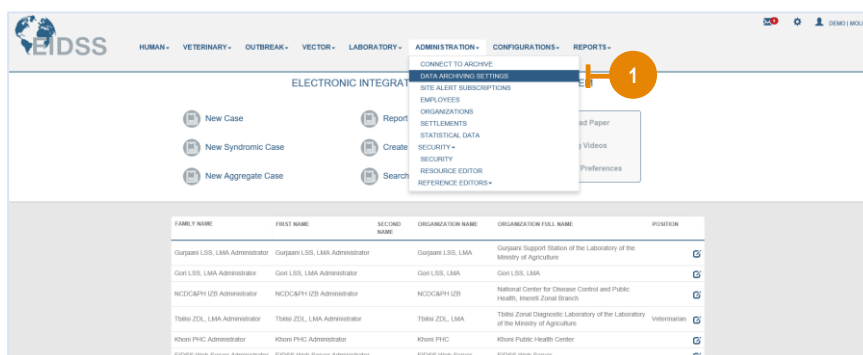


Configure the Data Archiving Settings

Pg. 1 of 1

An EIDSS user with the appropriate permissions can define the settings for archiving data in the database. This quick guide presents the steps to configure the data archiving settings.

- From the **EIDSS Dashboard**, choose **DATA ARCHIVING SETTINGS** from the **ADMINISTRATION** drop-down menu. The **Data Archiving Settings** screen appears displaying the current schedule if one exists.



- Click **Add**. The **Schedule** screen appears.
- Complete the **Schedule** screen. **Note:** The **Interval of data relevance (in years)** cannot be 0.

The screenshot shows the 'Data Archiving Settings' screen. It has a 'Schedule Summary Description' field with the text 'Occurs every day beginning on Thursday 1/31/2019 at 5:00 PM' and an 'Interval of data relevance (in years)' field with the value '4'. A red circle with the number 2 is next to the 'Add' button.

Tip 1: To navigate to the desired date, click the **Calendar** icon and then the **Select Month > Select Year > Select Decade** bars at the top of the calendar.

Tip 2: To remove existing settings, enter **00:00:00** as the **Start Time**; other fields will reset to null or blank.

Tip 3: To modify an existing schedule, click **Edit**.

Tip 4: To return to the previous screen without saving entered information, click **Cancel**.

The screenshot shows the 'Schedule' screen. It has a 'Start Date' field with the value '1/31/2019' and a 'Start Time' field with the value '17:00:00'. There is also an 'Interval of data relevance (in years)' field with the value '4' and a 'Schedule Summary Description' field with the text 'Occurs every day beginning on Thursday 1/31/2019 at 5:00 PM'. A red circle with the number 3 is next to the 'Submit' button. A red circle with the number 4 is next to the 'Cancel' button. A red circle with the number 1 is next to the 'Edit' button.

- Click **Submit**. A pop-up appears confirming successful configuration of the data archiving settings.