

Overview

[Overview](#) / [Product overview](#) / [Features](#) / [Document processing features](#) / [Electronic Presentment](#) / Running the Electronic Presentment sample workflow

Running the Electronic Presentment sample workflow

The Electronic Presentment feature provides a sample workflow that stores data in a sample repository.

The sample objects and files used in this workflow include:

- Workflow: ElectronicPresentmentSample
- Sample input device: ElecPresFolder
- Sample history record notification: EPSampleHistory
- Sample repository: ElecPresRepository
- Sample PDF files: /aiw/aiw1/testfiles/ElecPresDemo.pdf and ElecPresDemo2.pdf
- Sample PDF control file: /aiw/aiw1/testfiles/ElecPresDemo.ctl

To run the sample workflow:

1. Log in to RICOH ProcessDirector.
2. Click the **Main** tab.
3. In the Printers portlet, select the **Sample** printer and click **Actions ⇒ Enable**.
4. On the Input Devices portlet, select the **ElecPresFolder** hot folder input device and click **Actions → Enable and Connect**.
The first time you try this procedure, RICOH ProcessDirector immediately submits the **ElecPresDemo.pdf** and **ElecPresDemo2.pdf** jobs to the **ElectronicPresentmentSample** workflow.
When the jobs reach the **ToMailroom** step, which is based on the **Wait** step template, they are held for two minutes to simulate the time required to process jobs in the mailroom.
5. In the Jobs table, find the jobs and check to see that the value in the **Phase** column for each job is **Complete**.
The **ElecPresDemo.pdf** and **ElecPresDemo2.pdf** files and their documents are now stored in the **ElecPresRepository** repository.
6. Click the **Archive** tab.
7. In the Search portlet, select the **ElecPresRepository** repository.
8. Select **Address block line 1** from the **Property** drop-down menu, **= (equal to)** from the **Comparison** drop-down menu, type **Myrna Donald** in the **Value** field, and click **Search**.
The Results table displays two statements for **Myrna Donald**.

The functions that store data in a repository, search for the data, and display it on the Archive page of the RICOH ProcessDirector user interface are part of the Archive feature.

Parent topic: [Electronic Presentment](#)