

How To Import a Job

GX Print Server for PrimeLink™

Version 1.0

Overview

This exercise will demonstrate the ability to easily import a job to be printed into the GX Print Server “Print Station”. The following file types can be imported using both the “Import Jobs” feature or the Drag and Drop method.

Supported file types for “Import Jobs” are: .jbf, .bbf, .zip, .ps, .pdf, .eps, .tif, .jpg.

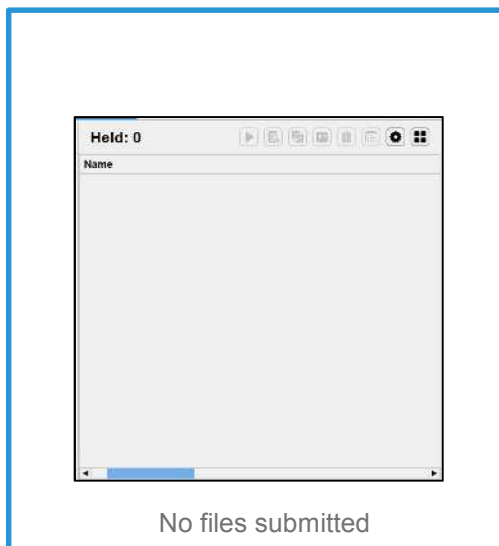
This feature set can greatly improve the efficiency of job management especially with the ability to submit multiple files at once.

Objective

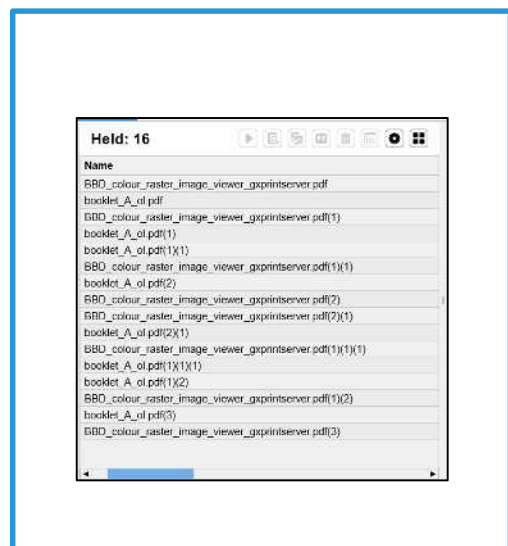
By the end of this exercise users will be able to:

- Navigate to the location of the setting on the GX Print Server
- Import a file into the “Job Manager” interface
- Drag and Drop a supported file type into the “Import Jobs” interface
- Open the properties of a job in “Job manager”

