



How to move a repository

Applies to: ArchiveOne® for Files; Topic Last Modified: 30th July 2010.

Note

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

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 for Files console.

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.
 - You must not be archiving to a repository that is being moved.
2. Right click on the repository within the console and select **Properties**.
3. Amend the Archive and Index data locations to reflect their new locations.
4. Select **OK** to update the configuration.

Note: you will need to do this for all repositories that have moved.

For more information

For assistance with other features of ArchiveOne for Files, please refer to the other ArchiveOne for Files documentation / videos available from C2C:

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