

# Tech Tip #19: ProDOC: How to build, push out and delete a pending area

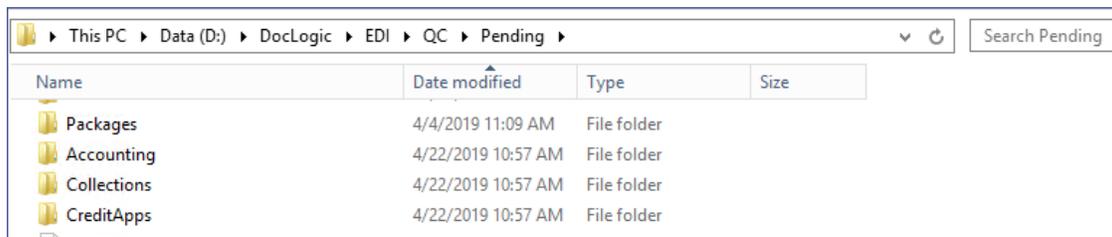
## BUILD A PENDING AREA

Access to the pending area is controlled on a per-workstation-basis and is determined by what is already present in the [pending\_areas] section of a workstation's local prodoc.ini file. Admin credentials may be needed to make these changes.

Building a pending area example: **Collections**

- On the server, navigate to your control directory  
  
(\\serverIP\DocLogic\EDI\CUAxxx\Pending)
- Create and name a new folder (best practice is to name the folder the same name as in ProDOC).

In this example below, the folder was created from the server, thus the D:\ reference.



## PUSH OUT PENDING AREA TO ALL USERS

On the server, navigate to the Upgrade Directory

(\\serverIP\DocLogic\EDI\CUAxxx\Upgrade)

Admin credentials may be needed to make these changes.

- In the ProDOC.ini file
- Make a copy of the existing .ini
- Open the ProDOC.ini
- Edit and/or create a section that looks like the following (add both lines):

```
[Pending_Areas]
```

Collections=\\serverIP\DocLogic\EDI\CUAxxx\Pending\Collections\

**Note:** What is before the = is what the Pending Area will be named in ProDOC, in this case "Collections". After the = is the physical path to the new area you created, ending with a \

- At the bottom of the prodoc.ini file, there should be an [Upgrader] section.
- Delete the entire timestamp line. Removing this will tell the workstations that there is something new to be pushed out.
- Save the file. The next time ProDOC is exited and and relaunched on a workstation, the new pending area will write to their ProDOC.ini and that workstation will have access.

## DELETE A PENDING AREA

On the server, navigate to the Upgrade Directory

(\\serverIP\DocLogic\EDI\CUAxxx\Upgrade)

Admin credentials may be needed to make these changes.

- In the ProDOC.ini file
- Make a copy of the existing .ini
- Open the ProDOC.ini
- Find the [pending\_areas] section that looks like the following (add both lines):

```
[Pending_Areas]
```

```
Collections=<~~DELETE~~>
```

Note: What is before the = is the name of the existing Pending Area that is pushed out to workstations. In this case "Collections". After the = is the necessary syntax used to delete the line from the .ini. Be certain it reads <~~DELETE~~> (ALL CAPS)

- At the bottom of the prodoc.ini file, there should be an [Upgrader] section.
- Delete the entire timestamp line. Removing this will tell the workstations that there is something new to be pushed out.
- Save the file. The next time ProDOC is exited and relaunched, the pending area will be silently deleted from the local prodoc.ini on each workstation.