

How to Import a Job

GP Controller for ApeosPro C810/C750/C650

Version 1.0

Overview

This exercise will demonstrate the ability to easily import a job to be printed into the [GP Controller - PrintStation](#). There are two ways to import a job to the GP Controller - [Import Jobs](#) or the [Drag and Drop](#) method. Both ways efficiently improve job management, especially with the ability to submit multiple files at once.

Supported file types for [Import Jobs](#) are: [.jbf](#), [.bbf](#), [.zip](#), [.ps](#), [.pdf](#), [.eps](#), [.tif](#), [.jpg](#), [.vpc](#)

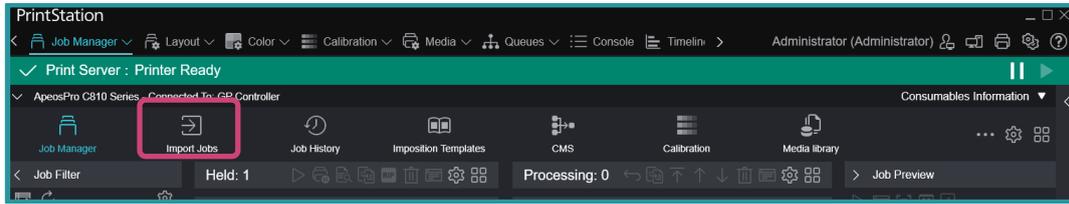
Objective

By the end of this exercise users will be able to:

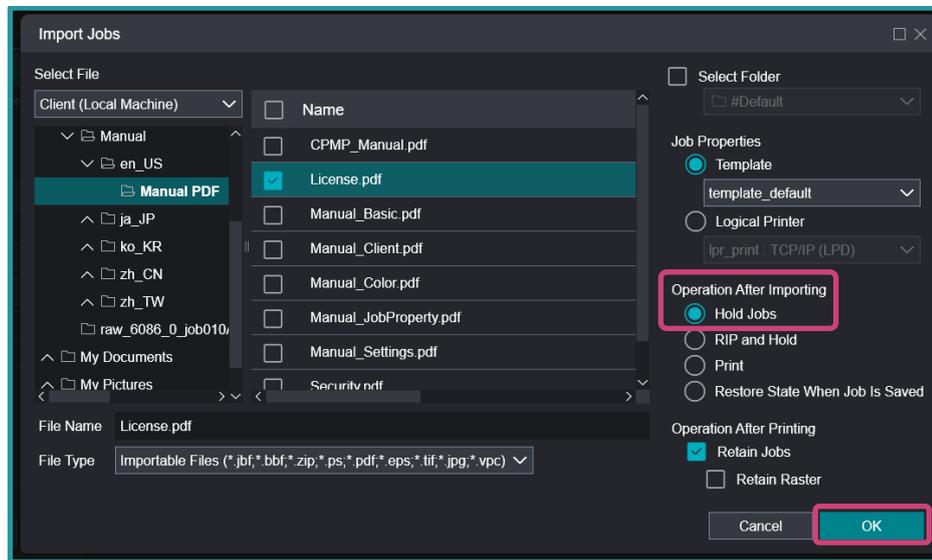
- Navigate the feature on the GP Controller
- Import a file into [Job Manager](#)
- Drag and Drop a file into [Job Manager](#)
- Open Job Properties of a job in [Job Manager](#)

Import a Job

1. In the **Shortcut Area**, select **Import Jobs**



2. From the **Import Jobs** window (pop-up window), select the file you want to import. There might be an instance that you will need to browse through the folders to select your file.
3. Still in the **Import Jobs** window, under **Operation After Importing**, select **Hold Jobs**, then press **OK**.



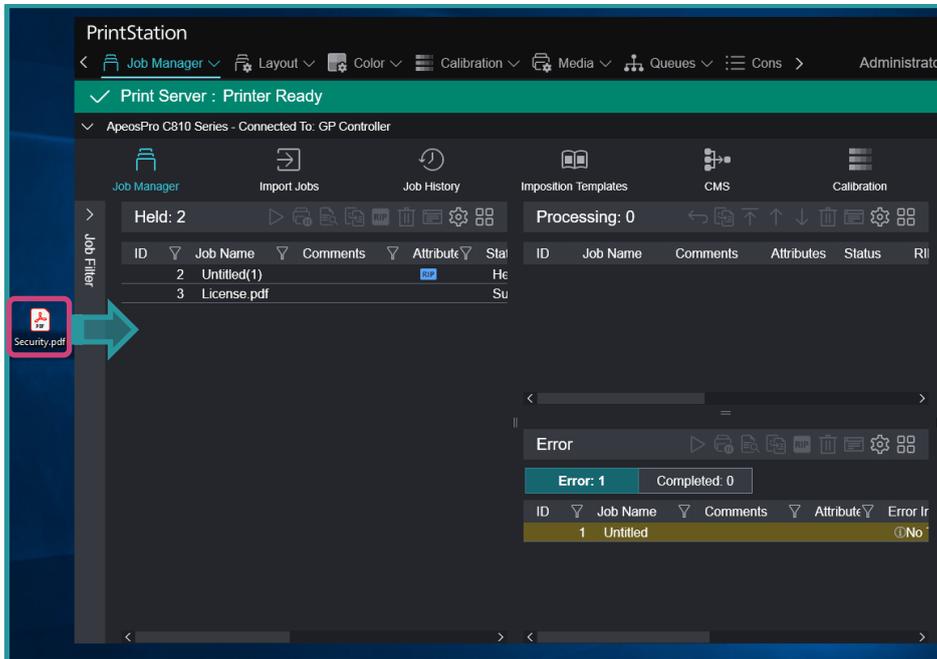
4. The job is imported in the **Held** list.

