Create a Workflow Pipeline

How to create a Workflow Pipeline in Prinergy Access

1. Sign in to **PRINERGY** Portals. **Note**: must be an administrator user
2. Navigate to the **Home tab** and click WORKFLOW PIPELINES
3. Click Add, and enter Pipeline name (required)
4. (Optional) Add an ID number or name for further identification
5. Click the **Inherit Properties from** dropdown menu to choose properties from existing Pipelines if desired
6. (Optional) Add keywords for easy search results
7. (Optional) Add a Pipeline description
8. Click **Configuration**
9. Select a process, such as **Preflight** or **PDF Conversion**
10. Click the pen icon to edit the Properties of the process
11. Click the + or - symbols to add additional processes to the Workflow Pipeline
12. (Optional) Add a **Pipeline Delivery** to the Workflow:
    Select a Cloud Connector in the "**Deliver to**" dropdown menu if you wish to download the processed PDF to a hot folder automatically
    Note: Cloud Connectors must be configured and Hot Folders set up in the **Kodak Edge Configuration Page** by Kodak Support.
13. Click **Save** to add the new Workflow Pipeline

How to assign a Workflow Pipeline to customers

1. Navigate to the **Administration** tab in **PRINERGY** Portals.
2. Select the **Customer** you want to assign workflow pipeline to and click **Edit**.
3. Under **Customer info**, select the **Workflows for Upload** dropdown menu.
4. Select from the available **Workflow Pipelines**. You can choose multiple Workflow Pipelines.