

Configuring

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Configuring to submit jobs from the Main page

You can submit jobs to RICOH ProcessDirector using the Submit Jobs portlet on the **Main** page.

Jobs can be submitted to a hot folder input device that is enabled and connected or to a workflow that is enabled. The input device or workflow must also be configured to accept jobs submitted using the portlet. With the Order Management feature, you can group jobs into orders and submit them to a workflow.

 **Note:**

- Orders cannot be submitted to input devices from the [Submit Jobs](#) portlet.

Before you begin this procedure, decide the best job submission option in the **Submit Job** portlet for your installation. Do only the configuration steps that you need.

To configure to submit jobs from the **Main** page:

- To submit jobs to an input device:
 1. Click the **Administration** tab.
 2. In the left pane, click **Devices** ⇒ **Input Devices**.
 3. Right-click the hot folder input device that can receive jobs submitted from the Submit Jobs portlet and select **Properties**.
 4. Set the **Accept job submission** property to **Yes**.
 5. Repeat for other hot folders as needed.
- To submit jobs or orders to a workflow:
 1. Click the **Workflow** tab.
 2. Right-click the workflow that can receive jobs submitted from the Submit Jobs portlet and select **Properties**.
 3. Set the **Accept job submission** property to **Yes**.
 4. Repeat for other workflows as needed.

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