
TotalFlow BatchBuilder V2.3

Overview

RICOH TotalFlow BatchBuilder is a solution for mid-large size commercial and book printers. Its focus is to organize incoming orders from multiple sources and produce them efficiently on continuous feed printers, cut sheet printers, or a combination of both based on different job criteria.

Orders, and their specific attributes, come through input systems such as MIS or web to print (W2P). Enabling XML mapping capabilities, through the use of recommended third-party software, allows XML/JDF/CSV to flow into RICOH TotalFlow BatchBuilder through input hot folders, and supports integration with these upstream systems. Jobs can be automatically preflighted for problems and users create filters based on media width and height, document size, finishing type and so on, thus grouping "like" jobs into batches. The batches then can be imposed with Ultimate Imposition and pushed to output hot folders, creating a highly efficient workflow for short-run digital jobs.

This release features

- Review history / audit logs to track user and system events
- Create custom user roles for when the pre-defined roles don't cover customer requirements
- Setup multiple status updates for orders, jobs, or batches to help support bi-directional communication when dealing with multiple systems
- Set a page range when using the Quick Print, Proof Print, or Reprint actions for more control at the printer
- Track number of reprint copies for each job to provide visibility to production issues
- Include banner sheet in front and back of a job and set x/y coordinates for position of content to provide flexibility for production and equipment requirements
- Resume sending of a batch when there is an error so operators don't have to manually manage job by job
- Review and approve a whole batch in the PDF viewer instead of job by job to help save time
- Select right or bottom as options for duplex mode to accommodate printer and finishing requirements
- Receive and send jobs via new TotalFlow JMF over HTTP input and output options to improve communication between systems
- Select if and when thumbnails are created to eliminate issues in receiving files
- Update paper catalog automatically when using a JMF output to avoid inconsistencies between systems
- Turn paper matching for jobs on/off to better control what is sent to the printers
- Turn aggregation on/off in the filters to create an automated workflow

- UI and usability enhancements -
 - Job properties show path to the file name for easier access
 - Import a paper catalog from another output inside BatchBuilder to make it easier when they are shared
 - Paper type is now an editable field to provide more flexibility and consistency
 - Drop down list available in PDF viewer when looking at batches to move through approvals easier
 - Changed Incomplete status to Waiting for files for consistency within the UI
 - Add up to 1,000 custom locations to support larger or multi-location production facilities

- Output XML includes batch name to help automate sending to devices with many presets

Item Numbers

The following table contains the base product plus features.

Item Number	Description
5765-H35-OC001	TF BATCHBUILDER BASE PLATFORM OPTION CLASS
401249	TF BATCHBUILDER BASE
5765-H35-OC002	TF BATCHBUILDER OPTIONAL FEATURES OPTION CLASS
401250	TF BATCHBUILDER AUTOMATION OPTION
401251	TF BATCHBUILDER XML/JDF OUTPUT OPTION
401252	TF BATCHBUILDER UNLIMITED OUTPUTS OPTION
401253	TF BATCHBUILDER LIST FILE OPTION
255835	TF BATCHBUILDER PREFLIGHT
255700	TF BATCHBUILDER NOTIFY ADD ON OPTION
255701	TF BATCHBUILDER LOW-SPEED PRT ENGINE ATTACH OPTION
255702	TF BATCHBUILDER MED-SPEED PRT ENGINE ATTACH OPTION
255703	TF BATCHBUILDER HIGH-SPEED PRT SYSTEM ATTACH OPTION
255704	TF BATCHBUILDER ULTRA HIGH-SPEED PRT SYSTEM ATTACH OPTION

A complete list of all item numbers is in the attached file. There are no new chargeable items for this version but there are new codes for upgrades. These codes are used when a customer has maintenance support and needs a new license to upgrade their software. The new codes are in the attached file below:



**TotalFlow BatchBuilder
V2.3.xls**

Description

The ability to integrate multiple systems, like W2P and MIS, automate workflows, and track jobs through production are critical for medium-large commercial and book printers. TotalFlow BatchBuilder will bring in work from these different

upfront systems using hot folders, batch like jobs together, and send the data and files directly to output hot folders. The user is provided with an overview of all work coming in, and the most efficient way to produce it, thus eliminating touches along the way that would in the past cost time and money.

