

# Monitor Archive Activity

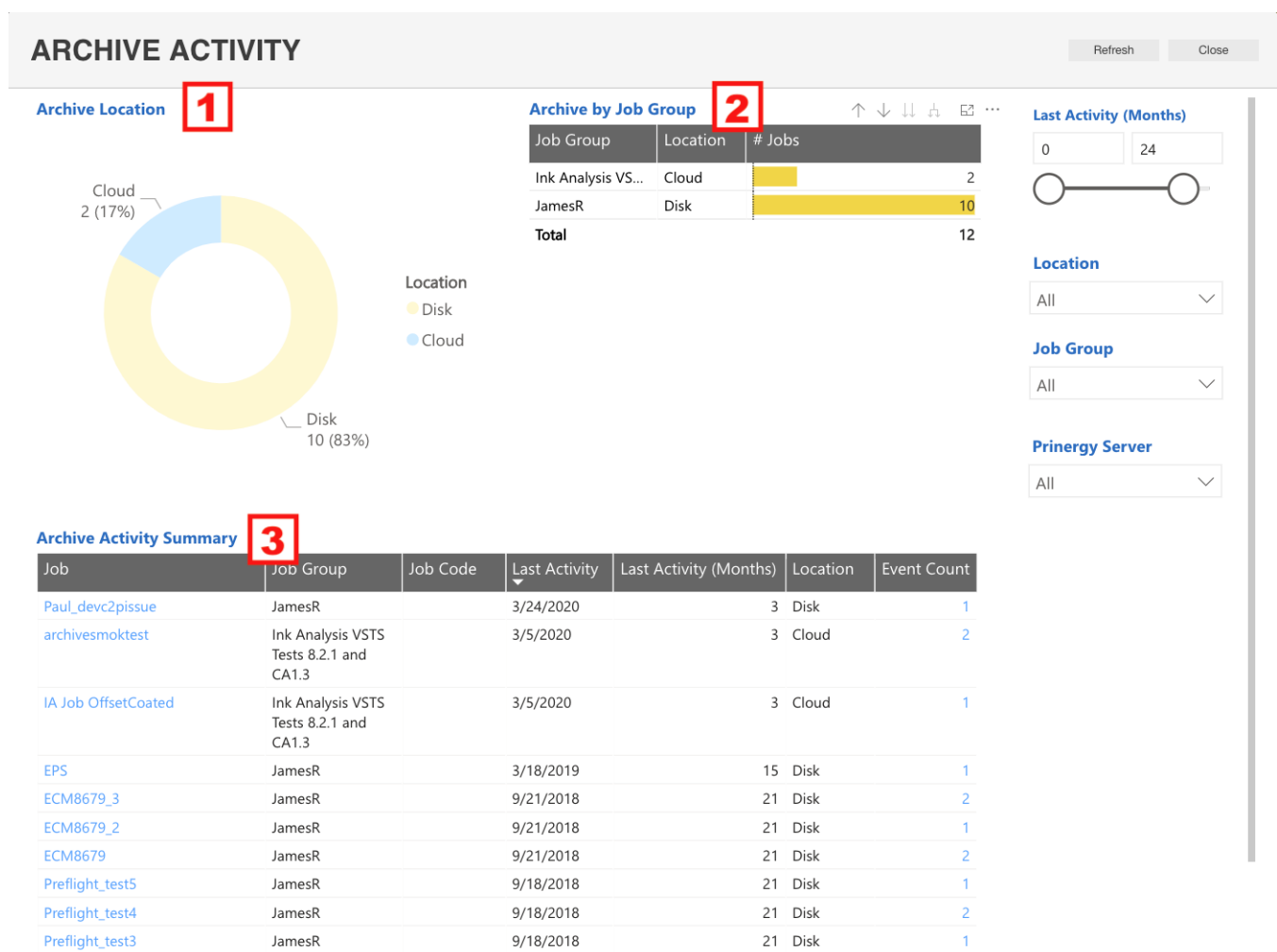
In this discussion we will go into a little bit deeper on the Monitor Archive Activity dashboard.

