

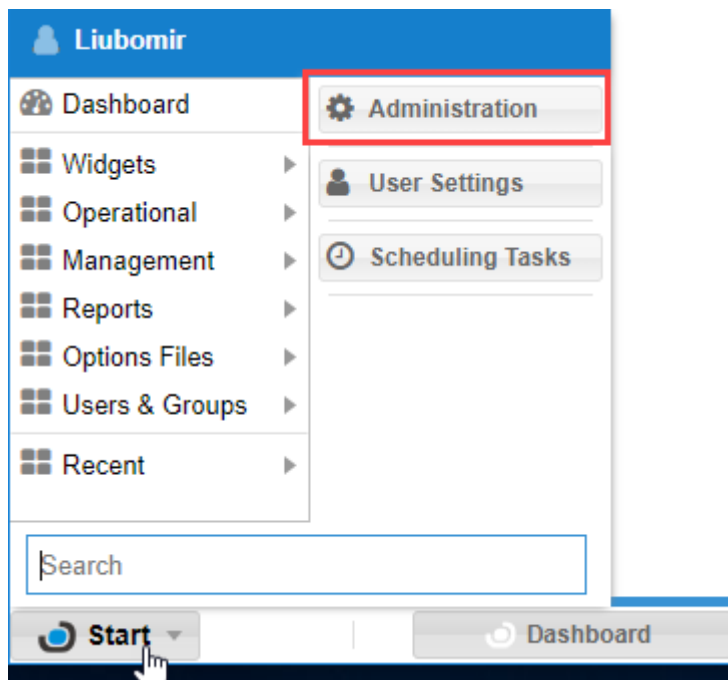
## Cleanup Manager module v4.3

Cleanup Manager runs a background process that removes all entities from the OpenLM database deleting unwanted information. Such entities include groups and users that do not work in the organization or don't use engineering licenses anymore.

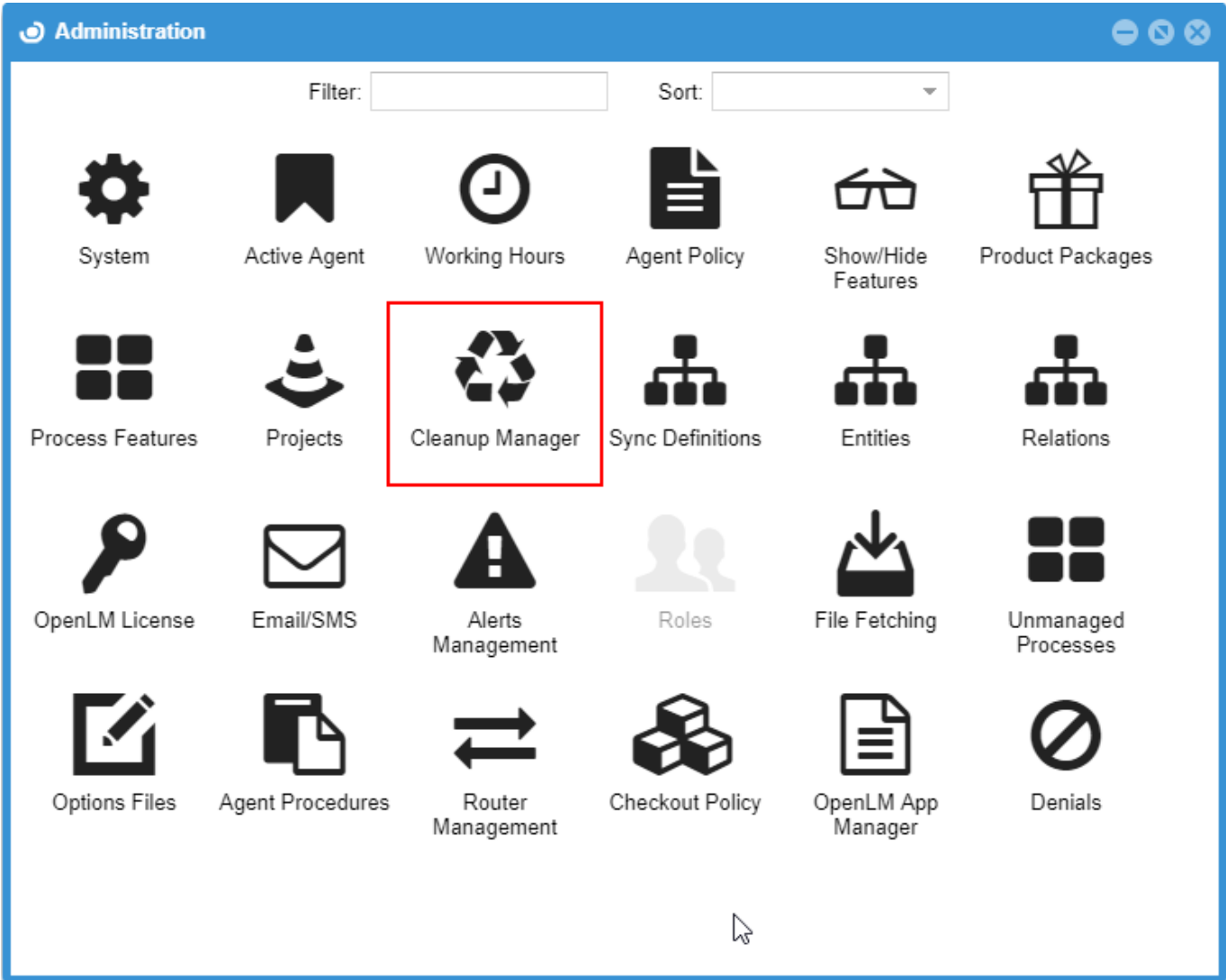
Cleanup Manager also allows removal of irrelevant usage data (history). You can select time range to purge old information from the database.

