

Configuring

[Configuring](#) / [Setting up the Archive feature](#) / Running the Archive sample workflow

Running the Archive sample workflow

The Archive feature provides a sample workflow that you can examine and run to understand how the feature works. The sample includes a repository, a hot folder input device with a pre-submitted PDF file, a supplied history record notification, and a workflow that includes the **StoreInRepository** step.

The sample objects used in this workflow are:

- Repository: SampleRepository
- Hot folder input device: RepositoryFolder
- Sample print job: Repository.pdf
- Workflow: RepositorySample
- History record notification: SampleHistoryRecord

Review the properties for each object before you start the procedure to see how they interact.

To run the sample workflow:

1. Click the **Main** tab.
2. In the Printers portlet, right-click the **Sample** printer and select **Enable**.
3. In the Input Devices portlet, right-click the **RepositoryFolder** hot folder input device and select **Enable and Connect**.
The first time you try this procedure, RICOH ProcessDirector immediately submits the **Repository.pdf** job to the **RepositorySample** workflow.
4. In the Jobs table, find the job and check to see that the value in the **Phase** column is **Complete**.
The **Repository.pdf** file and its documents are now stored in the **SampleRepository** repository.
5. Click the **Archive** tab.
6. In the Repository to search list, select the **SampleRepository** and the **Any are true** value for the Search criteria. You can choose to do either a job search or a document search.
 - For a job search, select **Customer name (job)** from the Property drop-down, **=** from the Comparison drop-down, type **RicohSample** in the Value field and click **Search**.
 - For a document search, select **Member number** from the Property list, **like** from the Comparison list, type **6883%** in the Value field, and click **Search**.

Note:

- The % character is a wildcard representing zero or more characters beyond those already entered. Wildcards can be used only with **like** and **unlike** comparisons.

7. After you have found the job or document, you can select an item and choose an action:
 - To view the job or document, click **View file**.
 - To submit the job or document back into the RICOH ProcessDirector system, click **Submit file**, select a workflow, and click **OK**.
 - To review the property values and any history information stored with the job, click **Show details**.
 - To see a report that contains all the values and any history information stored with one or more jobs or documents, click **View detailed report**.
 - To export the property values and any history information to a comma-delimited file, click **Export to CSV**.
 - To export a report that contains the property values and any history information in a PDF file, click **Export to PDF**.

To run the example again, copy the sample file to the hot folder. The sample file, **Repository.pdf**, is in the **aiw/aiw1/testfiles** directory.

Parent topic: [Setting up the Archive feature](#)