

When you create a job, you set the basic job information. Edit the job properties when you want to set or edit the following information about a job:

- Job description
- Job code
- Project code

Note: You cannot change a job template by editing the job properties. You must change it in the customer account.

To edit the job properties:

1. Right-click the job, and select **Job Properties**.
2. In the **Job Info** area, modify the information in the **Description**, **Job Code**, and **Project Code** boxes as required.
If a job template is assigned, the template name appears below the **Job Info** area. You cannot change which job template is assigned to a job by editing the job properties. You must change the job template in the customer account.
3. In the **Upload Processing Rules** area, you can view the processing rules that are enabled for this job. Staff users can enable or disable upload processing rules.
4. Click **Update**.