



Fiery JobFlow

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Fiery JobFlow

Fiery JobFlow provides a browser-based prepress workflow that allows operators to define and automate repetitive tasks such as PDF conversion, preflight, correction of PDF files, image enhancement, document imposition, job ticketing, and approval.

Import files to Fiery JobFlow from a SmartFolder, your Dropbox account, SMB, FTP, or sFTP locations. Set up the workflow for the imported file and have it output to a Fiery Server, Fiery Central printer group, a Dropbox account, SMB or (s)FTP locations. As your job is processed through the different modules, email notifications can be sent giving you status updates.

The Fiery JobFlow application is installed on a Windows client computer and functions as a Fiery JobFlow server.

Fiery JobFlow Base is a version of Fiery JobFlow that is available for free with Fiery Extended Applications (FEA) 4.3. Fiery JobFlow Base supports PDF conversion, Fiery Preflight, image enhancement, document imposition, and flexible options for job submission, archiving, and output.

For information about installing Fiery JobFlow, see the *Installation Guide: Command WorkStation 5.7 with Fiery Extended Applications 4.3* and *Customer Release Notes: Fiery Extended Applications Package 4.3* at <http://help.efi.com/fea/index.html>. For system requirements, see <http://w3.efi.com/en/Fiery/Products/Workflow-Suite/Fiery-JobFlow/Specifications>.

The licensed version of Fiery JobFlow adds rules-based workflows, advanced Preflight and PDF editing through Enfocue PitStop Pro, and a cloud-based approval process. To activate the Fiery JobFlow license, you must register with EFI Passport at <https://passport.efi.com>.

For important information about this release of Fiery JobFlow, see the release notes at http://help.efi.com/jobflow/jobflow_releasenotes.pdf.

Version 2.0

Activation of Fiery JobFlow license

The full version of Fiery JobFlow requires a license and EFI Passport registration.

EFI Passport is a new free account system for EFI customers to access multiple EFI products and services. To sign up, go to <https://passport.efi.com> and register. After registering, you will receive an email with an activation link. You must activate your EFI Passport account before you can use it.

If you do not have an EFI Passport account, you will be prompted to register when you start the process of upgrading from Fiery JobFlow Base to Fiery JobFlow.

The steps in the process are:

- 1 Install the free Fiery JobFlow Base.
- 2 Register for an EFI Passport account.
- 3 Purchase a license key for Fiery JobFlow.
- 4 Log in to Fiery JobFlow Base and click Upgrade Now.

- 5 Follow the steps in the wizard.

Manual deactivation of Fiery JobFlow license

Administrators can manually deactivate the Fiery JobFlow license for relocation to another computer.

- 1 Click About at the bottom left of the Fiery JobFlow window.
The license code is displayed, with a link below, Deactivate License.
- 2 Click Deactivate License.
- 3 In the Deactivate License window, type **DEACTIVATE** in the text field, and click Deactivate.

To reactivate the license, connect to the deactivated Fiery JobFlow in your browser and enter the license key.

Using Fiery JobFlow

Fiery JobFlow functions as a server after installation and can be accessed from a shortcut on the computer desktop placed automatically during installation.

When Fiery JobFlow is started the first time after installation, the administrator will create an Admin password, and provide the IP address of a Fiery Server or Fiery Central Server.

To access the Fiery JobFlow server from a different client computer, you must have the IP address or domain name of the computer where Fiery JobFlow is installed. Connect through your browser. If you do not know the IP address of the server, ask the Fiery JobFlow administrator.

Note: When you are connecting to the Fiery JobFlow server from another computer, the URL will be in the format: **http://<IP address>/jobflow/login**. The URL for Fiery JobFlow on the host computer will be: **http://localhost/jobflow/login**.

Four levels of access are available for Fiery JobFlow: Administrator, Operator, Guest, and External Reviewers. The administrator password is set up during installation.

The Fiery JobFlow workspace

The Fiery JobFlow window displays in a browser.

