How To Manage Jobs Using Folders

GX Print Server for PrimeLink™

Version 1.0

FUJIFILM Business Innovation Corp.

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.
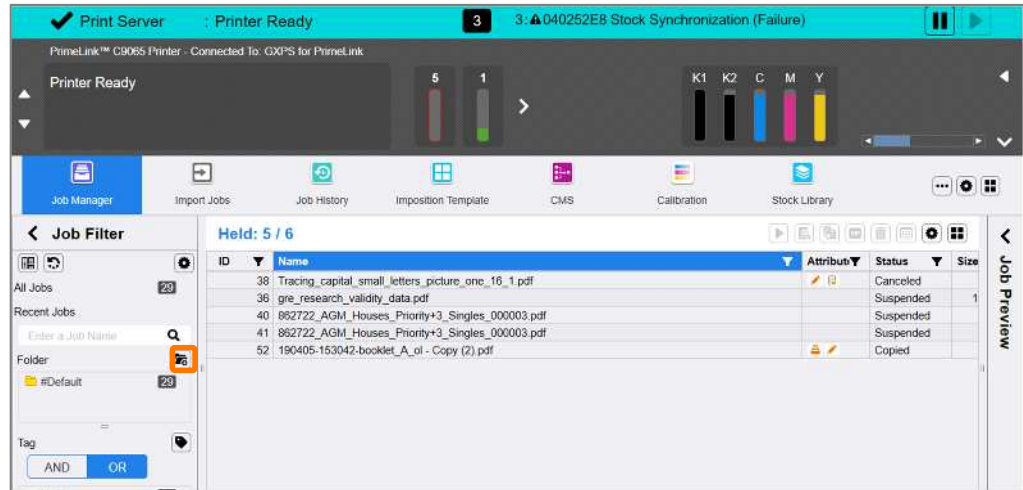
Objective

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
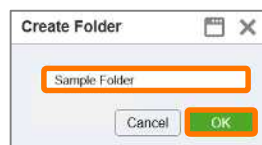- Filter jobs by using a Folder

BEFORE

All jobs are listed

AFTER

switch

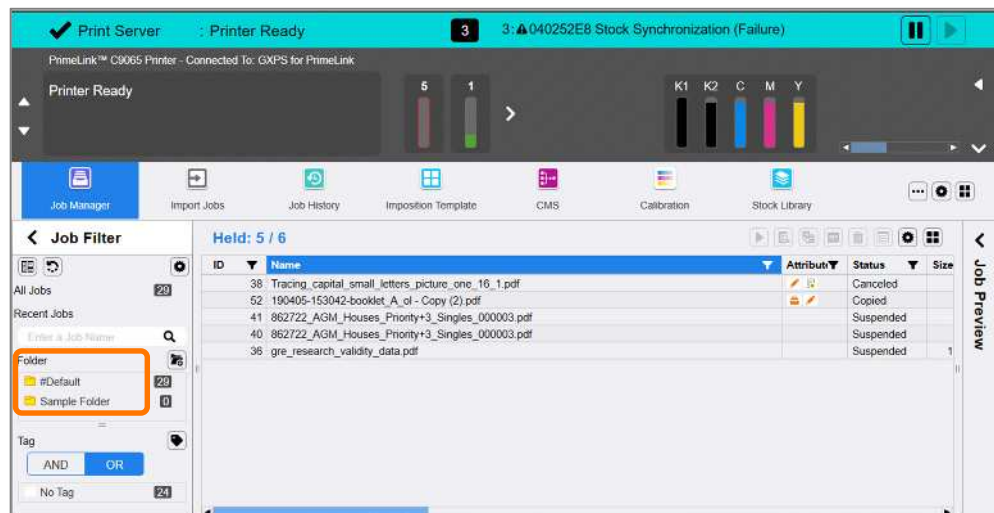Job can be filtered by Folder
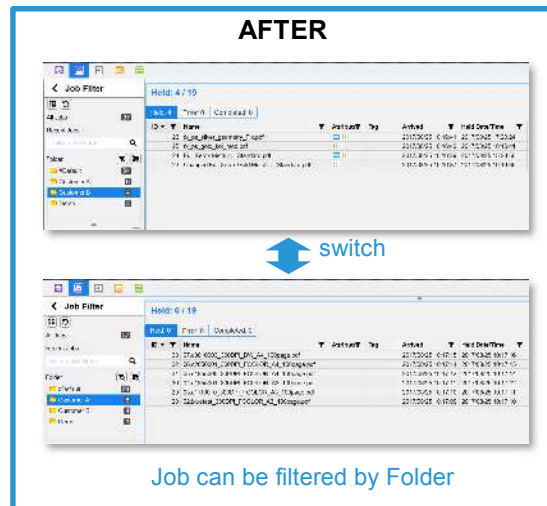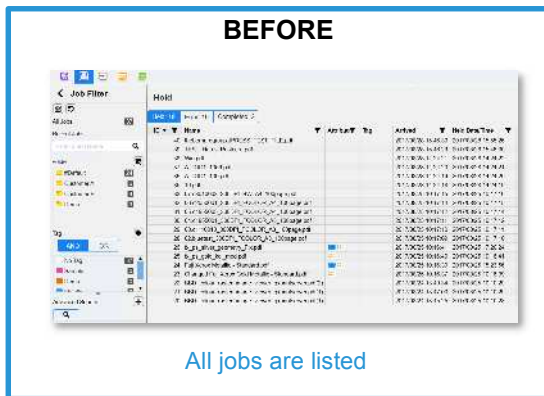
Create Folder

