



## How to Configure and Run an Archive Policy

Applies to: ArchiveOne® for Files; Topic Last Modified: 27<sup>th</sup> July 2010.

### Note

This topic explains how to use the ArchiveOne for Files Admin Console to configure and run an Archive Policy.

### Before You Begin

Before you perform the procedure in this topic, please be aware of the following:

- You must have the correct user permissions to run ArchiveOne for Files.

### Procedure

#### To configure an archive policy to run automatically

1. Open the ArchiveOne for Files Admin Console.
2. Right click on **Policies** node and select **New Policy**.
  - In the top window, select all criteria that need to be applied.
  - In the bottom window, select each blue hyperlink and set condition / value as appropriate.
  - Select **No scheduled processing** and set an appropriate schedule, and then select **Next**.
  - In the top window, select an Agent(s) that will run the policy, and then select **Next**.
  - Select **Archive**, under actions for this policy to take.
  - In the bottom window, select the blue hyperlink **Select Repository** to set the appropriate repository.
  - Finally, give the policy and appropriate name (description is optional), and select **Finish**.

#### To Run a policy manually:

1. Open the ArchiveOne for Files Admin Console.
2. Click on **Policies** node.
3. Right click on the policy you wish to run.
4. Click **Start Now**.

### For more information

For assistance with other features of ArchiveOne for Files, see more ArchiveOne for Files documentation available from C2C:

- [C2C website](#)
- [C2C Support Portal](#)