

Creating jobs

A job is a publication that you want to print. To work on a publication, you must create a job for it in Job Finder.

When you create a job, you must choose the server and volume where it will be stored. Once a job is created, you cannot move it to any other volume. To move a job or pre-job to another volume or server, you must export or copy it.

You can create jobs and pre-jobs inside or outside of a group. To create them inside a group, create the group first, or create the group when you create the jobs or pre-jobs.

Once you create a job or pre-job:

- A Job Manager window appears for the job.
- Database entries are created for tracking the job.
- A new folder is created specifically for the job.

Options

When you create a new job or pre-job, the following options are available:

- **Template Job**
You can copy settings from a job that you have set up as a template job. Settings in the template job, such as hot folders and image search paths, are copied to the new job.
- **Job Attributes**
You can set the job attributes when you create a job—for example, due dates and job codes. You also set the job attributes to assign a default ColorFlow snapshot for the job and to select a default color setup for the job.
- **Import Job**
You can import a previously exported Prinergy job. You can choose the import process template with which to import the job.

See also:

- [Pre-jobs](#)
- [Job, group, and file naming requirements and best practices](#)
- [Template jobs](#)
- [Job folders](#)
- [Creating jobs and pre-jobs](#)
- [Create New Job/Pre-Job dialog box](#)
- [Select Template Job dialog box](#)