Managing objects

Setting the priority for an order

Assigning a priority to an order updates the jobs contained in the order to have a certain level of urgency. You can use the Set Priority action to control how quickly the jobs move through their workflows.

Job priority is a numerical value from 1 through 999. RICOH ProcessDirector processes jobs with a priority of 1 through each of their steps before other jobs with lower priorities that are queued to the steps. For example, RICOH ProcessDirector processes jobs with a priority of 50 through the steps at a later time, and processes jobs with a priority of 99 at an even later time.

> **⬇ Note:**
> - Jobs that contain a JDF file must use a job priority value between 1 and 100. If you enter a value that exceeds 100, RICOH ProcessDirector reverts the value to 100.

To set the priority for orders:

1. In the Orders table, select the order or orders that you want to process sooner.
2. Click **Set Priority**.
   The **Set Priority** dialog shows the order or orders you selected plus all the order information.
3. For each order, click its row under the **Order priority** column and enter a new value to set the priority.
4. Click **OK** to save the settings and return to the Main page.

> **⬇ Note:**
> - When you change the priority of an order, all the jobs included in the order are updated with the same priority value.
> - You can update priority for each job individually. If you change the priority for the entire order, the job priority is updated with the same priority as the order.

Parent topic: Orders