

## Configuring

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### Setting up a workflow that uses a Reformat step restart type

To move jobs from one printer to another, you might need to reformat the jobs. For example, a job is formatted to print 2-up on a continuous forms printer, but you need to move the job to a cut sheet printer where the data should be formatted 1-up. Scheduling the job to the printer is not enough because the data in the job must be reformatted to print correctly on the printer. You must set up the workflow to reformat the job for the printer.

After you set up the workflow, an operator can use the **Output format** scheduling property to make jobs match a printer. When the operator uses the **Schedule jobs** page to change the **Output format** of a job, the job is sent to the step that has a **Reformat** step restart type. From that step, the job is sent through the workflow path that runs the correct steps for the selected **Output format**.

Before you set up a workflow, identify the reformatting required. Your workflow needs a conditional processing path for each **Output format** value that is used by your printers.

The **Output format** scheduling property has five values. Because the values only schedule jobs to printers, you can assign them to any job formatting process. This list gives a suggested use for each value:

- **A to Z for PDF**  
You might assign the **A to Z for PDF** value to roll-to-fold PDF printers and to jobs that you format for those printers.
- **Z to A for PDF**  
You might assign the **Z to A for PDF** value to roll-to-roll PDF printers and to jobs that you format for those printers.
- **A to Z for AFP**  
You might assign the **A to Z for AFP** value to roll-to-fold AFP printers and to jobs that you format for those printers.
- **Z to A for AFP**  
You might assign the **Z to A for AFP** value to roll-to-roll AFP printers and to jobs that you format for those printers.
- **Transform**  
You might assign the **Transform** value to Postscript printers and to jobs in any data stream that you format for those printers.

To set up a workflow that uses a **Reformat** step restart type:

1. Assign **Output format** values to your printers:
  1. In the Printers portlet, right-click a printer and select **Properties**.
  2. On the **Scheduling** tab, set a value for the **Output format** property.
2. Click the **Workflow** tab.
3. Click the name of the workflow you want to modify.
4. **Optional:** Disable the workflow by clicking the switch to the left of the workflow name.  
If you do not disable the workflow while you edit it, jobs that use this workflow continue to move through steps. When you save, the workflow is momentarily disabled then enabled again. Jobs that are processing in the workflow could move into error.
5. Set the **Output format** value for the jobs in the workflow.  
For example:
  - Set a value for **Output format** in an overrides file.
  - On the **AssignJobValues** step, select **Output format** as a value for the **Values to set** property and then select a value for **Output format**.
  - On the **PrintJobs** step, set a value for **Output format**.
6. Set the **Step restart type** to **Reformat** on the step that sends jobs through connectors to the branches that reformat the jobs for printers with different **Output format** values.  
If you need to add a step to the workflow for this purpose, you might use the **ContinueToNextStep** step template.

#### ★ Important:

- Your workflow should have only one step with a **Reformat** step restart type. If multiple steps have this step restart type, the job moves to error state when an operator makes the **Output format** value for the job match the **Output format** value for the printer.

7. Add conditional processing to the workflow to do the reformatting.  
Depending on your needs, the conditional processing might be simple or complicated.  
Steps such as **ReversePDFPageOrder**, **PreparePDFOutputForFinishing**, or **ReverseOutputOrder** (for AFP jobs) can be used to reorder the pages in a job. Place the steps that reformat the job after the step with the **Reformat** restart type, and add conditional processing for each type of job that you are reformatting.  
If the **Output format** of the job is **Transform** and you have an appropriate Transform feature installed, steps such as **TransformJobIntoPDF**, **TransformJobIntoAFP**, or **TransformWithAdvancedFeature** can be used to transform the job into the correct data stream for the printer.  
The example at the end of this procedure shows how to modify a simple PDF workflow to reformat jobs.

8. Save and enable the workflow.
9. Test the workflow to make sure that jobs with each **Output format** value follow the proper path through the workflow and are reformatted for the requested printer.

