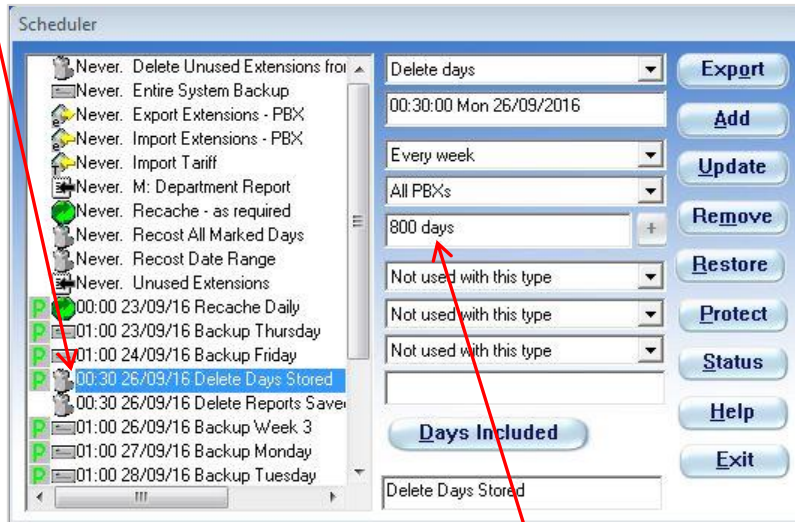




HOW MUCH DATA IS KEPT "LIVE"?

You will probably have a scheduled event that deletes **Days Stored** 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 Days Stored**. It will have a dustbin icon.

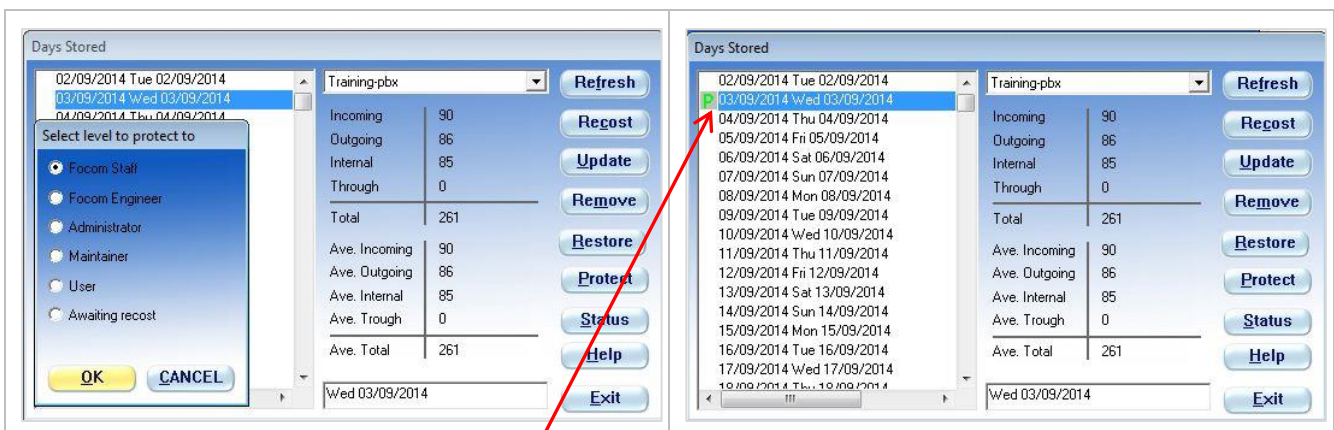


The above event is set to run every week and look back **800 days** – it will delete any days from **System>Days Stored** that are older than the 800 days specified. You can, if necessary, increase or decrease the number of days that LUMBERJACK looks back. If you do change the number of days, don't forget to **[Update]** before you **[Exit]**.

If you don't have a scheduled event to **Delete Days Stored** 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 Days** as the type of event.

If you have data on days that you want to keep longer than the specified number of days you can do this by protecting the date in **System>Days Stored**.

Select the date 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 date with a **P** – this prevents the **Delete Days Stored** scheduled event from ever deleting it.

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