Overview

Document property mappings

A document property mapping defines the relationship between the headings in a preferences file and the document properties defined in the system. Document property mappings are used by the **ApplyPreferences** step to add or change values in the document properties file (DPF) for the job.

When you define a document property mapping, you map headings in the preferences file to properties in the document properties file. Then you specify one of these **Usage** values for that pair:

- **Identify document**
  This pair is used to find which documents to update in the DPF.
  In the image below, the heading of **Account number** is mapped to the **Member** document property and the usage is set to **Identify document**. When the **ApplyPreferences** step runs, it reads the preferences file. For each row, it finds the value of the **Account number**, then searches the document properties file to find the entry that has the same value listed for the **Member** property.
- **Update property**
  These pairs are used to update values in the document properties file. These properties might not have values in the document properties file initially.
  In the image below, the headings **Email address** and **Output type** are mapped to document properties with the same names. The **Usage** for both pairs is set to **Update property**. When the **ApplyPreferences** step locates the entry in the DPF whose **Member** property matches an **Account number** value, it updates the **Email address** and **Output type** properties in the DPF for that entry with the values in the corresponding row of the preferences file.

You must map at least two headings to document properties, one for each **Usage** type.

The values can be used by other steps in the workflow to group documents for common processing such as one set of documents to email and another set of documents to print.

The same property mapping object can be used by multiple workflows as long as the preferences files contain the same headings. The order of the headings can be different in each preferences file.

Parent topic: [Property mapping](#)