NOTE
If you want to print when importing, please select **Print** in **Operation After Importing**

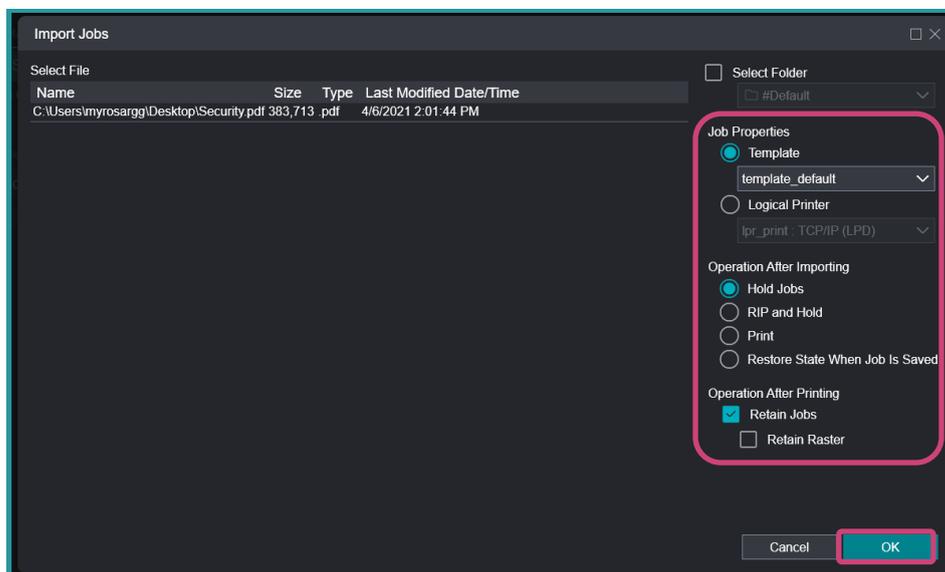


Import a Job using Drag and Drop

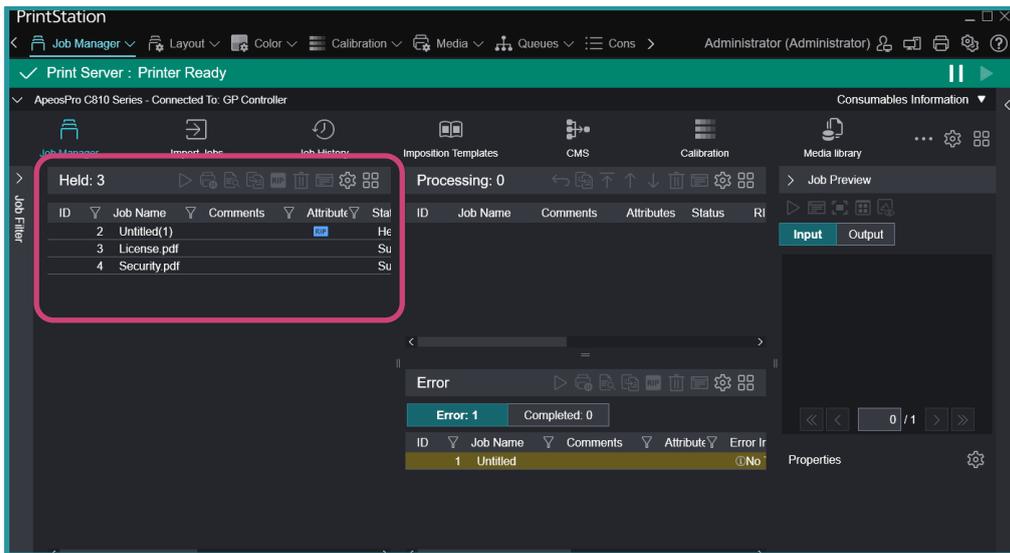
1. From the file location, select the file you want to import to GP Controller, and drag and drop it on to the Job List area of the Print Station.



