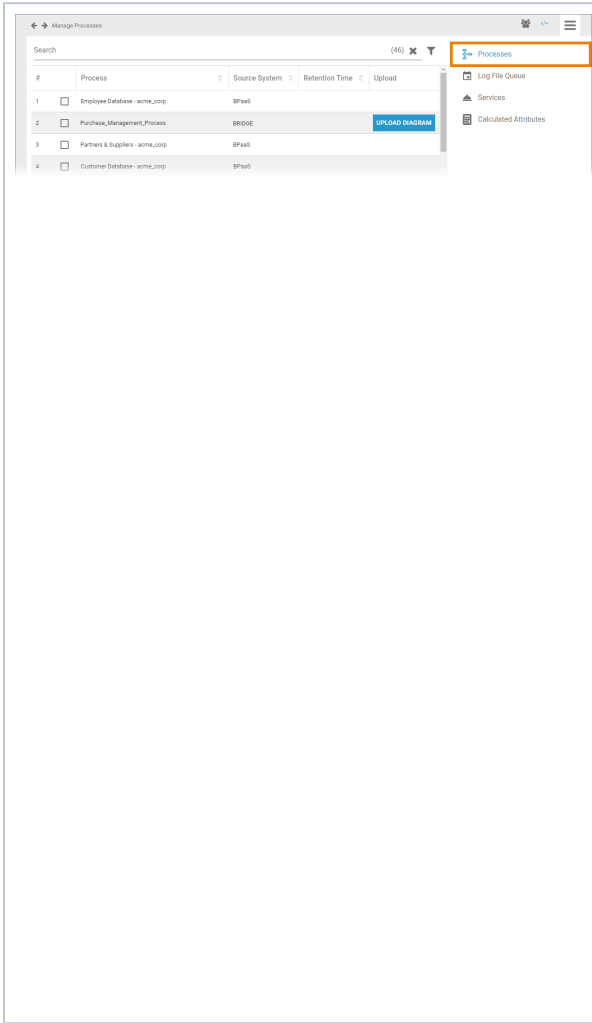


# Setting a Retention Time for Instance Data



A process list is displayed in the content area of the **Processes** menu. The list shows all processes of your system that provide data to Process Mining.

You may not want to keep the whole instance data of all your processes for use in Process Mining. Therefore, administrators can define a retention time for the instances of your processes in this list.

### On this Page:

- [Setting a Retention Time](#)

### Related Pages:

- [Administrating Process Mining](#)
  - [Collecting Logs](#)
  - [Uploading Log Files](#)
  - [Adding Diagrams](#)
  - [Using Calculated Metrics](#)
  - [Monitoring the ETL Process State](#)
  - [Monitoring the Log File Queue](#)

### Related Documentation:

- [Process Mining Installation Guide](#)
- [Process Mining](#)
  - [The Process Analyzer](#)

The process list contains the following information:

| Column Name    | Description  |
|----------------|--|
| Process        | Name of the process in your system.  |
| Source System  | Name of the PAS component providing the data (BPaaS or Bridge).  |
| Retention Time | Retention time set for the instances of this process. Refer to <a href="#">Setting a Retention Time for Instance Data</a> for detailed information.                  |
| Upload         | The <b>Upload Diagram</b> button allows you to add a BPMN diagram to Bridge processes. You can display the diagram in the <a href="#">Process Mining component</a> . |



Use the [filter](#) to limit the content of the list.

## Setting a Retention Time

acme (12) ✕ ▼

| # | Process   | Source System | Retention Time | Upload |
|---|---|---------------|----------------|--------|
| 1 | <input checked="" type="checkbox"/> Onboarding of New Employees - acme_corp | BPaaS         |                |        |
| 2 | <input type="checkbox"/> Employee Database - acme_corp                      | BPaaS         |                |        |
| 3 | <input checked="" type="checkbox"/> Partners & Suppliers - acme_corp        | BPaaS         |                |        |
| 4 | <input type="checkbox"/> Customer Database - acme_corp                      | BPaaS         |                |        |
| 5 | <input type="checkbox"/> Orders - acme_corp                                 | BPaaS         |                |        |
| 6 | <input type="checkbox"/> Damage Reporting - acme_corp                       | BPaaS         |                |        |
| 7 | <input type="checkbox"/> Proposal Preparation - acme_corp                   | BPaaS         |                |        |



Onboarding of New Employees - acme\_corp Partners & Suppliers - acme\_corp

Change the following process setting:  
0 days as Retention Time

APPLY CANCEL

Use the corresponding checkboxes to select the processes you want to set the retention time for.

All chosen processes are displayed in the footer of the list.

acme (12)  

| # | Process   | Source System | Retention Time | Upload |
|---|---|---------------|----------------|--------|
| 1 | <input checked="" type="checkbox"/> Onboarding of New Employees - acme_corp | BPaaS         |                |        |
| 2 | <input type="checkbox"/> Employee Database - acme_corp                      | BPaaS         |                |        |
| 3 | <input checked="" type="checkbox"/> Partners & Suppliers - acme_corp        | BPaaS         |                |        |
| 4 | <input type="checkbox"/> Customer Database - acme_corp                      | BPaaS         |                |        |
| 5 | <input type="checkbox"/> Orders - acme_corp                                 | BPaaS         |                |        |
| 6 | <input type="checkbox"/> Damage Reporting - acme_corp                       | BPaaS         |                |        |
| 7 | <input type="checkbox"/> Proposal Preparation - acme_corp                   | BPaaS         |                |        |

Onboarding of New Employees - acme\_corp Partners & Suppliers - acme\_corp

Change the following process setting:  
365 days as Retention Time

APPLY CANCEL

Now insert the desired retention time in days for the selected processes.

 You can set a retention time between 0 and 9999 days. A value of 0 days keeps the data indefinitely.

Confirm your input with the button **Apply**.

acme

| # | <input type="checkbox"/> | Process                                 | Source System | Retention Time | Upl... |
|---|--------------------------|---|---------------|----------------|--------|
| 1 | <input type="checkbox"/> | Onboarding of New Employees - acme_corp | BPaaS         | 365            |        |
| 2 | <input type="checkbox"/> | Employee Database - acme_corp           | BPaaS         |                |        |
| 3 | <input type="checkbox"/> | Partners & Suppliers - acme_corp        | BPaaS         | 365            |        |
| 4 | <input type="checkbox"/> | Customer Database - acme_corp           | BPaaS         |                |        |
| 5 | <input type="checkbox"/> | Orders - acme_corp                      | BPaaS         |                |        |

The process list is updated and the set retention time is displayed.



When the retention time has expired, the data is deleted and can no longer be used in Pcess Mining.