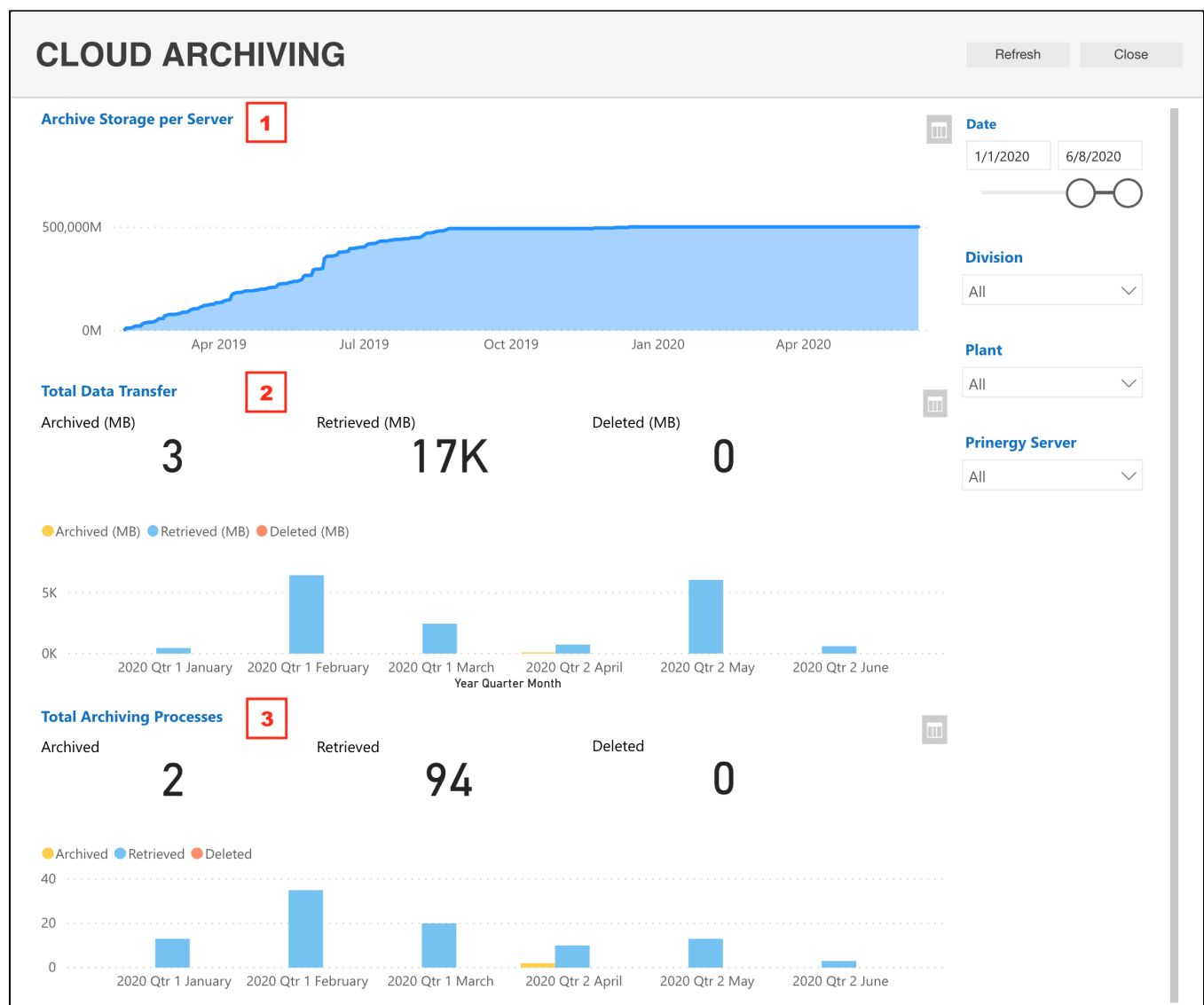# Monitor Archive Storage

In this discussion we will go into a little bit deeper on the Monitor Archive Storage dashboard.

HOW TO USE:

Using the **Filter** options pane on the right to adjust to the Date, Division, Plant and/or **PRINERGY** server you want to review.

Click on the <Refresh> to take new Filter adjustments into account. Click on <Close> to take you back to the <Services>.

NOTE: The information on this dashboard is updated daily

UNDERSTANDING THE DASHBOARDS:

Number	Name of report /chart	Description
1	**Archive Storage per Server**	Provides visual information in a Horizontal Time Series Chart about the total amount of storage contained within the **PRINERGY** Cloud Archive. • X-axis represents the given time period defined in the Filters on the right. • Y-axis represents the amount of storage space is used by your archived jobs (in MB). Options included with this view: • Focus to enlarge to full screen • Switch to Table - to show all the information contain within the chart • Select a point on the chart for detail on a specific point in time

2	**Total Data Transfer**	This view comes in two parts: • Top section breaks down **Archived**, **Retrieved** and **Deleted** amounts in MB, that have taken place over the given time period defined. • Bottom section provides visual information in a Vertical Time Chart about the volume of data transferred to the **PRINERGY** Cloud Archive service (MB). Details include a representation of the amount of data for that has been: • **Archived** - Shown as a Yellow bar - this highlights any **Archive** process manual or automatic that has occurred in the given time period defined in the Filter on the right. Click on the bar to have the Top Section numbers adjust to the spotlight selection. • **Retrieved** - Shown as a Blue bar - this highlights any **Retrieve** process that has occurred in the given time period defined in the Filter on the right. Click on the bar to have the Top Section numbers adjust to the spotlight selection. • **Deleted** - Shown as an Orange bar - this highlights any **Delete** process manual or automatic that has occurred in the given time period defined in the Filter on the right. Click on the bar to have the Top Section numbers adjust to the spotlight selection. Options included with this view: • Focus to enlarge to full screen • Switch to Table - to show all the information contain within the chart • Spotlight to highlight the item you have selected

| 3 | Total Archiving Processes | This view comes in two parts:

• Top section breaks down **Archived**, **Retrieved** and **Deleted** events that have taken place over the given time period defined.
• Bottom section, provides visual information in a Vertical Time Chart breaking down the **Archived**, **Retrieved** and **Deleted** events.

Details include a representation of the amount of data for that has been:

• **Archived** - Shown as a Yellow bar - this highlights any **Archive** process manual or automatic that has occurred in the given time period defined in the Filter on the right.
• **Retrieved** - Shown as a Blue bar - this highlights any manual **Retrieve** process that has occurred in the given time period defined in the Filter on the right.
• **Deleted** - Shown as an Orange bar - this highlights any **Delete** process manual or automatic that has occurred in the given time period defined in the Filter on the right.

Options included with this view:

• Focus to enlarge to full screen
• Switch to Table - to show all the information contain within the chart
• Spotlight to highlight the item you have selected |

Special Considerations:

An archived job can be displayed in the **Deleted** report:

- When you destroy a job on Prinergy, its archived files are deleted from the cloud.
- When you archive a job for the second time, or when some of a job files are already archived, the previous archived job is deleted.