Configuring

Adding steps to process deleted jobs

You can add steps to your workflow that process deleted jobs before removing them from the system.

For example, you can add steps that record information about the jobs for audit purposes before they leave the system.

To add steps to process deleted jobs:

1. Click the **Workflow** tab.

2. Click the name of the workflow you want to modify.

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. Add the steps that process the deleted jobs.
   If you want to process all jobs before you delete them, you can add the steps between the **RetainCompletedJobs** step and the **RemoveJobs** step.

   > ★ Important:
   > ○ Make sure that you include a **RemoveJobs** step. Without that step, the jobs remain in the system.

5. Set the **Step restart type** to **Delete** on the first step that processes the deleted jobs.

   For example, you add 3 steps, in this order, to process deleted jobs: **WriteJobLog**, **CopyToFolder**, and **RemoveJobs**. Set the **Step restart type** to **Delete** on the **WriteJobLog** step.

   > ★ Important:
   > ○ Do not give more than one step in your workflow a **Delete** step restart type. If you do, RICOH ProcessDirector sends deleted jobs to the first step in the workflow with a restart type of **Delete**.

6. Save and enable the workflow.

When an operator deletes a job, RICOH ProcessDirector sends it to the step with a restart type of **Delete**.

Parent topic: Preparing to use workflows