Manually starting a rule set

If a rule set begins with a **Manual Trigger** event, you can start the rule set manually in Job Manager or Job Finder by dragging jobs or job elements (such as input files) onto the rule set.

1. Select an element that applies to the first action in the rule set:
   - If the first action applies to an entire job, or is a system action such as **Email**, either select the 🗄 **Job** icon in Job Manager, or select one or more jobs in Job Finder.
   - If the first action applies to job elements, such as input files, select the elements in Job Manager.
2. Start the rule set in the same way that you start a process template. Perform one of the following actions:
   - Drag the selected jobs or job elements to the rule set in the **Process Templates** pane, or right-click the rule set and select **Start Processing**. In the **Process Templates** pane, rule sets appear under **Automation: Enabled Rules**, and the 🖾 icon identifies rule sets that you can start manually.
   - Select **Process** > **Enabled Rules**, and select the rule set name.

Tip: The highest level group for rule sets is either **All Jobs** for system rule sets or **Job < JobName>** for job rule sets. All other groups reflect the rule set groups in Rule Set Manager.
Tip: You can also drop files into a hot folder to trigger rule sets that start with a **Job Hot Folder Drop** event, which are identified by the 🖾 icon.