

How to Create Hot Folders

Revia Flow PC11 for
Revia Press PC1120

Version 1.0

Overview

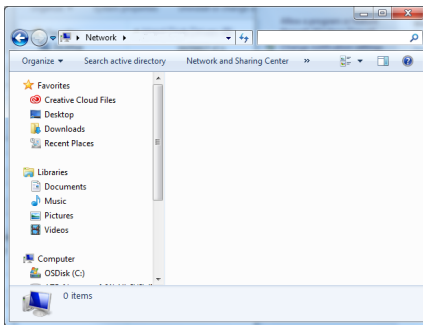
This exercise will demonstrate the ability to submit print ready file types to the Revoria Flow PC11 via a Hot Folder (Logical Printer). This feature allows users to drag and drop specific file types such as .jbf, .bbf, .zip, .ps, .pdf, .eps, .tif, .jpg to a folder that is shared out from the Revoria Flow E11. Once these files are copied to the folder, they are automatically processed according to the folders predefined job settings and actions. This method of file submission is powerful when multiple files need to be processed and managed in an automated workflow.

Objective

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

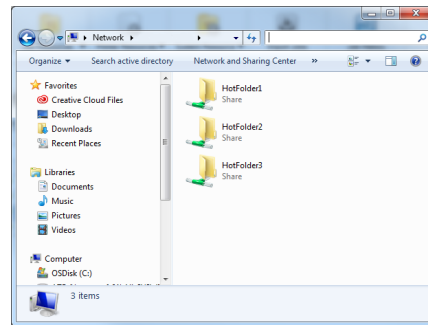
- Find the location of the setting on Revoria Flow PC11
- Create a new Hot Folder
- Store jobs in Folder by Dragging & Dropping files
- Filter jobs using a Folder

BEFORE



No Hot Folders

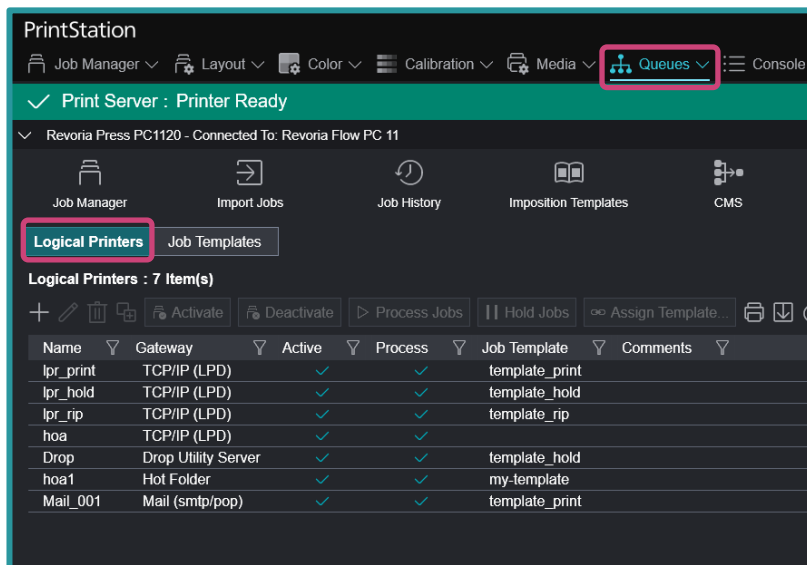
AFTER



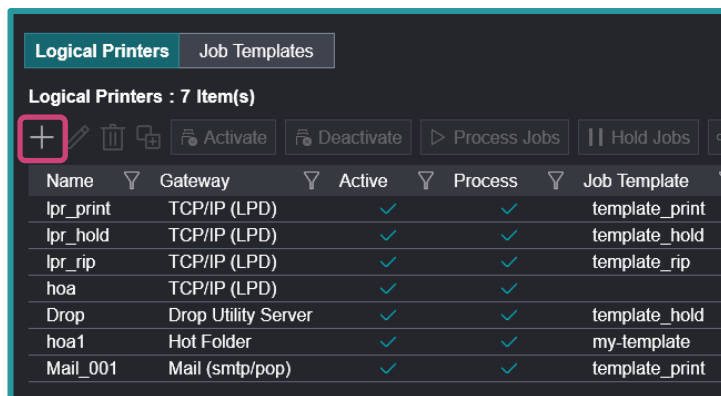
Hot Folders

Create a Hot Folder

1. Log in to PrintStation as an “Administrator”.
2. Select **Queues** > **Logical Printers**.



3. Click **+** (Create New) icon.



- In the 'Printer Name' dialog box, type the name for the hot folder, then from the Gateway drop-down menu, select **Hot Folder**.

