Step 5 - Configure ArchiveOne for Files Policies

https://campus.barracuda.com/doc/49054209/

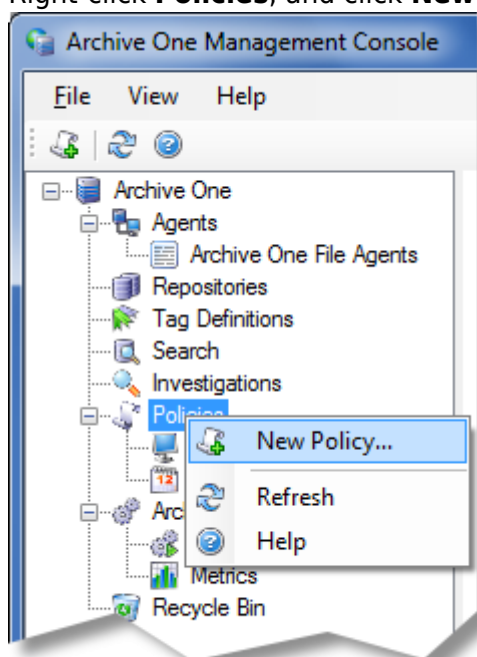This section refers to the Barracuda ArchiveOne for Files version 7.2.0 and higher.

See also:

- Understanding the Policies Node
- Understanding Repositories
- Designing Repositories
- How to Configure Network-Based Repositories
- How to Back Up a Repository
- How to Move a Repository

A policy is a set of rules and actions an agent uses to process data stored on a file server.
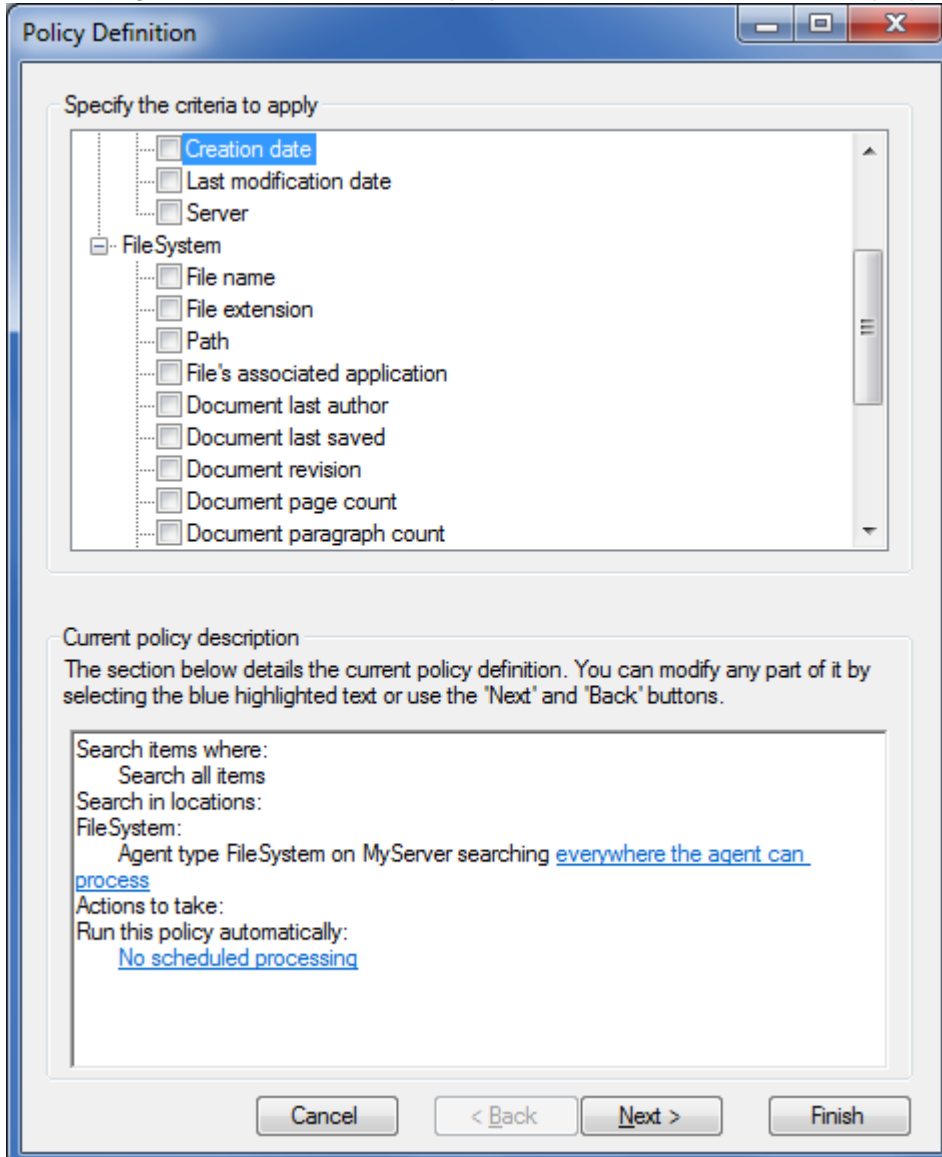
Define a List Policy

