

# Setting up Archiver

To use the Archiver system, you must add archiving JTPs and set up archive, purge, and retrieve process templates.

1. In Administrator, on the archiving station, perform the following actions:
  - a. Add the Archive/Retrieve JTP.
  - b. Add the Disk Purge JTP.
2. In Workshop, create archive, purge, and retrieve process templates that match your archiving strategy.

**Tip:** If you have Prinergy Rules-Based Automation (RBA), consider setting up the Easy Archive rule to automate the archiving process. For information, see the RBA User Guide.