Configuring

Running the sample workflow that uses electronic forms to print jobs

The **ElectronicFormJobSample** workflow demonstrates how to combine electronic forms with data in PDF files for jobs. The sample workflow prints some jobs by combining electronic forms with data. It prints other jobs on preprinted forms. The workflow is installed with the Preprinted Forms Replacement feature.

The workflow includes two branches:

- The **[1] Electronic** branch sends jobs with **Electronic** in the job name through the **CombinePDFWithForm** step, which combines the electronic forms with the data. The jobs then go to the **CountPages** step. When the jobs reach the **PrintJobs** step, they are printed on plain paper.
- The **[2] Preprinted** branch sends jobs that do not have **Electronic** in the job name directly to the **CountPages** step. Those jobs bypass the **CombinePDFWithForm** step and are printed on preprinted forms.

The sample objects and files used in this workflow include:

- Workflow: **ElectronicFormJobSample**
- Input device: **ElectronicFormJobFolder**
- Media object: **ElectronicFrontAndBack**
- PDF files:
  - `ElectronicJob.pdf`
  - `PreprintedJob.pdf`

  These simplex jobs, which are identical except for their job names, have 500 pages of variable name and address data with a letter salutation. The printed output of both jobs is 500 customer letters with information about a rewards program on the front and footnotes on the back. The sample workflow processes the `PreprintedJob.pdf` file as a simplex job that prints on the preprinted form that the **ElectronicFrontAndBack** media object represents. The preprinted form has the static text of the customer letter on the front side and the static text of the footnotes on the back side.

  The sample workflow processes the `ElectronicJob.pdf` file by converting it from a simplex job to a duplex job that prints on plain paper. The sample workflow creates the front pages of the duplex job by combining an electronic form with the variable name and address data. The electronic form has the static text of the customer letter. The sample workflow creates the back pages of the duplex job by adding an electronic form with the static text of the footnotes.

To run the sample workflow:

1. Click the **Main** tab.

2. In the Input Devices portlet, right-click the **ElectronicFormJobFolder** hot folder and select **Enable and Connect**.
   The first time that you enable and connect the hot folder, RICOH ProcessDirector submits the `ElectronicJob.pdf` and `PreprintedJob.pdf` jobs to the **ElectronicFormJobSample** workflow.
   The jobs move through the workflow and stop at the **PrintJobs** step. Both jobs are in the **Device unavailable** state, waiting for the **Sample** printer to be enabled.

3. Review the **ElectronicFrontAndBack** media object.

   1. Click the **Administration** tab.

   2. In the left pane, click **Objects ⇒ Media**.

   3. Right-click the **ElectronicFrontAndBack** media object and select **Properties**.

   4. To view the electronic form for the front of the media, click the blue **Front of form** link.
      The PDF page used for the front of the form opens in a new browser tab.

   5. When you are finished viewing the form, close the tab.

   6. To view the electronic form for the back of the media, click the blue **Back of form** link.
      The PDF page used for the back of the form opens in a new browser tab.

   7. When you are finished viewing the form, close the tab.

   8. Look at the value of the **Media name for printing** property.
      The property is set to **None**.

4. Review the `PreprintedJob.pdf` job.

   1. Right-click the job and select **View**.
      You see 500 pages of variable name and address data with a letter salutation.

   2. Click **Close**.

   3. Right-click the job and select **Properties**.

4. Click the **General** tab.
   Duplex is set to **No**.

5. Click the **Scheduling** tab.
   The **Media** value is **ElectronicFrontAndBack**.

5. Review the `ElectronicJob.pdf` job.

   1. Right-click the job and select **View**.
      You see 1,000 pages: 500 customized letters with variable name and address data and static text about a rewards program on the front. On the back of the letter are footnotes with static text.

   2. Click **Close**.

   3. Right-click the job and select **Properties**.

   4. Click the **General** tab.
      Duplex is set to **Yes**.

   5. Click the **Scheduling** tab.
      The **Media** value is **Not set**.

   The `ElectronicJob.pdf` job entered the workflow with the same property values as the `PreprintedJob.pdf` job:

   ○ **Duplex** was set to **No**.
   ○ **Media** was set to **ElectronicFrontAndBack**.

   When the **CombinePDFWithForm** step processed the `ElectronicJob.pdf` job, it combined the forms with the data and changed the job from simplex to duplex.
   Because the **Media name for printing** property on the **ElectronicFrontAndBack** media object is set to **None**, the **CombinePDFWithForm** step removed the **ElectronicFrontAndBack** media name from the job. Setting the property to **None** causes the job to print on whatever paper is used when jobs do not specify media.

Parent topic: Setting up to use electronic forms