

# How to Create Hot Folders

## Revoria Flow PC11 for Revoria Press PC1120

Version 1.0

FUJIFILM Business Innovation Corp.

#### 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                                                                                                                                                                                           | AFTER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| No Hot Folders                                                                                                                                                                                   | Hot Folders                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

#### Create a Hot Folder

- 1. Log in to PrintStation as an "Administrator".
- 2. Select Queues > Logical Printers.

| <ul> <li>✓ Print Server : Printer Ready</li> <li>✓ Revoria Press PC1120 - Connected To: Revoria Flow PC 11</li> <li>→ → → → → → → → → → → → → → → → → → →</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | PrintStation      | 〜 🛱 Layout 〜         | Color        | 🗸 📕 Calibra   | ition 🗸 🛱 Media | V 🕂 Queues | ✓ := Console |
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| Job Manager       Import Jobs       Job History       Imposition Templates       CMS         Logical Printers       Job Templates       CMS         Logical Printers       Job Templates       CMS         H       Imposition Templates       CMS         Marne       © Gateway       ♥ Active       ♥ Process         Name       ♥ Gateway       ♥ Active       ♥ Process       ♥ Job Template         Ipr_print       TCP/IP (LPD)       ✓       template_print         Ipr_rip       TCP/IP (LPD)       ✓       template_rip         hoa       TCP/IP (LPD)       ✓       template_rip <td>Print Serv</td> <td>er : Printer Rea</td> <td>dy</td> <td></td> <td></td> <td></td> <td></td>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Print Serv        | er : Printer Rea     | dy           |               |                 |            |              |
| Job Manager       Import Jobs       Job History       Imposition Templates       CMS         Logical Printers       Job Templates       Job Templates       Imposition Templates       Impos                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | ✓ Revoria Press P | C1120 - Connected To | : Revoria Fl | ow PC 11      |                 |            |              |
| Job Manager       Import Jobs       Job History       Imposition Templates       CMS         Logical Printers       Job Templates       Job Templates       Imposition Templates       Impos                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | A                 | Ð                    |              | $\mathcal{O}$ |                 | )          | ₽            |
| Logical Printers : 7 Item(s)         +       Image: The Temperature         Marne       ♀ Activate         Process Jobs       Image: Hold Jobs         Name       ♀ Gateway         Y       Active         Process       ♀ Job Template         Ipr_print       TCP/IP (LPD)         Y       ×         Ipr_rip       TCP/IP (LPD)         Y       ×         Ipr_rip       TCP/IP (LPD)         Y       ×         Ipr_op       Y         Ipr_op       Y         Ipr_op       Y         Ipr_op       Y         Ipr_op       Y         Ipr_rip       TCP/IP (LPD)         Y       ×         Ipr_op       Y         Ipr_op       Y         Ipr_rip       Y         Ipr_rip       Y         Ipr_rip       Y         Ipr_rip       Y         Ipr_rip       Y </td <td>Job Manager</td> <td>Import Jo</td> <td>bs</td> <td>Job History</td> <td>Imposition Te</td> <td>emplates</td> <td>CMS</td>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Job Manager       | Import Jo            | bs           | Job History   | Imposition Te   | emplates   | CMS          |
| +       Image: Constraint of the constraint  | Logical Printers  | Job Templates        |              |               |                 |            |              |
| Name       Image: Constraint of the state o | Logical Printers  | : 7 Item(s)          |              |               |                 |            |              |
| Ipr_print       TCP/IP (LPD)        template_print         Ipr_hold       TCP/IP (LPD)        template_hold         Ipr_rip       TCP/IP (LPD)        template_rip         hoa       TCP/IP (LPD)           Drop       Drop Utility Server        template_hold         hoa1       Hot Folder        my-template                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | +/10 🖬            |                      |              |               |                 |            | ate 🖨 🖵 Ć    |
| Ipr_hold       TCP/IP (LPD)        template_hold         Ipr_rip       TCP/IP (LPD)        template_rip         hoa       TCP/IP (LPD)           Drop       Drop Utility Server        template_hold         hoa1       Hot Folder        my-template                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Name 🍸 (          | Gateway 🏾 🍸          | Active       |               |                 |            | Y            |
| Ipr_rip         TCP/IP (LPD)         ✓         template_rip           hoa         TCP/IP (LPD)         ✓         ✓           Drop         Drop Utility Server         ✓         template_hold           hoa1         Hot Folder         ✓         my-template                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | lpr_print         | TCP/IP (LPD)         |              |               | template_print  |            |              |
| hoa     TCP/IP (LPD)     ✓       Drop     Drop Utility Server     ✓     template_hold       hoa1     Hot Folder     ✓     my-template                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | lpr_hold          | TCP/IP (LPD)         |              |               | template_hold   |            |              |
| Drop         Drop Utility Server         ✓         template_hold           hoa1         Hot Folder         ✓         my-template                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | lpr_rip           | TCP/IP (LPD)         |              |               | template_rip    |            |              |
| hoa1 Hot Folder                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | hoa               | TCP/IP (LPD)         |              |               |                 |            |              |
| · · ·                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Drop              | Drop Utility Server  |              |               | template_hold   |            |              |
| Mail_001 Mail (smtp/pop)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | hoa1              | Hot Folder           |              |               | my-template     |            |              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Mail_001          | Mail (smtp/pop)      |              |               | template_print  |            |              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                   |                      |              |               |                 |            |              |

