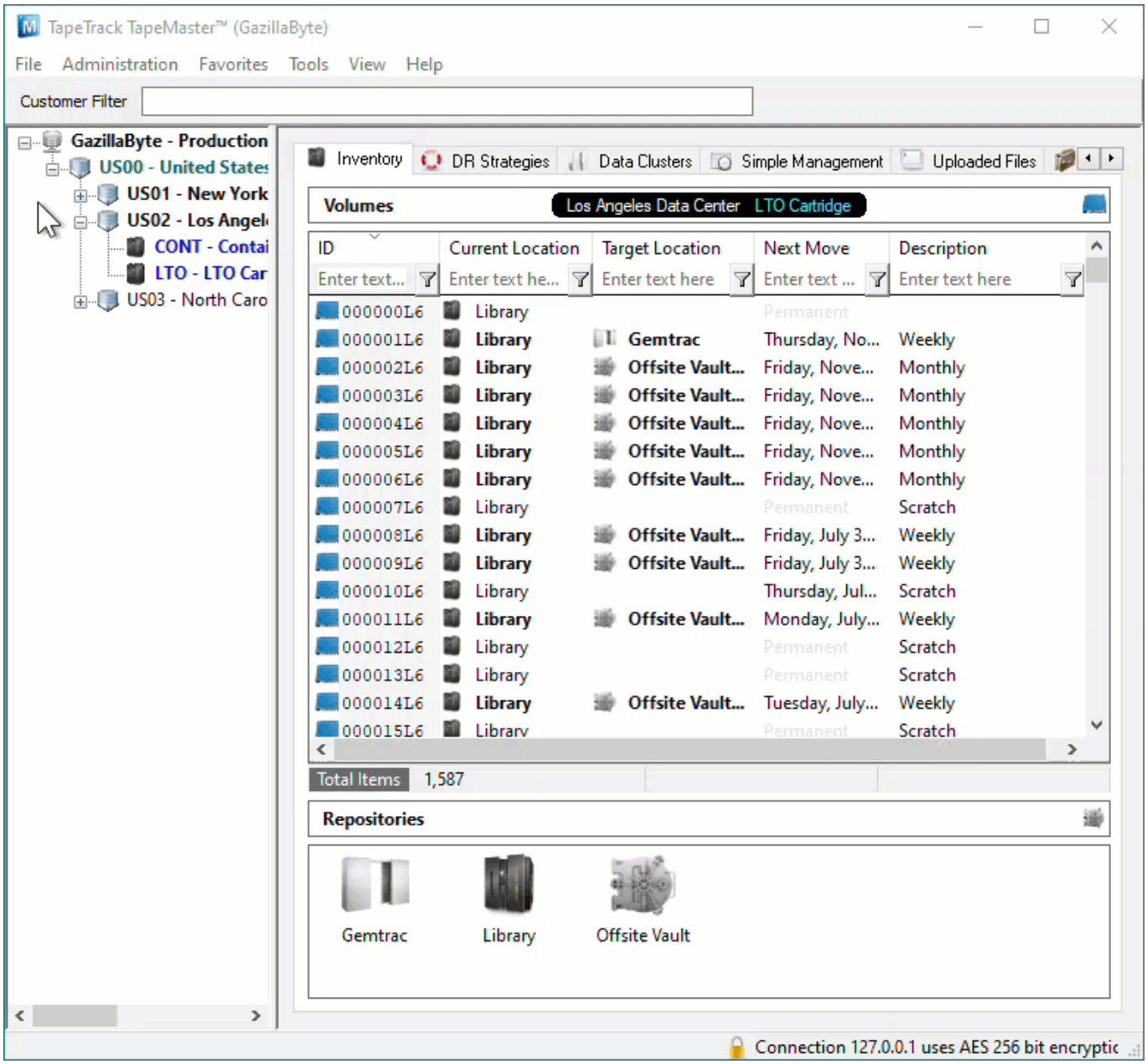
# Adding and Maintaining Repositories

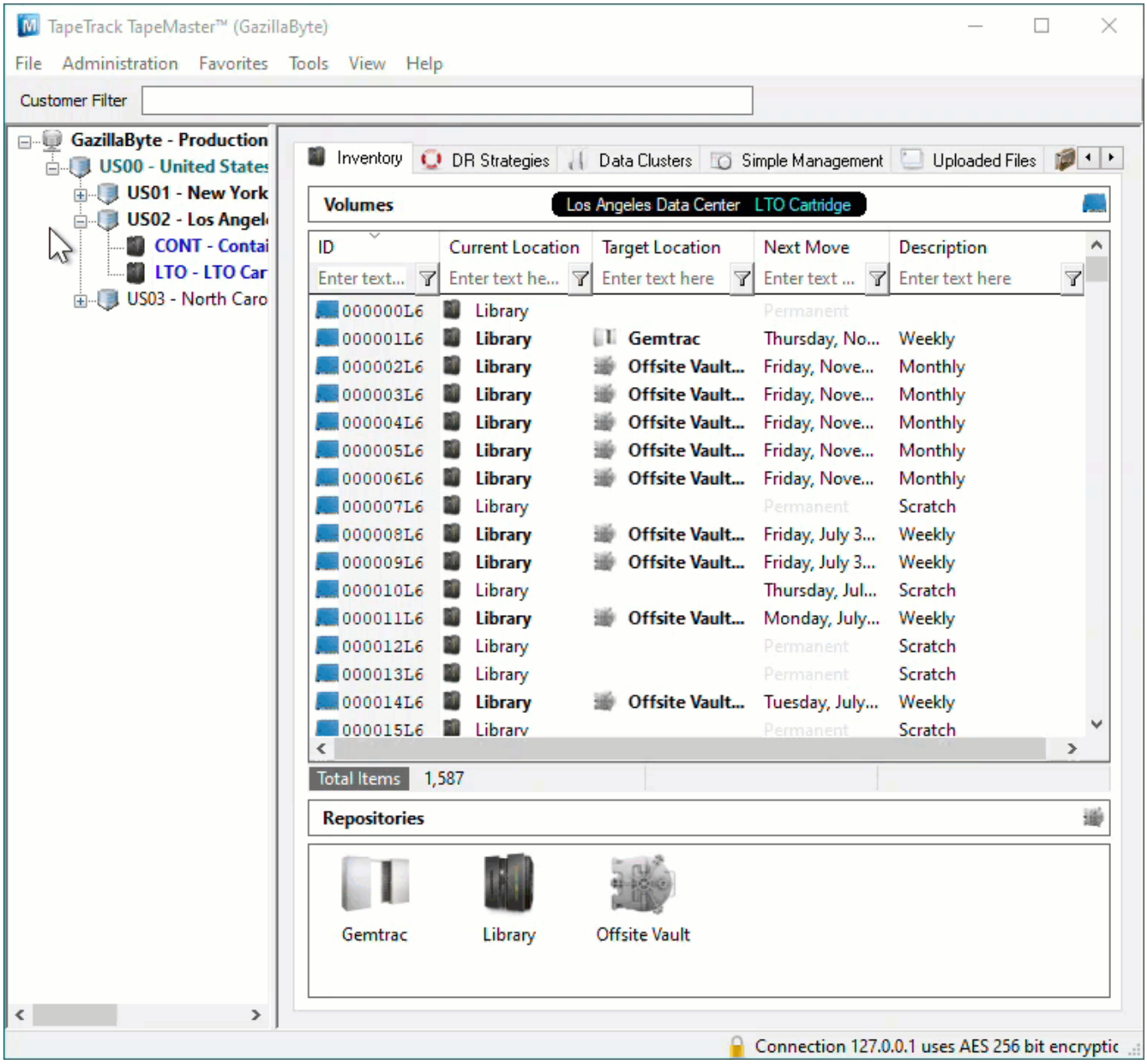
Repositories are locations where Volumes can be located. This page contains information about Adding and Deleting Repositories.

