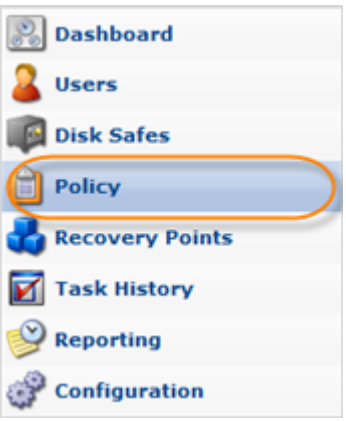
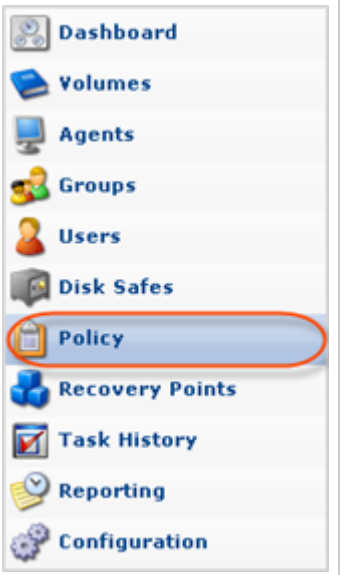
Running Archiving Policies

Archiving Policy can be run automatically according to the schedule or manually.

Follow the instructions below to start an Archiving Policy manually.

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

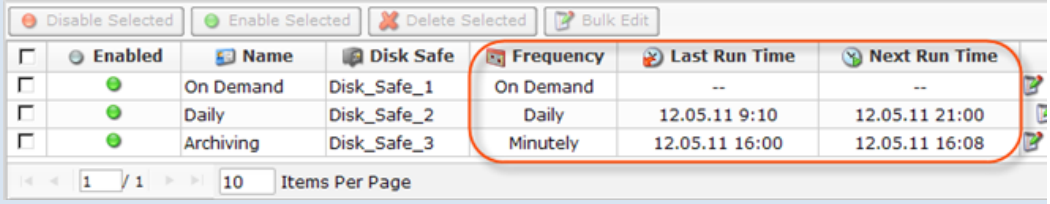
Advanced Edition	Enterprise Edition
	

2. In the "Policies" list, find the Policy you need and click on the "Archive Now" icon in the "Actions" column of that Policy.

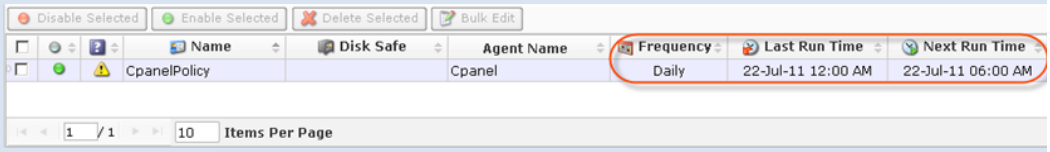


Note
The Frequency, Last Run Time, and Next Run Time columns are related to the creatio
Recovery Points. The Archive Point scheduling can be accessed via "Archiving" tab. S
Defining the Archive Schedule.

Advanced Edition



Enterprise Edition



Tip
To find a Policy, you can use the Basic List Filter. See Customizing the Archive Points List.

3. After the procedure has been completed, you receive a notification. Click "OK."



You can see the status of the Task fulfillment on the "Task History" screen. See Accessing Task History.

Tip
The Task results can be sent via Email as a Report. See Reporting.