Barracuda Networks recommends initially using the **List** action to become more familiar with the system and to experiment with various criteria settings.

1. Start the ArchiveOne Management Console.
2. Right-click **Policies**, and click **New Policy**:

3. The **Policy Definition** wizard displays. Click **Next**. The **Criteria** page displays:

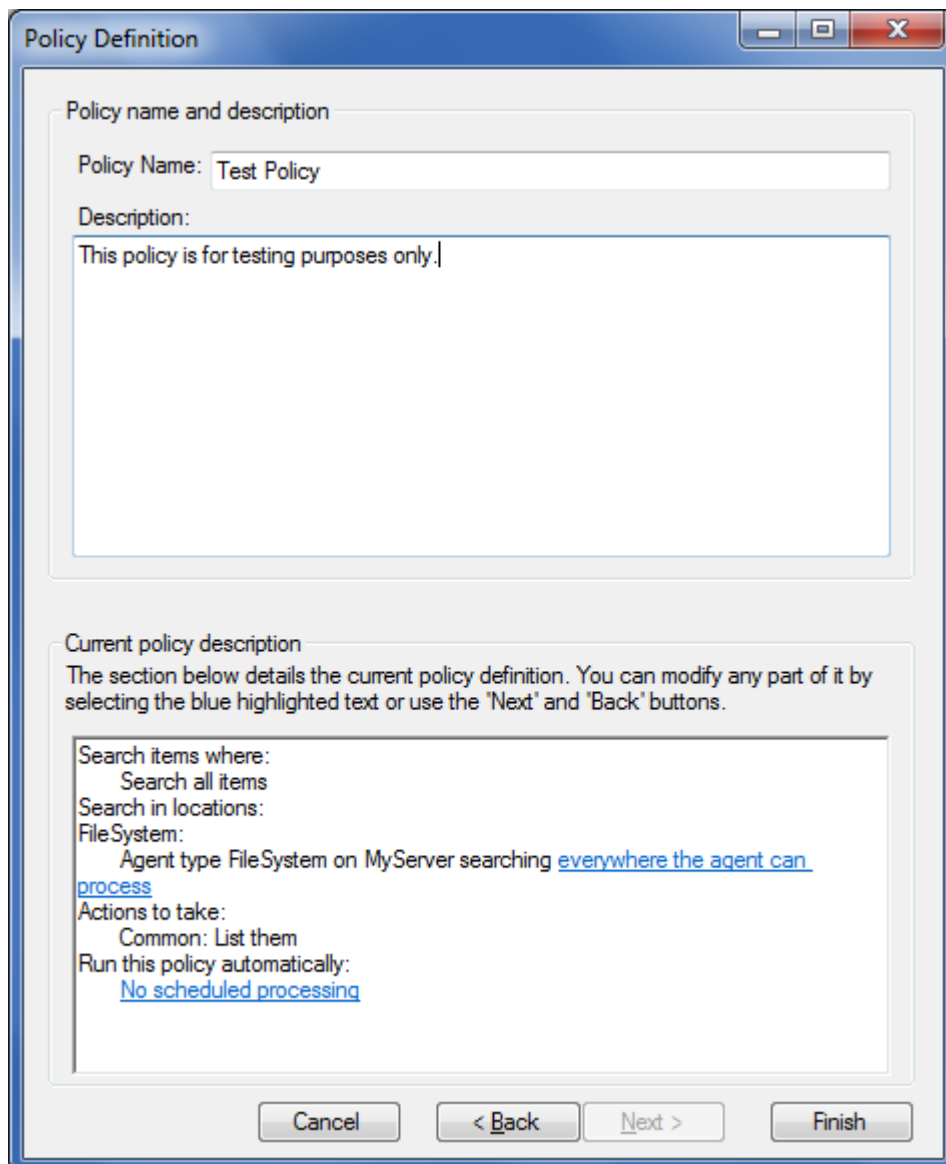4. Use the **Criteria** page to select items to list. Select individual items, or clear all criteria to search all items. Click **Next**.
5. The **Agents** page displays:

