



# How to Create a Repository

Applies to: ArchiveOne Enterprise (Compliance) Topic; Last Modified: 27 January 2010

## Note

This topic explains how to create a repository in ArchiveOne Enterprise (Compliance).

## Before You Begin

Before you perform the procedure in this topic, be aware of the following:

- Must have proper file permissions on the new repository location.
- Must have proper user permissions to run ArchiveOne Enterprise (Compliance).

## Procedure

### To create a repository:

1. Create the Index & Data folders on your file system.
  - Repositories consist of an Index location and a Data location.
  - Generally, both of these folders should be stored within a single parent directory whose name corresponds with the repository name.
  - The ArchiveOne service account must have full control over the repository's parent directory.
  - Repositories must never share base directories (Index/Data/Temp).
2. Right click on Repositories in the Admin Console and select **New**.
  - You'll be clicking Next through this Wizard, making changes to a few screens.
3. In the Repository Name screen, enter a name for this repository.
  - We suggest that repository names be relevant to the data they contain.
4. In the Storage Manager screen, select a storage manager if you are using one of the specified devices to hold your archived data.
5. In the Index location screen, browse to the top of the Index folder.
  - For example "F:\Compliance Repositories\2008\Index".
6. In the Archive location screen, browse to the top of the Data folder.
  - For example "F:\Compliance Repositories\2008\Data".
7. In the Rate Control screen, you may check the box to make policy runs archive a set maximum amount of data at a time, which can prevent overloading at busy times.
8. In the Retention screen, you may select a period of time to keep messages before expiring them if you have a mandated amount of time to keep messages.
9. Finish the Wizard.

## For more information

For assistance with other features of ArchiveOne Enterprise (Compliance), see the other ArchiveOne Enterprise (Compliance) documentation available from C2C:

- [C2C website](#)
- [C2C Support Portal](#)