

Retrieving

1. Using the Process Template Editor, set up the retrieve process template.
For settings available in the process template, see [Retrieve process template](#).
2. Perform any of the following actions, depending on what you want to retrieve:

To Do This	Perform These Steps
Retrieve an entire job	• If you are in Job Manager, under Process Templates in the right pane, select either the Global tab or the Job tab. • If you are in Job Finder, select one or more jobs.
Retrieve only the files that are in the job folder	a. Open the job in Job Manager. (You can't use Job Finder to work with specific files in a job.) b. Click the Storage view. c. Click Group by File Kind. d. Select View > Visible Columns, select the Location check box and click OK. e. Select all of the files except the files in the Input Files group that have an external location.
Retrieve specific files	a. Open the job in Job Manager. (You can't use Job Finder to work with specific files in a job.) b. Click the Storage view. c. Click Group by File Kind. d. Select the files.

Tips:

- To retrieve anything, it must have been previously purged.
 - To retrieve specific files, the files must be in the job folder.
 - To retrieve an imposition plan, select all signatures.
 - To retrieve a page set, select the whole page set, not just individual pages.
3. Start the Retrieve process template by selecting Process > Storage > Retrieve > Retrieve > RetrieveSelected.

After the process ends, you can check the retrieve status of the job or the retrieve state of individual files. See [About status and state changes after archiving, purging, and retrieving](#).