6. Select an agent:
   - **All Configured Agents** – When selected, the policy runs on all configured agents.
   - **The Agents Selected Below**– When selected, the policy runs only on the selected agents.
7. Click **Next**. The **Actions** page displays. Select the actions you want the agents to perform. For this example, select **List**:
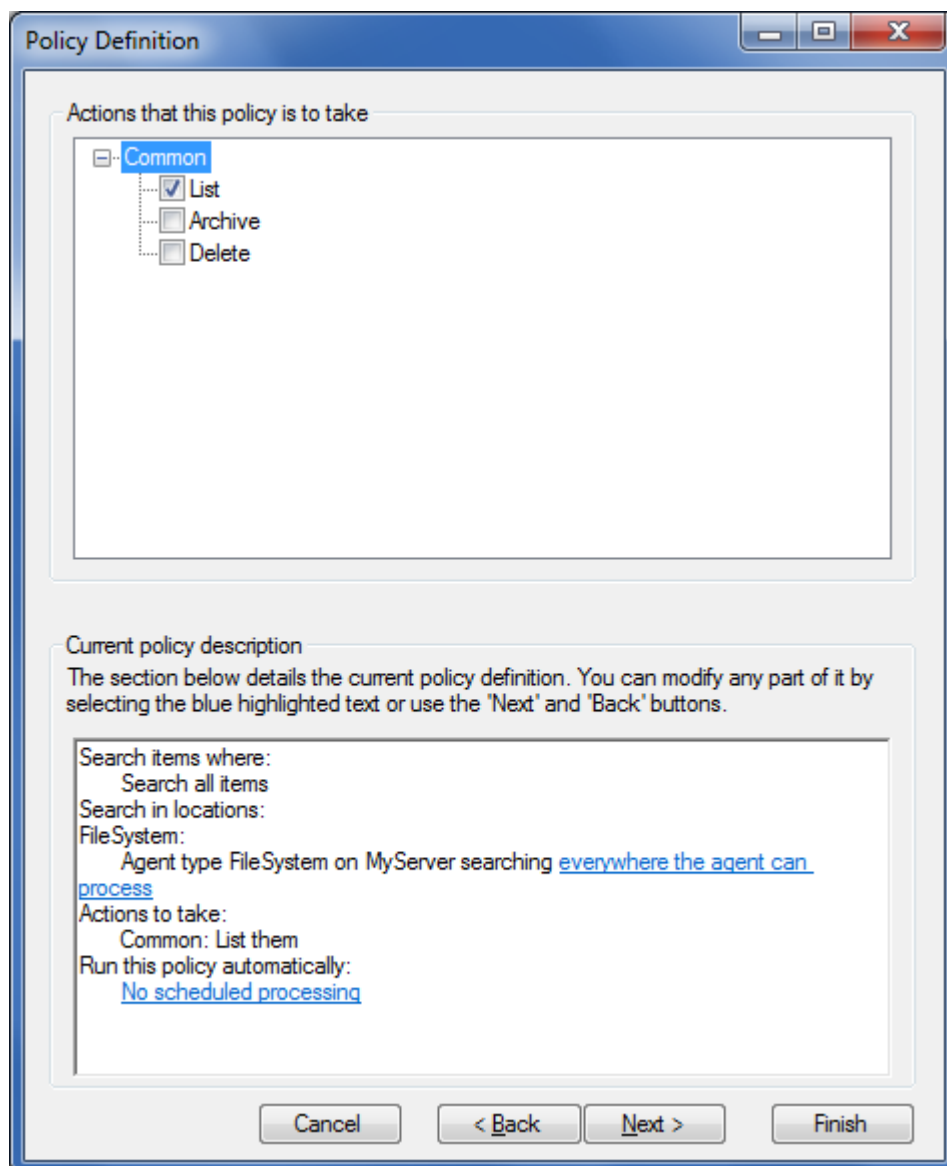
8. Click **Next**. The **Description** page displays. Enter a **Policy Name** and optional **Description**:

