

Starting a new job from the Workshop user interface

You can add elements to a job in almost any order, but the suggested workflow is to fill out the **Job Information** tab in the **job properties** pane, and then add equipment, materials, artwork, dies (if any), and marks.

You can start Pandora from the Workshop user interface in the Prinerly Workflow software, and have Prinerly Workflow automatically import the layout that you create.

1. In Job Manager, select **File > Create New Layout**.
2. In the New Layout dialog box, **Layout Name** box, enter a name.
3. In the **Select Layout Application** box, select **Pandora**.
4. (Optional) To change the process template that will be used to export the layout from Workshop to the Pandora software, click **Select** next to **Export Layout Using Process Template**, and then select a different process template.
Note: The export process template used is based on your environment. The default template is "ExportAll."
5. (Optional) To change the process template that will be used to import the layout from the layout software to Workshop, click **Select** next to **Import Layout Using Process Template**, and then select a different process template.
Note: The import process template used is based on your environment. The default template is "ImportAll."
6. In the **Import Type** list, select a type.
7. Click **OK**.
8. Perform one of the following actions:
 - If you have not saved any jobs as templates, the Pandora software opens a new job window. Continue with the next step.
 - If you have saved some jobs as templates, the Select Job Template dialog box opens, with **<none>** selected by default. If you want to start a new job based on a template, select the template and click **OK**. Otherwise, click **OK** to open a new job window.
9. Provide the job information. In **job properties > Job Information**, type a job ID and then use the other boxes to add other information required to identify the job.
10. Perform the additional steps necessary to create a layout including adding a plate, a substrate, artwork, a die (if any), and marks to the layout.