

## Managing objects

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## Exporting objects

To reuse objects on another RICOH ProcessDirector system, you can export them for use on the other system. On the other system, you then import the objects. Examples of objects are input devices and printers.

If you are using the Preprinted Forms Replacement feature, follow the instructions in the help system for exporting media objects with electronic forms.

To export objects:

1. Click the **Administration** tab.
2. Disable all pop-up blockers in your browser because the export file opens in a pop-up window.  
If a pop-up blocker is running, you cannot save the export file.
3. In the left pane, click **Utilities ⇒ Export Objects**.

**Note:**

- To export all the objects in the system, click the **Settings** menu (⚙) and select **Export all system objects**.
- To export specific objects in the system, continue to the next step.

4. Select the type of object to export from the **Add objects by type** list.
5. Select the objects to export and click **Add to export list**.
6. **Optional:** In the **Objects to Export** table, select the objects you want to add references to and click **Add references**.

★ **Important:** Even with the **Add references** option selected, these items are not added to the export list:

- Step resources referenced by other objects  
Add step resources to the export list or recreate them on the new system.
- Sample files used to define order property mapping objects  
Manually copy the sample files to the new system. Sample XML files are stored in: `/aiw/aiw1/mapping/property_mapping_object`

7. Repeat these steps for any other objects you want to export.
8. **Optional:** To remove one or more objects from the **Objects to Export** table, select the objects you want to remove and click **Remove from list**.
9. In the **Objects to Export** table, select the objects you want to export and click **Export**.

**Note:**

- When you export custom document properties and import them into Version 3.10 or higher, copy the `C:\aiw\aiw1\config\docCustomDefinitions.xml` file to the new RICOH ProcessDirector system.
- When you export objects, include all objects that are referenced in workflows in the export file. For example, workflows may include a PrintJobs step template that specifies the name of a printer requested for the job in the **Requested Printer** job property. If that printer object is not included in the export file, the import on the new RICOH ProcessDirector fails.
- You can only export Password, Session, and Static credentials. RICOH Cloud and Private Key credentials must be generated on the computers where they are used, so they cannot be exported.
- When you export objects that reference credential objects, the credential objects are included in the export file.
- If you created a custom portlet on a RICOH ProcessDirector system prior to version 3.10.1, you cannot import it to a system with RICOH ProcessDirector version 3.10.1 or later. Create the custom portlet again.
- When you export step resources, the files that they refer to are not included in the export package. Copy the files referenced in the step resources from the export system to the import system manually. You must copy the files to the import system before you import the step resource objects.
  - To export all the step resources, copy the contents of `/aiw/aiw1/StepResources` from the export system into the same directory on the import system.
  - To export specific step resources, open the XML file that you exported. Find the entry for each step resource that you exported and locate the **StepResource.File** property. In that value, find the name of the RSC file associated with that step resource. For example, in this value:

```
<property name="StepResource.File" value="{&quot;fileName&quot; ;
&quot;/aiw/aiw1/StepResources/1992052c6ef44a229b8b43d77232bf53.rsc&quot;;,&quot;displayName&quot; ;
&quot;Ricoh_Export-2019-08-26_13-30-04.xml&quot;}" />
```

The file name is: 1992052c6ef44a229b8b43d77232bf53.rsc

Find the file on the export system and copy it into the same directory on the import system.

### In this section:

#### [Exporting media with electronic forms](#)

To reuse media objects with electronic forms on another RICOH ProcessDirector system, you can export them by copying the `media.zip` file to another system. The **Export Objects** function exports media objects but does not export the electronic forms defined for media objects.

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