

Configuring

[Configuring](#) / [Setting up the Archive feature](#) / [Workflows that store jobs and data in a repository](#)

/ Creating a workflow to store PDF jobs and documents in a repository

Creating a workflow to store PDF jobs and documents in a repository

To store jobs and documents in a repository, you must create a workflow that includes a step based on the **StoreInRepository** step template. You can also add **StoreInRepository** steps to your existing workflows. If you want the repository to hold documents and document data, make sure to add the necessary document processing steps if they are not already present.

Before you create a workflow, plan for retention of files and documents, create repositories, and make enhancements to PDF files.

To create a workflow to store PDF jobs and documents in a repository:

1. Click the **Workflow** tab.
2. Right-click the **RepositorySample** workflow and select **Copy**.
3. Name the copy of the workflow, fill in or edit other values that you need, and click **Continue**.
4. Right-click the **IdentifyPDFDocuments** step. Select **Properties**, and then click **PDF**. For the **Identify PDF control file** property, type the path and file name of the control file that contains your document property definitions. Click **OK**.
5. Right-click the **BuildPDFFromDocuments** step. Select **Properties**, and then click **PDF**. For the **Build PDF control file 1** property, type the path and file name of the control file that contains your document property definitions. Click **OK**.
6. **Optional:** Right-click the **RetainCompletedJobs** step. Select **Properties**, and then click **Job Defaults - General**. Update the value of the **Retention period** property. Click **OK**.
7. Right-click the **StoreInRepository** step, select **Properties**, and then click **Repository**:
 1. For the **Repository** property, select the repository that you want to store jobs and documents in.
 2. From the **Available** job properties to store list, select the job properties that you want to use to search for jobs and documents in the repository.
 3. From the **Available** document properties to store list, select the document properties that you want to use to search for documents in the repository.
 4. If you want to preserve the values of job properties for use when the job or its documents are resubmitted to a workflow:
 1. Use a text editor to create an override properties file.
 2. Place the database name of each job property on a separate line.
 3. To add a comment, place it on a separate line that starts with a pound sign (#).
This example shows a file with three job properties (**Customer name**, **Media required**, and **Duplex**) and a comment:
Job.CustomerNameJob.MediaRequired# This is a comment.Job.Duplex
 4. Name the file, save it, and move it to a directory on the RICOH ProcessDirector primary computer. For example:
 - /aiw/aiw1/control_files/job_properties.txt (Linux)
 - C:\aiw\aiw1\control_files\job_properties.txt (Windows)
 5. On the **StoreInRepository** step, enter the path and name of the file in the **Path to override properties file** property.
5. If you are using an associated properties file, enter the path and name of the file in the **Associated properties file** property.
6. If you want to store document data that is contained in a file but is not defined as a document property to RICOH ProcessDirector, enter the full path and name or the symbolic name of the file in the **Document properties file** property and make sure to select **ALL** in the **Document properties to store** list.
7. Click **OK**.

 **Note:**

- Make sure that the **StoreInRepository** step is in the correct place in the workflow. Storing a file after steps that change the order of pages, such as **ReversePDFPageOrder**, affects your ability to search using document properties in the viewer.

8. **Optional:** If you want to store job files in the repository more than once, include additional **StoreInRepository** steps in the workflow.
9. Save and enable the workflow.
10. To test the workflow:
 1. Create one or more input devices to point to the workflow.
 2. Enable the input devices.
 3. Submit your PDF print job to the input device.
 4. When the job finishes, look in the Archive to make sure that the right information was stored.

Note:

- If a job is processed again and runs the **StoreInRepository** step more than once, two copies of the document or job are stored in the repository.

Parent topic: [Workflows that store jobs and data in a repository](#).