

To create hot folders for a job

1. Open the job.
2. From the **Job** menu, select **Manage Hot Folders**.
3. In the Manage Hot Folders for Job dialog box, click **Add**.
4. In the Create Hot Folder for Job dialog box, select one of the following options:
 - For an add-input-files-only hot folder, select **Add Input Files Only**.
 - For an add-and-process-files hot folder, select **Add and Process Files**.
 - For an add-and-process-files hot folder, select **Process Files**.
5. If you are creating an add-and-process-files hot folder, browse to and select the process template that you want to link to the hot folder.
6. Change the name if desired.
7. Click **OK**.
8. Click **Close**.

You can confirm that the hot folder has been created by using a file browser to browse to the job folder.