BEFORE

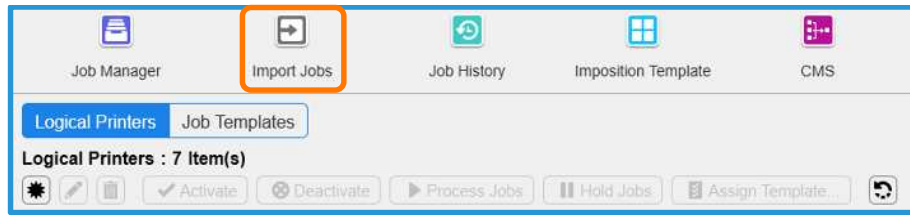


AFTER

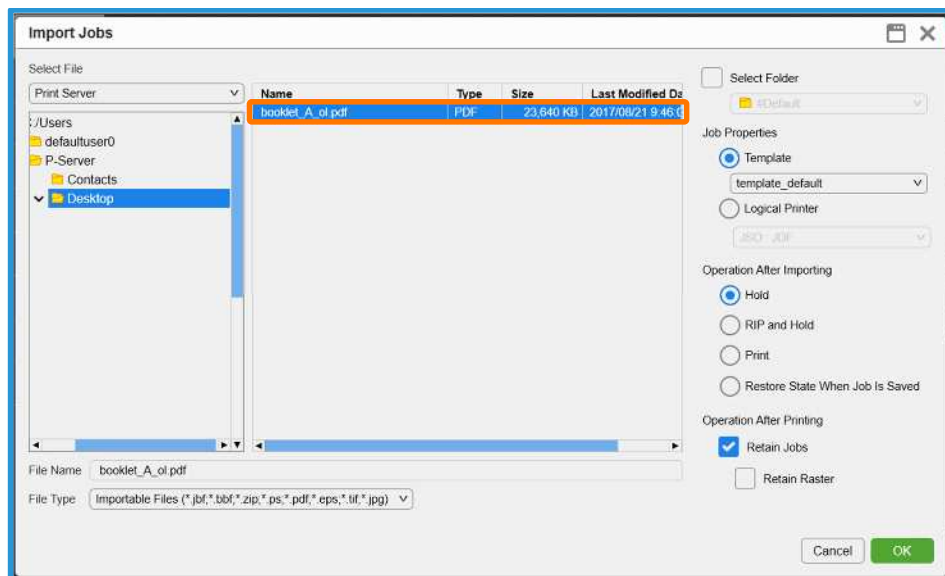


Import a Job

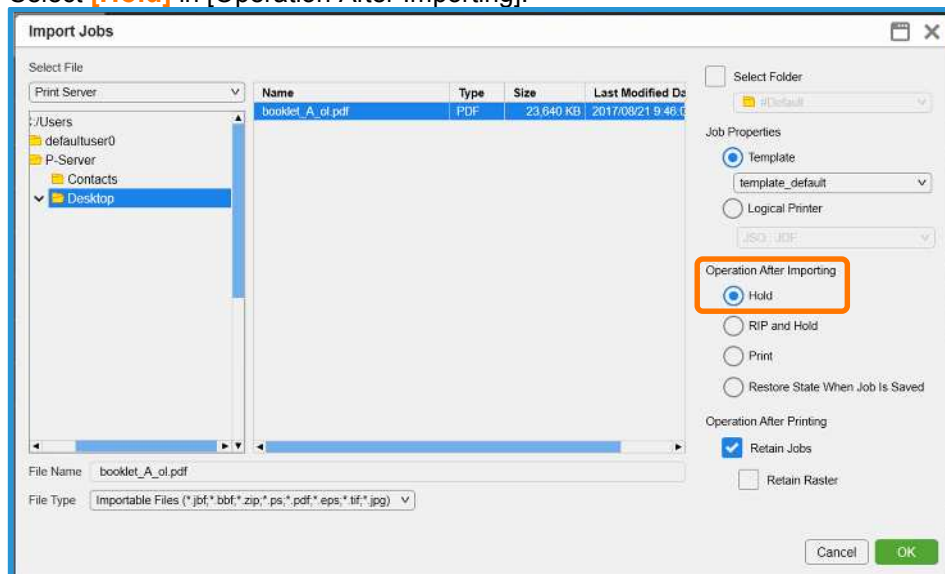
1. In the shortcut area, select **[Import Jobs]**.



2. Select the file to import.



3. Select **[Hold]** in [Operation After Importing].



If you want to print when importing, please select [Print] in [Operation After Importing].

4. Select **[OK]**.
5. The Job is imported into the Held List.



The screenshot shows a window titled "Held: 1" with a toolbar at the top containing icons for play, print, copy, paste, delete, refresh, settings, and a grid. Below the toolbar is a table with three columns: "Name", "Attribut", and "Size". The first row of the table is highlighted in blue and contains the text "60 booklet_A_ol.pdf" in the "Name" column and "23,640" in the "Size" column. The "Attribut" column is empty for this row.

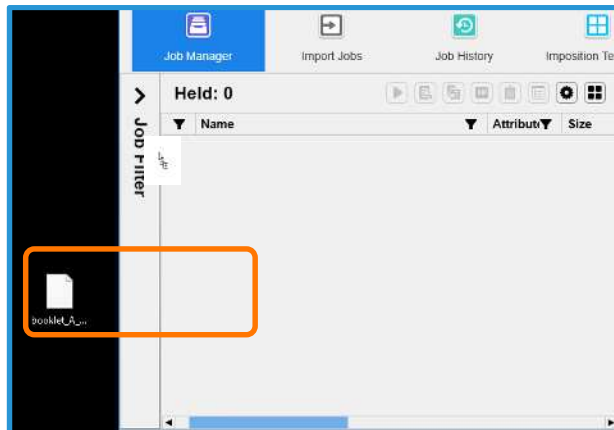
Name	Attribut	Size
60 booklet_A_ol.pdf		23,640

You have now completed this exercise.