Fiery JobFlow includes the following components:

- **Workflows tab:** Allows you to create new workflows, edit, or delete them. Create a workflow by selecting from the available modules.
- **Jobs tab:** Allows you to monitor the progress of your jobs. You can see which jobs are in progress, which have errors, and which are completed. You can also view the content of the jobs.
- **Admin menu:** Provides access to administrator tasks: Account settings, Module settings, and Resources.

If you have the free Fiery JobFlow Base, the browser includes an Upgrade now button. Click this button if you want to upgrade to the licensed version of Fiery JobFlow.

Updates to Fiery JobFlow are managed through Fiery Software Manager, which is accessible from an icon on the Windows task bar. The Check for Updates icon is located in the top right corner in the Fiery Software Manager window.

User privileges

User privileges on Fiery JobFlow provide different levels of access to the server.

- **Administrator:** has full access to all Fiery JobFlow features, such as specifying all Admin settings, uploading and managing resources, creating workflows, and editing or deleting all users' jobs.

The password for an Administrator is set up during the installation and activation process.

- **Operator:** submits jobs, creates workflows, and can edit or delete any workflow that he or she has created. Operator can also delete jobs. Operator can view resources and other settings in the Admin menu, but cannot make changes.
- **Guest:** submits jobs, and views progress of his or her jobs on the Fiery JobFlow server. Guest does not see the Admin menu.
- **External Reviewer:** approves or declines jobs from anywhere. External reviewers have no direct access to the Fiery JobFlow server, but receive email requests from the Fiery JobFlow administrator to review the jobs. External reviewers can approve/reject the job by looking at the job content and any PitStop Enfocus report.

Note: Any users with direct access to the Fiery JobFlow server can be named as internal reviewers.

Configuring Fiery JobFlow

The Fiery JobFlow administrator configures the Fiery JobFlow server from the Admin menu.

The Admin menu provides access to the following tabs:

- **Account settings:** Provides access to Profile, Notifications, User Management, Services, Locations, and Backup & Restore settings.
- **Module settings:** Provides access to settings for each of the modules.
- **Resources:** Allows the administrator to import Fiery Impose templates and Image Enhance Visual Editor presets, and custom preflight profiles, action lists, and variable sets from Enfocus PitStop Pro. Enfocus resources require the licensed version of Fiery JobFlow.
- **Sign out:** Returns to the Log In window.

Account settings

The administrator sets up Fiery JobFlow account settings.

- 1 Log on to the Fiery JobFlow server as administrator.
- 2 Click the arrow next to Admin at the top right of the Fiery JobFlow window.
- 3 Select Account Settings.

- 4 Specify Profile, Notifications, User Management, Services, Locations, and Backup & Restore as required by clicking on the tab for each.

Profile

Profile settings include the user privileges for the administrator and the language of the browser.

- **Account Information:** The administrator can view and edit the account information which the administrator entered during the initial setup process for Fiery JobFlow. The administrator must authorize with EFI Passport in order to set the email address for notifications. All categories can be changed after initial setup: the email, name, and phone number. This account information is for the administrator of the Fiery JobFlow server.

Note: Any user who has logged in as an admin can change the account information. Multiple admin users are allowed.

- **Password:** The administrator password can be changed.
- **Language:** The administrator can choose to keep the default language of the browser or select another language.

Notifications

You can specify when, and how often, to send email notifications. These are used for every job submitted to Fiery JobFlow.

The administrator must authorize with EFI Passport in order to set the email address for notifications.

- **Send:** You can list up to four email addresses.
- **Jobs Activity:** You can choose when to send emails to the email addresses you listed above in the Send area.
You also have the option to restore default settings by clicking the Restore default settings button in the top right corner.

User management

Manage which users have access to Fiery JobFlow.

To add users, click the Add New User button. Then specify:

- **User Name:** Enter a name for the user.
- **Select Role:** Select Admin, Operator, Guest, or External reviewer.
- **Email ID:** Enter the email address for the user.

Email notifications will be sent to the user for confirmation.

To edit a user's name or role, click the Edit button. You cannot edit the user's email ID.

