

## **Administrative Guide for DataArchiva**

Who should read this document: Your Salesforce Administrators (includes IT Admins, IT Managers)

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### 1. Introduction

DataArchiva is an archiving solution for Salesforce data that can help to reduce the storage space and improve application performance. This document addresses in detail on how to setup and configure DataArchiva application.

### 2. Who can use DataArchiva?

Primarily meant for Salesforce Administrator of your organization and also for regular users. An administrator can configure and schedule data archival on large volume of data. End users who have read and delete access to object record can also archive/restore at record level provided the end-user is assigned with required permissions.

### 3. Preparation

Before you begin with archiving, it is essential to understand your organization data usage and schema. To figure out the data usage, you need to login as an administrator and go to the setup page. From the setup, search for "Storage Usage" and click on the link.

This screen will provide details on storage usage based data, file and big objects.

Storage Usage		
Storage Usage		
our organization's storage usage is listed below.	1	
ur organization's storage usage is listed below. Storage Type	Limit	Used
ur organization's storage usage is listed below. Storage Type	Limit 25 GB	Used 21.6 GB

Since DataArchiva is all about archiving data from data storage to Big object storage, you might also want to look for sufficient space in big object storage.

By default, Salesforce provides one million records of Big object for free and anything additional to this, has to be purchased from Salesforce. One million records of Big object can hold upto 2 GB of Salesforce data storage space. Hence, depending on the amount of data that has to be archived, an equivalent Big object storage space may be required.

If you intend to save data storage cost, then look for data usage on the above screen of "Storage Usage" page where objects are listed based on data space it consumes sorted in descending order and it can be a standard or custom object. Those top data consuming objects can be considered for archiving.

After considering the list of objects to archive, it is also important to decide what amount of data has to be archived and how to much to retain as live data for business. Preferably, it is a good practice to consider unused or less used data to archive.

With this, you will need to identify list objects and amount of data to archive. Filter criteria can be applied based on date range or any other custom criteria.

### 4. Dashboard

The Dashboard gives a quick glance on data archival activities as shown in below screen.

DA			Q. Search	n Salesforce					** 6	1 : tột 1	. 6
Data Archiva Dashboa	rd MDSyncChild1 🗸 MDSyncPar	ent 🗸 MDSyncChild2 🗸	MDSyncChild3	<ul> <li>MDSyncChil</li> </ul>	d11 🗸 Archiva Configuration	ns 🗸 MDSyncChild1	11 🗸 Tickets 🗸 Work Logs 🗸	Asignees 🗸 ME	.SyncChild4 🗸	More 🔻	
DataArchiva	O DASHBOARD										Help ?
A Dashboard	<b>I</b> R <b>N</b>	OBJECTS ARCHIVED			SIZE ARCHIVED		TOTAL RECORDS			SCHEDU	
Setup	ľ	31			8 GB		4299 K	)		1	12
Q Find	RECENT JOB STATUS						TOP 10 ARCHIVED OBJECTS				
Audit	OBJECT	RECORD COUNT	SIZE	STATUS	DATE						
<b>-</b>	Order	20349	40MB		5/11/2018, 6:43 PM		Contact				
Setup Audit Trail	Case	5400	11MB		5/11/2018, 6:17 PM		Ticket	-			
	Opportunity	4356	9MB		5/11/2018, 6:43 PM		Opportunity				
	Opportunity	7569	15MB		5/11/2018, 6:17 PM		Feed Item				
	Contract	2534	5MB		5/11/2018, 6:43 PM		Feed Poll Choice				
							Feed Attachment				
	STORAGE USAGE						Feed Comment				
							Asignee				
	Data Storage	610 KB	torage	523 KB	Big Object Storage	4299162 Records	MDSyncParent				
		250 MB 0		1 GB		5,000,000	0 10 20	30 40	50 60	70 80	90
	-										

- Storage usage summary.
  - Provides a graphical view on how much data has been consumed categorically from the available storage for file, data and Big objects.
- Recent job status of archive objects.
  - During the archival process, every activity runs as job and status of the same can be found in this list. The status can be "In-Progress", "Completed" or "Failed".
- Top ten archived objects.
  - Out of many objects that were configured for archiving, this list picks top ten based on the number of records archived from high to low.

