

Deletion Tasks

Overview

In the Deletion Tasks module, you can remove selected media files from the archive based on specific selection criteria such as author, media type, age, or file size. You can also choose which media formats to delete - high-res, preview, or thumbnail.

Caution

Deletion in this area is final. Deleted media CANNOT be restored!

Confirm you've read the warning and accept the risks before creating or running deletion tasks. The system will let you start only after confirmation.

Note

To control who can access this module in Backstage, go to **Administration > Users > Accesses** tab of a selected user record. There you can set rights and roles to define exactly who can perform deletion tasks.

Structure of the module

Open the module under **Administration > Deletion Tasks**. It consists of three sections:

1. **Deletion Tasks** tab: Lists all deletion tasks and lets you configure new ones.
 - Shows the overall task status, while the other two tabs show the status of individual runs.
2. **Deletion Tasks in Preparation** tab: Displays deletion tasks in progress and waiting for approval.
3. **Executed Deletion Tasks** tab: Lists all executed deletion tasks or runs.
 - **Deletion task**: Defines criteria for removing media. A single deletion task can include multiple runs.
 - **Task run**: Executes the deletion process based on the deletion task's criteria.

- In the **Deletion Tasks in Preparation** and **Executed Deletion Tasks** tabs, the individual task runs are therefore listed in reference to the corresponding deletion tasks.

Deletion Tasks / Overview

Within the Deletion Task you have the possibility to delete selected media in the chosen media sizes from your archive.

Warning: please note that actions made in this section CANNOT be undone. Deleted media CANNOT be restored. Please confirm that you have read and understood the risks.

I understand the risks:



Deletion Tasks	Deletion Tasks in Preparation	Executed Deletion Tasks
Edit ▼		

Deletion Tasks: all tasks, tasks in preparation, and executed tasks

Configure a deletion task

Before creating or executing deletion tasks, you must confirm that you have read and understood the associated risks. Full access to this area is only granted after this confirmation.

To create a deletion task, proceed as follows:

1. Go to **Administration > Deletion tasks** and select **Edit > New** in the **Deletion tasks** tab.
2. Set up deletion criteria in the following panels:

Master Data

1. Enter a name for the deletion task.
2. Set the deletion task status to **Active** to execute it. You can run only active deletion tasks.
3. Choose the **Media Sizes** to delete:
 - **High-res:** Delete high-resolution files and replaces them with thumbnails.
 - **Preview, High-res:** Delete high-resolution and preview files, replacing them with thumbnails.
 - **Thumbnails, Preview, High-res:** Permanently delete all three media formats.
4. Assign **Batch Restriction**, if needed. With this option you can add media files from the deletion task to the batch restriction. We recommend assigning a batch restriction for large-scale deletions (up to 500,000 items). See [Best Practices](#) below.

5. In **Maximum number of media without confirmation**, specify the approval threshold:
- If set to 0, every task run requires manual approval
 - If set to 100, only the task runs with more than 100 media files require approval.

▼ Master Data

Name: *

Active:

☐

Media Size: ?

Highres ▼

Batch Restriction:

Don't assign restriction gr... ▼

Maximum number of media without confirmation: * ?

0

Deletion Tasks: Master Data

Timeline for Execution

In this panel, you can define whether to run a deletion task once or at regular time intervals.

- For **Single Execution** you don't need to input any further information.

▼ Timeline for Execution

Deletion Tasks can be run once or automated at regular time intervals. Define this task's recurring distribution schedule below, including the start time and end time of its execution period. The current task status displays the time the task was last run and its next scheduled run.

☒ Single Execution

☐ Periodic Execution

Last Run:

00/00/0000

12:00:00 AM

+00:00

Next Run:

00/00/0000

12:00:00 AM

+00:00

Status:

Waiting for Execution

Run Number:

Deletion Tasks: One-time task setup

- For **Periodic Execution**, specify the following:
 - **Task Recurrence:** Select the recurring schedule.
 - **Task Duration:** Define the start and end time of task execution.
 - **Current Task Status:** View execution times for the last run and next scheduled run.

▼ Timeline for Execution

Deletion Tasks can be run once or automated at regular time intervals. Define this task's recurring distribution schedule below.

☐ Single Execution

☒ Periodic Execution

Task Recurrence

☐ Daily

☒ Weekly

☐ Monthly

☐ Yearly

Any/All Week(s) on

☐ Monday ☐ Tuesday

☐ Wednesday ☐ Thursday

☐ Friday ☐ Saturday

☐ Sunday

Task Duration

Start:

☐ ☒ No End Date

☐ End after: Occurrence(s)

☐ End by:

☐

Current Task Status

Last Run:

Next Run:

Status:

Run Number:

Deletion Tasks: Recurring task setup

Media Selection

Here you can configure how to filter media files for the deletion task: by date, author(s), or metadata.

Medium Date Filter

Select the reference date field and the period or due date for media deletion. Click **Apply Filter** to view the number of media files matching the selected filter criteria.

