

**User's Guide****Version 3.0**

Overview of TotalFlow Optimizer

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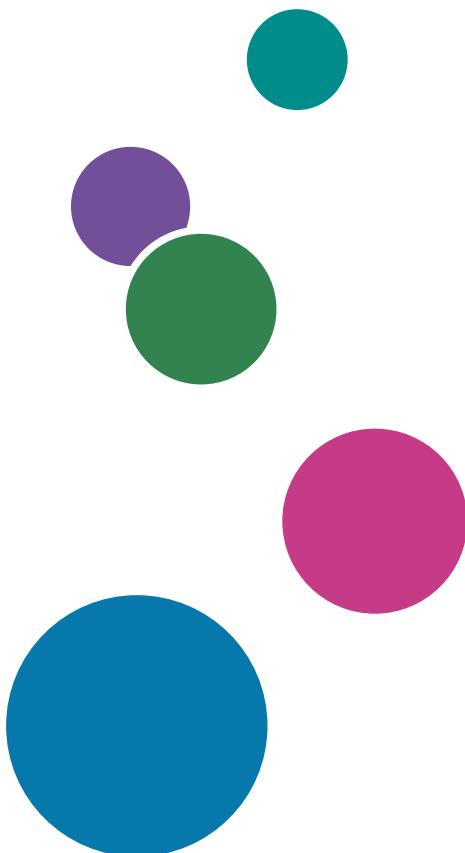
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For information not in this  
manual, refer to the Help  
System in your product.





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# Introduction

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## Important

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- To the maximum extent permitted by applicable laws, in no event will the manufacturer be liable for any damages whatsoever arising out of failures of this product, losses of documents or data, or the use or non-use of this product and operation manuals provided with it.
- Make sure that you always copy or have backups of important documents or data. Documents or data might be erased due to your operational errors or malfunctions of the machine. Also, you are responsible for taking protective measures against computer viruses, worms, and other harmful software.
- In no event will the manufacturer be responsible for any documents created by you using this product or any results from the data executed by you.

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## Cautions Regarding this Guide and General Use of this Application

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- The contents of this document are subject to change without notice.
- Some illustrations or explanations in this guide may differ from your application due to improvement or change in the application.
- Some illustrations or explanations vary by product version and options selected.
- This document explains how to use the user interface using examples and illustrations.
- No part of this document may be duplicated, replicated, reproduced in any form, modified, or quoted without prior consent of the supplier.

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## Guides for this Application

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The following guides are available for TotalFlow Optimizer.

### Instruction Manuals

These instruction manuals are included:

- *Setup Guide (PDF)*  
This guide explains planning and installation procedures for this application.
- *User's Guide (HTML/PDF)*  
This guide explains the functions and basic operations of this application.  
The HTML version of the *User's Guide* is available from the web browser-based user interface and provides quick navigation and search features.

Adobe Acrobat Reader or Adobe Reader is required to view the PDF documentation.

## Field Help

The field help uses explanatory balloons to define various user interface elements. In this guide, this type of help is referred to as "on-screen balloon help".

## How to Read the Documentation

### Before Using this Application

This manual contains instructions and cautions for correct use of this application. Before using this application, read this manual thoroughly and completely. Keep this manual handy for future reference.

### How to Use the Manuals

#### To learn how to install and start this application

See the *Setup Guide*.

#### To learn about the functions and basic operations of this application

See the *User's Guide*.

#### To learn about configuring on-screen settings, correct entry, and so on

See the on-screen balloon help.

## Displaying the RICOH TotalFlow Optimizer Setup Guide and User's Guide in PDF Format

The publications are available in the installation package, so you can access them before you install the application.

After you install the application, you can access the TotalFlow Optimizer publications from the Windows Start menu.

### Note

A PDF viewer, such as Adobe Acrobat Reader, is required to view the PDF documentation.

- To display the *Setup Guide* (PDF), go to **Start** → **All apps** → <Program Group> and select [**Setup Guide**].
- To display the *User's Guide* (PDF), go to **Start** → **All apps** → <Program Group> and select [**User's Guide**].

### Note

The default Program Group for the TotalFlow Optimizer application is [**RICOH TotalFlow Optimizer**]. You can set a different Program Group during the installation process.

## Displaying the User's Guide in HTML Format

The HTML version of the *User's Guide* is available from the web browser-based user interface.

To display the HTML *User's Guide*:

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- On the top menu bar of the TotalFlow Optimizer user interface, click  the help menu button and select **[Help]**.
- If you are not logged in to TotalFlow Optimizer, enter this URL in the address bar of your browser:

`http://server.address:port.number/Optimizer`

where *server.address* is the host name or IP address of the computer where TotalFlow Optimizer is installed and *port.number* is the web service port. The web service port can be set during installation and the default value is 19080.

## Symbols

The following symbols are used in this manual to help you to identify content quickly.

 **Important**

This symbol indicates points to pay attention to when using the application. Be sure to read these explanations.

 **Note**

This symbol indicates supplementary information that you may find helpful, but not essential to completing a task.

**[Bold]**

**[Bold type]** inside square brackets indicates the names of menus, menu items, settings, field labels, buttons, and keys.

*Italic*

*Italic* type indicates variables that you must replace with your own information.

**Monospace**

Monospace type indicates computer input and output.

...

An ellipsis indicates that a series can continue.

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## Abbreviations

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**GUI**

Graphical User Interface

**PDF**

Portable Document Format

**IP**

Internet Protocol

**HTTP**

Hyper Text Transfer Protocol

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## XML

Extensible Markup Language

## XSLT

Extensible Stylesheet Language Transformations

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## Trademarks

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- Windows 10:
  - Microsoft Windows 10 Pro
  - Microsoft Windows 10 Enterprise
- Windows 11:
  - Microsoft Windows 11 Pro
  - Microsoft Windows 11 Enterprise
- Windows Server 2016 (Server with Desktop Experience):
  - Microsoft Windows Server 2016 Standard
- Windows Server 2019 (Server with Desktop Experience):
  - Microsoft Windows Server 2019 Standard
  - Microsoft Windows Server 2019 Essentials
- Windows Server 2022 (Server with Desktop Experience):
  - Microsoft Windows Server 2022 Standard
- Windows Server 2025 (Server with Desktop Experience):
  - Microsoft Windows Server 2025 Standard

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# 1. Overview of TotalFlow Optimizer

- **TotalFlow Optimizer Components**
- **System Objects**
- **User Interface**

This manual contains topics that help administrators and operators learn about and use TotalFlow Optimizer.

TotalFlow Optimizer is a web application that provides pre-printing optimization and allows operators to group job fragments into printable job batches, increasing printing efficiency. TotalFlow Optimizer is an efficient job management solution for middle to high end commercial printing. Orders arrive in the TotalFlow Optimizer system with different characteristics and in various formats. TotalFlow Optimizer allows you to convert order characteristics to job attributes.

TotalFlow Optimizer allows you to manage jobs received through input hot folders, edit the jobs, filter and group the jobs into batches based on specific characteristics, and then send them to an output destination for printing.

After TotalFlow Optimizer is installed on the server, you can access it from a supported web browser on any workstation. You do not need to install TotalFlow Optimizer on the workstations that you use to access the user interface.

You can access the online help system by clicking  and selecting **[Help]** from the menu.

## **TotalFlow Optimizer Components**

This topic describes the TotalFlow Optimizer base product and feature components.

The TotalFlow Optimizer product is made up of these components:

### **TotalFlow Optimizer server**

The TotalFlow Optimizer server manages all job, order, and batch activities. The TotalFlow Optimizer server is installed on a computer with one of the supported Windows operating systems.

### **TotalFlow Optimizer user interface**

The TotalFlow Optimizer user interface is a web browser-based interface that lets you manage the system and all job operations. Users can access the user interface from any system that has a supported browser installed. The supported browsers are:

- Mozilla Firefox (<http://www.mozilla.org/en-US/firefox/all.html>)
- Google Chrome (<https://www.google.com/intl/en/chrome/browser/>)
- Microsoft Edge (<https://www.microsoft.com/en-us/windows/microsoft-edge>)

### **TotalFlow Optimizer HTML User's Guide**

The HTML version of the *User's Guide* is available from the web browser-based user interface. The *User's Guide* contains topics that help users learn about and use TotalFlow Optimizer.

You can display the HTML *User's Guide* by clicking  and selecting **[Help]** from the menu.

The TotalFlow Optimizer product also includes several optional features:

### **TotalFlow Optimizer Automation Feature**

The TotalFlow Optimizer Automation Feature lets you use automation for filters. From the **[Automation]** tab, in the filter properties dialog, you can set one of the available automation options:

- **[Auto-Batch]:** The filter automatically creates a batch when the set target is reached.
- **[Auto-Batch-and-Send]:** The filter automatically creates a batch and sends it to an output destination when the set target is reached.

You can also configure schedules that control when the automation is active and the maximum number of batches.

If the license for the Automation Feature expires, any previously configured automation settings no longer apply and batches are no longer created automatically.

## TotalFlow Optimizer Unlimited Outputs Feature

The TotalFlow Optimizer base product has a maximum number of 5 outputs available. With the TotalFlow Optimizer Unlimited Outputs Feature, you can create an unlimited number of outputs.

The Unlimited Outputs Feature is not available in the trial version of the product.

## TotalFlow Optimizer XML Output Feature

The TotalFlow Optimizer XML Output Feature provides additional output types:

### [PDF/PostScript and XML]

With this output type, TotalFlow Optimizer places a PDF/PostScript file and an XML file in the output hot folder for each job in the batch. If a custom XSL mapping file is not set, the XML output file contains the job settings in the TotalFlow Optimizer schema. If a custom XSL mapping file is set, the XML output file contains the job settings in the custom schema that results from applying the provided custom XSL mapping.

### [PDF/PostScript and CSV]

With this output type, TotalFlow Optimizer places the PDF/PostScript file and the generated CSV file in the output hot folder for each job in the batch. The Sample XML file is a TotalFlow Optimizer internal XML file that is converted to a CSV file using the default XSL mapping file or a custom mapping file that you specify.

### [TotalFlow MIME]

With this output type, TotalFlow Optimizer places a Multipurpose Internet Mail Extensions (MIME) package in the output hot folder for each job in the batch. The MIME package contains a Job Messaging Format (JMF) file, a JDF file, and the job file. TotalFlow Optimizer converts the job settings into the JDF file using the default XSL mapping file or a custom mapping file that you specify.

### [PDF/PostScript and RPD List File]

With this output type, TotalFlow Optimizer creates a RICOH ProcessDirector list file in addition to the PDF/PostScript files for the jobs in the batch. The RICOH ProcessDirector list file is a text file containing the ordered list of file names from the batch.

### [JMF over HTTP]

With this output type, TotalFlow Optimizer sends a MIME package to a virtual printer. A MIME package is sent through an HTTP protocol for each job in the output folder. The MIME package contains a JMF message, a JDF file, and a PDF job file. TotalFlow Optimizer

converts the job settings into the JDF file using the default XSL mapping file or a custom mapping file that you specify.

#### [TotalFlow JMF over HTTP]

With this output type, TotalFlow Optimizer sends a MIME package to a virtual printer. A MIME package is sent through an HTTP protocol for each job in the output folder. The MIME package contains a JMF message, a JDF file, and a PDF job file. TotalFlow Optimizer converts the job settings into the JDF file through the Ricoh JTAPI library.

### TotalFlow Optimizer Preflight Feature

The TotalFlow Optimizer Preflight Feature lets you integrate preflight capabilities into the TotalFlow Optimizer workflow. Using the Preflight Feature you can easily apply preflight profiles to incoming jobs.

#### Note

All the optional features, except for the Unlimited Outputs Feature, are available in the trial version of the product. To use the optional features after the trial period has expired, you need an active license for each feature.

The trial license expires after 60 days from the installation.

## System Objects

The TotalFlow Optimizer system is made up of several system objects, including batches, orders, filters, users, alerts, and jobs. You can define detailed attributes, known as properties, for each system object.

#### [Orders]

An order is a system object used to populate the TotalFlow Optimizer system with jobs. Orders are received through input hot folders and can contain one or more jobs. You can also submit orders from the TotalFlow Optimizer user interface using the **[Submit Order]** option.

You can view all the orders in the system, edit order properties, edit the properties of the jobs within an order, or you can add a job to an order.

#### [Jobs]

A job includes a content file that TotalFlow Optimizer accepts and sends for processing. Jobs are introduced in the TotalFlow Optimizer system through input hot folders or through order submissions. The jobs are filtered and grouped into batches and then they are sent to output destinations. You can view and edit job properties, change the job state, or delete a job from the system.

#### [Batches]

A batch is a system object used to group job files with similar properties. A batch can be created manually or automatically based on predetermined filters. To create batches automatically, you need an active license for the TotalFlow Optimizer Automation Feature.

When a batch is created, it is automatically assigned to an output device for processing. A batch contains one or more job files from one or more received orders. You can edit the batch properties, reorder the jobs inside a batch, remove jobs, or add jobs.

#### [Filters]

Based on specific job attributes, filters select jobs from all the jobs in the system that are not batched. There are five predefined filters in the TotalFlow Optimizer system. You can also create your own

filters and set specific job properties as criteria to select the jobs that you want to batch. You can manually create a batch from a filter or, if you have an active license for the TotalFlow Optimizer Automation Feature, you can configure rules to automatically create batches.

There are three types of filters: simple, combined, and proof.

## 1 [Users]

All TotalFlow Optimizer users must have a unique user name and password. The default user account type is Administrator. As an Administrator, you can create, edit, or delete users. You cannot delete your own account.

## 1 [Alerts]

You can configure TotalFlow Optimizer to display alerts when important events take place in the system. You can create and use alert triggers to configure the conditions when a specific type of alert is dispatched. The TotalFlow Optimizer system has a set of default alert triggers.

## 1 [Inputs]

The TotalFlow Optimizer application uses hot folders as input sources. The system receives jobs through input hot folders. There are different types of input hot folders depending on the type of files: **[PDF/PostScript]**, **[XML/Control File]**, **[JMF over HTTP]**, **[TotalFlow JMF over HTTP]**, and **[CSV]**.

## 1 [Outputs]

Outputs are system objects used to send batches to a specified folder location. There are different types of output hot folders depending on the type of files: **[PDF/PostScript]**, **[PDF/PostScript and XML]**, **[PDF/PostScript and CSV]**, **[TotalFlow MIME]**, **[PDF/PostScript and RPD List File]**, **[JMF over HTTP]**, and **[TotalFlow JMF over HTTP]**. To create and send batches, you must have at least one output created and defined.

### Note

The **[PDF/PostScript and XML]**, **[PDF/PostScript and CSV]**, **[TotalFlow MIME]**, **[PDF/PostScript and RPD List File]**, **[JMF over HTTP]**, and **[TotalFlow JMF over HTTP]** options are available only if you have an active license for the TotalFlow Optimizer XML Output Feature.

## User Interface

TotalFlow Optimizer provides an intuitive and easy to use web browser-based interface. Authorized users can access the user interface from any system that is connected to the Internet and has a supported browser installed.

The supported browsers are:

- Mozilla Firefox (<http://www.mozilla.org/en-US/firefox/all.html>)
- Google Chrome (<https://www.google.com/intl/en/chrome/browser/>)
- Microsoft Edge (<https://www.microsoft.com/en-us/windows/microsoft-edge>)

To open the user interface from the server where TotalFlow Optimizer is installed, go to **Start** → **All apps** → <Program Group> and select **[RICOH TotalFlow Optimizer]**.

### Note

The default Program Group for the TotalFlow Optimizer application is RICOH TotalFlow Optimizer. You can set a different Program Group during the installation process.

To open the user interface from client computers, enter this URL in the address bar of your browser, where *server.address* is the host name or IP address of the computer where TotalFlow Optimizer is installed:

`http://server.address:port/Optimizer`

The default port is 19080 and can be changed during installation.

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## Tools and Menu Bar

The menu bar is at the top of the TotalFlow Optimizer user interface and it is available from any page in the interface.



You can do the following tasks from the top toolbar tabs:

- Click  the **User menu** tab to do the following actions:
  - **[Logout...]**
  - **[Change Password...]**
  - **[Manage Job Columns...]**
  - **[Hide Dashboard Footer]**
- Click  the **Help** menu button to do the following actions:
  - Click **[Help]** to view the TotalFlow Optimizer User's Guide in HTML format.
  - Click **[About]** to view the About page of TotalFlow Optimizer.

You can do the following tasks from the menu bar:

- Switch between the available sections:
  - Click **[Jobs]** to view all the jobs in the system.
  - Click **[Orders]** to view all the orders in the system.
  - Click **[Batches]** to view all the batches in the system.
  - Click **[Filters]** to view all the filters in the system.
  - Click **[Alerts]** to view the current alerts and alert triggers in the system.
  - Click **[Logs]** to view the log entries with the objects in the system and their actions.
  - Click **[Admin]** to view the administrator section.
- Search for a specific job in the system. Click in the “Find a job” text field and enter details about the job you want to find.

- Submit orders to the system. Click **[Actions]**, and select **[Submit Order]** to open the **[Submit an Order]** page.
- Scan barcodes using USB barcode scanners. Click **[Actions]** and select **[Scan Barcodes]** to open the **[Scan Barcodes]** page.
- Reprint a job from the system. Click **[Actions]** and select **[Reprint]**.

## [Jobs] section

The **[Jobs]** section displays a list of jobs depending on the selected filter or job view.

The jobs can be sorted by the following columns:

### [Order Number]

The order number is used to identify orders. You must specify the order number when manually submitting an order.



If an input hot folder contains a PDF file that is sent, the value of the **[Order Number]** field is the name of the file and not a specific number.

### [Part Number]

The code that uniquely identifies a job within an order.

### [Customer]

The name of the customer who submitted the job.

### [Job Name]

The job name is used to help identify jobs. The default is the input file name. You can assign a different name. You can enter a string of maximum 256 characters.

### [State]

The current processing state of the job. The system defined job states are:

- **[Batched]**: The job is part of a batch. A batch is a group of jobs.
- **[Unbatched]**: The job is not part of a batch and can be batched.
- **[Held]**: The job is paused and waiting for an action from the user and is not available for filters and batches until released.
- **[Missing Imposition]** When imposition filters are defined and the incoming job does not match any imposition filters, the jobs are set into the **[Missing Imposition]** state.



The job is not imposed before sending to the output and the original job file is used to generate the generated file in the output location.

- **[Waiting for File]**: The job is missing job file information.
- **[Sent]**: The job has been sent to an output device.

- **[Printed]**: The job has been printed on a device.
- **[Imposing]**: The job is in the imposition process.
- **[Imposed]**: The job has been successfully imposed.
- **[Imposition Error]**: An error occurred during job imposition or the specified imposition timer expired.
- **[Waiting for Related Jobs]**: A job is in the **[Waiting for Related Jobs]** state when another job received with the same order is in **[Waiting for File]** state and the **[Keep orders together]** setting for the containing order is enabled.
- **[Output Error]**: When a job is in **[Batched]** state and the batch is sent to a disabled output destination or the output destination cannot be reached, the job state is changed to **[Output Error]**.
- **[Preflighting]**: The job is in the preflight process and is not available for filters or batches.
- **[Queued for Preflight]**: The job was sent for preflight and is waiting its turn to be processed.
- **[Preflight Error]**: An error occurred during Preflight or the job does not match any preflight filters.

 **Note**

This state is only available if the Preflight feature is enabled.

- **[Proof Out]**: A job proof sample was sent for printing and is waiting for approval or rejection.
- **[Proof Rejected]**: The job proof was printed and rejected.
- **[Waiting for File]**: The job file cannot be found in the specified location or the job file is not specified.
- **[Awaiting Approval]**: When imposition review is enabled, the batch is not sent until all imposed job files are approved. You can view and approve the imposed file before sending it to an output.
- **[Processing on Printer]**: The job is currently being prepared for printing.
- **[Held on Printer]**: The job is held on the printer and waiting for manual release or conditions to be met.
- **[Suspended on Printer]**: The job paused printing due to an error or intervention, and requires intervention to manually resume.
- **[Canceled on Printer]**: The job was aborted or deleted on the printer and will not continue printing.
- **[Printing]**: The job is actively being printed on the printer.

 **Note**

If available, this value also includes the percentage complete.

 **Note**

You can create custom job states in the **Admin** → **Custom States** page.

### **[Location]**

Specifies where the job is located after it was sent for printing.

**Note**

You can create custom locations in the **Admin → Custom Locations** page.

**[Status Timestamp]**

Specifies the date and time of the last job status change.

**[Batch Number]**

The number of the batch where the job is assigned.

**[Job File]**

The original name of the input file.

**[File Size]**

The size of the job file in GB, MB, or KB.

**[Create Date/Time]**

The date and time when the job was created.

**[Due Date]**

The date and time when the job is due to be processed.

**[Pages]**

The number of pages of the job.

**[Pages per Side]**

The number of pages on one side of the sheet. Specify a number of pages per one side. This field is mandatory.

**[Customer Quantity]**

The quantity ordered by and delivered to the customer.

**[Copies]**

The number of copies to be printed. This field is mandatory.

**Note**

When jobs are sent for printing on an InfoPrint 5000 printer model, the maximum number of copies printed is limited to 32767.

**[Sheets]**

The number of sheets is determined by the system.

**[Reprint Quantity]**

The cumulative number of print copies that were sent for a job, except for the print proof copies.

**[Paper Size]**

The size of the paper displayed in feet and meters, depending on the configured unit of measurement (metric or imperial).

**[Roll Length]**

The physical paper length determined by the system displayed in feet and meters, depending on the configured unit of measurement (metric or imperial).