Create Logical Printer

Printer Name: 20210727-151551

Comments:

Activate Logical Printer

Process Jobs

Gateway: Hot Folder

Use Local Disk

Share Folders

Use Remote Shared Folders

Host Name: localhost User Name: FbUser

Folder Name: ReceivedFolder Password:

Domain Name: Workgroup

Job Type

Normal

PPML

Register Jobs in the Order of Time Created in Folder

Cancel OK

- Select the **Share Folders** box and for 'Job Type', select **Normal**.

Create Logical Printer

Printer Name: 20210727-151551

Comments:

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Process Jobs

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Host Name: localhost User Name: FbUser

Folder Name: ReceivedFolder Password:

Domain Name: Workgroup

Job Type

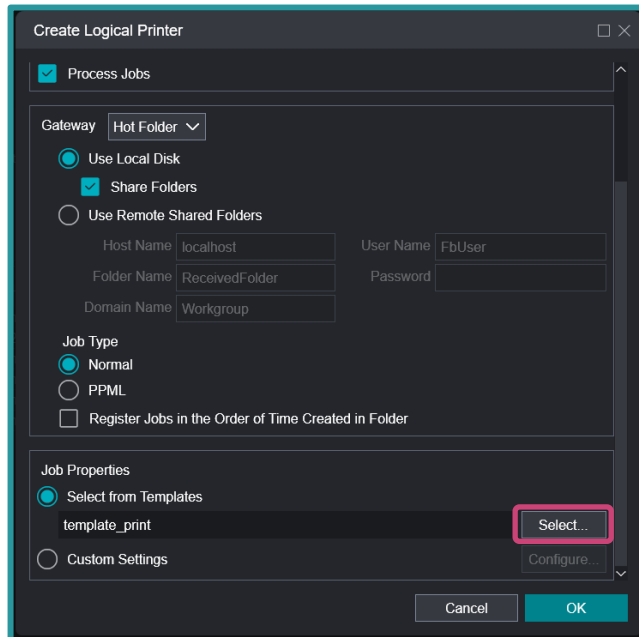
Normal

PPML

Register Jobs in the Order of Time Created in Folder

Cancel OK

- From Job Properties, select the **Select from Templates** radio button, and then to choose a predefined template to apply to the hot folder, click **Select**.

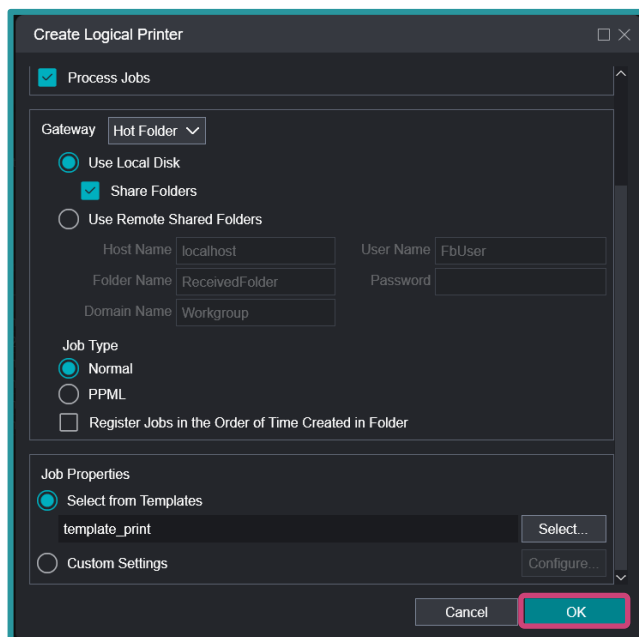


To learn how to create a Job Template,
Please see [How to Create Job Template](#) doc.

