



StorHouse/Admin System Administrator's Quick Reference

StorHouse/Control Center Release 2

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Procedures

This quick reference contains procedures for performing StorHouse system administration tasks with StorHouse/Admin. For a full description of all procedures in this document, see the StorHouse *System Administrator's Guide* in the StorHouse User Document Set or the StorHouse/Control Center online help for StorHouse/Admin.

Unless otherwise noted, all tasks begin on the StorHouse Resources working window.



In this document, bold is used to highlight box, check box, list, and option button names.

Accounts

Changing a StorHouse account

1. Click the Accounts folder.
2. In the Accounts list, right-click the account you want to change and then click Set.
3. In the Set Account dialog box, modify the account properties and privileges as necessary.
4. Click Set.

Changing an account password

1. Click the Accounts folder.
2. In the Accounts list, right-click the account you want to change and then click Set.
3. In the Set Account dialog box, select the **Password** check box. When you select this check box, the  button becomes active.
4. Click the  button.
5. In the Enter Password dialog box, type the new password in the **New** box. The password does not display when you type it.
6. Retype the new password in the **Retype** box and press Enter on your keyboard. Again, the password does not display when you type it.
7. In the Set Account dialog box, click Set.

Cloning a StorHouse account

1. Click the Accounts folder.
2. In the Accounts list, click the account you want to clone.
3. On the Edit menu, click Copy/Clone.
4. In the Clone Account dialog box, type an ID for the new account in the **Account ID** box.
5. Adjust any properties and privileges for the new account, as necessary.
6. Click Create.
7. Click OK to confirm the creation of the account.
8. Repeat steps 4 through 7 to clone other accounts from the existing account.
9. When you have finished cloning the existing account, click Done.

Copying account defaults to the clipboard

1. Click the Accounts folder.
2. In the Accounts list, right-click the account whose defaults you want to copy and then click Copy Defaults.

StorHouse displays a message on the status bar that it copied the selected defaults to the clipboard.

**Copying a
StorHouse account**

1. Click the Accounts folder.
2. On the Edit menu, click Add/Create.
3. In the Create Account dialog box, type an ID for the new account in the **Account ID** box.
4. Click the source account in the **Copy from** list.
5. Adjust any properties and privileges for the new account, as necessary.
6. Click Create.
7. Click OK to confirm the creation of the new account.
8. Repeat steps 3 through 7 for other accounts you want to copy.
9. When you have finished copying accounts, click Done.

**Creating a
StorHouse account**

1. Click the Accounts folder.
2. On the Edit menu, click Add/Create.
3. In the Create Account dialog box, type a new account ID in the **Account ID** box.
4. Assign properties and privileges to the account, as necessary.
5. Click Create.

6. Click OK to confirm the creation of the new account.
7. Repeat steps 3 through 6 for other accounts you want to create.
8. When you have finished creating accounts. click Done.

Disabling a StorHouse account

1. Click the Accounts folder.
2. In the Accounts list, right-click the account you want to disable and then click Set.
3. In the Set Account dialog box for Status, click **Disabled**.
4. Click Set.

Displaying information about a StorHouse account

1. Click the Accounts folder.
2. In the Accounts list, right-click the account you want to display and then click Properties.

Enabling a StorHouse account




1. Click the Accounts folder.
2. In the Accounts list, right-click the account you want to enable and then click Set.
3. In the Set Account dialog box for Status, click **Enabled**.
4. Click Set.

Accounts

Listing StorHouse accounts

Click the Accounts folder.

Printing a list of accounts

1. Click the Accounts folder.
2. If you want to print a list of all accounts, click  and proceed to step 7.
3. If you want to print a partial list of accounts, right-click in the Accounts list and then click Filter List.
4. In the Filter List dialog box, type the account ID or IDs you want to print in the **Include names or IDs like** box. (You can specify more than one name or ID by using a wild card.)
5. Click OK.
6. Click .
7. In the StorHouse Accounts preview page, click .
8. Click Close.

Removing a StorHouse account

1. Click the Accounts folder.
2. In the Accounts list, click the account you want to remove.
3. On the Edit menu, click Delete/Drop.
4. In the Confirm dialog box, click OK.

**Temporarily
changing default
values for an
account**

1. On the User menu, click Session Defaults.
2. In the Session Default dialog box, click a new group, volume set, and/or file set.
3. Click Set.

Devices

**Bringing up a
StorHouse device**

1. Expand the Devices folder.
2. Click the Fixed, Library, or Network folder, depending on what type of device you want to bring up.
3. In the selected Devices list, right-click the device you want to bring up and then click Bring Up.
4. In the Confirm dialog box, click OK.

**Changing a device
mode**


1. Expand the Devices folder.
2. Click the Library folder.
3. Right-click the specified library device drive whose mode you want to change and then click Set Read-Only.
4. In the Confirm dialog box, click OK.

Devices

Displaying a devices diagram

1. Expand the Devices folder.
2. Click the Diagram folder.
3. To display information on a particular device in the Devices Diagram display, click the device label.
4. In the Information dialog box, click OK.

Displaying device statistics in graphical (pie chart) form

1. On the StorHouse Status working window, click  in the Device status area.
2. Click the type of statistics you want to display in the **Device statistics** list.

Displaying information about a StorHouse device

Expand the Devices folder and click the Fixed, Library, or Network folder, depending on what type of device you want to display.

or

On the StorHouse Status working window, see the Device status area. This display includes information on shelves.

Taking down a StorHouse device

1. Expand the Devices folder.
2. Click the Fixed, Library, or Network folder, depending on what type of device you want to take down.

3. In the selected Devices list, right-click the device you want to take down and then click Take Down.
4. In the Confirm dialog box, click OK.

File access groups

Changing the amount of reserved space for a file access group (5.3+)

1. In the StorHouse Resources working window folder list, click the Groups folder.
2. In the Group Name list, right-click the group you want to change and click Set.
3. In the Set Group dialog box, type a new size in the box (for size) or list (for percentage) provided.
4. Click Create.

Changing your default file access group

1. On the User menu, click Session Defaults.
2. In the Session Defaults dialog box, click a group in the **Group** list.
3. Click Set.

File access groups




Creating a file access group

1. Click the Groups folder.
2. On the Edit menu, click Add/Create.
3. In the Create Group dialog box, type a new file access group name in the **Name** box.
4. Click Create.

Listing file access groups

Click the Groups folder.

Printing a list of file access groups

1. Click the Groups folder.
2. If you want to print a list of all groups, click  and proceed to step 7.
3. If you want to print a partial list of groups, right-click in the Groups list and then click Filter List.
4. In the Filter List dialog box, type the group name or names you want to print in the **Include names or IDs like** box. (You can specify more than one name or ID by using a wild card.)
5. Click OK.
6. Click .
7. In the StorHouse Groups preview page, click .
8. Click Close.

