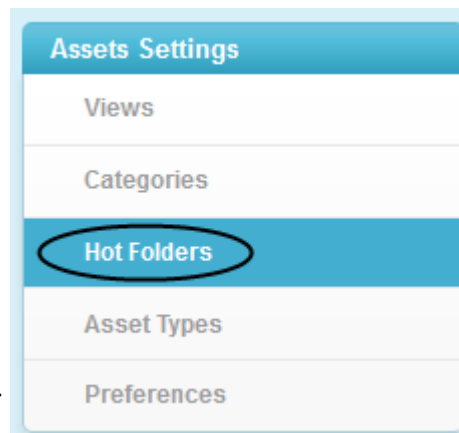# Hot Folders 8.10R1

Bulk imports are sufficient for many users and scenarios, but what if you want to have assets automatically pulled from network or server storage devices on a regular basis? The Hot Folders feature was designed to help manage and organize media on a massive scale. This tool monitors designated folders on an accessible drive and can be set to regularly check for new file additions, and current file changes or deletion. A Hot Folder will also create categories based on your existing folder hierarchy that will make it possible to one-click search for files that are stored in a common location.

Hot Folders can be set up and managed in the settings area. To begin click: *Settings | Hot Folders | Add Hot Folder*. There are quality controls built into this area for more options within the feature. For example, the import command can be instructed to omit certain file types or to automatically create attachments based on triggers such as */Fonts or */attachments.txt. There is also an exclusion filter than can be used to keep the original folder open for storage beyond the uses of the EnterMedia application.

To set up a Hot Folder you must first provide EnterMedia with a *Folder Name*, an *External Path* and insert a minimum amount of exclusions (*/.*,*/Thumb.db,*.old) into the *Exclude Filter.* When naming the folders, be aware that the name only is a reference to the Hot Folder and will not be used in the labeling created categories. Additional categories can be created or existing categories can be renamed if deviation from the original storage designation is desired. These created categories are useful for one click searching and organization on the user side of the application.

The metadata that has been setup to populate automatically, such as raw image or video data, will be copied from the original files into the asset database when available. Other metadata will need to be added on a per asset basis, or though the multi-edit feature if the information applies to more than one asset. Projects and libraries in combination with qualifying metadata, such as *Edit Status* or *Approval Status*, can be used to hide assets uploaded through Hot Folders until they have received approval to be available in the general user areas of the DAM.

If a folder is located on the network there are a few additional details to consider. The entermedia user on the sever needs to have read and write permissions to the storage location itself.