2. You can leave all the default settings, or you can change the **Job Properties > Template**, or the **Operation After Importing** setting. Click **OK**, if all the settings you want to apply have been selected.

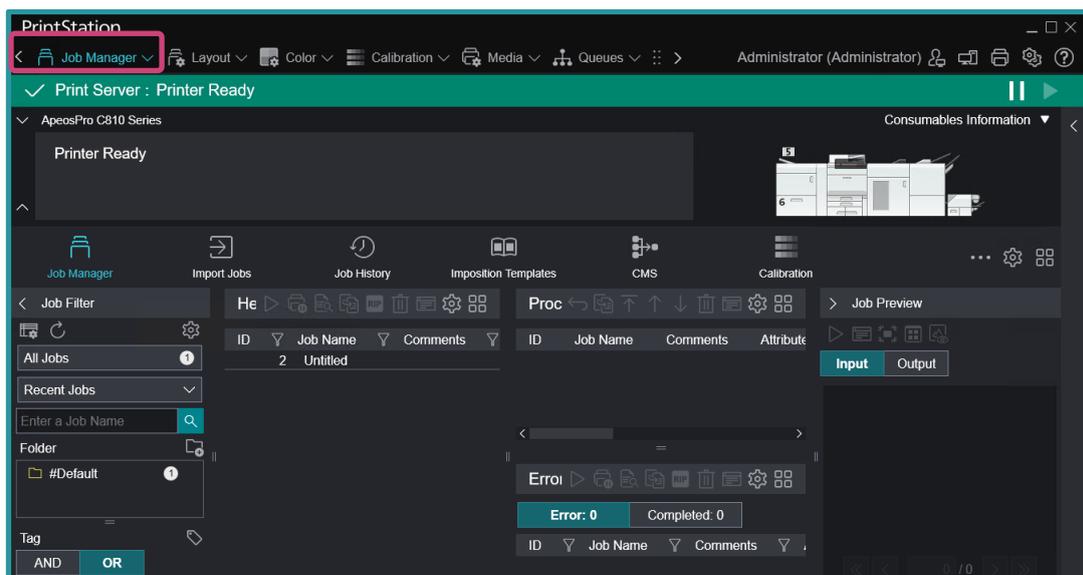


- The job is imported to the **Held** list.



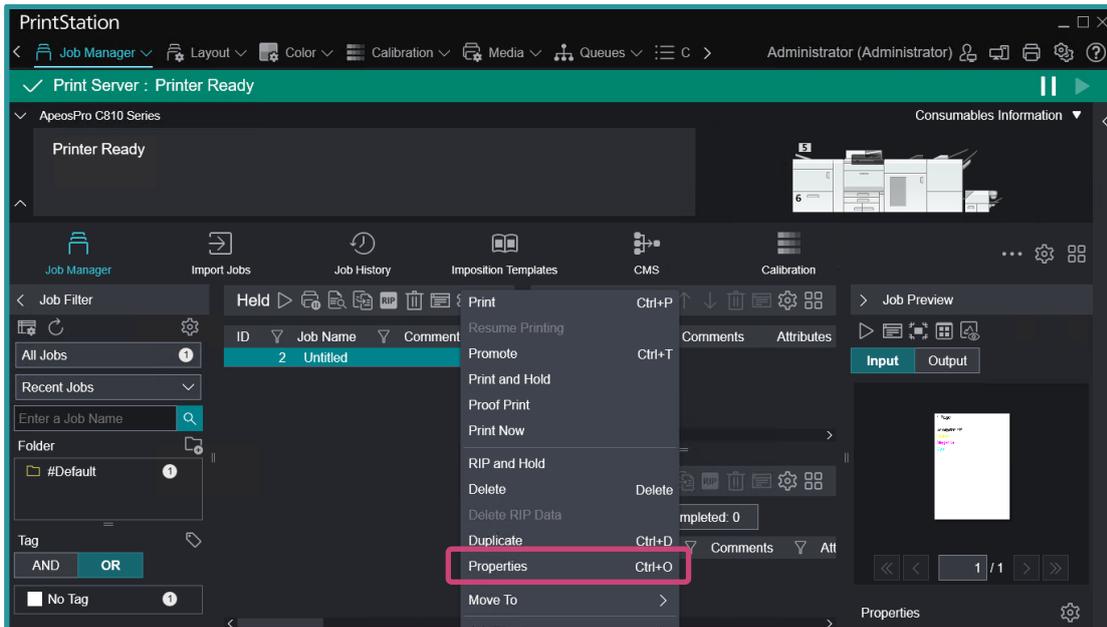
Job Properties

- Open PrintStation and select **Job Manager**.



- Select the job you want to edit the Properties for, from the **Held** list.

3. Right-click on the selected job and select **Properties**.



NOTE
Another method to open Job Properties is by **double-clicking** on the selected job. Alternatively, you can use **CTRL+O** key command on the job.



Congratulations you have now completed this exercise.

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