Configuring

Updating custom document properties

Whenever you define new custom document properties or name custom document properties in more than one language, you update custom document properties to make your changes available to RICOH ProcessDirector.

> **⊙ Note:**
> - Only use this procedure for custom document properties defined in the `docCustomDefinitions.xml` file. If you created custom properties using the Administration tab, this procedure is not required.

Before doing this task, verify that the syntax in the `docCustomDefinitions.xml` file is correct.
To update custom document properties:

1. Log in to the primary server as the RICOH ProcessDirector system user.
   - For Linux, **aiw1** is the default.
   - For Windows, log in to the **Administrator** account.

2. Open a command line.

3. Change directories.
   - For Linux, use `cd /aiw/aiw1/bin`.
   - For Windows, use `cd C:\aiw\aiw1\bin`.

4. Enter this command to run the utility:
   `docCustom`
   The **Custom Document Properties** feature EPK file is created and available in the Feature Manager.

5. Close the command line.

6. Log in to RICOH ProcessDirector.

7. Click the **Administration** tab.

8. In the left pane, click **Utilities ⇒ Features**.

9. Select the check box for the **Custom Document Properties** feature.

10. In the **Available versions** column for each feature, select the version of the feature you want to install.

11. Click **Install**.

12. Review the information in the confirmation window, then click **OK** to continue.
    The features are installed, then RICOH ProcessDirector is restarted to finish the install process.

13. Click **DISMISS** to close the Feature Manager browser tab.

14. Check that your new document properties are defined on the system:

    1. Log in to RICOH ProcessDirector.

    2. In the Documents portlet on the Main page, click **By property**.

    3. Click the **Edit** ( ) button.

    4. Scroll through the **Property** list to see if it includes your new properties.

If you have the PDF Document Support feature installed and you change document property names in RICOH ProcessDirector, load a new document properties list into RICOH ProcessDirector Plug-in for Adobe Acrobat.

If you have the AFP Support feature installed and you change document property names in RICOH ProcessDirector, access RICOH Visual Workbench from the RICOH ProcessDirector user interface. New document properties are loaded to RICOH Visual Workbench when it opens on your workstation.

Parent topic: Configuring document processing features