

About importing jobs

Importing is the process of creating a job based on a previously exported job. Export files have a .zip extension.

Use any of these methods to import jobs:

- Import a job in Job Finder using the **Import Job** menu item
- Import a job while creating a new job
- Import a job using a hot folder
- Import a partial job using the **Import Job (Incremental)** menu item
- Import a partial job using a hot folder

Someone must export a job or a partial job before you can import it.

When you import an exported job, Prinergy decompresses the exported job file, and populates the new job with the content from the exported job.

If the exported job has an APA file, Prinergy looks for the APA file with the latest date and time, and then copies the information from it into a new APA file. The filename of the new APA includes a version number, such as Job.v1.apa, to indicate it is a different version than the original Job.apa file.

All aspects of imports are controlled by an import process template.

- [Importing an entire job using the menus](#)
- [Importing an entire job using hot folders](#)
- [Importing a partial job using the menus](#)
- [Importing a partial job using hot folders](#)
- [Import Job dialog box](#)
- [Import process template \(jobs\)](#)