

# Configuring archiving to cloud

After you enable archiving to cloud, the cloud is available for job storage in Workshop.

## Prerequisites

- The Archive\Retrieve and Purge JTPs are set up.
- Archiving to cloud is licensed on the Prinergy server.

For more information, see [Setting up the Archiver](#).

1. Start Prinergy Administrator
2. Stop the Archive\Retrieve and Purge JTPs: On the **JTPs** tab in Administrator, right-click the JTPs and select **Stop JTP**.
3. Select **Tools > Archive Locations...** (Archive Locations Editor).
4. In the Archive Locations Editor dialog box, click **Add**.
5. Select **CLOUD://<ServerName>/archivecloud**.
6. Click **OK**.  
**Note:** If you close the Add Archive Disk Volumes dialog box without clicking **OK**, the disk volumes are not added.
7. To restart the Archive\Retrieve and Purge JTPs, on the **JTPs** tab, right-click the JTPs and select **Start JTP**.
8. In Workshop, select **Tools > Process Template Editor**
9. Create a new Archive process templates configured to use CLOUD://<ServerName>/archivecloud
10. Create a new Retrieve process templates configured to use CLOUD://<ServerName>/archivecloud

**Note:** You can also choose to combine the cloud archive pool with archive to disk in order to store archived jobs in the cloud and in local physical storage simultaneously for additional backup security.