

Adding archive disk volumes

After you add archive disk volumes, the volumes are available for job storage in Workshop.

Prerequisites

- The Archive\Retrieve and Purge JTPs are set up.
- Archive, purge, and retrieve process templates are set up that match your archiving strategy.

For more information, see [Setting up the Archiver](#).

1. On the desired server(s), share out the desired disk volume(s). Ensure that each disk volume share uses Server Message Block (SMB) protocol (Common Interchange Format), with the permissions set to **Change**.
Note: Your archiving strategy should account for data redundancy and failover recovery. Archiving to two or more independent disk volumes is one way to achieve data redundancy.
Note: In Workshop, Use **Workshop > Media Manager** to monitor the used and free space of the disk volumes you're using. A disk volume with less than 15% free space might have degraded system performance. Consider expanding the disk volume or adding a new disk volume.
2. To stop the Archive\Retrieve and Purge JTPs, on the **JTPs** tab in Administrator, right-click the JTPs and select **Stop JTP**.
3. Select **Tools > Archive Disk Volumes**.
4. In the Archive Disk Volumes dialog box, click **Add**.
5. Type the UNC path (in the \\servername\sharename format).
You can also click **Browse** to locate the disk volume, and then click **OK**.
6. Repeat steps 4 and 5 for each disk volume that you want to add.
7. Click **OK**.
Note: If you close the Add Archive Disk Volumes dialog box without clicking **OK**, the disk volumes are not added.
8. To restart the Archive\Retrieve and Purge JTPs, on the **JTPs** tab, right-click the JTPs and select **Start JTP**.

See also

[Setting up Archiver](#)
[Archive strategies](#)