Configuring

Configuring data collectors

You can use data collectors to capture property values and store them in tables in the Reports database. Each property is stored in a column in the database table specified in each data collector.

Before you do the steps in this procedure, determine which property values to capture and when to capture them.

> ⬇ **Note:**
> • If you are only collecting information by adding steps to your workflow, you do not have to configure the data collectors to capture job and printer properties.

You can configure each data collector to store the values for different properties. When enabled, the data collectors run at different times during job processing or when certain actions are executed. You can configure these data collectors:

- **Job Step Duration**
  Captures information about how long each step was in the queued and processing states, as well as the total duration for each step to complete processing. The **Job Step Duration** data collector can also collect job properties at the completion of each step and when the workflow completes.
- **Job Step Progress**
  Captures job properties at the start and completion of each step in the workflow.
- **Job Print Status**
  Captures job and printer properties when a job starts printing, when it finishes printing successfully, and when a job stops printing due to an error.
- **Order Status**
  Captures order properties when an order is created, changes state, or is deleted.
- **Printer Status**
  Captures printer properties each time that the **Enabled status** or **Printer status** changes for any printer.
- **User Actions on Barcode Readers**
  Captures the barcode reader and user properties when a user does an action on a barcode reader.
- **User Actions on Input Devices**
  Captures the input device and user properties when a user does an action on an input device.
- **User Actions on Inserters**
  Captures the inserter controller and user properties when a user does an action on an inserter.
- **User Actions on Jobs**
  Captures the job and user properties when a user action does an action on a job.
- **User Actions on Printers**
  Captures the printer and user properties when a user does an action on a printer.
- **User Actions on Users**
  Captures the user and target user properties when a user does an action on a target user.
- **Workflow Step Collector**
  Removes the expired entries collected during the **WritePropsToReportsDatabase** step.

To configure data collectors:

1. Click the **Administration** tab.

2. In the left pane, click **Reports ⇒ Data Collectors**.

3. Select one of the data collectors provided with RICOH ProcessDirector.

4. Review the current values for the properties and make any required updates.
   To see information about any of the properties, click the question mark button next to the property name.

5. When all the settings are configured correctly, click the switch at the top of the dialog to enable the data collector.
   The data capture starts when a data collection event occurs, for example, a job enters a step, printing starts, or the printer status changes when an input device is enabled.

> ⬇ Note:
> ○ Data collection must be enabled for data collectors to store information in the database. If you enable one or more data collectors while data collection is disabled, the data collectors do nothing. When the data collection is enabled, enabled data collectors start to capture data when a data collection event occurs, for example, a job enters a step, printing starts, the printer status changes, or when an input device is enabled.

6. Click **OK**.

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