

About archiving with RBA

RBA can archive and purge jobs automatically.

For example, when all of a job's separations are generated, a rule set can automatically archive the job. If archiving is successful, the same rule set can purge the job. Enhance the archiving rule set by:

- Adding a time that delays archiving for two weeks when rework is less likely
- Sending an e-mail message if archiving fails
- Sending e-mail messages when the process is complete, with a different recipient, subject, and body, depending on whether the purging process succeeded or failed

Also consider using the following techniques:

- Use naming conventions to exclude certain jobs from being archived.
- Use the **Move Job** action to move jobs to new groups after archiving.
- Use the **Export** action to export the job instead of archiving it.
- Trigger the rule set with another event, such as the **Job Completed** event that archives a job when the job's status changes to Complete.