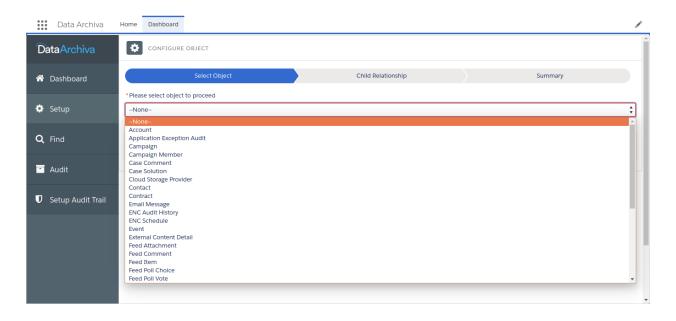
### 5. Configuring Objects to Archive.

Configuring objects for data archival is the first step to start with. Once objects are configured for archiving, an equivalent big object schema is created for every standard/custom object configured. DataArchiva takes care of schema relationship and data type mapping automatically.

#### 5.1. Objects to archive

To configure an object for archiving, please follow below steps.

- Click on the "Setup" tab and then click on "New" to configure a new object for archiving.
- Select any object from the available list to archive. At a time, only one object can be configured and you may have to repeat this for each object.
- Click on "Next"



#### 5.2. Index Fields

Indexing object fields will help improve the speed of data retrieval operation, when these fields are used in filter criteria. To make index field selections, follow below steps.

- Once an object is selected, all fields of the selected object are listed.
- Pick up to four index fields that will be used for the search.

Note: For text fields, preferrable select upto two text fields because all text fields combined should not exceed more than 50 chars as per Salesforce.

Salesforce supports up to 5 index fields and by default id field is indexed internally, that leaves you to choose four index fields

Please remember the sequence in which these index fields are selected. This is important because to query data from Big objects, you need a WHERE clause & this WHERE clause follows the same sequence in which indexed fields are selected.

Ex: If you select Case Type, Status & Name, then you need to write a WHERE clause like this

```
WHERE Case Type = AND Status = AND Name =
```

In case if there is lookup field, It is advisable to select the lookup field as first index as this will help to build the detail page explained in section (7). If there is more than one lookup fields, pick the one that is needed in your details page.

DataArchiva	CONFIGURE OBJECT Case			
Dashboard	Select Object	Child Relationship	Summary	
Setup	* Please select object to proceed Case			
<b>Q</b> Find	INDEX FIELDS		<sup>*</sup> Select max 4 f	fields for indexir
Audit	1 : Type 2 : Status		Quick Find	c
	Business Hours ID	BusinessHoursId	Text	
Setup Audit Trail	Parent Case ID	ParentId	Text	
	Name Name	SuppliedName	Text	
	Email Address	SuppliedEmail	Text	
	Phone	SuppliedPhone	Text	
	Company	SuppliedCompany	Text	
	Case Type	Туре	Text	
	Status	Status	Text	
	Case Reason	Reason	Text	

### 5.3. Object Relationships

Based on the selected object for archiving, all its respective child objects are listed (like the one in the below screenshot).

These child objects are of two categories.

- 1. Mandatory (Master-Detail relationship)
- 2. Non-mandatory (Lookups)

Home Dashboard Archiva Co	nfigurations +	
DataArchiva	CONFIGURE OBJECT	
者 Dashboard	Child Relationship Su	mmary
Setup	CHILD RELATIONSHIP Click here and select the custom object and field	Custom
Q Find	Attachment     Case Comment     Case Share     Case Solution     Files     Email Message     Event     Task     Lead     X	Optional Mandatory Configured
📉 Audit	This symbol indicates as Custom Solect Child Object	Not Configured
Setup Audit Trail	None	
	× Cancel	K Back Next >

It is required to configure all mandatory child objects individually after completing configuration for its parent object. Until all mandatory child objects are configured, data archiving process can not be started.

Non-mandatory child objects are lookups that are optional, can be included here in case if you like to archive those child records too.

DataArchiva	CONFIGURE OBJECT Case		
Dashboard	Child Relationship	Summary	
Setup	CHILD RELATIONSHIP		ustom
Find	Attachment     Case Comment     Case Share     Case Solution     Files	Event Task Lead X	ptional Mandatory onfigured
Audit	-None-	• ! N	ot Configured
Setup Audit Trail	Case-(ParentId) Optional Child objects Email Message-(ParentId)		Back Next >

Additionally, non related objects can also be added to this archival on clicking on "Add object", which indicates this child object is not related with schema relationship but relationship exists with data. You will have to select the field that is related to this object. In the legend, this type of object is termed as Custom.

