Creating Archiving Policies

Archiving options can be defined for the new Policy or they can be added to an already existing one. Follow the instructions below to specify archiving options while creating a new Data Protection Policy in CDP.

1. Click on Policy in the Main Menu to open the Policies window.



2. In the Policy menu, click on Create New Policy.



3. The Create New Policy window will open.

| 🛟 Create New Policy | | | | | |
|---------------------------------|-------------------------------------|--------------------------|------------------|----------------|-------------------|
| * 📋 Policy Settings 🔮 | Data Retention 🛛 🖗 File Excludes | Advanced Excludes | 🗊 Databases | Control Panels | |
| (1) Identification | | | | | |
| Enabled | V | | | | |
| 💷 Name | | | | | |
| Description | | | | | |
| Disk Safe | | | | | |
| 💂 Agent | Select an agent | Y | | | |
| 🖗 Disk Safe | Choose an agent to get available Di | isk 💌 | | | |
| Scheduling | | | | | |
| 💐 Replication Schedule | Edit Schedule Replication schedu | le is ON DEMAND, policy | must be manually | ran. | |
| 💐 Merge Schedule | Edit Schedule Recovery points an | re being merged on a DAI | LY schedule. | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | 🔮 Create 🔗 Cancel |

4. Define the name and description (optional) of the new Policy.

| 1 Identification | | |
|---------------------------------|------------------|--|
| Enabled | <u>ञ</u> | |
| 🗊 Name | Archiving | |
| Description | marketing+office | |

5. Enterprise Edition: select the Agent from the drop-down menu.

| Disk Safe | | |
|-------------|--------------------|---|
| 🖳 Agent | virtuozzo | ~ |
| 🕼 Disk Safe | Select a disk safe | - |

6. Select the Disk Safe from the drop-down menu.

| Disk Safe | | |
|-------------|--------------------|---|
| 🖳 Agent | virtuozzo | • |
| 🕼 Disk Safe | Select a disk safe | ~ |

7. Go to the Data Retention tab to set the scheduling for the creation of Archive Points.



8. Click on the Add Archiving Schedule button.

| Create New Policy |
|--|
| 일 Policy Settings 🛮 🗳 Data Retention 🛛 🖗 File Excludes 🗋 🧬 Advanced Excludes 📄 🇊 Databases 📄 통 Control Panels 🗋 🗬 Advanced Policy Settings 📄 👘 |
| Recovery Point Retention |
| Recovery Point Limit 10 |
| Recovery Point Archiving Schedules |
| Add Archiving Schedule |
| 2 Trigger Type V Archive Point Limit W Next Run Time |
| |
| |
| 🚭 Create 🖉 Cancel |

9. The Archive Schedule Picker window will appear.

| Archive Schedule Picker | • . |
|--------------------------|-------------|
| 🚜 Archive Point Retentio | on |
| 💜 Archive Point Limit | 10 |
| Trigger Type | Hourly |
| 👌 Hourly | |
| Starting Minute 0 | |
| | |
| | |
| | OK O Cancel |

The following options can be set here:

- Archive Point Limit Indicates the number of stored Archive Points. After exceeding this number, the old Archive Points will subsequently be replaced by the new ones.
- Trigger Type The type of archiving schedule. Can be hourly, daily, weekly, monthly, and yearly.
- Time Depending on the selected trigger, it will allow you to set the specific time for the archiving process.

10. Click OK.

11. The policy will be created and added to the Policies list.

| Advanced | 0 | Disable Selected | Selecte | ed 🕌 Delete Se | lected 📝 Bulk Edit |] | | | |
|------------|------------|------------------|------------------|----------------|--------------------|------------------|-----------------|-----------------|-----------|
| | Г | Enabled | 🗊 Name | | Disk Safe | Frequency | 💫 Last Run Time | 🛞 Next Run Time | |
| Edition | | 9 | On Demand | Disk_Sa | afe_1 | On Demand | | | 📝 💥 Þ 🔌 😆 |
| | | 9 | Daily | Disk_Sa | afe_2 | Daily | 12.05.11 9:10 | 12.05.11 21:00 | 2 💥 Þ 😣 |
| | | Θ | Archiving | Disk_S | afe_3 | Minutely | | 12.05.11 15:56 | |
| Enterprise | <u> </u> ● | Enabled | Selecte | d 🔀 Delete Se | Agent Name | Frequency | 🛞 Last Run Time | 🛞 Next Run Time | |
| Edition | | 9 | Plesk | plesk | plesk | Hourly | 5/12/11 7:30 AM | 5/12/11 8:30 AM | 📝 💢 🕨 😣 |
| | | 9 | virtuozzo | virtuozzo | virtuozzo | Hourly | 5/12/11 7:32 AM | 5/12/11 8:32 AM | 2 🗶 🍃 😣 |
| | | 9 | POLICY 192 | DS - 192 | cpanel | On Demand | 4/7/11 2:45 PM | | 2 🐹 🕨 😣 |
| | | 9 | JKP-10.230.100.2 | 10.230.100.234 | 10.230.100.234 | On Demand | 5/5/11 2:38 AM | | ピ 🖊 Þ 🏓 😣 |
| | E | 0 | Archivhing | Office | virtuozzo | On Demand | 5/5/11 2:39 AM | | |

12. The yellow icon in the Actions column indicates that archiving is assigned to that policy. Archiving can start according to the defined schedule or can be launched manually by clicking the icon.



13. After the Recovery Point has been archived, you will see an icon in the Recovery Points List in the Archived column.

| Id 😰 | ♦ ♥ Created On | ⇒ 💿 State | 💠 🌚 Devices | 0 |
|------|--------------------------|-------------|-------------|-----------|
| 41 | Apr 27, 2011 12:25:02 AM | 🔮 Available | 1 | 💽 🔬 🖉 🔏 🗿 |
| 40 | Apr 26, 2011 11:14:22 PM | 📀 Available | 1 | 🗐 🔰 🖊 🕒 |
| 39 | Apr 26, 2011 10:00:01 PM | 📀 Available | 1 | 🥥 🤍 🖊 🕒 |
| 37 | Apr 26, 2011 8:29:54 PM | 📀 Available | 1 | 🥥 😻 🔏 |
| 36 | Apr 26, 2011 7:11:24 PM | 📀 Available | 1 | 🤹 🗶 🥑 |
| 35 | Apr 26, 2011 6:10:19 PM | 📀 Available | 1 | 🥥 🤍 🖊 💁 |
| 34 | Apr 26, 2011 5:00:05 PM | 🔇 Available | 1 | 🥥 🤍 🖊 💁 |
| 32 | Apr 26, 2011 3:26:31 PM | 📀 Available | 1 | 🤹 🗶 🥑 |

For more information about CDP Policy, see Policies.