#### [Run]

The estimated time the job needs to be printed.

#### [Document Page Size]

The width and height of the page.

#### [Imposition]

The description of pages arrangement on the printer's sheet. You can describe the value specified in the **[Pages per Side]** field. These are examples of the possible values:

- 1-Up
- 2-Up
- 3-Up
- 4 pager
- 8 pager
- 6pg Z-Fold

#### [Paper Name]

The name of the paper used.

#### [Product ID]

The ID of the product.

#### [Paper Type]

The type of paper used:

- **[None]**
- **[Bond]**
- **[Offset Text]**
- **[Cover]**
- **[Tag]**
- **[Index]**

#### [Paper Weight]

The paper weight is expressed in grams/square meter (g/m<sup>2</sup>) in the metric system, or pounds (lbs) in the imperial system. The value varies based on the paper type and the paper size.

#### [Paper Color]

You can type in or select the paper color from a list.

#### [Paper Finish]

These are the supported types of paper finish:

- **[Uncoated]**

- **[Coated]**
- **[Glossing Finish]**
- **[Ink Jet Finish]**
- **[High Gloss Finish]**
- **[Matte Finish]**
- **[Polymer Finish]**
- **[Satin Finish]**
- **[Semigloss Finish]**
- **[Silver Finish]**

#### **[1-Sided/2-Sided]**

- **[1-Sided]**
- **[2-Sided]**

#### **[Duplex Mode]**

- **[Left Edge]**
- **[Top Edge]**
- **[Right Edge]**
- **[Bottom Edge]**

#### **[Binding]**

These are the supported binding styles:

- **[No Binding]**
- **[Cut Only]**
- **[Cut/Fold]**
- **[Perfect Bind]**
- **[Case Bound]**
- **[Coil]**
- **[Spiral]**
- **[3 Hole Drill]**
- **[Saddle Stitch]**

#### **[Spine Size]**

The specified value in inches or mm for the size of the spine.

#### **[Colors]**

There are different color printing methods:

- **[None]**
- **[Full Process (4 color)]**

- **[Black & White]**
- **[Full Process plus Spot Color]**

**[Product Type]**

The type of the product.

**[Perforation]**

Specifies if the job is perforated or not.

**[Drill]**

Specifies if the job is drilled or not.

**[Coating]**

Specifies if lamination, ultra violet (UV), or other coatings are used for the job or if no coating is used.

**[Coating Type]**

The type of coating used for the job.

**[Coating Surface]**

The coating surface used for the job.

**[Collation]**

Specifies if the job is collated or not.

**[Proof]**

Specifies if a print sample is required.

**[Proof Approval]**

Specifies the state of the proof sample when proof is required.

**[Finisher]**

The finisher name for the job.

**[Output Device]**

The digital printing press for the job.

**[Imposition Approval]**

Specifies the state of the imposition. The state can be **[Imposition Approved]**, **[Imposition Rejected]**, or - (dash).

**[Output Tray]**

Specifies the supported values for the output tray.

**[Eject Output]**

Specifies whether the output is ejected face down or face up in the output tray.

**[ISBN]**

Specifies the ISBN code.

## [SKU]

Contains a number representing the product attributes, such as manufacturer, product description, size and so on.

## [Location]

Specifies where the job is located after it was sent.

## [Ultimate Impostrip® Folder]

Specifies the Ultimate Impostrip® hot folder name where TotalFlow Optimizer sends the job to be imposed.

## [Printed Impressions]

Specifies the total number of printed copies. This value is not cumulative.

## [Printed Copies]

Specifies the total number of complete copies of the printed job. This value is not cumulative.

You can create custom job sorting by selecting multiple sorting criteria.

To create or manage custom job sorting:

1. Click  the create/edit button. The **[Sort by:]** dialog is displayed.
2. You can add up to three criteria items from the list or remove some of them. To add a new criteria, click  the **[Add Criteria]** button. To remove a criteria, click  the **[Remove Criteria]** button. Click  the move button, and drag the selection to change the position of a row.
3. To configure a criteria item, select a value from the **[Column]** list and then specify the sorting order.
4. Enter a name for the new custom job sorting.
5. Click **[OK]**.

To rearrange the criteria items at the top of the job list, you can manually drag and drop them. To remove an item from the selected custom sorting, click , the **[Delete]** button.

To delete one or more jobs from the list, select the jobs, right-click and select **[Delete Job...]** or **[Delete Jobs...]** from the menu. A confirmation window is displayed. Click **[Yes]** to delete the jobs or **[No]** to cancel the action.

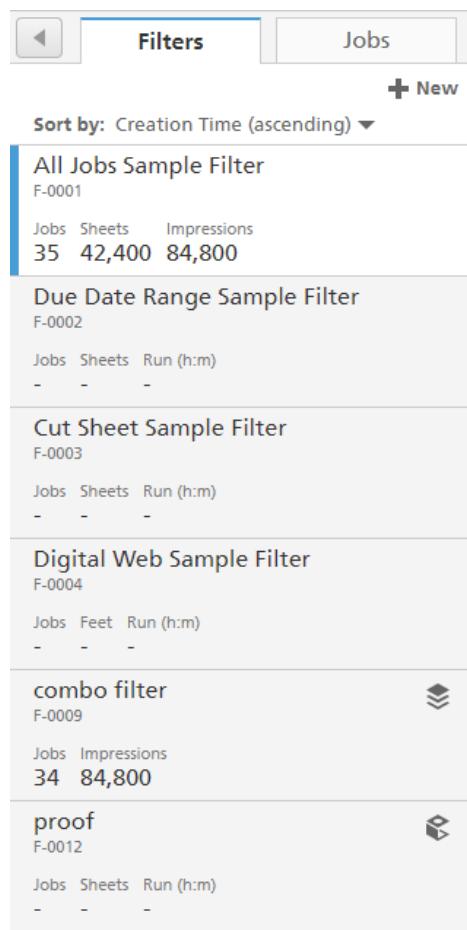
## Filters panel

---

Displays a list of all the filters and the volume estimates for each filter.

To open the **[Filters]** panel, click , the **[Expand/Collapse]** button, on the left side of the **[Jobs]** section.

## [Filters]



1

When opening the **[Filters]** panel, the **[Filters]** tab is displayed by default.

The list of filters can be sorted using the **[Sort by:]** menu. The default sorting criteria is **[Creation Time (ascending)]**.

You can also select **[Manual Sort]** and then manually drag and drop the filter to a different position.

The filter information displays the **[Filter Name]** and up to three volume estimates.

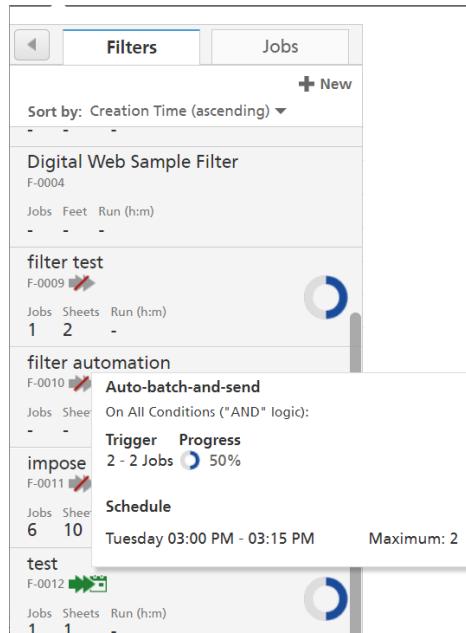
### Note

- Depending on the **[Automation Level]** selected, the system displays the appropriate icon next to the filter ID:
  -  for **[Auto-Batch]**.
  -  for **[Auto-Batch]** with Schedule enabled.
  -  for **[Auto-Batch-and-Send]**.
  -  for **[Auto-Batch-and-Send]** with Schedule enabled.

You can pause an automated filter by clicking the automation icon and selecting **[Disable Automation]**. When an automated filter is paused, you can resume automation by clicking the appropriate icon next to the filter ID and selecting **[Enable Automation]**. The icons displayed when the automation is paused are:

-  for **[Auto-Batch]**.
-  for **[Auto-Batch]** with Schedule enabled.
-  for **[Auto-Batch-and-Send]**.
-  for **[Auto-Batch-and-Send]** with Schedule enabled.

The automation status, trigger information, and progress are displayed when you hover your mouse over the arrow symbol under the filter name.



The screenshot shows a list of filters in the 'Filters' tab. The 'filter automation' filter (F-0010) is selected, and a tooltip is displayed over its name. The tooltip contains the following information:

- Automation:** Auto-batch-and-send
- Trigger:** On All Conditions ("AND" logic)
- Progress:** 2 - 2 Jobs 50%
- Schedule:** Tuesday 03:00 PM - 03:15 PM, Maximum: 2

- Depending on the selected target type in the **[Automation]** tab, the system displays a graphical representation of the percentage required to reach the set threshold.

Filter Name	ID	Jobs	Sheets	Impressions
All Jobs Sample Filter	F-0001	18	12,050	24,100
Due Date Range Sample Filter	F-0002	-	-	-
Cut Sheet Sample Filter	F-0003	-	-	-
<b>Digital Web Sample Filter</b>	<b>F-0004</b>	9	694	-
combo filter	F-0009	18	24,100	-
Proof Filter Sample	F-0012	-	-	-

- The automation icons, status, and progress are displayed only if you have an active license for the TotalFlow Optimizer Automation feature and you configured automation settings for the filter.

When you hover over a filter, the system displays information on: **[Auto-batch]**, **[Trigger]**, and **[Schedule]**.

When you click a filter, the system displays only the jobs matching the criteria of the selected filter.

If you select a combined filter, the system displays the selected component from that filter above the list of jobs. You can also view only the jobs from a specific component of that combined filter by selecting the component from the list below the combined filter name.

To view all the combined filter components and the specified volume estimates for each component.

click  , the view components button.

To create a new filter, click  , the **[New Filter]** button.

Right-click a filter to display the context menu and choose any of these actions:

- Select **[Properties]** to open the filter edit dialog box and modify the filter properties.
- Select **[Disable Automation]** to pause an automated filter. To resume automation for a filter, select **[Enable Automation]**.
- Select **[Create Batch...]** to create a new batch.

 **Note**

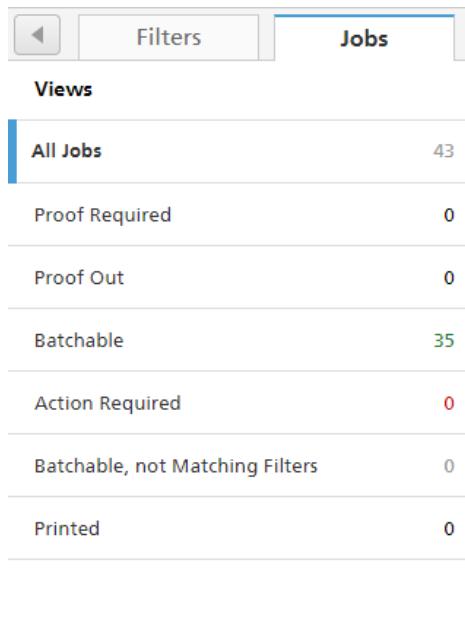
- If the output device is specified in the filter properties, the new batch is automatically created and all the filter jobs are added to the new batch.
- If the filter output device is not specified, the **[New Batch]** dialog box appears. Select an output destination from the list and click **[OK]** to create the new batch or click **[Send Batch]** to save and send the batch.
- Select **[Duplicate Filter...]** to create a copy of the current filter. The **[New Filter]** dialog box appears. All the properties from the original filter are copied to the new filter. Click **[OK]** to create the new filter and add it to the filter list.
- Select **[Delete...]** to remove the filter from the system.

 **Note**

For more information on the filter status icons, see [Icons and Buttons, p. 277](#).

## [Jobs]

When you click the **[Jobs]** tab, all the jobs in the system are displayed.



The screenshot shows a software interface with a top navigation bar containing 'Filters' and 'Jobs'. Below this is a 'Views' menu with several options: 'All Jobs' (43), 'Proof Required' (0), 'Proof Out' (0), 'Batchable' (35), 'Action Required' (0), 'Batchable, not Matching Filters' (0), and 'Printed' (0). The 'All Jobs' option is currently selected.

All Jobs	43
Proof Required	0
Proof Out	0
Batchable	35
Action Required	0
Batchable, not Matching Filters	0
Printed	0

Use the **[Views]** menu to filter all the jobs by the job state.

The filtering options are:

### [All Jobs]

Displays a list of all the jobs in the system in all the states, including retained jobs.

### [Proof Required]

Displays a list of jobs with the **[Proof]** job property value set to **[Proof Required]** and **[Proof Approval]** set to **[Awaiting Approval]**.

### [Proof Out]

Displays a list of all the jobs in the **[Proof Out]** state.

### [Batchable]

Displays a list of jobs that are in the **[Unbatched]** state.

### [Action Required]

Displays a list of jobs that are in the **[Held]** state, the **[Missing Imposition]** state, the **[Waiting for File]** state, the **[Output Error]** state, the **[Preflight Error]** state, the **[Proof Rejected]** state, or the **[Imposition Error]** state.

### [Batchable, not Matching Filters]

Displays a list of jobs in the **[Unbatched]** state that do not match any filter.

### [Printed]

Displays a list of jobs printed by a device and marked as printed in the TotalFlow Optimizer system and jobs in custom states.

1. You can remove one or more jobs from a batch using the **[Unbatch]** action, allowing the jobs to display in a matching filter list or to move to another batch. The **[Unbatch]** action can be performed only on jobs that are in a **[Batched]** state and only when the batch is in the **[Batching]** state. If the batch state is changed when an **[Unbatch]** action is performed, the system displays an error. To unbatch one or more jobs, select the jobs from the list, right-click, and select **[Unbatch]**.
2. To delete one or more jobs from the list, select the jobs, right-click, and select **[Delete Jobs...]**. A confirmation window is displayed. Click **[Yes]** to delete the jobs or **[No]** to cancel the action.
3. You can drag and drop unbatched jobs from the job list into a new batch or add them to an existing batch. If at least one of the selected jobs is not in **[Unbatched]** state, the system displays an error message and the jobs cannot be dropped.
4. Select a job from the list, right-click and then select **[Open Order]** to view the details for the order which contains the selected job.
5. To change the job state, select a job from the list, right-click and then point to **[Set State]**. Choose a job state from the list of system defined states: **[Sent]**, **[Processing on Printer]**, **[Held on Printer]**, **[Suspended on Printer]**, **[Canceled on Printer]**, **[Printing]**, **[Printed]**, or a custom state. You can create the custom state in the **[Custom States]** tab from the **[Admin]** section.

#### Note

- You can select custom states only for the jobs that have been sent.
- Job state and location are editable only for jobs that are in one of following states: **[Sent]**, **[Processing on Printer]**, **[Held on Printer]**, **[Suspended on Printer]**, **[Canceled on Printer]**, **[Printing]**, **[Printed]**, or in a custom state.

6. If a job is in **[Proof Out]** state, the job cannot be batched, sent, or printed until the proof is approved. To approve proof for one or more jobs from the list, right-click the jobs and select **Proof → Approve Proof**. The state for each job changes from **[Proof Out]** to **[Unbatched]**.

#### Note

You can also select one or more jobs from the list, right-click and then select **Proof → Approve Proof and Send...** to send the jobs directly to an output and change the job state from **[Proof Out]** to **[Sent]**.

7. When a job is in **[Proof Out]** state, you can right-click the job and select **Proof → Reject Proof**. The job state is set to **[Proof Rejected]** and the job is displayed in the **[Action Required]** list in the **[All Jobs]** tab.
8. You can perform these Preflight actions:
  - Click **Preflight → Run Manual Preflight...** to select and apply a preflight profile and a preflight action list.

 **Note**

### **[PitStop Server Folder]**

When switching from internal to external Preflight, you can reconfigure your job Preflight settings.

Select a Preflight hot folder from the list, where TotalFlow Optimizer sends the jobs for preflighting.

- When a job is in **[Preflight Error]** state, you can click **Preflight → Ignore Preflight Error** to cancel the preflight error and enable **[Manual Preflight]**. The **[Preflight Error]** job state is removed and you can also upload a new job file.
- When a job is in **[Preflighting]** state, you can right-click the job and select **Preflight → Skip Preflight**. This action cancels the preflight process and the job returns to the previous state.

9. When a job is in the **[Awaiting Approval]** state, you can right-click the job, and select **Impose → Approve Imposition** or **[Reject Imposition]**.
10. You can select one or more jobs from the job list.

Select one or more jobs from the job list, right-click, and select an existing batch or select the **Batch → New Batch** to create a new batch. A confirmation message appears on the right panel to confirm that the new batch has been created successfully.

 **Note**

If the selected jobs are unbatchable, the right-click is disabled.

To close the **[Filters]** panel, click , the **[Expand/Collapse]** button.

### **[Batches] panel**

Displays a list of all the active batches and the volume estimates for each batch.

To open the **[Batches]** panel, click , the **[Expand/Collapse]** button, on the right side of the **[Jobs]** section.

The list of batches is displayed:



1

The list of batches can be sorted using the **[Sort by:]** menu. The default sorting criteria is **[Creation time (ascending)]**.

You can also select **[Manual Sort]** and then manually drag and drop the batch to a different position.

### Batch states

The system displays the number of batches in each state. There are various batch states:

- — Batches queued at Output
- — Batches sending
- — Batches in error

The batch information displays the Batch ID, the Batch name, and up to three volume estimates.

#### Note

Depending on the **[Automation Level]** selected, the system displays the appropriate icon next to the batch ID:

- for **[Auto-Batch]**.
- for **[Auto-Batch]** with Schedule enabled.
- for **[Auto-Batch-and-Send]**.
- for **[Auto-Batch-and-Send]** with Schedule enabled.

The automation icons are displayed only if you have an active license for the TotalFlow Optimizer Automation feature and you enabled automatic batch creation.

To display the context menu and choose any of these actions, right-click one or more batches:

- Select **[Properties]** to open the batch edit dialog box and modify the batch properties. This action is enabled only when you select one batch from the list.
- Select **[Print Batch Ticket...]** to print batch details. The batch ticket file is placed as the first job in the batch and the job sequence number for the batch ticket is 0. The batch ticket file is not displayed in the batch detail dialog and does not appear as a job in the user interface. This action is enabled only when you select one batch from the list.
- Select **[Delete Batch...]** or **[Delete...]** to remove one or more batches from the system.
- Select **[Send Batch]** or **[Send]** to send one or more batches for processing to the specified outputs.

To create a new simple batch, click the **[New Batch]** button.



To close the **[Batches]** panel, click the **[Expand/Collapse]** button.

## [Batches] section

The **[Batches]** section displays a list of all the batches from the system.

There are four available tabs:

- **[All]** — displays a list of all the batches in the system, regardless of the batch state.
- **[Batching]** — displays a list of all the batches in the **[Batching]** state.
- **[Awaiting Approval]** — displays a list of all the batches in the **[Awaiting Approval]** state. The **[Awaiting Approval]** tab is visible only when the **[Imposition]** feature is enabled from the **[Admin]** tab. You can right-click a batch and select **[Approve and Send]** or **[Cancel Send]**.

- **[Sent]** — displays a list of all the batches in the **[Sent]** state.
- **[Printed]** — displays a list of all the batches that have been marked as printed. You can mark a batch as printed when all the jobs from the batch are marked as printed, and only if the batch state is **[Sent]**.

The batches can be sorted by the following columns:

#### **[Name]**

The name of the batch.

#### **[Batch Number]**

The system generated batch ID.

#### **[Linked Batches]**

When a batch is part of a group of batches created from a combined filter, the system displays the batch number for all the other linked batches.

#### **[Status]**

The status of the batch. These are the system defined batch states:

- **[Batching]** — the batched jobs are ready for being sent.
- **[Output Queue]** — when several batches are being sent simultaneously to the same output, one batch is in **[Sending]** state and the others are in **[Output Queue]**.
- **[Sending]** — the batched jobs are being sent to an output folder.
- **[Sent]** — the batched jobs were sent to an output folder.
- **[Printed]** — the batched jobs were sent and marked as printed on a device.
- **[Imposing]** — one or more jobs in the batch are imposing.
- **[Imposition Error]** — one or more errors occurred during the batched job imposition or the specified imposition timer expired.
- **[Output Error]** — when a job is sent to a disabled output destination or the output destination cannot be reached, or at least one job was marked as failed to print.
- **[Preflighting]** — one or more jobs are preflighting.
- **[Awaiting Approval]** — the batched jobs that need approval.

#### **[Status Timestamp]**

Specifies the date and time of the last batch status change.

#### **[Jobs]**

The number of jobs in the batch.

#### **[Sheets]**

The number of sheets from all the jobs in the batch.

#### **[Feet]**

The number of feet from all the jobs in the batch.

**Note**

Depending on the selection you made at the installation time, the measurement system can be different.

**[Impressions]**

The number of impressions (the number of printed faces) of all jobs in the batch. The number of impressions is the number of surfaces counted, reflecting the number of copies specified for each print job specified in the order.

**Note**

If a document has 1000 pages and it is printed in 1 copy, on both sides of the sheet, the number of impressions is 1000 and the number of sheets is 500. If the same document is printed 10 times, meaning 10 copies, the number of impressions is  $1000 \times 10 = 10.000$  impressions and the number of sheets is  $500 \times 10 = 5.000$  sheets.

**[Run (h:m)]**

The estimated time needed for all the jobs from the batch to be printed.

**[Output Destination]**

The specified hot folder destination.

**[Estimated Output Speed]**

The estimated output speed generated by the selected output destination.

