

New Job Submission dialog box

Use the New Job Submission dialog box to create a Prinergy job that you can send to a digital press for printing.

You can view the information that you enter in this dialog box in other software, such as Digital Direct, Workshop, Dashboard, and InSite Storefront (depending on your workflow system configuration).

Job Name

Type a name for the Prinergy job, using a job code number or the customer name to identify the job. Use 31 or fewer characters in the job name and do not include the following special characters: / : ' \ " ? * < > |

Two jobs cannot have the same name, even if they are in different groups.

Order Quantity

Type or select the number of copies (of the input files) that you want to print.

Order Info tab

Print By

The format is Month/Day/Year/Time. You can type the print-by date and time or click the **Calendar** icon or **Clock** icon to select the date and time.

Ship By

The format is Month/Day/Year/Time. You can type the ship-by date and time or click the **Calendar** icon or **Clock** icon to select the date and time.

Due By

The format is Month/Day/Year/Time. You can type the due-by date and time or click the **Calendar** icon or **Clock** icon to select the date and time.

Customer

Type the customer name.

Product Name

Type the product name. You may want to include the type of print run, such as brochure or catalog, in the product name.

Shipping Address

Type the address to which the job will be delivered. If you are using a Mac computer, press the Option and Return keys to type information on the next line.

Postal Code

Type the postal code to which the job will be delivered.

Shipping Country

Type the country to which the job will be delivered.

Shipping Method

Type the shipping method to indicate how the job will be delivered.

Job Info tab

Group

Select the group that you want to create the job in.

Volume

Select the volume where you want to store the job on disk. If your system has more than one shared volume, more than one volume appears in the list.

Input Files

To add input files, drag the files from your desktop or a folder to the **Add Input Files** pane. Alternatively, you can click the **+** button to open a dialog box for adding input files.

Copy Files to Job Folder

If you do not want the input files copied to the Prinerger <JobHome>/SubmitFileUpload/ folder, clear the **Copy Files to Job Folder** check box.

If any input file is not visible to the Prinerger server (for example, a file is on your desktop), this check box is automatically selected and you cannot clear it.

Press Settings tab

The information that appears in this tab depends on whether you are submitting input files to a digital press or to an automated production target. The usefulness of this information depends on your familiarity with the automated production and digital press targets.

Digital Press

Displays the name of the digital press that you selected in the Digital Submit window.

Note: If using an HP front end that controls multiple digital presses, select the HP front end in this box, and the specific digital press in the **Queue** box.

Queue

Select a queue type, either **Process Print**, **Process Store**, or **Spool Store**. If you select **Process Print**, the job is immediately processed by the digital press. If you select **Process Store**, the job is added to the queue.

Note: If using an HP front end that controls multiple digital presses, select the specific digital press in this box.

JDF Template

Click **Choose** and select the JDF template that you want to use for the job. If you need to edit a JDF template, click **Edit**.

Note: For the HP SmartStream Production Pro Print Server and the HP SmartStream Onboard Print Server front ends, you must select the HP Rip and Print JDF template if you want to send a document to directly to the press' active queue (instead of the holding queue) from Digital Direct. Alternatively, edit the selected JDF template so that the activation attribute appears as JDF/@Activation="Active".

Layout Info

Displays the imposition attributes of the selected JDF template

Columns and Rows, Step and Repeat

Displays the number of columns and rows in the imposition. Select or clear the **Columns**, **Step and Repeat** and **Rows**, **Step and Repeat** check boxes to indicate whether content in the columns and rows is repeated.

For many JDF templates, the Digital Print software automatically identifies this information, and it is displayed in this pane for your information.

Important: If a JDF template is unable to provide this information, you must type information in the boxes to ensure that you get an accurate print quantity calculation.

Overs

Type the number of additional copies (of the input files) that you want to print.

Total

Displays one of the following totals:

- The number of surfaces to be printed, if the imposition includes step and repeat
- The number of copies of the input files, if the imposition does not include step and repeat

Note: To view how the total was calculated, click the **i** button.

Notes tab

Type additional comments or information about the job.