TotalFlow BatchBuilder 2.3

- Base Product (BatchBuilder is sold as a base product with 6 optional features)
 - XML Input / Mapping
 - Filters
 - Orders / Job Management
 - Job Aggregation
 - Batch Management
 - Command Line Execution for Outputs
 - Imposition (Must have Ultimate Impostrip)
 - Dashboard
 - Barcodes for Status, Tracking, and Reprints
 - History / Audit Logs
 - Triggers & Alerts
 - Manual Job Submission
 - PDF/Postscript + Hotfolders
 - Custom Fields
 - PDF Viewer
 - 5 Outputs Included
 - Banner Sheets
- Optional Features
 - Automation
 - Unlimited Outputs
 - XML/JDF Output
 - List File RPD
 - Preflight
 - Notify Add On with Print System Attachment Fees

TotalFlow BatchBuilder Base Functions

- Provides a browser based UI – Can use any of the browsers listed below
 - Internet Explorer 11 or later
 - Mozilla Firefox 59 or later
 - Google Chrome 65 or later
 - Safari 9 or later
 - Microsoft Edge 41 or later
- Creating BatchBuilder Orders
 - When automating workflows BatchBuilder takes in XML/JDF, or CSV generated from Web2Print (W2P), Management Information Systems (MIS), custom systems, or high-end Prepress systems, such as Prinergy, Apogee, Prinect or Esko, using input hot folders that can have default attributes applied to them (an XSL mapping file is required to transform incoming order and job attributes into TotalFlow BatchBuilder attributes)
 - For semi-automated workflows input hot folders can be defined with default attributes applied such as media and finishing requirements. The PDF/PS print stream is dropped into the hot folder and will inherit the default attributes. An example would be having one hot folder for business cards and one for postcards

- Users can add a job from the UI and bypass hot folders. When creating the job in this manner the user must add all applicable job properties manually
- Hot folders can be local or on a network.
- Four user roles –
 - Administrator** - full rights
 - Operator** - limited access to Admin tab and alert triggers
 - Viewer** - no access rights, view only
 - Custom** - role based on Admin rights and can be customized to create unique users
- Lets you receive alert notifications in the UI and also via email for –
 - XML and mapping inconsistencies
 - Input and output errors
 - Batch errors
 - Mapped network drive errors
 - Jobs overdue
 - Preflight errors
 - Waiting for files
 - Requires proof
 - Incomplete
 - Too big for automated filter, matches combined filter and automated filter, partial match of combined filter, job does not match filter, job does not match imposition filter
 - Duplicate order
 - Low disk space
 - Imposed jobs waiting for review
 - Imposition errors
 - Barcode scan errors while using network scanner
- Takes in the PDF/PS data stream, and will push to output hot folders when batched. There is no size restriction on these files.
- Mapping enablement, using professional services or recommended 3rd party software, lets you map order and job attributes to and from BatchBuilder so that important job ticket information can flow to output hot folders. The 3rd party software we recommend is Altova MapForce (<https://www.altova.com/mapforce.html>).
- Order Integrity prevents filters from recognizing any job until all jobs from the same order are in an unbatched state. This can be turned on or off at the input hot folder and is important for book printing.
- Filters are setup by the user with pre-defined or custom attributes, such as document or media size. Orders come into BatchBuilder and if job(s) within the orders match filter attributes they can group together in that filter for batch output. The three types of filters are:
 - Simple Filter – One filter with predefined attributes to help user batch like jobs.
 - Combination Filter – Consists of a minimum of two sub-filters or components that are linked together. All work that batches from these filters will batch together and will be shown as linked. This filter type is part of the “Order Integrity” and is critical for publishing and kitting workflows where parts of an order need to be tracked.
 - Proof Filter – One filter with predefined attributes to help user create batches of jobs requiring a proof. It allows jobs to batch with a quantity of “1” without affecting original order specifications and places jobs in a “proof out” state.
- You can manually batch order parts (jobs) across multiple batches for efficiency with scheduling, printing, and finishing. Jobs can be added to any batch and can also be deleted out of any batch.
- Rules can be created to aggregate jobs in a batch so that instead of sending multiple of the same job with different quantities to the output, BatchBuilder can send one file with an accumulative total of copies. This

way the job only prints once and then can be reconciled in finishing or shipping to separate into the different orders. Aggregation can be turned on/off in a batch or at the filters depending on automation requirements.

