



# How to Manage Jobs using Folders

## GX Print Server for Iridesse Production Press

Version 1.0



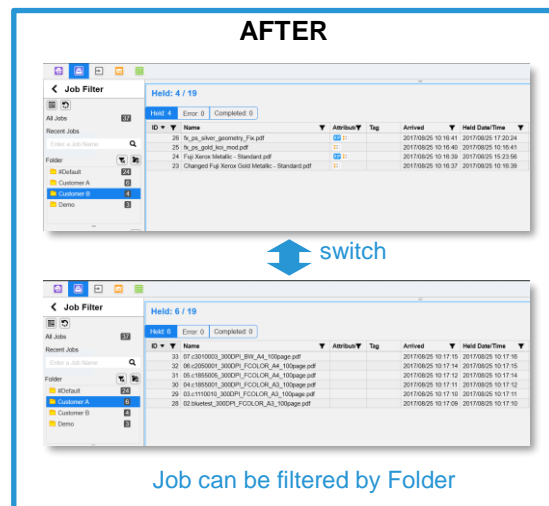
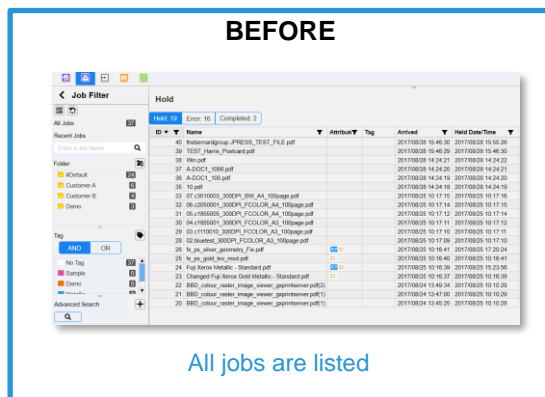
# Overview

This exercise will demonstrate the ability to manage jobs by using the Folder feature of the GX Print Server. The user has the ability to create Folders and easily store jobs in the folder by Dragging & Dropping files. This exercise will also demonstrate the way Folders can be used to filter jobs.


## Objective

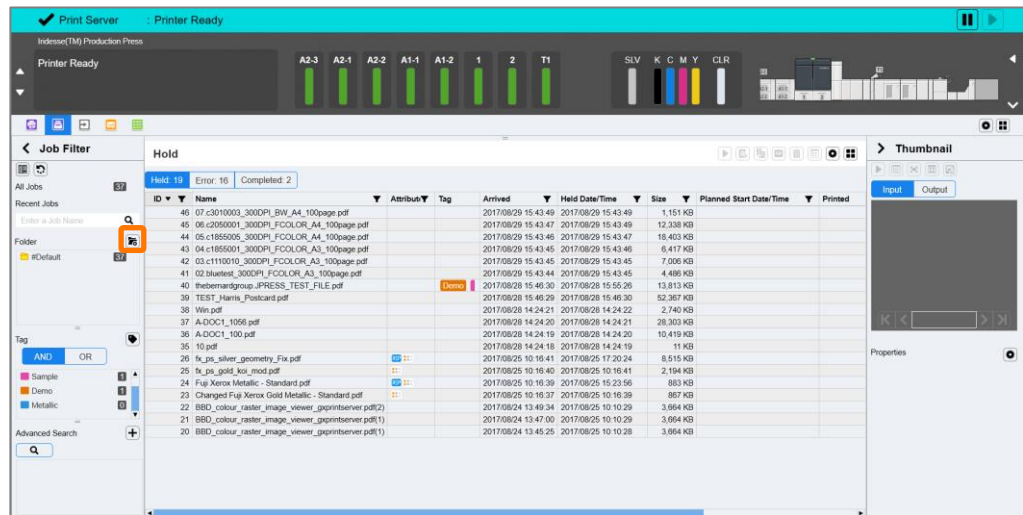
By the end of this exercise users will be able to:

- Find the location of the setting on the GX Print Server
- Create a new Folder
- Store jobs in Folders by Dragging & Dropping files
- Filter jobs by using a Folder