To delete a user, click the Delete button.

Services

Manage Enfocus Monotype Baseline Service and SMTP settings, and set up a schedule for automatic deletion of jobs.

- **Monotype Baseline Service:** Enfocus provides a missing font service for PitStop users. If Fiery JobFlow users have signed up for Monotype Baseline Service, then the service automatically searches for the missing font and sends it to Fiery JobFlow to be integrated into the PDF. Fiery JobFlow provides links to create and manage an account. When you sign up, you receive an authentication key. By default, the Enable Monotype Baseline Service check box is not selected. To enable the service, select the check box.
- **SMTP:** Set up the outgoing SMTP server for email notifications. If a user wants to send notifications by their own email server, then it is set up here. Otherwise notifications are sent by the EFI Notification Service.
- **Proxy settings:** Set up and enable a proxy server to communicate transparently across a firewall.
- **Delete jobs:** If required, set up a schedule for automatic deletion of jobs every 1, 3, 5, 15, 30, or 60 days.

Locations

Add Fiery JobFlow locations to create additional methods to submit, archive, and/or output jobs.

When you add SMB, FTP, sFTP, or Fiery locations, select the Test Connection button to check that you have a successful connection. Make sure to get the location details from the administrator of each service and the required user name and password.

- **SMB:** Add SMB locations.
- **FTP:** Add FTP locations. Fiery JobFlow assigns a default port.
- **sFTP:** Add secure FTP locations. Fiery JobFlow assigns a default port.
- **Dropbox:** Fiery JobFlow can be connected to one or more Dropbox accounts at a time. The administrator of the Fiery JobFlow server sets up the primary Dropbox account, which is used for external reviewer approval or for an internal reviewer to approve or decline a job any time, anywhere.
- **Fiery:** Add a Fiery Server or Fiery Central Server as output locations.

Backup & Restore

You can back up and restore settings, resources, and workflows, but not jobs.

You can specify backup locations and execute both backup and restore from the tab in Account settings. The process of restoring a backup will delete all current jobs in Fiery JobFlow.

Backup

- **Choose location:** Choose from the already added (SMB, FTP, sFTP or Dropbox) locations in Fiery JobFlow. The maximum number of backups allowed in each location is 30. When the thirty-first backup is initiated for a location, the oldest backup will be deleted. Backups are made automatically once a day when a location has been selected. Make sure the location has a minimum of 50 MB available.
- **Backup now button:** Click to back up the account settings, module settings, resources, and workflows manually.

Restore

The Restore options function offers the following choices:

- From a specific location: Allows you to select the backup file to restore from a specific location.
- From a recent backup: Choose from a list of backups present in the selected location that are sorted by date. Additional columns in the table show name of the backup file and the details of the settings in the respective file.
- Restore button: Having selected the location of the backup, click to start the restoration.

Module settings

The administrator can change settings from the default for Fiery JobFlow modules.

The Fiery Preflight, Image Enhance, Impose, and Output modules are available with both the free Fiery JobFlow Base and the licensed Fiery JobFlow.

- **Fiery Preflight:** Select a Fiery Preflight preset. The presets displayed are the ones set up on the Fiery Server that Fiery JobFlow is connected to.
Note: Fiery Preflight requires Fiery Graphic Arts Package, Premium Edition, to be activated on the Fiery Server.
- **Image Enhance:** Select from the list of presets imported from Fiery Image Enhance Visual Editor.
Note: The Fiery Server you are sending jobs to must support either Fiery Graphic Arts Package, Standard or Fiery Productivity Package.
- **Impose:** Select from the list of templates imported from Fiery Impose.
Note: If Fiery Impose has been activated and licensed on the same computer as the Fiery JobFlow server, you have the choice of both the default and custom templates. If Fiery Impose has not been activated, you can select from the list of default templates.
- **Output:** Select from a Fiery Server, Fiery Central printer group, a Dropbox account, SMB, or (s)FTP locations. If you selected a Fiery Server, select a job preset.
Note: You must set up locations for them to be displayed in Output.

