

Defaults > Archiving

This section covers the following topics:

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Modifying an Archive

With this function, you can change your settings system-wide.

To change an archive:

1. Select an instance of the System Administration > Defaults > Archiving node in the object workspace.
2. Invoke the context menu and choose **Open**.
3. The **User-Defined Archive Type** window for the selected instance is displayed, and you can enter or change the data as described in *Adding a User-Defined Archive* in the *System Administration* documentation.
4. When you have finished making changes, choose the **OK** button to save them.

Displaying an Archive

With this function, you can view the system-wide default settings.

To display an archive:

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

3. The archive defaults are displayed. The fields are described under *Adding a User-Defined Archive* in the *System Administration* documentation.
4. Select **Cancel** to close the window.

Deleting an Archive

▶ To delete an archive:

1. Select an instance of the System Administration > Defaults > Archive node in the object workspace.
2. Invoke the context menu and choose **Delete**.
3. Confirm your choice.

Renaming an Archive

▶ To rename an archive:

1. Select an instance of the System Administration > Defaults > Archive node in the object workspace.
2. Invoke the context menu and choose **Rename**.

A window appears.

3. Enter the new name, and select **OK**.

Cross-Referencing an Archive

Allows a cross-reference list of separation or printer exit usage or report or bundle separator page usage to be displayed or printed to Printer 1.

▶ To display cross-reference information for a user-defined archive:

1. Select an instance of the System Administration > Defaults > Archive node in the object workspace.
2. Invoke the context menu and choose **XREF**.

The **XREF of Archive Type** window appears. It shows how many objects of each type reference this archive.

3. Select the relation type to display the object list.
4. Select **OK**.

Modifying Parameters for Archiving

With this function you can change the archiving parameters system-wide.

▶ **To change the archiving parameters:**

1. Select the System Administration > Defaults > Archiving node in the object workspace.
2. Invoke the context menu and choose **Open Parameters**.
3. The **Archiving Parameters** window is displayed, and you change the data.

The fields are described under *Automatic Archiving Defaults* in the *System Administration* documentation.

4. When you have finished making changes, choose the **OK** button to save them.

Displaying Parameters for Archiving

With this function, you can view the system-wide archiving parameters defaults.

▶ **To display the archiving parameters defaults:**

1. Select the System Administration > Defaults > Archiving node in the object workspace.
2. Invoke the context menu and choose **Display Parameters**.
3. The archiving defaults are displayed. The fields as described under *Automatic Archiving Defaults* in the *System Administration* documentation.
4. Select **Cancel** to close the window.

Listing the Archives

▶ **To list the archives:**

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


A list of all user-defined archives is displayed.

Creating a New Archive

You can define up to 9 custom archive types in addition to the standard archive. This enables you to:

- create multiple hierarchies for archived reports. For example, reports which need to be revived quickly can be archived to disk, with all other reports being archived to tape;
- archive to non-standard datasets (that is, datasets which cannot be accessed as a Natural work file) such as optical disks.

The Entire Output Management monitor submits an archive job for each type, which has active reports to be archived. It also submits a condense job for each type, which has archive datasets to be condensed. It submits a revive job for each dataset/volume containing reports to be revived.

 **To create a new archive:**

1. Select the **Archive** folder in the object workspace and invoke the context menu.
2. Choose **New**.
3. The **New User-Defined Archive** window opens in the content pane, and you can enter data as described in *Adding a User-Defined Archive* in the *System Administration* documentation.
4. When you have finished, choose the **OK** button to save your data.