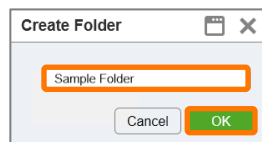


# Create Folder

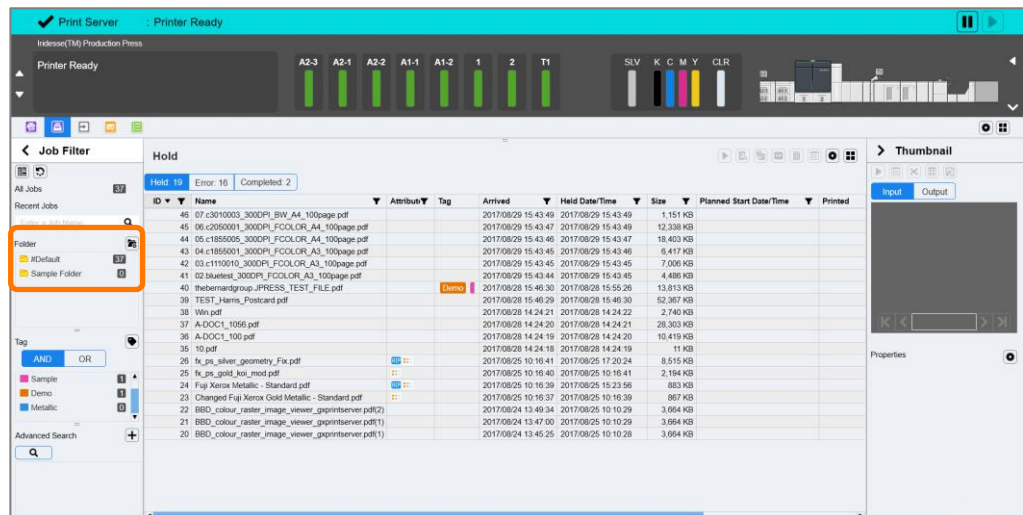
1. Click the  (Create Folder) button in the Job Filter area.



2. Enter a Folder name. Then click [OK].



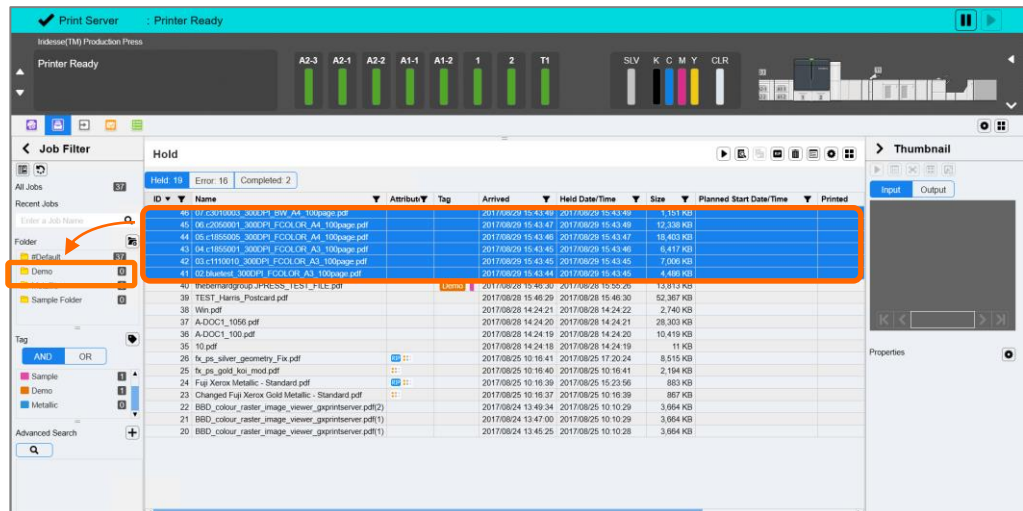
3. You can now see the Folder which has been created in the Job Filter area.



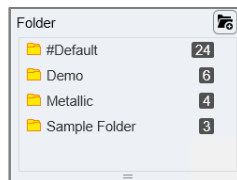
Congratulations you have now completed the task of creating a Folder. Please continue to the next exercise of storing jobs in a Folder.

# Store Jobs in a Folder

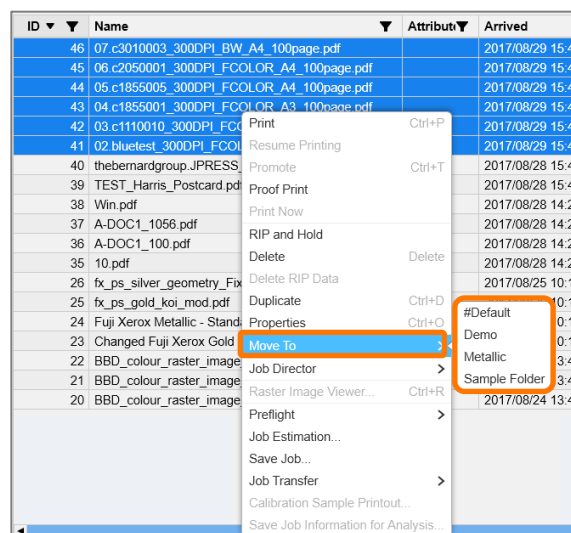
1. Select the required jobs in the Job List, and Drag & Drop them into the Folder where you want them to be stored.



