

View Status Window

<https://campus.barracuda.com/doc/51188218/>

The Policy Status window displays the current activity for [Mailbox](#), [Journal](#), and [PST policies](#). Selecting the corresponding policy tab displays the current activity for each policy type. The window is divided into two phases:

- **Phase One**

- All policies have a first phase which matches items according to the policy criteria. If the policy has an action other than archiving, for example, delete, the action is carried out immediately on the item once it matches the policy criteria. Therefore, if a policy with a delete action is run, items which match the policy criteria are deleted in real time as the policy is running. Policies which have an archiving action add matching items to the archiving queue; they are not archived during the first phase.

- **Phase Two**

- The second phase is responsible for the archiving process. The second phase checks the archiving queue either every hour or when the first phase is completed (whichever comes first). Items in the archiving queue are then archived, indexed, and finally stubbed or deleted as per the archiving policy action.

The two policies phases are independent. A currently running policy in the first phase is not necessarily related to the currently running archiving in the second phase, as the second phase may still be archiving items queued from a previously run policy.

If you want to stop a currently running policy, click **Stop the current policies** in the first phase. The policy is marked as aborted by the user.

If you want to stop any currently running archiving, click **Stop second phase**. A dialog box displays asking if you want to stop archiving immediately or complete the currently pending items. Stopping the archiving immediately leaves any items which have not been completed in the queue for archiving. They are actioned the next time archiving is run (within the hour). If you chose to complete any pending items, the indexing and stubbing/delete actions are completed for any pending items. This may take a few minutes before completion and the second phase stops.

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