



## How to Create a Repository

Applies to: ArchiveOne® for Files Topic; Last Modified: 27 January 2010

### Note

This topic explains how to create a repository in ArchiveOne for Files.

### 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 for Files.

### Procedure

#### To create a repository:

1. Open the ArchiveOne for Files Admin console.
2. Right click on **Repositories** and select **New**.
  - *Definition*: Type the name of the Repository.
    - We suggest that repository names be relevant to the data they contain.
  - *Repository Location*: Type the Base location to the Repository.
    - The Archive Data and Index Data directories will automatically pre-fill.
3. Click **OK**.

### For more information

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

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