9. Click **Finish**. The repository is now available for execution. To run the policy, right-click the policy, and click **Start Now**:
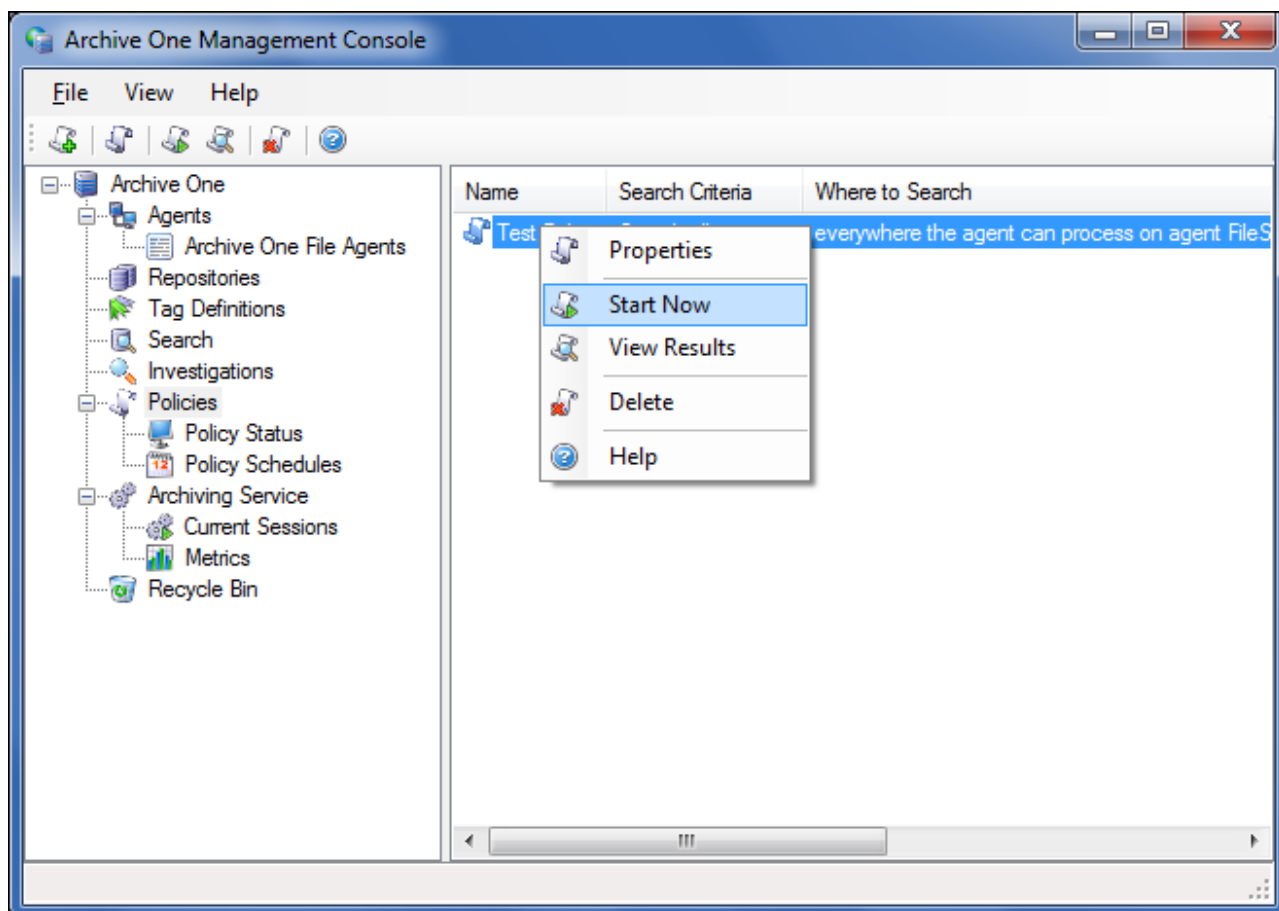
10. The **Policy Status** dialog box displays the policy progress. You can close the dialog at any time; the policy continues to run. Once complete, the **Policy Status** changes to **Completed**:


