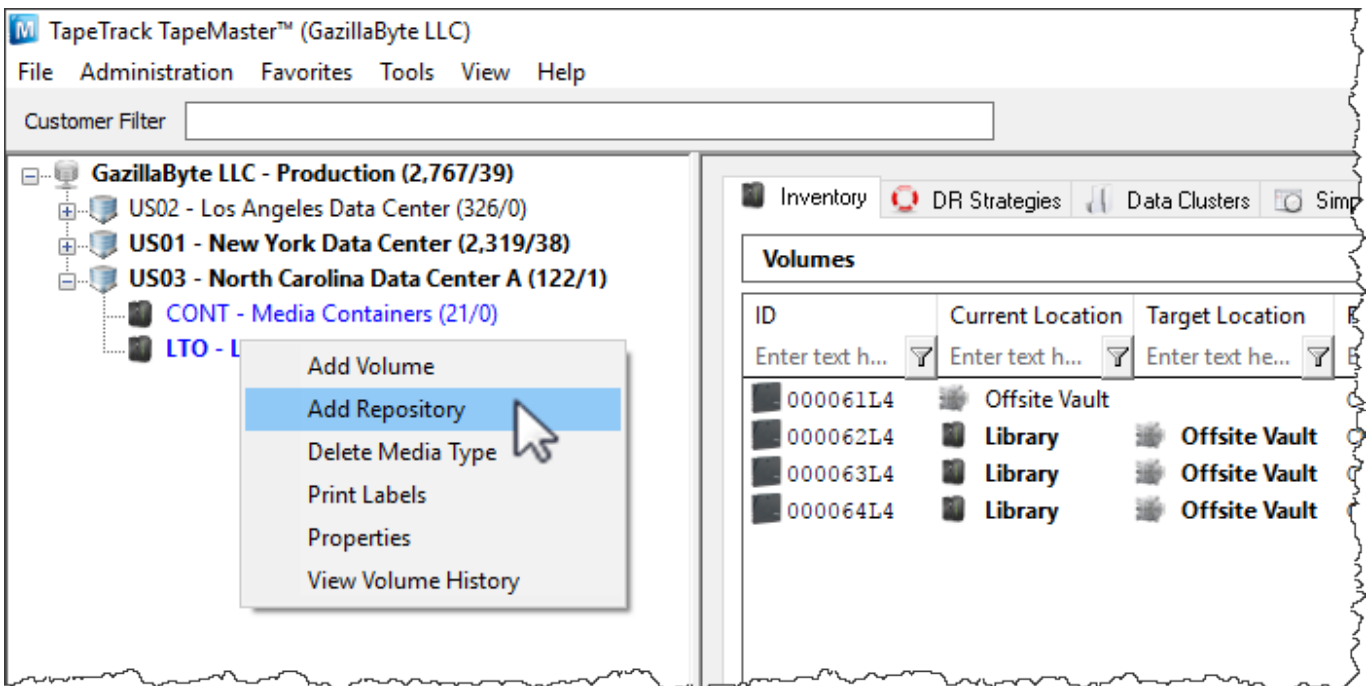


# Adding and Maintaining Repositories

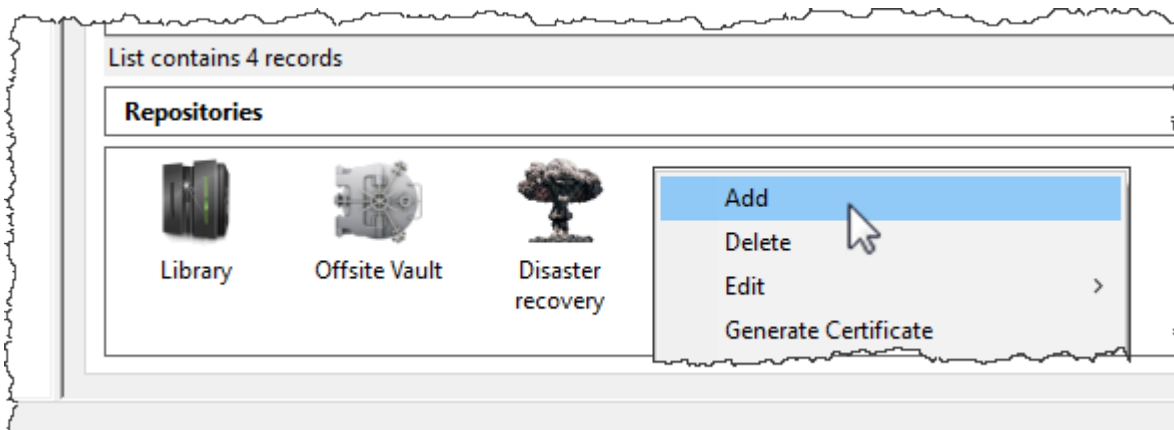
[Repositories](#) are locations where [Volumes](#) can be located. This page contains information about Adding and Deleting [Repositories](#).

## 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.

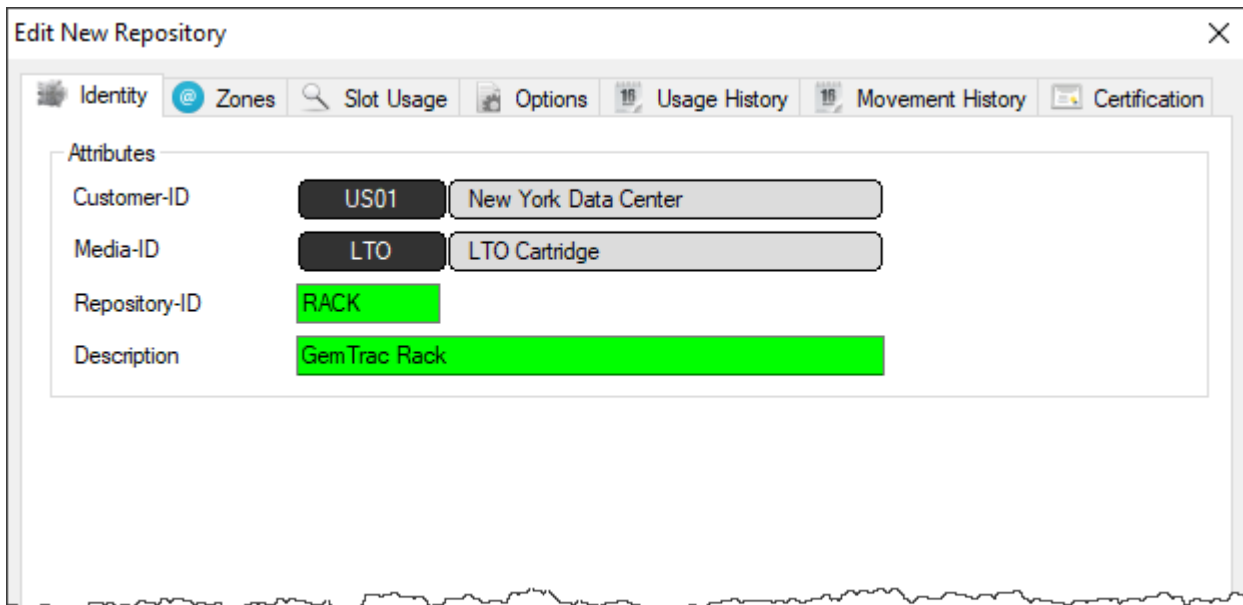


This will launch Edit New Repository window.

## Basic Repository Options

## Identity

Insert the [Repository-ID](#) (up to 4 permanent alphanumeric characters) and [Repository Description](#) (up to 20 alphanumeric characters)



## 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

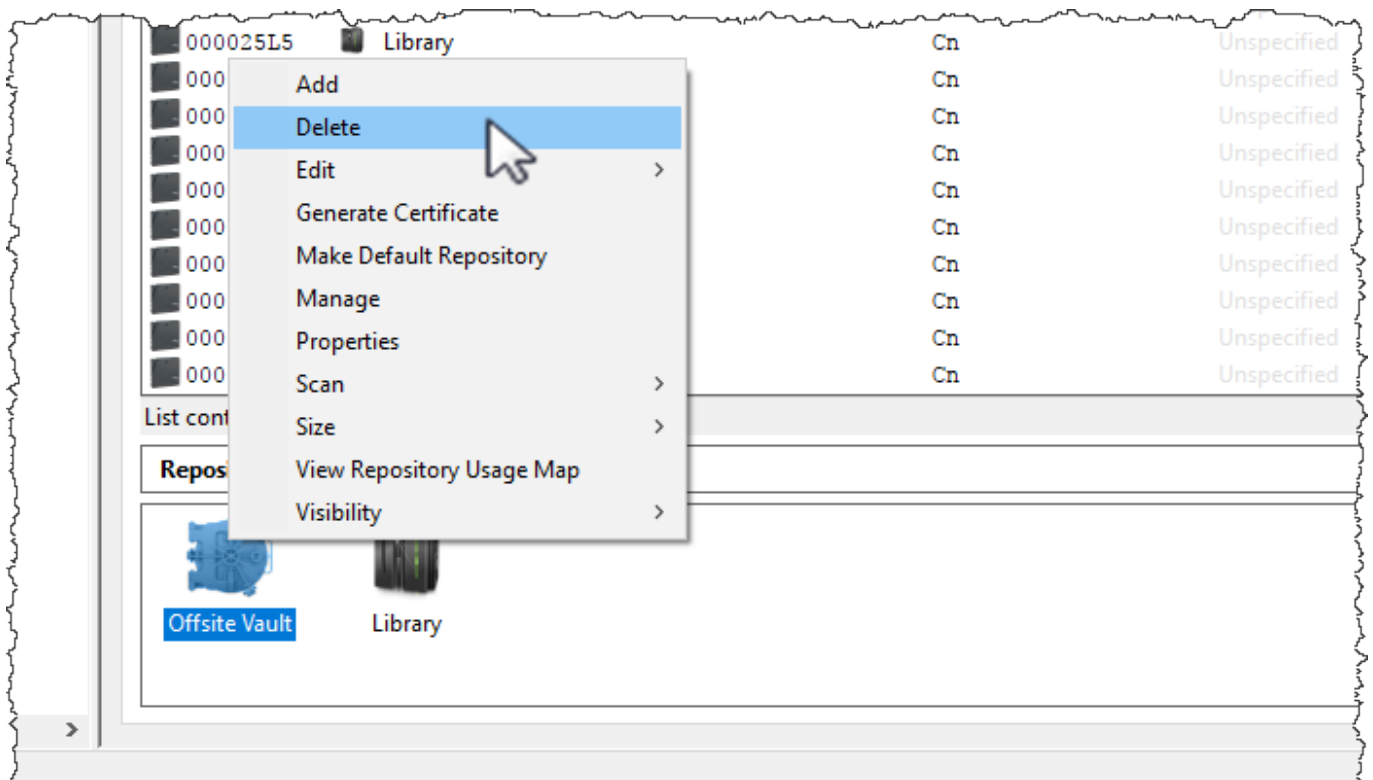
# Deleting a Repository

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

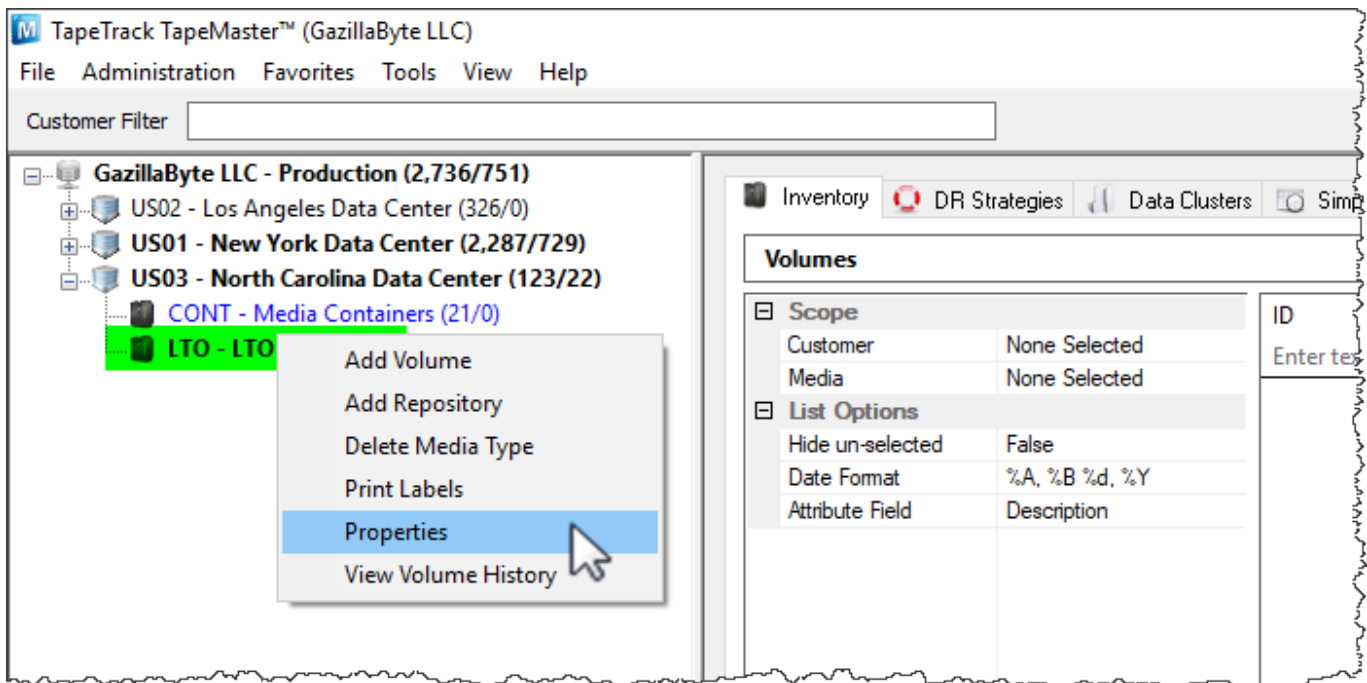


There must not be any [Volumes](#) in this [Repository](#) in order to delete it.

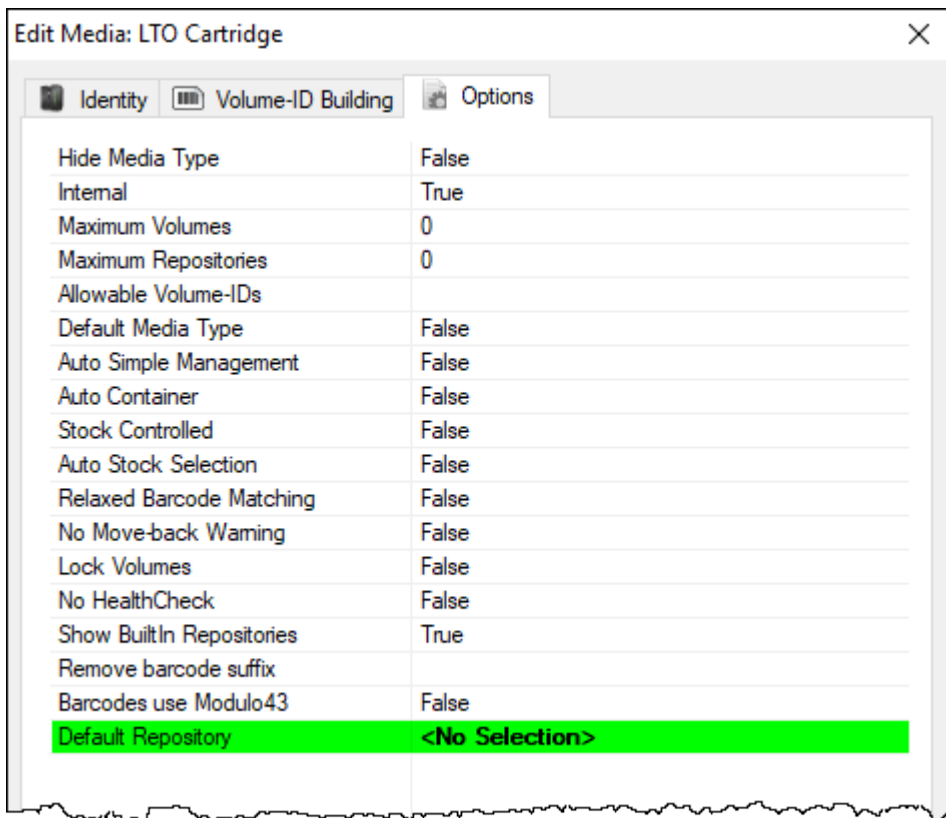
Any [Volumes](#) in a move to the [Repository](#) will be placed in a move to the Initial [Repository](#).



Any [Repository](#) set as the default (where volumes are added to when a Target [Repository](#) is not specified) cannot be deleted until the dependency is removed. 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.

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Permanent link: <https://rtfm.tapetrack.com/master/repository?rev=1576195162>

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