Removing a file access group

1. Click the Groups folder.
2. In the Groups list, click the group you want to remove.
3. On the Edit menu, click Delete/Drop.
4. In the Confirm dialog box, click OK.

File sets

Changing file set attributes

1. Expand the VSETs folder.
2. Expand the volume set that contains the file set whose attributes you want to change.
3. Click the FSETs folder.
4. In the File Sets list, right-click the file set you want to change and then click Set.
5. In the Set FSET dialog box, modify the file set properties as needed.
6. Click Set.

Changing the size of the performance buffer file set

1. Expand the VSETs folder.
2. Expand the MAGDISK volume set.
3. Click the FSETs folder.

4. In the File Sets list, right-click the **\$\$BUFFER** file set and then click Set.
5. In the Set FSET dialog box, type a new size in the **Size** box.
6. Type a new limit in the **Limit** box.
7. Ensure that the **Deallocate FSET free storage** check box is cleared.
8. Click Set.

Changing your default file set

1. On the User menu, click Session Defaults.
2. In the Session Defaults dialog box, click a file set in the **FSET** list.
3. Click Set.

Cloning a file set

1. Expand the VSETs folder.
2. Expand the volume set that contains the file set you want to clone.
3. Click the FSETs folder.
4. In the File Sets list, click the file set you want to clone.
5. On the Edit menu, click Copy/Clone.
6. In the Clone FSET dialog box, type a name for the new file set in the **FSET name** box.

7. Adjust any properties for the new file set, as necessary.
8. Click Create.
9. Click OK to confirm the creation of the new file set.
10. Repeat steps 6 through 9 to clone other file sets from the existing file set.
11. When you have finished cloning the existing file set, click Done.

Copying file set properties to the clipboard

1. Expand the VSETs folder.
2. Expand the volume set that contains the file set whose properties you want to copy.
3. Click the FSETs folder.
4. In the File Sets list, right-click the file set whose properties you want to copy and then click Properties.
5. In the FSET Properties dialog box, right-click the property you want to copy and then click Copy Property. (You can copy as many properties as you want, but you must copy and paste them one at a time.)

StorHouse displays a message that it copied the selected property to the clipboard.

6. Click OK.

**Creating additional
level F file sets**

1. Expand the VSETs folder.
2. Expand any volume set.
3. Click the FSETs folder.
4. On the Edit menu, click Add/Create.
5. In the Create FSET dialog box, type a new file set name in the **FSET name** box.
6. Click MAGDISK in the **In VSET** list.
7. Type a size in the **Size** box.
8. Type a limit in the **Limit** box.
9. Type a percentage in the **Update** box.
10. Ensure the **Make contiguous** check box is cleared so that you create a noncontiguous file set.
11. Click Create.
12. Click OK to confirm the creation of the new file set.
13. Repeat steps 5 through 12 for other level F file sets you want to create.
14. When you have finished creating level F file sets, click Done.

**Creating a
StorHouse level L
file set**

1. Expand the VSETs folder.
2. Expand any volume set.
3. Click the FSETs folder.
4. On the Edit menu, click Add/Create.
5. In the Create FSET dialog box, type a new file set name in the **FSET name** box.
6. Click the level L volume set that will contain the new file set in the **In VSET** list.
7. Provide any optional information in the Create FSET dialog box.
8. Click Create.
9. Click OK to confirm the creation of the new file set.
10. Repeat steps 5 through 9 for other level L file sets you want to create.
11. When you have finished creating level L file sets, click Done.

**Displaying
information about a
file set**

1. Expand the VSETs folder.
2. Expand the volume set that contains the file set you want to display.
3. Click the FSETs folder.

4. In the File Sets list, right-click the file set you want to display and then click Properties.

**Displaying
information about
file set partitions**

1. Expand the VSETs folder.
2. Expand the volume set that contains the file set partitions you want to display.
3. Click the FSETs folder.
4. In the File Sets list, right-click the file set that contains the partitions you want to display and then click Partitions.



**Listing all file sets in
all volume sets**

1. Expand the VSETs folder.
2. Expand any volume set.
3. Click the FSETs folder.
4. In the File Sets list, right-click and then click Filter List.
5. In the Filter List dialog box, accept * in the **Include names like** box.
6. Select the **From all VSETs** check box.
7. Click OK.

Listing all file sets in a volume set



1. Expand the VSETs folder.
2. Expand the volume set that contains the file sets you want to list.
3. Click the FSETs folder.

Printing a list of file sets in all volume sets

1. Expand the VSETs folder.
2. Expand any volume set.
3. Click the FSETs folder.
4. In the File Sets list, right-click and then click Filter List.
5. In the Filter List dialog box, accept * in the **Include names like** box.
6. Select the **From all VSETs** check box.
7. Click OK.
8. Click .
9. In the StorHouse File Sets preview page, click .
10. Click Close.

Printing a list of file sets in a volume set

1. Expand the VSETs folder.
2. Expand the volume set that contains the file sets you want to print.

3. Click the FSETs folder.
4. In the File Sets list, click .
5. In the StorHouse File Sets preview page, click .
6. Click Close.

Releasing free storage from a file set

1. Expand the VSETs folder.
2. Expand the volume set that contains the file set from which you want to release free storage.
3. Click the FSETs folder.
4. In the File Sets list, click the file set from which you want to release free storage and then click Release.
5. In the Confirm dialog box, click OK.

Messages


Receiving a user message

On the StorHouse Status working window, the message displays in the black box.

Responding to a user or operator message

1. On the StorHouse Status working window, click the message to which you want to respond in the black box.
2. Accept or edit the suggested response in the white box and then click Send.

Sending a user message

1. On the System menu, click ISCL.
2. In the Interactive StorHouse Command Language working window, type the appropriate MESSAGE command in the **Enter Command Language statement** box.
3. Click  or press Enter.

Viewing operator messages

Click the StorHouse Status working window and see the Operator messages area.

Scheduled events

Displaying scheduled events

On the System menu, click Schedule. The scheduled events display in the Schedule dialog box.

Editing scheduled events

1. On the System menu, click Schedule.
2. In the Schedule dialog box, click the scheduled event you want to edit.

Scheduled events

3. Click Edit.
4. Make your changes to the event, as necessary.
5. Click Change.

Printing a list of scheduled events

1. On the System menu, click Schedule.

The scheduled events display in the Schedule dialog box.


2. Click .
3. On the StorHouse Scheduled Events preview page, click .
4. Click Close.

Removing scheduled events

1. On the System menu, click Schedule.
2. In the Schedule dialog box, click the scheduled event you want to remove.
3. Click Remove.
4. In the Confirm dialog box, click OK.


Scheduling events

1. On the System menu, click Schedule.
2. In the Schedule dialog box, click the command you want to schedule in the **Run this command...** list.

