

Managing objects

[Managing system objects](#) / Orders

Orders

Orders allow you to efficiently group multiple jobs together to be processed as a single order. This feature simplifies the handling of multiple jobs, making sure that all jobs within an order are managed together and completed in a coordinated manner.

In this section:

[Adding and deleting jobs in an order](#)

RICOH ProcessDirector lets you add multiple jobs to a new order or to an existing order. You can also delete jobs from an order.

[Setting the due date for an order](#)

Setting a due date for an order is an important step in making sure that your order is delivered on time and that you efficiently manage the orders.

[Setting the priority for an order](#)

Assigning a priority to an order updates the jobs contained in the order to have a certain level of urgency. You can use the Set Priority action to control how quickly the jobs move through their workflows.

[Stopping, continuing, and deleting orders](#)

RICOH ProcessDirector lets you stop or continue processing all the jobs in an order after they stopped.

Parent topic: [Managing system objects](#)