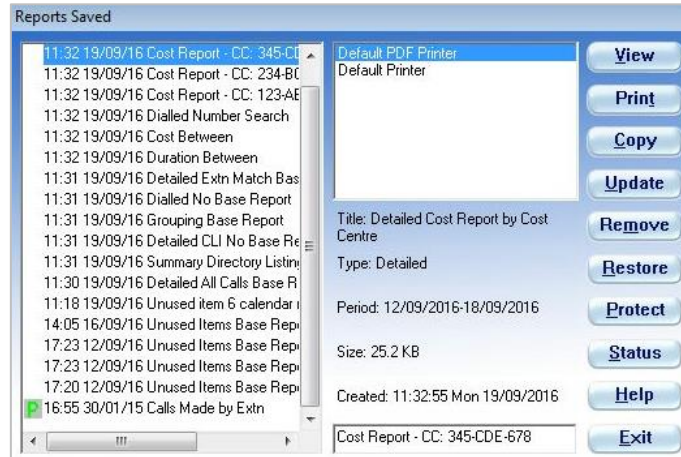




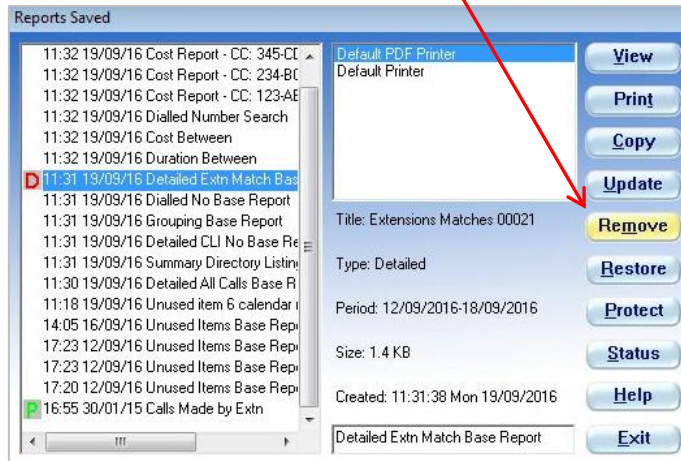
HOW TO DELETE OLD REPORTS

When you run a report in LUMBERJACK the generated report is stored in **Reports > Reports Saved**. It remains there until it is either automatically deleted by LUMBERJACK, after a specified number of days, or you delete it manually.

Go to **Reports > Reports Saved**



Select the report you want to delete and click **[Remove]**.



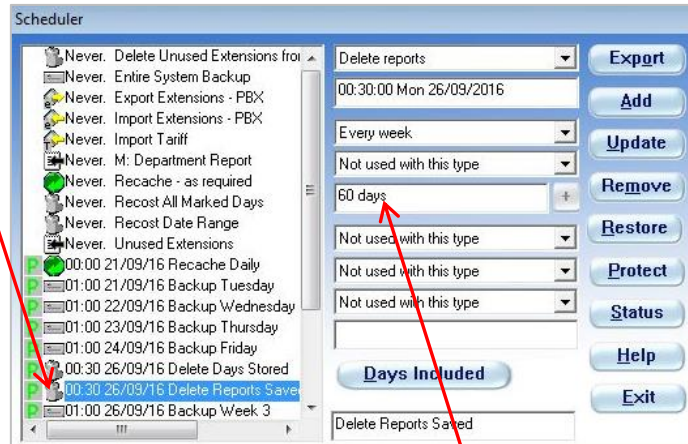
LUMBERJACK marks the report with a **D** and the report remains in the list until you **[Exit]** from the Reports Saved window.

If, before you **[Exit]** you realise you have made a mistake, you can “undelete” it. If necessary, highlight the report, then click **[Restore]**, this will remove the **D** and the report will no longer be deleted when you **[Exit]**.



HOW MANY REPORTS ARE KEPT

You will probably have a scheduled event that deletes generated reports after a given number of days. To check/amend this go to **Reports>Scheduler** and see if you have an event called something like **Delete Reports**. It will have a dustbin icon.

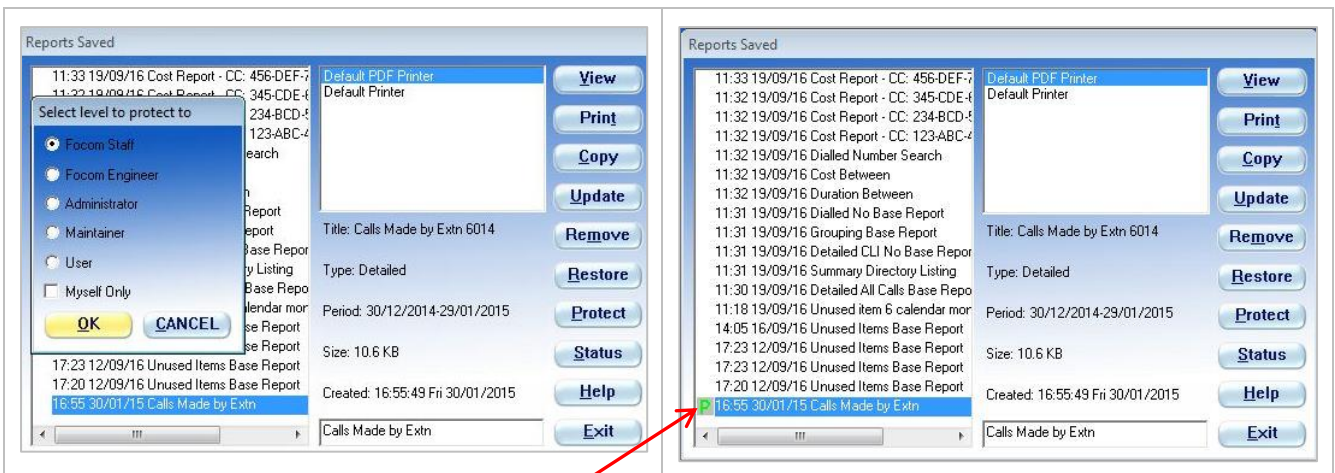


The above event is set to run every week and look back **60 days** – it will delete any reports that were generated more than 60 days before the event runs. You can, if necessary, increase or decrease the number of days that LUMBERJACK looks back. If you do change the number of days don't forget to **[Update]** before you **[Exit]**.

If you don't have a scheduled event to **Delete reports** you can easily create one. If you need help to do this please see **How To Create a New Schedule Event** on our website and ensure you select **Delete Reports** as the type of event.

If you have a generated report that you want to keep longer than the specified number of days you can do this by protecting the report in **Reports>Reports Saved**.

Select the report you want and click **[Protect]**, then select the level to protect to. The highest level will always be the logged in user level. Click **[OK]**.



LUMBERJACK marks the report with a **P** – this prevents the Delete Reports scheduled event from ever deleting it.

To "Unprotect" a report, select it and click **[Restore]**.