

Assigning Upload Processing rules to jobs and job templates (for staff users only)

Requirements: The upload processing rule must already exist. You must have a job role that includes the Create Jobs right.

When you create a job, you associate an upload processing rule with it so that uploaded files will automatically process. Depending on your workflow requirements, you may want to associate different upload processing rules with different jobs.

1. Locate the job or job template. (On the home page, click **Jobs**. In the **Jobs** area, locate the job or job template.)
2. Right-click the name of the job or job template and from the menu that appears, select **Job Properties**.
3. In the Edit Properties window that appears, in the left pane, select **Upload Processing Rules**.
4. Select the check box beside each upload processing rule that you want to enable for this job or job template.
Note: If the upload processing rule that you need does not appear in the list, click the **Administration** tab, click **Upload Processing Rules**, and create the rule.
5. Click **Update**.