# Use an RBA sample rule tasks

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### Create a job

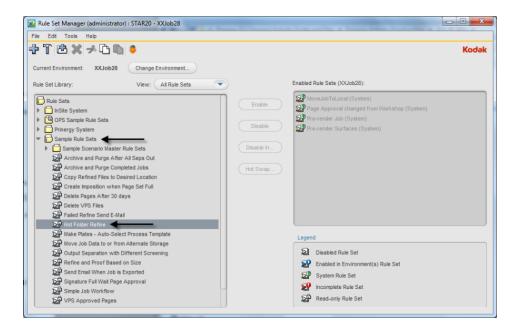
- 1. If it is not already open, start Prinergy Workshop.
- 2. In Job Finder, right-click your main group, and choose **New Job**.
- 3. Type the job name  $XX_{USe}RBA$  (where  $\langle XX \rangle$  represents your initials).
- 4. Click Create.
- 5. Minimize the Job Manager window.

## Copy an input file to the job folder

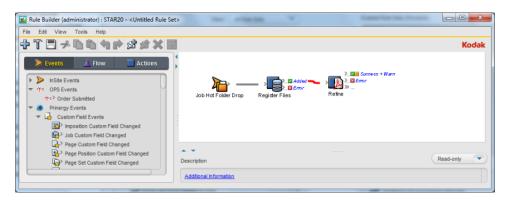
- From your workstation, locate: Prinergy Activity Practice Files / Act\_28\_RBA / Input File
- 2. Restore Job Manager.
- 3. Open the Input File folder.
- 4. Drag the Preps Brochure.pdf to the Job Manager's Input Files area.
- 5. In the Add Input Files dialog box that appears, under **Options**, clear the **Process Selected Files Using Process Template** check box.
- 6. Click OK.
  - Your file is copied to the UserDefinedFolders folder.
- 7. Minimize the Job Manager window.

## Edit a sample rule

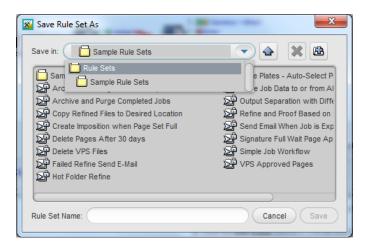
- 1. From the **Tools** menu in Job Manager, choose **Rule Set Manager**.
- 2. In the **Rule Sets** list, open the folder named Sample Rule Sets.
- 3. Right-click the sample rule named **Hot Folder Refine** and choose **Open**.



4. In the Read Only Rule Set dialog box, select **Open Copy**.



- 5. From the **File** menu, select **Save As**.
- **6.** From the **Save in** list, select **Rule Sets**.

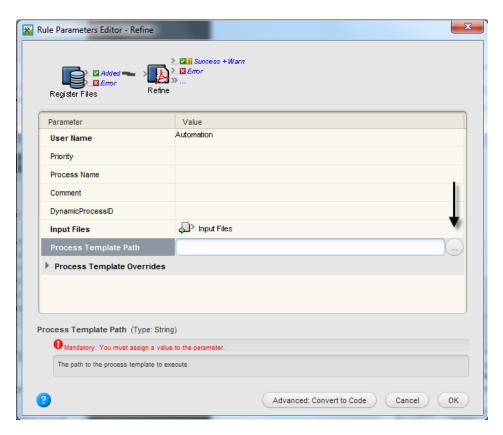


7. In the Save Rule Set As dialog box, type the name XX\_Sample Rule (where <XX> represents your initials) in the Rule Set Name window. Click **Save**.

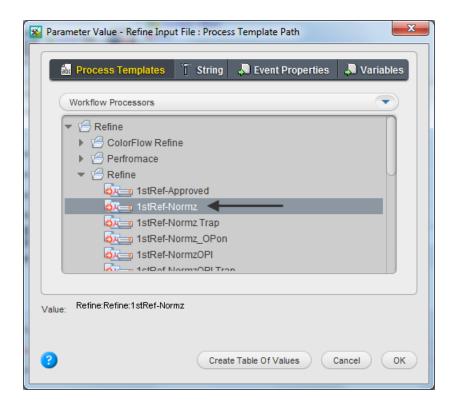
**8.** In the Rule Builder window, double-click the red line separating the **Register Files** icon and the **Refine** icon



- **a.** In the Rule Parameters Editor dialog box, click the text (**Enter a Value**) beside **Process Template Path**.
- **b.** Click the **Edit Value** button (...) to access the Parameter Value dialog box.



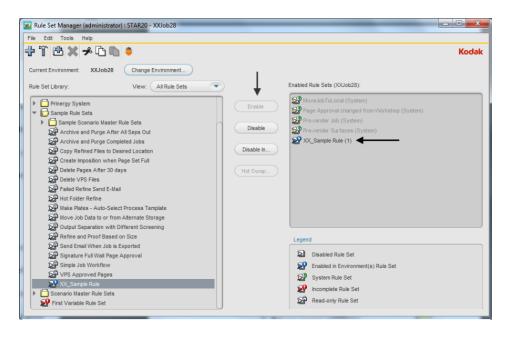
c. In the Parameter Value dialog box, select the process template: Refine > Refine > 1stRef-Normz. Click OK.



d. Click  $\mathbf{OK}$  to close the Rule Parameters Editor dialog box.

