

Creating hot folders

Note: This topic is about job hot folders. If you want to work with smart hot folders, see [Smart hot folders](#).

1. Open the job or pre-job.
2. From the **Job** menu, select **Manage Hot Folders**.
3. In the Manage Hot Folders for Job dialog box, click **Add**.
4. In the Create Hot Folder for Job dialog box, indicate what you want the hot folder to do by selecting either **Add Input Files Only** or **Add and Process Files**.
5. If you are creating a hot folder to process files:
 - Browse to and select the process template or workflow template that you want to link to the hot folder.
 - If you want the source files to be deleted after they are processed, click the **Delete dropped files if processing is successful** check box.
Important: Do not select this check box if you are uncertain of source file integrity, for example, if files may be using incorrect search paths.
6. If you want a different name for the hot folder, change it in the **Name** box.
7. If you want the hot folder to be located somewhere other than in the job folder:
 - a. Expand the **Options** section, and select **Use Custom Location**.
 - b. When the Select Folder dialog box appears, select the desired location and click **Select "<folder>"**.
8. Click **OK**, and then click **Close**.