

Configuring

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Removing expired data from the Reports database

Data collectors store valuable information about your printing operations. However, at some point, the information is no longer useful and can be deleted. You can create a schedule for removing expired data from your database tables.

Depending on how long you want to keep the data collected by each data collector, you must set up a retention period. When the retention period expires, the data is not deleted immediately. The expired data is deleted during the next scheduled process for removing expired entries.

The automatic process of removing the expired entries is scheduled to start at a specific date and time. You can also select how often this automatic process runs, by setting an interval and a frequency.

To remove expired data from the Reports database:

1. Click the **Administration** tab.
2. In the left pane, click **Reports** \Rightarrow **Data Collectors**.

To check or set the retention period for the data collectors:

1. Click one of the data collectors.
2. Find **Remove expired entries** and set the value to **On**.
3. Set the retention period for the database entries.
4. Click **OK**.
5. Repeat the steps for the remaining data collectors.
3. In the left pane, click **Reports** \Rightarrow **Database Settings** to set the automatic schedule for removing all expired database entries.
4. Use the **Interval** and **Frequency** properties to set how often to run the automatic process of removing the expired database entries.
5. Use the **Start date and time** property to select when to start the schedule.
6. Click **SAVE**.

Example:

You create reports on the first work day of each month and want to remove expired information from the database on the fifth day of each month. To avoid increased processing load on your system, you want to run that process at 1:00 AM. To set up a schedule for removing expired database entries once a month:

- Set a retention period for the individual collectors. After the retention period, the database entries are only marked as expired.
- On the **Database Settings** page, set the **Removal Schedule**:
 - Set the **Interval** to **Month**.
 - Set the **Frequency (months)** to **Every month**.
 - Set **Start date and time** to the fifth day of the next calendar month and the time to 1:00 AM.

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