

# Creating jobs and pre-jobs

1. In Job Finder, select **Jobs** to create a job or select **Pre-Jobs** to create a pre-job.
2. Select **File > New Job** or **File > New Pre-Job**.  
The Create New Job dialog box or Create New Pre-Job dialog box appears.
3. Perform one of the following actions:
  - Use the lists to select the group in which you want to create the job or pre-job, and click **Open**.
  - Click **New Group** to create a new group. In the **Create New Group** box, type a name for the new group, following the naming requirements, and click **Create**.
4. If your system has more than one server, in the **Job Home Server** box, select the server on which you want to create the job or pre-job.
5. If your system has servers that share volumes, in the **Job Volume** box, select the volume on which you want to create the job or pre-job.
6. In the **Name** box, type a name for the job or pre-job, following the naming requirements.
7. If you want to use the advanced job-creation features, click ▾ beside **Options** and set the options as follows:
  - To base the new job on a template job, select the **Template Job** check box. In the Select Template Job dialog box, use the lists to locate and select the template job on which you want to base the new job. Select the options that you want to copy from the template job, and click **OK**.
  - To set job attributes for the new job—such as number of layers, due date, or default color setup—select the **Job Attributes** check box. In the Set Job Attributes dialog box, set the attributes that you want, and click **OK**.
  - To import an exported job, select the **Import Job** check box. In the Import Job dialog box, select the exported job that you want to import, and click **OK**.
8. Click **Create**.

The job or pre-job appears in a new Job Manager window.