



How to Create a Repository

Applies to: ArchiveOne® Enterprise (Policy) Topic; Last Modified: 27 January 2010.

Note

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

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 (Policy).

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:\Policy Repositories\2008\Index"
6. In the Archive location screen, browse to the top of the Data folder.
 - For example "F:\Policy 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 (Policy), see the other ArchiveOne Enterprise (Policy) documentation available from C2C:

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