

Configuring

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Configuring to connect to the Reports database

RICOH ProcessDirector stores the data collected by data collectors and **WritePropsToReportsDatabase** steps in a PostgreSQL database.

The easiest way to set up the Reports database is to use the instance of PostgreSQL installed with RICOH ProcessDirector. If you choose this option, at the end of this procedure, the application creates a new PostgreSQL database system and database to store the collected data.

⚠ **Note:** If you use IBM DB2 as your main database and want to use the PostgreSQL database installed with RICOH ProcessDirector with the Reports feature, you must install Docker Engine on your primary computer. The PostgreSQL database provided with RICOH ProcessDirector comes in a Docker container. If you do not want to install Docker Engine, you can use a PostgreSQL database installed independently.

If you cannot or do not want to use the PostgreSQL provided with RICOH ProcessDirector, you can install your own PostgreSQL. This instance can be installed on the primary computer or on another computer in your network. If you choose this option, create a PostgreSQL database system, a database, and a database user ID before you start this procedure. Make sure the correct ports are open to permit communication between the systems. For download and installation instructions, refer to these links:

- <https://www.postgresql.org/download/>
- <https://www.postgresql.org/docs/>

To change the database after it is created, such as to move it to a different server or to connect to a centrally managed PostgreSQL database in your production environment, you must create the new database outside of RICOH ProcessDirector. Then, you can update the database settings in RICOH ProcessDirector to connect to the new database.

To configure to connect to the Reports database:

1. Click the **Administration** tab.
2. In the left pane, click **Reports ⇒ Database Settings**.
3. Set the **PostgreSQLserver IP address or host name** property to communicate with the database.
 - If you are using the PostgreSQL provided by RICOH ProcessDirector, set the value to: `localhost`
 - If you are using a PostgreSQL outside of RICOH ProcessDirector, set the value to the IP address or host name of the system the database is installed on.

⚠ **Note:** Even if you install this database on the primary computer, do not set the value to `localhost`. Use the IP address of the primary computer.

4. Review the current values for the other properties and make any required updates.
To see information about any of the properties, click the question mark button next to the property name.
5. Click **SAVE**.

⚠ **Note:**

- RICOH ProcessDirector does not collect data during job processing until you enable data collection and also enable one or more **Data Collectors** or add a **WritePropsToReportsDatabase** step to a workflow.

6. When you are certain that the database settings are correct, click the **Data Collection** switch at the top of the **Database Settings** page and click **Save** to enable data collection.
If you use the RICOH ProcessDirector PostgreSQL, the first time you enable data collection, the database is created using the property values that you specified. If you use a different PostgreSQL, the application connects to the database you created.
Disabling data collection disconnects RICOH ProcessDirector from the database. Enabling data collection re-establishes the connection.

⚠ **Note:**

- Updating properties on this page does not update the database. You must use PostgreSQL metacommands or another interface to make changes to the database, then update these properties to match.
For example, your corporate guidelines require all passwords to be reset every 90 days. To update the password that RICOH ProcessDirector uses to access the PostgreSQL database, you must:
 1. Update the password in the database using metacommands or a separate user interface.
 2. Update the password on the Database Settings page.

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