The Approve, Correct, and Preflight modules are only available with the licensed Fiery JobFlow.

- **Approve:** Set a schedule for sending approval reminders.
- **Correct:** Select from the list of actions for the Correct module.
- **Preflight:** Select from the Profiles menu.

Note: The administrator can also import custom Enfocus PitStop Pro smart profiles, action lists, and variable sets for use with the Preflight and Correct modules.

Importing resources

The administrator can import Fiery Impose templates and Image Enhance Visual Editor presets, custom Smart Preflight Profiles, Action Lists, and Variable Sets from Enfocus PitStop Pro by drag and drop or by navigating to the location where the files are stored.

To import Smart Preflight Profiles, Action Lists, and Variable Sets from Enfocus PitStop Pro, you must be using the licensed Fiery JobFlow. Fiery Impose templates and Image Enhance Visual Editor presets are available with both Fiery JobFlow Base and Fiery JobFlow.

Fiery Impose templates and Image Enhance Visual Editor presets are stored in the following locations on the computer where Command WorkStation is installed:

- Windows computer:
 - Image Enhance Visual Editor presets: **C:\ProgramData\Image Enhance Visual Editor\Preset**
 - Fiery Impose templates: **C:\Users\logged-in-user\Documents\Impose\template**
Note that this is the default location, which the user can change in Command WorkStation Preferences.
- Mac OS computers:
 - Image Enhance Visual Editor presets: **Applications/Fiery/Image Enhance Visual Editor/Image Enhance Visual Editor.app**
Right-click the location above and select Show package contents > Contents/SharedSupport/Preset.
- Fiery Impose templates: **\Users\logged-in-user\Documents\Impose\template**
Note that this is the default location, which the user can change in Command WorkStation Preferences.

The Preflight Profiles, Action Lists, and Variable Sets must be created in PitStop Pro and exported before they can be imported into Fiery JobFlow. PitStop Pro's standard Preflight Profiles and Action Lists are listed by default in the Preflight and Correct modules.

- 1 Log in to Fiery JobFlow as administrator.
- 2 Click the arrow next to Admin at the top right of Fiery JobFlow window.
- 3 Select Resources.
- 4 Click Drop files to upload (Or click here), and navigate to the location of the resources and click Open.
- 5 Or locate the files you want to import and drag them onto the Drop files to upload (Or click here) area.

If the files are the wrong file format, a message is displayed that the file type is not supported. The files must be saved as one of the PitStop Pro file types: .ppp, .eal, .evs. You can import a mix of these file types in one upload.

Creating workflows

A user creates a workflow by adding modules. Input Sources, Convert, and Output modules are automatically added to the workflow.

You can also add Fiery Preflight, Preflight, Image Enhance, Impose, Correct, and Approve modules. For information, see [About modules](#) on page 12.

- 1 Click the plus sign next to the Workflows header in the Workflows tab.
- 2 Type a name for your workflow.
- 3 Click Create.
- 4 Click the Edit button for Input Sources and select from the list of locations.
You can add up to a maximum of four input sources.
The locations where your workflow is saved are displayed.
- 5 In the Convert pane, select Rule, if required. Click Add, make your selections, and click Save.
You can specify actions for triggers, such as the job failing or passing. The action could be to send an email notification or to archive the job.
- 6 Click the plus sign below the Convert module to add Fiery Preflight, Preflight, Image Enhance, Impose, Correct, or Approve modules.
For information, see [Preflight settings](#) on page 14, [Correct settings](#) on page 15, [Impose settings](#) on page 15, and [Approve settings](#) on page 16.
- 7 Specify the settings for each and click Save.
- 8 In the Output pane, select from a Fiery Server, Dropbox account, SMB, or (s)FTP location.
If you selected a Fiery Server, select a preset and then click Save.
You can add rules to the Output module, similar to the rules for the Convert module.

About modules

Each workflow you create in Fiery JobFlow consists of a series of modules that execute specific actions on job files. You can create multiple workflows for different types of jobs, each containing a different group of modules.

