Create and use a smart hot folder tasks

You want to create a smart hot folder that will automatically create a job, name the job, and move the job to an active hot folder. Included with automatic job creation, you want input files to be automatically added, refined, and PDF pages generated into Prinergy VPS loose page proof output.

- Create a template job
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Create a template job

In this task, a template job is created to work as a base job for automatic job creation when used with a Smart Hot Folder.

1. In Job Finder, right-click your main group, and choose **New Job**.
2. Type the job name `XX_Smart_Hot_Folder` (where *<XX>* represents your initials).
3. Click **Create**.

Create a workflow template

In this task, a workflow template is created that defines how an automatically created job will process input files.

1. From the **Tools** menu, choose **Process Template Editor**.
2. Right-click the Workflow Template **Import, Refine and Loose Page Output** and choose **New Workflow Template**.
3. In the Import, Refine and Loose Page Output dialog box, select the following:
     - Import: **Uncheck** (the import is used for previously created Prinergy jobs)
     - Refine: **Checked**
     - Group = **Refine**
       Process Template = **1stRef-Normz**
     - Loose Page Output: **Checked**
     - Group = **Virtual Proof**
       Process Template = **Virtual Proof.LoosePage**
       Click **Add** to add the process template to the Process Template list.
4. From the **File** menu, select **Save**.
5. In the Save Workflow Template dialog box, enter the name of your workflow template group. Type `XXHotFolderGroup` (where *<XX>* represents your initials).
6. Click the **Create Workflow Template Group** button.
7. Double-click the **XXHotFolder Group** and enter a name for the workflow template. Type `XXHotFolder` (where *<XX>* represents your initials).
8. Click the **Create Workflow Template** button.

9. Close the Import, Refine and Loose Page Output dialog box.
10. Close Process Template Editor.

# Create a hot folder associated to the workflow template

In this task, a hot folder is first created as part of the template job, and then linked to a workflow template. The hot folder triggers the automatic processing of input files based on selections defined in the workflow template. Essentially, the template job is associated to a hot folder, which in turn is associated to a workflow template. This setup defines the path that all automatically created jobs will follow.

1. From the **Job** menu, choose **Manage Hot Folders**.
2. Click **Add** to create a hot folder.
3. In the Create Hot Folder dialog box, select the **Add and Process Files** option.
4. In the **Process Template** list, locate the workflow template: **Workflow** > **Import, Refine & Loose Page Output** > **XXHotFolderGroup** > **XXHotFolder**.
5. Select **XXHotFolder** and click **OK**.
6. Close the Manage Hot Folders dialog box.
7. Close XX_Smart_Hot_Folder.

Create a smart hot folder

In this task, a smart hot folder is created that will automatically create a job (based on the template job), name the job using defined source and target naming patterns, and direct input files to a hot folder for automatic processing.

