

Archiving jobs

Once you have finished a job, archive the job files and then purge them to save disk space. If you need the files later, you can retrieve them. Alternatively, you can also copy a job to retrieve an archived job. See *About copying jobs and pre-jobs* in the *Prinergy Workshop User Guide*.

You can archive, purge, and retrieve only if Archiver is licensed for your system.

Archiving, purging, and retrieving of job files is controlled by archive, purge, and retrieve process templates. These process templates reside on the Prinergy server.

Generally, you archive and purge job files after the job is printed, although you can do so at any time.

When you archive a whole job, Prinergy Workflow archives all of the files in the job folder and any files that you added to the job that reside on another volume. When you purge the job, the whole job folder is removed from its original volume, but any input files that reside on another input volume are not purged; they remain in their current location.

To archive, purge, and retrieve specific files or the entire job, use Job Manager. To archive multiple jobs, use Job Finder.

- [To archive a job](#)
- [To purge a job from disk](#)
- [To retrieve a job](#)
- [Viewing archive information](#)