

Configuring smart hot folders

Do the following prerequisite tasks, depending on what you want the smart hot folder to do.

If It will	Do this
Create jobs	Create a job to be used as a template job. It can be a pre-job, existing job, or template job.
Create jobs and process the source file	1. Create a job as a template job. It can be a pre-job, existing job, or template job. 2. Include hot folders (not smart hot folders) in the template job. The hot folders must be associated with process templates or workflow templates.
Move the source file	Create folders for storage or other purposes. Create the folders using Microsoft Internet Explorer or Macintosh Finder. If the storage folders are on another volume, mount the volume using the Prinergy Administrator software. For more information about mounting volumes, see the <i>Prinergy System Administration Guide</i> .

1. Add or edit a smart hot folder.
2. Under **Smart Hot Folder Location**, select the location of the smart hot folder:

To locate it	Do this
In the Jobs\SmartHotFolders folder	Select the Use Default Location check box.
Outside the Jobs\SmartHotFolders folder	Click Browse . In the Select Folder dialog box, select a location.

3. If the smart hot folder will be used to process files or create jobs, and you want the files to be deleted after they are processed, select the **Automatically Remove Processed Files from Smart Hot Folder** check box.
4. Under **Hot Folder Type**, select the smart hot folder function (see [About the hot folder type options](#)):

To	Do this
• Create jobs • Process the source files • Move or rename the source files (optional)	Select Job Creator
Move or rename the source files (not create jobs or process files)	Select File Mover /Renamer .

5. If you chose **Job Creator**, under **Create new jobs based on the Job Template**, click **Browse**.

- a. In the Select Template Job dialog box, select the template job (and any aspects that you want to copy into new jobs).
 - b. If the job will process files, select **Hot Folders**.
 - c. Click **OK**.
6. In the left pane, click **Source and Target Patterns**.
7. In the **Source File Name Pattern** box, type the naming pattern for the source file name. For example, type `[$Name]_[#Date:6]_[$PubPart].[%Ext]`.
8. If you chose **Job Creator**, in the **Target Job Name Pattern** box, type the naming pattern for the target job.
You can type a specific job name, such as `TeenZone_040404`, or a variable job name using a naming pattern that back-references the source-file naming pattern, such as `[%Name]_[#Date]`.
Note: If you want to locate the target job in a specific group, click **Browse** next to the **Target Group** box and select a group. By default, jobs are located in the same group as the template job. Note that you can't use naming patterns for Target Group.
9. If the smart hot folder will only create jobs (and not process, move, or rename source files), click **OK**.
10. In the left pane, click **File Move Rules**.
11. Create one or more move rules for the source file.
Note: The text in the table is red until you finish creating a valid rule.
 - a. Click **Add**.
 - b. Under **Source File Name Pattern**, specify the pattern for the source files name:

To Use This	Do This
The same file naming pattern as the one in the Source File Name Pattern box in the Source and Target Pattern view	Select Use Smart Hot Folder's Source Pattern .
A different pattern from the one in the Source File Name Pattern box in the Source and Target Pattern view	In the Source File Name Pattern box, type the file naming pattern of the source file.

- c. Under **Target Filename Pattern**, determine whether to rename the source files:

To	Do this
Move without renaming	Clear the Rename files check box. The target file naming pattern will be the same as the source file naming pattern.
Rename and move	Select the Rename files check box, and type the file name of the target file in the Target Filename Pattern box. The file name can be completely different, or it can have a prefix or suffix.

- d. Identify the destination of the file:

To move the file to	Do this
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A job hot folder Note: This option is available only if you chose Job Creator in the General view.	i. Select Move to Job Hot Folder. ii. From the list, select a hot folder.
To the job's UserDefinedFolders folder Note: This option is available only if you chose Job Creator in the General view.	Select Move to Job Relative Location. When <i>%Job%\UserDefinedFolders</i> appears in the box, you can choose to add a subfolder by typing a backslash and the folder name. (Prinergy creates the folder if it does not already exist.)
Any location on a mounted volume	Select Move to Location, click Browse, and indicate where to move the file

12. Click **OK**.