

# Archiving

1. Archive the job.  
You see the job's status change in Job Finder and in **Storage** view. You can also see a record of the action in **History** view and System History.
2. Purge the job to save active disk space.  
You see the job's status change in Job Finder and in **Storage** view. You can also see a record of the action in **History** view and System History.

## See Also

- [Archiving jobs](#)