

# Opening a rule set

Open a rule set in Rule Builder to view or change the rule set.

**Note:** You cannot change a rule set if it is enabled. You must make your changes to a copy of the rule set, and then hot swap it with the enabled rule set.

1. In Prinerger Job Finder or Job Manager, select **Tools > Rule Set Manager**.
2. In the **Rule Set Library** list, expand the group that the rule set is in.
3. Double-click the rule set to open it in Rule Builder.  
If the rule set is enabled or if it is read-only protected, a message appears. Click **Open Copy** to make a copy of the rule set that you can work with. Click **Open Read Only** to view the rule set without making changes.
4. If the **Description** pane does not appear below the rule set in Rule Builder, select **View > Show Description**.

**Tip:** If the rule set is enabled, you can quickly open a read-only version from Job Manager. In the **Process Templates** pane, double-click the rule set.