

Job templates allow new jobs to inherit attributes of existing jobs.

Requirements: You must have a job role that includes the Manage Jobs right.

1. Create a job.
2. Remove the job from your active production workflow. Since this is a job template, it is not used for everyday work:
 - a. Right-click the job and from the menu that appears, select **Set to Complete**.
 - b. In the **Change Job Status** message, click **Confirm**.
 - c. In Prinergy Workflow or Prinergy Workflow Packaging Automation Expansion Pack, remove the template job from Web access.

Note: If you want to make a job template available to more than one customer, you must edit the customer's account.