The following modules are available in Fiery JobFlow:

Fiery Preflight: Uses a Fiery Preflight preset, which has been configured on the Fiery Server you have designated for output, to check a job before printing for errors. All presets configured on the Fiery Server will be displayed. If no presets have been configured, the default preset will be displayed.

Input Sources: Used as the input source to the workflow. You can import files from a number of locations: SMB, FTP or sFTP, a Dropbox account, or a SmartFolder that has been set up on the Fiery JobFlow server.

Each of these locations must be set up by the Fiery JobFlow administrator, and multiple instances for each type of location can be set up.

SmartFolder is a folder which acts as an input queue for job submission to a specific workflow. There is one-to-one mapping between the workflow and the SmartFolder. Each SmartFolder will be created under a root folder called "SmartFolders".

Approve: Sends job to reviewers for approval. The reviewers can be Fiery JobFlow users or external reviewers. Fiery JobFlow users can approve or decline jobs from anywhere. External reviewers have no direct access to Fiery JobFlow, but receive email requests from the Fiery JobFlow administrator to review the jobs. External reviewers can approve/reject the job by looking at the job content and any PitStop Enfocus report.

Convert: Allows you to process and convert different file types into Adobe PDF files. The following file types are supported: Microsoft Word/PowerPoint/Excel/Publisher, GIF, PICT, DIB, JPEG, PNG, TIFF, BMP, and PostScript.

Preflight: Allows you to inspect an incoming job based on Enfocus PitStop PDF profiles. Preflighting checks a PDF file to see if it conforms to a set of standards defined in the PitStop PDF Profile that is used. A description of each Preflight Profile can be viewed by selecting the profile name from the Profiles menu. You can select from the standard Preflight Profiles, or can apply Variable Sets created in Enfocus PitStop Pro to Smart Preflight Profiles.

Image Enhance: Provides automated image correction of images in PDF documents. Choose from the Presets in Image Enhance Visual Editor in Command WorkStation installed on Fiery JobFlow server. The Fiery Server you are sending jobs to must support either Fiery Graphic Arts Package, Standard or Fiery Productivity Package.

Impose: Allows you to apply different imposition templates to a job. Command WorkStation v5.5 must be installed on the same computer as Fiery JobFlow to use Fiery Impose templates. The imposition templates include both the default templates supplied with Fiery Impose, and any custom templates that have been created. If Fiery Impose has an active license, both custom and default templates are available.

Correct: Allows you to apply Enfocus PitStop Actions to an incoming job. Actions added to a workflow are used to automatically apply modifications to the file, such as adding page numbers, converting colors, or adjusting resolution of images. You can select from the standard Action Lists, or you can apply Variable Sets created in Enfocus PitStop Pro to Smart Action Lists.

Output: Allows you to choose from either the Fiery Server or the Fiery Central printer group selected during setup, a Dropbox account, SMB, or (s)FTP location. For the selected Fiery Server or Fiery Central printer group, you can select from the list of presets shown. The presets are the server presets on the selected Fiery Server or Fiery Central printer group.

The administrator can specify/configure module settings. See [Module settings](#) on page 10.

Duplicating workflows

You can duplicate any workflow and modify it to create a new workflow. This workflow is useful for an environment where there is a standard default workflow with minor variations for different jobs.

- 1 Click the Workflows tab.
- 2 Click the Duplicate Workflow icon in the Workflows header.
- 3 Type a name for your workflow and click Create.

You can now edit your workflow.

Adding rules to workflows

Rules can be added to modules in a workflow.

For each module except the Output module you can set up an action depending on whether the module fails or passes.

The possible rules are:

- Send email: Select users.
- Archive job: Choose a location.
- Copy job: Choose a workflow you would like to copy the jobs to: Conversion, Impose, Image Enhance, or Fiery Preflight.
- Move job: Choose a workflow you would like to move the jobs to: Conversion, Impose, Image Enhance, or Fiery Preflight.

The Move job action is only available for jobs that have failed a Correct or Preflight module using an Enfocus PitStop Preflight profile or Actions list.

