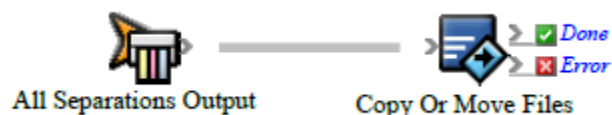


# Sample: Custom field for storing jobs

You can use a custom field to automatically move job files to a tertiary server to save space on the main production server.



## What the rule does

The rule uses the **Copy Or Move Files** action to move all files from the job folder to a tertiary server when the custom field is **Offline**.

## Why it is useful

The rule saves time when cleaning up the production server.

## Events and actions used

Event	Actions
All Separations Output	Copy Or Move Files

**Tip:** In Rule Builder, you can search for a specific event or action by clicking anywhere on the **Events**, **Flow**, or **Actions** tabs, and typing the name.

## Key parameters

Event or action	Parameter
Copy or Move Files	<b>Files To Move:</b> On the <b>String</b> tab, type the path to the files that you want to move. <b>Destination Directory:</b> On the <b>String</b> tab, type the path to the directory where you want the files placed.

## Where to enable it

This rule is only suitable for enabling in specific jobs.

## Other considerations

In Workshop, you must create a job custom field called **Online Status**.