# Administration guide



## PRISMAprepare

Hot folders

océ

A CANON COMPANY

Canon

Production Systems - Cutsheet

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(US)

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# Chapter 1
Introduction

# Software version

This documentation describes the functionality of PRISMAprepare v7.1.1.

# Introduction

Hot folders offer a simple way to automate document layout.

A hot folder must have different input and output folders. Each hot folder uses one or more filters. One or more automation templates are assigned to the filter. The filter defines which files are accepted by the input folder. When an accepted file passes the filter, the automation templates assigned to the filter are executed. The automation templates generate the required document layout and handling. The hot folder generates log files while processing the files in the input folder. You can store the log files in a dedicated folder. The processed files are stored in the output folder. The output folder can store:

- The input files.
- The processed files.

You can dynamically change the execution of an automation template for files that are dropped in the hot folder. You need a parameter file that can overwrite certain settings of an automation template. The parameter file must use the extension "mrparam".

To use the hot folders you need a license that supports automation templates.

# Supported file formats

PDF is the preferred file format for PRISMAprepare. Next to PDF files, PRISMAprepare can open a number of non-PDF file formats. These files are automatically converted to PDF when the files are opened. To convert files automatically, you need Microsoft Office 2010, or higher. Any file format accepted by Microsoft Office can be used.

# Chapter 2
## Manage the hot folders

# Manage the hot folders

The [ Hot Folder Administration ] displays all hot folders. From this view, you can add hot folders and manage the existing hot folders. You have to stop a hot folder before you can edit or delete the hot folder.

**Status of the hot folders**

Icons show the status of each hot folder:

| Icon | Description |
|---|---|
|  | The hot folder is idle. |
|  | The hot folder is stopped. You can:<br>• Edit or delete the hot folder.<br>• [Clear output folders] or [Clear log folders]<br>  You can delete all files from the output folder or the log folder of the selected hot folder.<br><br>Click [Start] to start the selected hot folder again. |
|  | The hot folder is processing one or more files that were dropped into the input folder. |
|  | The hot folder needs attention. |

**Columns**

A number of properties of the hot folders are used as column headers. You can adjust the columns:
• Show or hide columns
  You can define if a column is visible or not. You can right-click the column header and use its context menu.
• Column width
  You can drag the separators in the column header to change the width of a column.
• Sort
  Click on a column header to sort the fields in the column. You can sort ascending and descending.

# Create a hot folder

You have to stop a hot folder before you can edit or delete the hot folder.

1. Open the [ Hot Folder Administration ] and click [New].
2. Type a name for the hot folder.
3. Define the input and the output folder. You can store the log files in a dedicated folder.
   You can create the folders of a hot folder on a network path. Check that the account that runs
   the 'Hot folders for PRISMAprepare' service is allowed to access the network path. See
   *Configure the hot folders for a network* on page 14.
4. [Save input files]
   • Checked
     Save the files from the input folder in the output folder.
   • Unchecked
     Delete the files in the input folder after processing by the hot folder.
5. [Save processed files]
   • Checked
     Save the processed files in the output folder.
   • Unchecked
     Delete the processed files from the output folder. For example, one of the automation
     templates of the hot folder prints or saves the processed file. Now, you don't need to save
     the processed file in the output folder.
6. Define the format for the names of the output files. You can set the order of the filename, date
   and time. You can also type a fixed text in the filename.
   This option becomes available when one or both of the following options are enabled: [Save
   input files] and [Save processed files].
7. You have to assign at least one filter to a hot folder.
   1. Click [Add] in section [Filters].
   2. Define a valid mask in the [Filter] field.
      When the mask matches the filename in the [Input folder], the automation templates
      assigned to this filter are executed.
      For the mask, you can use the standard wildcards "*" and "?". For example: a4*.pdf makes
      this filter applicable to all pdf files starting with a4.
   3. Select the allowed file types.
   4. You have to assign at least one automation template to the filter:
      1. Click [Add] in section [Automation templates].
      2. Select which automation template you want to assign to the filter. The list of
         templates is defined in PRISMAprepare.
         Use the [Move up] and [Move down] buttons to apply the correct order to the
         templates. The templates are applied to the file in the defined order.
      3. [Number of sets:]
         • [Defined by automation template]
           The automation template defines how often of the processed files must be printed.
         • [Custom]
           You define the number of sets. This setting overrides any setting in the
           [Automation templates].
      4. [Printer:]
         • [Defined by automation template]
           The automation template defines on which printer the processed files must be
           printed.
         • [Custom]
           You define which printer is used. This setting overrides any setting in the
           [Automation templates].
8. Click [OK].

The hot folder is created and added to the [ Hot Folder Administration ].

# Change the execution of an automation template

You can dynamically change the execution of an automation template for files that are dropped in the hot folder. You need a parameter file that can overwrite certain settings of an automation template.

1. Create a parameter file in PRISMAprepare.
   See the help file of PRISMAprepare for the subset of settings that you can change for an automation template.
2. The parameter file must have the same name as the document. The parameter file must use the extension "mrparam".
3. First, drop the parameter file in the input folder of the hot folder. Only then, drop the document in the input folder.
   When the hot folder accepts the file, the automation templates assigned to the hot folder are executed. The parameter file will only contain a subset of possible settings for the automation templates. However, settings that are available in the file will overwrite the concerning settings in the automation templates. So, the parameter file dynamically changes the execution of the automation templates for the file dropped in the hot folder.

# Configure the hot folders for a network

By default, the local system account runs the 'Hot folders for PRISMAprepare' service. It is recommended that you change the account that runs this service only when:

• An input folder or output folder is located on a network path.
  In this case, you have to use an account that is allowed to access the network path.

1. Run the application [ Hot Folder Administration ] as administrator.
2. Click [Tools] - [Hotfolder service settings].
3. Define an account that is allowed to access the network path:
   1. Select [Other account].
   2. Type the user name and password. Characters in passwords must be typed using the correct case.
4. Click [Apply].

# Chapter 3
## Hot Folder Monitoring

# [ Hot Folder Monitoring Console ]

The [ Hot Folder Monitoring Console ] gives event information about the [Hot folders]. Each event has a separate line in the [ Hot Folder Monitoring Console ]. Regular events are displayed in black and errors are displayed in red.

The feedback area of the dialog displays two types of information:
1. The process that is currently taken place.
2. The number of jobs that are waiting to be processed.

[ Hot Folder Monitoring Console ]can be started from the following locations:
1. The "Start" menu.
2. The "Tools" menu in PRISMAprepare.
3. The context menu from the taskbar icon.
4. The [ Hot Folder Administration ].

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