

Contents

Data Retention Behavior	3
View the Data Retention Schedule	
Set the Data Retention Schedule	
Manually Check Data Retention	

Data Retention Behavior

Each data source has a data policy that specifies, among other things, how long data items should be retained in the system. When the item's "time to live" expires, PHEMI Central deletes the item from the data store. The data retention behavior, which is set in system configuration, specifies when PHEMI Central checks the data store to see what data, if any, is expired and should be deleted from the data store.

You can configure PHEMI Central to check on a schedule, or you can manually initiate checking.

View the Data Retention Schedule

View the schedule for data retention behavior on the **System Configuration** page.

To see the configured data retention schedule:

- 1. Open the **System Configuration** page, by clicking the **System Configuration** icon in the left navigation bar. The **System Configuration** page opens on the **Password Policy** screen.
- Click the Data Retention tab.The Data Retention page opens, showing the schedule for automatic checking.

Set the Data Retention Schedule

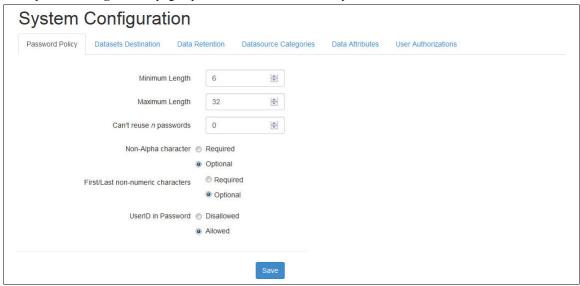
Set the schedule for data retention behavior on the **System Configuration** page.

To set how often the system checks for expired data:

1. Open the System Configuration page, by clicking the System Configuration icon in the left navigation bar.

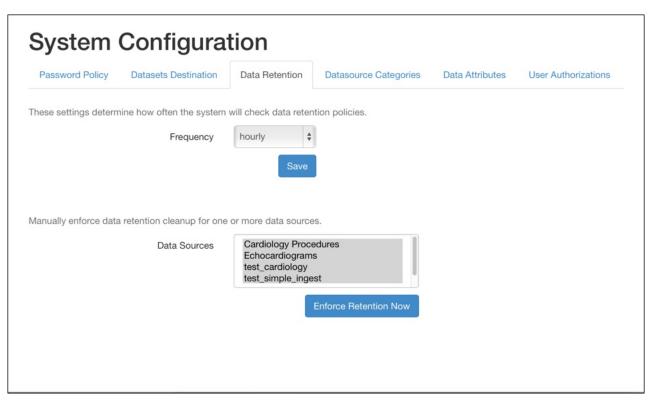


The System Configuration page opens on the Password Policy screen.



2. Click the Data Retention tab.

The Data Retention page opens.



- **3.** In the **Frequency** field, choose between hourly, daily, or weekly, or specify the number of minutes between checks.
- **4.** Click **Save** to save the changes.

Manually Check Data Retention

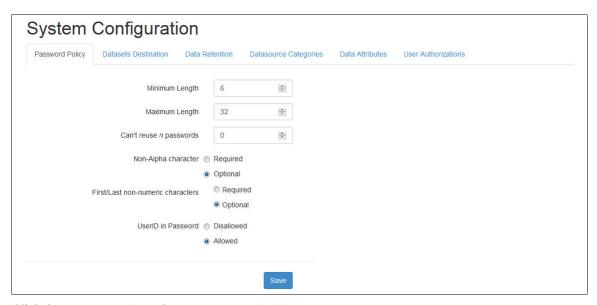
Trigger data retention checking at any time on the System Configuration page.

To manually initiate checking for expired data:

1. Open the System Configuration page, by clicking the System Configuration icon in the left navigation bar.

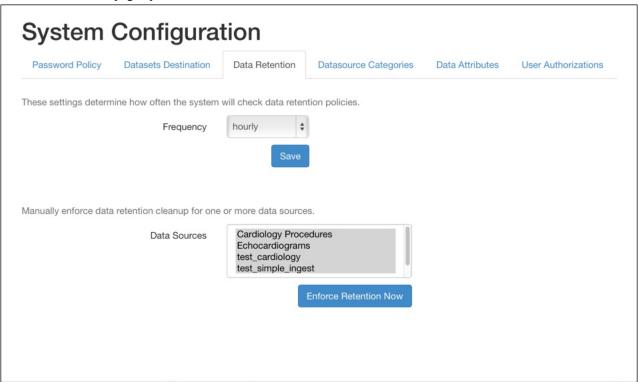


The System Configuration page opens on the Password Policy screen.



2. Click the Data Retention tab.

The **Data Retention** page opens.



- 3. In the Data Sources field, select all the data sources you want to check.
- 4. Click Enforce Retention Now to check the selected data sources for expired data.