Time Matters Database Cleanup List

1 Review List Records:

1.1 Calendar Menu	Total Records	Records in filter	Delete As Of:	Done
Events				
To Dos				

1.2 Database Menu	Total Records	Records in filter	Delete As Of:	Done
Contacts				
Matters				
Notes				
Documents				
Phone Calls				
Web				
Outline				
Custom-				

1.3 Mail Menu	Total Records	Records in filter	Delete As Of:	Done
Email				
Mail				

1.4 Billing Menu	Total Records	Records in filter	Delete As Of:	Done
Billing Items				

2 Review Archived Records

	Total Records	Records in filter	Delete As Of:	Done
Events				
To Dos				
Contacts				
Matters				
Notes				
Documents				
Phone Calls				
Web				
Outline				
Custom-				
Email				
Mail				
Billing Items				

3 Review Recycle Bin

	Delete As Of:	Done	
Events			
To Dos			
Contacts			
Matters			
Notes			
Documents			**Empty by:**
Phone Calls			Date
Message			Type
Web			Tagged
Outline			
Custom-			
Email			
Mail			
Billing			