

Job groups

The jobs and pre-jobs in Job Finder are organized into groups that you create. Grouping jobs makes them easier to find and manage.

For example, if you produce a monthly magazine, you might want to create a group for it, and then, within that group, create a separate job for each issue of the magazine.

You can create a new group while you create a job or pre-job, or separately. You can further organize your jobs by creating groups within groups.

If you later decide to organize your jobs in a different way, you can move jobs between groups, move groups into other groups, and rename groups. You can also delete a group, if it is empty.

Groups are not part of the folder structure that you can see in a file browser. They are part of the data structure inside Prinergy.

- [Moving jobs and pre-jobs between groups](#)
- [Creating groups](#)
- [Create New Group dialog box](#)
- [Moving groups](#)
- [Move Group dialog box](#)
- [Renaming groups](#)
- [Rename Group dialog box](#)
- [Deleting groups](#)