

Configuring

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Copying objects from another system

To reuse objects from another RICOH ProcessDirector system, you can use the other system to export them. On this RICOH ProcessDirector system, you can import the objects rather than recreating them manually.

You can export and import objects such as input devices, workflows, printers, media objects, notifications, servers, step templates, user names, groups, and locations. You can also export and import some objects added by features or extensions.

★ Important:

- We recommend using the **Migration Assistant** when upgrading to a different computer to copy objects from one system to another. For additional information see [Using the Migration Assistant](#).
- Do not import objects added by a feature or extension that is not installed on this system.
- Before you import an object that has the same name as an existing object of the same type, make sure that the existing object is disabled. If the object is an input device, also make sure that it is disconnected. When you import the new object, the existing object is updated to match the new one.
- Before you import an input device or printer whose **Parent server** property has any value other than **System**, make sure that the parent server has been added as a secondary server. Make sure that the secondary server has been enabled and connected to the primary server.
- If you are using the Preprinted Forms Replacement feature, export the `media.zip` file before you import media objects with electronic forms. Follow the instructions in the help system for exporting media objects with electronic forms.
- When you import order property mapping objects, the file specified in the **Sample order XML file** property is not included in the export package. You must copy the file to the new system manually after you import the object.

Sample XML files are stored in: `/aiw/aiw1/mapping/property_mapping_object`

- When you import step resources, the files that they refer to are not included in the export package. Copy the files referenced in the step resources from the export system to the import system manually. You must copy the files to the import system before you import the step resource objects.
 - To import all the step resources, copy the contents of `/aiw/aiw1/StepResources` from the export system into the same directory on the import system.
 - To import specific step resources, open the XML file that you exported. Find the entry for each step resource that you exported and locate the **StepResource.File** property. In that value, find the name of the RSC file associated with that step resource. For example, in this value:

```
<property name="StepResource.File" value=""fileName"; : "/aiw/aiw1/StepResources/1992052c6ef44a229b8b43d77232bf53.rsc"; ot; , "displayName"; : "Ricoh_Export-2019-08-26_13-30-04.xml";]>
```

The file name is: `1992052c6ef44a229b8b43d77232bf53.rsc`

Find the file on the export system and copy it into the same directory on the import system.

- You can export objects from a primary server running on one operating system and import them on a primary server running on a different operating system.
If you export objects from Windows and import them on Linux, you need to manually update the paths for the paths or the configuration files.

To copy objects from another system:

1. Click the **Administration** tab.
2. In the left pane, click **Utilities** ➔ **Import Objects**.
3. In the **File to import** field, click  **Browse or drag file** and find the file on the system, or drag and drop the XML file that contains the properties of exported objects.

The default name of this file is `Ricoh_Export_timestamp.xml`. The administrator who exported the objects might have given the file a different name.

>Note:

- If you exported media objects with electronic forms, the name of the file is `media.xml`. It is in this directory:
▪ `/aiw/aiw1`

The file is automatically examined, and the objects are evaluated. If there are issues with any objects in the file, you see a dialog that lists the import errors and warnings. Close the dialog and all the objects appear in the **Objects to import** table. Objects with errors or warnings are marked with an icon.

Repeat this step for all the files you want to import. Objects from additional files are added to the table, so they can all be added at the same time.

4. Review the objects in the list. Select any object marked with a warning or error symbol and click **Details** to see additional information about the warning or error. Follow the instructions in the description to resolve problems. You cannot import objects that are marked as errors.
5. Select the objects that you want to import.
6. **Optional:** To make sure that you do not update objects that exist, click **Deselect existing objects**.
7. Click **Import**.
If the **Import** button is disabled, one or more selected objects are marked with the error icon. Click **Deselect error objects** to clear the selection for those objects and click **Import** again. The objects without errors are imported.
Return to the error objects to resolve the issues and try to import them again.

 **Note:**

- Credential objects might be contained in the file you import if they were included as references in workflows, step templates, input devices, or transmitter objects. The imported credential objects cannot be used until you re-enter values for the **User name** and **Password** properties on the imported system.
- If an imported workflow refers to a step that does not exist on this system, RICOH ProcessDirector replaces the step with a placeholder step named **ReplacedStep**. The original step name and step template name are available in the Step properties. The **ReplacedStep** acts like the **ContinueToNextStep** step template, so it simply passes the job to the next processing step without changing it.
- Contact your local Ricoh support representative if you receive an error message for step templates not containing a reference to an extension when importing objects.

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