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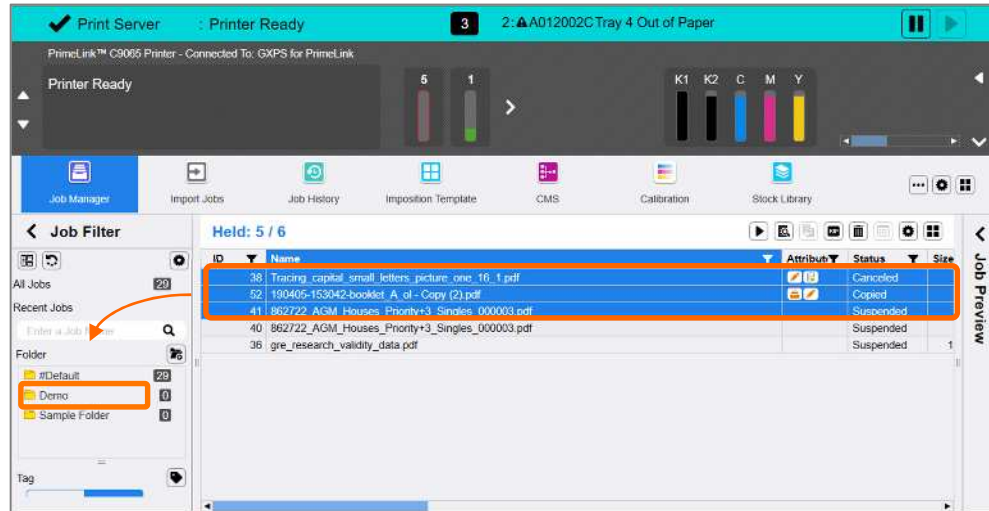
ⓘ Each folder shows the number of stored jobs. Initially, all jobs are stored in the #Default folder.

