

# 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.



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 creation of Recovery Points. The Archive Point scheduling can be accessed via "Archiving" tab. See [Defining the Archive Schedule](#).

Advanced Edition

	Enabled	Name	Disk Safe	Frequency	Last Run Time	Next Run Time
<input type="checkbox"/>	<span style="color: green;">●</span>	On Demand	Disk_Safe_1	On Demand	--	--
<input type="checkbox"/>	<span style="color: green;">●</span>	Daily	Disk_Safe_2	Daily	12.05.11 9:10	12.05.11 21:00
<input type="checkbox"/>	<span style="color: green;">●</span>	Archiving	Disk_Safe_3	Minutely	12.05.11 16:00	12.05.11 16:08

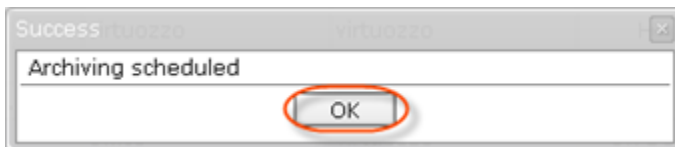
Enterprise Edition

	Enabled	Name	Disk Safe	Agent Name	Frequency	Last Run Time	Next Run Time
<input type="checkbox"/>	<span style="color: green;">●</span>	CpanelPolicy		Cpanel	Daily	22-Jul-11 12:00 AM	22-Jul-11 06:00 AM

**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](#).