

To retrieve a job

After a job has been archived and purged, you may need to retrieve it at some point in the future (for example, for a reprint).

1. In Job Manager, select the job button at the bottom of the window.
2. Drag the selection onto an retrieve process template in the **Process Templates** pane.
3. In the Start Process dialog box, click **OK**.

Note: For more information about retrieving, see the *Prinergy System Administration Guide*.