

Configuring

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Running the PrintAndMailJob sample workflow

The **PrintAndMailJob** sample workflow submits a PDF or AFP file for processing by Ricoh ProcessDirector and the Postal Enablement feature. The workflow simulates sending the job to postal processing software to update addresses as needed and to replace a PostNet barcode with a Datamatrix barcode that identifies the job number and document number that can be used to track the progress of the document through other steps in the workflow.

You can review the sample workflow and run a sample job to understand how the feature works.

The sample files provided for use with this workflow are summarized in the table below.

Filename	File Location	Specified in property	Used by Step	Description
PostalPDFReplaceAddr.ctl	/aiw/aiwl/control_files/postal	Build PDF control file 1	BuildPDFFromDocuments	Builds a PDF file with the PostNet barcode replaced by a Datamatrix barcode that identifies the job number and document number. Updates addresses as indicated by the postal software.
PostalPDF.ctl	/aiw/aiwl/control_files/postal	Identify PDF control file	IdentifyPDFDocuments	Identifies the page groups in the sample PDF print file and defines the data to be extracted in document properties.
postal_doc_print_only.csv	/aiw/aiwl/control_files/postal	Property conditions file	SetDocPropsFromConditions	Sets the Postal code property based on the Address processing return code from the postal software so that documents that have replacement addresses available can be identified when the print file is generated.
Postal.pdf	/aiw/aiwl/testfiles	Job name		The sample PDF print file.
Postal.afp	/aiw/aiwl/testfiles	Job name		The sample AFP print file.
jobid.print_and_mail.csv	/aiw/aiwl/testfiles	Retrieval pattern	RunHotFolderApplication	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.
PostalAFPReplaceAddr.cfg	/aiw/aiwl/control_files/postal	Enhance AFP control file	BuildAFPFromDocuments	Builds an AFP file with the PostNet barcode replaced by a Datamatrix barcode that identifies the job number and document number. Updates addresses as indicated by the postal software.

Filename	File Location	Specified in property	Used by Step	Description
PostalAFP.ctf	/aiw/aiw1/control_files/postal	Visual Workbench control file	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.

You can review the properties for each object before you start the procedure to see how they interact.

To run the sample workflow:

1. Log in to RICOH ProcessDirector.
2. Copy the PostalFolder input device to create a new hot folder input device.
 1. Click the **Administrator** tab.
 2. In the left pane, click **Devices** → **Input Devices**.
 3. Select the **PostalFolder** input device and click **Actions** → **Copy**.
 4. In the **Input device name** property, type a name for the hot folder.
 5. In the **Child workflow** property, select **PrintAndMailJob**.
 6. In the **Folder Location** property, update the folder location to a unique filepath.
 7. In the **Staging Location** property, update the staging location to a unique filepath.
 8. Click **OK**.
3. In the Printers portlet, select the **Sample** printer and click **Actions** ⇒ **Enable**.
4. In the Input Devices portlet on the Main page, select the newly created hot folder and click **Actions** → **Enable and Connect**.
5. Copy the sample file into the hot folder you created in Step 2. Navigate to /aiw/aiw1/testfiles, and copy Postal.pdf into the directory that you specified in the **Folder location** property of the input device.
The system starts processing the job through the **PrintAndMailJob** workflow. When the job reaches the **RunHotFolderApplication** step, it waits for results to come from the postal software. The job state changes to **Waiting**.
6. Navigate to /aiw/aiw1/testfiles.
7. Copy jobid.print_and_mail.csv into /aiw/aiw1/postal/receive.
8. Navigate to /aiw/aiw1/postal/receive and rename **jobid.print_and_mail.csv**, replacing **jobid** with the value of the **Job Number** property for the sample job. For example, if the **Job number** for the sample job is 10000067, rename the file to 10000067.print_and_mail.csv.
The **RunHotFolderApplication** step picks up the file and the job continues to process through the remaining steps in the workflow.
9. When the job finishes processing, the **State** column of the Jobs table changes to **Complete**.
10. The job is retained for three days and is deleted.

⚠ **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.

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