3. Type any command parameters that you want to include in the **...with these parameters** box. For information on all commands and command parameters, click  .
4. Click or type a starting date for the scheduled command in the **Start date** box.
5. Click or type a starting time for the scheduled command in the **Start time** box.
6. Click a frequency in the **Frequency** list. The frequency is the basic rate at which the event will occur, such as daily.
7. Type a number in the **Multiplier** box. The multiplier allows you to set the hourly, daily, and monthly frequencies to an integer multiple of the basic rate, such as every 7 days.
8. Click Schedule.
9. Repeat steps 2 through 8 if you want to schedule other events. (The Schedule button becomes available again when you click a frequency.)
10. When you have finished scheduling events, click Done.

Scripts


Executing scripts

1. On the System menu, point to Script and then click Player.
2. In the Windows Playback Script dialog box, locate the script you want to execute.
3. Click Open.
4. In the Confirm box, click OK.
5. To close the Script: working window, click .

Logging script commands to a file


1. On the System menu, point to Script and then click Maker.
2. In the Script Maker dialog box, drag the script command **[Start Logging c:\scrlog.log]** from the lower box to the upper box to the place(s) in your script where you want to start logging. To stop logging, drag the script command **[Stop Logging]** to the place(s) in your script where you want to stop logging.

Note that the log file path name may vary. If necessary, substitute your log file path name for c:\scrlog.log.

3. Click  to save the current script.
4. In the Confirm box, click OK.


5. In the Windows Save As dialog box, assign a name and location to the script.
6. Click Save.
7. Click Done.

Writing scripts

1. On the System menu, point to Script and then click Maker.
2. In the Script Maker dialog box, type the contents of the script in the upper box. You can also drag any StorHouse and/or UNIX script commands from the lower box to the upper box and edit as necessary.
3. Click  to save the current script.
4. In the Confirm box, click OK.
5. In the Windows Save As dialog box, assign a name and a location to the script.
6. Click Save.
7. In the Script Maker dialog box, repeat steps 2 through 6 for any other scripts you want to write.
8. When you have finished writing scripts, click Done.

StorHouse/Admin logs

Logging Command Language command results to a file


1. On the System menu, click ISCL.
2. Click  to log the results to a file. Click the icon again to stop logging command results to a file.

The log path name may vary, depending on the directory you specify in the Preferences dialog box. The log file name is always ISCL-A.log. Each new log causes the last log to be renamed ISCL-B.log, and so on.

3. Type the Command Language statement in the **Enter Command Language statement** box.
4. Press Enter.

The command results display in the lower box.

Logging diagnostics output to a file

1. On the Diagnostics working window, click  .
2. Select the **Log to file** check box.


The log file path name may vary, depending on the directory you specify in the Preferences dialog box. The log file name is always SHADiagsA.log. Each new log causes the last log to be renamed SHADiagsB.log, and so on.

3. Click  again.

Logging script commands to a file

1. On the System menu, point to Script and then click Maker.
2. In the Script Maker dialog box, drag the script command **[Start Logging c:\scrlog.log]** from the lower box to the upper box to the place(s) in your script where you want to start logging. To stop logging, drag the script command **[Stop Logging]** to the place(s) in your script where you want to stop logging.

Note that the log file path name may vary. If necessary, substitute your log file path name for c:\scrlog.log.


3. Click  to save the current script.
4. In the Confirm box, click OK.
5. In the Windows Save As dialog box, assign a name and location to the script.
6. Click Save.
7. Click Done.

Logging task results to a file

1. On the selected Task working window, right-click and then click Log to File.
2. In the Windows Open dialog box, type the name of the log file and its destination.
3. Click Open.


StorHouse commands

Submitting commands

1. On the System menu, click ISCL.
2. In the Interactive StorHouse Command Language working window, type the command in the **Enter Command Language statement** box.
3. Click  or press Enter.


StorHouse logs

Closing current logs and opening new logs


1. On the System menu, click New Log.
2. In the New Log dialog box, select either the **Administration log** check box or the **User log** check box, or both.
3. Click Yes to close current logs and open new ones immediately or click  to schedule the current logs to be closed and new logs opened.

System activity


Canceling a system reservation

1. On the System menu, click ISCL.
2. In the Interactive StorHouse Command Language working window, type the RESERVE SYSTEM /CANCEL command in the **Enter Command Language statement** box.
3. Click  or press Enter.

Reserving the system


1. On the System menu, click ISCL.
2. In the Interactive StorHouse Command Language working window, type the appropriate RESERVE SYSTEM command in the **Enter Command Language statement** box.
3. Click  or press Enter.

Shutting down the system


1. On the System menu, click ISCL.
2. In the Interactive StorHouse Command Language working window, type the appropriate SHUTDOWN command in the **Enter Command Language statement** box.
3. Click  or press Enter.

System and directory files


Checkpointing system files

1. On the System menu, click ISCL.
2. In the Interactive StorHouse Command Language working window, type an appropriate CHECKPOINT command in the **Enter Command Language statement** box. See the Command Language help for command details.
3. Click  or press Enter.
4. On the StorHouse Status working window, review and respond to operator messages, as necessary.

Extracting directory files

1. On the Storage menu, point to Directory and then click Extract.
2. In the Extract Directory dialog box, leave the **Incremental extraction only** check box selected if you want an incremental directory extraction. If you want a full extraction, clear the **Incremental extraction only** check box.
3. Provide any optional information in the Extract Directory dialog box.
4. Click Extract to extract directory files immediately or click  to schedule the files to be extracted.

Previewing directory files to restore

1. On the Storage menu, point to Directory and then click Restore.
2. In the Restore Directory dialog box, select the **Preview activity** check box.
3. Provide any optional information in the Restore Directory dialog box.
4. Click Restore to preview directory files immediately or click  to schedule the files to be previewed.


Recovering system files

If system files cannot be recovered normally and an extended system file recovery process is needed to recover data, please contact your FileTek customer support representative for assistance.

Restoring directory files

1. On the Storage menu, point to Directory and then click Restore.
2. In the Restore Directory dialog box, select the **Extraction files from group** check box and click a group from the **Extraction files from group** list if you want to obtain extraction files from a file access group other than your default group. Clear the **Extraction files from group** check box if you want to obtain extraction files from your default file access group.
3. Select the **Use explicit extraction file ID** check box and type a file ID in the **Use explicit extraction file ID** box to specify the identifier of

the directory extraction you want to restore. The file ID format is `yyyymmddhhmmss`. Clear the **Use explicit extraction file ID** check box to specify the extraction identifier of the most recent directory extraction in the group you specified.



4. Ensure that the **Preview activity** box is cleared.
5. Click Restore to restore directory files immediately or click  to schedule the files to be restored.

System parameters

Displaying system parameter values

On the System menu, click Configure.

Printing a list of system parameter values

1. On the System menu, click Configure.
2. In the System Configuration dialog box, click .
3. In the StorHouse System Parameters preview page, click .
4. Click Close.

