

Configuring

[Configuring](#) / [Setting up the Postal Enablement feature](#) / Running the sample workflows for qualified/non-qualified mail

Running the sample workflows for qualified/non-qualified mail

The sample workflows for qualified and non-qualified mail include **GroupDocsForPostalProcess**, **PrintForPostalProcess**, and **ProcessQualifiedDocuments**. By submitting the sample print job into the **GroupDocsForPostalProcess** workflow and simulating the results obtained from postal software, you can see three child jobs get created corresponding to different postal categories-- **Qualified**, **Non-Qualified**, and **Other**.

The **GroupDocsForPostalProcess** workflow collects document data for the postal software, updates the document data based on the output from the postal software, and produces child jobs for each type of mail identified by the postal software. The sample uses results produced by TEC Mailing's MailPreparer software to send documents to two other workflows based on what additional postal processing can be performed to optimize the postal savings.

If the child jobs do not qualify for additional postal processing, they are sent to the **PrintForPostalProcess** workflow where the PostNet barcode on the original job is removed and a 2D barcode is added for mail piece tracking. Documents classified as **Other** are sorted by number of sheets and documents classified as **Non-qualified** are sorted in zip code order but not using postal software.

If the child jobs from **GroupDocsForPostalProcess** qualify for additional postal processing, the jobs are sent to the **ProcessQualifiedDocuments** workflow. In the **ProcessQualifiedDocuments** workflow, the job is processed again by postal software to sort the documents according to postal rules. An Intelligent Mail barcode and a 2D datamatrix barcode is also added to these **Qualified** documents.

The sample objects used in this workflow include:

- Hot folder input device: PostalFolder
- Workflow: GroupDocsForPostalProcess
- Workflow: PrintForPostalProcess
- Workflow: ProcessQualifiedDocuments

The sample files provided for use with these workflows are summarized in the table below.

Filename	File Location	Specified in property	Used by Workflow	Used by Step	Description
PostalPDFBuildQualify.ctl	/aiw/aiw1/control_files/postal (Linux) or C:\aiw\aiw1\control_files\postal (Windows)	Build PDF control file 1	PrintForPostalProcess	BuildPDFFromDocuments	Builds a PDF file with the PostNet barcode replaced with a Datamatrix barcode that identifies the job number and document number and adds an Intelligent Mail barcode.
PostalPDFBuildOther.ctl	/aiw/aiw1/control_files/postal (Linux) or C:\aiw\aiw1\control_files\postal (Windows)	Build PDF control file 1	PrintForPostalProcess	BuildPDFFromDocumentsOther	Builds a PDF file with the PostNet barcode replaced with a Datamatrix barcode that identifies the job number and document number.
PostalPDFBuildNonQualify.ctl	/aiw/aiw1/control_files/postal (Linux) or C:\aiw\aiw1\control_files\postal (Windows)	Build PDF control file 1	PrintForPostalProcess	BuildPDFFromDocumentsNonQualified	Builds a PDF file with the PostNet barcode replaced with a Datamatrix barcode that identifies the job number and document number.

