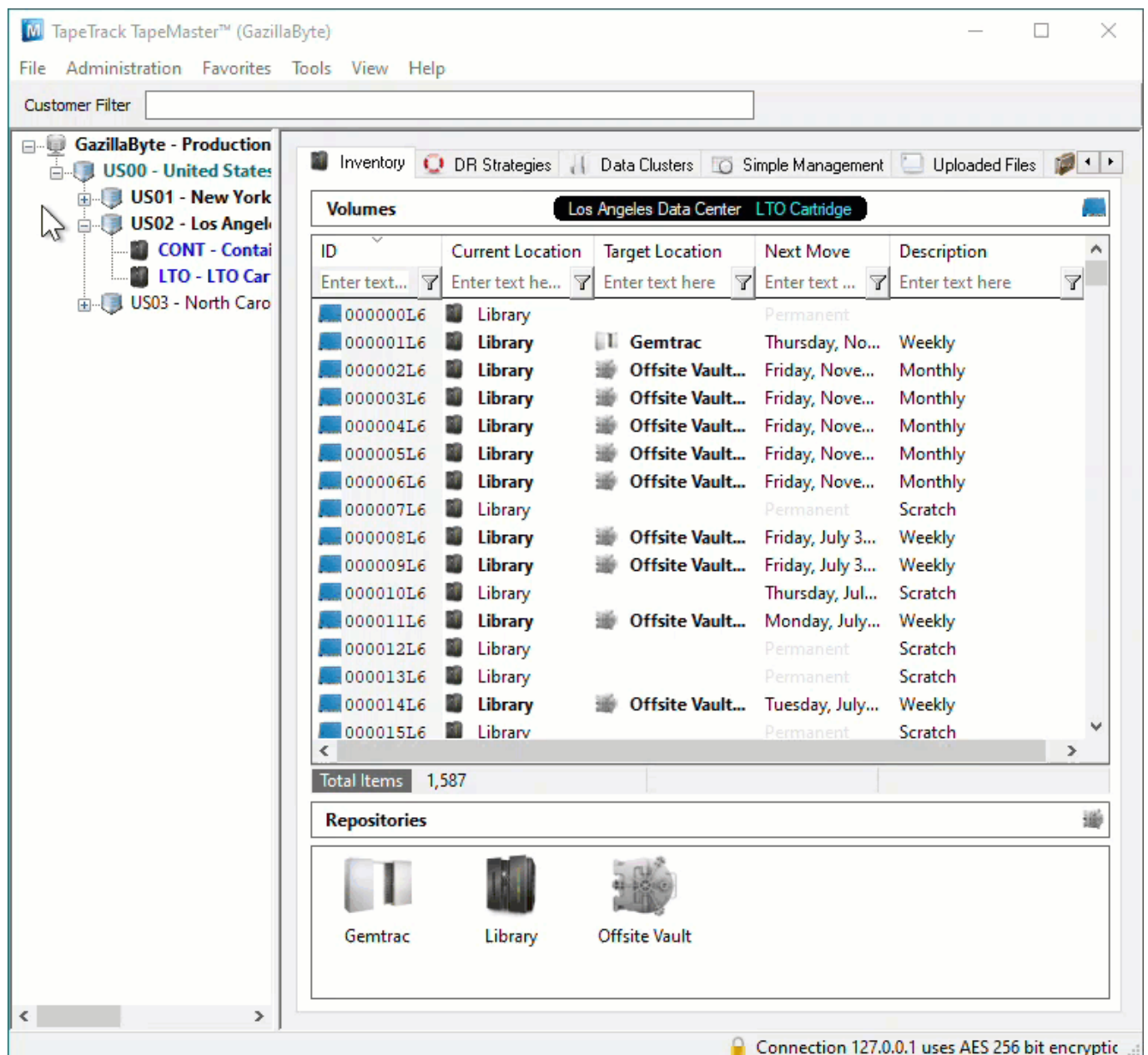


# Adding and Maintaining Repositories

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

## Adding Repositories