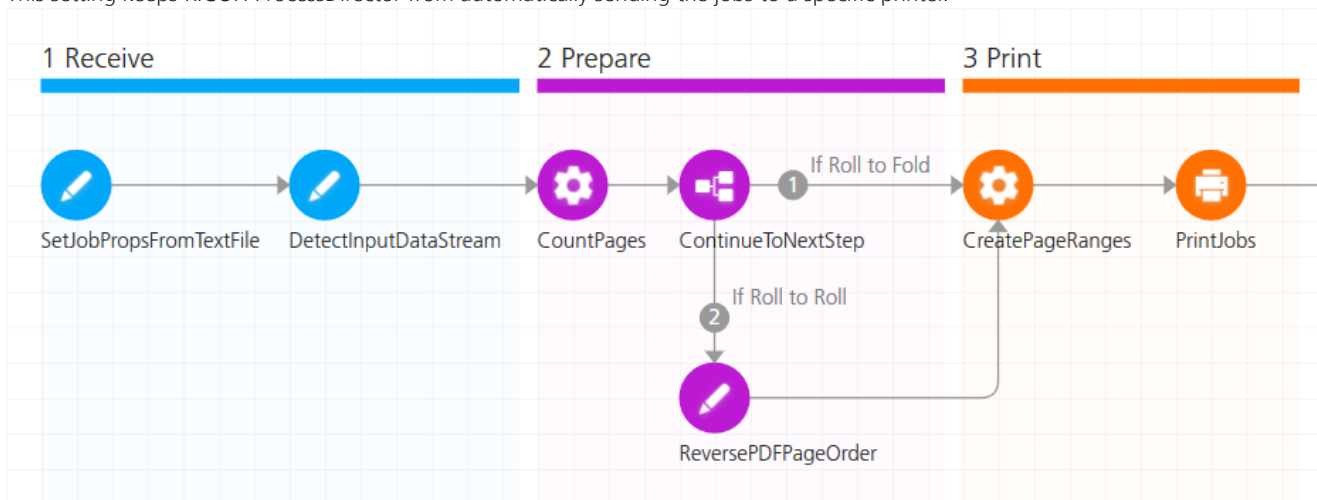
Example: Modifying a simple workflow that sends jobs to a roll-to-fold PDF printer

The workflow has these steps:

- SetJobPropsFromTextFile
- DetectInputDataStream
- CountPages
- CreatePageRanges
- PrintJobs
- RetainCompletedJobs
- RemoveJobs

To reformat the PDF jobs for a roll-to-roll PDF printer:

1. Assign the **A to Z for PDF** value for **Output format** to your roll-to-fold printer.
2. Assign the **Z to A for PDF** value for **Output format** to your roll-to-roll printer.
3. Set the **Output format** value for the jobs in the workflow to **A to Z for PDF**.
4. Between the **CountPages** and **CreatePageRanges** steps, add a **Continue** step based on the **ContinueToNextStep** step template.
5. On the **Continue** step, set **Step restart type** to **Reformat**.
6. Add a rule with one condition on the connector between the **Continue** and **CreatePageRanges** steps: **Output format = A to Z for PDF**. Name the rule **If Roll to Fold**.
7. Add a disconnected step based on the **ReversePDFPageOrder** step under the **If Roll to Fold** connector. Connect the new step to the **Continue** and **CreatePageRanges** steps.
8. Add a rule with one condition on the connector between the **Continue** and **ReversePDFPageOrder** steps: **Output format = Z to A for PDF**. Name the rule **If Roll to Roll**.
9. On the **PrintJobs** step, set **Requested printer** to **Not set**.  
This setting keeps RICOH ProcessDirector from automatically sending the jobs to a specific printer.



10. Save and enable the workflow.
11. Run jobs through the workflow:
  1. Enable the workflow.
  2. Enable and connect the input device that sends jobs to the workflow.
  3. Submit a job formatted for a roll-to-fold printer to the workflow.  
The job should print on the roll-to-fold printer.
  4. Disable the roll-to-fold printer.
  5. Submit another job formatted for a roll-to-fold printer to the workflow.  
When the job reaches the **PrintJobs** step, it should stop.
  6. Select the job in the Jobs table and click **Schedule**.
  7. Select the roll-to-roll printer and click **Make Jobs match printer**.
  8. Click **OK**.  
The job should return to the **Continue** step, go through the **If Roll to Roll** branch, and print on the roll-to-roll printer.

Parent topic: [Preparing to use workflows](#)