

Navigating the Add/Edit Smart Hot Folder dialog box

The Add/Edit Smart Hot Folder dialog box is divided into two panes:

- The left pane is the navigation pane and includes three views: **General**, **Source and Target Patterns**, and **File Move Rules**.
- The right pane includes the options for each view.

You can determine which options appear in the right pane by clicking a view in the left pane. You can also go directly to an option by clicking the option name under the view in the left pane. For example, to go directly to the smart hot folder name, click **Name** under the **General** view in the left pane.

In addition, choosing the type of smart hot folder in the **General** view further modifies which options you see in the right pane.

- If you choose **File Mover/Renamer**, only the options required to move and rename files are available. The options for creating jobs and selecting a template job are unavailable.
- If you choose **Job Creator**, all options are available. You can create jobs and process, move, and rename files.