

Importing an entire job using the menus

To import a job, the job must be in a ZIP format.

1. In Job Finder, from the **File** menu, select **Import Job**.
2. In the Import Job dialog box, navigate through the volumes and folders to choose an export job to import.
Ensure that the job is an export file by reviewing the information in the **Selected Job Info** list.
3. Under **Options**, read the name of the process template that controls the import process.
If you want to change the template, click **Select**. In the Choose Process Template dialog box, select an ImportAll process template, and click **OK**.
4. Click **OK**.
5. In the Create New Job dialog box, set the options.
6. Specify the group name and job name you want.
If you are importing to the same Prinergy system as the one from which you exported the job, you must use a different job name.
7. Click **Create**.
8. If you want to change any processing options:
 - a. In the Start Process dialog box, under **Options**, click **Edit Process Template**.
 - b. In the Import Process Template, change any settings, and click **OK**.
9. Click **OK**.

The import process starts, and the new job opens in Job Manager.