Set Expiry Job Schedule

You can set up the Expiry Date on each instance of the Macro or Page Approval panels, however, you may want to change what time of day these expire - this can be done using these instructions.

Every day, a Scheduled Job is run within Confluence to expire the Approvals which are no longer valid.

This by default runs at 09.00 (am) every day, however, this can be changed through the Confluence interface using the instructions below:

Instructions

1. First, open the Settings Cog and click on General Configuration
2. Next, scroll down the page and click on the 'Scheduled Jobs' link
3. Click on the Edit link against the 'Expire Outdated Approvals (A4C)' item
4. Finally, change the Cron Expression to change when the Scheduled Job runs - this can be multiple times a day if required.

Detailed Instructions

1. First, open the Settings Cog and click on General Configuration
   ![General Configuration Option](image1)
   
2. Next, scroll down the page and click on the 'Scheduled Jobs' link
   ![Scheduled Jobs Option](image2)

3. Click on the Edit link against the 'Expire Outdated Approvals (A4C)' item
4. Finally, change the **Cron Expression** to change when the Scheduled Job runs - this can be multiple times a day if required.

There is more information on Cron Expressions at the following address:

https://confluence.atlassian.com/conf67/scheduled-jobs-945103722.html#ScheduledJobs-cronexpressions