### 1. Starting Cleanup Manager

In order to open cleanup tool, click **OpenLM User Interface Start** button and then **Administration**:



Then click on **Cleanup Manager** icon:



**Cleanup Manager** window will open with the following settings:

**Administration - Cleanup Manager**

Cleanup Job Title:

Cleanup Job Description:

Cleanup categories

History

Groups

Users

Start date:

End date:

The Cleanup manager runs a background process, which clears entities from the OpenLM database, trashing unnecessary information.

History: This option erases irrelevant usage data. Select the time range to purge old information from the database.

Groups: Select 'Groups' to get rid of all group names in OpenLM.

Users: Select this option to trash all unnecessary usernames. Users which have accumulated active usage history will not be removed from the database.

**History:** This option erases irrelevant usage data. Select time range to purge old information from the database.

**Groups:** Select 'Groups' to remove all group names that have not accumulated history usage in OpenLM.

**Users:** Select this option to delete all unnecessary users that have not accumulated history usage in OpenLM. Users which have accumulated active usage history will not be removed from the database.

## 2. Cleaning history

Make sure to have a backup of your data before cleaning the history in order to avoid its accidental loss.

To cleanup history of irrelevant data usage choose time range to delete old information using **Start date/time** and **End date/time**:

Administration - Cleanup Manager

Cleanup Job Title: Clean History - 13/08/2018 21:07

Cleanup Job Description:

Cleanup categories

History

Groups

Users

Start date: 14/07/2018 00:00

End date: 13/08/2018 00:00

The Cleanup manager runs a background process, which clears entities from the OpenLM database, trashing unnecessary information.

History: This option erases irrelevant usage data. Select the time range to purge old information from the database.

Groups: Select 'Groups' to get rid of all group names in OpenLM.

Users: Select this option to trash all unnecessary usernames. Users which have accumulated active usage history will not be removed from the database.

Show Cleanup Monitor    GDPR Anonymize User    Run    Cancel

After you press **Run** button **Cleanup Monitor** window will open displaying cleanup results which can be cleared (Clear button), refreshed (Refresh button ) or exported (Export button):

Process	Title	De...	Creation Sources	Process Started At	Process Ended At	Prede...	Predefined End Time	Currently Processed ...	Total...	Processed Records	Progress
<input type="checkbox"/>	History	Clean History - 13/08/2018 21:07	[All]	13/08/2018 21:16:14	13/08/2018 21:16:14	14/07/...	13/08/2018 00:00:00	0	0	0	100%

### 3. Cleaning groups

To cleanup groups go to **Cleanup Manager** and press **Groups** radio button:

Cleanup Job Title: Clean Groups - 02/08/2018 01:56

Cleanup Job Description:

Cleanup categories

History

Groups

Users

Creation Sources: Manual x

- [All]
- LDAP Sync
- Manual
- Options File

The Cleanup manager trashing unnecessary History: This option database.

