



## How to Move a Repository

Applies to: ArchiveOne® Express; Topic Last Modified: 26<sup>th</sup> July 2010.

### Note

This topic explains how to move an ArchiveOne Express repository.

### Before you begin

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

- You must have full file permissions on the new repository location.
- You must have the correct user permissions to run the ArchiveOne Express.

### Procedure

#### To move a repository

1. Copy the **Index** and **Data** folders to the new location.
  - 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.
  - You must not be archiving to a repository that is being moved.
2. Right click on the repository within the administration console and select **Run Configuration Wizard**, selecting next until the Index and Archive locations are editable.
  - a. For the index, browse to the copied index (for example "F:\Policy Repositories\2008\Index").
  - b. For the archive, browse to the copied archive (for example "F:\Policy Repositories\2008\Archive").
3. Finish the wizard.
4. Right click on the repository in the Admin Console and select **Properties**.
5. Click on the **Temporary Data** tab, and reconfigure this to point to the new Index location
  - The default Temporary Data location is the repository's index location.
  - Each repository needs its own temporary location that's not shared with any other software or repository.
6. Close the Admin Console.
7. Restart the ArchiveOne Express Service .

### For more information

For assistance with other features of ArchiveOne Express, see the other ArchiveOne Express documentation available from C2C:

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