If a batch is sent to an output location and the jobs have been printed by a device, you can mark the jobs and the batch as printed. Right-click the batch and select **[Mark Batch as "Printed"]**.

To delete one or more batches, select the batches from the list, right-click and select **[Delete...]**. A confirmation window appears. Click **[Yes]** to delete the batches or click **[No]** to cancel the action.

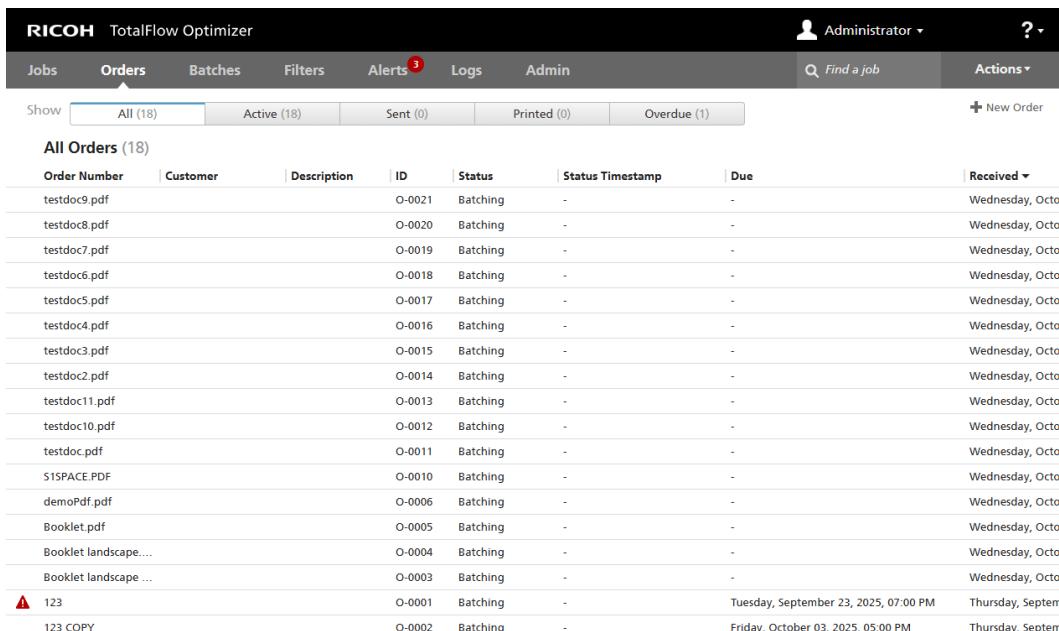
To open the batch details dialog and edit the batch properties, double-click a batch from the list or right-click and select **[Properties]**.

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**[Orders] section**

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The **[Orders]** section displays a list of all the orders in the system.



Order Number	Customer	Description	ID	Status	Status Timestamp	Due	Received
testdoc9.pdf			O-0021	Batching	-	-	Wednesday, Octob
testdoc8.pdf			O-0020	Batching	-	-	Wednesday, Octob
testdoc7.pdf			O-0019	Batching	-	-	Wednesday, Octob
testdoc6.pdf			O-0018	Batching	-	-	Wednesday, Octob
testdoc5.pdf			O-0017	Batching	-	-	Wednesday, Octob
testdoc4.pdf			O-0016	Batching	-	-	Wednesday, Octob
testdoc3.pdf			O-0015	Batching	-	-	Wednesday, Octob
testdoc2.pdf			O-0014	Batching	-	-	Wednesday, Octob
testdoc11.pdf			O-0013	Batching	-	-	Wednesday, Octob
testdoc10.pdf			O-0012	Batching	-	-	Wednesday, Octob
testdoc.pdf			O-0011	Batching	-	-	Wednesday, Octob
S1SPACE.PDF			O-0010	Batching	-	-	Wednesday, Octob
demoPdf.pdf			O-0006	Batching	-	-	Wednesday, Octob
Booklet.pdf			O-0005	Batching	-	-	Wednesday, Octob
Booklet landscape....			O-0004	Batching	-	-	Wednesday, Octob
Booklet landscape ...			O-0003	Batching	-	-	Wednesday, Octob
123			O-0001	Batching	-	Tuesday, September 23, 2025, 07:00 PM	Thursday, Septem
123 COPY			O-0002	Batching	-	Friday, October 03, 2025, 05:00 PM	Thursday, Septem

Jobs 18 Due Today 0 Due Tomorrow 1 Overdue 1

There are five available tabs:

- **[All]** — displays a list of all the orders in the system, regardless of the order state. Orders are removed from the system only when the order retention period expires.
- **[Active]** — displays a list of all the orders in the **[Waiting for Files]** and **[Batching]** states.
- **[Sent]** — displays a list of all the orders in the **[Sent]** state.
- **[Printed]** — displays a list of all the orders in the **[Printed]** state, custom states, or mixed states. An order is in **[Printed]** state when all the jobs from the order have been printed.
- **[Overdue]** — displays a list of all the orders in the system with an expired due date.

To submit a new order manually, click **[New Order]** in the top right corner. The system opens the **[Submit Order]** dialog. For more information, see [Submit an order, p. 158](#).

The orders can be sorted by the following columns:

### [Order Number]

The order number is used to identify orders. You must specify the order number when manually submitting an order.

#### Note

If an input hot folder contains a PDF file that is sent, the value of the **[Order Number]** field is the name of the file and not a specific number.

### [Customer]

The name of the customer.

### [Description]

Additional information related to the order.

## [ID]

The order ID generated by the system.

## [Status]

Job statuses are listed below in descending priority order:

- **[Imposition Error]**
- **[Output Error]**
- **[Held]**
- **[Missing Imposition]**
- **[Waiting for Files]**
- **[Preflight Error]**
- **[Proof Rejected]**
- **[Preflighting]**
- **[Proof Out]**
- **[Unbatched]**
- **[Imposing]**
- **[Batched]**
- **[Imposed]**
- **[Sent]**
- **[Canceled on Printer]**
- **[Held on Printer]**
- **[Printing]**
- **[Processing on Printer]**
- **[Suspended on Printer]**
- **[Printed]**
- **Custom State**

For more details on the description of the status, see [\[Batches\] section, p. 30](#).

### Note

When all jobs are in a specific customized state, the status of the order changes to that same custom state. When the job is in a different custom setting state, the order status will be **Mixed**.

Possible order statuses are listed below:

- **[Imposition Error]**
- **[Output Error]**
- **[Held]**
- **[Missing Imposition]**

- **[Waiting for Files]**
- **[Preflight Error]**
- **[Proof Rejected]**
- **[Preflighting]**
- **[Proof Out]**
- **[Batching]**
- **[Sent]**
- **[Printed]**
- **Mixed**
- **Custom State**

The descriptions of order statuses are listed below:

#### **[Imposition Error]**

The job with the highest priority within the order is in **[Imposition Error]** state.

#### **[Output Error]**

The job with the highest priority within the order is in **[Output Error]** state.

#### **[Held]**

The job with the highest priority within the order is in **[Held]** state.

#### **[Missing Imposition]**

The job with the highest priority within the order is in **[Missing Imposition]** state.

#### **[Waiting for Files]**

The job with the highest priority within the order is in **[Waiting for Files]** state.

#### **[Preflight Error]**

The job with the highest priority within the order is in **[Preflight Error]** state.

#### **[Proof Rejected]**

The job with the highest priority within the order is in **[Proof Rejected]** state.

#### **[Preflighting]**

The job with the highest priority within the order is in the preflight process and is not available for filters or batches.

#### **[Proof Out]**

The job with the highest priority within the order is in **[Proof Out]** state.

#### **[Batching]**

The job with the highest priority within the order is in **[Batching]**, **[Unbatched]**, **[Imposing]**, **[Batched]**, or **[Imposed]** state.

#### **[Sent]**

The job with the highest priority within the order has been sent to an output device and it is in one of the following states: **[Sent]**, **[Processing on Printer]**, **[Held on Printer]**, **[Canceled on Printer]**, **[Suspended on Printer]**, or **[Printing]** state.

### **[Printed]**

The job with the highest priority within the order is in **[Printed]** state.

### **Mixed**

All the jobs within the order are in custom states, but not all in the same state.

### **Custom State**

All the jobs within the order are in the same custom states.

### **[Status Timestamp]**

Displays the date and time of the last order status change.

### **[Due]**

The date and time when the order is due.

### **[Received]**

The date and time when the order was received.

### **[Jobs]**

The number of jobs in the order.

### **[Input Source]**

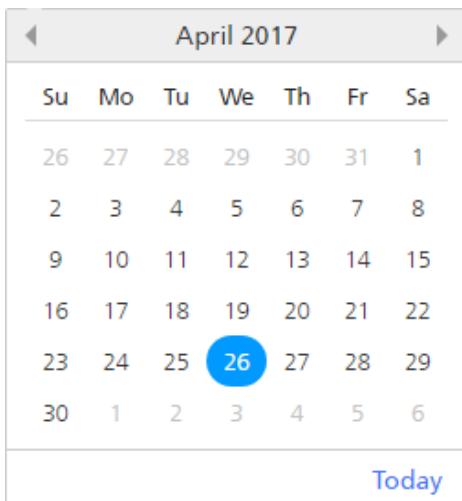
The input source for the order.

#### **Note**

When an order is manually submitted, the value for input source is **Manual**.

To change the due date for one or more orders:

1. Select the orders from the list.
2. Right-click and select **[Change Due Date...]**.  
The **[Change Due Date...]** window appears.
3. To set the date, type in or select the month, day, and year in the correct format.



To select the current date, click **[Today]**.

To set the time, type in or select the hour and the minutes from the list.

4. To save the changes, click **[OK]**. To discard the changes, click **[Cancel]**.

If all the jobs from an order are in the **[Sent]**, **[Processing on Printer]**, **[Held on Printer]**, **[Suspended on Printer]**, **[Canceled on Printer]**, **[Printing]**, **[Printed]**, or any custom state, you can right-click the order and select **[Set State]**. Choose a state from the list to change the state for all the jobs in the selected order.

If all the jobs from an order are in the **[Sent]**, **[Processing on Printer]**, **[Held on Printer]**, **[Suspended on Printer]**, **[Canceled on Printer]**, **[Printing]**, or any custom state, you can right-click the order and select **[Set Location]**. Choose a custom location from the list to change the location for all the jobs in the selected order.

#### **Note**

- You can select custom states or custom locations only for the jobs that have been sent.

To **[Duplicate Order]** an order and make it new, select the order from the list, right-click and select **[Duplicate Order]**. A dialog window appears for the new order. To save the changes, click **[OK]**. To discard the changes, click **[Cancel]**.

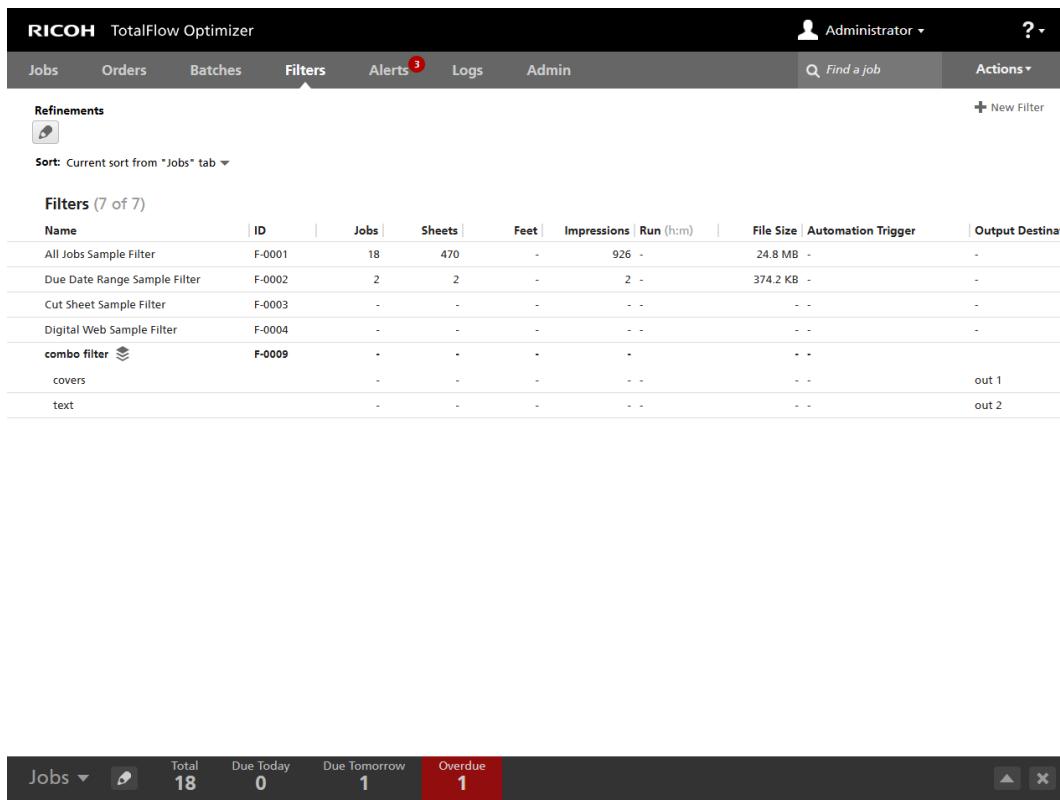
To delete one or more orders, select the orders from the list, right-click and select **[Delete...]**. A confirmation window appears. To delete the orders, click **[Yes]** or click **[No]** to cancel the action.

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## **[Filters]** section

---

The **[Filters]** section displays a list of all the filters in the system.



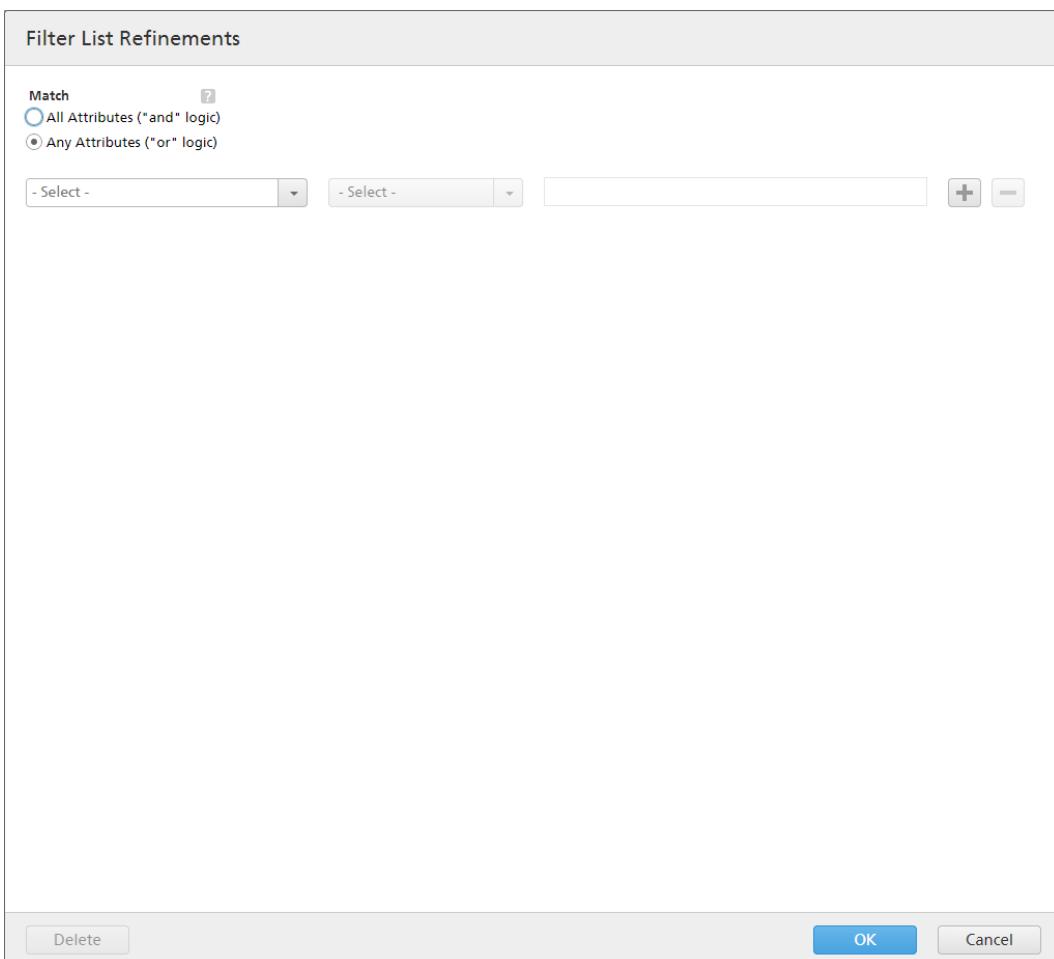
The screenshot shows the RICOH TotalFlow Optimizer interface. At the top, there is a navigation bar with tabs for Jobs, Orders, Batches, Filters (which is the active tab, indicated by a red dot), Alerts (with 3 notifications), Logs, and Admin. There is also a search bar labeled "Find a job" and an "Actions" dropdown. On the left, there is a sidebar with a "Refinements" section containing a "Pencil" icon and a "New Filter" button. Below this, a "Sort" dropdown is set to "Current sort from \*Jobs\* tab". The main content area is titled "Filters (7 of 7)" and contains a table with the following data:

Name	ID	Jobs	Sheets	Feet	Impressions	Run (h:m)	File Size	Automation Trigger	Output Destinati
All Jobs Sample Filter	F-0001	18	470	-	926	-	24.8 MB	-	-
Due Date Range Sample Filter	F-0002	2	2	-	2	-	374.2 KB	-	-
Cut Sheet Sample Filter	F-0003	-	-	-	-	-	-	-	-
Digital Web Sample Filter	F-0004	-	-	-	-	-	-	-	-
combo filter	F-0009	-	-	-	-	-	-	-	-
covers	-	-	-	-	-	-	-	out 1	-
text	-	-	-	-	-	-	-	out 2	-

At the bottom, there is a summary bar with buttons for "Jobs" (Total 18), "Edit Refinements" (pencil icon), "Due Today" (0), "Due Tomorrow" (1), "Overdue" (1, highlighted in red), and navigation controls (up, down, left, right, close).

You can configure the **[Filters]** section to display only filters matching specific attributes.

Click , the **[Edit Refinements]** button to set the attributes as filtering criteria for the list of filters. The **[Filter List Refinements]** window is displayed:



In the **[Filter List Refinements]** window you can specify how to match the filter list results using one attribute or multiple attributes. Select one of these options:

- **[All Attributes ("and" logic)]**
- **[Any Attributes ("or" logic)]**

If you select **[All Attributes ("and" logic)]**, the system only displays the filters matching all the attributes set in the **[Filter List Refinements]** window. If you select **[Any Attributes ("or" logic)]**, the system displays any filter matching at least one of the specified attributes.

You can add more attributes from the list or remove some of them. To add a new attribute, click  the **[Add Criteria]** button. To remove an attribute, click  the **[Remove Criteria]** button.

To configure the criteria for the list of filters:

1. Select the attribute type from the first list.

 **Note**

You can select a value from two different attribute categories:

- 1) The **[Batching Properties]** category contains only the **[Output Destination]** attribute. This allows you to sort the list of filters by the specified **[Output Destination]**.
- 2) The **[Job Properties]** category contains different job attributes.

2. From the second list, select an operator.
3. Enter or select a value for the specified attribute type to complete the criteria.

Click **[OK]** to save the changes.

1 You can save each list of filter refinements and access all the saved refinement sets from the **[Refinements]** menu.

To save the configured refinements set, click **[Save Refinement Set]**, enter a name in the text field, and click **[OK]**. You can also remove specific attributes from the selected refinement set by clicking  the **[Delete]** button. Click **[Save Changes]** to save the refinement set modifications.

If you want to remove all the saved filter refinements, click  the **Clear** button. To delete a filter refinement set permanently, right-click and select **[Delete Saved Refinement Set]**.

Click **[New Filter]** and select **[Simple Filter]**, **[Combined Filter]**, or **[Proof Filter]** to create a new filter. See [Creating a new simple filter, p. 105](#), [Creating a new combined filter, p. 115](#), or [Creating a new proof filter, p. 123](#) for more information.

From the **[Sort:]** menu, select **[Current sort from "Jobs" tab]**, if you want to use the sorting criteria from the main **[Jobs]** tab in the **[Filters]** side panel.

You can also select **[Column Sort]** from the **[Sort:]** menu, if you want to sort the list of filters manually using the existing columns:

#### **[Automation Icon]**

Different icons are displayed if the automation level is either **[Auto-Batch]** or **[Auto-Batch-and-Send]**, and no icon is displayed if **[No Automation]** is selected.

#### **[Name]**

The name of the filter.

#### **[ID]**

The system generated filter ID.

#### **[Jobs]**

The number of jobs in the filter.

#### **[Sheets]**

The number of sheets from all the jobs in the filter.

#### **[Feet]**

The number of feet from all the jobs in the filter.

#### **Note**

Depending on the selection you made at the installation time, the measurement system can be different.

#### **[Impressions]**

The number of impressions from all the jobs in the filter. The impressions represent the number of pages multiplied by the number of copies.

## [Run (h:m)]

The estimated time needed for all the jobs from the filter to be printed.

## [File Size]

The size of all the files from the filter.

## [Automation Trigger]

The trigger selected in the filter automation tab for simple filters and the number of triggers for combined filters

## [Output Destination]

The specified hot folder destination.

## [Expected Output Speed]

The estimated output speed set by the selected output destination.

