

Managing objects

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Stopping, continuing, and deleting orders

RICOH ProcessDirector lets you stop or continue processing all the jobs in an order after they stopped.

To stop, continue, or delete an order:

- ▶ To stop an order:

1. In the Orders table, select the order that you want to pause.
2. To pause all jobs contained in the order, right-click the order and select **Stop**.
In the dialog that opens, you see a list of jobs to pause.
3. Click **OK** to pause the jobs and close the dialog.

- ▶ To continue processing the jobs:

1. Right-click a stopped order and select **Continue**.
In the dialog that opens, you see a list of jobs to resume.
2. Click **OK** to resume the jobs and close the dialog.

- ▶ To delete one or more orders:

1. Select one or more orders, right-click one, and select **Delete**.
In the dialog that opens, you see a list of jobs associated to the selected order or orders that are being deleted.
2. Click **OK** to delete the order and all associated jobs.

 **Note:**

- When you try stopping a job, it completes processing in the current step and then stops.
- When you try resuming a job, the job continues from the beginning of the step the job was processing in when it was stopped.

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