

HOW TO DELETE OLD REPORTS

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

To delete a report manually, go to **Reports > View Report**.

call monitor | reports | pbx | management | processes | email support | webhelp | logout

create report

view report

reports schedule

create filter

create group

create detailed field

create summary field

create turbo field

fixed costs

view running reports

View Reports

Date	Report Name	User	Period	Folder
10:07 20/09/1	🔒 Calls Made by Extn	focom staff	30/12/2014 to 29/01/2015	Training
11:33 19/09/1	🔒 Cost Report - CC: 456-DI	focom staff	12/09/2016 to 18/09/2016	Training
11:32 19/09/1	🔒 Cost Report - CC: 345-CI	focom staff	12/09/2016 to 18/09/2016	Training
11:32 19/09/1	🔒 Cost Report - CC: 234-BI	focom staff	12/09/2016 to 18/09/2016	Training
11:32 19/09/1	🔒 Cost Report - CC: 123-AI	focom staff	12/09/2016 to 18/09/2016	Training
11:32 19/09/1	🔒 Dialed Number Search	focom staff	12/09/2016 to 18/09/2016	Nikki
11:32 19/09/1	🔒 Cost Between	focom staff	12/09/2016 to 18/09/2016	Nikki
11:32 19/09/1	🔒 Duration Between	focom staff	12/09/2016 to 18/09/2016	Nikki

This show the list of reports that have been created and stored on the system. You can filter and sort the displayed list using the header line.

Once selected, each report can be viewed, deleted, emailed, downloaded and re-created.

Select the report you want then click **[delete]**.

Date	Report Name	User	Period	Folder
10:07 20/09/1	🔒 Calls Made by Extn	focom staff	30/12/2014 to 29/01/2015	Training
11:33 19/09/1	🔒 Cost Report - CC: 456-DI	focom staff	12/09/2016 to 18/09/2016	Training
11:32 19/09/1	🔒 Cost Report - CC: 345-CI	focom staff	12/09/2016 to 18/09/2016	Training
11:32 19/09/1	🔒 Cost Report - CC: 234-BI	focom staff	12/09/2016 to 18/09/2016	Training
11:32 19/09/1	🔒 Cost Report - CC: 123-AI	focom staff	12/09/2016 to 18/09/2016	Training
11:32 19/09/1	🔒 Dialed Number Search	focom staff	12/09/2016 to 18/09/2016	Nikki
11:32 19/09/1	🔒 Cost Between	focom staff	12/09/2016 to 18/09/2016	Nikki
11:32 19/09/1	🔒 Duration Between	focom staff	12/09/2016 to 18/09/2016	Nikki

Commands **Status**

Report 🔒 Dialed Number Search

Period 12/09/2016 to 18/09/2016

Size 1KB

Type Detailed

Filter No Filter

Quick Filter 1 Dialed number matches 01442*

Quick Filter 2 All calls

Click **[OK]** to confirm deletion.

Are you sure you want to delete the report?

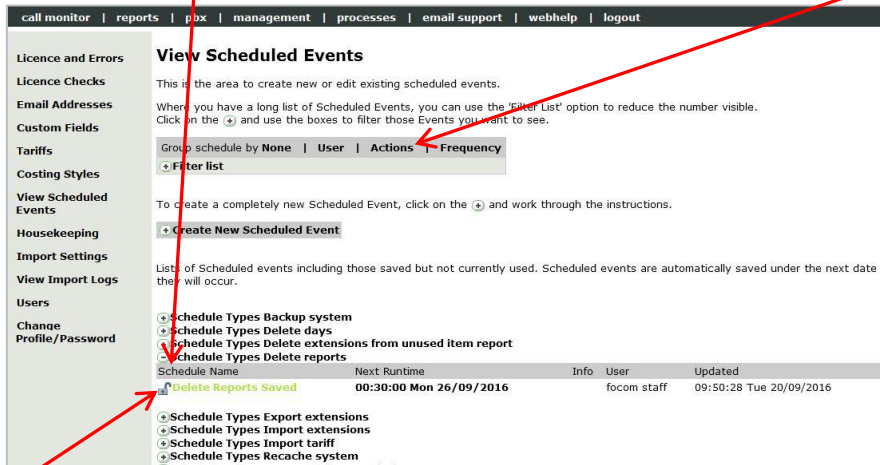
Date	Report Name	User	Period	Folder
❌ Report Deleted				
11:32 19/09/1	🔒 Cost Between	focom staff	12/09/2016 to 18/09/2016	Nikki
11:32 19/09/1	🔒 Duration Between	focom staff	12/09/2016 to 18/09/2016	Nikki
11:31 19/09/1	🔒 Dialed No Base Report	focom staff	12/09/2016 to 18/09/2016	Templates
11:31 19/09/1	🔒 Grouping Base Report	focom staff	12/09/2016 to 18/09/2016	Templates
11:31 19/09/1	🔒 Detailed CLI No Base Rep	focom staff	12/09/2016 to 18/09/2016	Templates
11:31 19/09/1	🔒 Summary Directory Listing	focom staff	19/09/2016 to 19/09/2016	Templates
11:30 19/09/1	🔒 Detailed All Calls Base	focom staff	12/09/2016 to 18/09/2016	Templates

