

About creating and controlling jobs in Prepress Portal

Users of Prepress Portal can add, delete, and change jobs and pre-jobs.

Adding jobs or pre-jobs

Customers can create new jobs from Prepress Portal. The result has different names in Prepress Portal than in Prinergy:

- It is called a **Pre-Production** job in Prepress Portal.
- It is called pre-job in Prinergy, which is visible only in the **Pre-Jobs** view of Job Manager and has a status of **Created**.

Changing jobs or pre-jobs

Customers can use Prepress Portal to make jobs into pre-jobs and vice versa:

- When customers make a **Pre-Production** job into a **Production** job in Prepress Portal, they make a pre-job into a job in Prinergy.
- When customers make a **Production** job into a **Pre-Production** job in Prepress Portal, they make a job into a pre-job in Prinergy.

Deleting jobs or pre-jobs

Customers can use Prepress Portal to delete jobs. They can delete only a **Pre-Production** job in Prepress Portal, which is a pre-job in Prinergy. They cannot delete a **Production** job in Prepress Portal, which is a job in Prinergy.