

Managing objects

[Managing system objects](#) / [Orders](#) / Adding and deleting jobs in an order

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.

Parent topic: [Orders](#)