Setting system parameters

1. On the System menu, click Configure.
2. In the System Configuration dialog box, click the value of the system parameter you want to change.
3. Click or type the new value.
4. Click OK.

System statistics

Displaying system performance and usage statistics

On the StorHouse Status working window, click the statistics you want to display in the **Statistics categories** list.

Holding system statistics

1. On the StorHouse Status working window, click the statistics you want to hold in the **Statistics categories** list.

2. Click Hold.

To release system statistics on hold, click Hold again.

Monitoring user activity


On the StorHouse Status working window, click Current Users in the **Statistics categories** list.


Resetting system statistics

1. On the StorHouse Status working window, click the statistics you want to reset in the **Statistics categories** list.
2. Click Reset.

User files

Archiving user files

1. On the Storage menu, point to File and then click Archive.
2. In the Archive dialog box, type the name of the file or files you want to archive in the **File name** box. You can specify a wild card in the file name if it is the last or only character in the name.
3. If you want an incremental archive, leave the **Use incremental archiving** check box selected. If you want a full archive, clear the **Use incremental archiving** check box.
4. Provide any optional information in the Archive dialog box. FileTek recommends that you assign a destination volume set and file set in the ARCHIVE directory where primary files are to be copied (**Copy to VSET** and **Copy to FSET**).
5. Click Archive to archive the file or files immediately or click  to schedule the files to be archived.

- Backing up user files**
1. On the Storage menu, point to File and then click Backup.
 2. In the Backup dialog box, type the name of the file or files you want to back up in the **File name** box. You can specify a wild card in the file name if it is the last or only character in the name.
 3. If you want an incremental backup, leave the **Make incremental backup** check box selected. If you want a full backup, clear the **Make incremental backup** check box.
 4. Provide any optional information in the Backup dialog box.
 5. Click Create to back up the files immediately or click  to schedule the files to be backed up.

- Changing user file attributes and values**
1. On the Storage menu, point to File and then click Search.
 2. In the File Search Criteria dialog box, type the name of the file you want to change in the **File name** box.
 3. Click Find.
 4. In the Files list, right-click the file you want to change and then click Set.
 5. In the Set File dialog box, modify the file attributes and values, as needed.

6. Click Set.

Copying a file name to the clipboard

1. On the Storage menu, point to File and then click Search.
2. In the File Search Criteria dialog box, type the file whose name you want to copy in the **File name** box.
3. Click Find.
4. Right-click the file whose name you want to copy and then click Copy Name.


StorHouse displays a message on the status bar that it copied the selected file name to the clipboard.

Copying file properties to the clipboard

1. On the Storage menu, point to File and then click Search.
2. In the File Search Criteria dialog box, type the file whose properties you want to copy in the **File name** box.
3. Click Find.
4. In the Files list, right-click the file whose properties you want to copy and then click Properties.

5. In the File Properties dialog box, right-click the property you want to copy and then click Copy Property. (You can copy as many properties as you want, but you must copy and paste them one at a time.)
6. Click OK.

Copying files from a PC to StorHouse

1. On the Storage menu, point to File and then click Copy/Move.
2. In the Copy/Move File dialog box, accept **Copy** in the Operation area.
3. Click **From PC file to StorHouse file** in the Direction area.
4. Type the StorHouse name of the PC file you are copying in the **StorHouse file name** box.
5. Click a group in the **Group** list.
6. Click a volume set in the **VSET** list.
7. Click a file set in the **FSET** list.
8. Type the name of the PC file you want to copy in the **PC file name** box. Click  to browse through your network directories for the file.
9. Click the Advanced tab and provide information as necessary.
10. Click Start.

Copying files from StorHouse to a PC

1. On the Storage menu, point to File and then click Search.
2. In the File Search Criteria dialog box, type the name of the file you want to copy in the **File name** box.
3. Click Find.
4. In the Files list, right-click the file you want to copy and then click Copy/Move.
5. In the Copy/Move File dialog box, accept **Copy** in the operation area.
6. Type the PC name of the StorHouse file you are copying in the **PC file name** box.
7. Click the Advanced tab and provide information as necessary.
8. Click Start.

Deleting a user file

1. On the Storage menu, point to File and then click Search.
2. In the File Search Criteria dialog box, type the name of the file you want to delete in the **File name** box.
3. Click Find.
4. In the Files list, click the file you want to delete.

5. On the Edit menu, click Delete/Drop.
6. In the Delete dialog box, select the **Wait for locked files to be available** check box if you want StorHouse to wait for a locked file to be unlocked before attempting to delete that file.
7. Click Yes.

Displaying file extents

1. On the Storage menu, point to File and then click Search.
2. In the File Search Criteria dialog box, type the name of the file whose extents you want to display in the **File name** box.
3. Click Find.
4. In the Files list, right-click the file you want to display and then click Extents.

Displaying information about a user file

1. On the Storage menu, point to File and then click Search.
2. In the File Search Criteria dialog box, type the name of the file you want to display in the **File name** box.
3. Click Find.
4. In the Files list, right-click the file you want to display and then click Properties.

- Duplexing user files**
1. On the System menu, click Configure.
 2. In the System Configuration dialog box, set the value of the DUPLEX_DIRECTORY system parameter to meet the needs of your site. (The choices are ARCHIVE and BACKUP.)
 3. Set the value of the DUPLEX_ENABLE system parameter to meet the needs of your site. (The choices are NONE, DISABLED, OFFLINE, or ALL.)
 4. If you set DUPLEX_ENABLE to ALL in step 3, set the value of the DUPLEX_BALANCE system parameter to the degree of similarity you require between the media used for load balancing. (The choices are 0, 1, 2, or 3.)
 5. Click OK.

- Enabling a disabled file**
1. On the Storage menu, point to File and then click Search.
 2. In the File Search Criteria dialog box, type the name of the file you want to enable in the **File name** box.
 3. Click Find.
 4. In the Files list, right-click the file you want to enable and then click Enable.
 5. In the Confirm dialog box, click OK.

Listing all files with a specific attribute

1. On the Storage menu, point to File and then click Search.
2. In the File Search Criteria dialog box, type * in the **File name** box.
3. Specify other search criteria, as necessary.
4. Click Find.


Listing all locked files

1. On the Storage menu, point to File and then click Search.
2. In the File Search Criteria dialog box, type * in the **File name** box.
3. Select the **Locked** check box.
4. Click Find.

Locking a user file


1. On the Storage menu, point to File and then click Search.
2. In the File Search Criteria dialog box, type the name of the file or files you want to lock in the **File name** box. (You specify more than one file name by using a wild card.)
3. Click Find.
4. In the Files list, right-click the file you want to lock and then click Lock.
5. In the Confirm dialog box, click OK.

