

Creating a new multi-process hot folder

You can create hot folders in the Prinerger Evo Client software.

The Prinerger Evo server computer must have read, write, and modify privileges on the folder from which you submit input files to Prinerger Evo. It is a best practice to create your hot folders in the shared **HotFolders** folder on the Prinerger Evo server computer.

Creating a multi-process hot folder is similar to creating a single-process hot folder, except you attach more than one process templates to the hot folder. When you drop input files into the hot folder, based on the set criteria, Prinerger Evo applies all attached process templates individually to the input files, creating multiple processes that run in parallel.

1. From the **Configure** menu, select **Hot Folders**.
2. In the Hot Folders dialog box, click **New**.
3. In the Choose a folder dialog box, browse for and select the hot folder.
4. Click **OK**.
5. In the New Hot Folders dialog box, click **Add**.
6. In the Assign Process Template dialog box, in the **Choose a Process Template** list, select the process template that you want to attach to the hot folder.
7. In the **Template will be used to process** area, select:
 - **All Files**: The selected process template's parameters are applied to all input file types.
 - **Files matching these criteria**: Select this option to apply specific criteria to determine whether Prinerger Evo applies the selected process template parameters to an input file. Selecting this options, enables the **File Type** list and **Name Contains** box, which allows you to define the type of file you want to process with the selected process template and any file naming characteristics.
 - **Unmatched files**: The selected process template's parameters are applied to all input files that do not match any other hot folder processing criteria. For example, if you create a hot folder attaching one process template with the requirement that it process only input files with `_Trap` in the file name, and want to process all other input files that do not match the `_Trap` criteria, select a process template and then select Unmatched files. Prinerger Evo processes files with `_Trap` with one process template and processes all other input files with the second process template. You can only have one process template with an unmatched criteria attached to a hot folder. Prinerger Evo moves input files that match the unmatched criteria to the **Input_Unmatched** folder. If you haven't set up any unmatched criteria and the input files do not match any of the parameters you've set up, Prinerger Evo moves those files to the **Input_Unmatched** folder too.
8. Click **OK**.
9. Repeat steps 6 to 8 to attach as many process templates as required to the hot folder.