



Zoho Corporation

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:

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

