

## Configuring

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# Configuring to receive orders

You can submit orders by either uploading PDFs through the **Submit Jobs** portlet or by submitting an XML file from your existing order management system.

To submit orders manually through the **Submit Jobs** portal, the only other objects required are workflows that process the jobs.

When submitting an XML file you must create:

- An input device to receive the orders and send them to a specific workflow.
- A workflow that includes the CreateOrderFromFile step, to create the order and its jobs.
- An Order property mapping to identify orders and jobs, as well as which elements in the XML match properties in RICOH ProcessDirector.
- One or more other workflows to processes the jobs correctly.

## In this section:

[Running the Order Management sample workflows](#)

The **OrderJobSample** and **OrderSample** workflows show how to process orders created from XML input files.

[Creating an order property mapping](#)

Order property mapping objects define the relationships between elements in the XML file and the properties defined in the system. The relationships determine how the **CreateOrdersFromFile** step identifies orders and the jobs they contain, and sets property values for both the orders and jobs.

[Configuring workflows to receive orders](#)

To process order XML files generated by your ordering system, you set up a workflow that includes a step based on the **CreateOrdersFromFile** step template. That step uses an order property mapping to define one or more orders and the jobs they contain. The step also submits those jobs to another workflow for processing.

Parent topic: [Preparing for job submission](#)