## 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.



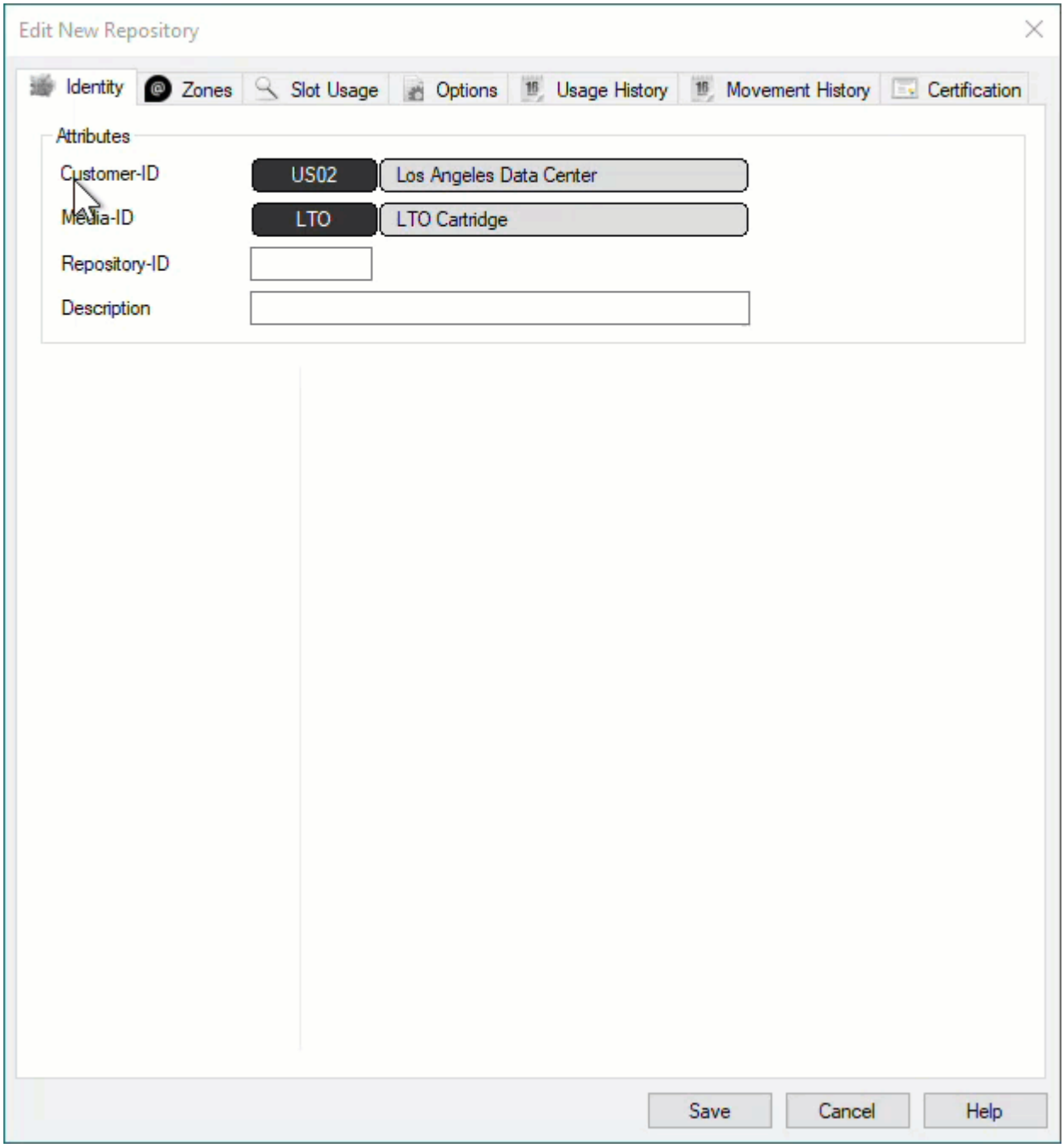

This will launch `Edit New Repository` window.