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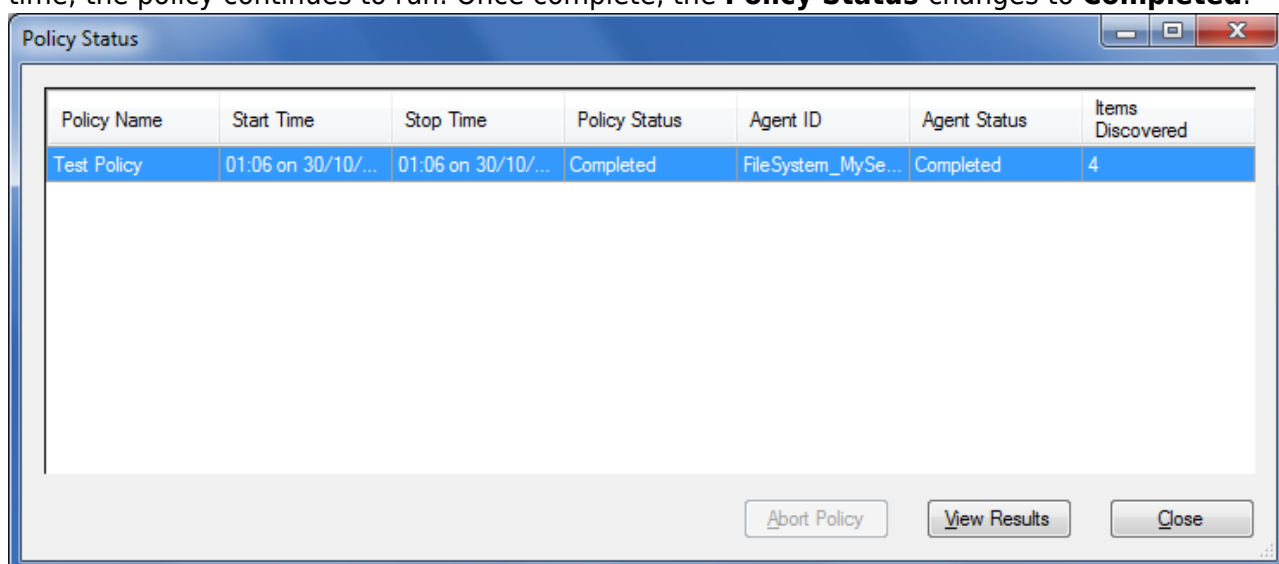
Define an Archive Policy

