System Administration > Archiving Task

The automatic archiving defaults start archiving automatically, but the system administrator can also start archiving manually with this function.

Starting the Task

▶ **To start the archiving task:**

1. Select an instance of the System Administration > Archiving Task node in the object workspace.

2. Invoke the context menu and choose **Start**.

   A window is displayed, showing the scheduled date and time, and input fields for you to specify a different date and time.

3. These input fields contain the present date and time. To reschedule the task, overwrite these values.

   All Reports marked for archiving are written to the archiving medium.

   Note:
   If the Report to be archived is in use, for example, if it is in the Printout queue or in an open Bundle, then it is not archived at this time, but only when printing is finished or the Bundle closed and the next Archiving session has begun. For further information on Archiving, see the sections *Automatic Archiving Defaults* and *Archive Administration*.