Reorganizing a repository

You can reorganize a repository:

- to optimize storage space and GBMS repositories performance.

  ☛ *This space increases rapidly when users begin accessing and updating the repository.*

- when you want to change storage type, for example: from GBMS repository to Oracle repository.

Before reorganizing a repository, you must check that there is no other active or passive private workspace on this repository, see "Workspace Administration", page 169.

The repository reorganization process is automated. It consists of:

1. physical backup of repository files (GBMS only).
2. logical backup of the repository, to obtain the command file which contains creation orders of repository objects and their links.
3. repository initialization.
4. repository restore by import of the command file in an empty repository.

Recommendations concerning GBMS repositories

Repository reorganization frequency depends on activity (dispatch frequency, number of users, functionalities used, etc.)
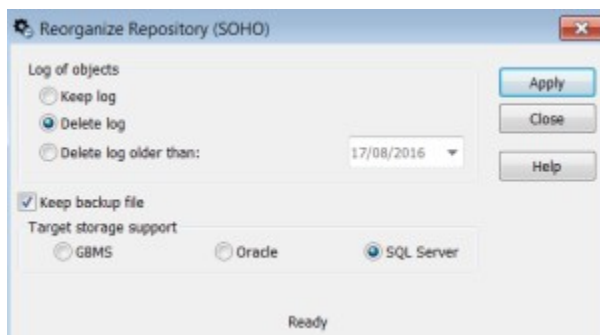**MEGA** recommends that you:

- reorganize your repository:

  - twice a month for configurations of more than 100 users.
  - once every two months for smaller configurations.

- not forgetting to also reorganize the system repository SystemDb.

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☺*To improve reorganization times and **HOPEX** performance, remember to delete old log elements before repository reorganization.*

To reorganize a repository:

1. Connect to **HOPEX Administration** and select the repository concerned.

   ☛ *See "Accessing Repositories".*

2. Right-click the repository concerned and select **Reorganize**.

3. (Optional) In the **Log of objects** frame, you can select the actions to be executed on the log at reorganization.
4. (Optional) If you do not want to keep the repository log, clear **Keep backup file**.

☛ *The log is generated in the* work folder *WORK of the repository, in format Bkp_<YYYY-MM-dd_HH.mm.ss>_<repository name>.mgr*

☛ *By default, the target server type is the same as the repository server type.*

5. Click **Apply**.

When the repository has been reorganized, a reorganization completed message is displayed.