

Add/Edit Smart Hot Folder dialog box

General

Smart Hot Folder Name

Type a meaningful name for the smart hot folder.

Smart Hot Folder Location

Determines where to save the smart hot folder. You must do one of the following:

- Click **Browse** and in the [Select Folder dialog box](#), select a volume mounted on the Prinergy server. If the volume you want does not appear, use Prinergy Administrator to add it.
- Select the **Use Default Location** check box

On installation, the default location is the Jobs\SmartHotFolders folder on the Prinergy server.

Use Default Location

Click to select the default location in the **Smart Hot Folder Location** box. On installation, the default location is the Jobs\SmartHotFolders folder on the Prinergy server.

Automatically Remove Processed Files from Smart Hot Folder

Select this check box if you want files to be deleted from the smart hot folder after they are processed.

If you do not select this check box, files remain in the smart hot folder until someone manually moves or deletes them.

This check box does not apply to smart hot folders that move files, because the files are already moved out of the folder by the move rule.

Hot Folder Type

File Mover/Renamer

Select to configure the smart hot folder to move and rename files. It does not create jobs.

Job Creator

Select to configure the smart hot folder to create jobs and process, move, and rename files.

Create a new job based on the job template

Click the **Browse** button and select the template job or an existing job that you want to use as a template job.

In the Select Template Job dialog box, select a template job and select the **Hot Folder** check box.

Note: The selected template job must have job hot folders that are associated with process templates.

Source and Target Patterns

Source File Name Pattern

Using smart hot folder syntax, type the file naming pattern of the source file. The smart hot folder will accept all files that match this source file naming pattern.

You can make the source file naming pattern as generic or as specific as you want. It can contain named patterns as back-references to the target job name.

See [About naming patterns in smart hot folders](#).

Target Group

Click **Browse** and navigate to the group that you want the target jobs created in. The default target group is the one that holds the template job that you selected in **General** view.

Note: You cannot use naming patterns in the target group.

Target Job Name Pattern

In the **Source Filename Pattern** box, type the file naming pattern for the target job using back references to the source file naming pattern.

If the smart hot folder cannot locate an existing job that matches this target job naming pattern, it creates a new job (based on the job template).

This box is available when **Job Creator** is selected in the **General** view.

File Move Rules

In the **File Move Rules** view, specify what the smart hot folder does to the source file (when it matches the source file naming pattern).

Each row in the table defines one smart hot folder action. These actions are called rules.

You can make any number of valid rules using any combination of valid file names and move destinations. Because the smart hot folder executes all rules at the same time, the order of the rules is not important.

Source Pattern

Type the source file naming pattern or, to use the source file naming pattern you configured in the **Source and Target Patterns** view, select the **Use Smart Hot Folder's Source Pattern** check box.

For a source file to be accepted by the smart hot folder, it must match this file naming pattern.

Target Pattern

Type the target file naming pattern.

Move To

Indicate where to move the source file. The file can be moved to the new job's hot folder, a job-relative location, or another location (such as another job hot folder or a storage folder). The location must be on a volume mounted on the Prinergy server.

Add

Click to add a new blank row to the table.

Remove

Removes the currently selected row from the table.

Source File Name Pattern

Type the source file naming pattern, or select the **Use Smart Hot Folder's Source Pattern** check box to use the source file naming pattern from the **Source and Target Patterns** view.

Use Smart Hot Folder's Source Pattern

Select to use the source file naming pattern that you configured in the **Source and Target Patterns** view.

Target File Name Pattern

Select the **Rename files** check box and type the target file naming pattern.

If moving a dropped file to more than one hot folder in a new job, add a prefix or suffix to the target file naming pattern.

Rename files

Clear to use the target file naming pattern that you configured in the **Source and Target Patterns** view.

Select to rename the target file name.

If you are sending the source file to more than one hot folder in a job, you must rename the target file name. The text in the table remains red until you rename the target file name.

Move to Job Hot Folder

Select to move source files to the new job's hot folder. Select a job hot folder from the list.

Only hot folders configured in the template job specified in the **General** view appears in this list.

Move to Job Relative Location

Select to move files to the Jobs\UserDefinedFolders folder. To move files to a subfolder, type a backslash and the subfolder name.

Move to Location

Select to move files to another location. Click **Browse** and select the location.

You can move files to any location on any volume that is mounted on your server. This could be a hot folder in an existing job, another smart hot folder, or a storage location.

Browse

Click to select where you want to move the source file. If the volume you want does not appear, use Prinergy Administrator to add it.