

Managing objects

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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.

To add or delete one or more jobs in an order:

- To add a job to an order:

1. Go to the Submit jobs portlet on the Main page.
2. To browse for files, click and select the files that you want to submit for processing.
3. To send a job to an order, select **Submit to Order**.

4. From the Orders list, choose an existing order for your jobs.

The new job is added to the existing order. These job properties are overwritten by the order properties:

- Customer name
- Job copies requested
- Job priority
- Requested location

- To delete a job from an order:

1. Click the order in the Orders list to open the order.
2. Right-click the job you want to remove and select **Delete**.
3. Click **OK** in the confirmation dialog to delete the listed jobs.

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