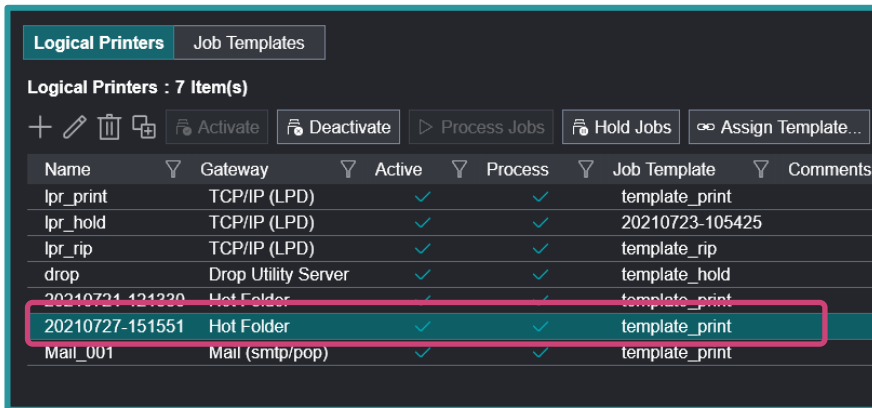
Custom Settings can also be used to configure the Job
Properties only for this logical printer.



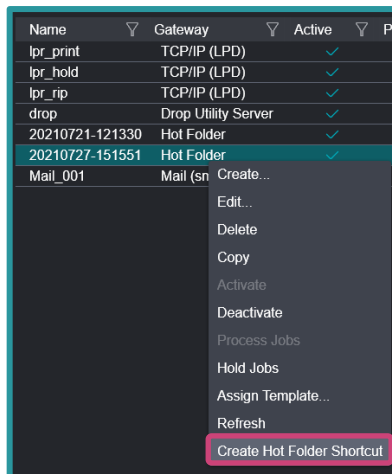
- Select the required job template and then click **OK**.



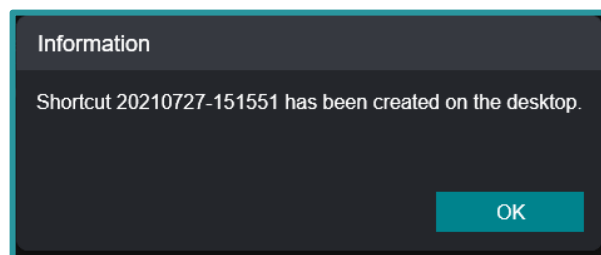
8. A new hot folder linked to the job template is created.



9. Select the newly created hot folder from the list, right-click and select **Create Hot Folder Shortcut**.



10. Click **OK**.



11. Short cut is created on the desktop.



You have now completed this exercise.

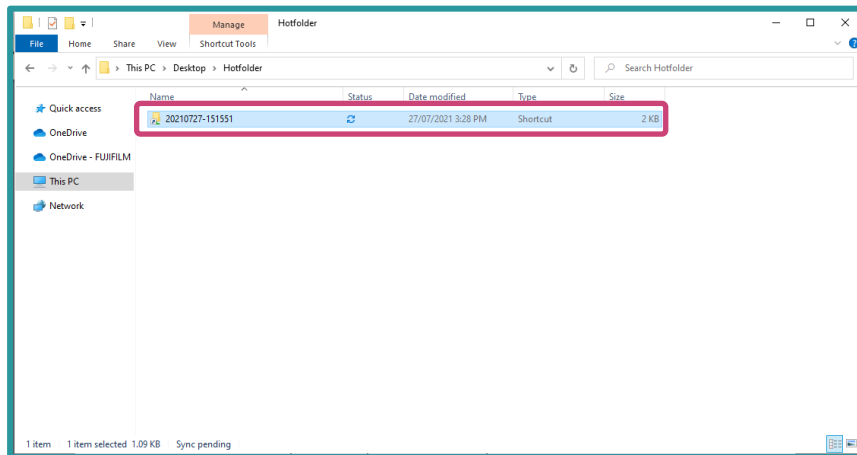
To test the Hot Folder, please continue to the next exercise.

Submitting a Job to a Hot Folder

Hot Folders support the following file types: .jbf, .bbf, .zip, .ps, .pdf, .eps, .tif, .jpg



1. Connect to the Hot Folder on client PC and then drag and drop the file into the Hot Folder.



Congratulations you have now completed this exercise.

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