Managing objects

# Managing system objects

The RICOH ProcessDirector system includes a variety of objects that you might need to work with, including servers, notifications, media, and devices such as input devices and printers. Features might add other kinds of objects.

## In this section:

Viewing object properties

The properties of an object are the characteristics that a user defined, or the status information that RICOH ProcessDirector supplied. Objects include servers, notifications, media, and devices such as input devices and printers. Features might add other kinds of objects as well.

Updating object properties

You can update the properties that define the characteristics of an object. Objects include servers, notifications, media, and devices such as input devices and printers. Features might add other kinds of objects.

Deleting objects

You can delete an object if it is no longer needed. Objects include servers, notifications, media, and devices such as input devices and printers. Features might add other kinds of objects as well.

Exporting objects

To reuse objects on another RICOH ProcessDirector system, you can export them for use on the other system. On the other system, you then import the objects. Examples of objects are input devices and printers.

Viewing object logs

You can view the log for an object to see messages about its operations, such as property or state changes. Objects include servers, notifications, media, and devices such as input devices and printers. Features might add other kinds of objects as well.

Enabling objects

Enabling an object makes it available to RICOH ProcessDirector. Objects include servers, notifications, media, and devices such as input devices and printers. Features might add other kinds of objects as well.

Disabling objects

Disabling an object makes it unavailable to RICOH ProcessDirector. Objects include servers, notifications, media, and devices such as input devices and printers. Features might add other kinds of objects as well.

Compiling a list of objects and their properties

You can compile a list of objects and the properties that define their characteristics. To compile the list, you export the entries in an object table to a Comma-Separated Values (CSV) file.

RICOH ProcessDirector servers

A RICOH ProcessDirector system is made up of the primary server and, if needed, one or more application and secondary servers.

Input devices

RICOH ProcessDirector supports various types of input devices. You can do a variety of tasks for input devices, such as enabling, disabling, connecting and disconnecting them.

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.

Barcode readers

Barcode readers are the system representations of your cameras and barcode scanners. You can do a variety of tasks for barcode readers, such as connecting and disconnecting them.

Orders

Orders allow you to efficiently group multiple jobs together to be processed as a single order. This feature simplifies the handling of multiple jobs, making sure that all jobs within an order are managed together and completed in a coordinated manner.

Printers

Printers are the RICOH ProcessDirector representations of your printer devices. You can do a variety of tasks for printers, such as starting, stopping, enabling, and disabling them.

[Working with data in the Reports database](#)

After you collect data using the Reports feature, you can access that data and use it as input to your business intelligence software.

[Repositories](#)

You can work with repositories to do a variety of tasks.

[Creating and editing notes](#)

You can create, edit, and delete messages in RICOH ProcessDirector to communicate status across shifts, announce system maintenance, or any other messages you need to post in the application. Your coworkers can respond with reactions and replies to facilitate dynamic conversations.