To delete a filter, select the filter from the list, right-click, and select **[Delete...]**. A confirmation window appears. Click **[Yes]** to delete the filter or click **[No]** to cancel the action.

To open the edit filter dialog and edit the filter properties, double-click a filter from the list or right-click and select **[Properties]**.

To create a copy of a filter, select a filter from the list and then right-click and select **[Duplicate Filter...]**

To create a new batch, select a filter from the list and then right-click and select **[Create Batch...]**.

## [Alerts] section

In the **[Alerts]** section, you can create new alert triggers, edit existing alert triggers, and manage the current alerts. An alert trigger is used to configure the conditions when a specific type of alert is dispatched.

### [Current Alerts] tab

The system displays a list of all the alerts that have been dispatched. The list does not include manually or automatically dismissed alerts.

Alert	Triggered By	Status	Details	Alert Time
Output Disabled	out 2	Disabled	Manually disabled.	09/22/2025
Batch failed at output	B-1002   Quick Print	Failed at output	Output disabled.	10/01/2025
Output Disabled	out 1	Disabled	Manually disabled.	10/01/2025

Jobs ▼ Note Total 18 Due Today 0 Due Tomorrow 1 Overdue 1 ▲ ✖

The alerts can be sorted by the following columns:

#### [Alert]

The name of the alert specified in the corresponding trigger.

#### [Triggered By]

The name of the object the alert was dispatched for.

#### [Status]

The status of the object when the alert was dispatched.

#### [Details]

The reason explaining why the alert was dispatched.

#### [Alert Time]

The date and time when the alert was dispatched.

Double-click an alert or right-click and select **[Properties]** to view the alert details.

#### ▼ Note

You can choose to open the details window of the object for which the alert was dispatched to view and edit the properties of the object.

Click **[Dismiss]** to dismiss the alert manually.

To dismiss one or more alerts:

1. Select the alerts that you want to remove.

2. Right-click and then select **[Dismiss]**.

## [Alert Triggers] tab

The system displays a list of alert triggers.

Name	Type	Trigger Status
Input Disabled	Input	Enabled
Output Disabled	Output	Enabled
Mapping error	Mapping	Enabled
Batch failed at output	Batch	Enabled
Mapped network drive unavailable	Mapped Network Drive	Enabled
Low disk space	Disk Space	Enabled

You can sort the alert triggers by the following columns:

### [Name]

The name of the alert trigger.

### [Type]

The object type of the alert trigger.

### [Trigger Status]

The status of the trigger can be **[Enabled]** or **[Disabled]**. The default trigger status is **[Enabled]**.

Click **[New Alert Trigger]** to create a new alert trigger.

Double-click an existing alert trigger to edit the alert trigger properties.

## [Logs] section

In the **[Logs]** section, you can view the **[Log entries]** with the objects in the system and their actions. To insert or to delete objects in the log, click the **[Logs]** section, and edit the **[Components to log]** window.

You can search for specific information by typing minimum 3 characters in the search field in the tab bar.

To export the filtered data displayed in the **[Log entries]** in a CSV format, click the **[Export]** button.

You can sort the log entries by the following columns:

#### **[Timestamp]**

The exact date and time an action is performed on an object in the log.

#### **[Event Type]**

The type of action performed on objects, such as **[Created]**, **[Property Changed]**, **[Imposed]**, and so on.

#### **[Component]**

The type of the object in the log.

#### **[Message]**

The previous and the current state of the object in the log, and changes made upon the object properties.

#### **[Issued By]**

The user that performs the action on the object. If the action is not performed by a user, the system uses the term **[System]**.

To view the object details in the **[Logs]** section, click an object from the list, then the expand/collapse button for the **[Details]** panel.

To create display filters for the **[Log Entries]** section, click the **[Logs]** section and in the **[Filter]** panel select the types of actions for the following objects: **[Jobs]**, **[Orders]**, **[Batches]**, **[Filters]**, **[Inputs]**, **[Outputs]**, **[Users]**, and **[Alert Triggers]**.

To save the changes made in the **[Filters]** panel, click the **[Apply]** button. A confirmation message is displayed after the filter is created. To discard changes, click the **[Clear]** button.

## [Admin] section

### [Inputs] window

The [Inputs] window displays a list of all the input hot folders in the system.

Name	Status	Input Type	Input Location (Directory Path)
in 1	Enabled	PDF/PostScript	C:\In 1
in 2	Enabled	PDF/PostScript	C:\In 2
in 3	Enabled	PDF/PostScript	C:\In 3

#### [Name]

The name of the input hot folder.

#### [Status]

The [Status] column displays the hot folder state: [Enabled] or [Disabled]. You can switch between the two states by right-clicking on the hot folder and selecting [Enable] or [Disable] from the menu.

#### [Input Type]

There are four possible values for the hot folder input type: [PDF/PostScript], [XML/Control File], [JMF over HTTP], [TotalFlow JMF over HTTP], and [CSV].

#### [Description]

A short description of the input hot folder.

#### [Input Location (Directory Path)]

The input hot folder location.

To delete one or more hot folders, select the hot folders from the list, right-click and select **[Delete...]**. A confirmation window appears. Click **[Yes]** to delete the hot folders or click **[No]** to cancel the action.

To open the edit input dialog and edit the input properties, double-click an input from the list or right-click and select **[Properties]**.

To create a copy of an input, select an input from the list and then right-click and select **[Duplicate...]**

## [Outputs] window

The **[Outputs]** window displays a list of all the output folders in the system. To create and send batches, you must have at least one output created and defined.

Name	Status	Speed (hour)	Description	Output Type	Output
out 1	Enabled	--		PDF/PostScript	C:\1\ot
out 2	Enabled	--		PDF/PostScript	C:\1\ot

### [Name]

The name of the output hot folder.

### [Status]

The **[Status]** column displays the state of the output hot folder: **[Enabled]** or **[Disabled]**. You can switch between the two states by right-clicking on the hot folder and selecting **[Enable]** or **[Disable]** from the menu.

### [Speed]

If specified, this field displays the output speed in **[Feet/hour]** or **[Sheets/hour]**.

#### Note

Depending on the selection you made at the installation time, the measurement system can be different.

## [Description]

A short description of the output hot folder.

## [Output Type]

Specifies the output type: **[PDF/PostScript]**, **[PDF/PostScript and CSV]**, **[PDF/PostScript and XML]**, **[TotalFlow MIME]**, **[PDF/PostScript and RPD List File]**, **[JMF over HTTP]**, or **[TotalFlow JMF over HTTP]**.

### Note

The **[PDF/PostScript and XML]**, **[PDF/PostScript and CSV]**, **[TotalFlow MIME]**, **[PDF/PostScript and RPD List File]**, **[JMF over HTTP]**, and **[TotalFlow JMF over HTTP]** options are available only if you have an active license for the TotalFlow Optimizer XML Output Feature.

## [Output Location (Directory Path)]

Specifies the output folder location.

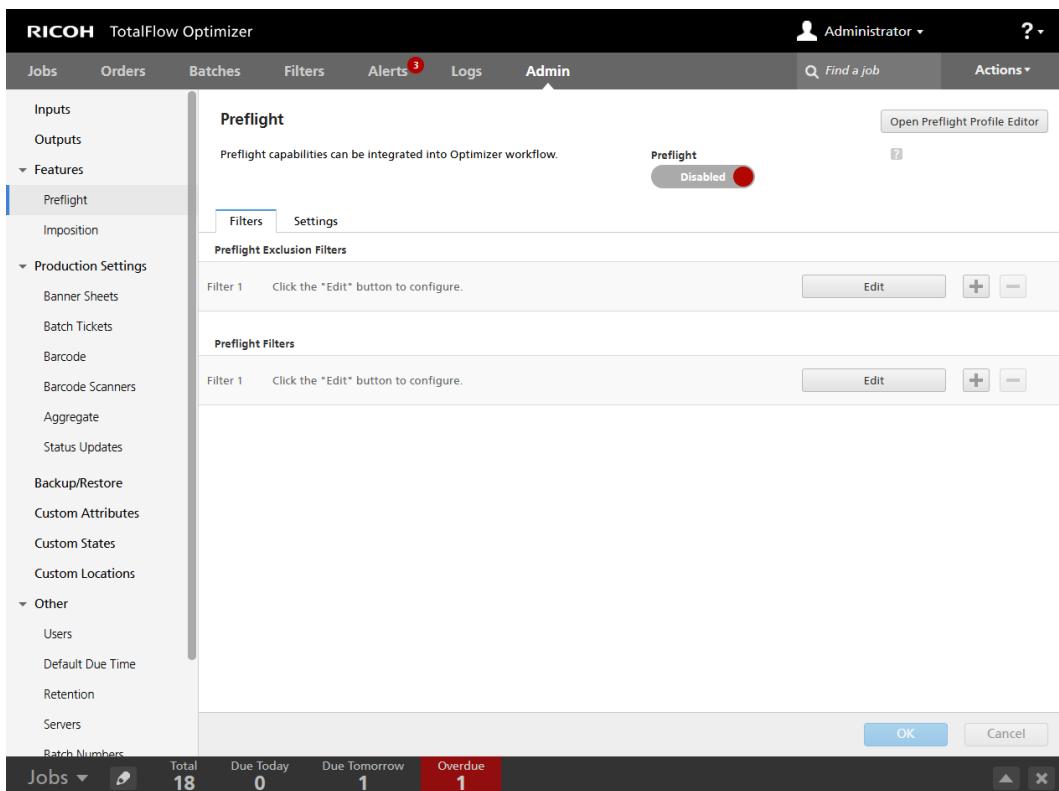
To delete one or more hot folders, select the hot folders from the list, right-click, and select **[Delete...]**. A confirmation window appears. Click **[Yes]** to delete the hot folders or click **[No]** to cancel the action.

To open the edit output dialog and edit the output properties, double-click an output from the list or right-click and select **[Properties]**.

To create a copy of an output, select an output from the list and then right-click and select **[Duplicate...]**.

## [Features] tab

### [Preflight] Feature



The screenshot shows the RICOH TotalFlow Optimizer software interface. The top navigation bar includes 'Jobs', 'Orders', 'Batches', 'Filters', 'Alerts 3', 'Logs', 'Admin', 'Find a job', and 'Actions'. The left sidebar has a tree view with 'Features' expanded, showing 'Preflight' selected. The main content area is titled 'Preflight' and contains the following sections:

- Preflight:** A note stating 'Preflight capabilities can be integrated into Optimizer workflow.' with a 'Preflight' button set to 'Disabled'.
- Preflight Exclusion Filters:** A table with one row: 'Filter 1' with a note 'Click the \*Edit\* button to configure.' and buttons for 'Edit', '+', and '-'.
- Preflight Filters:** A table with one row: 'Filter 1' with a note 'Click the \*Edit\* button to configure.' and buttons for 'Edit', '+', and '-'.

At the bottom, there are 'OK' and 'Cancel' buttons, and a footer with 'Jobs' and statistics: 'Total 18', 'Due Today 0', 'Due Tomorrow 1', 'Overdue 1'.

With the **[Preflight]** feature, you can integrate preflight capabilities into the TotalFlow Optimizer workflow. This function is available only if you have an active license for the TotalFlow Optimizer Preflight Feature.

You can enable or disable Preflight throughout the TotalFlow Optimizer system by clicking the **[Enable]** or **[Disable]** button.

#### Note

If you have the TotalFlow Optimizer system installed on your computer, you can launch the Preflight Editor by clicking **[Open Preflight Profile Editor]**.

#### **[Filters]** tab

##### **[Preflight Exclusion Filters]**

You can create a maximum number of 20 **[Preflight Exclusion Filters]**. When a new job is received, the TotalFlow Optimizer system verifies if the job matches any of the existing **[Preflight Exclusion Filters]**. If the job matches any of the existing **[Preflight Exclusion Filters]**, it skips the preflight process and the job state is set to **[Unbatched]**.

##### **[Preflight Filters]**

You can create a maximum number of 20 **[Preflight Filters]**. If a new job is received and it does not match any **[Preflight Exclusion Filters]**, the TotalFlow Optimizer system verifies if the job matches any of the existing **[Preflight Filters]**.

You can add new preflight filters or remove some of them. Click  the add button to add a new preflight filter. Click , the remove button, to delete a preflight filter from the list.

Click **[Edit]** to configure the preflight filter properties. The **[Preflight Filters]** detail dialog is displayed:

##### **[Filter Name]**

You can specify a filter name.

##### **[Description]**

You can enter a filter description.

In the **[Job Properties]** tab, you can specify job attributes used to select incoming jobs.

##### **[Match]**

Select one of these options:

- **[All Attributes ("and" logic)]**
- **[Any Attributes ("or" logic)]**

If you select **[All Attributes ("and" logic)]**, the filter selects the jobs matching all the attributes set in the **[Job Properties]** tab. If you select **[Any Attributes ("or" logic)]**, the filter selects any job matching at least one of the specified attributes.

To configure the criteria for the filter:

1. Select the attribute type from the first list.
2. From the second list, select an operator.

- Enter a value for the selected attribute type to complete the criteria.

You can select one or more attributes to use as criteria for the filter. To add an attribute, click , the **[Add Criteria]** button. To remove an attribute from the component criteria, click , the **[Remove Criteria]** button.

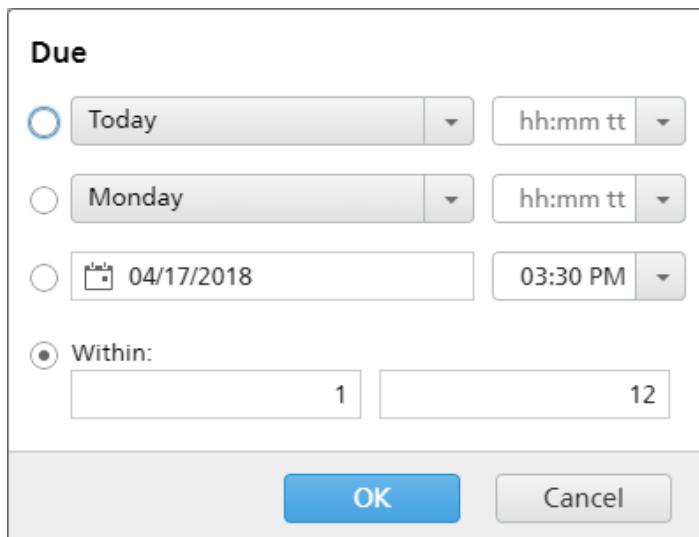
If you want to filter the jobs by a specific date and time, select the **[Due Date]** attribute from the first list. Select **[Is]** or **[Less than or equal]** as an operator from the second list.

 **Note**

If you select **[Is]** as the operator, you can only set the day as the specified value.

To set specific values for the date and time, click , the **Calendar** button. The **[Due]** dialog box appears.

- Select one of the available options or type in to set the date and time when the job is due.



 **Note**

The specified value represents a specific date and does not repeat every week.

- Click **[OK]**.

The **[Preflight Folder]** tab is displayed only when the external Preflight is used.

**[PitStop Server Folder]**

Select a Preflight hot folder from the list. All incoming jobs that match the filter criteria are sent to the selected Preflight hot folder for the external Preflight process.

**[Settings] tab**

The following **[Settings]** are available for the internal Preflight:

**[Concurrent Preflight Processes]**

You can run multiple concurrent Preflight processes. Select the number of Preflight processes from the list.

**Important**

1. The maximum number of concurrent preflight processes is limited to the number of available CPU cores on your machine. To run multiple concurrent Preflight processes, make sure you have the recommended hardware configuration.
2. One CPU core is reserved for the TotalFlow Optimizer. One CPU core is required if Ultimate Impostrip® is running on the same machine as TotalFlow Optimizer.

In the **[Profiles/Actions]** tab, you can specify the Preflight Profiles and Actions you want to use on incoming jobs.

**[Apply Profile]**

Click **[Browse...]** and select a Preflight Profile from the list of existing profiles.

**[Action Lists]**

From the menu, select the **[Action Lists]** you want to apply to incoming jobs. Click  to open the **[Select Action Lists]** window. In the **[Select Action Lists]** window, you can edit an existing action list or create a new one.

**[Profiles and Action Lists]**

Click **[Refresh Preflight Profiles]** to update the list of Profiles and Actions from the Preflight Database.

**↓ Note**

1. The **[Profiles/Actions]** tab is available only for **[Preflight Filters]**.
2. To run a Preflight process, you must specify a **[Preflight Profile]** and/or a **[Preflight Action List]**.

The following **[Settings]** are available for the external Preflight:

You can switch between the Preflight internal to TotalFlow Optimizer and an external Preflight software.

Before switching to external or internal preflight, make sure that you save the current configuration details from the **Admin** → **Preflight** tab, for future reference.

To switch to external Preflight software:

1. Go to **Program Files** → **Ricoh** → **TotalFlow Optimizer** → **bin**.
2. Right-click script **switch-preflight.bat** file and select Run as Administrator. A warning message appears.
3. If you are using the internal Preflight, type yes after the following message: Currently, the preflight feature is using INTERNAL preflight software. Do you want to switch to the EXTERNAL preflight software (yes/no)?.

**↓ Note**

- The **Admin** → **Preflight** tab displays the appropriate settings based on the current configuration.
- If you switch the preflight configuration, the preflight feature becomes disabled. You must re-enable the feature after the switch.
- During the preflight configuration switch, TotalFlow Optimizer is restarted.

Preflight capabilities can be integrated into the TotalFlow Optimizer workflow using an external PitStop Server. Hot folders must first be defined in PitStop Server, shared using the Windows share system and then defined in TotalFlow Optimizer under **[Admin]** section.

### **[Optimizer-to-PitStop Server Mapping]**

When PitStop Server is used, mappings for hot folders are required to redirect TotalFlow Optimizer to look for folders remotely.

### **[Preflight HotFolders]**

You can define a hot folder configuration to match each of the hot folders defined in PitStop Server.

You can add or delete Preflight hot folders. Click the  button to add a new Preflight hot folder. Click the  button to remove a Preflight hot folder from the list.

Click the **[Edit]** button to configure the Preflight hot folder properties. The **[New Preflight HotFolder]** detail dialog is displayed:

#### **[HotFolder Name]**

You can specify a hot folder name.

#### **[Input Folder]**

Click **[Browse...]** and select the location where TotalFlow Optimizer copies the files needing Preflight using this particular hot folder configuration.

### **[REPORTS]**

#### **[On Success]**

Click **[Browse...]** and select the location where to store Preflight reports when Preflight completes without any preflight errors being found.

#### **[On Error]**

Click **[Browse...]** and select the location where to store Preflight reports if preflight errors are found.

### **[PROCESSED DOCUMENTS]**

#### **[On Success]**

Click **[Browse...]** and select the location where to store the processed (preflighted) PDF if no preflight errors were identified.

#### **[On Error]**

Click **[Browse...]** and select the location where to store the processed (preflighted) PDF if preflight errors were identified.

To save the changes, click **[OK]**. To discard the changes, click **[Cancel]**.

**Important**

1. When managing Preflight hot folders, you are not allowed to delete a preflight hot folder that is referenced by a Preflight Filter or Input.
2. Any change on the PitStop Server side must be carried over in TotalFlow Optimizer, otherwise the solution stops working.
3. When changes are made in the configuration of hot folders, all previous data in the **[Admin]** setup should be stored, so that if you switch back to either internal or external Preflight, you can access the previous configuration.
4. When configuring PitStop Server hot folders:
  - 1) You should not modify the default file-naming settings in the Processing section.
  - 2) Users should enable report generation for both PDF and XML in the Processing section.
  - 3) You should configure the hot folder using the Basic Setup option in the Folders section.
5. To view information on the **Enfocus PitStop Server** version number:
  - 1) Go to the **[Admin]** section, **[Preflight]** tab, enable and properly configure the **[Preflight]** feature.
  - 2) In the **[Jobs]** tab, double-click a job to open job properties. In the **[Preflight]** tab, open the document under the **[Preflight Report]** field. If there is no report available, click the **[Run manual preflight]** button.
  - 3) In the generated preflight report, see the **Enfocus PitStop Server** version in the footer of every page and under the **[General File Information]** section.

For more information on how to configure **Enfocus PitStop Server**, see: <https://www.enfocus.com/en/support/manuals/pitstop-pro-manuals>.

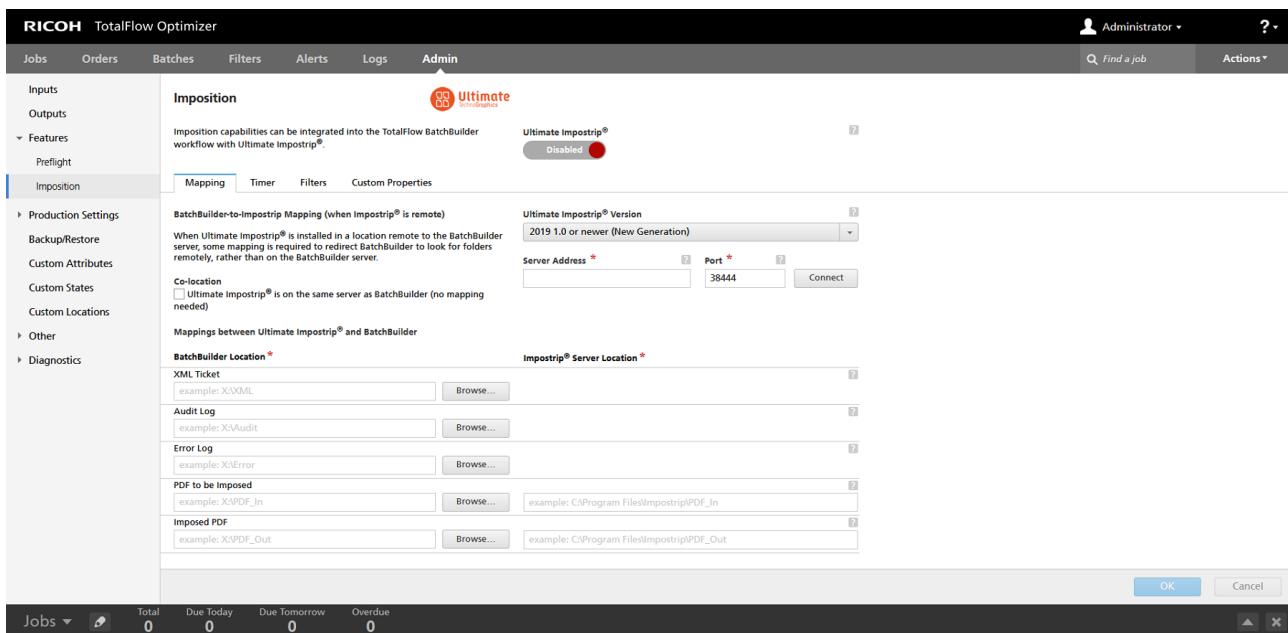
**Note**

1. You can define filters that direct incoming jobs to the different PitStop Server hot folders based on filter criteria.
2. Filters created in a specific mode, either internal or external Preflight, are visible only in the mode they were configured.