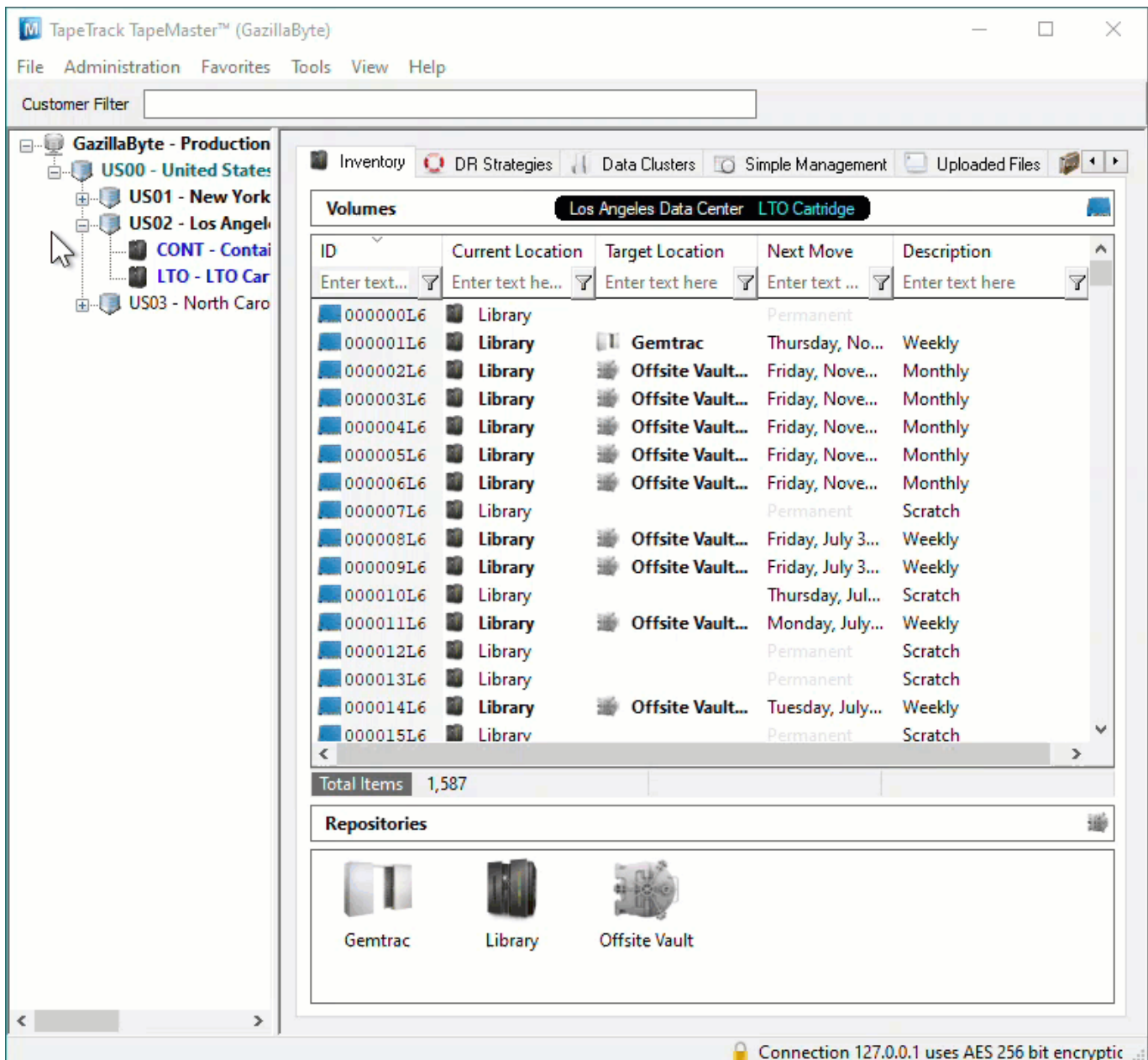
To add a [Repository](#), right-click on the [Media Type](#) that the [Repository](#) will be listed under and select Add Repository.