_	Custom	
	Optional	
	Mandatory	
1	Configured	
1	Not Configured	

Once child objects are selected, click on "Next" to get the summary page and finally click on "Done" button to save the configuration.

### 5.4. Configuration Status

Once object configuration is saved, archiving is still not ready unless all child objects are configured. To check this, go to object listing on the setup page and click "Status" icon. This will display the status and turn to "Ready" once the configuration is successfully deployed, else an error message will be displayed on the screen. You will get an email notification if the initial configuration deployment fails.

Home Dashboard Archiva C	Configurations +						
DataArchiva							
or an art and a contract and a contr					Quick Fin	d Q	
🏟 Setup	OBJECT	CONFIGURED ON	NEXT ARCHIVE ON	ACTIVE	STATUS	ACTIONS	
Q Find	Case	4/30/2018 6:03 AM	Not Scheduled Yet!	~	Ŷ	* \$ 2	
🖸 Audit					Click here to deploy the obj	ect	
Setup Audit Trail							

Home Dashboard Archiva Co	nfigurations +						
DataArchiva	ARCHIVED 1 Object(s)	) OBJECTS   sorted by Created Date				+ N	ew
📸 Dashboard			Deployment Succeeded	×			
🔅 Setup					Quick Find		Q
Q Find	OBJECT	CONFIGURED ON	NEXT ARCHIVE ON	ACTIVE	STANUS	ACTIONS	
Audit	Case	4/30/2018 6:03 AM	Not Scheduled Yet!	~	~	▶ ♥ Ø	
Setup Audit Trail							

### 5.5. Filter Criteria

Data that have to be archived, needs a filter criteria and based on this criteria, data are archived from Salesforce object to Big object. Example are like archive all records older than 5 yrs or when Case object is closed and many more complex criterias with filter criteria option To define the filter criteria, click on manage icon from object configuration list in Setup tab and then click on filter icon as shown in the screenshot.

DataArchiva 🔁 🖧	CHIVED OBJECTS bject(s)   sorted by Created	Date				+ New
Dashboard					Quick Find	(
Setup OBJECT	т	ONFIGURED ON	NEXT ARCHIVE ON	ACTIVE S	TATUS A	ACTIONS
Case Sc	olution	5/1/2018 11:39 PM	Not Scheduled Yet!	~	? >	\$ S
Case	1	/30/2018 6:03 AM	Not Scheduled Yet!	~	✓ ►	<b>\$</b>
Audit						Manage
) Setup Audit Trail						

Home Dashboard +		
DataArchiva	MANAGE CONFIGURATION	Enable Restore Deactivate S T a
or an art	CHILD RELATIONSHIP Add Object	Filter Criteri
🔅 Setup	Attachment     Attachment     Case Comment     Case Share     Case Solution     Files     Files     Files	Status : Deployed Scheduled : No
Q Find	Event     Feed Item     Task Select Child Object	Archived Fields : 46 Index Fields 1. Status
Audit	-None-	2. Type 3. Id
Setup Audit Trail	Custom · Optional · Mandatory · I Configured · ! Not Configured Save	
	Custom · Optional · Mandatory · ! Configured · ! Not Configured Cancel Save	

Clicking on filter icon will bring up a popup to define a filter criteria.

IONSH	тр	Add Object
	FILTER CRITERIA	
t Tas ect	Please enter 'WHERE' clause to filter the records(as shown below). For more info, please visit Introduction to SOQL and SOSL Date Formats and Date Literals Ex : Status = 'Closed' AND CreatedDate < LAST_N_DAYS:365	
	CaseNumber='1001	v
mal ·	Cancel Save	Save

Provide a filter criteria in SOQL syntax and click on Save. System will validate the query syntax and throw error message in case any error.

#### 5.6. Scheduling

Data archiving can be completely automated by using scheduler that can be run periodically in the background based on the query filter criteria and defined schedule intervals defined.

To define a periodic schedule, click on manage icon from object configuration list in Set-up page and then click on the schedule icon as shown in the screenshot.

