

## Configuring

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/ Creating a workflow to store AFP jobs and documents in a repository

## Creating a workflow to store AFP jobs and documents in a repository

To store jobs and documents in a repository, you must create a workflow that includes a step based on the **StoreInRepository** step template. You can also add **StoreInRepository** steps to your existing workflows. If you want the repository to hold documents and document data, make sure to add the necessary document processing steps if they are not already present.

Before you create a workflow, plan for retention of files and documents, create repositories, and make enhancements to AFP files.

To create a workflow to store AFP jobs and documents in a repository:

1. Click the **Workflow** tab.
2. Right-click the **RepositorySample** workflow and select **Copy**.  
The **RepositorySample** workflow processes PDF jobs. To change the workflow to process AFP jobs, you must replace some of the steps in the workflow.
3. Name the copy of the workflow, fill in or edit other values that you need, and click **Continue**.
4. Right-click the **If PDF** connector and select **Properties**. Change the value of the **Rule name** property to **If AFP**. Change the value of the rule condition **Value** property to **AFP**. Click **OK**.
5. Add a step based on the **UseInlineFormDefinition** step template at the start of the **If AFP** conditional processing branch, before the **CountPages** step.
6. Replace the **CountPages** step in the **Prepare** phase with a step based on the **EnableRepositioning** step template.
7. Replace the **IdentifyPDFDocuments** step with a step based on the **IdentifyDocuments** step template.
8. Right-click the **IdentifyDocuments** step. Select **Properties**, and then click **AFP**. For the **Visual Workbench control file** property, type the path and file name of the control file that you created with Document Property Designer. Click **OK**.
9. If your AFP print file is not already indexed, add a step based on the **IndexAFP** step template before the **IdentifyDocuments** step.  
This step shares the control file you specified for the **IdentifyDocuments** step. You do not need to specify the control file here.
10. Replace the **BuildPDFFromDocuments** step with a step based on the **BuildAFPFromDocuments** step template.
11. Right-click the **BuildAFPFromDocuments** step. Select **Properties**, and then click **AFP**. For the **Enhance AFP control file** property, type the path and file name of the control file that contains your document enhancements. Click **OK**.
12. Replace the **CountPages** step in the **Print** phase with a step based on the **EnableRepositioning** step template.
13. **Optional:** Right-click the **RetainCompletedJobs** step. Select **Properties**, and then click **Job Defaults - General**. Update the value of the **Retention period** property. Click **OK**.
14. Right-click the **StoreInRepository** step, select **Properties**, and then click **Repository**:
  1. For the **Repository** property, select the repository that you want to store job and document data in.
  2. From the **Available** job properties to store list, select the job properties that you want to use to search for jobs and documents in the repository.
  3. From the **Available** document properties to store list, select the document properties that you want to use to search for documents in the repository.
  4. If you want to preserve the values of job properties for use when the job or its documents are resubmitted to a workflow:
    1. Use a text editor to create an override properties file.
    2. Place the database name of each job property on a separate line.
    3. To add a comment, place it on a separate line that starts with a pound sign (#).  
This example shows a file with three job properties (**Customer name**, **Media required**, and **Duplex**) and a comment:  
Job.CustomerNameJob.MediaRequired# This is a comment.Job.Duplex
  4. Name the file, save it, and move it to a directory on the RICOH ProcessDirector primary computer. For example:
    - /aiw/aiw1/control\_files/job\_properties.txt (Linux)
    - C:\aiw\aiw1\control\_files\job\_properties.txt (Windows)
  5. On the **StoreInRepository** step, enter the path and name of the file in the **Path to override properties file** property.
5. If you are using an associated properties file, enter the path and name of the file in the **Associated properties file** property.
6. If you want to store document data that is contained in a file but is not defined as a document property to RICOH ProcessDirector, enter the full path and name or the symbolic name of the file in the **Document properties file** property and make sure to select **ALL** in the **Document properties to store** list.
7. Click **OK**.

**Note:**

- Make sure that the **StoreInRepository** step is in the correct place in the workflow. Storing a file after steps that change the order of pages, such as **ReverseOutputOrder**, affects your ability to search using document properties in the viewer.

15. **Optional:** If you want to store job files in the repository more than once, include additional **StoreInRepository** steps in the workflow.

16. Save the workflow.

17. To test the workflow:

1. Create one or more input devices to point to the workflow.
2. Enable the input devices.
3. Submit your AFP print job to the input device.
4. When the job finishes, look in the Archive to make sure that the right information was stored.

**Note:**

- If a job is processed again and runs the **StoreInRepository** step more than once, two copies of the document or job are stored in the repository.

Parent topic: [Workflows that store jobs and data in a repository](#).