

For each upload processing rule, there must be at least one processing *action*. An action defines how the system will process uploaded files. For some upload processing rules, you may create multiple actions. For example, in Prinergy Workflow, you may copy uploaded files to another location on the network and, at the same time, process the files so the approval cycle can start. In a non-Prinergy workflow, you may send different file types to different folders.

There are two types of processing actions:

- **Prinergy Refine:** used with Prinergy Workflow and Prinergy Workflow Packaging Automation Expansion Pack workflows

A Prinergy Refine rule uses Prinergy process templates to automatically refine uploaded files. Information from the refining process appears on the Upload Details page—for example, if your files are missing fonts or your image resolution is too low for printing.

For information on Prinergy process templates, see the *Prinergy Prinergy Workflow Help*.

- **Copy Files:** used with all workflows

A Copy Files rule automatically copies uploaded files from the Job server folder to another location on the printer's network, such as a hot folder, that you specify. The files can then be processed by the production workflow system.

Example

You create Prinergy Refine upload processing rule, and name it **Refine**. You assign an action to refine PDF and Adobe PostScript files. You select a Refine process template from your Prinergy workflow, based on how you want to process the files. But you also want to copy any TIFF files to another location, so you set up a second action using the **Copy Files** upload processing rule.