**[Imposition] Feature**

You can apply imposition to jobs from the TotalFlow Optimizer system using the Ultimate Impostrip® application.

For information on how to configure Ultimate Impostrip® to connect with TotalFlow Optimizer see [Configuring Ultimate Impostrip® to Connect with TotalFlow Optimizer, p. 99](#).



## [Ultimate Impostrip®]

You can enable or disable imposition throughout the TotalFlow Optimizer system by clicking the **[Enabled]/[Disabled]** button.

## [Mapping]

### [Optimizer-to-Impostrip Mapping (when Impostrip® is remote)]

When Ultimate Impostrip® is installed on a different machine than the TotalFlow Optimizer server, you must configure file mapping. This allows TotalFlow Optimizer to search for Ultimate Impostrip® folders on a remote location.

#### Note

If the TotalFlow Optimizer server and Ultimate Impostrip® are installed on the same machine, click the **[Co-location]**. The file mapping rules apply automatically.

For better performance, we recommend that you have Ultimate Impostrip® and TotalFlow Optimizer installed on different servers.

### [Ultimate Impostrip® Version]

Select the Ultimate Impostrip® version that you intend to use.

**[Server Address]** and **[Port]** fields are available when you use **[2019 1.0 or newer (New Generation)]**. Enter the host name or IP address and the port of the Ultimate Impostrip® server.

**[Ultimate Impostrip® Root Folder (Directory Path)]** is available when you use **[10 or older (Legacy Version)]**.

Type in the file path or click **[Browse...]** and select the folder where Ultimate Impostrip® is installed.

### [Mappings between Ultimate Impostrip® and Optimizer]

For each file you must specify the corresponding local and remote folder locations for the TotalFlow Optimizer server and the Ultimate Impostrip® server.

- **[XML Ticket]:** Specify the file path where TotalFlow Optimizer places the generated XML Ticket file. The XML Ticket file is generated by the TotalFlow Optimizer system for each PDF job file sent for imposition.
- **[Audit Log]:** Specify the file path where TotalFlow Optimizer checks for the Audit Log file generated by Ultimate Impostrip® for each PDF job file.
- **[Error Log]:** Specify the file path where TotalFlow Optimizer checks for the Error Log file generated by Ultimate Impostrip® for each PDF job file.
- **[PDF to be Imposed]:** Specify the file path where TotalFlow Optimizer places the PDF job file sent for imposition.
- **[Imposed PDF]:** Specify the file path where TotalFlow Optimizer checks for the imposed PDF job file generated by Ultimate Impostrip®.

In the **[Optimizer Location]** field, enter the local file path where the **[Impostrip® Server Location]** folder is mapped or click **[Browse...]** and manually map the remote folder location.

In the **[Impostrip® Server Location]** field, enter the file path for each folder from the machine where Ultimate Impostrip® is installed. The **[Impostrip® Server Location]** information for the **[XML Ticket]**, **[Audit Log]**, and **[Error Log]** folders, is obtained automatically from the Ultimate Impostrip® server.

## [Timer]

### [Imposition Timer]

You can set a timer for batches sent into imposition by specifying the number of hours and minutes. If the timer expires before the imposition is complete, the batch is set to an **[Imposition Error]** state. The imposition continues until the process finishes. If the timer is not set, there is no time limit for the batch imposition.

## [Filters]

You can create imposition filters that process incoming jobs through inputs or manual order submission. Only jobs that do not have a specified **[Ultimate Impostrip® Folder]** job attribute are processed by imposition filters.

### [Imposition Exclusion Filters]

You can create a maximum number of 20 **[Imposition Exclusion Filters]**. When a new job is received, the TotalFlow Optimizer system verifies if the job matches any of the existing **[Imposition Exclusion Filters]**. If the job matches an **[Imposition Exclusion Filters]**, the **Impostrip Imposition Folder** setting is set to **[Do not impose]**.

### [Imposition Filters]

You can create a maximum number of 20 **[Imposition Filters]**. If a new job is received and it does not match any **[Imposition Exclusion Filters]**, the TotalFlow Optimizer system verifies if the job matches any of the existing **[Imposition Filters]**.

You can add new imposition filters or remove some of them. Click  the **Add Filter**

button to add a new imposition filter. Click  the **Remove Filter** button, to remove an imposition filter from the list.

Click **[Edit]** to configure the imposition filter properties. The **[Imposition Filters]** detail dialog is displayed:

#### **[Filter Name]**

You can specify a filter name.

#### **[Description]**

You can enter a filter description.

In the **[Job Properties]** tab, you can specify job attributes used to select incoming jobs.

#### **[Match]**

Select one of these options:

- **[All Attributes ("and" logic)]**
- **[Any Attributes ("or" logic)]**

If you select **[All Attributes ("and" logic)]**, the filter selects the jobs matching all the attributes set in the **[Job Properties]** tab. If you select **[Any Attributes ("or" logic)]**, the filter selects any job matching at least one of the specified attributes.

To configure the criteria for the filter:

1. Select the attribute type from the first list.
2. From the second list, select an operator.
3. Enter a value for the selected attribute type to complete the criteria.

You can select one or more attributes to use as criteria for the filter. To add a new attribute, click , the **[Add Criteria]** button. To remove an attribute from the component criteria, click , the **[Remove Criteria]** button.

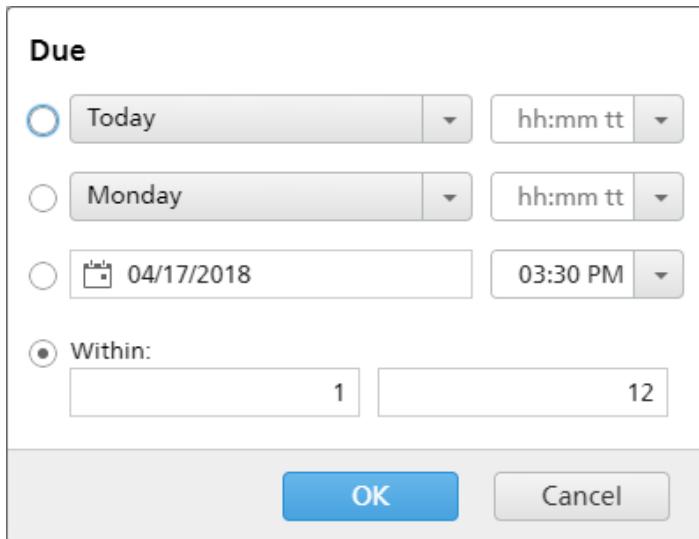
If you want to filter the jobs by a specific date and time, select the **[Due Date]** attribute from the first list. Select **[Is]** or **[Less than or equal]** as an operator from the second list.

#### **Note**

If you select **[Is]** as the operator, you can only set the day as the specified value.

To set specific values for the date and time:

1. Click , the **Calendar** button. The **[Due]** dialog box appears. Select one of the available options or type in to set the date and time when the job is due.



 **Note**

The specified value represents a specific date and does not repeat every week.

2. Click **[OK]**.

In the **[Imposition]** tab, you can specify the job attributes to use for the incoming jobs. Imposition settings are applied when the jobs reach the output destination.

**[Ultimate Impostrip® Folder]**

You can specify the folder name where TotalFlow Optimizer sends the jobs to be imposed. The imposition is applied to all the jobs when creating a batch from this filter.

Select a hot folder from the list or type in the name of the hot folder. The list of hot folders can only be edited from the Ultimate Impostrip® application. You can add or remove hot folders using Ultimate Impostrip®.

 **Note**

If you are configuring **[Ultimate Impostrip® Folder]** locally, do not save the path in the Program Files.

**[Pages per Side]**

The number of pages on one side of the sheet. Specify a number of pages per one side. This field is mandatory.

**[Imposition]**

Specify the imposition type that you want to apply for each job. Select one of the existing values from the list or enter a custom value.

**[Custom Properties] tab**

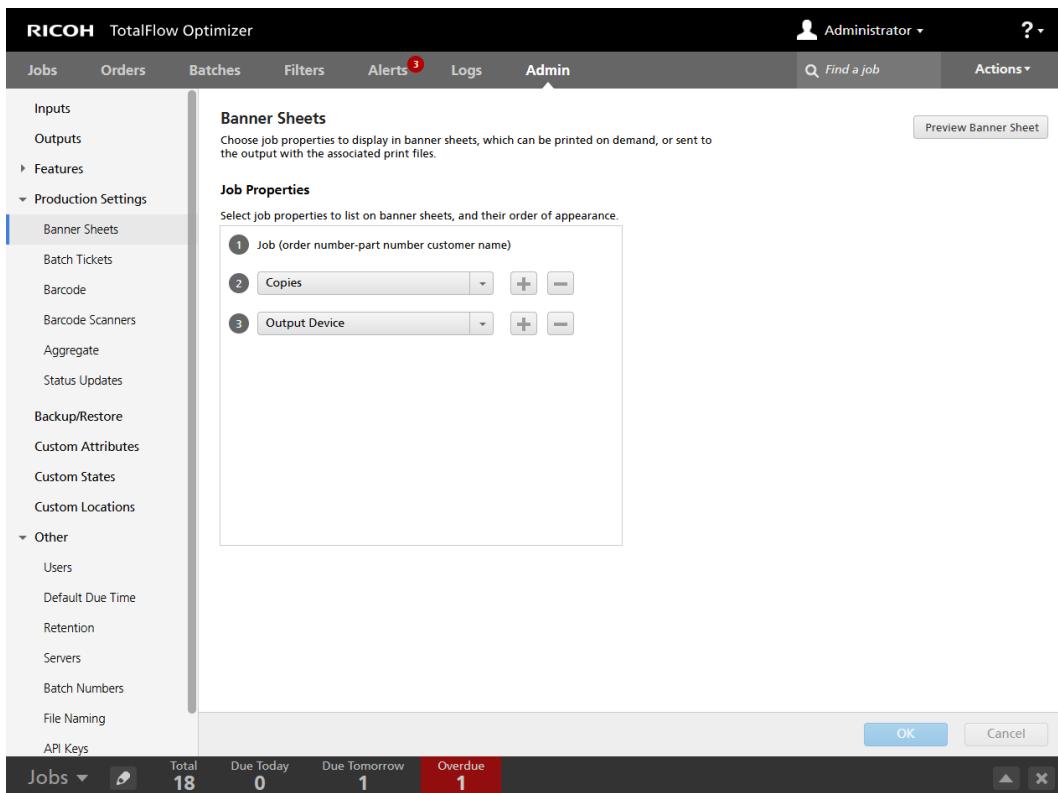
For each PDF job file sent for imposition, you can add job properties to the corresponding XML Ticket file. The TotalFlow Optimizer job data is exported to Ultimate Impostrip® and used as Custom Data Fields. For more information, see the Ultimate Impostrip® documentation.

To add a property to the list, click  the add property button. To remove a property from the list, click  the remove property button.

## [Production Settings] tab

### [Banner Sheets] window

You can configure what the system displays in a banner sheet for each job or aggregate job.



Select the job properties you want to include in the banner sheets. The system creates a separate banner sheet PDF file for each job file and can be merged with the job file. The banner sheets can be printed on demand or sent to an output with the corresponding print files.

You can select a job property from the list. To add a new job attribute, click the "Add a row beneath this one" button. To remove a job attribute, click the "Delete this row" button.

Click the move button, and drag the selection to change the position of a row.

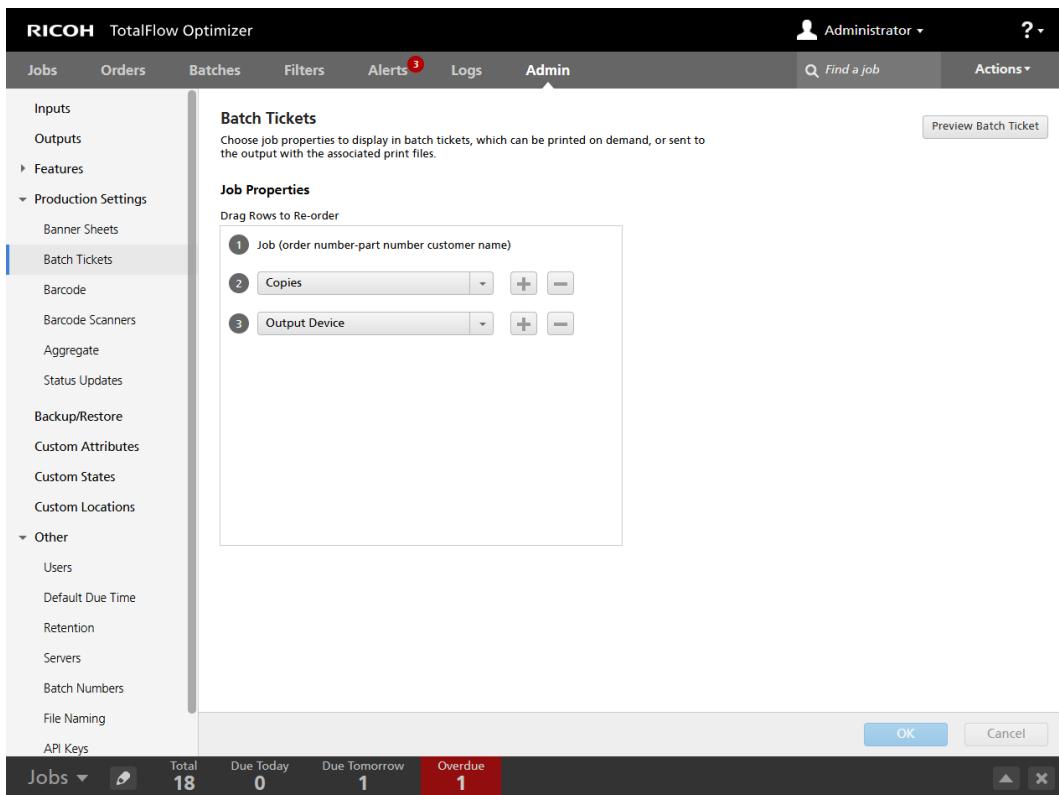
Click **[Preview Banner Sheet]** to display a preview of a job banner sheet containing the selected job properties.

To save the **[Banner Sheets]** configuration, click **[OK]**.

To discard the entered information, click **[Cancel]**.

### [Batch Tickets] window

You can select what job properties to display in batch tickets. The batch tickets can be printed on demand or sent to the output device with the associated print files.



To configure the content of the batch tickets, you can add or remove attributes from the **[Job Properties]** list. To add a new job property, click , the “Add a row beneath this one” button, and then select a value from the menu. To remove a job property, click , the “Delete this row” button.

You can change the order of the job properties in the list. Click , the move button, and drag the selection to change the position of a row.

To display a preview of the batch ticket in a web browser window, click **[Preview Batch Ticket]**.

For more information, see [Print batch ticket, p. 252](#).

To save the **[Batch Tickets]** configuration, click **[OK]**.

To discard the entered information, click **[Cancel]**.

### **[Barcode] window**

#### **[Barcode]**

You can add custom barcodes to display on batch tickets and banner sheets.

#### **[Batch Number Barcodes]**

To add the value of the batch number as barcode in the batch ticket and banner sheets, select the **[Enable]** checkbox.

#### **[Custom Job Barcodes]**

To add custom job properties as barcode in the batch ticket and banner sheets, select the **[Enable]** checkbox.

To add a new job attribute, click , the “Add a row beneath this one” button. To remove a job attribute, click , the “Delete this row” button. Click , the move button, and drag the selection to change the position of a row. You can add a maximum number of 3 job properties.

### [Properties Delimiter]

Select a character from the list to separate the values of the selected job properties. The available delimiter characters are:

- - — dash
- + — plus
- % — percent
- \$ — dollar
- . — period

### [Barcode Type]

Select one of these types:

- **[Code 3 of 9]**
- **[QR Code]**
- **[Data Matrix Code]**

#### Note

The barcode generated using Code 3 of 9 contains a maximum number of 20 characters. For extended character support, use QR Code or Data Matrix Code.

To save the **[Barcode]** configuration, click **[OK]**.

To discard the entered information, click **[Cancel]**.

### [Barcode Scanners] window

You can define network barcode scanners to use inside TotalFlow Optimizer to change the state or location for scanned jobs.

#### [Scanners] tab

The **[Scanners]** tab displays a list of all the barcode scanners in the system. To view the properties of the barcode scanners or to disable or delete a barcode scanner, select and right-click a barcode scanner from the list. On multiple selection, only the **[Delete...]** option is available.

The screenshot shows the RICOH TotalFlow Optimizer web interface. The top navigation bar includes links for Jobs, Orders, Batches, Filters, Alerts (with a red notification badge), Logs, Admin, a user dropdown for 'Administrator', and a help icon. Below the navigation is a search bar with 'Find a job' and an 'Actions' dropdown. The main content area is titled 'Barcode Scanners' with a sub-instruction: 'Define network barcode scanners to use inside Optimizer to change the state or location for scanned jobs.' It features a table with columns for Name, Status, Connection, IP, and Description. A 'New Barcode Scanner' button is located in the top right of the table area. The bottom of the page has a navigation bar with buttons for Jobs, a pencil icon, and filters for Total (18), Due Today (0), Due Tomorrow (1), and Overdue (1). There are also navigation icons for back, forward, and search.

To add a new barcode scanner manually, click [**New Barcode Scanner**], on the right side of the [**Scanners**] tab. The system opens the [**New Barcode Scanner**] dialog.

The 'New Barcode Scanner' dialog box is displayed. It contains the following fields:

- Name \***: An input field with a placeholder.
- Status**: A button labeled 'Disabled' with a red circle.
- IP \***: An input field with a placeholder.
- Description**: A text area for entering a description.
- Port \***: An input field with a placeholder.
- Test Connection**: A button labeled 'Test Now'.
- Job State**: A dropdown menu set to '- Do not change -'.
- Location**: A dropdown menu set to '- Do not change -'.

At the bottom of the dialog are 'Delete', 'OK', and 'Cancel' buttons.

Enter the required information:

**[Name]**

Enter a name for the new barcode scanner.

**[IP]**

Specify the IP address or the DNS name for the barcode scanner.

**[Port]**

Specify the port number for the barcode scanner.

**[Test Connection]**

Click **[Test Now]** to verify if the barcode scanner that you want to use is available.

**[Job State]**

Select a system defined state or a custom created state from the list.

**[Location]**

Select a value from the list of available custom locations.

**[Status]**

Click  the **[Enabled]** button, or  the **[Disabled]** button, to switch between the two states.

**[Description]**

Enter a short description for the new barcode scanner.

To create the new barcode scanner, click **[OK]**.

To close the **[New Barcode Scanner]** panel and discard the entered information, click **[Cancel]**.

To delete the barcode scanner, click **[Delete...]**.

 **Note**

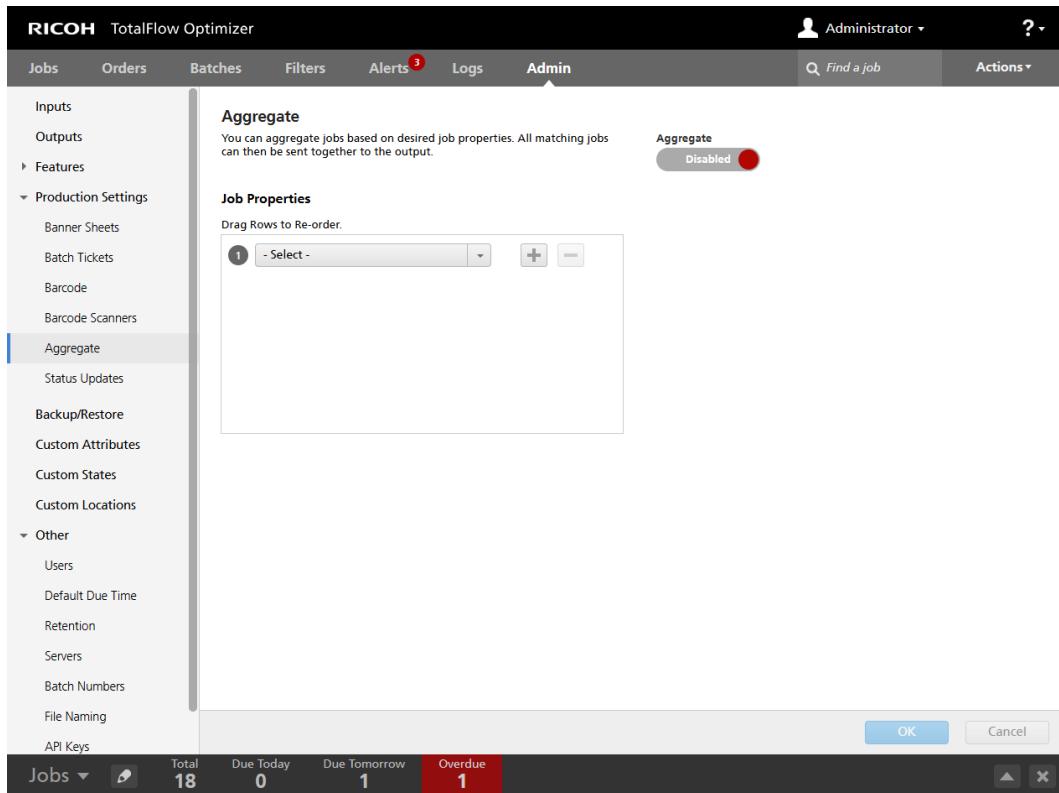
You can create an alert trigger for the **[New Barcode Scanner]** in case you scan an incorrect barcode. To create or edit an alert, see [Alerts Section, p. 41](#).