Home Dashboard +		
DataArchiva	Case MANAGE CONFIGURATION	Enable Restore Deactivete 🔇 🔻 💼
n Dashboard	CHILD RELATIONSHIP Add Object	Schedule Schedule
🏟 Setup	Attachment     Attachment     Case Comment     Case Share     Case Solution     Files     Email Message	Status : Deployed Scheduled : No
Q Find	Event     Feed Item     Task Select Child Object	Archived Fields : 46 Index Fields 1. Status
📑 Audit	-None	2. Type 3. Id
Setup Audit Trail	Custom · Optional · Mandatory · I Configured · I Not Configured	
	Custom · Optional · Mandatory · ! Configured · ! Not Configured Cancel Save	

The popup page will show available schedule options. You can define the day, month and time along with start and end dates.

eschedule			
*On Day			
02	of every Month		
* Start Date		* End Date	
02-05-2018		03-05-2018	
* Preferred Start Time PM 10:00			

Once a schedule is defined, click on Save.

Depending on the defined schedule, the scheduled job will automatically start archiving records along with all referenced child object records.

#### 5.7. Metadata reconciliation

Whenever there is a change in schema such as a new field is added to an object or a data type change is made, then these has to be updated in Big objects as well for a smooth data archival process. This is automatically been taken care by DataArchiva before starting an archival process, but if an administrator wants this to be done manually, then it can be done from UI too.

To invoke a manual metadata reconciliation, click on Sync Metadata icon from object configuration list in Setup page

Home Dashboard +						
DataArchiva	ARCHIVED 1 Object(s)	OBJECTS sorted by Created Date				+ New
or an art					Quick Fine	d Q
🔅 Setup	OBJECT	CONFIGURED ON	NEXT ARCHIVE ON	ACTIVE	STATUS	ACTIONS
<b>Q</b> Find	Case	5/2/2018 5:09 AM	Not Scheduled Yet!	~	~	Sync Metadata
Audit						
Setup Audit Trail						
	I					

This will invoke metadata synchronization and the outcome will be displayed on UI when it either succeeds or fails.

#### 5.8. Delete Big object

After an object is configured, it can be deleted provided respective big object doesn't have any archived data in it. To perform this delete operation, click on manage object icon from the object list on Setup tab in DataArchiva and click on the Delete icon as shown in the below screenshot.

e Dashboard TestObj1s Tes	Obj2s JuncObjs Personal Accounts +	
DataArchiva	MANAGE CONFIGURATION Case	Disable Restore Deactivate 🔕 🔻
Dashboard	CHILD RELATIONSHIP Add Object	
	Attachment     Case Comment     Case Share     Case Solution     Files     Email Message     Event     Task     Case ×	Status : Deployed Scheduled : Yes
	Email Message #	Archived Fields : 43 Index Fields
Audit	Select Optional Child Object -None-	1. AccountId 2. Casec 3. Id
Setup Audit Trail		

### 6. Data Archive

To archive data, it is prerequisite to configure object and its related child objects. Make sure configuration of all related objects are complete before proceeding to archive. Data archiving can be done in multiple ways as listed below.

- Manual
- Process builder
- Scheduler

• API

#### 6.1. Manual

To perform a manual data archiving for any configured object, click on Archive icon on the configuration listing page of Setup tab. This will invoke an archival process based on the filter criteria set for this particular object. See the below screenshot -

DataArchiva	ARCHIVED OBJEC 2 Object(s)   sorted	TS by Created Date				+ New
A Dashboard					Quick Find	Q
🔅 Setup	OBJECT	CONFIGURED ON	NEXT ARCHIVE ON	ACTIVE	STATUS	ACTIONS
•	Case Solution	5/1/2018 11:39 PM	Not Scheduled Yet!	~	?	▶ 章 Ø
Q Find	Case	4/30/2018 6:03 AM	Not Scheduled Yet!	~	~	) \$ Ø
📑 Audit						Archive
Setup Audit Trail						

The archiving process is a backend activity and after completion, an email will be sent to the administrator indicating the status.

#### 6.2. Process builder

Data archive can also be achieved while integrating with Process Builder. Using the Process Builder, any complex criteria can be added and map to an Apex API called "Archive"

C Process Builder - handleClosedCase	← Back To Setup ? Help
Expand All Collapse All	View All Processes Cione Edit Properties Activate
START	Select and Define Action
ClosedCase TRUE $\rightarrow$ IMMEDIATE ACTIONS + Add Action TWE $\rightarrow$ SCHEDULED ACTIONS + Add Action $\rightarrow$ STOP + Add Action $\rightarrow$ SCHEDULED ACTIONS + Add Action $\rightarrow$ StoP + Add Action $\rightarrow$ SCHEDULED ACTIONS $\rightarrow$ STOP	Action Type*          Apex         Action Name*         CloseCase         Apex Class*         Apex Class*         Archive         Set Apex Variables         Field*       Type*         Value*         reciD       Field Referenc*         Icase]Id       X         + Add Row
STOP	Save Cancel

For the API, recID parameter have to passed with the record id of the object that has to be archived.

