

Managing objects

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Changing the folder location for a repository

You can change the **Folder location** of an existing repository.

To change the **Folder location** of a repository:

1. Click the **Administration** tab.
2. In the left pane, click **Objects ⇒ Repositories**.
3. Select the repository you want to change the **Folder location** for.
4. Click **Change Folder Location**.
5. Specify the directory where you want the repository to store the files or history information.

⚠ Note:

- If you change the **Folder location** of a repository after jobs, documents, properties, or history information is stored, the data is not automatically moved to the new location. You must manually move the contents of the repository to the new location.
- If you do not specify a full path, the directory is created in the `/var/aio` directory for Linux, and in the **drive**:\Program Files\Ricoh\ProcessDirector path for Windows, where **drive** is the drive where RICOH ProcessDirector is installed.

6. Click **OK**.

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