Configuring

Creating repositories

You can create repositories to hold job and document data that you want to store for possible later retrieval to submit again as a new job. You can create multiple repositories to hold job and document data for different lengths of time or to make the data accessible to different groups of users.

To create a repository:

1. Click the **Administration** tab.
2. In the left pane, click **Objects ⇒ Repositories**.
3. Click **Add**.
4. Fill in the properties.
5. Click **OK**.

Parent topic: Setting up the Archive feature