1. From the **Tools** menu in Job Finder, select **Smart Hot Folder Manager**.
2. In the Smart Hot Folder Manager dialog box, click **Add**.
3. In the **Smart Hot Folder Name** window, type `XXSmartHotFolder` (where *<XX>* represents your initials).
4. In the **Smart Hot Folder Location** window, browse to: `Jobs on <server> J drive / SmartHotFolders`.
5. Click the **Select "SmartHotFolders"** button.
   Note: If you can't locate the global `SmartHotFolders` folder, then the folder hasn't been initiated. If this is the case, select **Use Default Location**. This will automatically establish the `SmartHotFolders` folder within the Jobs folder and be accessible for the entire system.
6. In **Hot Folder Type:** select **Job Creator**.
7. In the Create a new job based on the job template window, browse to your template job: **XXMain Group > XX_Smart_Hot_Folder**
   In the **Select Template Job** dialog box, clear all options except **Hot Folders**. Click **OK**.
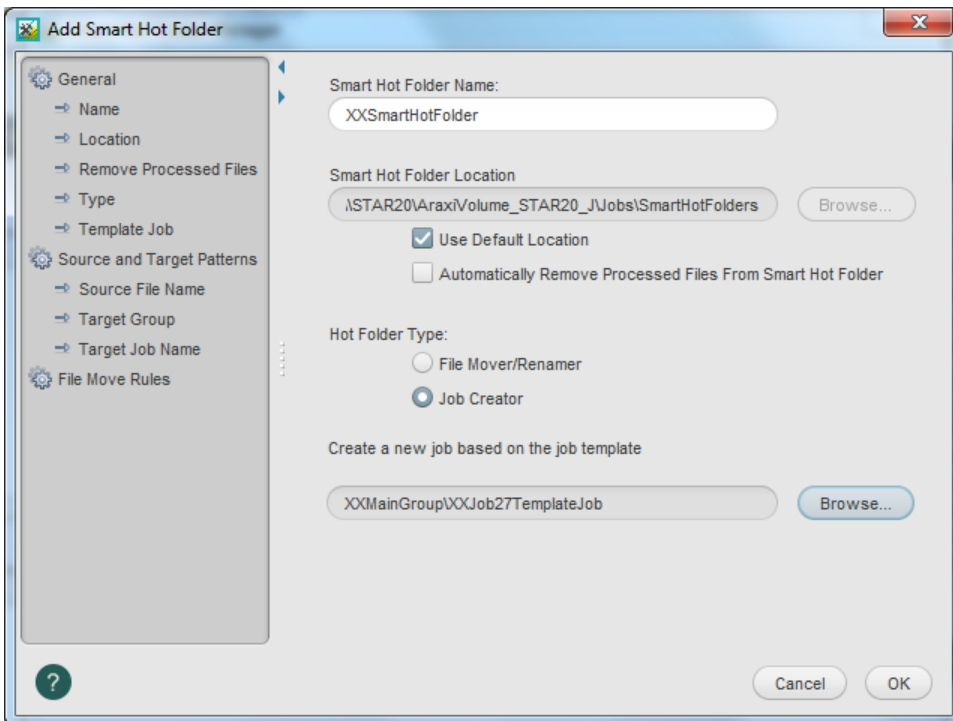
8. In the left-hand pane, select **Source and Target Patterns**.
9. In the **Source File Name Pattern:** type the following: `[#JobID]_[$Name].[%Ext]`
   This pattern should match input file names that you intend to place in the smart hot folder, for example, `12345_Wells.ps`.
10. In the **Target Job Name Pattern:** type the following: `XX_[#JobID][$Name]` (where *<XX>* represents your initials).
    This defines the name of the newly created job once the files are dropped in the smart hot folder, for example, `XX_12345_Wells`.
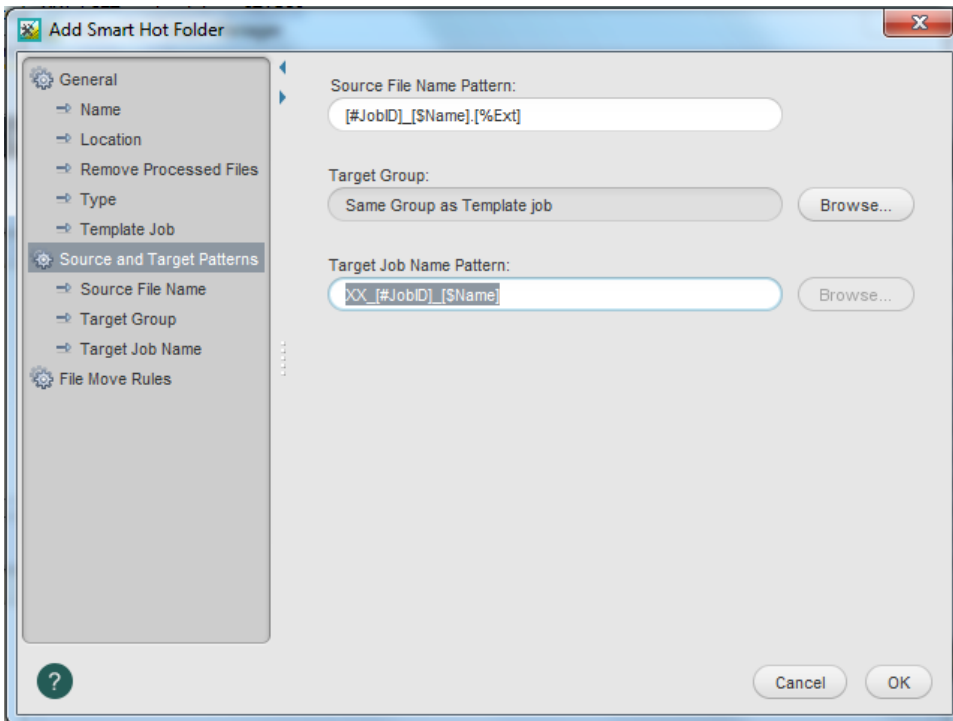
11. In the left-hand pane, select **File Move Rules**.
12. Click the **Add** button.
13. Enable **Use Smart Hot Folder's Source Pattern**.
14. Clear **Rename Files**.
15. Select the **Move to Job Hot Folder** option.
16. In the **Select Hot Folder** list, select your hot folder: XXHotFolder.
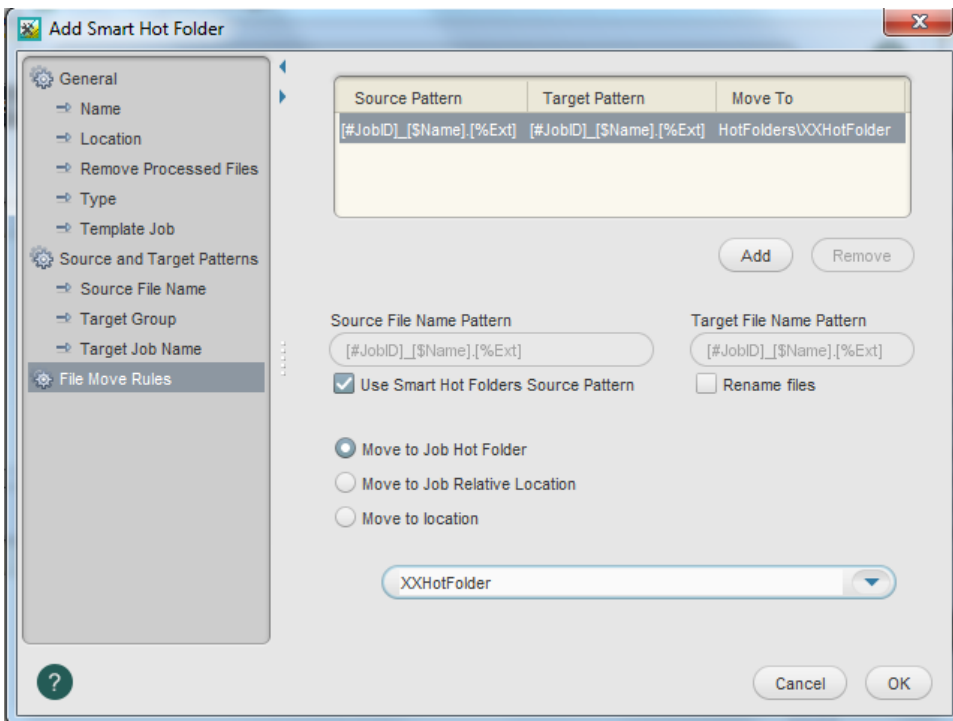
17. Click **OK**.

