

Configuring

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/ Creating a workflow to store jobs, job properties, and job history in a repository

Creating a workflow to store jobs, job properties, and job history in a repository

To store jobs, job properties, and job history in a repository, you must create a workflow that includes a step based on the **StoreInRepository** step template.

Before you create a workflow, plan for retention of files and history, create repositories, and create any history notification objects that are needed.

To create a workflow to store jobs, job properties, and job history in a repository:

1. Click the **Workflow** tab.
2. Right-click a workflow that you want to have write information to a repository and select **Copy**.
3. Name the copy of the workflow, fill in or edit other values that you need, and click **Continue**.
4. Insert one or more **StoreInRepository** steps into the workflow after the steps whose property values or history information you want to store.
5. Right-click each of the **StoreInRepository** steps you added, select **Properties**, and then click **Repository**:
 1. For the **Repository** property, select the repository that you want to store job and document data in. If you have more than one **StoreInRepository** step, you can choose separate repositories or the same repository.
 2. For the **Store history records** property, change the value to **Yes**.
 3. If you want to store only properties and history information, clear the value of the **File to store** property.
 4. If you want to store only properties, clear the value of the **File to store** property and set the value of the **Store history records** property to **No**.
 5. 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
 6. Name the file, save it, and move it to a directory on the RICOH ProcessDirector primary computer. For example:
 - /aiw/aiwl/control_files/job_properties.txt (Linux)
 - C:\aiw\aiwl\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.
6. If you are using an associated properties file, enter the full path and name or the symbolic name of the file in the **Associated properties file** property.
7. For the **Archive entry type** property, enter a name that identifies the specific type of data being captured, such as **Preflight**, **Post-Print**, or **History Information only**. Alternatively, you can enter a value of **Print file** to indicate that this entry in the repository has the print file associated with it and can therefore be viewed or resubmitted. You can use this property to search for information about the job you want to retrieve.
8. From the **Available** job properties to store list, select the job properties that you want to use to search for jobs in the repository.
9. Click **OK**.

 **Note:**

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

6. Optional: Right-click the **RetainCompletedJobs** step. Select **Properties**, and then click **Job defaults - General**. Update the value of the **Retention period** property. Click **OK**.
7. Save and enable the workflow.
8. To test the workflow:
 1. Create one or more input devices to point to the workflow.
 2. Enable the input devices.
 3. Submit your PDF or 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 job are stored in the repository.

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