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

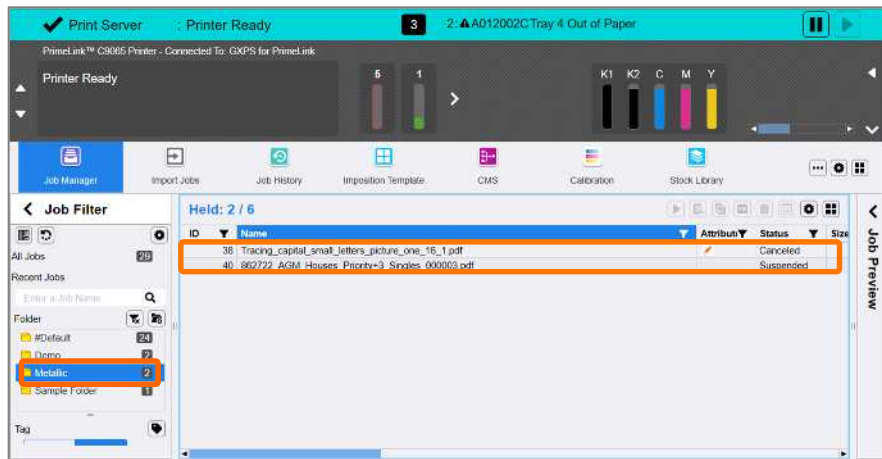Congratulations you have now completed the task of storing jobs in a Folder. Please continue to the next exercise of using Folders to filter jobs.
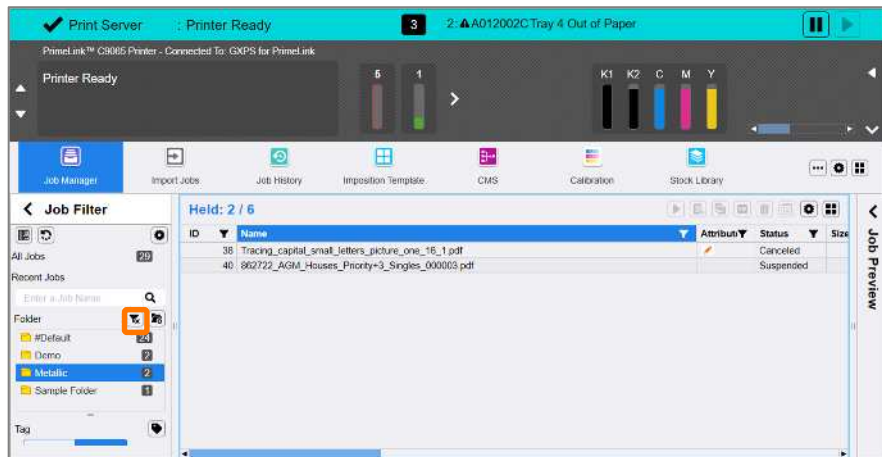
Filter Jobs Using a Folder

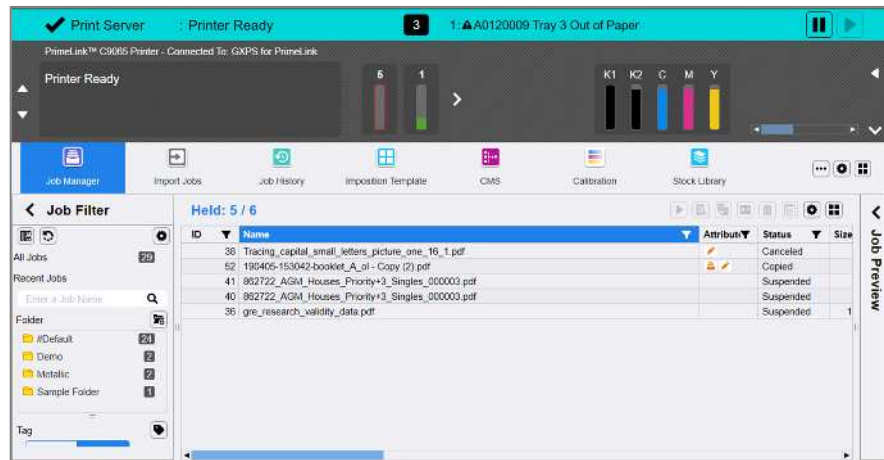1. Select one of the Folders in the Job Filter area.
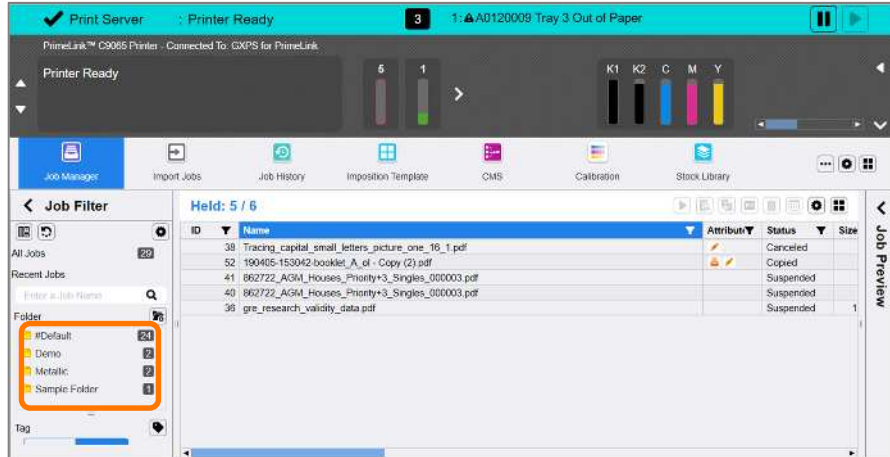
2. Only jobs in the selected Folder are displayed in the Job List.

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

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

Congratulations you have now completed this exercise.