1. Start the ArchiveOne Management Console.
2. Right-click **Policies**, and click **New Policy**.
3. The **Policy Definition** wizard displays. Click **Next**. The **Criteria** page displays.
4. Use the **Criteria** page to select items to list. Select individual items, or clear all criteria to search all items. Click **Next**.
5. The **Agents** page displays. Select an agent:
   - **All Configured Agents** – When selected, the policy runs on all configured agents.
   - **The Agents Selected Below**– When selected, the policy runs only on the selected agents.
6. Click **Next**. The **Actions** page displays. Select the actions you want the agents to perform. For this example, select **Archive**.
7. In the **Current policy description** section at the bottom of the page, click **Select Repository**:
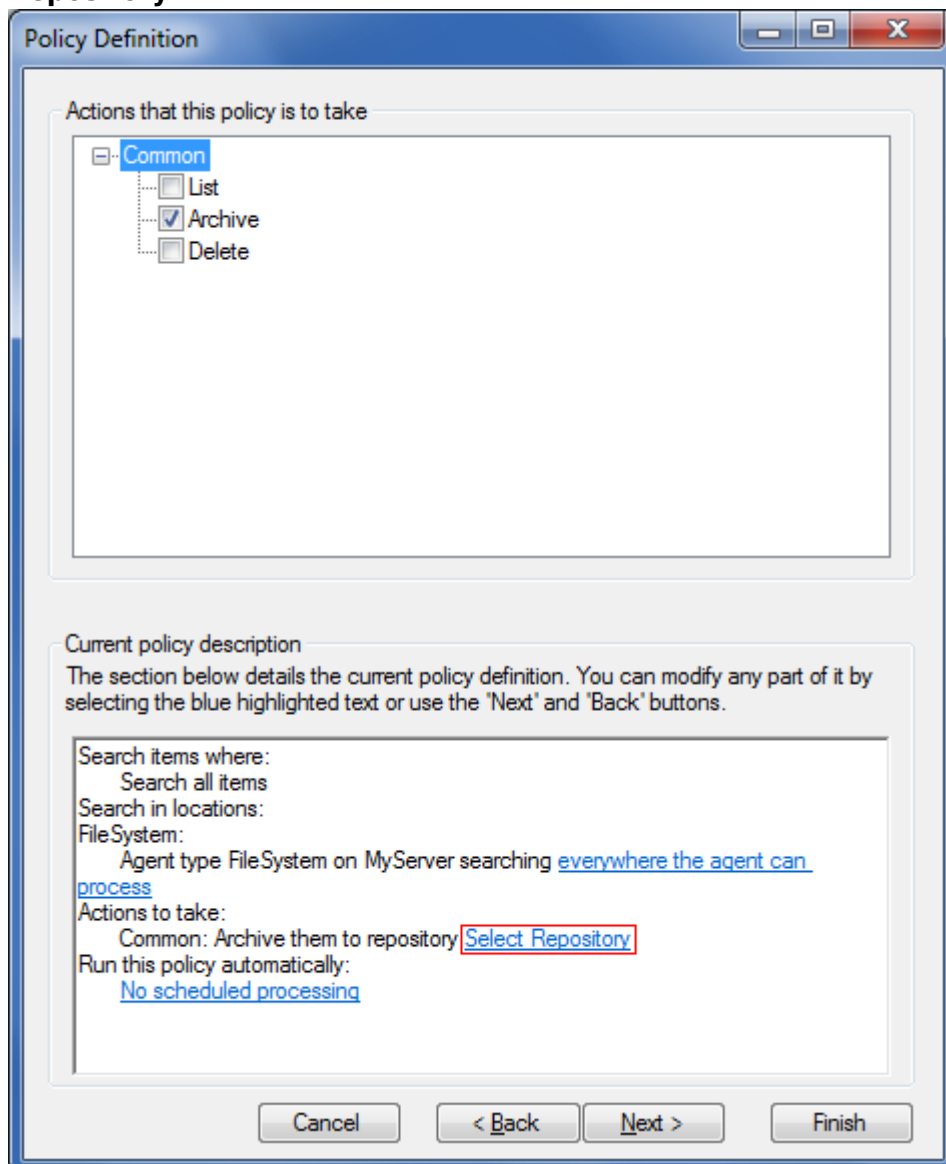