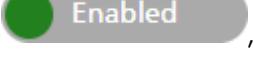
The network barcode scanner device used with TotalFlow Optimizer has the following specifications:

- Uses TCP as a transport protocol.
- Once connected, the barcode scanner sends the scans within the buffer, one scanning per line of text (ended with CR).
- The message received from the barcode scanner contains the message that was scanned, without any prefix or suffix.
- The implementation from TotalFlow Optimizer will react only if the message starts with Jxxx..x or Bxxx..x, where x is a hexadecimal digit ( 0..9, A..F).
- TotalFlow Optimizer connects directly to the barcode scanner base, via TCP/IP to the IP address or DNS name of the barcode scanner.

**Aggregate window**

In the **[Aggregate]** window, you can aggregate jobs based on desired job properties. All matching jobs can then be sent together to the output.



You can enable or disable **[Aggregate]** by clicking  the **[Enabled]** button, or  the **[Disabled]** button. The default state of the **[Aggregate]** feature is **[Disabled]**.

In the **[Aggregate]** window, you can choose a maximum of 5 job properties to identify jobs that are the same. You can select from the following job properties:

- **[Description]**
- **[ISBN]**
- **[Job File]**
- **[Job Name]**
- **[Product Type]**
- **[SKU]**
- **[Custom Attributes]**

To add a new job property, click . To remove a job property, click . You can drag rows to reorder.

When jobs are evaluated to determine if they should be aggregated together, they follow “**or**” logic when processing the properties and values selected in the **[Admin]** tab.

#### Note

To create a new custom job attribute, go to **[Custom Attributes]** window, p. 68.

When sending aggregated jobs to the output, a single file should be sent. Send the job file for the first job in the sequence.

The aggregate job filename should be formatted in the following way: [batch-number]\_[sequence-number]\_[aggregate property]\_[copies].pdf.

To save the custom changes, click **[OK]**.

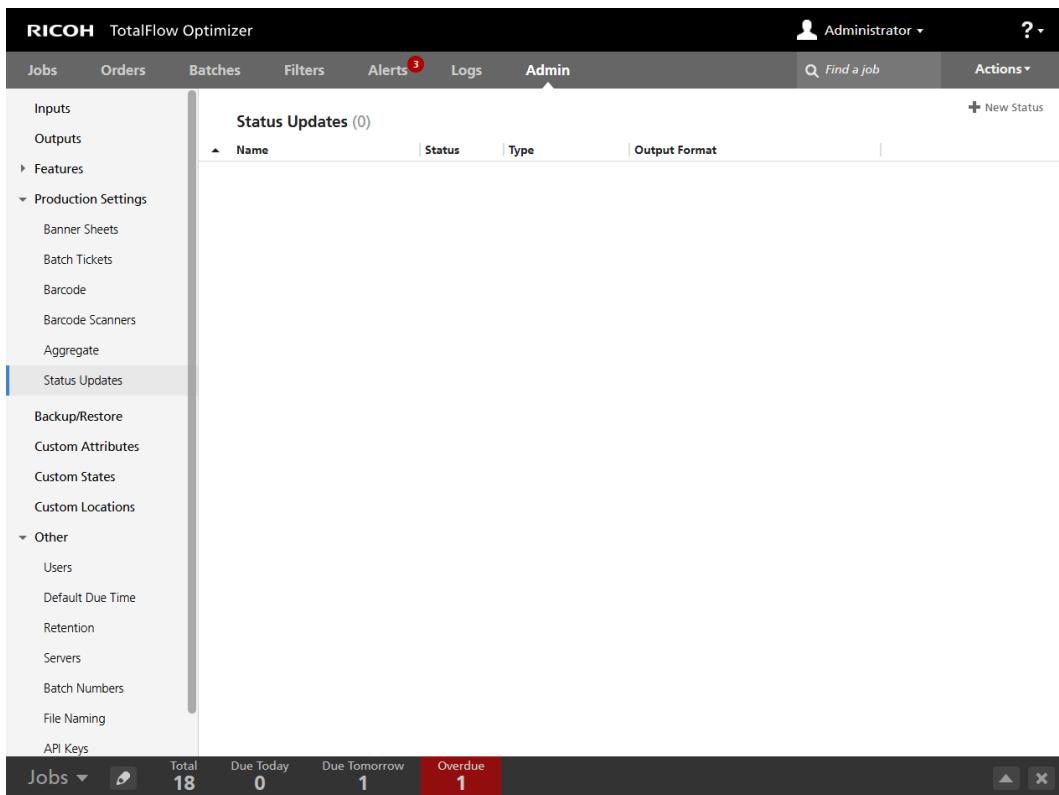
To discard the entered information, click **[Cancel]**.

 **Note**

1. You can view information on jobs aggregated together and sent to an output by opening the  **Dashboard** from 

#### **[Status Updates] window**

The **[Status Updates]** window displays multiple status updates for orders, jobs, and batches with CSV and XML output types.



To view the **[Status Updates]** window, click the **Admin** → **Production Settings** tabs and select **[Status Updates]** window. The following information is available on each status update:

### [Name]

The name of the status update.

### [Status]

The status can be: **[Enabled]** or **[Disabled]**.

### [Type]

The type can be: **[Orders]**, **[Jobs]**, or **[Batches]**.

### [Output Format]

The output type can be: CSV or XML.

#### Note

- If a status component is disabled, a warning icon is displayed next to the status update.

To create a new status update, click the **[New Status]** button. The **[New Status]** dialog is displayed.

You can trigger XML or CSV status update using job states. The XML or CSV file contains all job attributes, including job status, and can be used in a Management Information System. The following information is required to create a new status update:

### [Name]

Enter the name of a new status update. This field is mandatory.

### [Status]

You can enable or disable the **[Status]** by clicking  **Enabled**, the **[Enabled]** button, or  **Disabled**, the **[Disabled]** button. The default state is **[Disabled]**.

### [Type]

Select the type of the new status update: **[Orders]**, **[Jobs]**, or **[Batches]**.

### [Output Type]

Select the type of file output you want to use for the orders, jobs, or batches status updates:

- **[XML]**
- **[CSV]**

Depending on the selected status type and output type, various criteria are required:

#### If you select **[Orders]** type and XML or CSV output type:

From the list of available order states, select the order states you want to be used as trigger for the XML or CSV properties file. When the state of an order changes to **[Printed]** or other custom state, the TotalFlow Optimizer system sends an XML or CSV file containing an order information to a specified location. The name of the XML or CSV file and the job attributes contained are displayed in the language selected in the **[File Naming]** window.

#### If you select **[Jobs]** type and XML or CSV output type:

From the list of available job states, select the job states you want to be used as trigger for the XML or CSV properties file. When the state of a job changes to **[Printed]** or other custom state, the TotalFlow Optimizer system sends an XML or CSV file containing job information to a specified location. The name of the XML or CSV file and the job attributes contained are displayed in the language selected in the **[File Naming]** window.

#### If you select **[Batches]** type and XML or CSV output type:

When the state of a batch changes to **[Sent]**, the TotalFlow Optimizer system sends an XML or CSV file containing batch information to a specified location. The name of the XML or CSV file and the batch details contained are displayed in the language selected in the **[File Naming]** window.

### [XML PROPERTIES AND LOCATION] or [CSV PROPERTIES AND LOCATION]

#### [Sample XML]

A generated TotalFlow Optimizer internal XML file that is converted to a CSV file using a specified XSLT mapping file.

#### [Mapping File]

Specify an XSL mapping file to configure the output to generate the XML or CSV file based on the existing batchTicketSchema.xsd file.

#### [Output XML File Extension]

Specify the file extension. The default is **[.xml]**. You can change the file extension.

#### [Output Location]

Type in the path or click **[Browse...]** to select the location for the generated XML or CSV file containing the job information.

## [CSV Output]

Click the **[First Row Contains Field Names]** checkbox if you want the CSV file to contain field names.

## [Outputs]

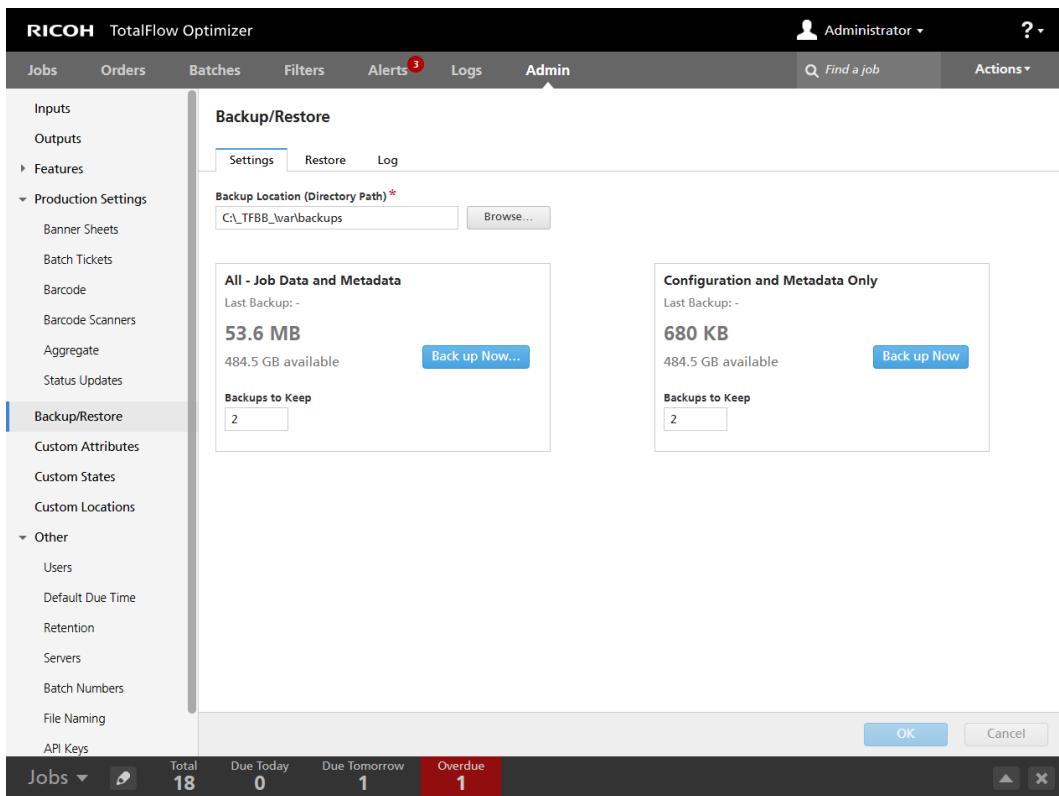
From the list of available outputs, select the outputs you want to be used as trigger for the XML or CSV properties file. When the state of a batch changes to **[Sent]**, the TotalFlow Optimizer system sends an XML or CSV file containing batch information to a specified location.

To save the custom changes, click **[OK]**.

To discard the entered information, click **[Cancel]**.

## [Backup/Restore] window

This section describes how to back up and restore all your TotalFlow Optimizer objects, job files and system settings using the **[Backup/Restore]** window.



You can also manually back up and restore TotalFlow Optimizer data. For more information, see [Backing up and Restoring Data, p. 269](#).

## [Settings] tab

### [Backup Location (Directory Path)]

Type in or select a folder where you want to store the TotalFlow Optimizer data.

You can choose to perform backup for either **[All - Job Data and Metadata]**, including all orders, all jobs, and all batches, or **[Configuration and Metadata Only]**, that does not include any order, job or batch. Each option displays the date of the last performed backup, the size of the

selected data, the available disk space on the selected location, and the number of backups stored by the system.

Click **[Back up Now...]** to perform the selected backup manually.

 **Note**

If you select back up or restore for **[All - Job Data and Metadata]**, you are logged out of the system and cannot log in until the process ends. The system shows the progress status and displays a notification message when the back-up or restore process is finished.

Click **[OK]** to save any changes or click **[Cancel]** to discard changes and close the **[Backup/Restore]** window.

### **[Restore] tab**

You can select from a list of all the available backups to restore TotalFlow Optimizer data. The list can be sorted by these columns:

- **[Timestamp]** — The date and time when the backup was created.
- **[Data]** — The type of data stored.
- **[Type]** — The type of backup: Manual or Scheduled.
- **[Size]** — The size of the stored data.

Select a backup from the list and click **[Restore...]** or right-click and select **[Restore From This Backup...]**. You can also click **[Manually Restore Backup...]** to select a folder and perform the restore manually.

1. If you select back up or restore for **[All - Job Data and Metadata]**, you are logged out of the system and cannot log in until the process ends. The system shows the progress status and displays a notification message when the back-up or restore process is finished.
2. You can restore the system to a previous state only if the backup is from the same product version as the currently installed TotalFlow Optimizer version.

### **[Log] tab**

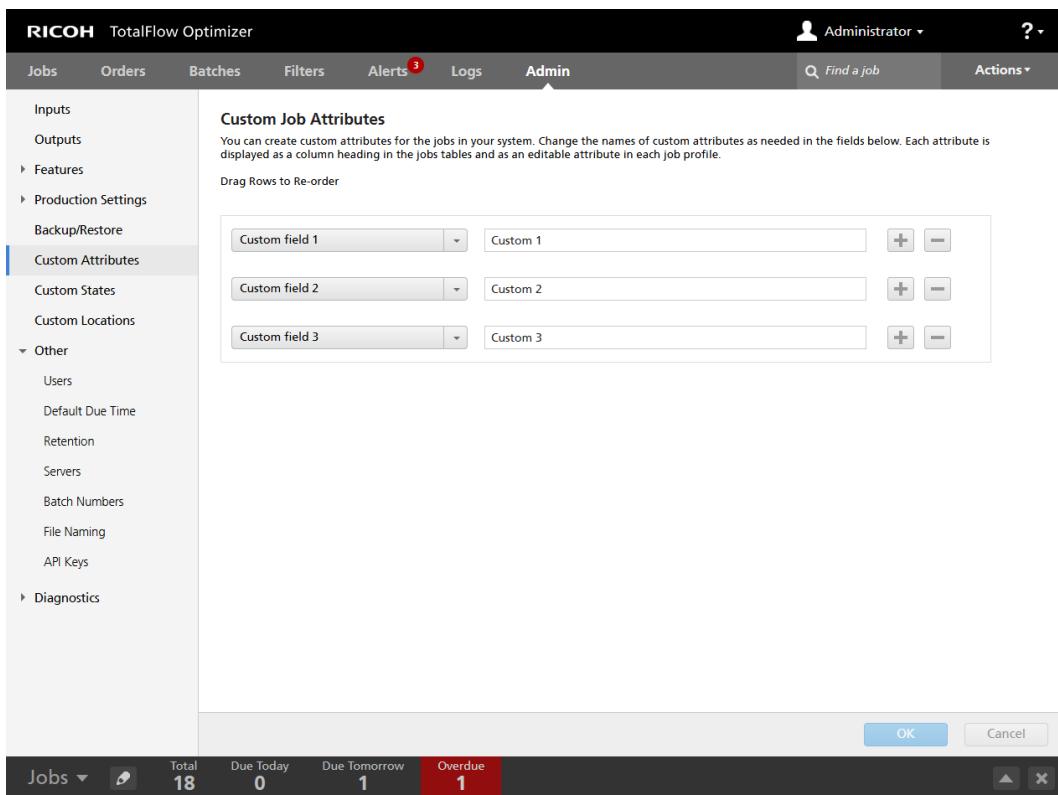
The system shows a list of all the backup actions performed:

- the date and time of each action
- the type of backup/restore
- if the backup/restore was successful or failed
- type of data
- failure reason, if the backup failed

### Important

- Restoring **[Configuration and Metadata Only]** should be performed with caution, only in one of the following situations:
  - after a clean installation
  - when there are no batches
  - when the selected metadata is an extension of the current metadata (that is, all current inputs and outputs are included in the backup that needs to be restored)
- To avoid system errors after restoring **[Configuration and Metadata Only]**, it is important to have the following requirements:
  - any input requested by existing orders to be found in the selected metadata
  - any output requested by existing batches to be found in the selected metadata
  - any custom job attribute/state/location requested by existing jobs to be found in the selected metadata

## [Custom Attributes] window



In the **[Custom Attributes]** window, you can edit the names of the custom attributes you want to use. There are as many as 50 custom job attributes available in the system. Each attribute is displayed as a column heading in the **[Jobs]** window, as an editable attribute in each **[Job]** window, or in other dialogs where job attributes are used.

When you create a new custom attribute, select a value from the list and then enter a name for the new custom attribute in the text field.

### Note

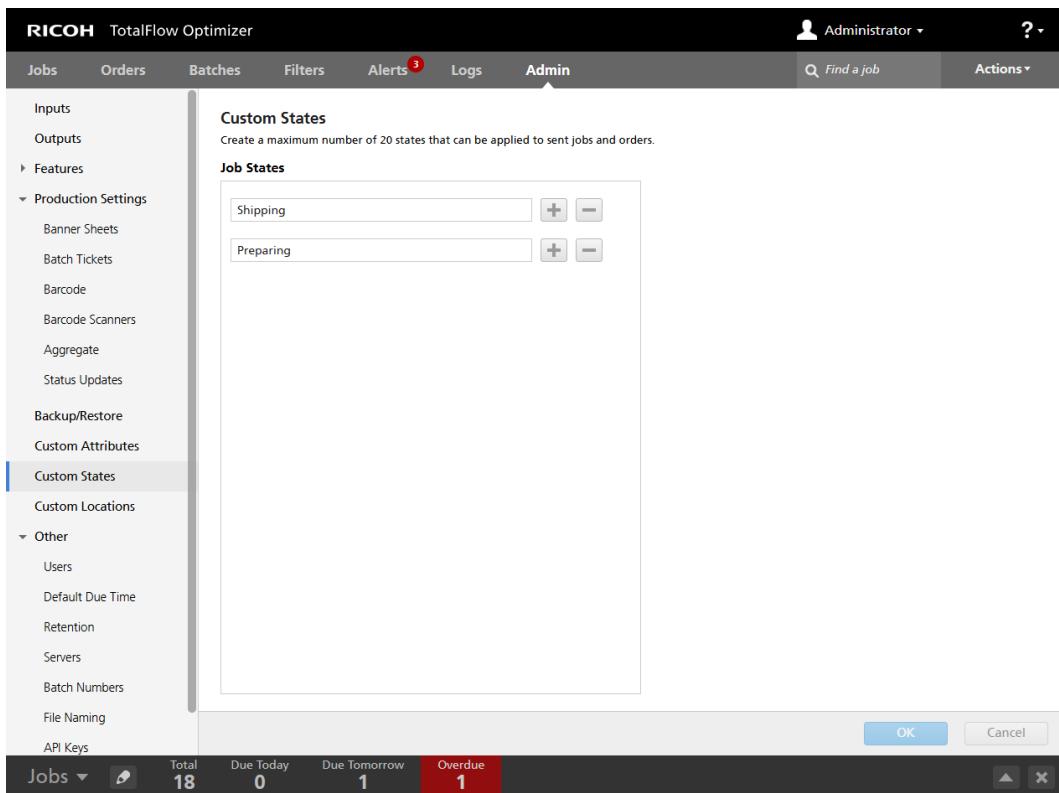
You can reorder the list of custom attributes by dragging and dropping the attribute rows.

To save the custom changes, click **[OK]**.

To discard the entered information, click **[Cancel]**.

## [Custom States] window

You can define custom states for a job that has been sent.



In the **[Custom States]** window, you can create and edit custom states for the jobs in your system. The state is displayed as a column heading in the **[Jobs]** window and as an editable attribute in each **[Job]** details window.

You can create a maximum number of 20 custom states. To add a new custom state, click  the add state button. To remove a custom state, click  the remove state button.