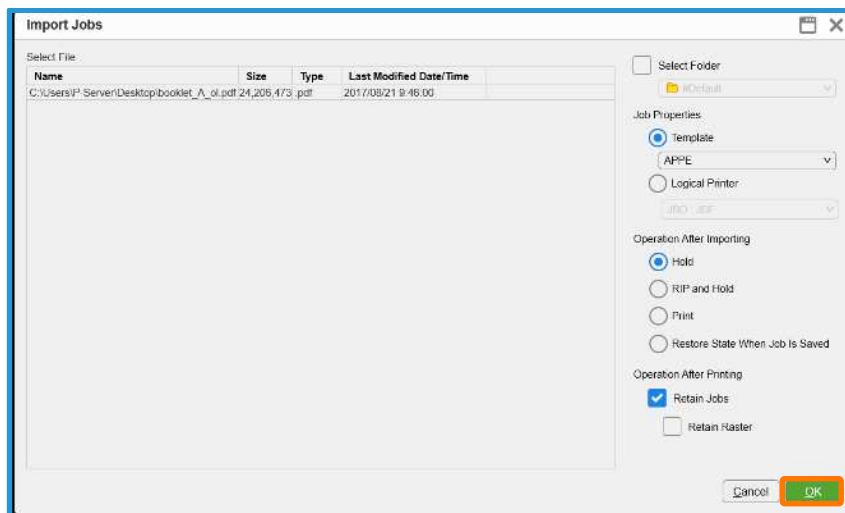
To practice the process of importing a job via the drag and drop method, please continue to the next exercise.

Import Job by Drag and Drop

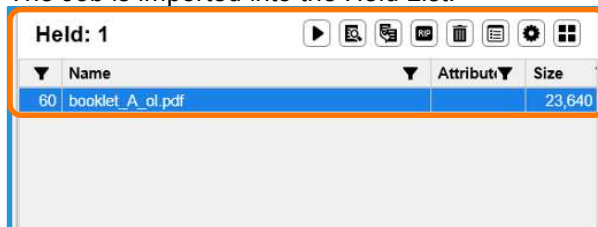
1. Drag and Drop the file into Print Station.



2. Select each item and then click **[OK]**.



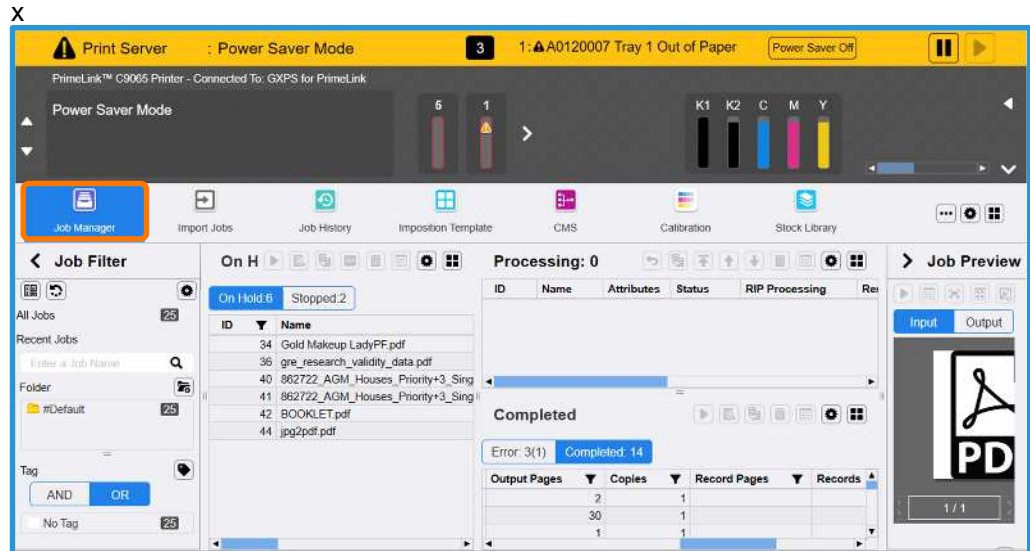
3. The Job is imported into the Held List.



