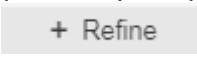
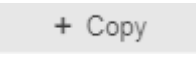


Requirements: You must have a system role that includes the Configure Upload Processing right.

You can add as many upload processing rules to your system as you require.

When you create a processing rule, the first processing action is created simultaneously. You can then add additional actions if required.

1. On the home page, click **Administration**.
 2. In the **Administration** area, click **Upload Processing Rules**.
 3. Click **Create Rule**.
In *Enterprise*, select a satellite server from the **Location** menu before clicking **Create Rule**.
 4. In the **Rule Name** box, type a name that describes the rule—for example, Refine.
 5. To select the type of upload processing action that applies to your production workflow, from the **Processing Type** options, click the **Refine**  or **Copy**  buttons.
 6. In the **File Type** box, type the extensions of files that you want processed under the rule, separated by spaces—for example, *.ps *.eps *.pdf
 7. Perform one of the following actions:
 - If you selected **Refine** in the **Process Template / Destination Folder** list, select a Prinergy process template. The process template must already exist in your workflow.
 - If you selected **Copy** in the **Process Template / Destination Folder** box, type the path to the folder to which you want the files copied, using the format:
\\<servername>\<sharename>\<foldername>\The destination folder must already exist.
- Note:** You may use variables in the folder path. See [About variables in destination folder paths](#).
8. If you are creating a preflight upload processing rule in a Prinergy Workflow or Prinergy Workflow Packaging Automation Expansion Pack with the Prinergy Advanced Preflight option, select the **Preflight Notification** check box, to send notifications to the user who uploads the files.
 9. Click **Create**.
The processing rule that you created displays in the **Upload Processing Rules** area.
 10. To edit a rule, right-click the required rule and select **Edit Rule**.

To add additional processing actions to the rule, see [Creating actions](#).