Configuring

Configuring steps to identify documents in AFP files

After you have linked document or job properties to index tags in a sample AFP file, you must configure the step that determines values for document or job properties in production AFP files. The step names the Visual Workbench control file that contains information about how properties are linked to index tags.

Steps that calculate values for properties are based on the **IdentifyDocuments** step template. Some RICOH ProcessDirector features provide workflows containing an **IdentifyDocuments** step. If you use any of those supplied workflows, you can configure the **IdentifyDocuments** step in the workflow to specify the name of the Visual Workbench control file. These are examples of workflows supplied with RICOH ProcessDirector features:

- ReceiveInsert_I (provided with the Inserter feature)
- SortAFP
- SortSplitAFP
- VerifySample (provided with the Automated Verification feature)

If you add an **IdentifyDocuments** step to another workflow, keep these tips in mind:

- The same control file is used for the **IndexAFP** step, the **EditAFP** step, and the **IdentifyDocuments** step.
- The **IdentifyDocuments** step must be after the **IndexAFP** step, if it is present, and all steps that update the AFP file.

To configure a step that identifies documents in AFP files:

1. Click the **Workflow** tab.

2. Copy a workflow that contains the **IdentifyDocuments** step.

3. Right-click the **IdentifyDocuments** step and select **Properties**.

4. If necessary, change the properties for the step in the right side of the window.

5. If you previously linked properties to index tags, this step is required. Otherwise, it is optional. In the **Visual Workbench control file** field, type the path and file name of the Visual Workbench control file that contains information about how properties are linked to index tags, or use symbol notation to refer to it. RICOH Visual Workbench created this control file when you linked properties to index tags. The default extension for control files is `.ctl`. If you do not specify a control file, **IdentifyDocuments** uses any page group information that is already in the AFP file to identify documents, and no index tags in the AFP file are mapped to document properties.

6. If the input AFP file does not already contain index tags and you use the AFP Indexer mode of RICOH Visual Workbench, add the **IndexAFP** step before the **IdentifyDocuments** step.

7. Click **OK**.

8. Save and enable the workflow.

Parent topic: [Customizing properties for AFP files](#)