Preflight settings

Inspect an incoming job by applying Enfocus PitStop PDF profiles. Preflighting checks a PDF file to see if it conforms to a set of standards defined in the PitStop PDF Profile that is used.

A description of each Preflight Profile can be viewed by selecting the profile name from the Profiles menu.

If the Monotype Baseline Service has been configured, the option “Automatically check Monotype Baseline Service for missing fonts” is available in the Preflight module. If you enable the option, Fiery JobFlow automatically downloads the missing fonts from the Monotype service.

Variables in PitStop Pro can be either constant or rule-based. A constant variable might be a text string, a number, a measurement, or a yes/no or on/off value. A rule-based variable allows you to use a constant variable to determine the value change in another preflight check. For instance, if your variable definition is output type, and you have different possible values, such as digital or offset, the image resolution will change according to the value.

Applying Smart Preflight settings

You can also use a Smart Preflight Profile.

To use Smart Preflight, you need to create a variable set to use with your Preflight Profiles.

A variable set is a set of different variables saved within an editable file format that can be uploaded to Fiery JobFlow. You can define as many variable sets as you need and each variable set can contain as many variables as required; however, you can only activate one variable set at a time.

- 1 In the Workflows tab, select your workflow and click the Edit icon.
- 2 Click the plus sign below the module name where you want to add a new module.
- 3 Select Preflight in the Add Module area.
- 4 Select a smart preflight profile from the Profiles drop-down menu.

All the Smart Preflight Profiles are listed below the heading, Custom Smart PDF Profiles. Fiery JobFlow provides a sample profile, Smart Preflight - PitStop Pro v1.1.

- 5 To change the variables in the variable set displayed, click Change variables.

Variable sets may consist of Boolean choices, a simple number or text values, or a list of variables. Change variables by selecting from the drop-down menu if one is available, or enter content in the text field. To see a description of the variable, hover the cursor over the text field.

- 6 Change any variables you want and click Save.
- 7 Click Add.

Impose settings

Add a default or custom imposition template from Fiery Impose.

The latest version of Command WorkStation that is available from <http://w3.efi.com/Fiery/Products/CWS5> must be installed on the same computer as the Fiery JobFlow server, and the Fiery Impose license must be activated to access the custom templates.

Note: Fiery Impose is installed with Command WorkStation software.

Default templates can be used without having a Fiery Impose license. The list below shows all the default templates:

Normal

- 1-up full bleed

Booklet

- 2-up perfect
- 2-up saddle
- 4-up head-to-head

Gangup

- 3-up trifold brochure
- 4-up gate fold
- 4-up Z-fold

Correct settings

Apply Enfocus PitStop Actions to an incoming job. Actions added to a workflow are used to automatically apply modifications to the file, such as adding page numbers, converting colors, or adjusting resolution of images.

If the Monotype Baseline Service has been configured, the option Automatically check Monotype Baseline Service for missing fonts is available in the Correct module. If you enable the option, Fiery JobFlow automatically downloads the missing fonts from the Monotype service.

Variables in PitStop Pro can be either constant or rule-based. A constant variable might be a text string, a number, a measurement, or a yes/no or on/off value. A rule-based variable allows you to use a constant variable to determine the value change in another preflight check. For instance, if your variable definition is output type, and you have different possible values, such as digital or offset, the image resolution will change according to the value.

Applying Smart Action List settings

You can also use a Smart Action List.

To use a Smart Action List, you need to create a variables set to use with your Action List.

A Variable Set is a set of different variables saved within an editable file format that can be uploaded to Fiery JobFlow. You can define as many variable sets as you need and each variable set can contain as many variables as required; however, you can only activate one variable set at a time.

- 1 In the Workflows tab, select your workflow and click the Edit icon.

- 2 Click the plus sign below the module name where you want to add the new module.
- 3 Select Correct in the Add Module area.
- 4 Select a smart action list from the Actions drop-down menu.

