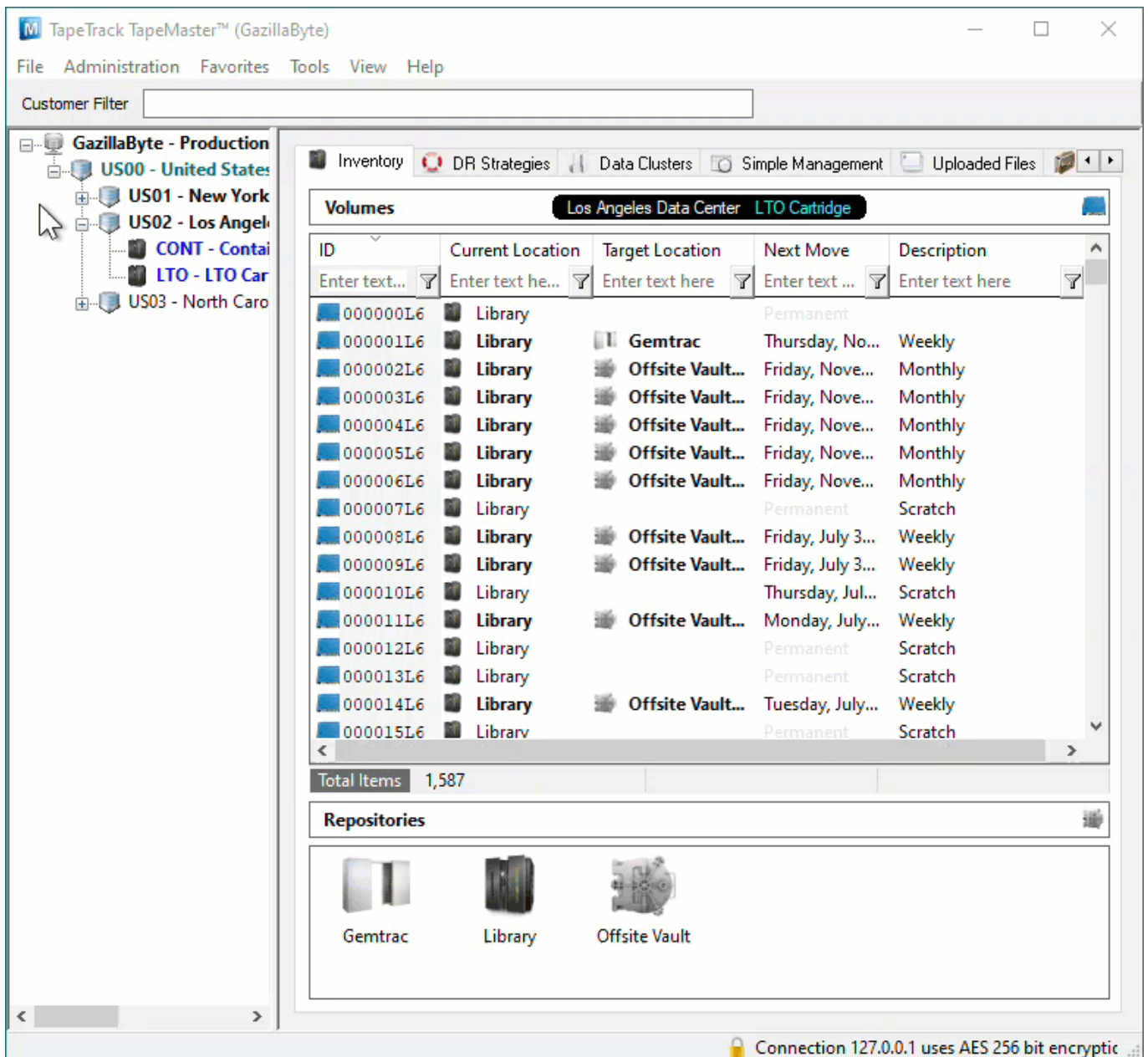


# Adding and Maintaining Repositories

[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.

