

Creating a job or input volume on a Windows server

Create a folder on a Windows server that you can use to store jobs or input files.

1. On the server that you want to add to Prinergy, create the folder that you will share.
Ensure that the folder is:
 - On an NTFS volume, or an error will occur when you share the folder
 - At the root level, not within another folder
2. Share the folder that you created:
 - a. Open Computer Management (Run > compmgmt.msc)
 - b. In the left pane, expand **Shared Folders**, right-click **Shares**, and select **New File Share**. Then follow the prompts.
 - c. Click **Browse**, and select the folder that you want to share.
 - d. In the **Share name** box, type a name using the correct format.
For a job volume, use the format AraxiVolume_<server name>_<drive letter>, such as AraxiVolume_SERVER1_G. The share name must start with the prefix AraxiVolume_.
For an input volume, you can use any format, such as **InputFiles**.
 - e. (Optional) In the **Description** or **Share description** box, type a description for the share, such as Prinergy Jobs Volume or Prinergy Input Volume.
 - f. Click **Next**, click **Finish**, and click **No** to indicate that you do not want to create another share.
3. Give permissions to the folder in one of the following ways:
 - Give everyone full control.
 - Deny read/write access. Instead, create user accounts for the users who need to modify PDF files or add customer files, and give the user accounts read/write access to the folder.

For information about using the operating system to set folder permissions, see the operating system documentation.