## 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.

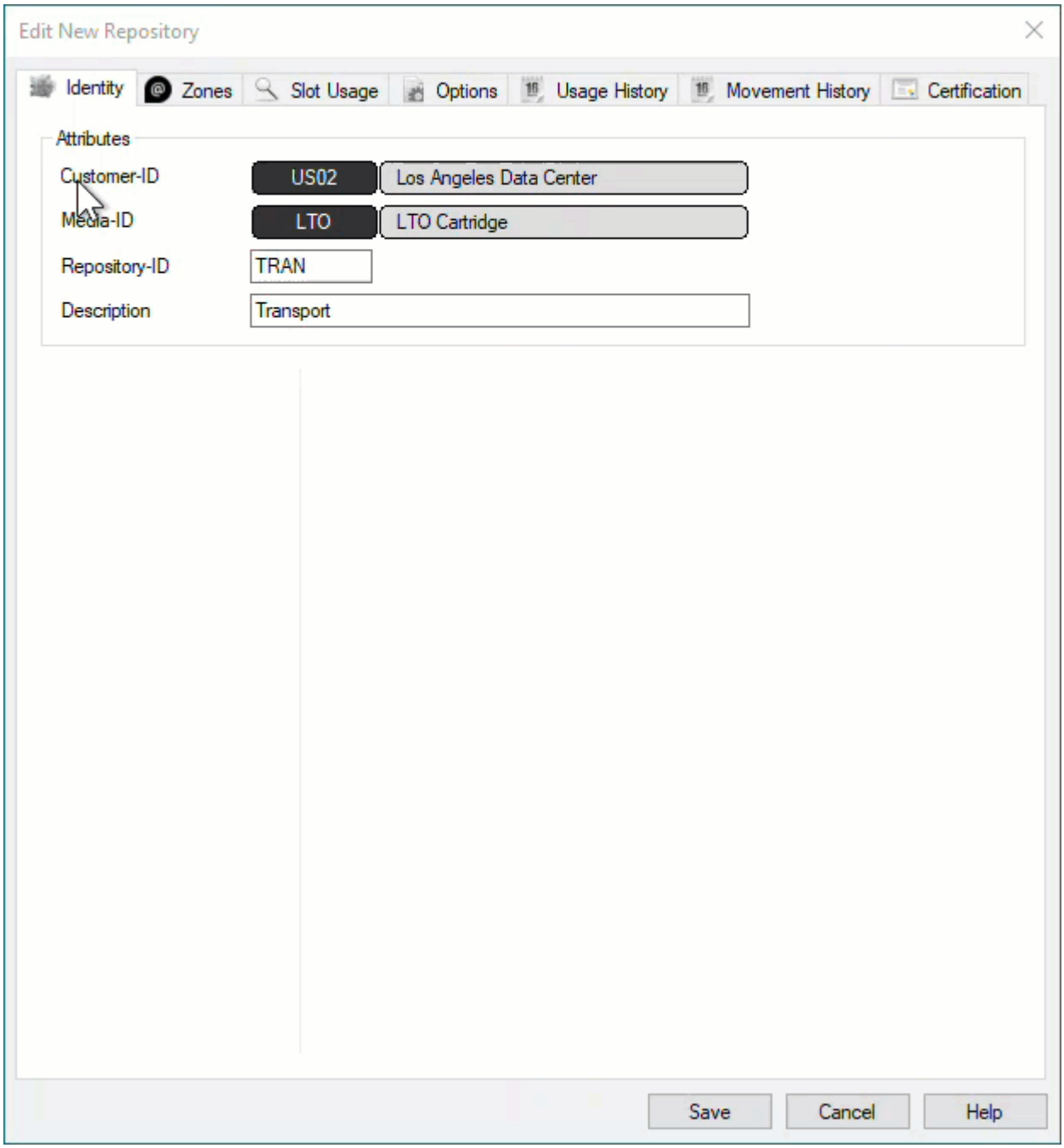



### Options

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.