**Note:** The red line has now changed to a grey line. This indicates that a parameter has been associated to the rule.

- 9. From the **File** menu, select **Save**.
- 10. Close the Rule Builder window.
- 11. In Rule Set Manager select your **XXSampleRule**. Click the **Enable** button. The rule is now activated for use with your job.

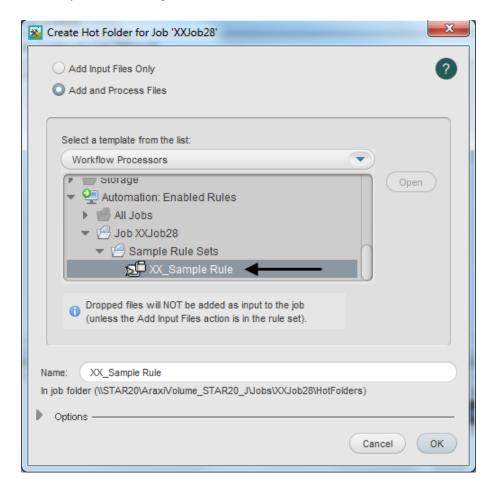


12. Close the Rule Set Manager.

#### Create a hot folder

In this task, a hot folder is created to trigger the RBA rule. Once created, the input file will be copied to the hot folder and the RBA rule will begin processing the file.

- 1. From the **Job** menu, choose **Manage Hot Folders**.
- 2. Click Add.
- 3. In the Create Hot Folder dialog box, select the **Add and Process Files** option.
- 4. In the Process Template list, scroll down to the Automation: Enabled Rules section.
- 5. Locate your newly created rule using the path: **Automation: Enabled Rules** > **XX\_Use\_RBA** > **XXSampleRule**.
- 6. Select your **XXSampleRule** and click **OK**.

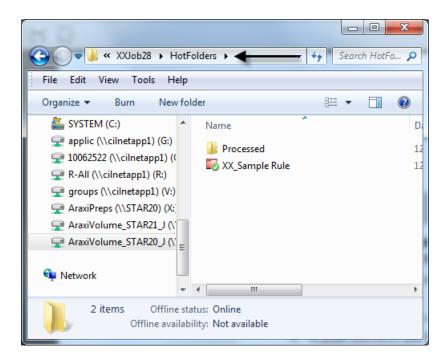


7. In the Manage Hot Folders dialog box, review the location of the new hot folder. Click **Close**.

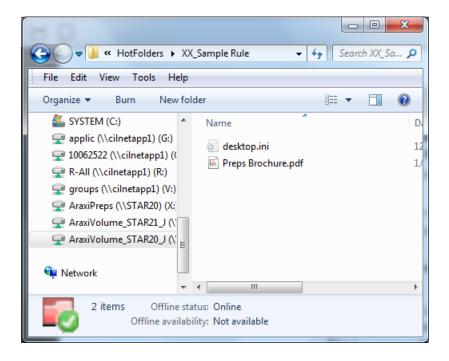
### Use the sample rule

- Right-click the XX\_Use\_RBA job folder icon in the bottom left corner of Job Manager.
  Select Open Job Folder in File Browser.
- 2. Locate UserDefinedFolders / Input File / Preps Brochure.pdf.
- 3. Copy the Preps Brochure.pdf file.

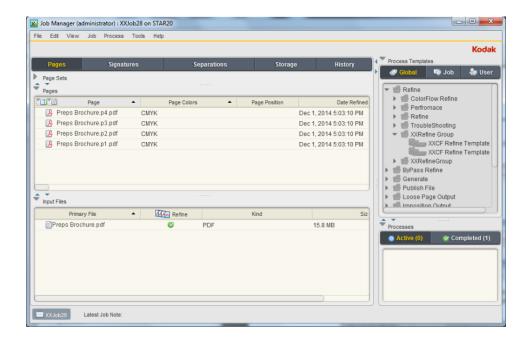
- 4. In your XX\_Use\_RBA job folder, open the subfolder named Hot Folders. Inside HotFolders are two folders: XXSampleRule and Processed.
  - The XXSampleRule folder is the hot folder. This is where you will copy input files.
  - The Processed folder is used to store the input files after processing.



5. Open the XXSampleRule folder and paste Preps Brochure.pdf into the hot folder.



6. Restore Job Manager to monitor the automatic processing of the input file.



**Note:** As defined by your RBA sample rule, the input file is automatically added to Job Manager and refined into PDF pages.

### Delete the sample rule

- 1. From the **Tools** menu, select **Rule Set Manager**.
- 2. In the **Enabled Rule Sets** list, locate your rule set **XXSampleRule**.
- 3. Click the **Disable** button.
- 4. Right-click your **XXSampleRule** and select **Delete**. Click **Yes** to verify that you want to delete the rule.
- 5. Close Rule Set Manager.

## Delete job elements

- 1. In Job Manager, select and delete all PDF pages.
- 2. Select and remove the Preps Brochure.pdf input file.