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

•

| Logical Printe  | ers Job Templates  | s      |                           |                  |
|-----------------|--------------------|--------|---------------------------|------------------|
| Logical Printer | rs : 7 Item(s)     |        |                           |                  |
| 🛨 / 🖄 🖓         |                    |        |                           | 📕 Hold Jobs 🏻 🖻  |
| Name $\nabla$   | Gateway            | Active | $\gamma$ Process $\gamma$ | Job Template 🛛 🦷 |
| lpr_print       | TCP/IP (LPD)       |        |                           | template_print   |
| lpr_hold        | TCP/IP (LPD)       |        |                           | template_hold    |
| lpr_rip         | TCP/IP (LPD)       |        |                           | template_rip     |
| hoa             | TCP/IP (LPD)       |        |                           |                  |
| Drop            | Drop Utility Serve | r 🗸    |                           | template_hold    |
| hoa1            | Hot Folder         |        |                           | my-template      |
| Mail_001        | Mail (smtp/pop)    |        |                           | template_print   |
|                 |                    |        |                           |                  |

4. 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                         | Printe             | r                         |               |        | Ξ× |
|----------------------------------------|--------------------|---------------------------|---------------|--------|----|
| Printer Name                           | 20210              | 0727-151551               |               |        | ^  |
| Comments                               |                    |                           |               |        |    |
| Activate Log                           |                    | rinter                    |               |        |    |
|                                        | Folder             | _                         |               |        |    |
| ◯ Use Loc<br>✓ Shar                    | al Disł<br>re Fold |                           |               |        |    |
| Use Rer                                | note S             | hared Folders             |               |        |    |
| Host I                                 |                    |                           |               |        |    |
| Folder I                               |                    |                           |               |        |    |
| Domain I                               |                    |                           |               |        |    |
| Job Type<br>Normal<br>PPML<br>Register | r Jobs             | in the Order of Time Crea | ted in Folder |        | ~  |
|                                        |                    |                           |               | Cancel | ОК |

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

| Create Logical                        | Printer                                                      |                 | ×   |
|---------------------------------------|--------------------------------------------------------------|-----------------|-----|
| Printer Name<br>Comments              | 20210727-151551                                              |                 | ^   |
| Activate Lo                           | bgical Printer<br>bbs                                        |                 |     |
| Use Loo                               | t Folder V<br>cal Disk<br>are Folders<br>mote Shared Folders |                 |     |
| Host                                  |                                                              |                 |     |
| Folder                                |                                                              |                 |     |
| Domain                                |                                                              |                 |     |
| Job Type<br>Normal<br>PPML<br>Registe | )<br>or Jobs in the Order of Time Cre                        | sated in Folder | ~ - |
|                                       |                                                              | Cancel OK       |     |

6. 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**.

| Create Logical Printer                                                                                                               |                        | $\Box \times$ |
|--------------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------|
| Process Jobs                                                                                                                         |                        |               |
| Gateway Hot Folder V<br>Use Local Disk                                                                                               |                        |               |
| Share Folders                                                                                                                        |                        |               |
| Use Remote Shared Folders                                                                                                            |                        |               |
| Host Name localhost                                                                                                                  |                        |               |
| Folder Name ReceivedFolder                                                                                                           |                        |               |
| Domain Name Workgroup                                                                                                                |                        |               |
| Job Type<br>Normal<br>PPML<br>Register Jobs in the Order of Time Create<br>Job Properties<br>Select from Templates<br>template_print | ed in Folder<br>Select |               |
| Custom Settings                                                                                                                      |                        |               |
|                                                                                                                                      | Cancel OK              |               |
|                                                                                                                                      |                        |               |
| To learn how to create a Job Te<br>Please see How to Create Job                                                                      |                        |               |
| Custom Settings can also be us<br>Properties only for this logical p                                                                 |                        | Job           |



