

Working with smart hot folders

1. In **Job Finder**, from the **Tools** menu, select **Smart Hot Folder Manager**.
2. In the Smart Hot Folder Manager dialog box:

To	Do this
Add a smart hot folder	a. Click Add. b. In the Add Smart Hot Folder dialog box, type a name in the Smart Hot Folder Name box and configure the smart hot folder. c. Click OK.
Copy a smart hot folder	Select the hot folder that you want to copy and click Copy .
Edit a smart hot folder	a. Select the hot folder that you want to edit and click Edit. b. In the Edit Smart Hot Folder dialog box, configure the smart hot folder. c. Click OK.
Delete a smart hot folder	a. Select the smart hot folder that you want to delete, and click Delete. b. When the Confirm Smart Hot Folder Delete dialog box appears, click OK.

3. Click **Close**.