Overview

Common Properties

The Common Properties feature adds job and document properties that are useful for transaction processing and tracking purposes.

The job properties are not associated with a step template but can be set in a workflow using the **AssignJobValues** step or the **Manage job defaults** action in the Workflow Editor. If you use the **Manage job defaults** action, the job properties are shown in the job property notebook. If you use the **AssignJobValues** step, they are not shown on the job property notebook.

You can use these job properties in rules defined on connectors in your worklow. You can use these properties when searching for jobs in the Jobs table.

The document properties can be set using the **SetDocPropsFromList** or **SetDocPropsFromConditions** step or other steps that set values for document properties. If you have the Preference Management feature installed, you can set values for these document properties using a property mapping from a preferences file.

You can use these job and document properties when searching for documents in the Documents portlet. You can also use these document properties to sort and group documents and to store in a repository if you have the Archive feature installed.

Job properties

Database name	Notebook field name	Data type
Job.ApplicationID	Application ID	String128
Job.ApplicationSubType	Application Sub-type	String128
Job.ApplicationType	Application Type	String128
Job.ClientID	Client ID	String32
Job.ClientName	Client name	String 128
Job.CompanyID	Company ID	String128
Job.CompanyName	Company name	String128
Job.CycleDate	Cycle Date	Date
Job.CycleID	Cycle ID	String32
Job.DeliveryMethod	Delivery Method	String128
Job.DocumentSubType	Document Sub-Type	String128
Job.DocumentType	Document Type	String128
Job.DueDate	Due date	Time
Job.FoldType	Fold Type	String128
Job.IssueDate	Issue Date	Time
Job.LineOfBusiness	Line of Business	String128
Job.Platform	Platform	String128
Job.Portfolio	Portofolio	String128
Job.WorkflowType	Workflow Type	String128

Document properties

Database name	Notebook field name	Data type
Doc.ApplicationID	Application ID	String128
Doc.ApplicationSubType	Application Sub-type	String128

Database name	Notebook field name	Data type
Doc.ApplicationType	Application Type	String128
Doc.ClientID	Client ID	String32
Doc.CompanyID	Company ID	String128
Doc.CompanyName	Company name	String128
Doc.CycleDate	Cycle Date	Date
Doc.CycleID	Cycle ID	String32
Doc.DeliveryMethod	Delivery Method	String128
Doc.DocumentSubType	Document Sub-Type	String128
Doc.DocumentType	Document Type	String128
Doc.DueDate	Due date	Time
Doc.FoldType	Fold Type	String128
Doc.IssueDate	Issue Date	Time
Doc.LineOfBusiness	Line of Business	String128
Doc.WorkflowType	Workflow Type	String128

Parent topic: No-charge product enhancement features