

Job Finder window

Search box

Use this box to search for a specific job or jobs.

Views

Jobs

Lists all of the jobs in your system.

Pre-Jobs

Lists all of the pre-jobs in your system

Columns

Name

The name of the job, pre-job, or group. This column cannot be hidden.

Job Alias

The alias of jobs in your system. For systems where the job name is a number, the job alias provides the meaningful job name. **Job Alias** corresponds to **Job Description** in InSite Prepress Portal. If you change the job alias in Prinergy, the job description in InSite Prepress Portal is changed.

Kind

Indicates whether the item is a job, pre-job, or group.

Job Status

The status of the job. When a job is created, its status is set to **In Prepress**. You can change a job's status in the Edit Job Attributes dialog box. The following statuses are available:

- **Created**
- **In Prepress**
- **On Press**
- **Shipped**
- **Completed**
- **Ready for Final Output**
- **Completed Final Output**

If the job is enabled for Web access through Prepress Portal, the following additional statuses are available:

- **In Cart**
- **Pending Order Approval**

- **Order Requested**
- **Order Accepted**
- **Order Rejected**

Select **Enable Press Side Proofing** if the workflow includes the Kodak PressProof software.

Job Home

The full path name for the job folder location.

Created

The date and time when you created the job or pre-job.

Job Code

A job code that you specify. The job code can be anything that is meaningful to you or to your customer.

The job code is:

- Available to an imposition job ticket
- Available as a variable mark on the job's output
- Exported with a job
- Included in CIP3 files when Prinergy generates CIP3 files during final output

The job code also appears in Prepress Portal, if the job is enabled for Web access through Prepress Portal. If you change the job code in Prinergy, the job code in PrePress Portal is changed.

Proof Due

The date and time that the proofs for the job are due. This information is set in the Edit Job Attributes dialog box.

Final Output Due

The date and time that the final output for the job is due. This information is set in the Edit Job Attributes dialog box.

Web Access Customer

The name of the customer for whom you have enabled web access. This information is set in the Edit Job Attributes dialog box.

Online/Offline

Indicates whether a job is fully or partially **Offline** or **Online**.

Offline indicates that no files in the job's job folder exist on the job home server. Files from outside the job folder may still be online. When you fully purge a job, its status is Offline since purging removes all files in the job folder from the job home server.

Online indicates that at least one file for the job is on the job home server.

If this column is blank, the status of the job is not known.

Max Layers

The maximum number of pages that you can assign to one page position. This information is set in the Edit Job Attributes dialog box and only applies to legacy versioning jobs.

Pages Approved

The number of approved pages, over the total number of pages in the job.

Errors/Warnings

Displays the most important error or warning status from the most recent processes in the **Processes** pane of Job Manager.

Full Surfaces

The number of surfaces for which all positions have pages assigned, over the total number of surfaces in the job.

Final Output Count

The number of separations you have output using a final output process template, over the total number of separations in the job.

Last Final Output

Date and time the last separation was output using a final output process template.

Last Archived

The date and time that someone last archived the job.

Archive Status

The quantity of files in the job that you have archived at any time. Possible statuses are:

- **None:** The job has not been archived.
- **Some:** Some but not all files in the job were archived. This can occur when you:
 - Archive only selected files, not the whole job
 - Archive the job, and then add one or more files to the job, for example, by adding input or processing an input file that had not been processed before the archive

- Change one or more of the archived files, for example by processing it again
- **All:** The job was archived and no changes have been made to any files in the job.

Stale Archive Status

The quantity (**All**, **Some**, or **None**) of files in the job that have changed since the last archive.

Custom Fields

You can create custom fields for jobs or for elements within a job, so that you can track unique information about the job or element. Custom fields let you determine the type of information that you view about a job or job element.

Custom Fields appear in Job Finder when you create custom fields using the Custom Fields Manager dialog box and select them in the Visible Columns dialog box.