

Configuring

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Using supplied service policies

RICOH ProcessDirector provides these predefined service policies: **3-day cutoff** and **24 hour**. You can change the properties of the supplied service policies and use them in your installation. Or, you can delete them if they are not useful.

To use a supplied service policy:

1. Click the **Administration** tab.
2. In the left pane, click **Objects** \Rightarrow **Service Policies**.
3. Right-click the service policy that you want to use and select **Properties**.
4. In the properties notebook, click the tabs to see different properties, or click **Show all** to display all the properties on a single page. To see information about any of the properties, click the  icon next to the property name.
5. Make the appropriate changes.
6. Click **OK**.
7. Assign the service policy to one or more workflows.

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