

## DELETING OLD FILES from the SYSTEM



If you are interested in cleaning out old item files from your system, here are a few things you should know before proceeding.

NOTE: Marking items for deletion and flagging them as discontinued are two separate situations.

First, let's highlight the following: When an item is deleted, so is the respective statistical data used to generate reports. Reports that are generated after item deletion could have data integrity issues depending on the type of report run and the date range requested. It is important that we start with this information.

Be assured, there is nothing automatic about item deletion. Items have to get flagged for deletion manually or by manually kicking off a SYS process. Nor will items flagged for deletion get purged automatically; a manual SYS process must be run.

The SYS functions used to purge item files are:

**SYS 411** - Lists or flags items for deletion that have zero statistical data over the last 25 months.

**SYS 408** - Flags items for deletion that have a description starting with "ZZ". This is regardless of present statistical data.

**SYS 203** - Lists for you every item that is flagged for deletion.

**SYS 101** - Purges the items marked for deletion. No one can be signed onto the system when this is run, and it must be run by a system administrator.



As mentioned previously, reports run after an item purge could have integrity issues. Along with the item, the statistical data is also purged from the system, and is no longer available to be reported against. This is significant for some X-by-Y reports. Some reports default to run for the past two years. The date range on these reports can be manually updated to include date ranges previous to two years ago and they will report on whatever data is available. Some X-by-Y reports don't have a default date range, and if left unfiltered, they will pull from all available data within in the system.

Before moving forward with running any of the SYS commands for purging items from your system, we suggest that you examine the list of reports you currently use and those you want to run in the future. After examining these reports, ensure that the item deletion schedule you select does not affect the integrity of data pulled for those reports. And lastly, ensure that this item data is never needed again!