Migrating files from one volume set to another


1. On the Storage menu, point to File and then click **Migrate**.
2. In the Migrate dialog box, click **Migrate by VSET**.
3. Click a source volume set in the **From VSET** list.
4. Click a destination volume set in the **To VSET** list.
5. (Release 5.0+) Select the **Resulting available volumes** check box.
6. (Release 5.0+) Type the number of bytes or minimum number of volume sides that should be empty or otherwise available for allocations after a file migration by volume set in the **Min** box.
7. (Release 5.0+) Click the unit of bytes or sides in the **Min** list.
8. Provide any optional information in the Migrate dialog box.
9. Click **Migrate** to migrate the files immediately or click  to schedule the files to be migrated.

Migrating files from the performance buffer

1. On the Storage menu, point to File and then click **Migrate**.
2. In the Migrate dialog box, ensure the **Migrate performance buffer extents** option is selected.

3. (Release 5.4) Select the **Include extents from reserved performance buffer space** check box if you want to migrate all file extents, including those from reserved performance buffer space.
4. Click **Migrate** to migrate the files immediately or click  to schedule the files to be migrated.

Moving files from a PC to StorHouse



1. On the Storage menu, point to File and then click Copy/Move.
2. In the Copy/Move File dialog box, click **Move** in the Operation area.
3. Click **From PC file to StorHouse file** in the Direction area.
4. Type the StorHouse name of the PC file you are copying in the **StorHouse file name** box.
5. Click a group in the **Group** list.
6. Click a volume set in the **VSET** list.
7. Click a file set in the **FSET** list.
8. Type the name of the PC file you want to move. Click  to browse through your network directories for the file.
9. Click the Advanced tab and provide information as necessary.
10. Click Start.

Moving files from StorHouse to a PC



1. On the Storage menu, point to File and then click Search.
2. In the File Search Criteria dialog box, type the name of the file you want to move in the **File name** box.
3. Click Find.
4. In the Files list, right-click the file you want to move and then click Copy/Move.
5. In the Copy/Move File dialog box, click **Move** in the operation area.
6. Type the PC name of the StorHouse file you are moving in the **PC file name** box.
7. Click the Advanced tab and provide information as necessary.
8. Click Start.

Printing a list of files

1. On the Storage menu, point to File and then click Search.
2. In the File Search Criteria dialog box, type the file name or names you want to print in the **File name** box. (You specify more than one file name by using a wild card.)
3. Provide any optional file search criteria, as necessary.

4. Click Find.
5. Click .
6. In the StorHouse Files preview page, click .
7. Click Close.

Printing a list of locked files

1. On the Storage menu, point to File and then click Search.
2. In the File Search Criteria dialog box, type * in the **File name** box.
3. Select the **Locked** check box.
4. Click Find.
5. Click .
6. On the StorHouse Locked Files preview page, click .
7. Click Close.

Purging older versions of user files

1. On the Storage menu, point to File and then click Purge.
2. In the Purge dialog box, type the name of the file you want to purge in the **File name** box.
3. Provide any optional information in the Purge dialog box.

4. Click Purge.

Recovering user files


1. On the Storage menu, point to File and then click Create Primary.
2. In the Create Primary dialog box, click **File name** or **File ID**, depending on which you want to specify.
3. Type the name or ID of the file you want to recover in the **File name/File ID** box.
4. Provide any optional information in the Create Primary dialog box.
5. Click Create.

Relinking the primary copy of a user file


1. On the Storage menu, point to File and then click Search.
2. In the File Search Criteria dialog box, type the name of the file you want to relink in the **File name** box.
3. Click Find.
4. In the Files list, right-click the file you want to relink and then click Set.
5. In the Set File dialog box, select the **Relink** check box.

6. Click a directory or DUPLEX_DIR in the **Relink** list. (DUPLEX_DIR is the value of the DUPLEX_DIRECTORY system parameter.)
7. Modify any other file attributes and values as needed.
8. Click Set.

Relocating a user file

1. On the Storage menu, point to File and then click Relocate.
2. In the Relocate dialog box, type the name of the file you want to relocate in the **File name** box.
3. Provide any optional information in the Relocate File dialog box, and click Next.
4. Provide any other file selection criteria, and click Next.
5. (Release 5.4) Select any file creation date ranges, and click Next.
6. Click the destination volume set in the **Copy to VSET** list.
7. Click the destination file set in the **Copy to FSET** list.
8. Click Finish or click  to schedule the file to be relocated.

- Removing user files**
1. On the Storage menu, point to File and then click Remove.
 2. In the Remove dialog box, click Yes.

- Replicating user files**
1. On the System menu, click Schedule.
 2. In the Schedule dialog box, click REPLICATE in the **Run this command...** list.
 3. Type any REPLICATE command parameters that you want to include in the **...with these parameters** box. For information on all commands and command parameters, click .
 4. Click or type a starting date for the scheduled REPLICATE command in the **Start date** box.
 5. Click or type a starting time for the scheduled REPLICATE command in the **Start time** box.
 6. Click a frequency in the **Frequency** list. The frequency is the basic rate in which the event will occur, such as daily.
 7. Type a number in the **Multiplier** box. The multiplier allows you to set the hourly, daily, and monthly frequencies to an integer multiple of the basic rate, such as every 7 days.
 8. Click Schedule.

**Staging user files
(5.3+)**

1. On the Storage menu, point to File and then click Search.
2. In the File Search Criteria dialog box, type the name of the file or files you want to stage in the File name box. (You specify more than one file name by using a wild card.)
3. Click Find.
4. In the Files list, right-click the file you want to stage and then click Stage. (You can stage only one file at a time.)
5. In the Stage File dialog box, click the **Transfer only the "special" extents (last DF, control, etc.)** check box if you want to stage only the special extents of the file. (In addition to the file's last DF extent, this includes any StorHouse/RM map extents.)
6. Click Yes.

**Undeleting a user
file**

1. On the Storage menu, point to File and then click Search.
2. In the File Search Criteria dialog box, type * in the **File name** box.
3. Select the **Deleted** check box.
4. Click Find.

5. In the Files list, right-click the file you want to undelete and then click Undelete.
6. In the Undelete dialog box, click Yes.

Unlocking a user file

1. On the Storage menu, point to File and then click Search.
2. In the File Search Criteria dialog box, type * in the **File name** box.
3. Select the **Locked** check box.
4. Click Find.
5. In the Locked Files list, right-click the file you want to unlock and then click Unlock.

Writing back new user file extents

1. On the Storage menu, point to File and then click Write-back.
2. In the Write-back dialog box, click **Percent** or **Number** of drives to use and type a number, or accept 100%.
3. (Release 5.4) Select the **Include non-deleted software disabled extents** check box to write back all non-deleted file extents, including those that are software disabled.
4. Click Yes.