©2026 picturemaxx

Media Selection

The selection of media for a Deletion Task can be filtered by date. To do this, select the date reference field and the period or due date for the media deletion. Media whose recording or archive date is **BEFORE** the selected time period or due date will be deleted.

Medium Date Filter: ☒

Medium Date Field: Creation Date

Medium Date Filter (Type): Date

Date range: from: 00.00.0000 to: 00.00.0000 Date Range >>

Select media for deletion task: filter files by date

Apply filter

Number of media based on selection criteria: 23

Apply filter button and the file count field: number of files matching the filter criteria

Author Filter

Select authors, partners, author pools, or syndicates to filter media files for deletion tasks. Click **Apply Filter** to view the number of media files matching the selected filter criteria.

Author Filter: ☒

Available Authors, Partners, Pools and Syndicates

Quick Search Filter Sorting Views Export

	ID	Number	Name 1
	17	UR10002	Test Pool
	24	UR10006	Test Partner
	12	UR10000	Test Fotograf

Add >>

<< Remove

Selected Authors, Partners, Pools and Syndicates

Quick Search Filter Sorting Views Export

	ID	Number	Name 1
	23	UR10005	Minerva Photos

Select media for deletion task: filter files by author

Metadata Filter

Choose how to narrow the selection – via full-text search, a specific metadata field, or by media type. Click **Apply Filter** to view the number of media files matching the selected filter criteria.

Metadata Filter: ☒

Search Language: English (USA) ▼

Logic	Search Filtering	Selection	Database Field	Value *
and ▼	Meta Data ▼	=	Keywords ▼	adult
	Full Text			
Apply filter	Meta Data			
	Media Type			

Select media for deletion task: filter files by metadata

Exclusion of media in financial documents

Prevent deletion of files linked to finance records such as invoices, cancellations, or credit notes. You can either:

- Exclude all linked media files, or
- Apply a date filter (e.g., exclude only the files linked to finance records of the last 2 years).

▼ Exclusion of media in financial documents

Media linked to billing-relevant documents (invoices, cancellations, credit memos) can be excluded from selection for the Deletion

Apply to financial documents: ☒ ?

Documents per date: ☒

Documents Date Filter (Type): Date ▼

Date range: from: 00.00.0000 to: 00.00.0000 Date Range >> ▼

Your Fiscal Year is defined as 1 January to 31 December. You can change this at:

Finance > Financial Accounting > General Ledger Interface

Exclude media files linked to finance records from deletion task

Exclusion of downloaded media

Prevent deletion of media files previously downloaded as **High-res**. The following options are available:

- **Apply to downloaded media:** Exclude all media ever downloaded as high-resolution files.
- **Number of Downloads:** Exclude media files based on how often they were downloaded (e.g., exclude only the files downloaded at least twice).

- **Downloads by Date:** Define a time range for exclusion (e.g., exclude the files downloaded after January 1, 2021, or within the last 10 days/six months).
- **Downloads by Access (Sales/Purchasing/Administration):** Specify which downloads by which access groups (e.g., only exclude the files downloaded by customers or sales partners).

▼ **Exclusion of downloaded media**

Media that have already been downloaded can be excluded from selection for the Deletion Task generally or selectively.

Apply to downloaded Media: ☒ ?

Set to minimum number of Downloads: ☒ ?

Number of Downloads:

Downloads by Date: ☒ ?

Downloads Date Filter (Type): ▼

Date range: from: to: ▼

Downloads by Access (Sales): ☒ ?

Downloads by Access (Purchasing): ☐ ?

Downloads by Access (Administration): ☐ ?

Date

- Number of days (newer than)
- Number of months (newer than)
- Number of years (newer than)

Exclude media files previously downloaded as High-res

Important

You can exclude only High-res downloads from the deletion task. Preview downloads do not affect the task.

Start a deletion task

Choose one of the following options to initiate a deletion task:

- **Save and execute now:** the system selects the media files to delete and either executes the task immediately or waits for approval, depending on the configuration. In both cases, the system sends the task to the **Deletion Tasks in Preparation** tab.
- **Save and execute according to recurrence** (for periodic execution): the system automatically starts selecting the media files at the configured time. Then, it sends the run to the **Deletion Tasks in Preparation** tab.

Execute a deletion task

When you initiate a deletion task with **Save and Execute now** or **Save and execute according to recurrence**, the system sends the task runs to the **Deletion Tasks in Preparation** tab. The tab displays all deletion tasks currently in progress or waiting for approval.

1. After you have configured and initiated a deletion task in the **Deletion Task** tab, switch to the **Deletion Tasks in Preparation** tab.
2. Double-click a deletion task record to review its configuration settings and media files selected for deletion.
3. Scroll the configuration settings down to the **Media for deletion** panel with a list of all the media files to be deleted.
4. Review the media files selected for the deletion task.
 - You can export the **Media for deletion** list.
5. Click **Approve media for deletion** to start the run.