18. Click **Close**.

Use the smart hot folder

When input files are copied to the smart hot folder, a new job is automatically created and named. Input files are then directed to the hot folder, which triggers the processing of the input files based on the selections defined in the workflow template.

1. From your workstation, locate: `Prinergy Activity Practice Files / Act_27_Smart Hot Folders / Input File`
2. Open the `Input File` folder, and copy the input file `12345_Wells.ps.`
3. From your desktop, locate the `SmartHotFolders` folder: `Jobs on <server> J drive / SmartHotFolders`
4. Open the `SmartHotFolders` folder, and locate your folder `XXSmartHotFolder.`
5. Paste the `12345_Wells.ps` file into the `XX_SmartHotFolder` folder.
6. View Job Finder to locate the newly created job called: `XX_12345_Wells` (where *<XX>* represents your initials).
   This job will be located in your main group.
7. Open the job to monitor the automated refine and proof processes.
8. Proof the job using VPS software.

Delete the workflow process template and group

1. Restore Job Manager.
2. From the **Tools** menu, choose **Process Template Editor**.
3. In the Process Template Editor, locate: **Workflow Templates** > **Import, Refine and Loose Page Output** > **XXHotFolderGroup** > **XXHotFolder**.
4. Right-click your process template **XXHotFolder** and select **Delete**. The process template is deleted.
5. Right-click your refine group **XXHotFolderGroup** and select **Delete**. The process template group is deleted.
6. Close the Process Template Editor.

Delete the smart hot folder

1. From the **Tools** menu, choose **Smart Hot Folder Manager**.
2. In the Smart Hot Folder Manager dialog box, select: **XXSmartHotFolder** (where *XX* represents your initials).
3. Click **Delete**.
4. In the **Confirm Smart Hot Folder Delete** dialog box, click **OK**.
5. Close the Smart Hot Folder Manager.
6. Close XX_12345_Wells Job Manager.