Volume sets

Adding a memo for a volume set

In the Move VSET dialog box:


1. Click the VSETs folder.
2. In the Volume Sets list, right-click the volume set you want to move and then click Move.
3. In the Move VSET dialog box, select the **Memo** check box and type the memo text in the **Memo** box.
4. Click Yes.

In the Set VSET dialog box:

1. Click the VSETs folder.
2. In the Volume Sets list, right-click the volume set you want to change and then click Set.
3. In the Set VSET dialog box, select the **Memo** check box and type the memo text in the **Memo** box.
4. Click Set.

Cataloging a volume set

1. Click the VSETs folder.
2. In the Volume Sets list, right-click the volume set you want to catalog and then click Catalog.

3. In the Catalog VSET dialog box, select the **Wait for locked files to be available** check box if you want StorHouse to wait for any locked files to be unlocked before cataloging the volume set.
4. Click Yes to catalog the volume set immediately or click  to schedule the volume set to be cataloged.

Changing a memo for a volume set

In the Move VSET dialog box:

1. Click the VSETs folder.
2. In the Volume Sets list, right-click the volume set you want to move and then click Move.
3. In the Move VSET dialog box, select the **Memo** check box, highlight the old memo text, and type the new memo text in the **Memo** box.
4. Click Yes.

In the Set VSET dialog box:

1. Click the VSETs folder.
2. In the Volume Sets list, right-click the volume set you want to change and then click Set.
3. In the Set VSET dialog box, select the **Memo** check box, highlight the old memo text, and type the memo text in the **Memo** box.
4. Click Set.

Changing volume set attributes

1. Click the VSETs folder.
2. In the Volume Sets list, right-click the volume set you want to change and then click Set.
3. In the Set VSET dialog box, modify the volume set properties as needed.
4. Click Set.

Changing your default volume set

1. On the User menu, click Session Defaults.
2. In the Session Defaults dialog box, click a volume set in the **VSET** list.
3. Click Set.

Cloning a volume set

1. Click the VSETs folder.
2. In the Volume Sets list, click the volume set you want to clone.
3. In the Edit menu, click Copy/Clone.
4. In the Clone VSET dialog box, type a name for the new volume set in the **VSET name** box.
5. Adjust any properties for the new volume set, as necessary.
6. Click Create.
7. Click OK to confirm the creation of the new volume set.

8. Repeat steps 4 through 7 to clone other volume sets from the existing volume set.
9. When you have finished cloning the existing volume set, click Done.

Copying volume set properties to the clipboard

1. Expand the VSETs folder.
2. In the Volume Sets list, right-click the volume set whose properties you want to copy and then click Properties.
3. In the VSET Properties dialog box, right-click the property you want to copy and then click Copy Property. (You can copy as many properties as you want, but you must copy and paste them one at a time.)

StorHouse displays a message that it copied the selected property to the clipboard.

4. Click OK.

Creating a StorHouse volume set

1. Click the VSETs folder.
2. On the Edit menu, click Add/Create.
3. In the Create VSET dialog box, type a new volume set name in the **VSET name** box.
4. Assign properties to the volume set, as necessary.
5. Click Create.

6. Click OK to confirm the creation of the new volume set.
7. Repeat steps 3 through 6 for other volume sets you want to create.
8. When you have finished creating volume sets, click Done.


Displaying a memo for a volume set

1. Click the VSETs folder.
2. In the Volume Sets list, right-click the volume set that contains the memo you want to display and then click Properties.

Displaying information about a volume set


1. Click the VSETs folder.
2. In the Volume Sets list, right-click the volume set you want to display and then click Properties.

Erasing a volume set


1. Click the VSETs folder.
2. In the Volume Sets list, right-click the volume set you want to erase and then click Erase.
3. In the Erase VSET dialog box, click Yes to erase the volume set immediately or click  to schedule the volume set to be erased.

Volume sets

Exporting a volume set

1. Click the VSETs folder.
2. In the Volume Sets list, right-click the volume set you want to export and then click Export.
3. In the Export VSET dialog box, ensure that **Export all volumes and remove directory information for the volume set** is selected.
4. Click Yes to export the volume set immediately or click  to schedule the volume set to be exported.

Importing a volume set

1. Click the VSETs folder.
2. In the Volume Sets list, right-click the volume set you want to import and then click Import VSET.
3. In the Import VSET dialog box, type a name for the volume set you want to import in the **VSET name** box.
4. Provide any optional information in the Import VSET dialog box.
5. Click Import to import the volume set immediately or click  to schedule the volume set to be imported.

Listing volume sets

- Click the VSETs folder.


Listing all volume sets with a specific attribute



1. Click the VSETs folder.
2. In the Volume Sets list, right-click and then click Filter List.
3. In the Filter List dialog box, provide any search criteria, as necessary.
4. Click OK.

Moving a volume set within a StorHouse system

1. Click the VSETs folder.
2. In the Volume Sets list, right-click the volume set you want to move and then click Move.
3. In the Move VSET dialog box, click a destination in the **Destination** list.
4. (Optional) Select the **Memo** check box and type a memo for the volume set in the **Memo** box.
5. Click Yes to move the volume set immediately or click ☐ to schedule the volume set to be moved.

Printing a list of volume sets

1. Click the VSETs folder.
2. If you want to print a list of all volume sets, click  and proceed to step 7.
3. If you want to print a partial list of volume sets, right-click the Volume Sets list and then click Filter List.

4. In the Filter List dialog box, type the volume set name or names you want to print in the **Include names like** box. (You can specify more than one volume set name by using a wild card.)
5. Click OK.
6. Click .
7. In the StorHouse Volume Sets preview page, click .
8. Click Close.

Releasing empty volumes from a volume set


1. Click the VSETs folder.
2. In the Volume Sets list, right-click the volume set from which you want to release empty volumes and then click Release.
3. In the Confirm dialog box, click OK.

Setting a volume set's HOLD attribute

1. Click the VSETs folder.
2. In the Volume Sets list, right-click the volume set for which you want to set the HOLD attribute and then click Set.
3. In the Set VSET dialog box, select the **Hold** check box.

4. Click **Yes** to set the Hold attribute value to HOLD or accept **No** to set the Hold attribute value to NOHOLD.
5. Click Set.

Uncataloging a volume set

1. Click the VSETs folder.
2. In the Volume Sets list, right-click the volume set you want to uncatalog and then click Uncatalog.
3. In the Uncatalog VSET check box, select the **Wait for files to be available** check box if you want StorHouse to wait for any locked files to be unlocked before uncataloging the volume set.
4. Select the **Do not uncatalog if any files are found** check box if you want to prevent StorHouse from removing directory information for any extents on volumes in the volume set. (StorHouse leaves these volumes in the uncataloged state.)
5. (Release 5.4) Select the **Clear archive flag** check box if you want to clear the archive flag in the primary directory for every file on an archive volume(s) in the volume set. (The files appear as not archived.)
6. Click Yes to uncatalog the volume set immediately or click  to schedule the volume set to be uncataloged.