▼ Media for deletion

Quick Search Filter Sorting Views ▾

Export

	Media Numb...	Status	File Name (with Extensio...	Object Name
☰	00000707	Waiting for Approval	pmdemo_000087.jpg	Fine art portrait of a elegant lady
☰	00000705	Waiting for Approval	pmdemo_000093.jpg	the dancer
☰	00000696	Waiting for Approval	pmdemo_000109.jpg	hair and wind

23 Results

Reject Deletion Task

Approve media for deletion

Deletion Tasks in Preparation tab > Media for deletion: Export the list, reject the deletion task, or approve media for deletion

Important

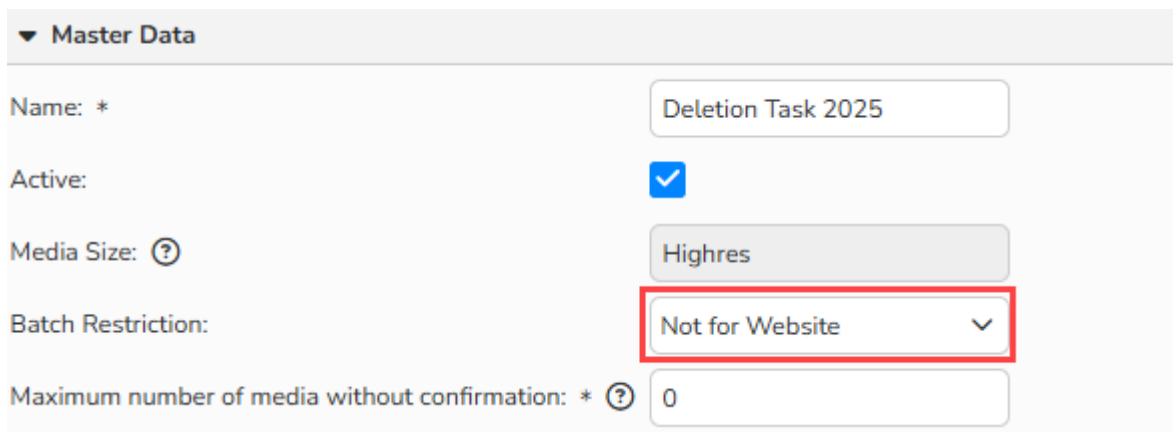
You can only start a new run after the previous one finishes. This is especially important for periodic execution tasks. Make sure you approve them regularly or automatically, refer to **Best Practices** below for details.

Best Practices

Follow these best practices to ensure safe and efficient deletion of media files.

Batch restrictions

- If you choose not to delete all media formats, the remaining thumbnail or preview files are no longer needed to the same extent. In this case, use the batch restriction feature. The system automatically adds media files from a deletion task to the assigned batch restriction.
- If you excluded some media files (finance documents/downloads) from a deletion task, the system does not add them to the batch restriction.



▼ Master Data

Name: *

Active: ☒

Media Size: ?

Batch Restriction:

Maximum number of media without confirmation: * ?

Assign batch restriction to the deletion task

Note

To assign a batch restriction, first configure it in **Media Management > Restrictions > Batch Restrictions**.

Re-execute and modify a deletion task

You can execute multiple runs for a deletion task again, even if it is not periodic. To do this, manually trigger the selection again. The option is useful when you add more files that match the defined criteria. The system automatically skips the files of the same deletion task that have already been deleted in previous runs.

You can also modify a deletion task after executing a run:

- Modify and re-run a single-execution task.
- Modify a periodic-execution task before the next scheduled run.

Important

You can change all settings except the media size. The system applies these changes only to future runs; completed runs remain unchanged.

Deleting additional media files from media that have already been deleted

If the high-resolution files for certain media have already been deleted in a deletion job and you also want to delete the previews at a later time, you must create a new deletion job.

Delete large volume of media (over 500,000 files)

You can delete up to 500,000 files in one run. For larger deletion tasks, use batch restrictions.

- All media files of the deletion task are managed within a batch restriction.
- To make sure the system skips the media files already deleted, exclude the batch restriction assigned to the deletion task with the **Metadata Filter** setup.

▼ Master Data

Name: *

Deletion Task 2025

Active:

☒

Media Size: ?

Highres

Batch Restriction:

Not for Website

Maximum number of media without confirmation: * ?

1

▼ Media Selection

The selection of media for a Deletion Task can be filtered by metadata. You can search within specific different "Filter"

Metadata Filter:

☒

Search Language:

English (USA)

Logic	Search Filtering	Selection	Database Field	Value *
not	Meta Data	=	Restriction	Not for Website

Metadata Filter: exclude assigned batch restriction

Runs in periodic tasks

The system starts selecting media for a new run only if no previous run of the same deletion task is still awaiting approval in the **Deletion Tasks in Preparation** tab.

Periodic deletion tasks with short intervals (daily or weekly) work best for runs that don't need extra review or approval. Specify **Maximum number of media without confirmation** accordingly.