

Configuring

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Creating and activating custom properties

If none of the existing job, document, or order properties meet your specific needs, you can define custom properties that are tailored to your specifications. After these properties are activated, you can use them just as you would any other property.

★ **Important:** We recommend not recreating any document properties that have been defined in the `docCustomDefinitions.xml` file.

To create and activate a custom property:

1. Click the **Administration** tab.
2. In the left pane, click **Objects ⇒ Custom properties**.
3. Click **Add**.
4. Select either **Document Property**, **Job Property**, or **Order Property**.
5. Configure the custom property by setting all the values.
To find more information about the custom properties values, click the **?** button next to a field.

★ **Important:**

- The third section of the database name must be different for each custom property. For example, you cannot use both `Doc.Custom.Test` and `Job.Custom.Test`. You must change one of the database names to use something unique, such as `Doc.Custom.Test1`.

6. To activate the custom property, click the switch at the top of the dialog.

⬇ **Note:**

- All custom properties must be activated before they can be used in steps, workflows, input devices, jobs, and so on.

7. To save the changes and close the dialog, click **OK**.

★ **Important:** When activating or deactivating a custom property, we recommend doing these actions:

- Log out of RICOH ProcessDirector.
- Refresh the browser window and clear your browser cache.
- Log in to RICOH ProcessDirector.

8. Test the property using different scenarios in a testing environment.

We recommend trying the new property in a small number of places that represent your intended usage, to ensure that the property functions as you intend it to.

While you can deactivate a custom property to change its configuration, that process affects existing uses of the property. When a custom property is deactivated, all connections to any objects where the custom property was added are lost. The custom property is removed from any objects it was previously connected to. Any commands or processes based on the custom property might not function properly. For example, connector rules that use the property fail to evaluate correctly.

After you make your changes, you reactivate the custom property. You need to add the custom property to the objects it was removed from.

⬇ **Note:** When a custom property is reactivated:

- The property is not added back to jobs that it was removed from.
- Processes and commands that include the property should start to function correctly again.

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