Volumes

Adding a memo for a volume

In the Move Volume dialog box:

1. On the Storage menu, point to Volume and then click Search.
2. In the Volume Search Criteria dialog box, type the volume ID in the **Volume ID** box.
3. Click Find.
4. In the Volumes list, right-click the volume you want to move and then click Move.
5. In the Move Volume dialog box, select the **Write memo** check box and type the memo text in the **Write memo** box.
6. Click Move.

In the Set Volume dialog box:

1. On the Storage menu, point to Volume and then click Search.
2. In the Volume Search Criteria dialog box, type the volume ID in the **Volume ID** box.
3. Click Find.

4. In the Volumes list, right-click the volume for which you want to add a memo and then click Set.
5. In the Set Volume dialog box, select the **Memo** check box and type the memo text in the **Memo** box.
6. Click Set.

Changing a memo for a volume

In the Move Volume dialog box:

1. On the Storage menu, point to Volume and then click Search.
2. In the Volume Search Criteria dialog box, type the volume ID in the **Volume ID** box.
3. Click Find.
4. In the Volumes list, right-click the volume you want to move and then click Move.
5. In the Move Volume dialog box, select the **Write memo** check box, highlight the old memo text, and type the new memo text in the **Write memo** box.
6. Click Move.

In the Set Volume dialog box:

1. On the Storage menu, point to Volume and then click Search.
2. In the Volume Search Criteria dialog box, type the volume ID in the **Volume ID** box.
3. Click Find.
4. In the Volumes list, right-click the volume for which you want to change a memo and then click Set.
5. In the Set Volume dialog box, select the **Memo** check box, highlight the old memo text, and type the new memo text in the **Memo** box.
6. Click Set.

Changing volume attributes

1. On the Storage menu, point to Volume and then click Search.
2. In the Volume Search Criteria dialog box, type the volume ID in the **Volume ID** box.
3. Click Find.
4. In the Volumes list, right-click the volume you want to change and then click Set.
5. In the Set Volume dialog box, modify the volume properties as needed.
6. Click Set.

Copying a volume ID to the clipboard

1. On the Storage menu, point to Volume and then click Search.
2. In the Volume Search criteria dialog box, type the volume whose ID you want to copy in the **Volume ID** box.
3. Click Find.
4. Right-click the volume whose ID you want to copy and then click Copy ID.

StorHouse displays a message on the status bar that it copied the selected volume ID to the clipboard.

Copying volume properties to the clipboard

1. On the Storage menu, point to Volume and then click Search.
2. In the Volume Search Criteria dialog box, type the volume whose properties you want to copy in the **Volume ID** box.
3. Click Find.
4. In the Volumes list, right-click the volume whose properties you want to copy and then click Properties.
5. In the Volume Properties dialog box, right-click the property you want to copy and then click Copy Property. (You can copy as many properties

as you want, but you must copy and paste them one at a time.)

StorHouse displays a message that it copied the selected property to the clipboard.

6. Click OK.

Customizing volume labels

To use the time method with last character constant to generate volume labels:

1. On the System menu, click Configure.
2. In the System Configuration dialog box, set the value of the LABEL_ALG system parameter to 2.
3. Set the value of the LABEL system parameter to the hexadecimal character you want to use for the constant.
4. Click OK.

To use the user-defined mask method to generate volume labels:

1. On the System menu, click Configure.
2. In the System Configuration dialog box, set the value of the LABEL_ALG system parameter to 3.

3. Set the values of the LABEL_MASK_media and LABEL_media system parameters to the values you want for your site.

For example, to assign numeric labels for 5.25-inch erasable optical volumes and to assign the number 100 (label 00000100) to the next 5.25-inch erasable optical volume to be added to the system, enter:

```
LABEL_MASK_OEB "dddddddd"  
LABEL_OEB 00000100
```

4. Click OK.

Disabling a volume

1. On the Storage menu, point to Volume and then click Search.
2. In the Volume Search Criteria dialog box, type the volume ID in the **Volume ID** box.
3. Click Find.
4. In the Volumes list, right-click the volume you want to disable and then click Set.
5. In the Set Volume dialog box, select the **Enable** check box and then click **No**.
6. Click Set.

**Displaying a memo
for a volume**

1. On the Storage menu, point to Volume and then click Search.
2. In the Volume Search Criteria dialog box, type the ID of the volume whose memo you want to display in the **Volume ID** box.
3. Click Find.
4. In the Volumes list, right-click the volume whose memo you want to display and then click Properties.

**Displaying
information about a
volume**

1. On the Storage menu, point to Volume and then click Search.
2. In the Volume Search Criteria dialog box, type the ID of the volume you want to display in the **Volume ID** box.
3. Click Find.
4. In the Volumes list, right-click the volume you want to display and then click Properties.

Enabling a volume


1. On the Storage menu, point to Volume and then click Search.
2. In the Volume Search Criteria dialog box, type the volume ID in the **Volume ID** box.
3. Click Find.

4. In the Volumes list, right-click the volume you want to enable and then click Set.
5. In the Set Volume dialog box, select the **Enable** check box and then click **Yes**.
6. Click Set.

Erasing a volume

1. On the Storage menu, point to Volume and then click Search.
2. In the Volume Search Criteria dialog box, type the ID of the volume you want to erase in the **Volume ID** box.
3. Click Find.
4. Right-click the volume you want to erase and then click Erase.


Note: The erase option is only available for erasable volumes.

5. In the Erase Volume dialog box, select the **Wait for locked files to be available** check box if you want StorHouse to become available before erasing the volume.
6. Click **Yes** to erase the volume immediately or click  to schedule the volume to be erased.

Exporting all uncataloged volumes in a volume set


1. Click the VSETs folder.
2. In the Volume Sets list, right-click the volume set from which you want to export all uncataloged volumes and then click Export.
3. In the Export VSET dialog box, click **Export uncataloged volumes only and retain directory information for the volume set**.
4. Click Yes.

Exporting a volume

1. On the Storage menu, point to Volume and then click Search.
2. In the Volume Search Criteria dialog box, type the ID of the volume you want to export in the **Volume ID** box.
3. Click Find.
4. In the Volumes list, right-click the volume you want to export and then click Export.
5. In the Export Volume dialog box, click Yes to export the volume immediately or click  to schedule the volume to be exported.

Importing a volume

1. Click the VSETs folder.
2. In the Volume Sets list, right-click the volume set into which you want to import volumes and then click Import Into.

3. In the Import into VSET dialog box, click Yes to import the volume set immediately or click  to schedule the volume set to be imported.

