

How to Move a Repository

Applies to ArchiveOne Express; Topic Last Modified: 2009-10-15

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:

- Proper file permissions on the existing repository location
- Proper file permissions on the new repository location
- Proper user permissions to run ArchiveOne Express

Procedure

To move a repository

1. Copy the Index & 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 in the Admin Console and select **Run Configuration Wizard**
 - You'll be clicking Next through this Wizard, making changes to two screens in particular
3. In the Index location screen, browse to the top level of the new Index folder (for example "F:\Policy Repositories\2008\Index")
4. In the Archive location screen, browse to the top level of the new Data folder (for example "F:\Policy Repositories\2008\Data")
5. Finish the wizard
6. Right click on the repository in the Admin Console and select **Properties**
7. 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 must have its own temporary data location that is not shared with any other software or repository
8. Close the Admin Console
9. Restart the ArchiveOne Express Service

For more information

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

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