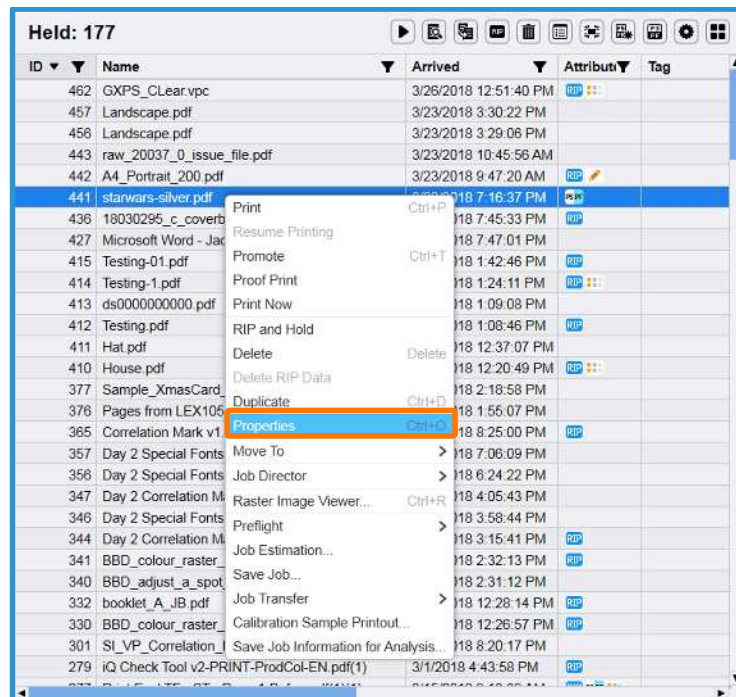
To practice the process of opening Job Properties of a job, please continue to the next exercise.

Open Job Properties

1. Select **[Job Manager]** on the Print Station.

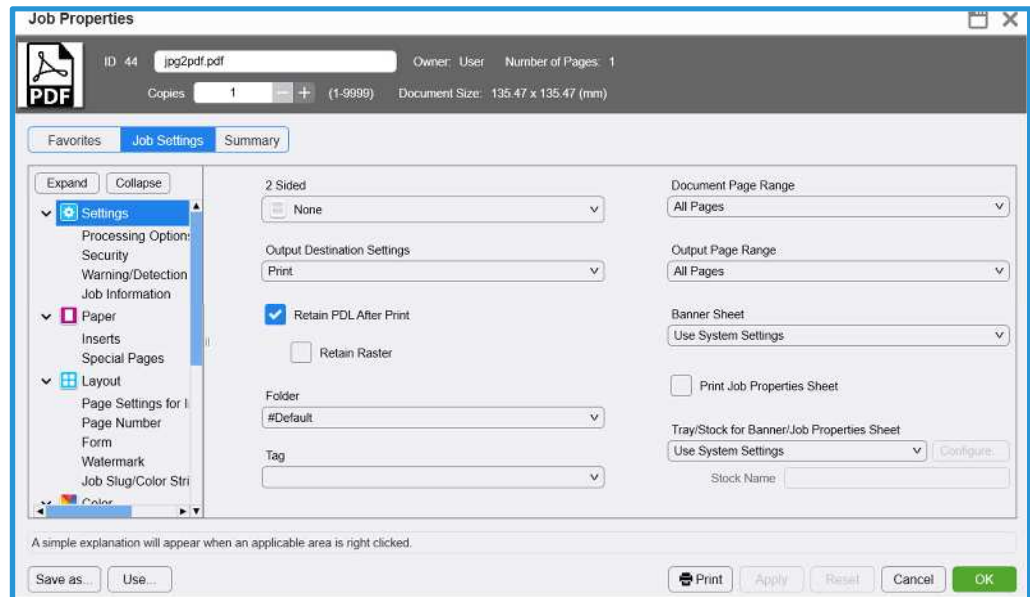


2. Right click on a job in the Held List and select **[Properties]**.



You can also open the Job Properties by double clicking on a job (or by using the "Ctrl + O" key command on a job).

3. The Job Properties will be opened.



Congratulations you have now completed this exercise.