Listing all volumes associated with specific files

1. On the Storage menu, point to Volume and then click Search.
2. In the Volume Search Criteria dialog box, accept * in the **Volume ID** box.
3. Either select the **Directory** check box and click a directory from the **Directory** list, or select the **VSET** check box and click a volume set from the **VSET** list.
4. Select the **File name** check box.
5. Type the file name in the **File name** box. You can use a wild card anywhere in the file name.
6. Click a file access group in the **Group** list.
7. Click Find.

Listing all volumes with a specific memo

1. On the Storage menu, point to Volume and then click Search.
2. In the Volume Search Criteria dialog box, accept * in the **Volume ID** box.
3. Select the **Memo** check box and type the memo in the **Memo** box.

4. Click Find.


Listing volumes

1. On the Storage menu, point to Volume and then click Search.
2. In the Volume Search Criteria dialog box, type the ID of the volume or volumes you want to list in the **Volume ID** box.
3. Provide any optional information in the Volume Search Criteria dialog box.
4. Click Find.


Migrating blank volumes into a StorHouse system

1. On the System menu, click ISCL.
2. In the Interactive StorHouse Command Language working window, type an appropriate MIGRATE /BLANKS command in the **Enter Command Language statement** box and press Enter. See the Command Language help for command details.
3. On the StorHouse Status working window, review and respond to operator messages, as necessary.



Moving a volume within a StorHouse system

1. On the Storage menu, point to Volume and then click Move.
2. In the Move Volume dialog box, type the ID of the volume you want to move in the **Volume ID** box.
3. Click the destination library device in the **Destination device** list.
4. Provide any optional information in the Move Volume dialog box.
5. Click Move to move the volume immediately or click  to schedule the volume to be moved.

Previewing volumes for recovery


1. On the Storage menu, point to Volume and then click Recover.
2. In the Recover Volume dialog box, type the ID of the volume you want to preview in the **Volume ID** box.
3. Select the **Preview affected volumes** check box.
4. Provide any optional information in the Recover Volume dialog box.
5. Click Recover to preview the volumes immediately or click  to schedule the volumes to be previewed.

Printing a list of volumes

1. On the Storage menu, point to Volume and then click Search.
2. In the Volume Search Criteria dialog box, type the volume ID or IDs you want to print in the **Volume ID** box. (You can specify more than one volume ID by using a wild card.)
3. Provide any optional volume search criteria, as necessary.
4. Click Find.
5. Click .
6. In the StorHouse Volumes preview page, click .
7. Click Close.

Recovering volumes


1. On the Storage menu, point to Volume and then click Recover.
2. In the Recover Volume dialog box, type the ID of the volume you want to recover in the **Volume ID** box.
3. Ensure the **Preview affected volumes** check box is cleared.
4. Provide any optional information in the Recover Volume dialog box.

5. Click **Recover** to recover the volume immediately or click  to schedule the volume to be recovered.

Reinitializing and reusing erasable, removable volumes

1. On the Storage menu, point to **Volume** and then click **Retire**.
2. In the Retire Volume dialog box, type the ID of the volume you want to reinitialize and reuse in the **Volume ID** box.
3. Select the **Erase, instead of exporting, retired volumes** check box.
4. Click **Retire**.

Retiring a volume

1. On the Storage menu, point to **Volume** and then click **Retire**.
2. In the Retire Volume dialog box, type the ID of the volume you want to retire in the **Volume ID** box.
3. Provide any optional information in the Retire Volume dialog box.
4. Click **Retire** to retire the volume immediately or click  to schedule the volume for retirement.

Returning expired volumes to the free pool

1. On the Storage menu, point to Volume and click Free Expired.
2. Click OK to the message.
3. In the Free Expired Volumes dialog box, click a library (or All for all libraries) in the **Library** list.
4. Click a volume set (or All for all volume sets) in the **VSET** list.
5. Click a media type (or All for all media types) in the **Media type** list.
6. Provide any optional information in the Free Expired Volumes dialog box.
7. Click Start.

Setting a volume's HOLD attribute

1. On the Storage menu, point to Volume and then click Search.
2. In the Volume Search Criteria dialog box, type the ID of the volume for which you want to set the HOLD attribute in the **Volume ID** box.
3. Click Find.
4. In the Volumes list, right-click the volume you want to set and then click Set.
5. In the Set Volume dialog box, select the **Hold** check box.


6. Click **Yes** to set the Hold attribute value to HOLD or accept **No** to set the Hold attribute value to NOHOLD.
7. Click Set.

Setting up automatic blank volume migration

1. On the System menu, click Configure.
2. In the System Configuration dialog box, click the value of the FREE_POOL_didmmr system parameter for the specified library device.
3. Type the new value in the **Value** box.
4. Click OK.


Uncataloging a volume

1. On the Storage menu, point to Volume and then click Search.
2. In the Volume Search Criteria dialog box, type the ID of the volume you want to uncatalog in the **Volume ID** box.
3. Click Find.
4. In the Volumes list, right-click the volume you want to uncatalog and then click Uncatalog.
5. In the Uncatalog Volume dialog box, select the **Wait for locked files to be available** check box if you want StorHouse to wait for locked files to become available before uncataloging the volume.

6. Select the **Do not uncatalog if any files are found** check box if you want to prevent StorHouse from removing directory information for any extents on the volume. (StorHouse leaves these volumes in the uncataloged state.)
7. (Release 5.4) Select the **Clear archive flag** check box if you want to clear the archive flag in the primary directory for every file on an archive volume that you uncatalog. (The files appear as not archived.)
8. Click **Yes** to uncatalog the volume immediately or click  to schedule the volume to be uncataloged.

Unwritelocking a volume

1. On the Storage menu, point to Volume and then click Search.
2. In the Volume Search Criteria dialog box, type the volume ID in the **Volume ID** box.
3. Click Find.
4. In the Volumes list, right-click the volume you want to unwritelock and then click Set.
5. In the Set Volume dialog box, select the **Writelock** check box and then click **No**.
6. Click Set.

- Validating a volume** This feature is available for StorHouse Releases 5.1+.
1. On the Storage menu, point to Volume and then click Search.
 2. In the Volume Search Criteria dialog box, type the ID of the volume you want to validate in the **Volume ID** box.
 3. Click Find.
 4. Right-click the volume you want to validate and then click Validate.
 5. In the Validate Volume dialog box, click **Yes** to validate the volume immediately or click  to schedule the volume to be validated.
- Writelocking a volume**
1. On the Storage menu, point to Volume and then click Search.
 2. In the Volume Search Criteria dialog box, type the volume ID in the **Volume ID** box.
 3. Click Find.
 4. In the Volumes list, right-click the volume you want to writelock and then click Set.
 5. In the Set Volume dialog box, select the **Writelock** check box and then click Yes.
 6. Click Set.

Miscellaneous tasks

Enabling the Diagnostics feature

1. On the User menu, click Preferences.
2. Click the Advanced tab.
3. Select the **Enabled** check box.

Getting help

On the Help menu, click CC Contents and Index.

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