

System Administration > Archive Administration

Every time reports are archived to a tape, a dataset is created on the tape volume containing all the archived reports. This is called an *archive dataset*.

For each archive dataset, an entry is made on the Entire Output Management archive catalog, which contains control information regarding each archive process. This information includes the date and time of the operation, the VOLSER(s) on which the archive dataset has been catalogued, and an indication of whether the dataset still contains reports which must remain on archive.

When the reports contained in an archive dataset are no longer required, a message is displayed to the right of the dataset indicating that the VOLSERs can be reused for other purposes.

This section covers the following topics:

- Listing All Archive Datasets
- Listing Selected Archive Datasets
- Condensing an Archive Dataset
- Renaming an Archive Dataset
- Deleting an Archive Dataset
- Listing VOLSERs of an Archive Dataset
- Modifying the VOLSER of an Archive Dataset
- Listing Archived Reports
- Displaying an Archived Report
- Deleting an Archived Report
- Modifying the Expiration Date of an Archived Report
- Resetting the Expiration Date of an Archived Report
- Reviving an Archived Report

For further information, see *Archive Administration* in the *System Administration* documentation.

Listing All Archive Datasets

 To list all archive datasets:

1. Select the System Administration > Archive Administration > Archive Datasets node in the object workspace.
2. Invoke the context menu and choose **List**.

All defined archive datasets are displayed in the content pane.

Listing Selected Archive Datasets

To list selected archive datasets:

1. Select the System Administration > Archive Administration > Archive Datasets node in the object workspace.
2. Invoke the context menu and choose **Filter**.

The **Select Archive Dataset** window is displayed.

3. Enter a part of a dataset name in the input field and select **OK**.

Only datasets that start with the specified string are listed under the **Archive Datasets** node.

Condensing an Archive Dataset

Start Condense Task enables the system administrator to condense one or more marked archive datasets.

To condense an archive dataset:

1. Select the System Administration > Archive Administration > Archive Datasets node in the object workspace.
2. Invoke the context menu and choose **Condense**.
3. Enter the schedule for condensing and select **OK**.

For further information, see *Condensing an Archive Dataset* in the *System Administration* documentation.

Renaming an Archive Dataset

This function renames the selected archive dataset and updates all active reports contained on it so that they point to the new dataset. Summary information on the results of this function is written to the monitor log.

To rename an archive dataset:

1. Select the System Administration > Archive Administration > Archive Datasets node in the object workspace.

2. Invoke the context menu and choose **Rename**.
3. A window is displayed in which you can specify the following:

Field	Explanation
To dataset name	Here you specify the new name of the dataset.
Log modifications of reports	Mark this field if you want messages about changed reports of the archive dataset to be written to the monitor log. Leave it empty if you do not want such messages to be written.

Make your specifications, and confirm them by selecting **OK**.

Deleting an Archive Dataset

▶ To delete an archive dataset:

1. Select the System Administration > Archive Administration > Archive Datasets node in the object workspace.
2. Invoke the context menu and choose **Delete**.
3. Confirm by selecting **OK**.

Listing VOLSERS of an Archive Dataset

▶ To list the VOLSERS spanned by an archive dataset:

1. Select the System Administration > Archive Administration > Archive Datasets node in the object workspace.
2. Invoke the context menu and choose **List VOLSERS**.

The VOLSERS are listed.

For further information, see *Listing VOLSERS Spanned by an Archive Dataset* in the *System Administration* documentation.

Modifying the VOLSER of an Archive Dataset

This function is used to change the volser of an archive dataset in and updates all active reports contained on it so that they point to the new volser.

This function can only be used for single-volume datasets. For multi-volume datasets, you condense the archive dataset to a new one; this which will also update the volsers.

▶ To modify the VOLSER of an archive dataset:

1. Select the System Administration > Archive Administration > Archive Datasets node in the object workspace.
2. Invoke the context menu and choose **Modify VOLSER**.
3. A window is displayed in which you can specify the following:

Field	Explanation
To volser	Here you specify the new volser.
Log modifications of reports	Mark this field if you want messages about changed reports of the archive dataset to be written to the monitor log. Leave it empty if you do not want such messages to be written.

Make your specifications, and confirm them by selecting **OK**.

Listing Archived Reports

To list the reports contained in an archive dataset:

1. Select the System Administration > Archive Administration > Archive Datasets node in the object workspace.
2. Invoke the context menu and choose **List Reports**.

A list of the reports contained in the archive dataset is displayed.

3. You can select a report and perform an action on it by invoking the context menu, which displays the commands available.

For further information, see *Listing Reports in an Archive Dataset* in the *System Administration* documentation.

Displaying an Archived Report

To display a report in an archive dataset:

1. Select the System Administration > Archive Administration > Archive Datasets node in the object workspace.
2. Invoke the context menu and choose **Display**.

The report is displayed.

Deleting an Archived Report

To mark a report in an archive dataset for deletion:

1. Select the System Administration > Archive Administration > Archive Datasets node in the object workspace.
2. Invoke the context menu and choose **Delete**.

Reports marked for deletion are automatically deleted on the following day.

Modifying the Expiration Date of an Archived Report

To modify the expiration date of a report in an archive dataset:

1. Select the System Administration > Archive Administration > Archive Datasets node in the object workspace.
2. Invoke the context menu and choose **Open**.
3. Enter a new value in the **New Expiration Date** field, and select **OK**.

Resetting the Expiration Date of an Archived Report

To reset the expiration date of a report in an archive dataset:

1. Select the System Administration > Archive Administration > Archive Datasets node in the object workspace.
2. Invoke the context menu and choose **Reset**.

The expiration date of the report is reset to the original expiration date.

Reviving an Archived Report

If an archived Report was deleted from Active Reports manually, but not deleted from the Archive, the Report is marked with a "D" on the **Reports in Archive Dataset** screen. Reports marked with "D" are automatically deleted on the following day.

To revive an archived report deleted from active reports:

1. Select the System Administration > Archive Administration > Archive Datasets node in the object workspace.
2. Invoke the context menu and choose **Revive**.

For further information, see *Reviving a Report Deleted from Active Reports* in the *System Administration* documentation.