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| How to | D:\projecten\1210326 MDBA ROWS (local, See N)\C. Report - advise\Workshops\2015-02 workshop 3 UAT, end user training\Screenshots\DELTARES_ENABLING_RGB.pngArchive – Export |
| Description | Overview of how to export data from ROWS-Flood to the archive. |
| Comments | The *italic* phrases correspond to the red markings in the screenshots.  Please be aware that the screenshots may deviate slightly from the application |
| version | 2016-01 |

This how to gives a description of the different ways to archive data to your local disk.

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| Overview of steps:  There are several steps to archiving:   1. Prepare system > Configuration (once) 2. Meteo Grid > NWP (after every import) 3. Observations > observations (after import) 4. URBS forecasting > Save run (after calibration) 5. Hand Over > Forecaster notes (end of shift) | **5**  **4**  **4**  **3**  **2**  **1** |

Most archived data is written to subfolders of $EXPORT\_FOLDER$\toARCHIVE\yyyy\mm\mdba\dd\, only configuration (and rating curves) are written to the main folder $EXPORT\_FOLDER$\toARCHIVE\  
Within this date based folder structure, data is archived based on the T0 of the run or creation date  
All timestamps are in GMT

1. The configuration used for Flood operations should be archived (only) by the first operator. The configuration can be archived more than once, however this has no value. The data is written to \config\mdba\yyyymmdd\ROWS-MDBA\_yyyymmddhhmmss\
2. All imported NWP can be archived. Data is written to \yyyy\mm\mdba\dd\external\_forecasts\
3. The processed imported observations (Fops) are archived to \yyyy\mm\mdba\dd\observed\
4. After calibration of the URBS model (use node Run URBS Forecast) the final run can be saved and archived with the “Save xxx” node. Both the modifiers as the model in- and output are archived to \yyyy\mm\mdba\simulated\<WF>\_<T0>\_<creationTime>
5. Before hand over, archive any operator notes you created. Notes with a creation time of more than 24 hours before the archive task is run, are written to \messages\

Note: It is required to configure an areaId in the Topology.xml to register forecaster notes properly for archiving.