

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

When you create upload processing rules, you define one or more actions for it. This procedure creates additional actions for an existing upload processing rule.

1. On the home page, click **Administration**.
2. In the **Administration** area, click **Upload Processing Rules**.
3. Click the name of the rule that you want to modify.
4. In the Edit Rule window, select the type of upload processing that applies to your production workflow:

Select this type of processing	If you use this workflow software	Results
Refine	Prinerger Workflow, Prinerger Workflow Packaging Automation Expansion Pack	Files are processed using the Prinerger process template that you select in the Process Plan list.
Copy	All workflows	Files are copied to another location on your network, based on the UNC path you provide.

5. 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
 6. Perform one of the following actions:
 - If you selected **Refine** in step 3, in the **Process Template/Destination Folder** list, select a Prinerger process template—for example, **Refine**.
The process template must already exist in your Prinerger Workflow. Use the Process Template Editor in the Prinerger Workflow software to create the process templates that you need.
 - If you selected **Copy**, in the **Process Template/Destination Folder** box, type the path to the folder to which you want the files copied to, 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](#).
7. If the process template includes preflight settings, select what preflight information you want to include in the e-mail notification, if any.
 8. Click **Update**.
 9. Click **Move Up** or **Move Down** to change the order of the actions.