Filename	File Location	Specified in property	Used by Workflow	Used by Step	Description
PostalPDF.ctl	/aiw/aiw1/control_files/postal (Linux) or C:\aiw\aiw1\control_files\postal (Windows)	Identify PDF control file	GroupDocsForPostalProcess	IdentifyPDFDocuments	Identifies the page groups in the sample PDF print file and defines the data to be extracted in document properties.
postal_doc_qualified.csv	/aiw/aiw1/control_files/postal (Linux) or C:\aiw\aiw1\control_files\postal (Windows)	Property conditions file	ProcessQualifiedDocuments	SetDocPropsFromConditions	Sets the workflow for the documents in the job to PrintForPostalProcess . Sets sequence numbers for documents according to the presort sequence returned by the postal sortation software.
postal_doc_print_afp.csv	/aiw/aiw1/control_files/postal (Linux) or C:\aiw\aiw1\control_files\postal (Windows)	Property conditions file	PrintForPostalProcess	SetDocPropsFromConditionsAFP	Sets the child job names to reflect the Processing category . Sets the EnhanceAFP control file name for the child job in each Processing category.
postal_doc_print.csv	/aiw/aiw1/control_files/postal (Linux) or C:\aiw\aiw1\control_files\postal (Windows)	Property conditions file	PrintForPostalProcess	SetDocPropsFromConditions	Sets the child job names to reflect the Processing category .
postal_doc.csv	/aiw/aiw1/control_files/postal (Linux) or C:\aiw\aiw1\control_files\postal (Windows)	Property conditions file	GroupDocsForPostalProcess	SetDocPropsFromConditions	Maps MailPreparer return codes for each document to Processing category values (Non-qualified , Qualified , and Other). Sets the workflow name for the child jobs that are created based on the GroupDocuments step.
Postal.pdf	/aiw/aiw1/testfiles (Linux) or C:\aiw\aiw1\testfiles (Windows)	Job name			The sample PDF print file.

Filename	File Location	Specified in property	Used by Workflow	Used by Step	Description
Postal.afp	/aiw/aiw1/testfiles (Linux) or C:\aiw\aiw1\testfiles (Windows)	Job name			The sample AFP print file.
jobid.qualified_doc.csv	/aiw/aiw1/testfiles (Linux) or C:\aiw\aiw1\testfiles (Windows)	Retrieval pattern	ProcessQualifiedDocuments	RunHotFolderAppplication	A sample external results file from MailPreparer based on processing the child job created for only documents that MailPreparer determined were qualified for postal sortation. Can be used to move the sample job through the RunHotFolderApplication step to simulate the response from postal software.
jobid.group_doc.csv	/aiw/aiw1/testfiles (Linux) or C:\aiw\aiw1\testfiles (Windows)	Retrieval pattern	GroupDocsForPostalProcess	RunHotFolderAppplication	A sample external results file from MailPreparer based on processing of the sample print file. Can be used to move the sample job through the RunHotFolderApplication step to simulate the response from postal software.
PostalAFPBuildQualify.cfg	/aiw/aiw1/control_files/postal (Linux) or C:\aiw\aiw1\control_files\postal (Windows)	Enhance AFP control	PrintForPostalProcess	BuildAFPFromDocuments	Builds an AFP file with the PostNet barcode replaced with a Datamatrix barcode that identifies the Job number and Document number and adds an Intelligent Mail barcode.
PostalAFPBuildOther.cfg	/aiw/aiw1/control_files/postal (Linux) or C:\aiw\aiw1\control_files\postal (Windows)	Enhance AFP control	PrintForPostalProcess	BuildAFPFromDocumentsOther	Builds an AFP file with the PostNet barcode replaced with a Datamatrix barcode that identifies the Job number and Document number .
PostalAFPBuildNonQualify.cfg	/aiw/aiw1/control_files/postal (Linux) or C:\aiw\aiw1\control_files\postal (Windows)	Enhance AFP control	PrintForPostalProcess	BuildAFPFromDocumentsNonQualify	Builds an AFP file with the PostNet barcode replaced with a Datamatrix barcode that identifies the Job number and Document number .

Filename	File Location	Specified in property	Used by Workflow	Used by Step	Description
PostalAFP.ctf	/aiw/aiw1/control_files/postal (Linux) or C:\aiw\aiw1\control_files\postal (Windows)	Visual Workbench control file	GroupDocsForPostalProcess	IdentifyDocuments	Identifies the page groups in the sample AFP print file and links the index tags in the AFP file with the corresponding document properties.

