Configuring

Setting up hot folder input devices to process batch jobs

To set up a hot folder input device to process batch jobs, you must configure it to use the appropriate batching method and to recognize the input files.

Note:

- All batching methods submit input files when some criteria is met, such as several files are received, a time of day is reached, or a list of expected files arrives. Sometimes, you want to submit the input files before that criteria is met and before the current polling interval ends.
  For example, you have one hour until the end of your shift and there are 3857 input files waiting. The input device uses the **Number** batching method and submits jobs when there are 5000 input files waiting. You can use the **Batch all** action for the input device to submit those 3857 files immediately, instead of waiting for more files.
  You cannot use the **Batch all** action with the **JDF** or **Pattern** batching method.

To set up a hot folder input device to process batch jobs:

1. Create and save any files that are needed for processing, such as JDF job tickets, list files, or overrides files, or make sure that your process generates these files as needed.
2. Log in to RICOH ProcessDirector.
3. In the **Input Devices** portlet, find the input device that you want to use to process batch jobs.
4. Right-click the input device and select **Properties**.
5. In the left pane, click **Show all tabs** to fully expand the notebook.
6. For any batching method, set these input device properties as follows:

   Workflow
   ParentNoPrint.

   Child workflow
   The workflow that is appropriate for the print files in the job.

   Note:
   - If you use the **List** batching method, to be sure that the jobs print in order, select a workflow that includes a step based on the **WaitForGroup** step template before the **PrintJobs** step.
   - If you use overrides files, select a workflow that includes a step based on the **SetJobPropsFromTextFile** step template.

   Data patterns
   One or more pattern-matching strings that define which characters in the data file should be matched with the other file names that might arrive in the input device. If you specify more than one data pattern, the file is considered a match if it matches any pattern. The data pattern is a regular expression.

   Submit step
   SubmitInputFiles

7. Set these input device properties depending on your batching method:

   JDF

   JDF patterns
   A pattern that matches some part of the name of your job tickets. By default for all input devices except HotFolderJDF this value is null. For HotFolderJDF this value is the regular expression `.*\jdf$`.

   List

   List patterns
   A pattern that matches some part of the file name of your list files. By default, this value is the regular expression `.*lst$`.

   Overrides patterns (optional)
   A pattern that matches some part of the file name of your overrides files.

   Create .zip file
   If this property is set to **Yes**, all input files that match the value set in the **Data Patterns** property and that are included in a list file are combined as a .zip file and submitted as a single job. If this property is set to **No**, all input files are submitted as child jobs.

Number and Number of sets

Number of files to batch
The number of files or complete sets that the input device should wait to receive before submitting them as a single group.

Create .zip file
If this property is set to **Yes**, all input files that match the value set in the **Data Patterns** property are combined as a .zip file and submitted as a single job. If this property is set to **No**, all input files are submitted as child jobs. This property is not available for the **Number of sets** batching method.

Pages and Pages in sets

Exceed pages to batch
- **Yes**: A PDF file or complete set of PDF files that contains enough pages to make the total number of pages in the input device exceed the value set for **Number of pages to batch** is submitted with the rest of the files.
- **No**: This file or set remains in the input device as the first set of pages for the next batch.

Number of pages to batch
The number of pages that the input device should wait to receive before submitting the files or complete sets as a single group.

Create .zip file
If this property is set to **Yes**, all input files that match the value set in the **Data Patterns** property are combined as a .zip file and submitted as a single job. If this property is set to **No**, all input files are submitted as child jobs. This property is not available for the **Pages in sets** batching method.

Time and Sets by time

Batching start date
The date when the input device should begin to use this batching method.

Batching start time
The time when the input device should begin to use this batching method.

Batching interval
The time interval that the input device should use to determine when or how often to submit a job.

Batch date or Frequency
Used with the **Batching interval** property, specifies exact values for when or how often to submit a job.

Create .zip file
If this property is set to **Yes**, all input files that match the value set in the **Data Patterns** property are combined as a .zip file and submitted as a single job. If this property is set to **No**, all input files are submitted as child jobs. This property is not available for the **Sets by time** batching method.

Pattern

Data pattern
One or more pattern-matching strings that define which characters in the data file should be matched with the other file names that might arrive in the input device. If you specify more than one data pattern, the file is considered a match if it matches any pattern. The data pattern is a regular expression.

File pattern (one value for each type of input file)
A pattern-matching string that defines a particular type of input file, for example, `.*jdf$` for a job ticket.

Spool file usage (one value for each type of input file)
A value that identifies what the input file is used for, for example, `ticket` for a job ticket or `print` for a print file.

Spool file type (one value for each type of input file)
The file extension for the input file.

File pattern required (one value for each type of input file)
Whether the job must contain this type of input file.
The job starts to process when all the required files are present. Make sure any optional files are already in the input device before the required files; otherwise they will not be included in the job.

File pattern sequence (one value for each type of input file)
If two or more **File pattern** values are the same, or if two or more **File pattern** properties are associated with the same **Spool file usage** and **Spool file type** values, the order in which the set of values is applied.

8. Click **OK**.
   If the input device is enabled and connected, you see a confirmation window asking you if you want to disable and disconnect the input device. To save your changes, the input device must be disabled and disconnected.
9. To use the input device, select it and click **Enable and Connect**.

After you configure an input device to use a batching method, make sure that the input files you submit are appropriate for the batching method selected. Unidentified input files remain in the staging location for the input device with a status of **Waiting**.

Parent topic: Defining input devices