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

| Create Logical Printe                                                        | r                          |              |        |           | < ) |
|------------------------------------------------------------------------------|----------------------------|--------------|--------|-----------|-----|
| Process Jobs                                                                 |                            |              |        |           |     |
| Gateway Hot Folder                                                           | k<br>lers                  |              |        |           |     |
| Host Name                                                                    |                            |              |        |           |     |
| Folder Name                                                                  |                            |              |        |           |     |
| Domain Name                                                                  |                            |              |        |           |     |
| Job Type <ul> <li>Normal</li> <li>PPML</li> <li>Register Jobs</li> </ul>     | in the Order of Time Creat | ed in Folder |        |           |     |
| Job Properties <ul> <li>Select from Templ</li> <li>template_print</li> </ul> | ates                       |              |        | Select    |     |
| Custom Settings                                                              |                            |              |        | Configure |     |
|                                                                              |                            |              | Cancel | ОК        |     |

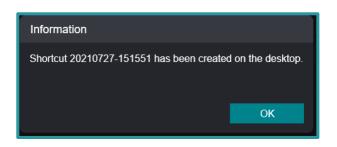
8. A new hot folder linked to the job template is created.

| Logical Printers | Job Templates       |               |         |                 |                |
|------------------|---------------------|---------------|---------|-----------------|----------------|
| Logical Printers | : 7 Item(s)         |               |         |                 |                |
| + 🖉 🗓 🔂          | activate a Deac     | tivate D Proc |         | 🗟 Hold Jobs 🗠 A | ssign Template |
| Name             | √ Gateway           | 7 Active 🏾 🍸  | Process |                 |                |
| lpr_print        | TCP/IP (LPD)        |               |         | template_print  |                |
| lpr_hold         | TCP/IP (LPD)        |               |         | 20210723-105    | 5425           |
| lpr_rip          | TCP/IP (LPD)        |               |         | template_rip    |                |
| drop             | Drop Utility Server |               |         | template_hold   |                |
| 20210721 1212    | 20 Hot Foldor       |               |         | tomplato_print  | ———            |
| 20210727-1515    | 51 Hot Folder       |               |         | template_print  | t 👘            |
| Mail_001         | Mail (smtp/pop)     | ~             | ~       | template_print  |                |
|                  |                     |               |         |                 |                |

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

|                 |          |            |      |           |        | _  |
|-----------------|----------|------------|------|-----------|--------|----|
| Name 🏻 🍸        | Gateway  |            |      | Active    |        | Pr |
| lpr_print       | TCP/IP   | (LPD)      |      |           |        |    |
| lpr_hold        | TCP/IP   | (LPD)      |      |           |        |    |
| lpr_rip         | TCP/IP   | (LPD)      |      |           |        |    |
| drop            | Drop Ut  | ility Serv | er   |           |        |    |
| 20210721-121330 | Hot Fold | ler        |      |           |        |    |
| 20210727-151551 |          |            |      |           |        |    |
| Mail_001        | Mail (sn | Create.    |      |           |        |    |
|                 |          | Edit       |      |           |        |    |
|                 |          | Delete     |      |           |        |    |
|                 |          | Сору       |      |           |        |    |
|                 |          |            |      |           |        |    |
|                 |          | Deactiv    | rate |           |        |    |
|                 |          |            |      |           |        |    |
|                 |          | Hold Jo    | bs   |           |        |    |
|                 |          | Assign     | Tem  | plate     |        |    |
|                 |          | Refrest    | ı    |           |        |    |
|                 |          | Create     | Hot  | Folder Sh | nortcı | ıt |

#### 10. Click OK.



11. Short cut is created on the desktop.



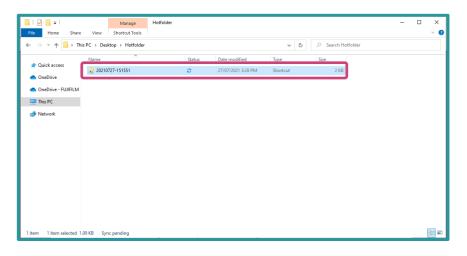
You have now completed this exercise.

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

Submitting a Job to a Hot Folder



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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