# Cleanup and Job Queue

DEXPRO Core keeps the Core Documents list tidy with a recurring cleanup task that runs through the Business Central **Job Queue**. This page explains what the job does, how to (re)create it, and the permissions it needs.

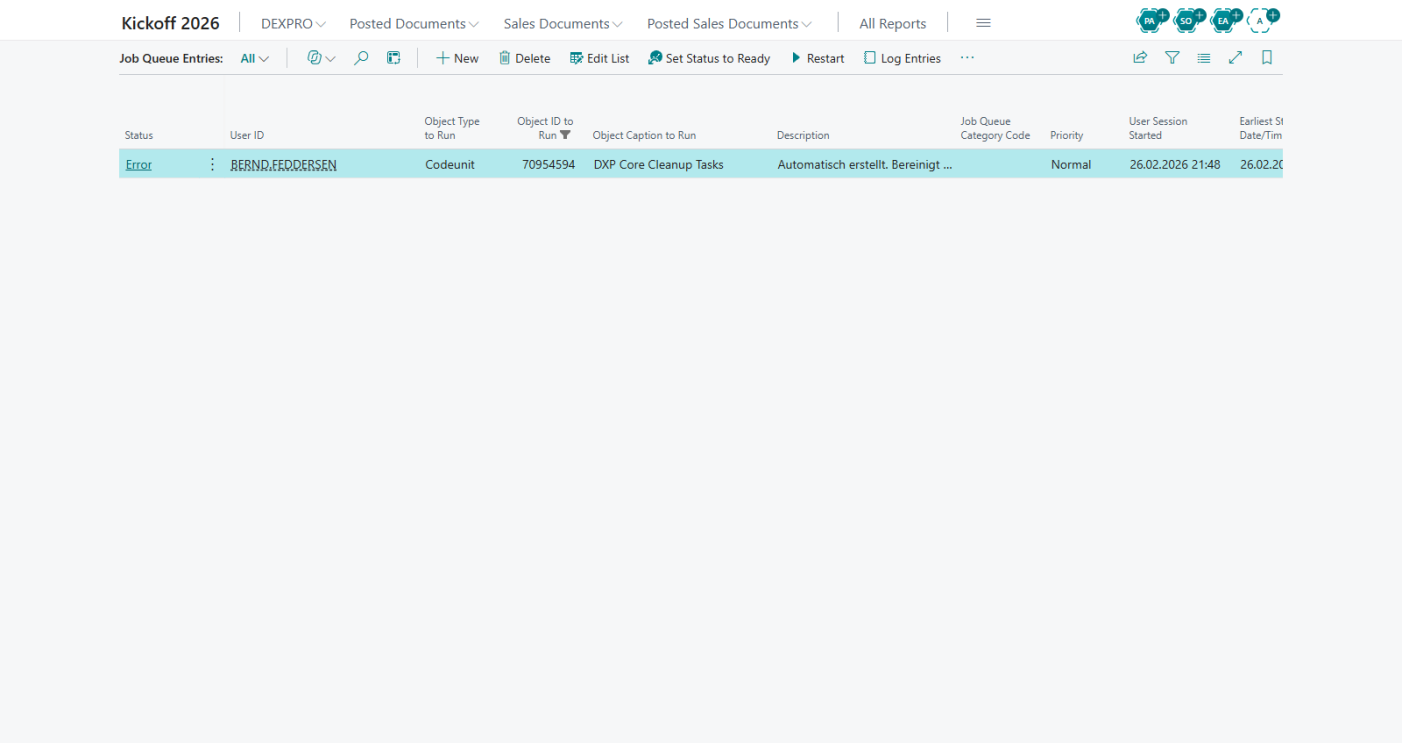
# The cleanup job

A recurring **Job Queue Entry** (**Core Cleanup Tasks**) is created automatically when Core Setup is initialized. It:

- runs every **720 minutes** (twice a day),
- starts at **05:00**, and
- deletes old Core documents whose status is **Deleted**, **Closed**, or **Cancelled** and that are older than the **Cleanup Interval** configured in Core Setup (default **-1M**, i.e. keep one month).

> Each run deletes at most **50** documents. If more documents are eligible, the remaining ones are deleted in the following runs — with the default schedule of two runs a day, that is up to 100 documents per day.

The job's identifier is stored in the **Cleanup Job GUID** field on Core Setup.




# (Re)creating the job

If the job was removed, or if it was never created because of missing permissions, you can recreate it:

- Open **Core Setup**.
- Choose the **Create Jobs** action.
- Core creates the recurring cleanup Job Queue Entry with the schedule above.

# Adjusting how long documents are kept

Change the **Cleanup Interval** DateFormula on Core Setup to keep documents for a different period. For example, **-2M** keeps two months of completed documents before they are eligible for deletion.

# Permissions

Creating and running Job Queue Entries requires the standard Business Central **Job Queue** permissions, in addition to the DEXPRO Core permission set.

# Troubleshooting

> If the user initializing Core Setup lacks Job Queue permission, Core shows a message and does not create the cleanup job. Have an administrator with Job Queue permission open Core Setup and run **Create Jobs**.

> Only documents in **Deleted**, **Closed**, or **Cancelled** status are removed. Documents in other statuses are never deleted by the cleanup job, regardless of age.

# Related features

- Core Setup
- Core Documents

---

Revision #3
Created 2026-07-22 07:21:20 UTC by Bernd Feddersen
Updated 2026-11-19 11:11:49 UTC by Bernd Feddersen