

Configuring

[Configuring](#) / [Configuring to use Reports](#) / Adding steps that store property values in the Reports database

Adding steps that store property values in the Reports database

You can add steps to your workflows to capture job and document property values and store them in the Reports database.

Before you do the steps in this procedure, determine which job and document properties you want to capture and when you want to capture them. The properties you select should relate to the type of reports you want to generate from the data.

To add steps that store property values in the Reports database:

1. Click the **Workflow** tab.
2. Click the name of the workflow you want to modify.
3. **Optional:** Disable the workflow by clicking the switch to the left of the workflow name.
If you do not disable the workflow while you edit it, jobs that use this workflow continue to move through steps. When you save, the workflow is momentarily disabled then enabled again. Jobs that are processing in the workflow could move into error.
4. Add the **WritePropsToReportsDatabase** step to the workflow.
5. Right-click the step and select **Properties**.
6. Click the **Reports** tab.
7. In the **Job properties to write** and **Document properties to write** fields, select the property values that you want to store in the PostgreSQL database.

⚡ Note:

- Some property values are blank until after a certain point in a workflow. For example, a job does not have a value for **Assigned to printer** (Job.Print.AssignPrintTime) until the job is sent to the printer in the **PrintJobs** step. If you store **Assigned to printer** to the PostgreSQL database before the **PrintJobs** step runs, the property is present in the database table, but the value is blank.

8. To include a label in the database for the information that the step stores, enter a value for **Event type**.
9. Fill in values for the other properties as needed.
You must use different table names for the **Document properties table** and **Job properties table** properties. The values you use must also be different from the **Database table names** specified in the data collectors.
10. Click **OK**.
11. **Optional:** If you want to collect data at other points in the workflow, add another **WritePropsToReportsDatabase** step and update its properties.
12. Save and enable the workflow.

Parent topic: [Configuring to use Reports](#)