



Data Cleanup

Data Cleanup allows you to automate the sweeping out of all the redundant information in Reports and the Action Log Viewer at regular preset time intervals.

To set the retention time for Reports and Action Log Viewer information:

1. Navigate to **Settings**.
2. Click on **Data Cleanup** under **Security and Compliance**.
3. Set the number of days you want the information to be retained in Reports using the drop down list besides **Session Reports**.
4. Set the number of days you want to the Action Log data to be retained using the drop down list besides **Action Log Viewer**.
5. Click on **UPDATE** to save the retention time or click on **RESET** to set the retention time to default.

The screenshot shows the Zoho Admin console interface. The top navigation bar includes 'Zoho Assist', 'Remote Support', 'Unattended Access', 'Live Camera Assistance', 'Reports', and 'Settings'. The left sidebar lists various settings categories: Search, Organization, General, Remote support, Unattended Access, Security & Compliance, and Integrations. The 'Data Cleanup' page is open, showing 'Cleanup Settings' for 'Session Reports' and 'Action Log Viewer'. The 'Session Reports' section has a dropdown menu set to '365' days, with a note: 'All your session recordings older than the defined number of days will be deleted even if recording storage is available.' The 'Action Log Viewer' section has a dropdown menu set to '90' days. At the bottom of the settings card, there are 'UPDATE' and 'RESET' buttons.

 **Note:**

By default, the Session Reports and Action Log Viewer retention time would be 180 days and 90 days respectively.