- Lets you set retention time for orders and batches to help with disk space and re-prints. Also can set retention for amount of history kept to be available for viewing within the dashboards.
- Monitor events related to jobs, orders, batches, filters, inputs, outputs, users and alert triggers using the Logs tab. As an example these logs can help to identify things like when a job was sent, to which output and by whom for auditability purposes.
- Lets you create custom attributes for batching on downstream devices.
- Integration with Ultimate Imposition - when Imposition is enabled impositions can manually be assigned to incoming jobs, or filters can be setup to automate the process. When batches are sent jobs will be imposed and then BatchBuilder will send to the output hot folders. Also included is the ability to gang batches of work together to take advantage of sheet optimization when required. Imposition software is not included with BatchBuilder; it must be purchased separately.
- When Ultimate Imposition is purchased manual imposition can be performed prior to batches being sent and users can switch between 1up and imposed views.
- Imposition review process can be activated in the batch dialog allowing users to approve or reject any job before being sent to the output.
- Lets you queue batches of PDF/PS to an output device. An output device in BatchBuilder is a hot folder of another software system or a Print server like TFPM, RPD or a DFE. Since the software is hot folder driven the only requirement is the output device needs to be able to accept PDF/PS (to automate and take advantage of setting properties at the printer using XML/JDF/CSV or MIME customers will need to purchase the additional feature).
- Lets you reorder batches queued to an output device.
- Lets you edit properties for orders, jobs, alerts, users, inputs, outputs, filters and batches.
- Setup local paper catalog for each output or automatically retrieve from JMF enabled printers with the purchase of the XML/JDF Output feature
- Manual orders can be submitted from the UI. These can also have attributes applied upon submission as well.
- Lets you move queued batches between output devices
- Using barcodes or an Order Number you can easily select which jobs and pages of an order need to be reprinted and re-send with the same settings or you can edit and resend with new values including setting a page range.
- Lets you add up to 20 custom states and 1,000 locations to help with job tracking. When job, order or batch status is updated, BatchBuilder can be configured to send out XML/JDF/CSV to update another system. Create more than one status update to support multiple systems.
- Print banner sheets with each job and add colored borders if you want to use it as a slip-sheet. As an example a blue border can be added for all jobs that receive an envelope.
- Batch tickets can print with the batch as a PDF, and/or be sent to a laser printer available from the BatchBuilder server.

- Batch tickets and banner sheets can be sized using the defaults of BatchBuilder or can have the size and media customized to your environment.
- Choose between 3 of 9, Datamatrix, or QR barcodes to add to the batch tickets and banner sheets. Barcodes can be scanned with a handheld USB device or a wireless network scanner. With a network scanner BatchBuilder can be setup to understand the desired result from each scanner and update the state and location without using the keyboard. Custom barcodes can be added for use with other systems such as an MIS while the BatchBuilder ID barcodes are for the purpose of updating the status and location within the UI.
- Command line execution is available for each output to perform other tasks that jobs need to have happen such as LPR
- Customizable dashboard views available with ability to download csv file
- Run manual backups when needed or restore system from a backup right from the UI.
- Get system traces from the UI for troubleshooting and support requests

Additional Features

- Automation –allows you to use automation on the filters. You can have one trigger or several using and/or logic. Also you can setup a schedule to adjust how many batches are automatically allowed to be created during a specific time period
- Unlimited Outputs –allows an unlimited number of output hot folders (the base option only comes with five).
- XML/JDF/CSV/MIME Output –allows you to send XML/JDF/CSV + PDF/Postscript or a MIME package whereas the base software only allows PDF.
- List File RPD – Creates a RPD (Ricoh Process Director) list file. The RPD list file contains a list of all the jobs from the sent batch and will maintain the order it was sent in.
- Preflight –allows the creation and application of custom profiles and actions to incoming jobs to help prevent production issues resulting from problematic PDF files. Customers can also integrate BatchBuilder to an existing Pitstop Server
- Notify Add On –parses data coming out of printers and automatically sends the “Print” complete status to BatchBuilder. There will be print system fees associated with this feature that are outlined below.