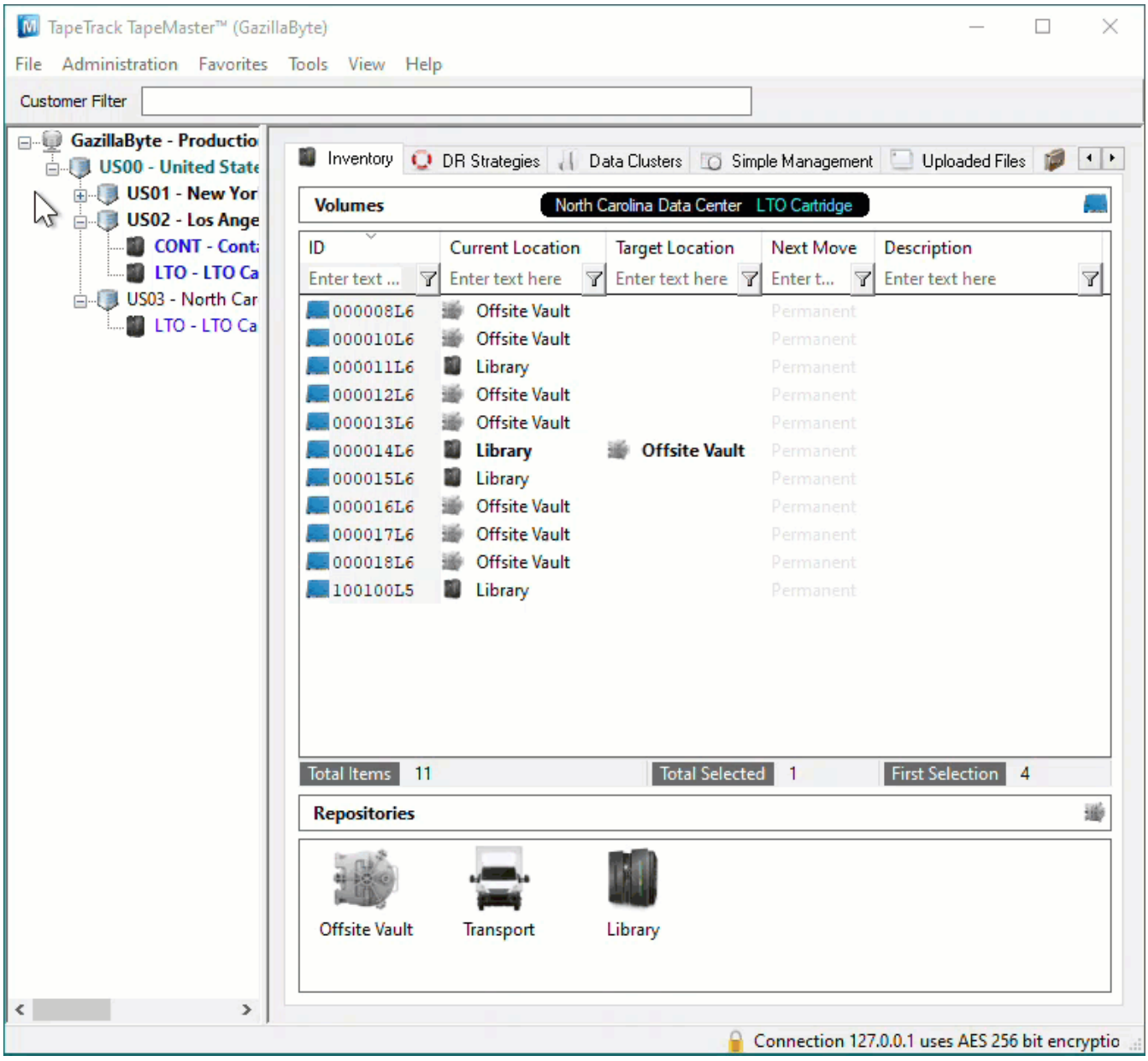
### Advanced Repository Options

Zones
Slot Usage
Options
Usage History
Movement History
Certification

# Deleting a Repository

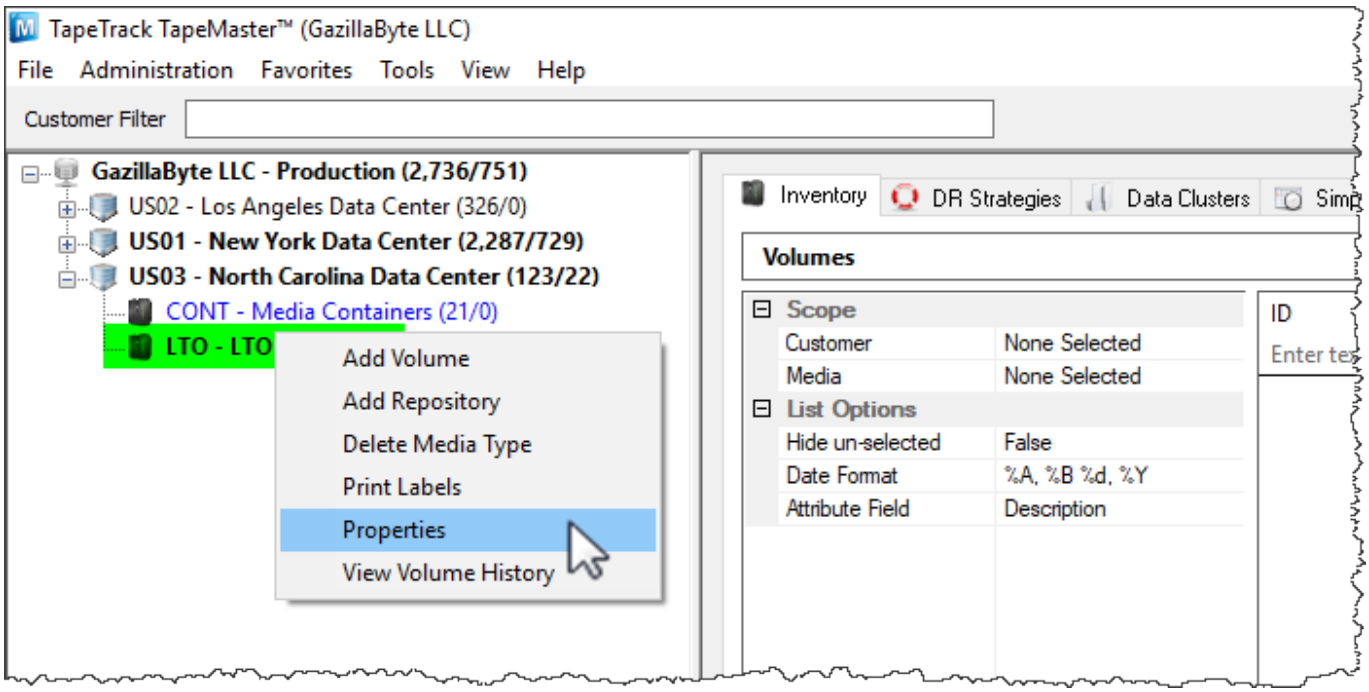
To delete a Repository, right-click on the Repository that needs to be deleted and select `Delete`.

