Managing objects

Exporting media with electronic forms

To reuse media objects with electronic forms on another RICOH ProcessDirector system, you can export them by copying the `media.zip` file to another system. The **Export Objects** function exports media objects but does not export the electronic forms defined for media objects.

RICOH ProcessDirector creates a `media.zip` file whenever you define, edit, rename, or delete a media object.
To export media with electronic forms:

1. Log in to the primary computer.

2. Go to this directory:
   - `/aiw/aiw1/share` on Linux
   - `C:\aiw\aiw1\share` on Windows

3. Copy the `media.zip` file to the system that you are exporting the media to.

4. Log in to the RICOH ProcessDirector primary computer on that system and put the `media.zip` file in this directory:
   - `/aiw/aiw1` on Linux
   - `C:\aiw\aiw1` on Windows

5. Extract the media objects from the `media.zip` file.
   Extracting the media objects:
   - Puts a `media.xml` file in the same directory as the `media.zip` file.
   - Adds all electronic forms defined for the media to this directory:
     - `/aiw/aiw1/constantforms` on Linux
     - `C:\aiw\aiw1\constantforms` on Windows
   If the `constantforms` directory has another version of an electronic form, the file extraction process asks if you want to replace the form.
   For example, the `constantforms` directory could have copies of the sample forms installed with the Preprinted Forms Replacement feature.
   - To extract only forms that are not on the system where you are importing the media objects, choose the option to replace none of the files.
   - To replace all the forms on the system with the version of the forms in the `media.zip` file, choose the option to replace all the files.

6. Make sure that the RICOH ProcessDirector system user and group (**aiw1** and **aiwgrp1** are the defaults) have permission to read and modify these files and directories:
   - The `constantforms` directory
   - All electronic forms in the `constantforms` directory

7. Import the media objects:

   1. Click the **Administration** tab on the user interface of the system where you are importing the media objects.

   2. In the left pane, click **Utilities ⟹ Import Objects**.

   3. Click **File to Import**.

   4. Go to this directory:
      - `/aiw/aiw1` on Linux
      - `C:\aiw\aiw1` on Windows

   5. Select the `media.xml` file.

   6. Select the media objects that you want to import.

   7. To make sure that you do not update media objects that exist, click **Deselect existing objects**.

   8. Click **Import**.
   For more information about importing objects, see the related task for copying objects from another system.

Parent topic: Exporting objects