

Overview

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Usage scenario for storing jobs up to one year

In this scenario, a print shop wants to store jobs for one year because customers sometimes ask for jobs to be rerun with updated data.

Currently the print shop runs 200 jobs a day and uses a RetainCompletedJobs step in their workflow to retain jobs for one month. Jobs are difficult to find because the Jobs table has 6,000 jobs. One job out of 100 is reprinted with updates. With the Archive feature, the print shop can store jobs in a repository for one year and retain jobs in the Jobs table for only two days. The Jobs table now has only 400 jobs. The print shop can find stored jobs faster by searching the repository for them instead of looking through the Job properties of 6,000 jobs.

An administrator at the print shop creates a repository with a retention period of one year. The administrator adds a step based on the StoreInRepository step template after the PrintJobs step in the PDF print workflow, but before the RetainCompletedJobs step. The administrator specifies six job properties in the StoreInRepository step: Assigned to printer (the date and time when the printer received the job), Customer name, Custom 2 (which stores the cycle date), Input file name, Requested location, and Workflow. The print shop staff can search for and retrieve jobs based on the six job properties.

The pre-press department uses RICOH ProcessDirector Plug-in for Adobe Acrobat to identify individual documents in a PDF file. The pre-press staff then submits the job to the PDF workflow.

When the job completes the StoreInRepository step, the job and its six job properties are stored in the repository. Two days after the job is printed, it completes the RetainCompletedJobs step and is deleted from the Jobs table.

In June 2014, several months after a postcard job is run for a real estate company, the print shop receives a request to reprint the postcards with a new contact name. The print shop supervisor searches the repository for a Customer name value of Metro Real Estate and an Assigned to printer value greater than 1/1/14 12:00:00 AM. The search results table lists jobs that match the Metro Real Estate Customer name. All 12 jobs printed for the customer in 2014 are shown. The supervisor looks at the dates in the Assigned to printer column of the Result table to find the job that should be reprinted with a new contact name.

The supervisor views the job to verify that it is the right one and then submits the job to a short workflow that emails the PDF file as an attachment to the pre-press department. The pre-press staff uses RICOH ProcessDirector Plug-in for Adobe Acrobat to update the contact name on all the documents in the PDF file. The updated PDF file is then submitted to a PDF workflow for reprinting.

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