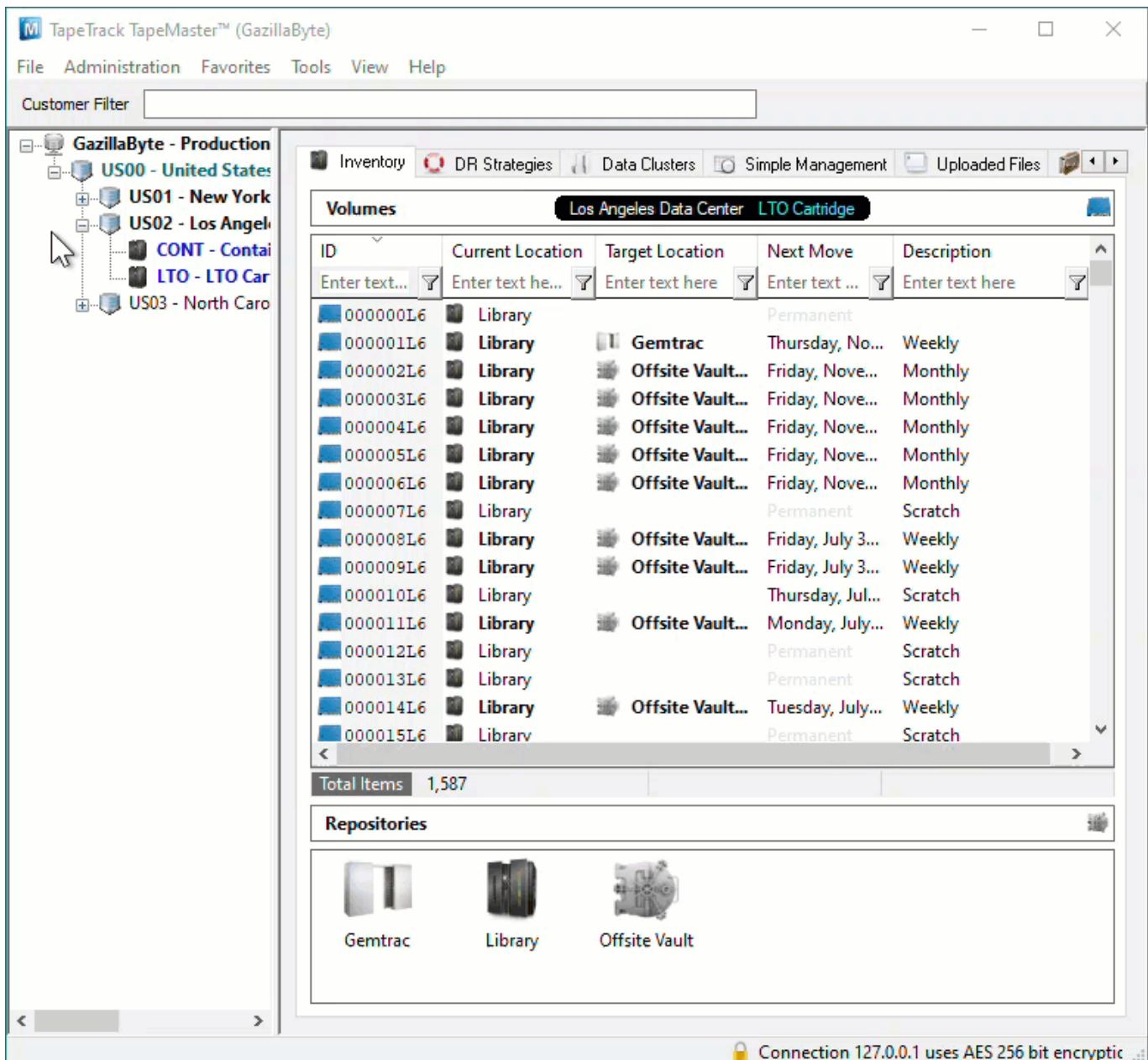


The screenshot shows the TapeTrack TapeMaster™ (GazillaByte) application window. The left sidebar displays a tree view of the organization structure, including 'GazillaByte - Production' and various regional units like 'US00 - United States', 'US01 - New York', 'US02 - Los Angeles', 'CONT - Contai', 'LTO - LTO Car', and 'US03 - North Caro'. The main window is titled 'Los Angeles Data Center LTO Cartridge' and displays a table of 'Volumes'.

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

Below the table, the 'Total Items' count is 1,587. The 'Repositories' section at the bottom shows three icons: Gemtrac, Library, and Offsite Vault.

