

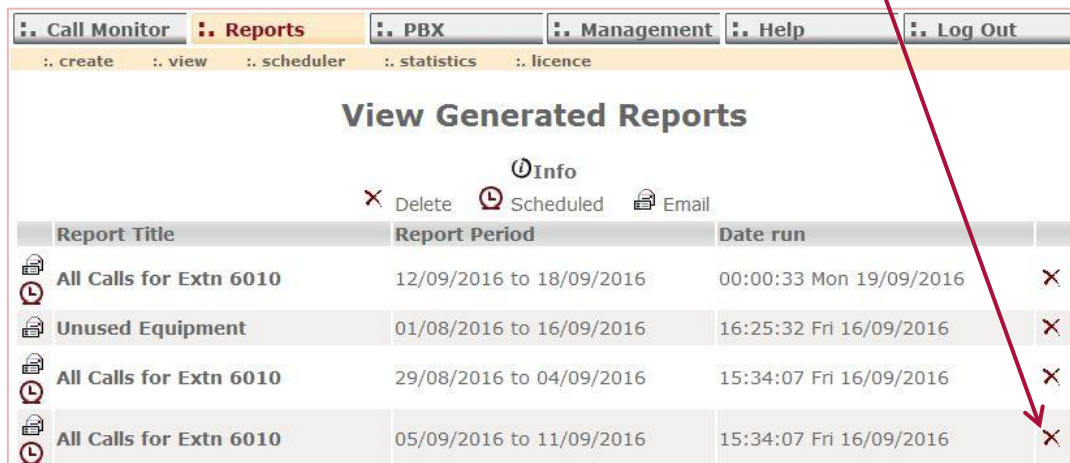


HOW TO DELETE OLD REPORTS

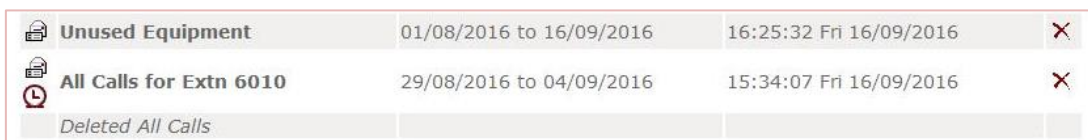
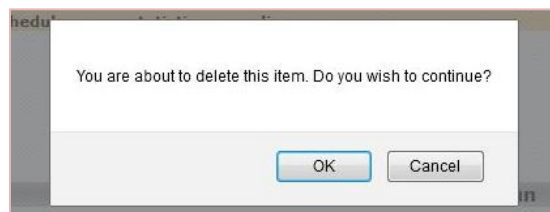
When you run a report in LJ it is stored in **Reports > View**.



Reports are deleted automatically after a specified number of days, but you can, at any time, delete any of the reports that have been generated simple click on the **X** to the right of the report.



You will then need to click [OK] to confirm deleting the report.





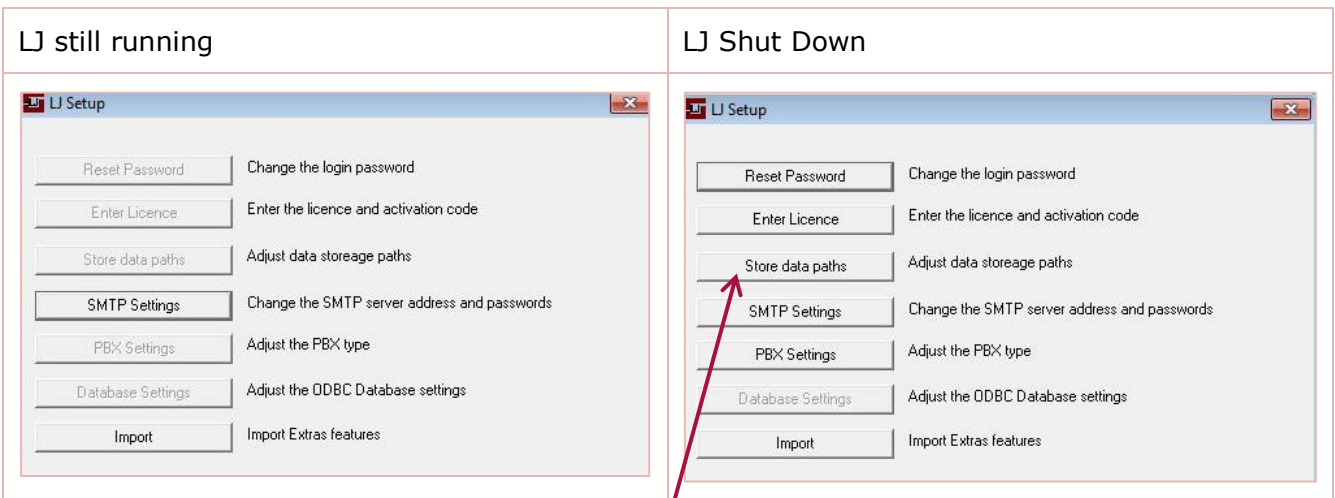
HOW MANY DAYS ARE GENERATED REPORTS KEPT

When LJ was initially setup, you will have decided how many days generated reports are kept before they are automatically deleted. On the first of each month LJ will look back the specified number of days and delete any reports generated earlier.

If you want to check this you need to go to **[Store data paths]** within **LJ Setup**.



You will, however, need to shut down LJ first, and then run the LJxSetup program.



Once LJ is shutdown, select **[Store data paths]** and enter the number of **Days to keep reports**. Then click **[UPDATE]**. Close the LJ Setup window and restart LJ.

