

Uploading files

For staff users

When a user uploads files or folders to a job, the files or folders are copied from the user's computer or network to the job's folder on the job server.

The system automatically sends an e-mail notification to designated customer service representatives (CSRs) and to other users who subscribe to notifications about this job.

You can customize the content of the Upload Files dialog box. For more information, see the *Prepress Portal System Administration Guide*.

For customer users

When you upload a file or folder to a job, the file or folder is copied from your computer or network to the printer's server. The system automatically sends an e-mail notification to the printer's customer service representatives and to other people who request notification about this job. Your printer can customize the Upload Files dialog box, so the options may be different than described in this help.

- [About upload processing rules](#)
- [Viewing the upload processing rules \(for customer users only\)](#)
- [Uploading files or folders](#)
- [About failed uploads](#)
- [Managing failed uploads](#)