### Note

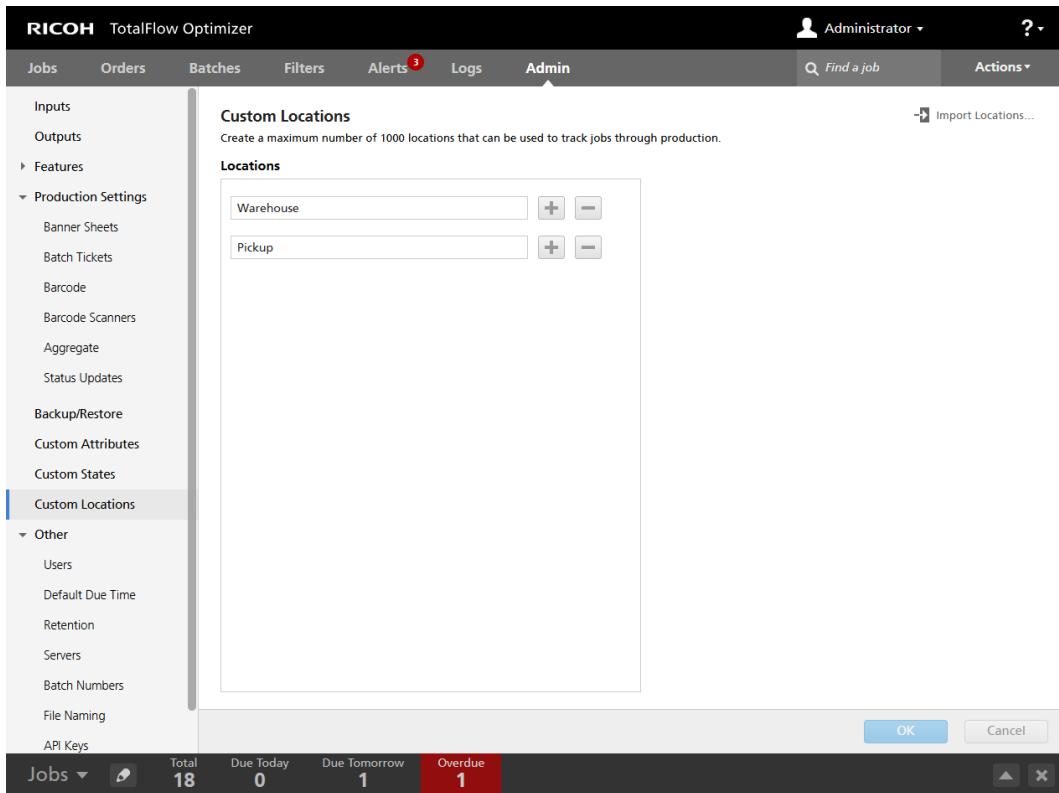
- You can select custom states only for the jobs that have been sent.

To save the custom changes, click **[OK]**.

To discard the entered information, click **[Cancel]**.

## [Custom Locations] window

You can define custom locations for the jobs in the system.



The defined location is used to track a job through production after it was sent for printing.

In the **[Custom Locations]** window, you can create and edit custom locations for the jobs in your system. The location is displayed as a column heading in the **[Jobs]** window and as an editable attribute in each **[Job]** details window. The attribute is editable only if a job is in the following states: **[Sent]**, **[Processing on Printer]**, **[Held on Printer]**, **[Suspended on Printer]**, **[Canceled on Printer]**, **[Printing]**, **[Printed]**, or a custom state.

You can create a maximum number of 1000 locations that can be used to track jobs through production.

To import custom locations from a CSV file:

 [Import Locations...](#)

1. Click , the **[Import Locations]** button.
2. Click **[Browse...]** and select a CSV file you want to upload. The TotalFlow Optimizer system imports the custom locations from the CSV file when the **[IMPORT]** button is pressed.
3. Click the **[First Row Contains Field Names]** checkbox if the specified CSV file contains field names.
4. To save the custom changes, click **[IMPORT]**, to discard changes, click **[Cancel]**.

You can also define custom locations for the jobs in the system in the right-click menu of the job list.

To add a new custom location manually, click , the add button, and specify a location name. To remove a custom location, click , the remove button.

#### Note

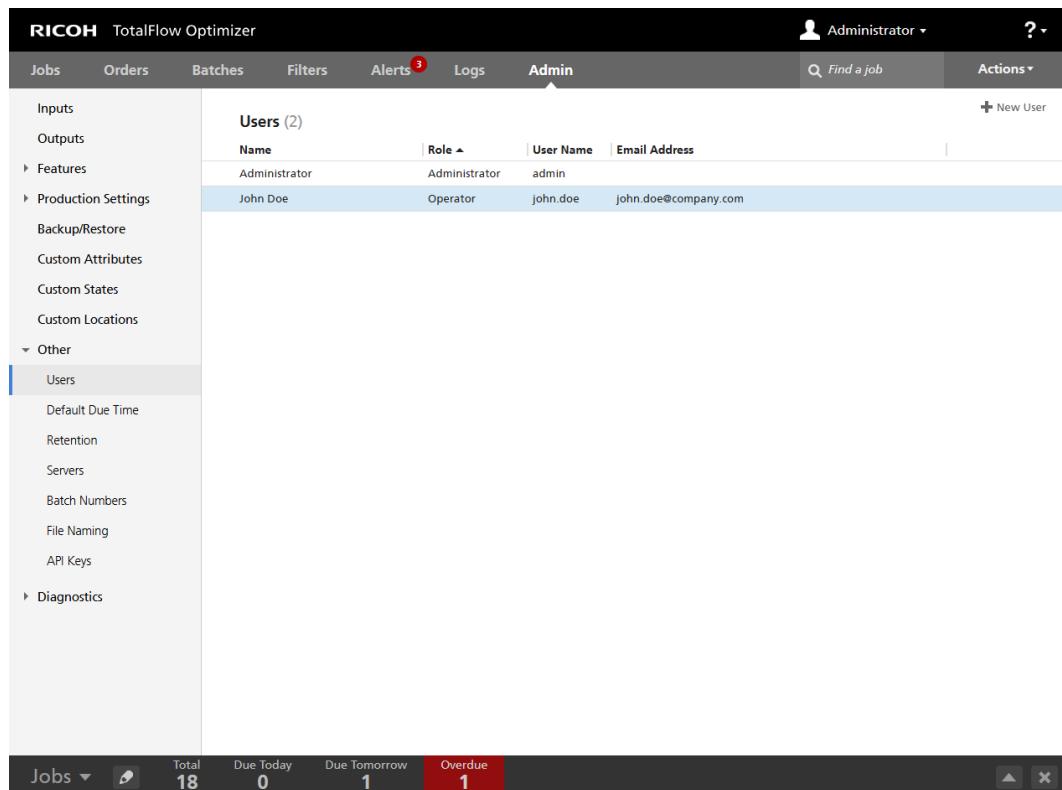
- You can select custom locations only for the jobs that have been sent.

To save the custom changes, click **[OK]**. To discard the entered information, click **[Cancel]**.

## [Other] tab

### [Users] window

The **[Users]** window displays a list of all the users in the system.



Users (2)			
Name	Role	User Name	Email Address
Administrator	Administrator	admin	
John Doe	Operator	john.doe	john.doe@company.com

### [Name]

The first name and the last name of the user.

### [Role]

The type of the user. There are three different types of users:

1. **[Administrator]**
2. **[Operator]**
3. **[Viewer]**
4. **[Custom]**

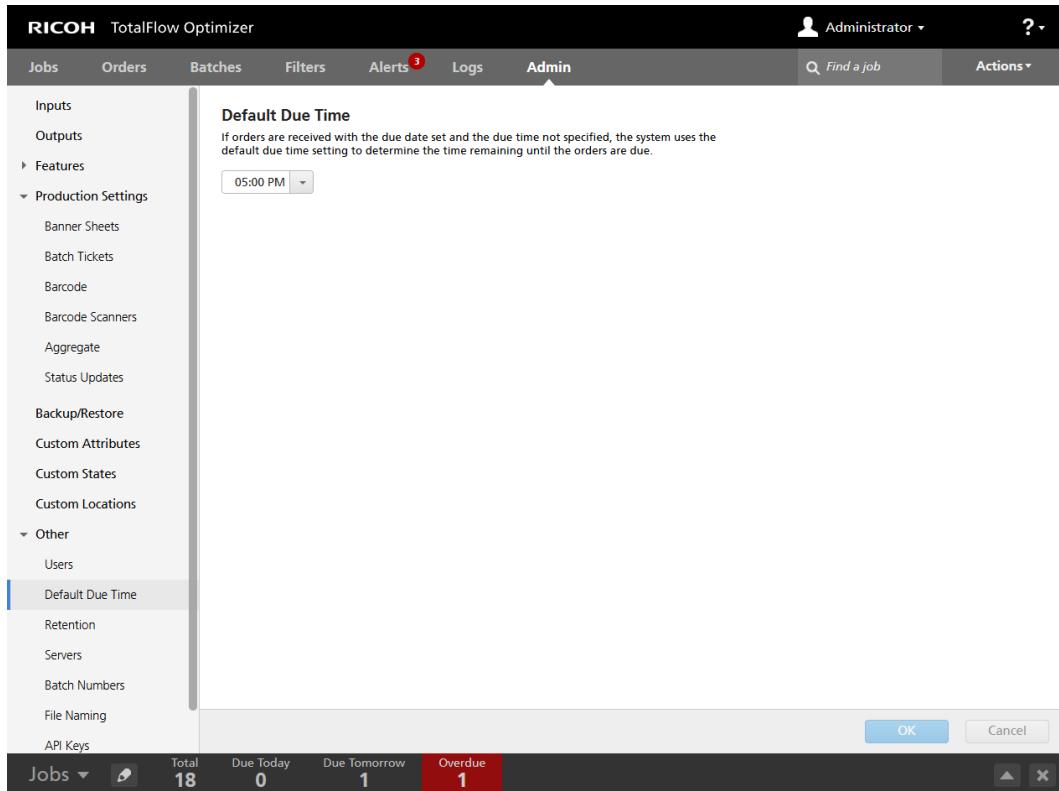
### [User Name]

The **[User Name]** is used to log in to TotalFlow Optimizer from the Graphical User Interface (GUI).

### [Email Address]

The email address of the user.

### [Default Due Time] window



If an order is received with the due date set and the due time not specified, the system uses the **[Default Due Time]** setting to determine the time remaining until the order is due.

To set the **[Default Due Time]**:

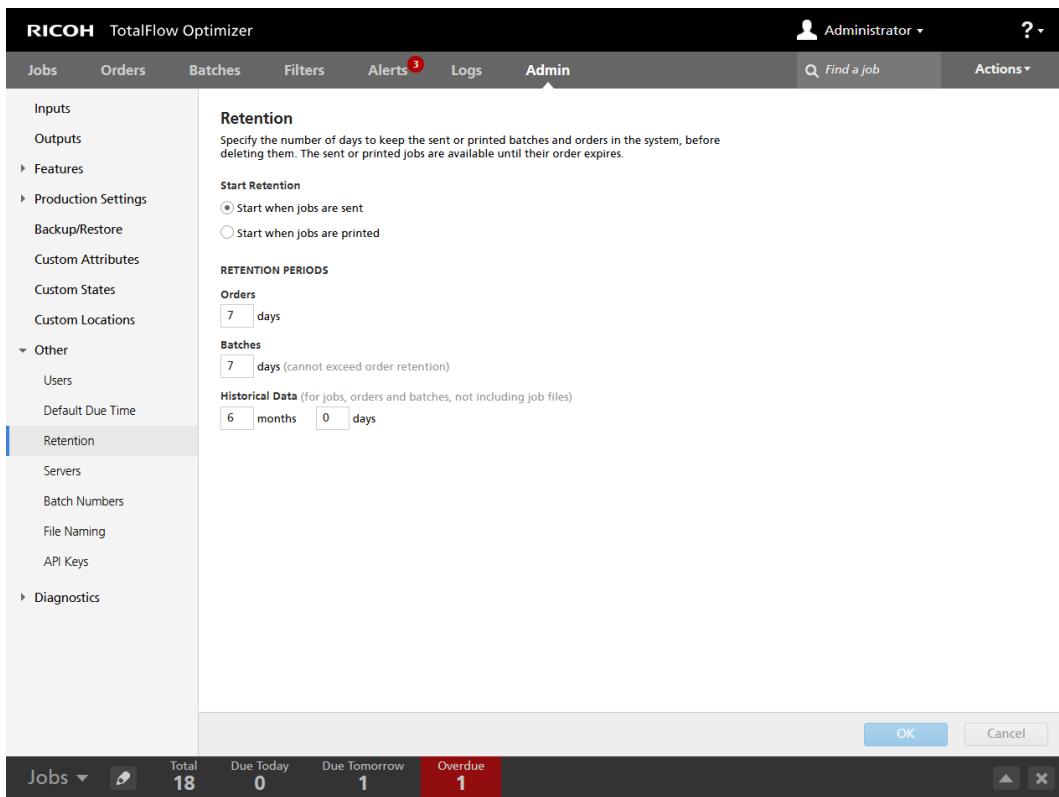
1. Click in the text field. The system displays the time selection menu.
2. You can select the hour and the minutes from the list.

To save the changes, click **[OK]**.

To discard the entered information, click **[Cancel]**.

### [Retention] window

You can set the number of days you want to keep the sent or printed orders and batches in the system before deleting them.



To set the retention period, type the number of days in the designated field. The default retention periods are:

- 7 days for orders
- 7 days for batches

#### Note

- The specified retention period applies to all the current orders and batches in the system and to all the orders and batches that will be created.
- The retention period for batches must be shorter than the retention period for orders.
- If the retention period is set to 0 days, all the sent or printed orders and batches are deleted from the system.

Specify the number of months and days to set the retention period of the stored **[Historical Data]** for jobs, orders, and batches. The default value for the **[Historical Data]** retention period is 6 months. The job, order, and batch properties are stored as **[Historical Data]** in a database. The job files are not included. The information is available for viewing in the TotalFlow Optimizer dashboard.

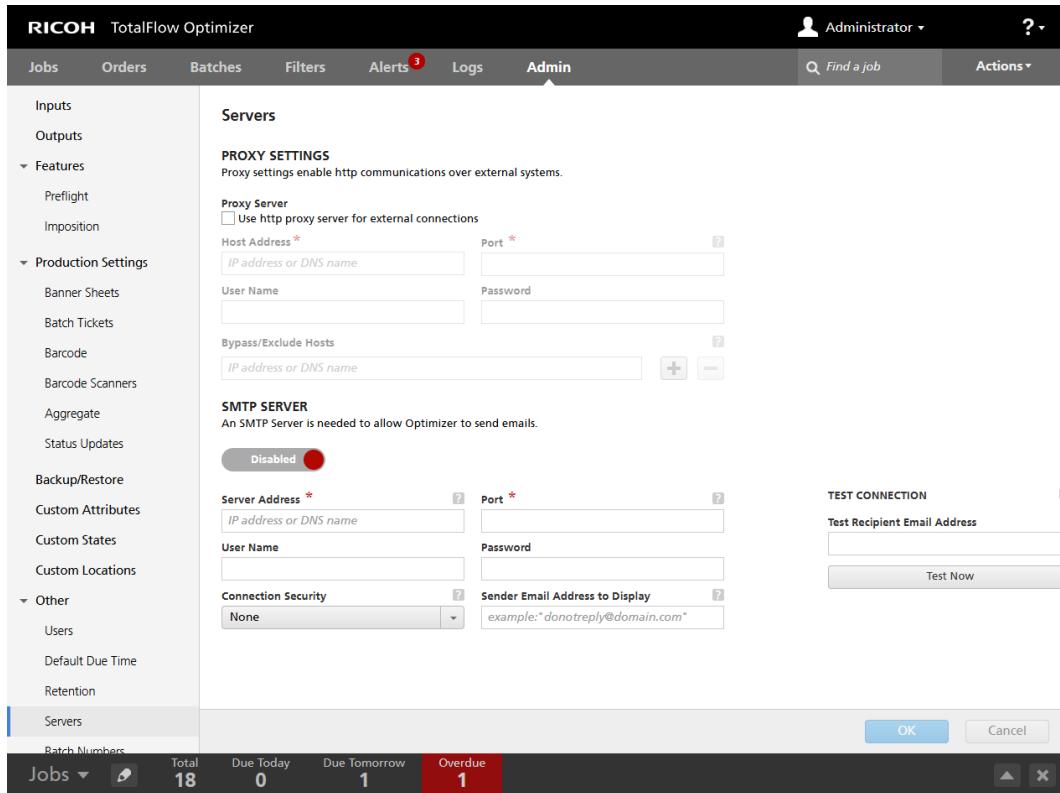
In the **[Jobs]** section, open the **[Filters]** panel and click the **[Jobs]** tab to view the list of all the jobs in the system, including the jobs from the retained orders and batches.

The retention period for an order or a batch begins when all the jobs from that order or batch are in the **[Sent]** state. When the retention period expires, the order or batch and all their jobs are deleted from the system.

The retention period timer is reset when the state of a job from the order or batch is changed. The retention period timer is not reset when a job from an order or batch is deleted.

## [Servers] window

This topic describes how to enable a proxy server, how to configure the proxy settings and the SMTP server settings.



## [PROXY SETTINGS]

Using a proxy server allows you to enable HTTP communications over external systems.

Click the **[Use http proxy server for external connections]** checkbox to enable the proxy server and enter the connection properties for the proxy server.

### [Host Address]

Specify the IP address or the DNS name for the proxy server.

### [Port]

Specify the port number for the proxy server.

### [User Name]

Enter a valid user name for the proxy server.

### [Password]

Enter the password for the specified user name.

### [Bypass/Exclude Hosts]

Specify the IP address or the DNS name for the proxy server exceptions. You can add more exceptions to the bypass list or you can remove some of them.

## [SMTP SERVER]

To send notifications to a user's email, you must first configure an SMTP server.

Click  **Enabled**, the **[Enabled]** button, or  **Disabled**, the **[Disabled]** button, to switch between the two states.

## [Server Address]

Specify the IP address or the DNS name for the SMTP server.

## [Port]

Specify the port number for the SMTP server.

## [User Name]

Enter a valid user name for the SMTP server.

## [Password]

Enter the password for the specified user name.

## [Connection Security]

Specify what type of connection security to use. The default value is **[None]**. You can select **[SSL/TLS]** or **[STARTTLS]** from the list.

## [Sender Email Address to Display]

Specify an email address to be displayed as the sender of the notification email.

## [TEST CONNECTION]

You can verify if the SMTP settings are valid to send email notifications. Specify a test email address and click **[Test Now]** to verify the connection.

Click **[OK]** to save the changes.

## [Batch Numbers] window

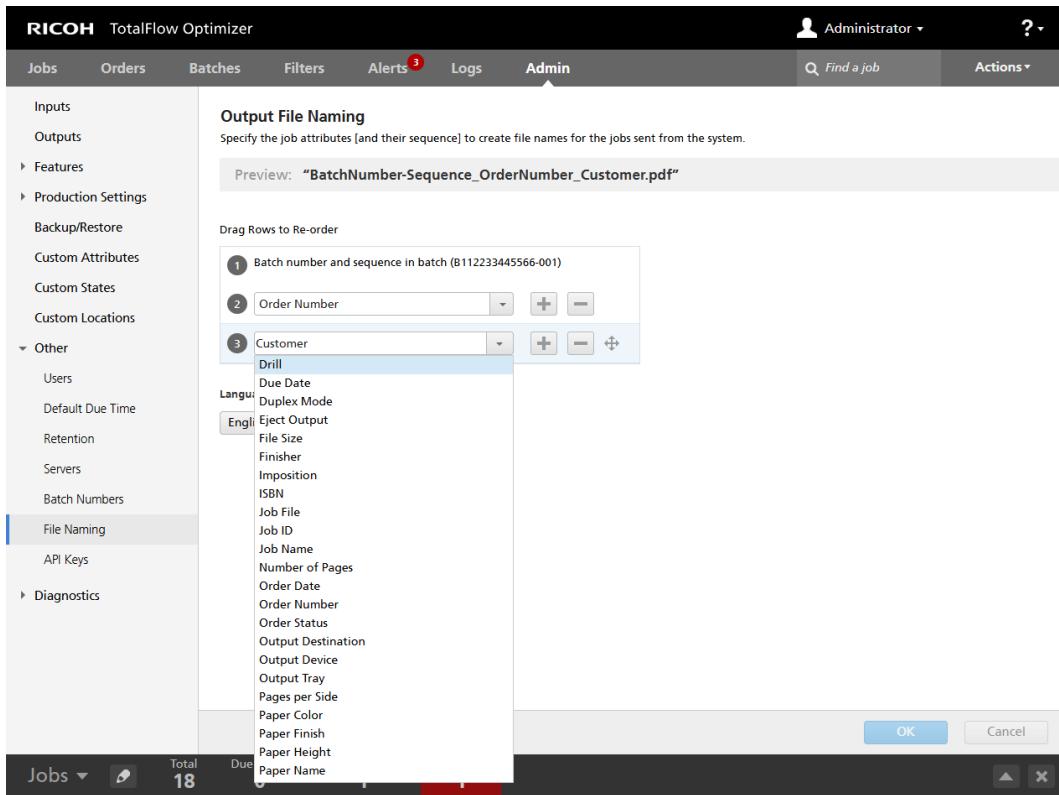
Specify a value that represents the starting batch number. The system assigns the specified number to the next batch created.

## [Batch Number:]

You can reassign a starting batch number. The batch number can contain a maximum of 12 digits.

## [File Naming] window

This section describes how to create the file names for the jobs sent from the system.



Using **[Output File Naming]**, you can set the preferences to generate the job file names sent to the output destination.

#### [Preview:]

The system displays a preview for the job file name.

The first element in the job file name is the batch Number and the sequence of the job in the batch. This is a default setting and cannot be modified.

You can select job attributes or order attributes from the lists as other elements to be included in the job file name sequence. To add a new attribute, click , the “Add a row beneath this one” button. To remove an attribute, click , the “Delete this row” button.

Click , the move button, and drag the selection to change the position of a row.

#### [Language]

You can select the language you want the system to use from the list. When generating the job file name, the system uses the selected language to apply the localization for the specified attributes. The selected language is also used when you generate batch tickets, or banner sheets.

