

## Configuring

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# Adding conditional processing to a workflow

You can add conditional processing to a workflow by specifying rules for the connectors between steps. For example, a rule might specify jobs with fewer than 20 pages. The connector with that rule sends jobs to steps that request a cut sheet printer. Another connector sends all other jobs to steps that request a continuous forms printer.

We recommend that you plan your conditional processing before you specify rules. Outline the conditions that apply to each processing path. When a step sends jobs to different steps based on conditions, make sure that the conditional processing rules cover all jobs that the step receives.

When a step uses conditional processing to send different jobs to different steps, the connectors should have mutually exclusive rules. If you send all jobs that do not meet the conditions for the other connectors through a connector with a rule that has no conditions, make sure that connector has the highest value for its **Order of execution** property of all the connectors exiting the step.

To add conditional processing to a workflow:

1. Click the **Workflow** tab.
2. Click the name of the workflow with connectors that need conditional processing rules.
3. **Optional:** Disable the workflow by clicking the switch to the left of the workflow name.  
If you do not disable the workflow while you edit it, jobs that use this workflow continue to move through steps. When you save, the workflow is momentarily disabled then enabled again. Jobs that are processing in the workflow could move into error.
4. Right-click the connector and select **Properties**.
5. Give the connector a conditional processing rule:
  - o To define a new rule, type a **Rule name**.  
We recommend giving the rule a very short name that describes the processing. You see the name next to the connector on the workflow editor
  - o To use an existing rule, select it on the **Rule template to use** list.

 **Note:**

- To use an existing rule as a template for a new rule, select it. Change the name of the rule, its conditions, or both.
- You can have multiple rules with the same name. Rules with the same name can have different conditions, and rules with different names can have the same conditions. If you assign a rule to multiple connectors and then change the conditions for the rule assigned to one connector, the conditions for the rule assigned to the other connectors do not change.

6. If the rule has multiple conditions, specify whether **All**, **Any**, or a combination of the conditions apply to the connector.
7. Specify the first condition using the **Property** field, the **Comparison** field, and the **Value** field.  
Property values are case-sensitive.

 **Important:**

- o The **Comparison value is not (!=)** does not process jobs that have no value for the specified property. To process these jobs, select the **Comparison value Not set**.

For example, you want to send jobs with fewer than 20 pages to steps that request a cut sheet printer. Select the **Total pages** property, the **less than (<)** comparison, and type 20 for the value. You see a description of the rule in the **Summary** area: **Job.TotalPages < 20**.

8. To specify another condition, click **Add** () and use the **Property**, **Comparison**, and **Value** fields.  
To delete a condition, click **Delete** ()
9. When you finish specifying conditions, click **OK**.
10. Repeat the procedure described above to give rules to other connectors that send jobs from the same step.  
If one of the connectors does not need a rule because it processes all jobs that do not meet the conditions specified by the other connectors, we recommend that you define a rule with a name but no conditions. Use the name to describe the processing, for example: **else**. Make sure this connector has the highest value for its **Order of execution** property of all the connectors exiting the step, so the conditions on all the other connectors are evaluated before this one. The order of execution is displayed on the label on the connector before the value of the **Rule name**.
11. Go to another step with connectors to multiple steps, and repeat the procedure described above.
12. When you finish, select **Save workflow** from the More menu to the left of the workflow name.

**Note:**

- If a rule is not assigned to a connector, RICOH ProcessDirector deletes the rule when you close the workflow.

13. Enable the workflow and test it to make sure that the conditional processing works in the way you expect. Submit jobs that are sent through all the paths.

**Examples****Conditional processing by total pages in a job**

You want to process jobs with fewer than 20 pages differently from jobs with 20 pages or more. Jobs with fewer than 20 pages could be printed simplex on a cut sheet printer with ring binding. Jobs with 20 pages or more could be printed duplex on a continuous forms printer with perfect binding. This example describes conditional processing in the sample **PDFProduction** workflow.

Use conditional processing with connectors to two steps, **AssignJobValues** and **AssignJobValues2**:

- Create the connector to the **AssignJobValues** step. In the **Connector Property**, change the **Order of execution** value to 1. Then give the connector a rule with one condition: **Total pages < 20**. Name the rule: **< 20pg**.
- Create the connector to the **AssignJobValues2** step. In the **Connector Property**, change the **Order of execution** value to 2. Then give the connector a rule with no conditions. Name the rule: **else**.