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:

-  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](#).

The screenshot shows a window titled "Edit New Repository" with a close button in the top right corner. Below the title bar is a navigation bar with tabs: Identity, Zones, Slot Usage, Options, Usage History, Movement History, and Certification. The "Attributes" section is visible, containing the following fields:

Customer-ID	US02	Los Angeles Data Center
Media-ID	LTO	LTO Cartridge
Repository-ID	TRAN	
Description	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](#)

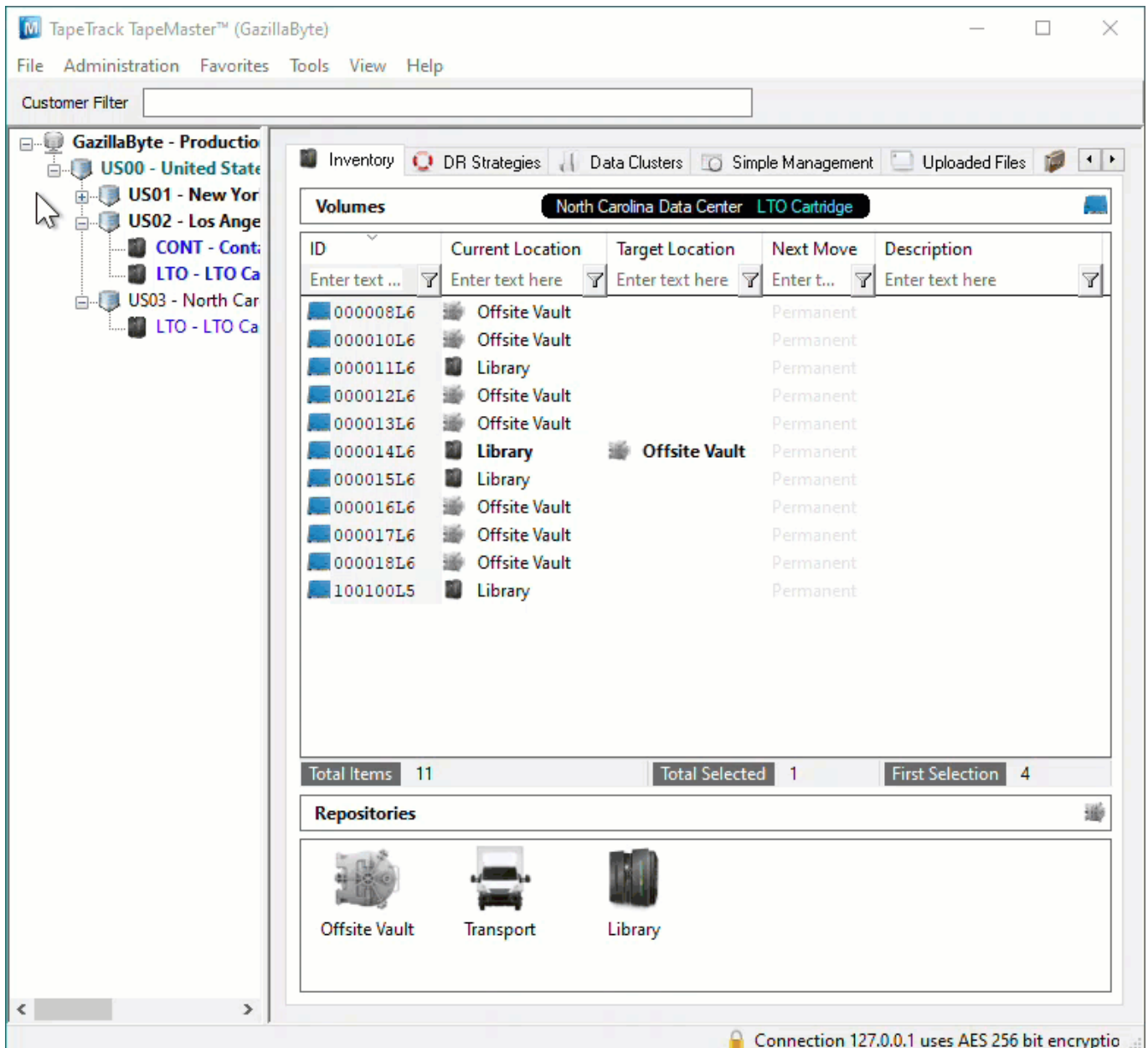
## Deleting a Repository

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.

