

Submitting files via hot folders

Important: 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.

1. See [Creating a new single-process hot folder](#).
2. From your input file's shared folder, copy the input file into the root of the hot folder.

Prinerger Evo begins processing the file, moving the input file through the different hot folder sub folders as it finishes each processing phase.