When you send jobs through the **PDFProduction** workflow, RICOH ProcessDirector first checks to see if the job has fewer than 20 pages. If it does, RICOH ProcessDirector sends the job through the **< 20pg** connector to the **AssignJobValues** step. If the job has 20 or more pages, RICOH ProcessDirector sends the job through the **else** connector to the **AssignJobValues2** step.

**Note:**

- If you create the connector with the **else** rule and the **Order of execution** value for the connector is 1, RICOH ProcessDirector sends all jobs through that connector. No jobs are sent through the connector with the **< 20pg** rule.

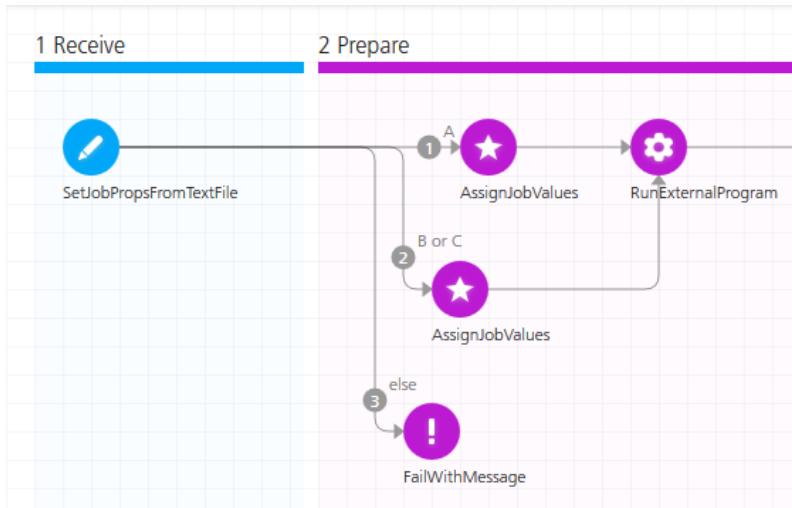
In the sample **PDFProduction** workflow, the **AssignJobValues** step sets the **Custom 1** job property to **Small** job. The **AssignJobValues2** step sets the **Custom 1** job property to **Large** job.

To print jobs with fewer than 20 pages simplex on a cut sheet printer with ring binding, use the **AssignJobValues** step to set the **Binding** property value to **Ring**, the **Duplex** property value to **No**, and the **Requested printer** property value to the name of a cut sheet printer. To print jobs with 20 pages or more duplex on a continuous forms printer with perfect binding, use the **AssignJobValues2** step to set the **Binding** property value to **Perfect**, the **Duplex** property value to **Yes**, and the **Requested printer** property value to the name of a continuous forms printer.

**Conditional processing by customer name**

You want to process jobs for customer A in one way and jobs for customers B and C in another way. You also want RICOH ProcessDirector to issue an error message when a job for customer D enters the workflow by mistake. The **FailWithMessage** step issues an error message. Use conditional processing with connectors to three steps:

- Give the connector to the step for customer A a rule with one condition: **Customer name = A**. Name the rule **A**.
  - Give the connector to the step for customers B and C a rule with two conditions:
    - Customer name = B**
    - Customer name = C**
- Specify that **Any** of the conditions apply. Name the rule **B or C**.
- Create the connector to the **FailWithMessage** step and set its **Order of execution** value to 3. Give the connector a rule with no conditions. Name the rule: **else**.



Use conditional processing with connectors to three steps:

- On the first connector, define these conditions:

1. Customer name = A
2. Customer name = B
3. Duplex = Yes

Do one of these:

- Select **Custom**, and in the text box, type: **(1 OR 2) AND 3**. Name the rule **(A or B) and duplex**, and set the **Order of execution** value to **1**. This connector sends the job to an **AssignJobValues** step that sets the **Requested printer** property to a high quality duplex printer.

- On the second connector, define these conditions:

1. Customer name = C
2. Customer name = D
3. Duplex = Yes

Do one of these:

- Select **Custom**, and in the text box, type: **(1 OR 2) AND 3**. Name the rule **(C or D) and duplex**, and set the **Order of execution** value to **2**. This connector sends the job to an **AssignJobValues** step that sets the **Requested printer** property to a standard quality duplex printer.

- On the third connector, define this condition: **Duplex = No**

Name the rule **Simplex** and set the **Order of execution** value to **3**.

This connector sends the job to an **AssignJobValues** step that sets the **Requested printer** property to the printer used for simplex jobs.

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