

The job type indicates whether the job is in pre-production or production. You move a job from pre-production to production when it is ready to print. Typically, this is after all pages are approved.

If a job is in production, upload processing does not automatically occur.

You can find jobs and job templates in the **Jobs** area based on the job type. The job's type appears in the **Type** column in the **Jobs** area.

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

1. Locate the job, and right-click the job row.
2. Click **Move to Production** or **Revert to Pre-Production**.
3. In the confirmation dialog box, click **Confirm**.