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.

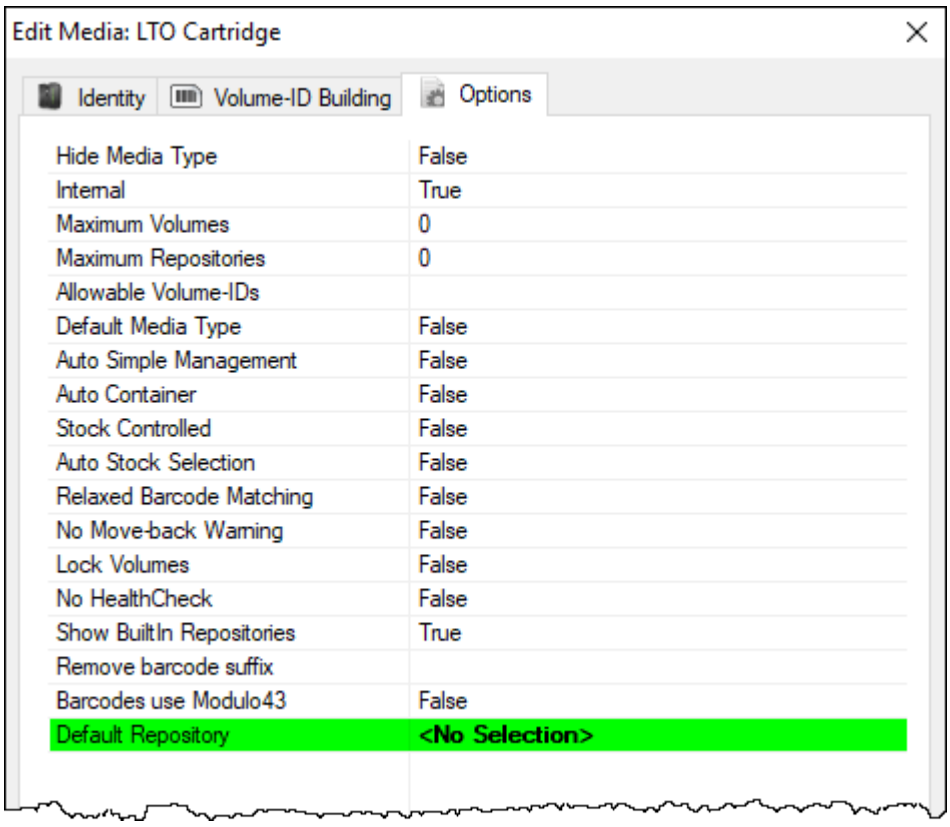



In older releases, any Repository set as the default (where Volumes are added to when a Target Repository is not specified) cannot be deleted until the dependancy is removed.

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>` and click `Save`.




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

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