This Apex API takes care of archiving that object record along with all child object records that are related to this object record as defined in the DataArchiva object configuration.

#### 6.3. Scheduler

It is possible to archive data periodically in an automated way in the background using Scheduler. This requires both Query filter and scheduler configuration, for more details please refer to section 5.5 and 5.6.

### 7. Viewing Archived Data

Standard or custom object page layouts can be customized to fetch data from the archived storage so that user experience need not be compromised. In order to embed a DataArchiva custom component in to your page layout, please follow below steps.

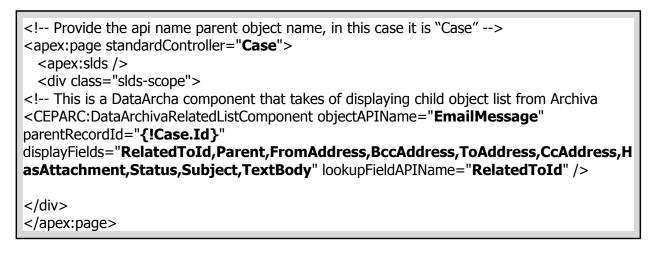
Before you begin with below steps, make sure you have configured Objects to archive and for more detail refer to section (5) of this document.

### 7.1. Create a new visual page

Create a new visual page by going into Setup and search for "visual". Next click on "New"

visual O Q Expand All   Collapse All	Visualforce Pa Visualforce Pages provide	•	nechanism to create new and exciting	g user experiences for your application	or to enhance exist	ting applicat
Build Develop Visualforce Components	View: All ~ Create N	ew View				
					Developer Console	New
Visualforce Pages	Action	Label	Name	Namespace Prefix	Api Version	Description
	Edit   Del   Security   🛃	Account	Account		42.0	
	Edit   Del   Security   🛃	DataArchivaDetailPage	DataArchivaDetailPage		42.0	

In the new Visual page, provide a name and description. In the page content, please add below content and change those highlighted words in bold to your object.



- **standardController** Provide the parent object API name. This can be standard or custom object.
- **objectAPIName** Name of the child object API name.
- parentRecordId Parent object id
- **displayFields** Child object fields to display in the list component.
- **lookupFieldAPIName** Child object field that holds the lookup to the parent object.

**Note**: In case if you have multiple child objects and want to include in the same visual page, then add multiples of "**<CEPARC:DataArchivaRelatedListComponent**" and provide required child object details.

Once done with the visual page content, save the page.

### 7.2. Modify page layout

Edit the page layout of the object that you would like to add DataArchiva list component.

	Case Layout <del>-</del>								
Quick Find / Sear 🕜 🔍	Save V Quick Save Previo	ew As  Cancel	Undo 🐴 Redo 📘 🖪	ayout Properties					
	Fields	Quick Find Field	d Name	8					
<b>‰</b> → <b>7</b>	Buttons	+ Section	Business Hours	Case Owner	Contact Email	Contact Phone	Date/Time Closed	Escalated	Pote
	Custom Links	+ ■ Blank Space	Case	Case Reason	Contact Fax	Created By	Date/Time Opened	Internal Comments	Prior
Lightning Experience	Quick Actions	Account Name	Case Number	Case Source	Contact Mobile	DataArchiva Old Id	Description	Last Modified By	Prod
Migration Assistant	Mobile & Lightning Actions	Asset	Case Origin	Closed When Created	Contact Name	DataArchiva Read	Engineering Req N	Parent Case	SLA
Switch to the modern, intelligent Salesforce.	Expanded Lookups								
Get Started							<b>^</b>		
Get Staned	Case Sample								
Salesforce Mobile Quick Start	Highlights Panel								
Home									

- Select "Fields" and drag a new section to your page layout at a desired location within the page.
- Select "VisualForce Pages" and drag the newly created page in the section.
- Save the page layout and this is now ready to display child object list retrieved from the Big object storage.