To run the sample workflow:

1. Log in to RICOH ProcessDirector.
2. Click the **Main** tab.
3. In the Printers portlet, select the **Sample** printer and click **Actions → Enable**.
4. In the Input Devices portlet, select the **PostalFolder** hot folder input device and click **Actions → Enable and Connect**.
The first time you run this procedure, RICOH ProcessDirector immediately submits the **Postal.pdf** job to the **GroupDocsForPostalProcess** workflow. The system starts processing the job through the **GroupDocsForPostalProcess** workflow. When the job reaches the **RunHotFolderApplication** step, it waits for results to come from the postal software. The job state changes to **Waiting**.
5. To simulate results being returned by the postal software, navigate to /aiw/aiw1/testfiles (Linux) or C:\aiw\aiw1\testfiles (Windows) and copy jobid.group_doc.csv into /aiw/aiw1/postal/receive (Linux) or C:\aiw\aiw1\postal\receive (Windows).
6. Navigate to /aiw/aiw1/postal/receive (Linux) or C:\aiw\aiw1\postal\receive (Windows) and rename jobid.group_doc.csv, replacing jobid with the **Job Number** of the sample job you submitted. For example, if the **Job number** for the sample job is 10000067, rename the file to 10000067.group_doc.csv.
7. The job moves on to the **SetDocPropsFromConditions** step where the sample property conditions file sets the **Processing category** for each document (**Qualified**, **Non-qualified** or **Other**). The value of the **Processing category** property determines the next workflow for the document. The **CreateJobsFromDocuments** step creates the child jobs based on those document properties.
 - Documents with a **Processing category** of **Non-Qualified** are grouped into a child job that is sent to the **PrintForPostalProcess** workflow. In that workflow, the PostNet barcode is replaced with a 2D barcode that can be used to track the progress of the document through other steps in the workflow. In addition, the documents are sorted in ascending order of zip code.
 - Documents with a **Processing category** of **Other** are grouped into a child job that is sent to the **PrintForPostalProcess** workflow. In that workflow, the PostNet barcode on each document is replaced with a 2D barcode that can be used to track the progress of the document through other steps in the workflow. In addition, the documents are sorted in ascending order of the number of sheets.
 - Documents with a **Processing category** of **Qualified** are grouped into a child job that is sent to the **ProcessQualifiedDocuments** workflow. That workflow sends the child job through the postal software again to sort the documents. When the job reaches the **RunHotFolderApplication** step, it waits for results to come from the postal software. The job state changes to **Waiting**.
8. To simulate the results being returned by the postal software for the **ProcessQualifiedDocuments** workflow, navigate to /aiw/aiw1/testfiles (Linux) or C:\aiw\aiw1\testfiles (Windows) and copy jobid.qualified_doc.csv into /aiw/aiw1/postal/receive (Linux) or C:\aiw\aiw1\postal\receive (Windows).
9. Navigate to /aiw/aiw1/postal/receive (Linux) or C:\aiw\aiw1\postal\receive (Windows) and rename the file jobid.qualified_doc.csv, replacing jobid with the **Job Number** of the child job. For example, if the **Job number** for the child job is 10000067.3, rename the file to 10000067.3.qualified_doc.csv.
10. The **Qualified** child job resumes processing. Because the workflow specifies that each postal container can hold 50 documents, the job is broken into multiple child jobs (grandchild jobs) with a maximum of 50 documents per job. Those child jobs are sent to the **PrintForPostalProcess** workflow. That workflow adds Intelligent Mail barcodes to the documents.
11. When each child job from the original job finishes, it is retained for three days and is then deleted. The parent job does not leave the system until all of the children (and grandchildren) have completed.

ⓘ **Note:**

- The sample workflow uses a sample printer that does not print any data. However, the job file can be viewed as it moves through the workflow, so the barcode updates can be observed. For example, you can view the job while it is waiting in the **RunHotFolderApplication** step to see the PostNet barcode, then view it in the **RetainCompletedJob** step to see the Datamatrix barcode.
If you want to run the example again, you must copy the sample file to the hot folder. The sample file, **Postal.pdf**, is in /aiw/aiw1/testfiles (Linux) or C:\aiw\aiw1\testfiles (Windows).
If you want to run the sample AFP file, you must copy the sample file to the hot folder. The sample file, **Postal.afp**, is in /aiw/aiw1/testfiles (Linux) or C:\aiw\aiw1\testfiles (Windows).

Parent topic: [Setting up the Postal Enablement feature](#)