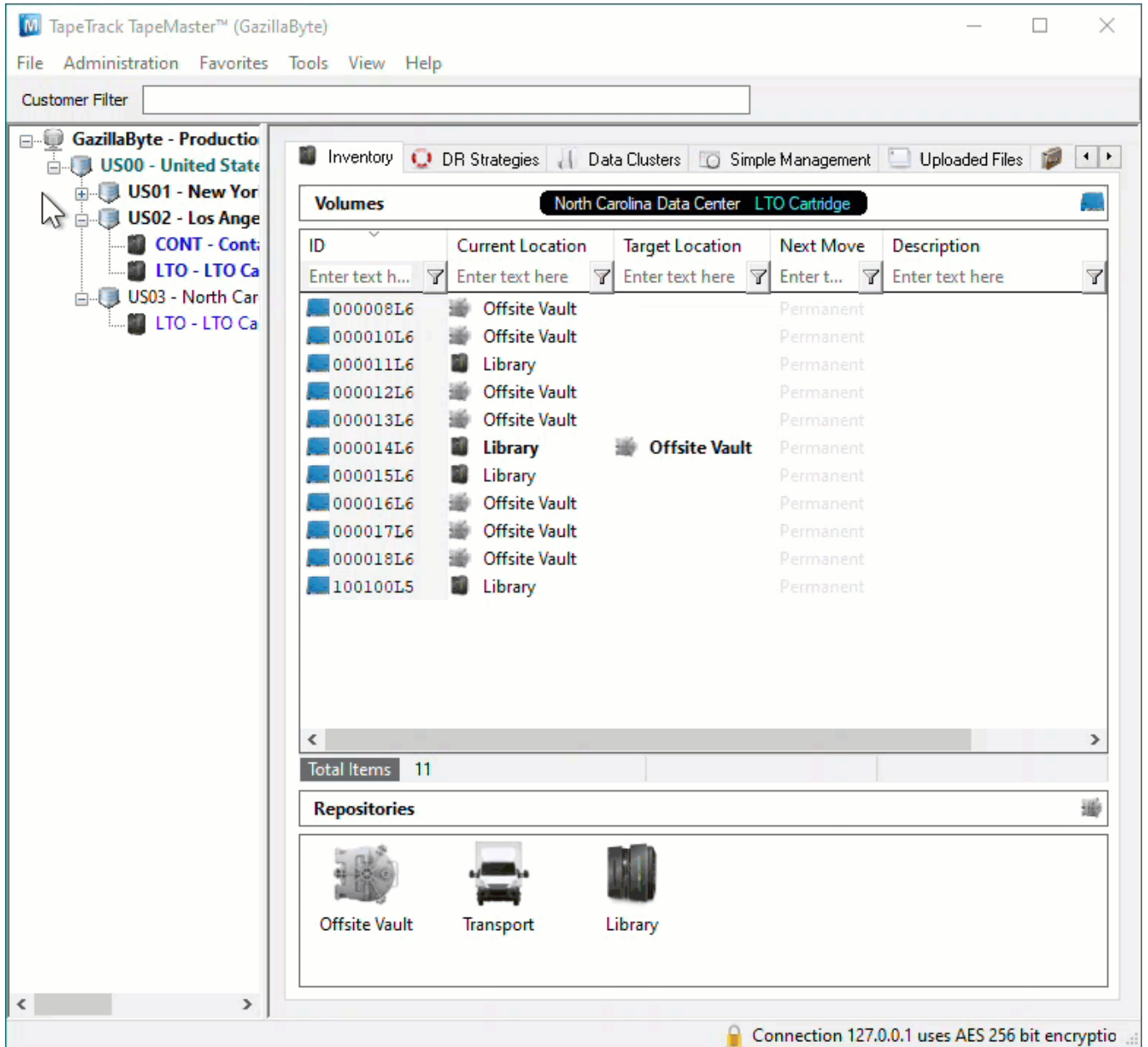
If the Repository you are attempting to delete is the current Default Repository, you will receive a popup confirming you want to reset the Default value, click Yes to continue.

