Archiving Charts

Running a chart with the latest information and saving the results is called archiving the chart. The dated chart will then be available in the system as historical data. Your user role must have the Dashboards and Reports View permission in order to archive a chart.

To archive a chart:

1. On the **Analytics** menu, click **R6 Charts**.

2. Locate the chart group containing the desired chart in the tree on the left. Click the chart group to display the charts. Locate the desired chart in the list on the right and check the box associated with the chart.

3. Select **Archive** from the pull-down list of More Actions.

4. Select the destination '**Archived charts folder**.' Change the chart's name, if desired, and choose an output format:

- PDF

- HTML

- PNG

- CSV (table charts only)

If you have archived reports and dashboards in a version earlier than 7.5, those reports and dashboards will fail to open in version 7.5. To open the archived reports in 7.5, move the files one level down to the %AGILIANCE_HOME\data\reports directory from the %AGILIANCE_HOME%\data directory. To open the archived dashboards in 7.5, move the files one level down to the %AGILIANCE_HOME\data\dashboards directory from the %AGILIANCE_HOME%\data directory.