



LJ HOUSEKEEPING

There are several topics that come under the “housekeeping” umbrella and for each of these topics you will find the relevant document in the How To ... section of the User Group area of our website.

BACKUPS

A network backup on the LJ server will not backup the LJ database as this is always open and in use. Backups (Daily, Weekly and Monthly) are a default part of the LJ program and these backups can then be backed-up by your standard network backup. For more information about this please refer to the **Backups** document.

RESTORE BACKUPS

At some stage you may need to restore a backup: for example, you may be asked to run a report on historic data that is no longer kept live within LJ. For more information about this please refer to the **How to Restore a Backup** document.

LICENCE ISSUES

Your LJ licence allows your system to log a finite number of extensions. If you exceed that number, LJ will lock and prevent you from running reports; it will, however, continue to log all data. Once the number of extensions has been reduced, or the licence increased, LJ will unlock and allow reports to be run. For more information about this please refer to the **Exceed Your Licence?** document and also to the **Deleting/Cleaning Up Extensions** document.

HOW MUCH DATA IS KEPT LIVE?

When LJ was initially setup, you will have decided how many days data is kept “live” on your system. On the first of each month LJ will look back the specified number of days and delete any data that is older. For more information about this please refer to the **DATA – How Much Is Kept Live?** document.

DELETING OLD REPORTS

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, or you can delete reports manually. For more information about this please refer to the **DELETING Old Reports** document.

TIDY GROUPS

In LJ the only way to Tidy Groups is to reimport your structure.

If you still have the original CSV file you can make amendments to that and reimport it. If you don't have it, you can Export the list of extensions, make the amendments you want to the exported file, and then reimport it. For more information about this please refer to the **Tidy Groups** document.