Commands **Status**

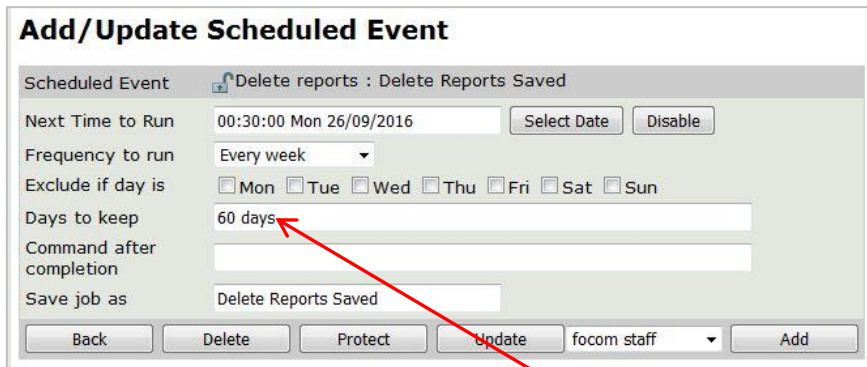
Report ❌ Report Deleted

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 **Management>View Scheduled Events**, select **[Actions]** to sort the list, then expand **Schedule Types Delete reports**.



Select **Delete Reports Saved**.

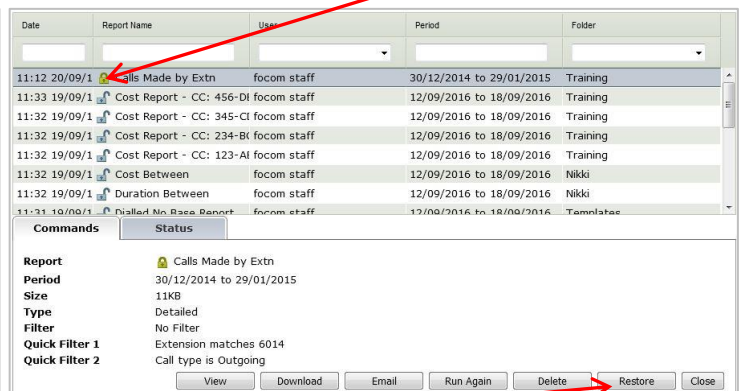
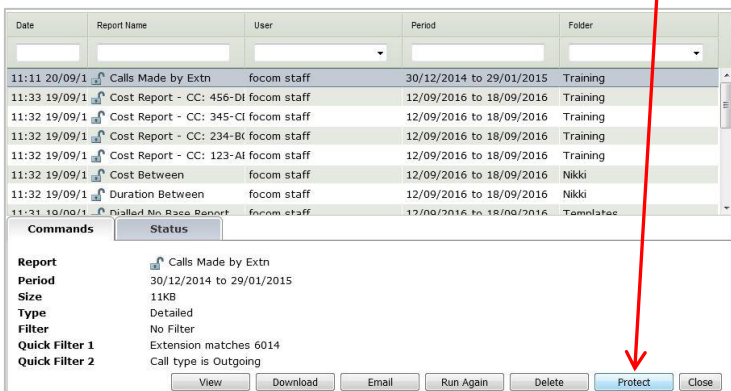


The above event is set to run every week and look back **60 days** – it will delete any reports that were generated more than 60 days before the event runs. You can, if necessary, increase or decrease the number of days that LUMBERJACK looks back. If you do change the number of days don't forget to **[Update]**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

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>View Report**.

Select the report you want and click **[Protect]**. LUMBERJACK marks it with a closed padlock.



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