

Requirements: The upload processing rule must already exist. You must have a system role that includes the Create Jobs right.

When you create a job, you associate an upload processing rule with it so that uploaded files will automatically process. Depending on your workflow requirements, you may want to associate different upload processing rules with different jobs.

1. Locate the job or job template. (On the home page, click **Jobs**.)
2. Right-click the name of the job or job template, and from the menu that appears, select **Job Properties**.
3. In the Edit Properties window, in the left pane, select **Upload Processing Rules**.
4. Select the check box beside each upload processing rule that you want to enable for this job or job template.

Note: If the upload processing rule that you need does not appear in the list, go to the home page, click **Upload Processing Rules**, and create the rule.

5. Click **Update**.