



# Domino Calendar Cleanup Pro for HCL Notes® and Domino®

## INSTRUCTIONS

### Requirements

Desktop platforms: Windows 11 and earlier  
Desktop software: Notes 14 and earlier, HCAA, Domino Workspace 2026  
Server platforms: Windows, Linux, IBM i, AIX  
Server software: Domino 2026/14 and earlier

#### 1. Copy DCC app to data folder on Domino mail server.

- A. Open DCC app on local Notes desktop, then click File - Application - New Copy, select mail server and click OK.  
Note: If you do not see "New Copy" option in step above, then click View - Advanced Menus, then repeat step above.

#### 2. Verify DCC app user has proper access to run app on server.

- A. Open the Domino Directory mail server record, then click the Security tab.  
B. Verify the user is listed in the "Sign or run restricted LotusScript/Java agents" field. Note: Wait up to 20 minutes for the changes to activate, otherwise, activate immediately by issuing server console command: `tell amgr restart`

#### 3. Verify Notes ID which clicked "Re-sign Design" button has proper access to run DCC app on Domino mail server.

- A. If the Notes ID is not listed in step 2 above, then you can re-sign the design on the server as seen in step below.  
B. Open Domino Admin client, then click Files tab. Select DCC app, right click, left click "Sign...", select "Active Server's ID", then click OK.

#### 4. Verify server Agent Manager settings.

- A. Open the Domino Directory mail server record, then click the Server Tasks - Agent Manager tab.  
B. Verify Daytime / Nighttime Parameters including Start time, End time, and "Max LotusScript/Java execution time" is sufficient to run the calendar cleanup process. i.e. If you have 200 mailboxes of calendar power users, then set the max execution time to at least 200 minutes if estimating 1 minute processing time per mailbox.

#### 5. Optional: Create full-text index on each mailbox to significantly increase calendar cleanup speed.

- A. Open Domino Admin client, then click Files tab.  
B. Navigate to mail folder, then press Ctrl-A to selection all mailboxes.  
C. Right click on highlighted files, then left click Full Text Index...  
D. Select "Create", select "Index encrypted fields" and select "Daily" for Index update frequency. Click OK. Note: Do not select "Defer full text Index creation".

#### 6. Optional: Change maximum full-text search results greater than default 5,000

Note: If you have full-text indexed mailboxes and a mailbox has more than 5,000 calendar entries less than the cut off date, then follow steps below, otherwise, you will need to run the app multiple times if indicated in the Notes Log (log.nsf) results.

- A. Open Domino Admin client, then click Server tab - Server Console.  
B. Issue command below in the bottom Domino Command bar: `sh config FT_MAX_SEARCH_RESULTS`  
C. If the console screen displays "Invalid value for command options", then your mail server is using the default 5,000 search results. Issue command below, for example, in the bottom Domino Command bar: `set config FT_MAX_SEARCH_RESULTS=25000`  
D. If the console screen displays, for example, FT\_MAX\_SEARCH\_RESULTS=7500, then you can optionally increase the value as seen in step above.

#### 7. Open DCC app on mail server, then click "Edit DCC Profile" button and configure.

**8. Open DCC app on mail server, then click "Start Calendar Cleanup" button.**

- A. The cleanup process will run in the background on the Domino mail server.
- B. Check the Notes Log (log.nsf) on the mail server to see the results.

**9. Terminate the DCC app early while it is running.**

A. If the app is running, but displaying too many errors which most likely might be due to not following the instructions above, then you can issue the 3 console commands below in the Domino Admin client which will restart the Domino agent manager task.

```
tell amgr sched  
tell amgr status  
restart task amgr
```

Note: If you do not want to interfere with other apps which might be actively running agents, then replace the last command above with command, for example: **Tell AMgr Cancel "calcleanup.nsf" 'CalendarCleanup'**

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