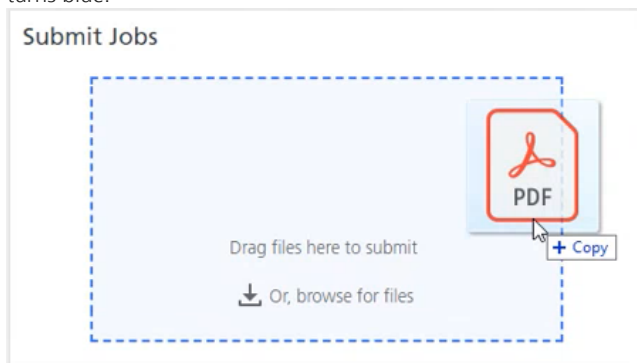Configuring

Submitting jobs in the Submit Job portlet

RICOH ProcessDirector provides different mechanisms to submit jobs, including a portlet on the **Main** page.

Before you begin, make sure that you have permission to use the Submit Jobs portlet, and the hot folder is enabled and connected or the workflow is enabled.
If you are submitting one or more jobs as an order, make sure you have all the information you need to create the order or the name of the order that these jobs should be added to.

To submit jobs in the Submit Job portlet:

1. To add the Submit jobs portlet on the **Main** page, hover over the **Main** tab until the menu appears, then select Submit Jobs.

2. To browse for files, click ⬇ and select the files that you want to submit for processing. Or, you can select the files from your computer, hold down the mouse button, drag and drop onto the Submit Jobs portlet. Release the mouse button when the Submit Jobs portlet area turns blue.

3. To send a job to a specific input device, select **Submit to ⇒ Input device**. From the drop-down list, select which input device to process your jobs.

4. To send a job to an order, select **Submit to ⇒ Order**.
   - From the **Order** list, choose an existing order to submit your jobs to, or select **New Order** to create a new one.
   - From the **Workflow** list, select a workflow to process your jobs.

5. To send a job to a specific workflow, select **Submit to ⇒ Workflow**. From the drop-down list, select which workflow to process your jobs.

6. Click **OK**.

7. Repeat for other files as needed.

8. To clear the contents of the Submit Jobs portlet, click **Dismiss**.

Parent topic: <u>Preparing for job submission</u>