

Overview

[Overview](#) / [Product overview](#) / [Features](#) / [Document processing features](#) / Archive

Archive

The Archive feature lets you store jobs, documents, and job processing history in a repository and retrieve them by searching on job and document properties. For example, you might search for documents by job name, customer name, and account number. After you retrieve a job or document, you can view it, review the properties that were stored with it, check the production history, and submit the job or document to a workflow for reprinting or other processing.

The feature has these major parts:

- A new repository object and two new step templates.
- A new type of notification object.

Prerequisites

To use the Archive feature, first install a feature that supports document processing:

- For PDF files, install the PDF Document Support feature.
- For AFP files, install the AFP Support feature.

New repository object

Repository objects hold job and document data and job processing history that you want to store for possible retrieval, including to submit again as a new job. When you retrieve the information, you can view the job, submit it again, or review detailed information about the job and its production history. You can create multiple repositories, each with a unique retention period. Each repository can be on the local system or a mounted drive anywhere in your network. To control who can retrieve files from a repository, you can associate the repository and its users with a specific location.

History record notifications

The Archive feature adds a new type of notification object called a history record notification. These objects monitor the system for changes to the **Current job state** property. When that property changes, the history record notification captures the new state, the timestamp, and the workflow, phase, and step that the job is in. This information can be then stored in the repository.

Using the information captured by the history record notification object, you can save the production time line of the job to answer questions about job and document processing.

New step templates

Archive adds the **StoreInRepository** step template. A step that is based on this step template stores a copy of any file selected by the **File to store** property in a repository with the job and document properties you specified. The job and document properties you select to store with the file can be used to retrieve the job or document.

You can also use the **Store history records** property to have the step store the history records generated for the job by one or more history record notification objects.

Archive also adds the **ExportFromRepository** step template. A step that is based on this step template lets you export the properties from a repository to a comma-delimited (CSV) file.

In this section:

[Usage scenarios for Archive](#)

These scenarios show how the Archive feature might be used to improve your production processes by storing jobs, documents, and their history in a repository and retrieving them when needed.

Parent topic: [Document processing features](#)