Click Yes to the Confirm Delete popup.

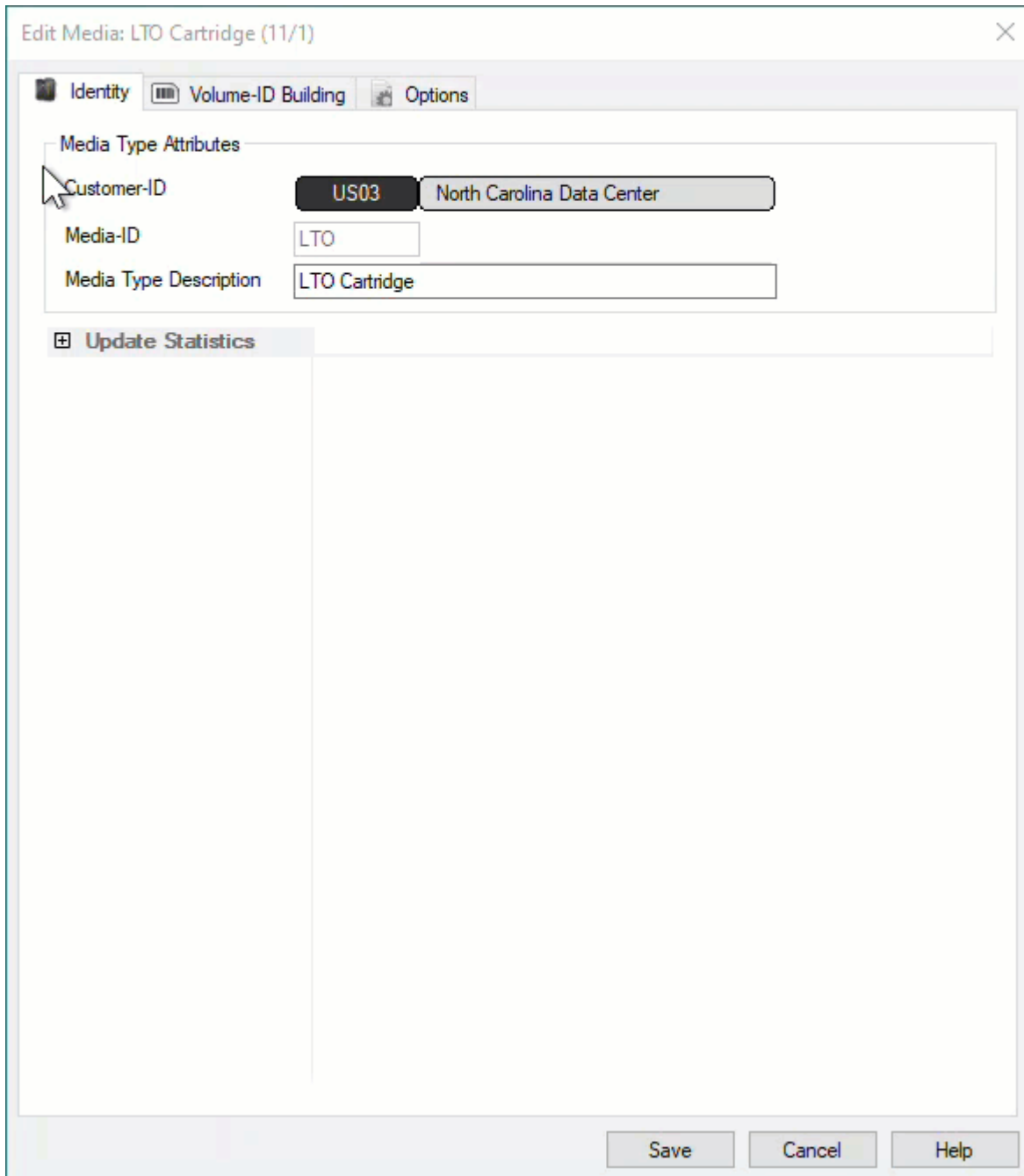


In older releases, any [Repository](#) set as the default (where [Volumes](#) are added to when a Target [Repository](#) is not specified) cannot be deleted until the dependency is removed.

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.

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

Permanent link: <https://rtfm.tapetrack.com/master/repository?rev=1626403566>

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