

Create a template job attached to a hot folder tasks

You need to create a template job that will be used on a regular basis. The template job will contain an imposition plan and process template that meet the workflow needs of multiple jobs. For efficiency purposes, a hot folder will be created and associated to the template job.

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Create a template job

1. If it is not already open, start Prinergy Workshop.
2. In Job Finder, right-click your main group, and choose **New Job**.
3. Type the job name `XX_Job_Template` (where `<XX>` represents your initials).
4. Click **Create**.
5. Minimize the Job Manager window.

Copy an imposition plan to the job folder

1. From your workstation, locate: Prinergy Activity Practice Files / Act_25_Template Job
2. Copy the Imposition folder.
3. Restore Job Manager.
4. Right-click the **XX_Job_Template** job folder icon in the lower left corner of Job Manager. Select **Open Job Folder in File Browser**.
5. In the `XX_Job_Template` folder, open `UserDefinedFolders`.
6. Paste the Imposition folder into `UserDefinedFolders`.
7. Close the job folder.

Import the imposition plan to the template job

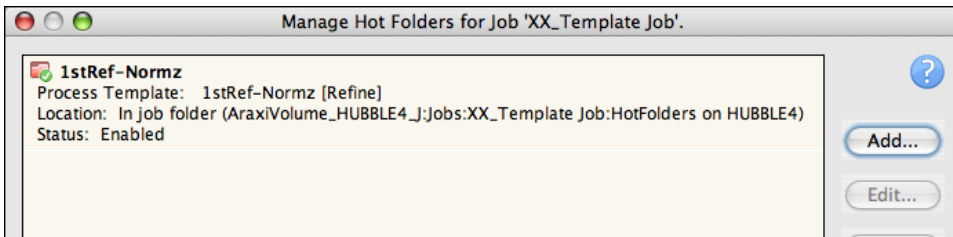
1. Right-click the **Page Sets** pane and choose **Import Imposition**.
2. In the Import Imposition dialog box, click the **Job Folder** button and locate: `User Defined Folders / Imposition / 8pWT_8.5x11_25x38.jdf`.
3. Verify that **Create New Page Set** is selected.
4. Click **Import**.
5. In the Start Process dialog box, Click **OK**.

Use job favorites

1. From the **Job** menu, choose **Manage Job/User Favorites**.
2. Select the **Job Favorites** tab on the right side of the window.
3. In the left column, locate the imposition output process template: **Imposition Output > Virtual Proof > Virtual Proof.Imposed.600**.
4. Click the **Add** button. This adds the imposition proof process template to the **Job Favorites** tab in the **Process Template** pane.
5. Click **OK**.
6. View the imposition process template located in the **Job** tab of the **Process Template** pane.

Create a hot folder

1. From the **Job** menu, choose **Manage Hot Folders**.
2. In the Manage Hot Folders dialog box, click the **Add** button.
3. In the **Create Hot Folder** dialog box, select the **Add and Process Files** option.
4. In the **Process Template** list, locate the process template: **Refine > Refine > 1st Ref-Normz**.
5. Click **OK**.
6. In the Manage Hot Folders dialog box, review the location of the hot folder.



Note: Hot folders can be disabled and enabled using the Manage Hot Folders dialog box.

7. Click **Close**.
8. Close XXTemplate Job.

Create a new job based on the template job

1. In Job Finder, right-click your main group , and choose **New Job**.
2. Type the job name **XX_Job_Template** (where <XX> represents your initials).
3. In the **Options** section, place a check mark beside **Template Job**.
4. In the Select Template Job dialog box, locate your template job: **XXTemplate Job**.
5. Place a check mark beside **Hot Folders**, **Job Favorites** and **Imposition Plans**. Clear all other options. Click **OK**.
6. Click **Create**
7. Minimize the Job Manager window.

Copy an input file to the job folder

1. From your workstation, locate: `Prinerger Activity Practice Files / Act_25_Template Job`
2. Copy the `Input File` folder.

3. Restore Job Manager.
4. Right-click the **XX_Job_Template** job folder icon in the bottom left corner of Job Manager. Select **Open Job Folder in File Browser**.
5. In the XX_Job_Template folder, open UserDefinedFolders.
6. Paste the Input File folder into UserDefinedFolders.
7. Open the Input File folder and copy Wells Brochure.ps.
8. View all subfolders associated with the job folder XX_Job_Template.

Process the input file using the hot folder

1. Open the job subfolder named HotFolders.
Located inside HotFolders are two folders: 1stRef-Normz and Processed.
 - The 1stRef-Normz folder is the hot folder. This is where you will copy input files to.
 - The Processed folder is used to store the input source files after they have been processed.
2. Open the 1stRef-Normz hot folder and paste Wells Brochure.ps into it.
3. View Job Manager to monitor the automatic addition and refining of the input file.
4. Make note of the page set, imposition plan, and VPS process template that are automatically included as part of the job.
Note: Return to Jobs on <server> J drive / XX_Job_Template / HotFolders / Processed to locate the PostScript file after it has been refined using the hot folder.
5. Close XX_Job_Template Job Manager.