Copy Count Support on the InfoPrint 5000

Improving the productivity of Ricoh solutions, TotalFlow BatchBuilder can automatically request a variable number of copies when submitting PDF jobs to the InfoPrint 5000. Previously, the print operator set copy count. Now, batches of jobs can be created, each with their own copy count, resulting in a significant improvement in system throughput while reducing the potential for errors.

Key to this support is the use of a JDF job ticket to pass the job information. The JDF job ticket is combined with the PDF file in a MIME format, ensuring that the correct copy count is applied to the job.

The following are considerations concerning this new support:

- Only the Copy Count value within the XML job ticket will be used. All other job ticket attributes will be ignored.
- The maximum number of copies supported by the InfoPrint 5000 is 32,767. If a job is submitted with a larger value, the copy count will be set to 32,767.
- If the job is submitted with a copy count of zero, the copy count will be set 1.
- Error messages are not returned to the submitting software.
- Note: An invalid JDF job ticket will result in the job being aborted.
- The InfoPrint 5000 requires microcode level v2.9.112 or higher to support copy count.
- To create the needed job ticket from BatchBuilder the XML/JDF Output Feature must be purchased.

Print System Attachment Requirements

Print System Attachment features are only required for TotalFlow BatchBuilder software when the Notify Add On Feature is purchased.

The Print System Attachment features are at different levels (tiers) based on the printer speeds. For low and medium speed devices the fee is per engine, and for high and ultra high-speed devices the fee is per system.

Print system attachment feature categories (features) are as follows:

- 80-150 impressions-per-minute (low-speed)
- 151-400 impressions-per-minute (medium-speed)
- 401 -1999 impressions-per-minute (high-speed)
- 2000+ impressions-per-minute (ultra-high-speed)

A print system attachment feature is required for each physical printer that sends out a printed complete status. A “physical printer” may be a printer or a controller and printer combination. The only exceptions are set forth below:

Required Print Attachment Feature Exceptions

- 1) A print system attachment feature has already been purchased for other Ricoh software, such as Ricoh Process Director.
- 2) Physical printers that are used only for test, development and cold backup do not require printer attachments.
- 3) The Notify Add On Feature was not purchased

Customer Responsibilities

The customer is responsible for correctly reporting printer speeds at initial license purchase and at subsequent maintenance renewals or upgrades.

BatchBuilder System Requirements

TotalFlow BatchBuilder can be installed on one of the systems listed below.

OS	Edition	64bit(x64)
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Windows 7 (SP1)	Professional Enterprise Ultimate	X
Windows 8	Pro Enterprise	X
Windows 10	Pro Enterprise	X
Windows Server 2008 R2 (SP2)	Standard Enterprise	X
Windows Server 2012 R2	Standard Enterprise	X
Windows Server 2016 with Desktop Experience		X

*If you install TotalFlow BatchBuilder on an operating system that is running on VMware software, the system might experience a drop in performance. To avoid any TotalFlow BatchBuilder performance issues, make sure you allocate a separate disk drive for the VMware software. Also if using a VM it requires a static IP address for licensing purposes.

In addition the following hardware and software is required:

Item	Requirements
Computer	CPU – Quad Core Processor 2.7 GHz or better (64-bit CPU) Main Memory – 8 GB RAM or higher
Hard disk	We recommend 500 GB of available space for the initial installation and up to 1 TB depending on usage. Note: The amount of space required varies greatly, depending on the size and number of orders and jobs and on the specific processes that are set within TotalFlow BatchBuilder. Using a SSD type hard disk is recommended for better performance.
Display	1280 x 1024 pixels or higher Note: Maximize the browser window when you use this application. If the size of the browser window is not large enough to display the user interface, you might experience problems with truncated display.

Publications

- Setup Guide
- User’s Guide
- Readme File

Terms and Conditions

The information provided in this announcement letter is for reference and convenience purposes only. The terms and conditions that govern any transaction with Ricoh are contained in the applicable contract documents, such as the Ricoh Software License Agreement and the Ricoh Software Maintenance Agreement for Production Printing Software.

