

# Preparing to set up process mappings

Before you start, gather the details about your Prinergy operations that are required to set up the **Process Mapping** tab on the Administration Client window. You can use [this list](#) as a model.

The following steps are recommended.

1. Prepare a document, such as a spreadsheet or individual forms, on which to collect details about each Prinergy process.
2. Gather details about the following items:
  - All proofing and output devices in your workplace
  - All materials that are consumed when a plate or proof is made
3. For each process template that Prinergy uses, determine any material and device that is associated with it, and record the specifics.
4. Decide which categories to use for operation reporting purposes, and which process templates to associate with each category.

**Tip:** Talk with the prepress operators and other stakeholders, and agree on how to organize the process and output information. Add your materials, devices, and operation names to the corresponding Administration Client lists.