

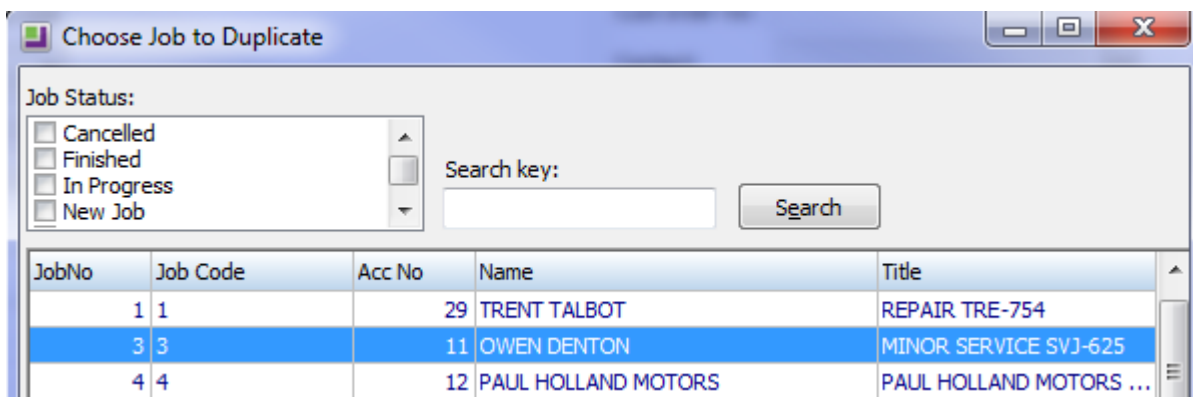
Creating a New Duplicate Job

Overview

A duplicate job can be easily created using an existing job as a starting point. If there are sub-jobs attached to the job being duplicated a prompt will appear to confirm whether the sub-job(s) are to be included. It is not necessary to duplicate all sub-jobs – select the sub jobs required to be duplicated.

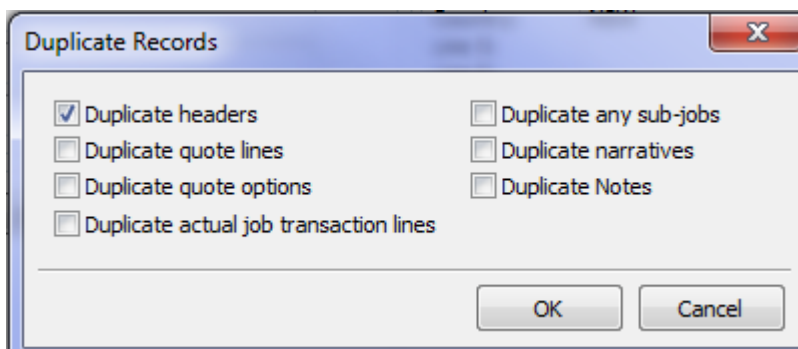
Step 1

Select File > New Duplicate Job from the Job Management menu. The following window appears:



Step 2

Double click the job to be copied. The following window appears to confirm to what extent the jobs details are to be duplicated.

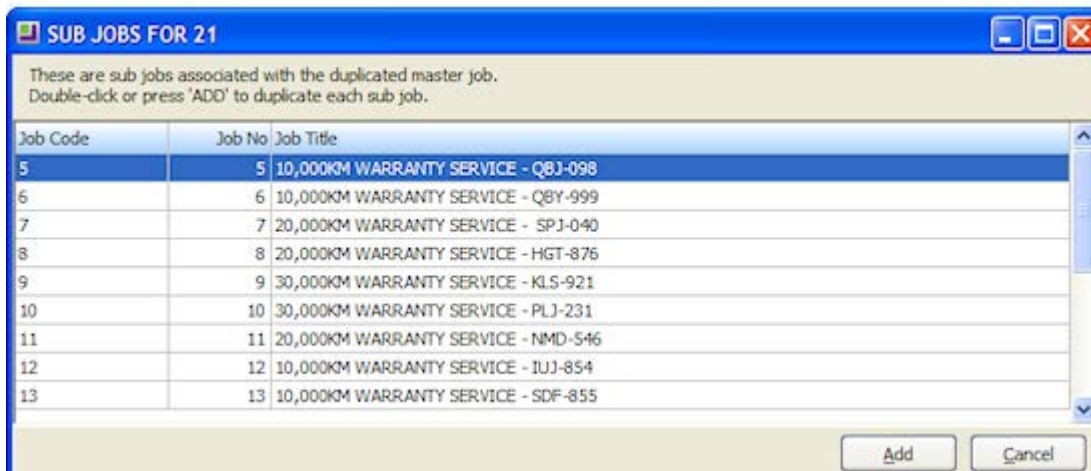


Step 3

Select the appropriate features of the job that are to be duplicated and click OK.

The newly created job is given the next appropriate number.

If the Duplicate any sub-jobs option was selected, the following window will appear after the copy of the master job is saved:



1. Select a sub job to be added to the new job.
2. Click Add or double-click the job to be added.
3. Save the newly created sub job after making necessary alterations.
4. Continue adding until all required sub jobs are added.
5. Close the window.

Note: Subs jobs are not displayed on the master job screen until the master job is saved.