

Deleting hot folders

Make sure that the hot folder is not processing files. If you delete a hot folder that is still processing files, any unfinished processes end with an error.

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, select the hot folder that you want to delete, and click **Delete**.
4. When the Confirm Hot Folder Delete dialog box appears, click **OK**, and then click **Close**.