## 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 <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

**Last Activity (Months)**

024

**Location**

All

**Job Group**

All

**Prinerger Server**

All

**Archive Activity Summary** **3**

## UNDERSTANDING THE DASHBOARDS:

Number	Name of report /chart	Description
<b>1</b>	<b>Archive Location</b>	<p>Provides visual information in a <a href="#">Vertical Time Series Chart</a> about the number of jobs that are Archived on the <b>PRINERGY</b> Cloud relative to the number of jobs that are Archived on the disk (server).</p> <ul style="list-style-type: none"> <li>• <b>Blue</b> hue represents a percentage of the total Archive which is in the Cloud within the given time period defined in the <a href="#">Filters</a> on the right.</li> <li>• <b>Yellow</b> hue represents a percentage of the total Archive which is on Disk within the given time period defined in the <a href="#">Filters</a> on the right.</li> </ul> <p>Options included with this view:</p> <ul style="list-style-type: none"> <li>• <a href="#">Focus</a> to enlarge to full screen</li> <li>• <a href="#">Switch to Table</a> - to show all the information contain within the chart</li> <li>• <a href="#">Spotlight</a> to highlight the item you have selected</li> </ul>
<b>2</b>	<b>Archive by Job Group</b>	<p>This <a href="#">table</a> displays the number of jobs that are Archived on <b>PRINERGY</b> Cloud and the numbers of jobs that are Archived on the disk for each job group.</p> <p>Details included within the table (left to right) are:</p> <ul style="list-style-type: none"> <li>• <b>Job Group</b></li> <li>• <b>Location</b></li> <li>• <b># Jobs</b></li> </ul> <p>Options included with this view:</p> <ul style="list-style-type: none"> <li>• <a href="#">Focus</a> to enlarge to full screen</li> <li>• <a href="#">Switch to Table</a> - Change sort order</li> <li>• Use the <a href="#">Spotlight</a> feature to highlight any item you click on, which in turn drills down into more detail.</li> </ul>

3	<b>Archive Activity Summary</b>	<p>Provides specific job information about the job's Archive location (Disk or Cloud) and the recent activity date of the job. This report enables you to identify if the job is active or if it is outdated and can be deleted.</p> <p><b>Note:</b> To view more information about a specific job, in the <b>Job Name</b> list, click the name of the job.</p> <p>Details included within the table (left to right) are:</p> <ul style="list-style-type: none"> <li>• <b>Job - PRINERGY</b> Job name</li> <li>• <b>Job Group - PRINERGY</b> Job Group as defined within the <b>PRINERGY</b> File Manager</li> <li>• <b>Job Code - PRINERGY</b> Job Code, optional display based on use within <b>PRINERGY</b> job structure</li> <li>• <b>Last Activity</b> - By date, this would be the last Archive activity for any aspect of the <b>PRINERGY</b> job</li> <li>• <b>Last Activity</b> - By month, by number the total number of months that this <b>PRINERGY</b> job has had any Archive activity</li> <li>• <b>Location</b> - Where is the Archive of the <b>PRINERGY</b> job - Cloud or Disk</li> <li>• <b>Event count</b> - indicates the incremental activity on the <b>PRINERGY</b> job is located, higher number indicates a larger number of archive activity.</li> <li>• <b>Job Files Online</b> - This tells you where the data is currently stored.</li> </ul> <p>Options included with this view:</p> <ul style="list-style-type: none"> <li>• <a href="#">Focus</a> to enlarge to full screen</li> <li>• <a href="#">Change sort order - Ascending or Descending</a></li> <li>• Use the <a href="#">Spotlight</a> feature to highlight any item you click on, which in turn drills down into more detail.</li> </ul>
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### **Special Considerations:**

Beyond the normal [Filter](#) options you can also:

- Sort based on Activity passed on past months.
- Sort by Job Group