

## Configuring

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## Modifying a workflow to send job information to Slingshot

To send Avanti Slingshot the time required for the job to complete a single step or a series of steps, you must specify the Slingshot cost center and the milestone status for the single step or for the first and last steps in the series. By associating one or more steps with a cost center, you identify all the time spent on processing by the cost center.

You do not need to associate all steps with Slingshot cost centers.

When you choose the steps to modify in a workflow, make sure that a job goes through one step with a **Slingshot milestone status** property value of **Complete** for each Slingshot cost center that you want to report information to.

Before you modify a workflow, define the Avanti Slingshot Connect cost centers.

To modify a workflow to send information to Slingshot:

1. Click the **Workflow** tab.
2. Click the name of the workflow.
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. For each single step whose job information you want to send to Slingshot (one-to-one mapping of step to cost center):
  1. Right-click the step and select **Properties**.
  2. For the **Slingshot cost center** property, select the Slingshot cost center that you want to report job information to.
  3. For the **Slingshot milestone status** property, select **Complete**.
  4. Click **OK**.
5. For each series of steps whose job information you want to send to Slingshot:
  1. Right-click the first step in the series and select **Properties**.
  2. For the **Slingshot cost center** property, select the Slingshot cost center that you want to report job information to.
  3. For the **Slingshot milestone status** property, select **In progress**.
  4. Click **OK**.
5. Right-click the last step in the series and select **Properties**.
6. For the **Slingshot cost center** property, select the same Slingshot cost center that you selected for the first step.
7. For the **Slingshot milestone status** property, select **Complete**.
8. Click **OK**.
6. Save and enable the workflow.
7. When the workflow processes a job, check to see if the job information is sent to the specified cost center in Slingshot.


ⓘ **Note:**

- For the steps between the first and last steps in the series, you do not need to set the **Slingshot cost center** and **Slingshot milestone status** properties. RICOH ProcessDirector reports the time a job spends in these steps to the Slingshot cost center even if you do not set the properties.

ⓘ **Note:**

- For a typical implementation of Slingshot, you do these steps to exchange information with RICOH ProcessDirector. Your implementation of Slingshot can have steps that differ from these steps.

1. Log in to the Avanti Slingshot client.
2. Navigate to **System Setup ⇒ General ⇒ Integration Log**.
3. For the Slingshot job, you should see **Export** entries in the **Type** column for the JDF Type that Slingshot uses to send jobs to RICOH ProcessDirector.
4. If RICOH ProcessDirector successfully imports the job, you should see **Import** entries in the **Type** column with **HTTP** in the **Method** column, **Updating Job** in the **Purpose** column, and **Processing inbound JMF Status File for job** in the **Result Details** column.
5. On the Integration Log, click the arrow to the left of a Slingshot job.

6. Click **Edit** () to display the job record in **Detail View**.

7. Review the **Troubleshooting Details**.

You should see processing information about the Slingshot cost center assigned to the RICOH ProcessDirector workflow steps or printer.

⬇ **Note:**

- The External Device ID for the Slingshot cost center has the same name as the Avanti Slingshot Connect cost center.

8. Navigate to **CRM ⇒ Jobs**.

9. Select the Slingshot job.

10. Click the **Cost Summary** tab.

You should see values in the **Actual** column.

11. Click the **Milestones** tab.

You should see tasks for the Slingshot cost centers with check marks in the **Done** column.

Parent topic: [Setting up RICOH ProcessDirector and Avanti Slingshot to exchange information](#)