

Setting job status and other attributes

Prerequisites: Ensure that the jobs or pre-jobs are not open in Job Manager.

1. In Job Finder, select one or more jobs or pre-jobs.
2. Perform one of the following actions:

To	Do This
Set the status to Completed	From the Edit menu, select Set Job to Completed .
Set the status to In Prepress	From the Edit menu, select Set Job to In Prepress .
Change any attribute or set any status	From the Edit menu, select Edit Job Attributes . In the Edit Job Attributes dialog box, set or modify the options as desired, and click OK .

Note: Newly set job attributes do not appear in the Job Finder window until you refresh it by clicking **View > Refresh**.

If you cannot see a column with the attribute you set, such as the **Job Status** column, you must display the column.

Tip: You can also set job attributes when creating a new job or pre-job.