

## LUMBERJACK 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 LUMBERJACK server will not backup the LJCMS database as this is always open and in use. So, backups need to be setup within LUMBERJACK then 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 LUMBERJACK. For more information about this please refer to the **How to Restore a Backup document**.

### LICENCE ISSUES

Your LUMBERJACK licence allows your system to log a finite number of extensions and agents. If you exceed that number LUMBERJACK will give you a 35 day temporary licence. If at the end of those 35 days the licence is still exceeded then LUMBERJACK will lock and prevent you from running reports; it will, however, continue to log all data. Once the number of extensions and agents has been reduced, or the licence increased, LUMBERJACK will unlock and allow reports to be run. For more information about this please refer to the **LICENCE – exceeded** document and also to the **EXTENSIONS or AGENTS – delete manually and automatically document**.

### 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. For more information please refer to **DATA – How Much Data is Live?** document.

### DELETING 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. For more information about this please refer to **REPORTS - delete manually and automatically**.

### TIDY FILTERS

In LUMBERJACK, over time your list of Filters can become a little messy.

The LUMBERJACK web interface has great options that you can use to help you tidy your Filters. Not surprisingly, one is called **Tidy Filters**. For more information about this please refer to the **FILTERS – How to Tidy Filters** document.

### TIDY GROUPS

In LUMBERJACK, over time your list of Groups can become a little messy.

The LUMBERJACK web interface has great options that you can use to help you tidy your Groups. Not surprisingly, one is called **Tidy Groups**. For more information please refer to the **GROUPS – How to Tidy Groups** document.