

Copying jobs and pre-jobs

1. In Job Finder, select the **Jobs** view to copy a job or the **Pre-Jobs** view to copy a pre-job.
2. Select a job or pre-job that you want to copy.
From the **File** menu, select **Copy Job** or right-click on the job and select **Copy Job**.
3. Do one of the following in the Copy Job / Pre-Job dialog box:
 - Use the lists to select the group in which you want to copy your 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 then click **Create**.
4. If your system has more than one server, from the **Server** box, select the server on which you want to copy the job or pre-job.
5. If your system has more than one shared volume, from the **Volume** box, select the volume on which you want to create the job or pre-job.
6. In the **Create new Job as** box, type a name for the job or pre-job, following the naming requirements.
7. If you want to copy a job using a pre-set copy job process template, click the **Select** button. From the Choose Process Template dialog box, select a Copy Job process template and click **OK**.
8. Click **Copy Job**.
9. From the Start Process dialog box, set the attributes you want, and click **OK**.

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