8. The **Select Repository** dialog box displays. Select the repository to which the agent is to archive data:
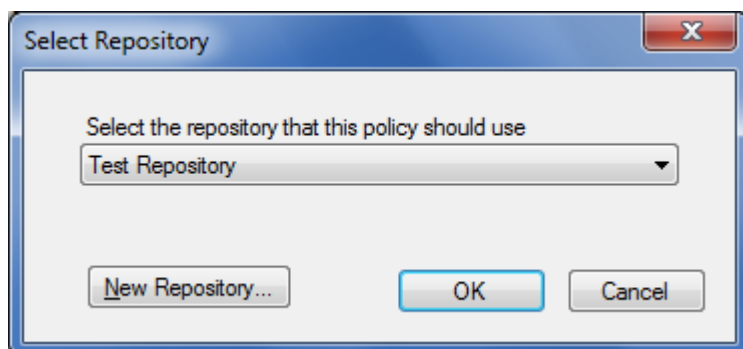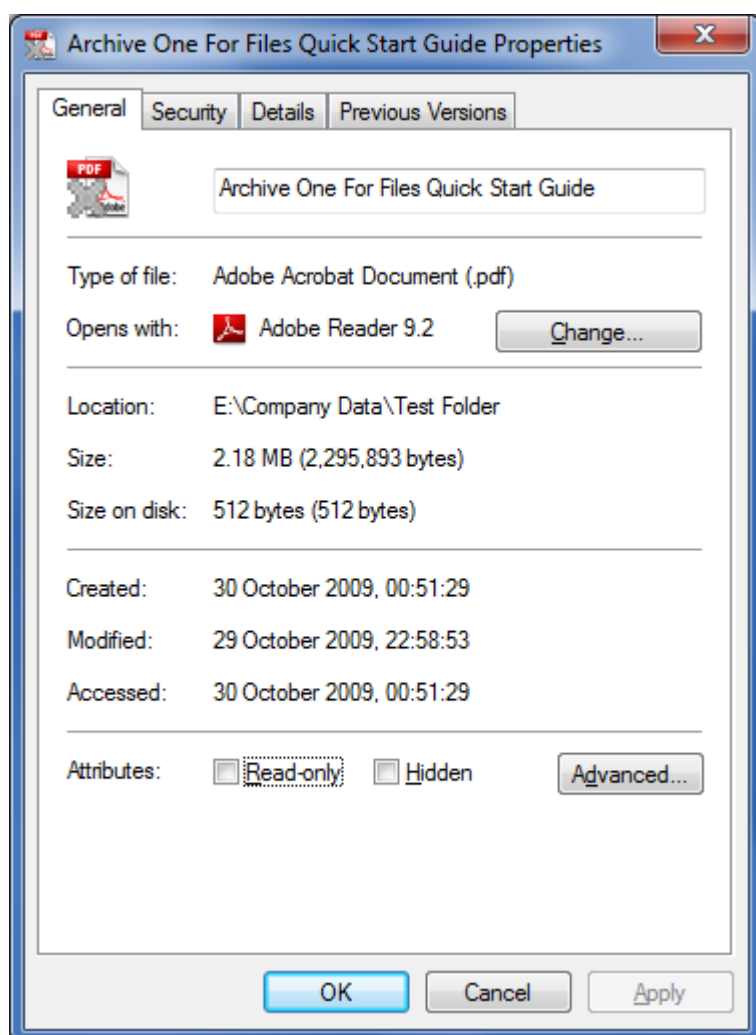
9. Click **OK** to close the dialog box, and then click **Finish**.
10. To run the policy, right-click the policy, and click **Start Now**.

Verify Data Archive

To verify items have been archived:

1. Using Windows Explorer, navigate to the directory containing the original files.
2. Right-click on a file and click **Properties**. For example:

In this example, the **Size** of the file is reported as **2.18 MB** while the **Size On Disk** is reported as **512 bytes** confirming that the file has been archived. If a user opens this file, ArchiveOne for Files retrieves it from the repository and presents it to the user in the normal manner.

Continue with ArchiveOne for Files Search and Retrieval.

Figures

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