

## Managing objects

[Managing system objects](#) / Input files

### Input files

Input files are the data files that are sent to the RICOH ProcessDirector input devices defined for the installation. Input files include the files that contain job data as well as trigger files, list files, and other files that might be submitted with the data files. You can group input files into batches to submit them as a job.

#### ⬇ Note:

- Do not use these characters in the file names for input files: " ' ; < = > \ ` | ~ !  
If RICOH ProcessDirector finds any of these characters in a file name for an input file, it removes the character and renames the file. For example, if you submit an input file with the name `COPIES=3;DRAFT.pdf`, RICOH ProcessDirector removes the characters that are not allowed and renames the file `COPIES3DRAFT.pdf`.
- In addition, when RICOH ProcessDirector processes control files (such as list files), it removes the disallowed characters from the file names listed in the control file before it looks for the corresponding file.

### In this section:

#### [Batching all input files](#)

You can group the input files that are submitted to a hot folder or an SFTP input device and submit them together. The **Batching method** for each input device determines how many jobs are created from each input device.

#### [Displaying submitted input files](#)

You can see what input files have been submitted to an input device and are waiting to be processed. After the input device submits the input files for processing, they are no longer visible as input files.

#### [Manually assigning a workflow to an input file](#)

If you have not set up your system so that input devices assign workflows to input files or if an error occurred with automatic assignment, you can manually assign a workflow to an input file by resubmitting the file.

#### [Submitting a batch of input files manually](#)

You can group two or more input files that are in an input device directory together and process them together, either as a single job or a collection of jobs.

#### [Deleting input files](#)

If you do not want to process an input file or you no longer need the input file on the system, you can delete it.

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