Case Layout <del>~</del>	
Save V Quick Save Preview	As ▼ Cancel 🛛 🛷 Undo 🗠 Redo 📔 Layout Properties
Quick Actions	Quick Find Page Name
Mobile & Lightning Actions	+≣Section +FTBlank Space
Expanded Lookups	Case
Related Lists	
Report Charts	
Visualforce Pages	

• Final page with the new section will look as below. (This example taken for parent Case object)

Email Messages	DataArchiva
No Records Found	
Case Comments	DataArchiva
No Records Found	
Case Solution	DataArchiva
No Records Found	
Opportunities	DataArchiva
ACTION	NAME
View	TestOpportunity

### 8. Data Restore

Once data is archived, the object records are moved to Big object storage. For business reasons, if these records need to be restored back in to Salesforce objects, the restore feature can be of use.

#### 8.1. Configuration

In order to restore data, this option has to be enabled at the object level. To enable restore, go to DataArchiva setup page and click on manage icon for the listed object. In the manage screen, click on "Enable Restore" button to enable restore option.

Home Dashboard TestObj1s TestObj2	2s JuncObjs Personal Accounts +	
DataArchiva	Lead	Enable Restore Deactivate 🛇 🔻 🍵
😚 Dashboard	CHILD RELATIONSHIP Add Object	
🔅 Setup	Attachment     Campaign Member     Files     Event     LeadShare     Share     Task	Status : Deployed Scheduled : No
Q Find	Select Optional Child ObjectNone-	Archived Fields: 61 Index Fields
Audit		1. Primaryc 2. EmailBouncedReason 3.1d
Setup Audit Trail	Custom · Optional · Mandatory · Configured · ! Not Configured Gareet Gareet Gareet	

#### 8.2. Restore

Archived Big object record can be restored back in to Salesforce object only at a record level. To perform this operation, click on "Restore" button from the detail page of the archived record.

me Dashboard TestObj	1s TestObj2s JuncObjs Personal Accounts +					
arch Search All	opportunity test					
of Limit to items I own vanced Search	<< Back		Print Restore	<b>—</b>		
eate New 🔻	Opportunities - Details		DataArchiva			
cent Items	Opportunity Own	er Priyanka Mankal		Amount		
		ite false		Expected Revenue		
00001079	Opportunity Nar	ne test			2018-05-16 00:00:00	
AC-1287	Account Nar			Next Step		
00001077	ту	pe		Stage	Oualification	
00001093	Lead Sour			Probability (%)	1E+1	
00001094	CustomParent	ID 500f4000004WqykAAC		Primary Campaign Source		
00001095	Order Numt			Main Competitor(s)		
	Current Generator	(s)		Delivery/Installation Status		
Recycle Bin	Tracking Numb	ber				
	Descripti	on				
	ADDITIONAL ARCHIVA INFORMATION					
					Closed	false
	Created By	Priyanka Mankal			Created Date	2018-05-16 07:00:52
	DataArchiva Old Id				DataArchiva Read Only Data	{ "IqScore" : "null", "HasOverdueTasl "false", "HasOpenActivity" : "false", "ContractId" : 'null",

### 9. Search Archive

Archived data can be searched using SOQL, to perform search click on "Find" sub tab.

Home Dashboard	MDSyncChild1	MDSyncParent	MDSyncChild2	MDSyncChild3	MDSyncChild11	Archiva Configurations	MDSyncChild111	Tickets	Work Logs	Asignees	MDSyncChild4
DataArchiva	a 🔍	FIND ARCHIVED Case	RECORD(S)								
n Dashboard			~		)	Filter Criteria			Result		
🌣 Setup		ORDER	FIELD LA	ABEL	FIELD AF	PI			DATA TYPE		
<b>Q</b> Find				e indexed field sec	S_Accou juence(as shown be	ntId_Indexedc			Text		
Audit		S_AccountId_Inde		lue'							
Setup Audit	Trail										
	(	Cancel									Fetch

Select an object and provide a filter criteria. Please note that only indexed fields can be used in filter criteria within the same sequence they were selected while configuring an object and the available index fields are listed for reference. If you have more than one fields in filter criteria, it is required to follow the same order. For more details on the index fields, please refer to section (5.2).

Alternatively, in case if there are no filter criteria specified, entire result are fetched with pagination.

The resultset can also be downloadable as CSV file.

### 10. Audit

Every operation performed inside DataArchiva application are audited for future references. To view, these audit data click on "Audit" sub tab.

