How to adjust the job auto-delete timeout

- Open Resource Manager.
- Navigate to **Print Management** > **Shared Devices**.
- On the right hand side, double click the printer (to apply to only one printer) or select all printers (Ctrl+A) and click the **Edit** button.
- Click the **Functions** tab.
- If you had more than one printer selected, tick the checkbox to the left of the **Auto delete unprinted jobs after** checkbox to enable it.
- Tick the **Auto delete unprinted jobs after** checkbox.
- Enter the number of minutes after which unprinted jobs will be deleted (e.g. 1440 for 24 hours, 10080 for 1 week, etc.)
- Click **OK**.

Refresh the PDAgents

Now that the auto-delete timeout has been changed, the PDAgents will see the new setting the next time they refresh from the database. By default, this happens every 10 minutes. To force a refresh immediately follow these steps:

- In the tree view on the left, click the **PD Agents** node.
- On the right, highlight all the servers. Right click and choose **Refresh**.

Document revision date: 2024/07/09
Software version: 2.4.12.3
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