

Process menu in Job Manager

Note: Some menu items are available only in specific Job Manager views or when specific elements are selected.

<process category> > <process type> > <process group> > <process template>

The name of each process template that applies to selected elements is available on the **Process** menu.

Click this item to start process on the selected elements using this process template.

Workflow > <workflow type> > <workflow group> > <workflow template>

Each workflow template that applies to selected elements is available on the **Process** menu.

Click this item to start process on the selected elements using this workflow template.

Manual Start Rules > <rules context> > <rules group> > <rule set>

Expands to display the rule sets that:

- Apply to the currently selected elements
- Are triggered by Manual Trigger events
- Are enabled

The first submenus under **Manual Start Rules** are:

- **All Jobs:** Select this to see system rule sets.
- **Job <job name>:** Select this to see the job rule sets enabled for the job that you are in.

After you select the first submenu, navigate through the rule set groups and select the rule set that you want to trigger.

Process Tools

Use this menu item to access further menu items specific to the selected element. The menu item varies depending on the type of element selected in Job Manager:

If you select	The menu is	And the menu contains
Process template or workflow template in the Process Templates pane	Process Template Tools	Edit, Rename, and Delete
Process template group in the Process Templates pane	Process Template Group Tools	New or New Process Template (to create a new process template of the same type as the selected process template group).

Rule set in the Process Templates pane	Process Template Tools	View Rule Set, Get Info, Disable, Open Copy, Rule Set Manager, and Stop All Processing
Active process in the Processes pane	Processing Tools	Pause, Resume, Stop and Create Process Report
Completed process in the Processes pane	Processing Tools	Create Process Report (to create a detailed report on the selected process to send to your service representative).

Approve

After generating a proof select the proofed item and then select this menu item to set the proof's Approval Status to **Approved**.

This displays an approved icon 🟢 in the dynamic column that appeared after the proofing process.

Unlike Customer Approval status, proof approvals are not visible in Prepress Portal.

Proof approvals do not affect other processing that you can do in Prinergy Workshop.

Reject

After generating a proof select the proofed item and then select this menu item to set the proof's Approval Status to **Rejected**.

This displays a rejected icon 🛑 in the dynamic column that appeared after the proofing process.

Unlike Customer Approval status, proof approvals are not visible in Prepress Portal.

Proof approvals do not affect other processing that you can do in Prinergy Workshop.

Clear

If a proof's approval status has been set to Approved or Rejected, select the proofed item and then select this menu item to clear the approval status.

This causes the approved icon 🟢 or rejected icon 🛑 to no longer appear in the dynamic column for the proofing process.

Unlike Customer Approval status, proof approvals are not visible in Prepress Portal.

Proof approvals do not affect other processing that you can do in Prinergy Workshop.