Groups: Select 'Groups' to get rid of all group names in OpenLM.

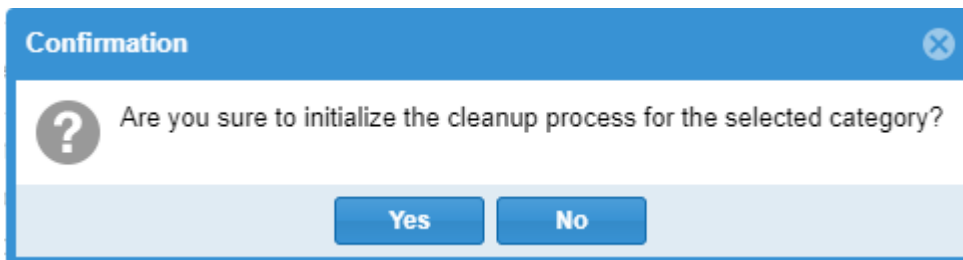
Users: Select this option to trash all unnecessary usernames. Users which have accumulated active usage history will not be removed from the database.

Show Cleanup Monitor    GDPR Anonymize User    Run    Cancel

In **Creation Sources** dropdown menu choose:

- **[All]** to select groups from all creation sources.
- **LDAP Sync** for groups created in LDAP Sync application.
- **Manual** to choose groups that were created manually in OpenLM User Interface.
- **Options File** to cleanup groups from the Options File.

Press **Run** button to start cleanup. Confirmation window will appear:



Press **Yes** to confirm initialization of cleanup process.

**Cleanup Monitor** window will open showing removal results:

Process	Title	De...	Creation Sources	Process Started At	Process Ended At	Prede...	Predefined End Time	Currently Processed ...	Total...	Processed Records	Progress
<input type="checkbox"/>	Groups	Clean Groups - 02/08/2018 02:29	ManualEditing	02/08/2018 02:29:54	02/08/2018 02:29:55				3	3	100%

At the bottom right of the table, there is a "Clear" button and a refresh icon.

To delete cleanup results check removed groups (1) and press **Clear** button (2):

Process	Title	De...	Creation Sources	Process Started At	Process Ended At	Prede...	Predefined End Time	Currently Processed ...	Total...	Processed Records	Progress
<input checked="" type="checkbox"/>	Groups	Clean Groups - 02/08/2018 02:29	ManualEditing	02/08/2018 02:29:54	02/08/2018 02:29:55				3	3	100%

A red '1' is placed to the left of the selected row. At the bottom right, the "Clear" button is highlighted with a red '2'.

## 4. Cleaning users

To cleanup users go to **Cleanup Manager** and press **Users** radio button:

Administration - Cleanup Manager

Cleanup Job Title: Clean Users - 02/08/2018 04:03

Cleanup Job Description:

Cleanup categories

History

Groups

Users

Creation Sources: [All] x

[All]

License Usage

LDAP Sync

Manual

Options File

Agent

Router

Show Cleanup Monitor    GDPR Anonymize User    Run    Cancel

Select the following Creation Sources for Users from drop-down menu:

**[All]** - users from all creation sources will be selected

**License Usage** - deletes users who were detected by OpenLM when they checked out a license.

**LDAP Sync** - deletes users that were synchronized from the Active Directory/eDirectory/Apache DS and any other directory compatible with LDAP protocol

**Manual** - deletes users that were added manually in the OpenLM User Interface.

**Options File** - deletes users that were created from the options file.

**Agent** - deletes users that were added by the OpenLM Agent.

**Router** - deletes users that were added by the OpenLM Router.

## 5. GDPR Anonymize User Option

If you need to anonymize specific users and hide personal information, **GDPR Anonymize User** option offers this possibility. Not just username is changed but also Username, First, Last, Display Name, Phone and Email are replaced with value of GDPR\_XXXXXXXX. Press **GDPR Anonymize User** button to start:

Administration - Cleanup Manager

Cleanup Job Title: Clean Users - 13/08/2018 23:36

Cleanup Job Description:

Cleanup categories

History

Groups

Users

Creation Sources: [All] x

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History: This option erases irrelevant usage data. Select the time range to purge old information from the database.