Each folder shows the number of stored jobs. Initially, all jobs are stored in the #Default folder.



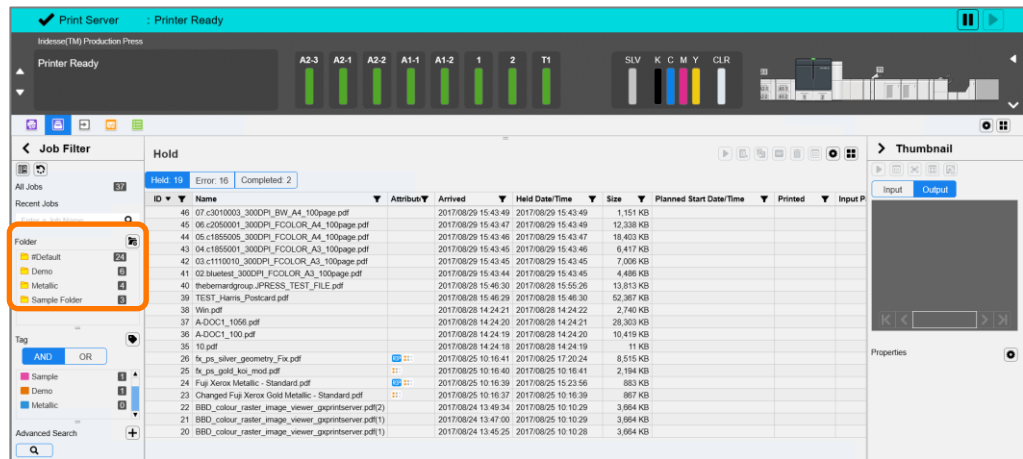
You can also store jobs in a folder by [Right Click] > [Move To] in the job list.



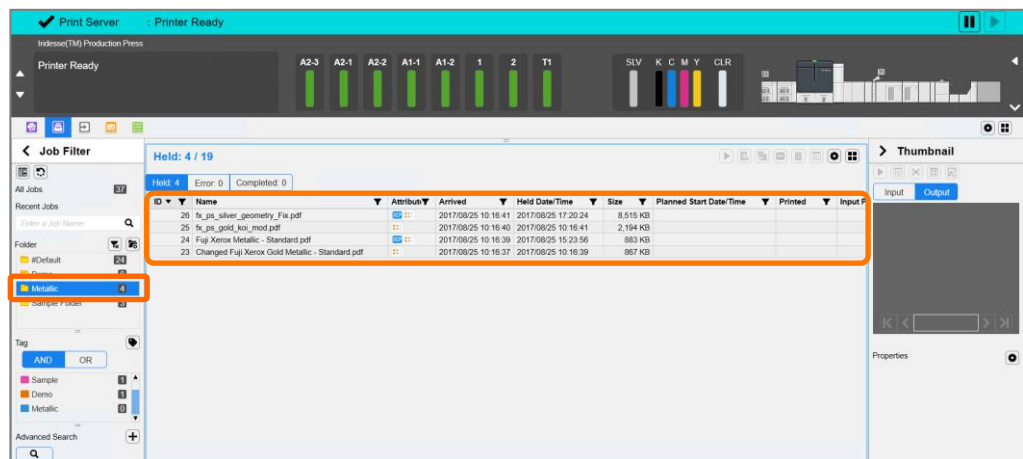
Congratulations you have now completed the task of storing jobs in a Folder. Please continue to the next exercise of using Folders to filter jobs.

# Filter Jobs using a Folder

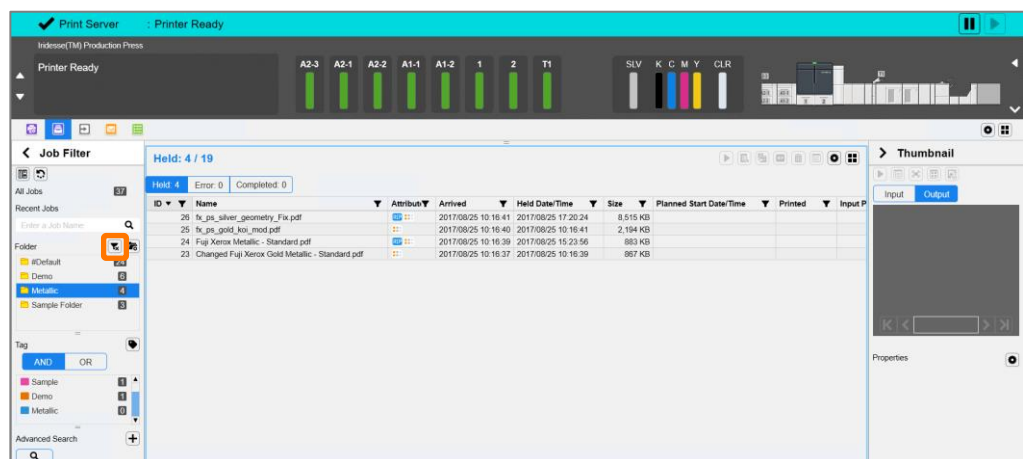
1. Select one of the Folders in the Job Filter area.



