

Adding a customized job info sheet to a job template

If you include a job info sheet on a job template, jobs created from that template will inherit the job info sheet along with other template settings. When you create a new job from a job template, Prepress Portal copies the job info sheet from the template into the new job's folder.

Users who have the appropriate user rights can then edit the job info sheet with specific information required for that job.

Important: Any changes made to the job template's job info sheets will not appear on copies that are already in job folders.

1. Create and test the customized job info sheet that you want to attach to the job template.
2. In the Prepress Portal user interface, create a job template.
For information about creating a job template and changing job status, see the *InSite Prepress Portal User Guide*.
3. On the Prepress Portal server, copy the most recent version of the customized job info sheet files to the job template's JobInfoSheet folder:
`\\<jobserver>\Jobs\JobTemplateName>\Control\UserConfig\JobInfoSheet.`
The server automatically creates this folder when you create a job template.
Note: If necessary, create the `Control`, `UserConfig`, and `JobInfoSheet` folders.
4. Make the job template available to the appropriate customers.
For information about making a job template available, see the *InSite Prepress Portal User Guide*.
5. In the Prepress Portal user interface, create a new job from the job template and ensure that the job info sheet is implemented correctly.