DataArchiva	48 AUDIT RECORD(S) FETC The last 100 entries of DataArch	HED iva audit logs are listed below. For all DataArchiva audit logs	s please click Download.	Dov	vnload as CSV 🛃
👚 Dashboard				Quick Find	۵
🔅 Setup	DATE	USER	ACTION	OBJECT	
	5/23/2018, 11:49:35 AM	soniya.c@ceptes.com.dataarchiva.dev7	CONFIGURED	Asignee	
<b>Q</b> Find	5/23/2018, 6:20:55 AM	syed.aswan@ceptes.com.dataarchiva.dev7	CONFIGURED	Opportunity	
	5/23/2018, 6:17:04 AM	syed.aswan@ceptes.com.dataarchiva.dev7	CONFIGURED	Account	
Audit ·	5/23/2018, 6:01:54 AM	syed.aswan@ceptes.com.dataarchiva.dev7	CONFIGURED	Case	
	5/23/2018, 5:44:04 AM	syed.aswan@ceptes.com.dataarchiva.dev7	CONFIGURED	Email Message	
Setup Audit Trail	5/23/2018, 5:43:01 AM	syed.aswan@ceptes.com.dataarchiva.dev7	CONFIGURED	Case Solution	
	5/23/2018, 5:42:41 AM	syed.aswan@ceptes.com.dataarchiva.dev7	CONFIGURED	Case Comment	
	5/22/2018, 12:27:45 PM	vipul.mittal@ceptes.com.dataarchiva.dev7	CONFIGURED	Personal Account	
	5/21/2018, 12:37:55 PM	vipul.mittal@ceptes.com.dataarchiva.dev7	CONFIGURED	Contact	
	5/17/2018, 12:07:28 PM	soniya.c@ceptes.com.dataarchiva.dev7	CONFIGURED	Lead	

Audit events are captured for following actions.

CONFIGURED	When a new Object is configured for archive.
AUTOMATED_ARCHIVE	Archival of data happened as an outcome of scheduler or process builder.
MANUAL_ARCHIVE	Whenever data archival is manually triggered.
RETRIEVED	When data from the archived storage are fetched.
METADATA_SYNC	At the start of Metadata synchronization either manually or automated, way before starting the data archival process.
RESTORE	When data is restored from archived storage to Salesforce object.
DELETED	When record is deleted in Salesforce object
SCHEDULED	When schedule is created for an object configuration.
RESCHEDULED	When schedule is altered for an object configuration.
CHANGED_FILTER_CRITERIA	Modifying filter criteria of object configuration will result in this event.
ACTIVATED	When clicking on activate in the object configuration setup page.
DEACTIVATED	When clicking on de-activate in the object configuration setup page.
ADDED/MODIFIED_CHILDREN	Whenever metadata synchronization service added or

### 11. Setup Audit Trail

Since Salesforce audit trail data retention is only for six months, DataArchiva takes care of archiving these data into archive storage for full retention. These event data can be used for future reference or auditing. To view these data click on "Setup Audit Trail".

DataArchiva	The last	TUP AUDIT TRAILS le als 100 entires for your organization are listed below. download your organization's archived setup audit trail (Excel.csv file), click on Download as CSV.				Schedule 🕚 Download as CSV 🛓		
🕈 Dashboard					Quit	1.		
🔅 Setup	DATE	USER	SOURCE NAMESPACE PREFIX	ACTION	SECTION	DELEGATE USER		
<b>Q</b> Find	5/16/2018, 2:18:57 PM	syed.aswan@ceptes.com.dataarchiva.dev7		Changed DataArchivaActivityAuditor Apex Class code	Apex Class			
- Audit	5/16/2018, 2:17:07 PM	syed.aswan@ceptes.com.dataarchiva.dev7		Changed ArchivaRemoter Apex Class code	Apex Class			
	5/16/2018, 2:16:02 PM	syed.aswan@ceptes.com.dataarchiva.dev7		Changed DataArchivaActivityAuditor Apex Class code	Apex Class			
Setup Audit Trail	5/16/2018, 2:15:05 PM	syed.aswan@ceptes.com.dataarchiva.dev7		Changed DataArchivaActivityAuditor Apex Class code	Apex Class			

For the first time, click on "Schedule" button and provide required details, so that audit trail data can be archived periodically over the time.

By default, latest hundred records can be viewed and also can be downloadable as CSV file.