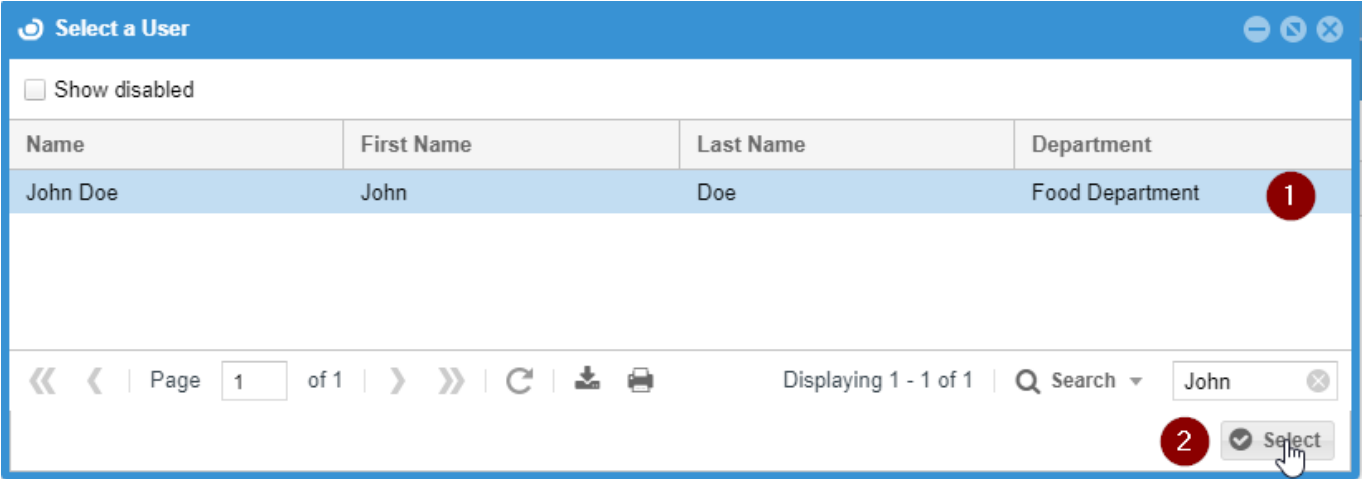
Groups: Select 'Groups' to get rid of all group names in OpenLM.

Users: Select this option to trash all unnecessary usernames. Users which have accumulated active usage history will not be removed from the database.

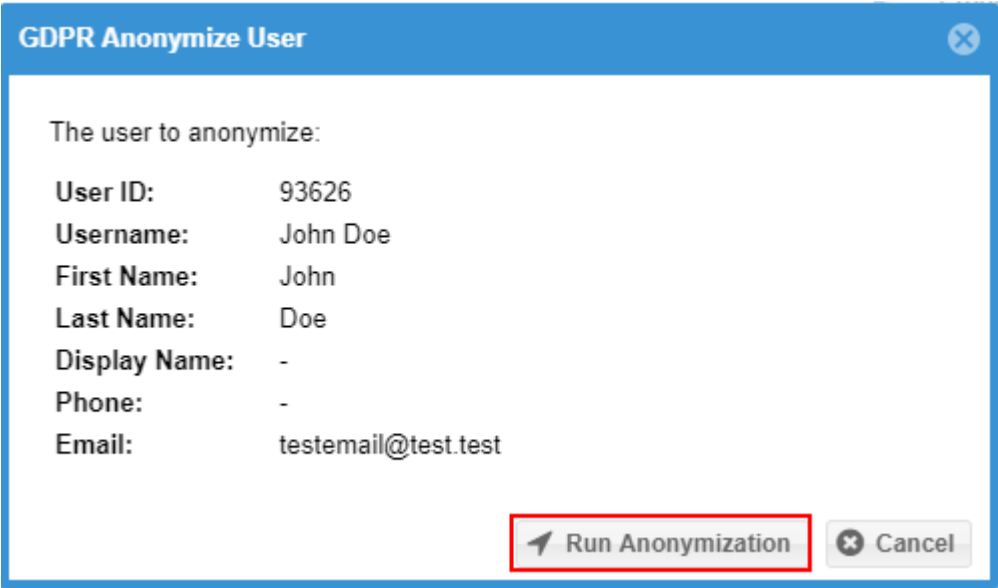
Show Cleanup Monitor **GDPR Anonymize User** Run Cancel