The screenshot shows the TapeTrack TapeMaster™ (GazillaByte) application window. The interface includes a menu bar (File, Administration, Favorites, Tools, View, Help) and a Customer Filter input field. On the left, a tree view displays the hierarchy: GazillaByte - Production, US00 - United States, US01 - New York, US02 - Los Angeles, CONT - Contai, LTO - LTO Car, and US03 - North Caro. The main area is titled 'Volumes' and shows a table of data for the 'Los Angeles Data Center' using 'LTO Cartridge' media. The table has columns for ID, Current Location, Target Location, Next Move, and Description. Below the table, it indicates 'Total Items: 1,587'. At the bottom, a 'Repositories' window is open, showing three options: Gemtrac, Library, and Offsite Vault, each with a corresponding icon.

ID	Current Location	Target Location	Next Move	Description
000000L6	Library		Permanent	
000001L6	Library	Gemtrac	Thursday, No...	Weekly
000002L6	Library	Offsite Vault...	Friday, Nove...	Monthly
000003L6	Library	Offsite Vault...	Friday, Nove...	Monthly
000004L6	Library	Offsite Vault...	Friday, Nove...	Monthly
000005L6	Library	Offsite Vault...	Friday, Nove...	Monthly
000006L6	Library	Offsite Vault...	Friday, Nove...	Monthly
000007L6	Library		Permanent	Scratch
000008L6	Library	Offsite Vault...	Friday, July 3...	Weekly
000009L6	Library	Offsite Vault...	Friday, July 3...	Weekly
000010L6	Library		Thursday, Jul...	Scratch
000011L6	Library	Offsite Vault...	Monday, July...	Weekly
000012L6	Library		Permanent	Scratch
000013L6	Library		Permanent	Scratch
000014L6	Library	Offsite Vault...	Tuesday, July...	Weekly
000015L6	Library		Permanent	Scratch

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)

**Edit New Repository**

Identity Zones Slot Usage Options Usage History Movement History Certification

**Attributes**

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](#)

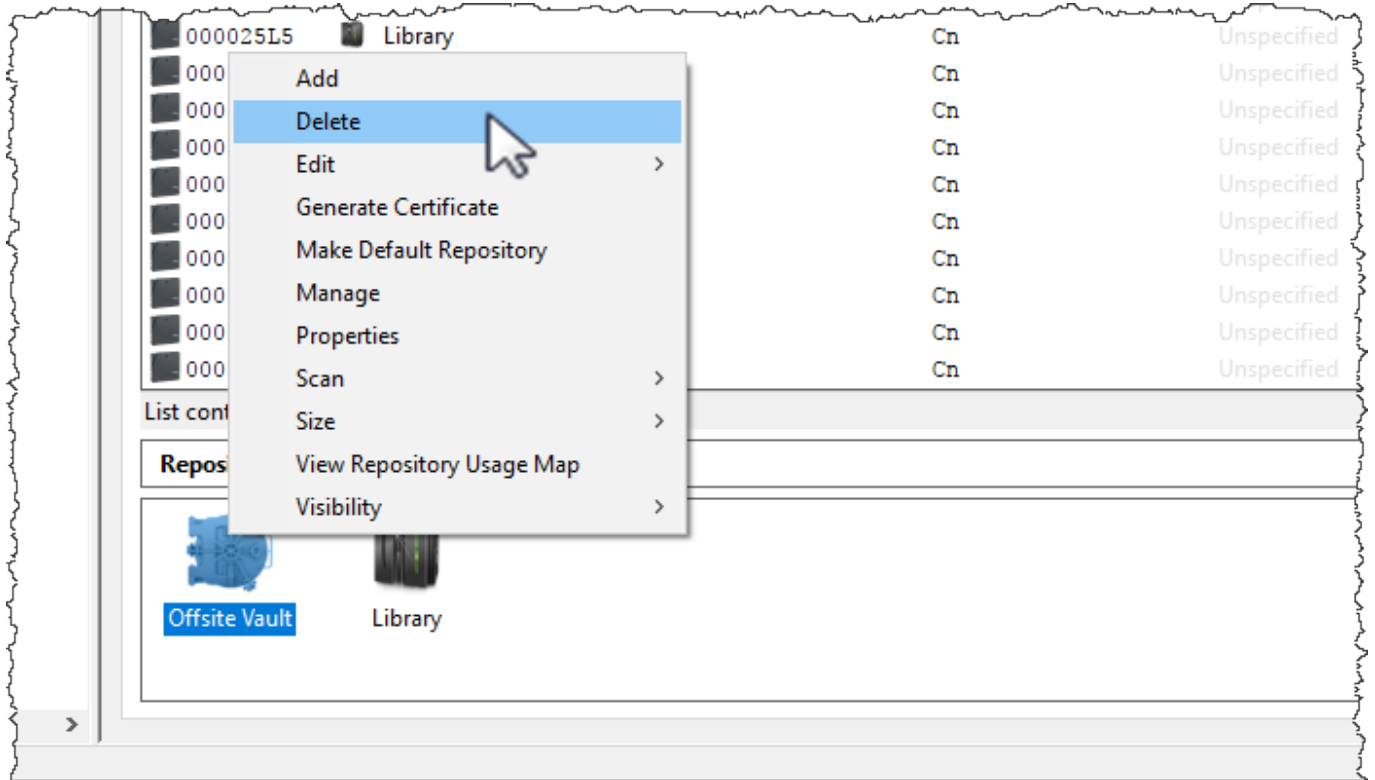
## Deleting a Repository

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.

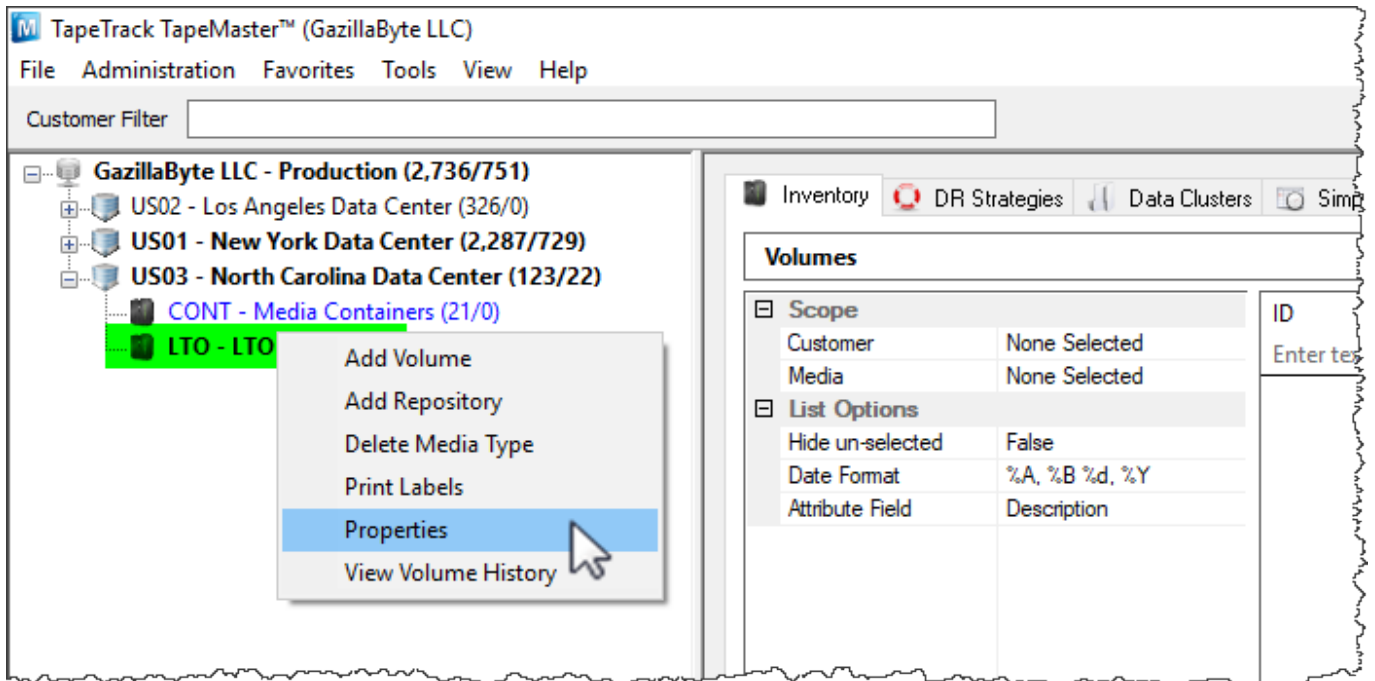


Any [Volumes](#) in a move to the [Repository](#) will be placed in a move to the Initial [Repository](#).

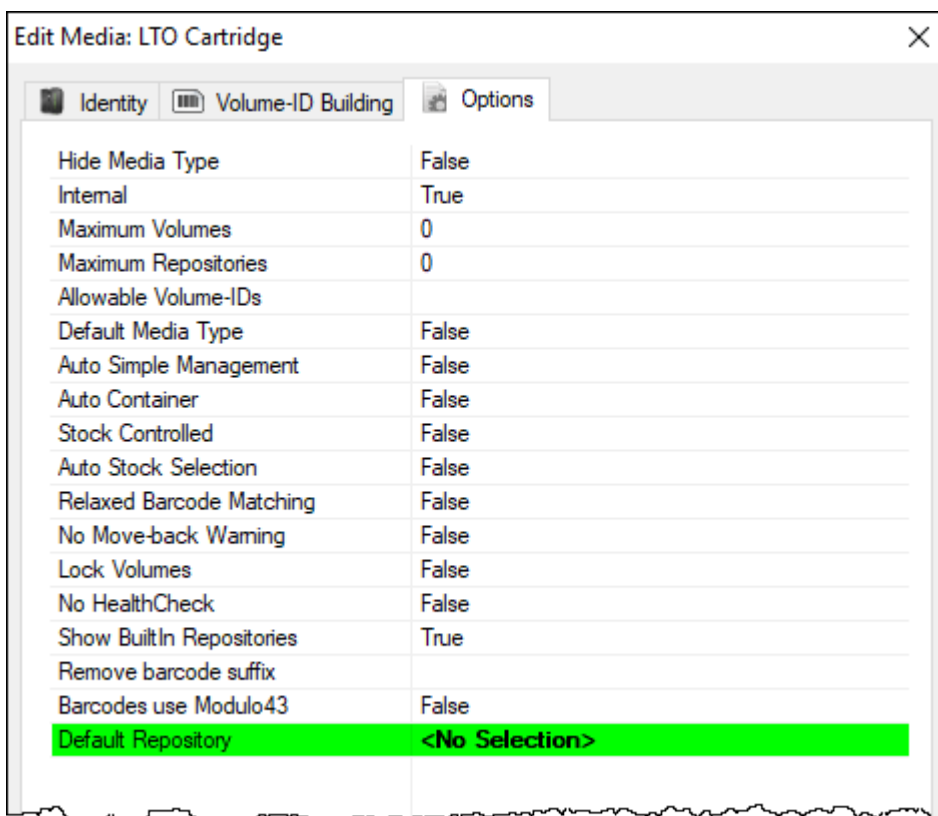


Any [Repository](#) set as the default (where [Volumes](#) are added to when a Target [Repository](#) is not specified) cannot be deleted until the dependency is removed.

To remove the default setting, right-click the [Media Type](#) in the [Customer Tree](#) and select [Properties](#).



On the Optionstab, 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.

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

Permanent link: <https://rtfm.tapetrack.com/master/repository?rev=1626146759>

Last update: **2025/01/21 22:07**