2. Only jobs in the selected Folder are displayed in the Job List.



3. If you want to clear Folder filtering, select the  (Clear Filter) icon.



- Filtering is now cleared, and all the jobs are displayed.

The screenshot displays the Indesee(TM) Production Press software interface. At the top, there's a status bar with 'Print Server' and 'Printer Ready' indicators. Below this, a 'Printer Ready' section shows color calibration bars (A2-3, A2-1, A2-2, A1-1, A1-2, 1, 2, T1) and a color bar (SLV, K, C, M, Y, CLR). The main area is titled 'Job Filter' and shows a list of jobs. The 'Hold' button is active, and the 'Error' count is 16, while 'Completed' is 2. The job list includes columns for ID, Name, Attributes, Arrived, Held Date/Time, Size, Planned Start Date/Time, Printed, and Input. The jobs are listed in descending order of arrival time.

ID	Name	Attributes	Arrived	Held Date/Time	Size	Planned Start Date/Time	Printed	Input
46	07 c3010003_300DPI_BW_A4_100page.pdf		2017/08/29 15:43:49	2017/08/29 15:43:49	1,151 KB			
45	06 c2050001_300DPI_FCOLOR_A4_100page.pdf		2017/08/29 15:43:47	2017/08/29 15:43:49	12,338 KB			
44	05 c1855005_300DPI_FCOLOR_A4_100page.pdf		2017/08/29 15:43:46	2017/08/29 15:43:47	18,403 KB			
43	04 c1855001_300DPI_FCOLOR_A3_100page.pdf		2017/08/29 15:43:45	2017/08/29 15:43:46	6,417 KB			
42	03 c1100010_300DPI_FCOLOR_A3_100page.pdf		2017/08/29 15:43:45	2017/08/29 15:43:45	7,006 KB			
41	02 bluetest_300DPI_FCOLOR_A3_100page.pdf		2017/08/29 15:43:44	2017/08/29 15:43:45	4,486 KB			
40	thebernardgroup_JPRESS_TEST_FILE.pdf		2017/08/28 15:46:30	2017/08/28 15:55:26	13,813 KB			
39	TEST_Harms_Postcard.pdf		2017/08/28 15:46:29	2017/08/28 15:46:30	52,367 KB			
38	Wes.pdf		2017/08/28 14:24:21	2017/08/28 14:24:22	2,740 KB			
37	A.DOC1_1056.pdf		2017/08/28 14:24:20	2017/08/28 14:24:21	28,303 KB			
36	A.DOC1_100.pdf		2017/08/28 14:24:19	2017/08/28 14:24:20	10,419 KB			
35	10.pdf		2017/08/28 14:24:18	2017/08/28 14:24:19	11 KB			
26	fr_ps_saker_geometry_Fix.pdf		2017/08/25 10:16:41	2017/08/25 17:20:24	8,515 KB			
25	fr_ps_gold_koi_mod.pdf		2017/08/25 10:16:40	2017/08/25 10:16:41	2,194 KB			
24	Fuj Xerox Metallic - Standard.pdf		2017/08/25 10:16:39	2017/08/25 15:23:56	883 KB			
23	Changed Fuj Xerox Gold Metallic - Standard.pdf		2017/08/25 10:16:37	2017/08/25 10:16:39	867 KB			
22	BBD_colour_raster_image_viewer_gspintserver.pdf(2)		2017/08/24 13:48:34	2017/08/25 10:10:29	3,964 KB			
21	BBD_colour_raster_image_viewer_gspintserver.pdf(1)		2017/08/24 13:47:00	2017/08/25 10:10:29	3,964 KB			
20	BBD_colour_raster_image_viewer_gspintserver.pdf(1)		2017/08/24 13:45:25	2017/08/25 10:10:28	3,964 KB			

Congratulations you have now completed this exercise.