

Archive Activity Dashboard

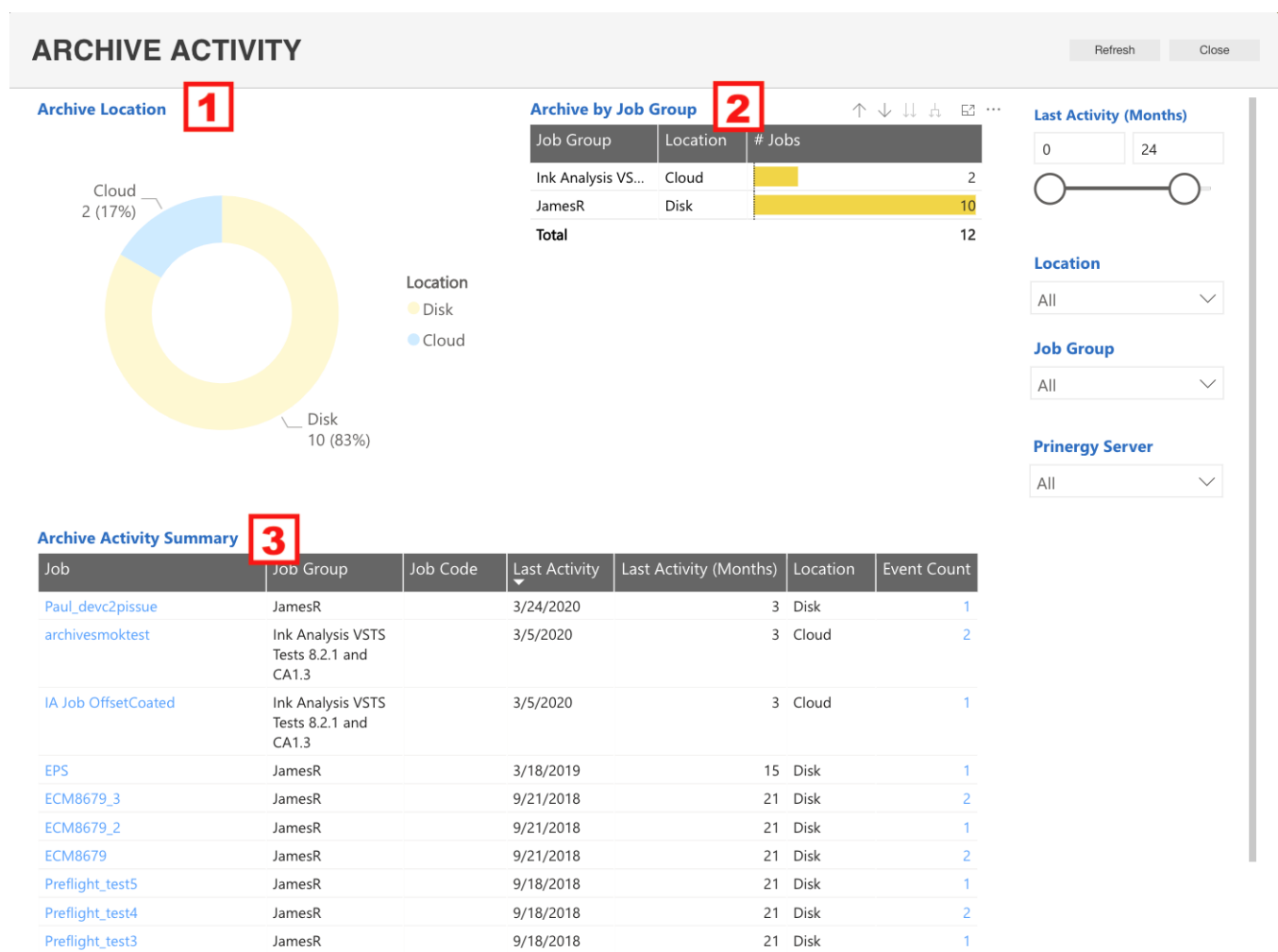
In this discussion we will explore the Archive Activity dashboard.

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 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

**Last Activity (Months)**

024

Location

All

Job Group

All

Prinergy Server

All

Archive Activity Summary **3**

UNDERSTANDING THE DASHBOARDS:

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

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 This report enables you to identify if the job is active or if it is outdated and can be deleted.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