Licensing: The Ricoh Software License Agreement governs your use of the program. These programs have a One-time-charge (OTC) for use of the program, and an annual (or multi-year if available) renewable charge for ongoing support, which includes telephone assistance, as well as access to updates and new releases of the program as long as support is in effect.

Trial Period

TotalFlow BatchBuilder and its features support a 60-day trial period.

Maintenance Service Offerings

TotalFlow BatchBuilder is covered by the Ricoh Software Maintenance Agreement for Production Printing Software. This agreement applies for subscription and support (also referred to as software maintenance) when purchased with the software product or as a subsequent renewal of software maintenance. The software maintenance agreement does not require customer signatures.

While your software maintenance is in effect, RICOH provides assistance for routine, short-duration installation and usage (how to) questions and code-related questions. RICOH provides assistance via telephone and, if available, electronic access, only to your Information Systems (IS) technical support personnel during normal business hours (published prime shift hours) of the RICOH support center. This assistance is not available to end-users. RICOH provides Severity 1 assistance 24 hours a day, every day of the year. For additional details, consult the Ricoh website at:

<http://rpp.ricoh-usa.com>

Software maintenance does not include assistance for the design and development of applications, your use of programs in other than their specified supported operating environment, or failures caused by products for which RICOH is not responsible under this agreement.

TotalFlow BatchBuilder V2.1 and V2.2 are being Withdrawn from Software Maintenance Service and Support on May 25, 2019

Once service is withdrawn for a specified version and release level of the eligible software, Ricoh no longer provides any support, such as assistance for installation, usage (how-to) or code defect related questions for that version and release level. In order to continue to be eligible for this assistance under your Software Maintenance Agreement, the eligible software must be at the most current version and release level, which is available to you under your active Software Maintenance Agreement. Therefore, in order to maintain your eligibility for this assistance, Ricoh suggests that you upgrade to the most current version and release level prior to the withdrawal of support for a given version. Ricoh publishes the notification of service withdrawal on our web site at least 12 months prior to its effective date, so you have an entire year to plan your upgrade to the most current version and release level. The current reference is at <http://info.rpp.ricoh-usa.com/help/index.jsp> under the link for “Customer Reference Documents”. If you choose not to upgrade, Ricoh will provide a prorated refund for the remaining value of your Software Maintenance Agreement, which will terminate that Agreement and end all further benefits.

1 Through 5-year Maintenance Agreement

The first year of MA is included in the purchase of the software. Customers may elect to add or renew their MA for 1, 2, 3, 4 or 5 year(s). This agreement will also have Cold Backup, Restricted Use, and After license options.

Warranty Period

The program is warranted for 90 days as stated in the Ricoh Software License Agreement.

Ordering Information

TotalFlow BatchBuilder is composed of a base license, and optional features. For detailed ordering information contact your local Ricoh representative.

Accessibility by people with disabilities

TotalFlow BatchBuilder has the following capabilities for vision-impaired users:

- Can display content in large-font mode without losing visual focus
- Provides all information and can be understood without color
- Provides support for interfaces commonly used by screen magnifiers
- Provides all information visually, without the use of audio or multimedia
- Complex actions such as drag and drop can be achieved by context-menu
- Web pages do not contain anything that flashes more than three times in any one second period, or the flash is below the general flash and red flash thresholds

TotalFlow BatchBuilder has the following capability for users with mobility impairments or limited hand use:

- Provides support for keyboard navigation
- Provides ability to use without short-term time limits
- U.S. Section 508 Voluntary Product Accessibility Template (VPAT) can be requested from the Web site at <http://www.ricoh-usa.com/about/accessibility/accessibility.aspx?alnv=access>.

SECTION 508 OF THE U.S. REHABILITATION ACT

TotalFlow BatchBuilder, when used in accordance with Ricoh Production Print Solution's associated documentation, is capable of satisfying the applicable requirements of Section 508 of the Rehabilitation Act, provided that any assistive technology used with the product properly interoperates with it. A U.S. Section 508 Voluntary Product Accessibility Template (VPAT) can be requested using Ricoh's Web site at

<http://www.ricoh-usa.com/about/accessibility/accessibility.aspx?alnv=access>

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