

## Overview

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# Order

The Order Management feature adds a new object named Order.

The Order object lets you group and track related individual jobs efficiently. Creating an order makes it easier to handle multiple jobs, making sure that all jobs within an order are managed together and completed in a coordinated manner.

You can create an order in these ways:

- You can create an order manually on the **Main** page, by submitting jobs on the **Submit Jobs** portlet and selecting a workflow for processing.
- You can create an order automatically by submitting an XML file from your existing order processing system.

When you create an order, you set default properties, such as customer and order name, location, priority, and due date. Some properties (**Copies**, **Customer name**, **Location**, and **Priority**) are automatically passed to all the jobs associated with that order.

If changes are made to these settings after orders are created, the related job settings are adjusted automatically. However, if you edit a particular job setting, the change only impacts that specific job and does not alter the original order configuration.

After that, the created orders can be viewed and managed in the **Orders** portlet.

Once all jobs from an order have completed processing and arrived in the **Complete** phase, the order is considered complete.

If you do not want to use the supplied order properties or need custom properties for values that do not match the available options, you can define your own in the **Administration** tab. You can also set default values for these properties within your workflows.

When you create a custom order property, you can choose the database name and the label that displays in property notebooks and column headings. You can also choose what kind of data to store in the property and the default access that different user groups have for the property.

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