

Start Archiving Task

The Automatic Archiving defaults start Archiving automatically. However, you can also start Archiving manually with the function Start Archiving Task.

To start the Archiving Task manually:

1. Enter 7 in the command line of the System Administration Menu.

A window is displayed.

2. In the window, you specify the new starting date and time.

Fields

Field	Explanation
Scheduled next at	This is the next starting date and time according to the Archiving Schedule.
Reschedule for	<p>The present date and time are displayed here. Specify a new starting date and time by changing these values. All reports marked for archiving are written to the archiving medium.</p> <p>If the report to be archived is <i>in use</i>, 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.</p> <p>For further information on Archiving, see the sections <i>Automatic Archiving Defaults</i> and <i>Archive Administration</i>.</p>