

## Configuring

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# Setting up the Archive feature

After you read the Archive overview topics, you can set up Archive by doing the configuration tasks described in this section.

After the initial configuration is complete, test your Archive workflows and repositories to make sure they work as you expect them to.

## In this section:

### [Running the Archive sample workflow](#)

The Archive feature provides a sample workflow that you can examine and run to understand how the feature works. The sample includes a repository, a hot folder input device with a pre-submitted PDF file, a supplied history record notification, and a workflow that includes the **StoreInRepository** step.

### [Planning for retention of job and document data](#)

Before you configure the Archive feature, plan the best way to set up repositories to hold the job and document data that you want to store.

### [Tuning for search and storage performance](#)

The Archive configuration can be modified to optimize search and storage performance based on server resources.

### [Creating repositories](#)

You can create repositories to hold job and document data that you want to store for possible later retrieval to submit again as a new job. You can create multiple repositories to hold job and document data for different lengths of time or to make the data accessible to different groups of users.

### [Defining history record notifications](#)

You can use notifications to create records to be saved as part of job history. You can define history record notifications to capture timestamps of job state changes as a job is processed in its workflow.

### [Enhancing PDF files for Archive](#)

Use the RICOH ProcessDirector Plug-in for Adobe Acrobat to enhance sample PDF files so that you can store the documents or historical information about them in a repository.

### [Enhancing AFP files for Archive](#)

Most AFP files that are submitted to RICOH ProcessDirector need to be enhanced before you can store the documents or information about their processing history in the AFP files in a repository.

### [Creating an associated properties file](#)

You can create an associated properties file to specify one or more properties that are associated with a job, but that are properties of other objects. When a step based on the **StoreInRepository** step template runs, these properties and their values are stored in a repository along with job and document data. For example, you can store the model of the printer requested for a job or the color of the media specified to print a job.

### [Workflows that store jobs and data in a repository](#)

Workflows in the Archive feature can be created to store jobs, documents, properties, history information, or a combination of these in one or more repositories. Workflow steps based on the **StoreInRepository** step template are used to store the files and data.

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