Select a user to anonymize (1) and then press **Select** button (2):

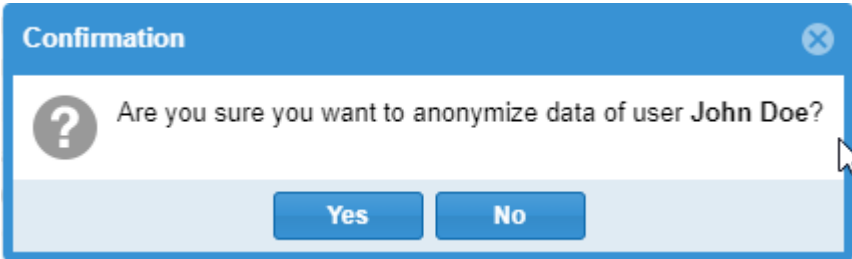




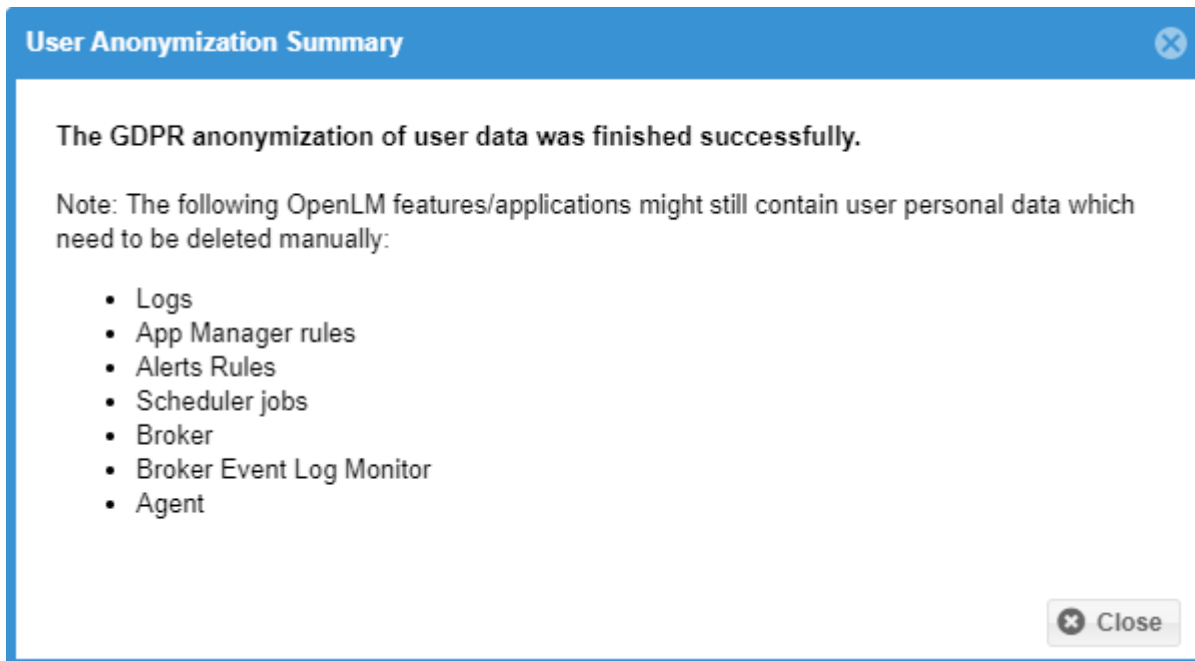
Note User ID under which the user will be known and press **Run Anonymization** button to continue:



Press **Yes** to confirm in **Confirmation** window:



Read the message in **User Anonymization Summary** window and note that OpenLM applications/features might still contain personal data of users that will need to be deleted manually.



Press **Close** button to continue: