

To create smart hot folders

1. In **Job Finder**, from the **Tools** menu, select **Smart Hot Folder Manager**.
2. In the Smart Hot folder Manager dialog box you can perform any of the following actions:
 - Add a smart hot folder—click **Add**. In the Add Smart Hot Folder dialog box, type a name in the **Smart Hot Folder Name** box, configure the smart hot folder, and click **OK**.
 - Copy a smart hot folder—select the hot folder that you want to copy and click **Copy**.
 - Edit a smart hot folder—select the hot folder that you want to edit and click **Edit**. In the Edit Smart Hot Folder dialog box, configure the smart hot folder and click **OK**.
 - Delete a smart hot folder—select the smart hot folder that you want to delete, and click **Delete**. When the Confirm Smart Hot Folder Delete dialog box appears, click **OK**.

For information about how to configure smart hot folders, see the *Prinergy Workshop User Guide*.