

When you create a Copy Files upload processing rule, you can include variables in the destination folder path. Variables allow you to provide a path to folders that do not yet exist, but that you or the system will create as part of your workflow.

You can use any of the following variables:

- **%CustomerName%:** The name of the customer account that files are uploaded to
- **%UserName%:** The name of the user who uploaded the files
- **%JobName%:** The name of the job in which files were uploaded (Prepress Portal only)
- **%JobHomePath%:** The path to the root folder of the job in which files were uploaded (Prepress Portal only)

%CustomerName% example

Objective: You want to track all RIPPed files on a customer-by-customer basis.

Do this: Create an upload processing rule using the **Copy Files** processing type. In the **Destination Folder** box, type \\<servername>\<sharename>\%CustomerName%\RIP. Assign this rule to a job template for each customer.

How it works: When files are uploaded to the customer's jobs, the system automatically copies them to the customer's RIP folder on the workflow server for processing.

Important: The destination folder must already exist for upload processing to occur.

%UserName% example

Objective: You want all uploaded files to be copied to another location, organized by customer and then by user.

Do this: Create an upload processing rule using the **Copy Files** processing type. In the **Destination Folder** box, type \\<servername>\<sharename>\%CustomerName%\%UserName%. Assign this rule to a job template for each customer.

How it works: When a user uploads files to products or jobs for the customer, the system automatically copies them to the user's folder on the workflow server for processing.

Important: The destination folder must already exist for upload processing to occur.

%JobName% example

Objective: You want files to be processed using the job that the files were uploaded to.

Do this: Create an upload processing rule using the **Copy Files** processing type. In the **Destination Folder** box, type \\<servername>\<sharename>\%JobName%\RIP. Assign this rule to a job template for one or more customers.

How it works: When files are uploaded to the job, the system automatically copies the files to the job's RIP folder on the workflow server for processing.

Important: The destination folder must already exist for upload processing to occur.

%JobHomePath% example

Objective: You want uploaded files to be copied to a hot folder within the job.

Do this: Create an upload processing rule using the **Copy Files** processing type. In the **Destination Folder** box, type JobHomePath%\HotFolders\RefineOnly. Assign this rule to a job template for one or more customers.

How it works: The job exists on the Prinerger server. When files are uploaded to the job, the system automatically copies the files to the job's RefineOnly hot folder on the workflow server for processing.