All the Smart Action Lists are listed below the heading, Custom Smart Action Lists. Fiery JobFlow provides a sample action list.

- 5 To change the variables in the variable set displayed, click Change variables.
Variable sets may consist of Boolean choices, a simple number or text values, or a list of variables. Change variables by selecting from the drop-down menu if one is available, or enter content in the text field. To see a description of the variable, hover the cursor over the text field. Variables that cannot be changed are constant.
- 6 Change any variables you want and click Save.
- 7 Click Add.

Approve settings

Specify the reviewers for the workflow. Fiery JobFlow users can be internal reviewers, who can approve the job in Fiery JobFlow or, if they have selected the Approve Anywhere option, view the job in Dropbox.

External reviewers have no direct access to Fiery JobFlow, but are contacted by email. When they accept an invitation to approve or decline jobs, and are then sent a job to approve, they can view the job content and any Preflight or Correct reports.

- 1 Select either Internal reviewers or External reviewers.
- 2 If you select Internal reviewers, you can choose to have the reviewers review jobs from any location.
- 3 In the Select reviewers field, add reviewers by selecting them from the list.
Up to two reviewers can be added to either the Internal or External reviewers. To do so, provide a user name, role, and email address. Emails will be sent to the reviewers inviting them to be a reviewer.

About Jobs

All users can submit jobs and monitor the progress of their jobs in the Fiery JobFlow interface.

Jobs can be submitted in a number of different file formats and the Convert module converts them to Adobe PDF. When a job is submitted, it is immediately processed through the selected workflow.

Submitting jobs

You can submit jobs using Smart Folders.

SmartFolders are created in a location designated by the administrator during installation of Fiery JobFlow. When a workflow is created in Fiery JobFlow, a corresponding folder with the name of the workflow is created inside the SmartFolders folder. SmartFolders are shared across the network, and accessed by SMB from any Windows or Mac computer on the network. Ask the administrator for the IP address or domain name. You can either copy and paste or use a drag-and-drop operation to submit jobs to a specific SmartFolder.

Jobs can also be submitted from a number of other locations:

- Dropbox
- SMB
- FTP
- sFTP

The locations are set up by the administrator from the Account Settings window, and multiple instances of each type of location can be added. You can choose to have both completed and errored jobs archived in any location.

Monitoring jobs

In the Jobs tab, select either Overview or All Jobs to monitor jobs.

Overview: Provides real-time status of jobs in progress, errored jobs, or completed jobs. You can delete jobs which have errored or are completed by clicking the Delete icon. If you wish to delete a job in progress, in the queue, or waiting for approval, cancel the job and then delete it.

Note: The Overview tab provides links to view jobs and view reports (in the case of jobs which used Fiery Preflight, Preflight, or Correct modules in the workflow). See [Viewing jobs](#) on page 17 and [Generating reports on jobs](#) on page 17.

All Jobs: Provides more detail about jobs under the categories of Error jobs, Jobs in progress, Jobs queued, Jobs completed, and Jobs waiting for approval. The input source and date of submission or completion is displayed. For any job whose workflow used the Fiery Preflight, Preflight, or Correct modules, a View report link is provided.

Viewing jobs

You can view the content of jobs submitted to Fiery JobFlow as either thumbnails or the whole job.

- 1 Select the Jobs tab.
- 2 Select the Overview tab.
- 3 Click View job for the job you want to view.
- 4 Click any page in the thumbnail preview window to open the whole job.

Generating reports on jobs

You can view reports for errored jobs or successfully processed jobs.

If a job fails to process because of an error, it will be displayed in the Error Jobs list in the Jobs tab. If the job fails at the Fiery Preflight, Preflight, or Correct modules, you can view the report generated by the Fiery Server or Enfocus PitStop Pro respectively. To view the workflow that was used for a job, click the name of the job in the Jobs tab.

- 1 Select the Jobs tab.
- 2 Select the Overview tab.
- 3 Select your failed job in the Error Jobs list, or your successfully processed job in the Jobs completed list.

4 Click View Report.

You can also view the report from the All jobs tab.