

Start Archiving Task

This subsection covers the following topics:

- Initiate Start of Archiver
- Field Descriptions

Initiate Start of Archiver

The Automatic Archiving defaults start Archiving automatically, but the system administrator can also start Archiving manually with Start Archiving Task.

To start the Archiving Task manually

- Enter **7** on the command line of the System Administration Menu and press Enter.

The following window opens:

```

12:44:43          **** Entire Output Management ****          15/11/1999
User ID GHH          - System Administration -

Maintenance Functions

  1 System Defaults
  2 Users
  3 Copy NATURAL SECUR +-----+
  4 Calendars          !          - Initiate Start of Archiver -          !
  5 Physical Printers !          Scheduled next at .. 00-01-02  00:00          !
Control Functions    !          Reschedule for ..... 00-11-15  12:44          !
                    !
  6 Monitor Start/Clos !  PF3 Exit          !
  7 Start Archiving Ta +-----+
  8 Start Reviving Task
  9 Start Condense Task

 10 Transfer Entity

Please select option.
Command => 7
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Help          Exit  Flip                                     Menu

```

Field Descriptions

- **Scheduled next at**
This is the next starting date and time according to the Archiving Schedule.
- **Reschedule for**
The present date and time are displayed here. You can change 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 subsection Automatic Archiving Defaults and the section Archive Administration.