To save the **[Output File Naming]** configuration, click **[OK]**.

To discard the entered information, click **[Cancel]**.

#### API Keys window

The API Keys window displays the list of the API keys you created.

## [Name]

The first name and the last name of the user.

## Date created

The date the API key was created.

## Created by

The user name used to log in to create the API key.

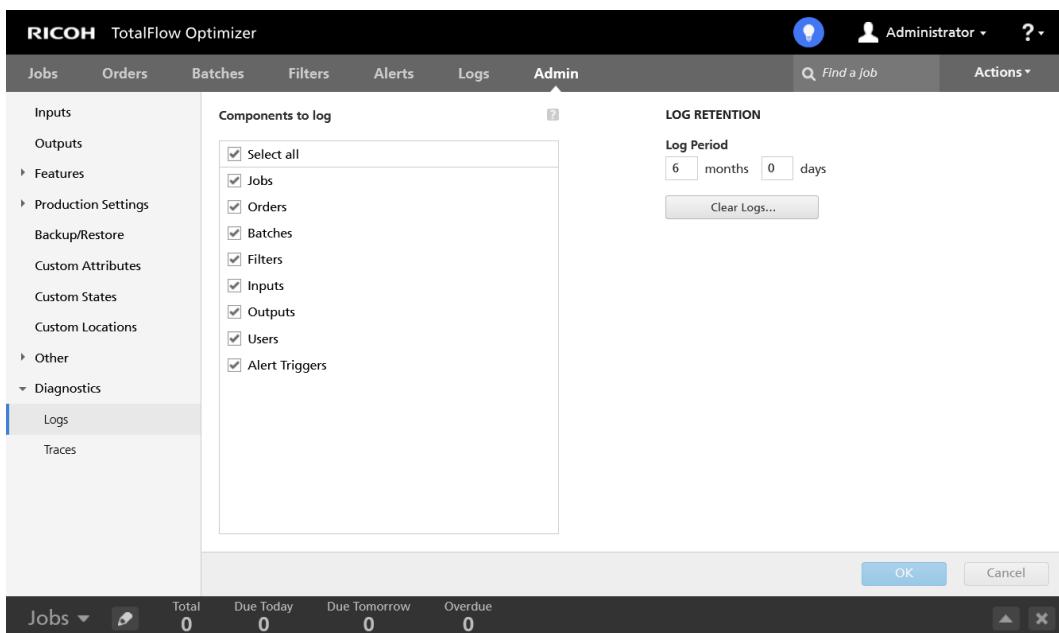
## Status

Specifies if the API key is enabled or disabled.

## [Diagnostics] tab

## [Logs] window

In the [Logs] window you can select the objects displayed in the [Traces] tab. The actions of each selected object are displayed in the [Log Entries] table, in the [Traces] tab. You can select or deselect objects from the column.



## [Components to log]

You can select or deselect objects from the column.

## [LOG RETENTION]

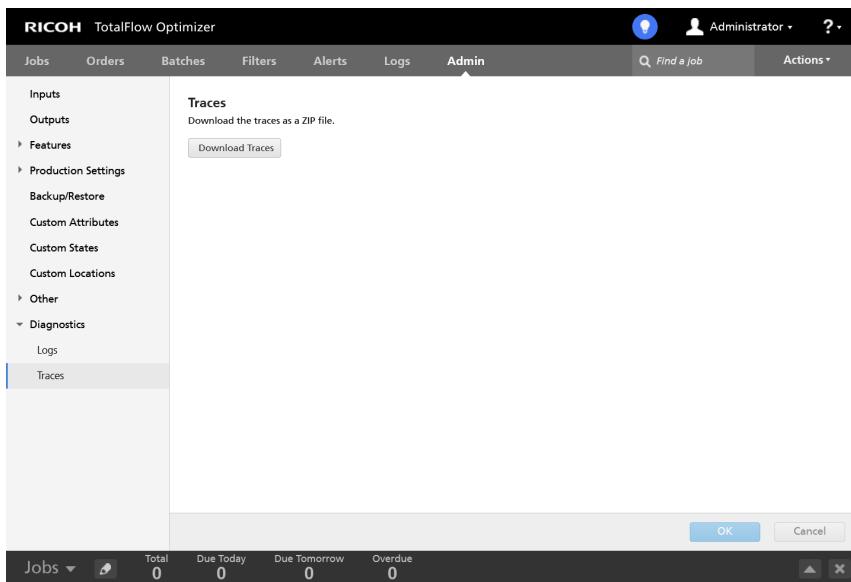
In the [Log Period], select the number of months and days for the log retention.

## [Clear Logs...]

To clear the system log entries, click the **[Clear Logs...]** button. This action will permanently delete the log entries from the system.

## [Traces] window

You can download the trace as a zip file. Click the **[Traces]** window if errors occur when operating as administrator, operator, or customer.



To download the trace as a zip file, click **[Download Traces]**.

To save the changes, click **[OK]**.

To discard the entered information, click **[Cancel]**.

## Dashboard Footer

The dashboard footer is an information bar displayed at the bottom of the TotalFlow Optimizer user interface and it is available from any page in the interface.



The information displayed in the dashboard footer is the volume of either jobs or impressions. You can select one of the two options, **[Jobs]** or **[Impressions]**, from the menu.

The dashboard footer displays modules containing this information:

- **[Total]** — the number of all the batchable jobs in the system.
- **[Due Today]** — the number of all the batchable jobs that have the due date set for the current day.
- **[Due Tomorrow]** — the number of all the batchable jobs that have the due date set for the next day.
- **[Overdue]** — the number of all the batchable jobs in the system with a passed due date.

Click one of the modules in the dashboard footer to display a list of all the jobs corresponding to the selected due date.

You can customize the display of the modules on the footer tray and turn them on or off. To edit the modules, click , the **[Edit Dashboard Footer]**. The system displays the **[Edit Dashboard Footer]** dialog. To change the order of the modules, click , the move button, and drag the selection to change the position of a row. To save the changes, click **[OK]**, to close the dialog, click **[Cancel]**.

#### **Note**

Jobs are filtered by the dashboard filters up to the **[Sent]** state. The dashboard filters will display jobs in all states, except the ones which have already been sent to an output. You can add and edit up to 20 custom filters in the **[Edit Dashboard Footer]**.

When an alert is sent, the system displays a notification in the Dashboard Footer, make sure you select the **[Display alert notifications in dashboard footer.]** checkbox. Double-click the alert or right-click and select **[View Alert]** to open the alert details dialog. You can also right-click and select **[Dismiss]** to remove the alert from the system.

To close the dashboard footer you can click , the close button, or you can click , the administrator menu button, and select **[Hide Dashboard Footer]**.

If you want to display the dashboard footer, click , the administrator menu button, and select **[Show Dashboard Footer]**.

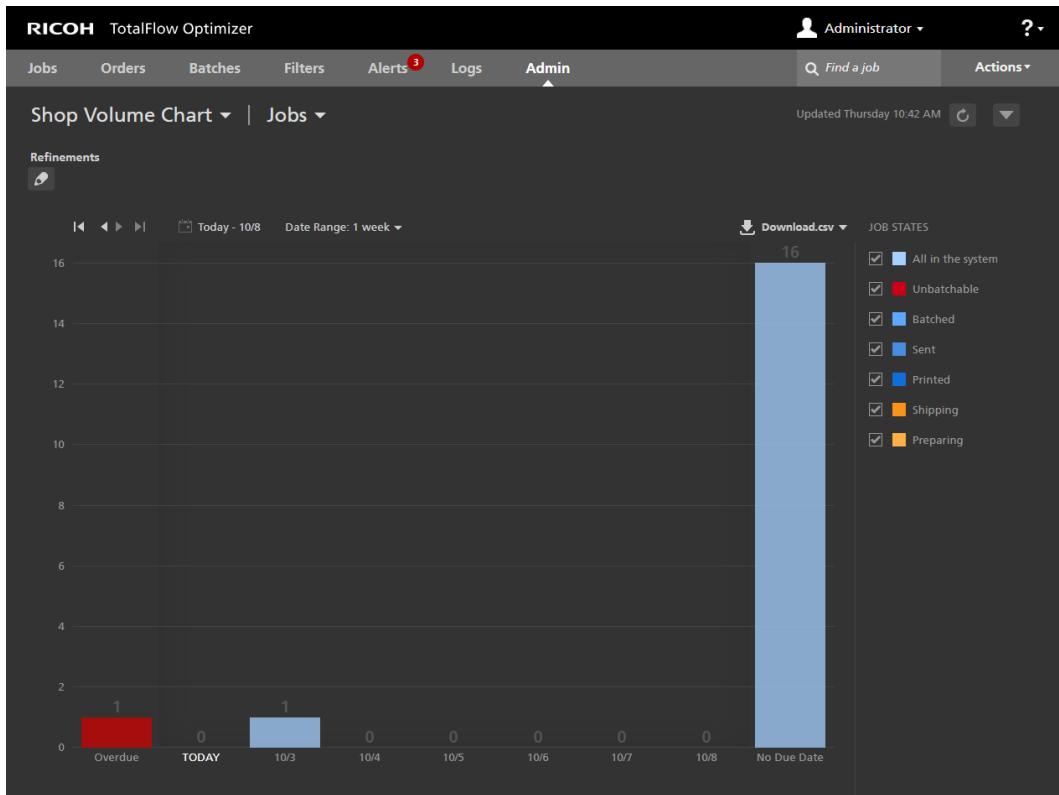
To open the Dashboard Extended Window, click , the **[Expand Dashboard]** button.

## Dashboard Window

This section describes the Dashboard Extended Window.

To open the Dashboard Extended Window, click , the **[Expand Dashboard]** button from the **Dashboard Footer**.

In the top left corner, click , the chart menu, and select **[Shop Volume Chart]**.



The system displays the **[Shop Volume Chart]** in the Dashboard Extended Window. From the second menu, click and select to view the chart information for either jobs or impressions. Each bar in the chart displays the number of jobs or impressions that are due for a specific day of the week. The number of jobs/impressions that are overdue are displayed in the first bar from the left. The number of jobs/impressions without an assigned due date is also displayed in a separate bar on the right.

Starting with the current day, the system displays a total number of seven days in the **[Shop Volume Chart]**. You can navigate through the chart one week at a time. Click , the forward button, to display the information for the next week and click , the back button, to return to the previous week. You cannot navigate to a date that was due before the current day.

Click 28, the date-picker button, to select the starting day for the dashboard chart. You can select the current day or any day from the calendar. Click **[Date Range: {0}]** and select from the list one-week or two-week time frame. The chart resizes based on the time settings selected.

The information is refreshed automatically in the following situations:

- When you open the Dashboard Extended Window.
- When you log into TotalFlow Optimizer.
- When you edit the refinements.

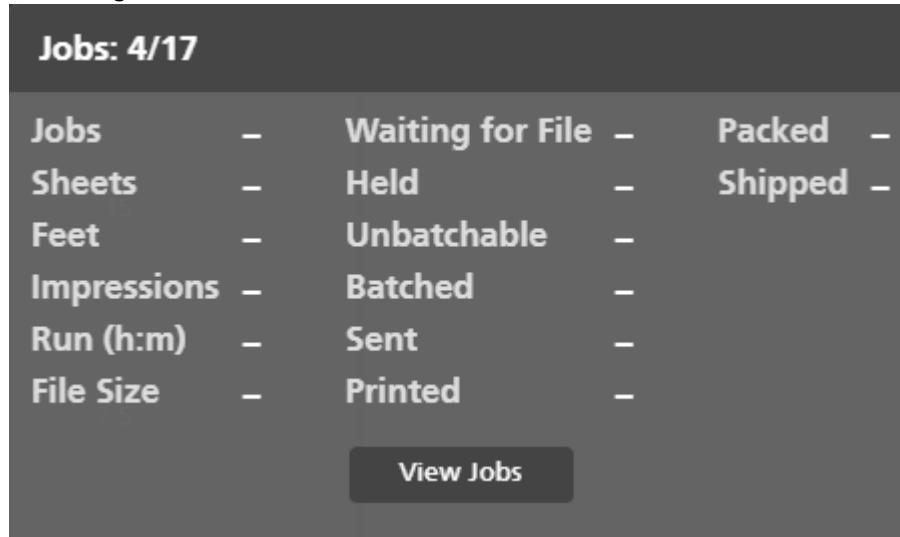
You can manually refresh the data displayed in the **[Shop Volume Chart]**, the timestamp, and footer chart information by clicking , the **[Refresh]** button.

You can download a file containing all the job information displayed in the Shop Volume Chart by clicking **[Download.csv]**.

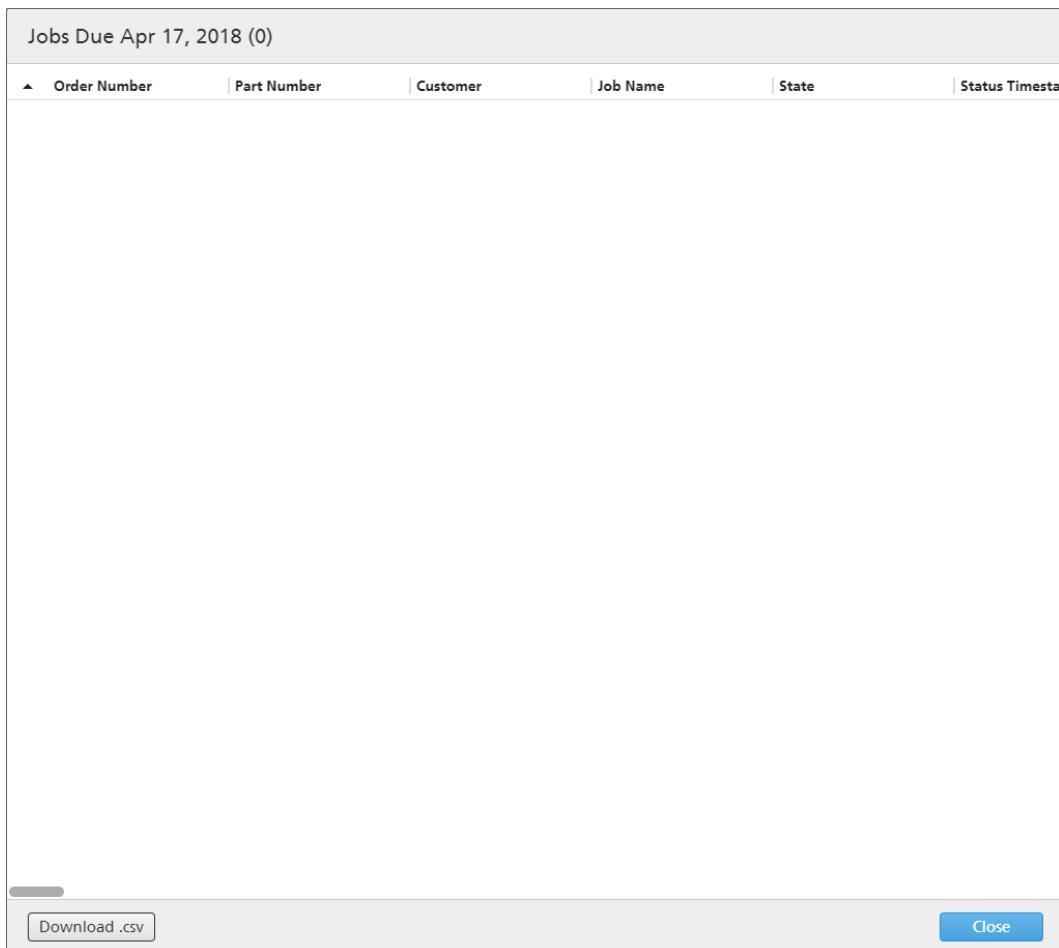
The system displays the date and time of the last chart information update.

On the right of the Dashboard Extended Window, the system displays a list of job states. The checkbox shows or hides the associated custom state on the chart. The color square shows the color associated with the custom state. You can click the color square to view the color picker and select a new color for the job state in the chart.

If you hover over a standard bar in the **[Shop Volume Chart]**, the system displays the detailed volume information for the selected day, the number of batched and unbatched jobs, and the number of jobs in **[Waiting for File]**, **[Held]** state, and **[Custom States]**.



Click **[View Jobs]** to open the **[Job List]** dialog and view all the jobs that are due on the selected date. To view job details, right-click the job. All changes in the job state or properties are displayed in the Dashboard Extended Window.



Order Number	Part Number	Customer	Job Name	State	Status Timestamp

Download .csv      Close

The columns of the list are all the existing job attributes. You can download a file containing all the job information displayed by clicking **[Download.csv]**. To close the **[Job List]** dialog, click **[Close]**.

To close the Dashboard Extended Window, click , the **[Hide Dashboard Footer]** button from the top right corner.

## [Refinements]

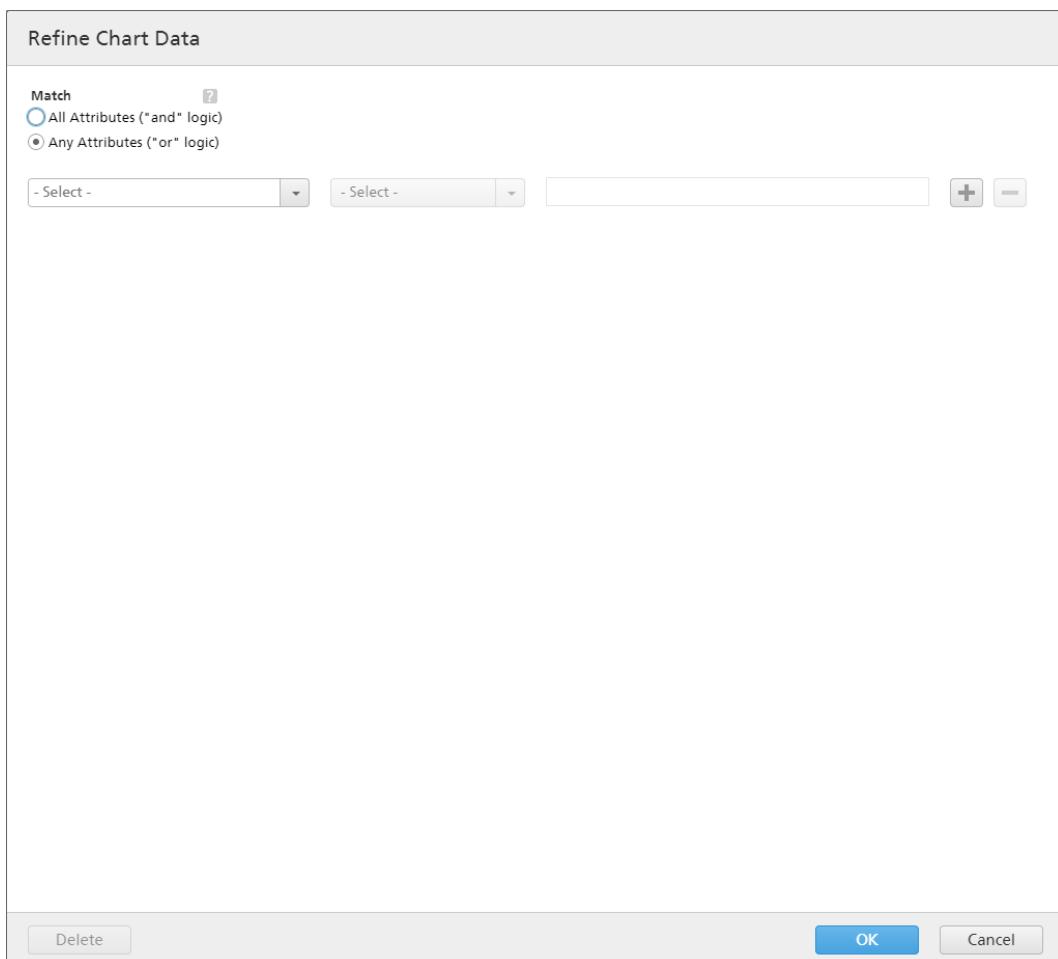
You can filter the information displayed in the Shop Volume Chart by creating refinements.

You can select various criteria to display jobs matching only certain attributes in the Shop Volume Chart. The configured refinements are available for each user separately and are reset when the user logs out. Each user can save the set of refinements that are in effect at any time.

You can access the list of all your saved refinement sets from the **[Refinements]** menu.

To create or manage refinements, click , the create/edit button.

The **[Refine Chart Data]** dialog is displayed.



Select one of these options:

- **[All Attributes ("and" logic)]**
- **[Any Attributes ("or" logic)]**

If you select **[All Attributes ("and" logic)]**, the system only displays the jobs matching all the attributes set in the **[Refinements]** window. If you select **[Any Attributes ("or" logic)]**, the system displays any job matching at least one of the specified attributes.

You can add more attributes from the list or remove some of them. To add a new attribute, click  the **[Add Criteria]** button. To remove an attribute, click  the **[Remove Criteria]** button.

To configure the criteria for the list of jobs:

1. Select the attribute type from the first list.

 **Note**

You can select a value from two different attribute categories:

- 1) The **[General Properties]** category contains the **[Output Destination]** and **[Order Status]** attributes.
- 2) The **[Job Properties]** category contains different job attributes.

2. From the second list, select an operator.

3. Enter a value for the selected attribute type to complete the criteria.

Click **[OK]** to save the changes.

To save the configured refinements set, click **[Save Refinements as a Set]**, enter a name in the text field, and click **[OK]**. You can also remove specific attributes from the selected refinement set by

clicking , the **[Delete]** button. Click **[Save Changes]** to save the refinement set modifications.

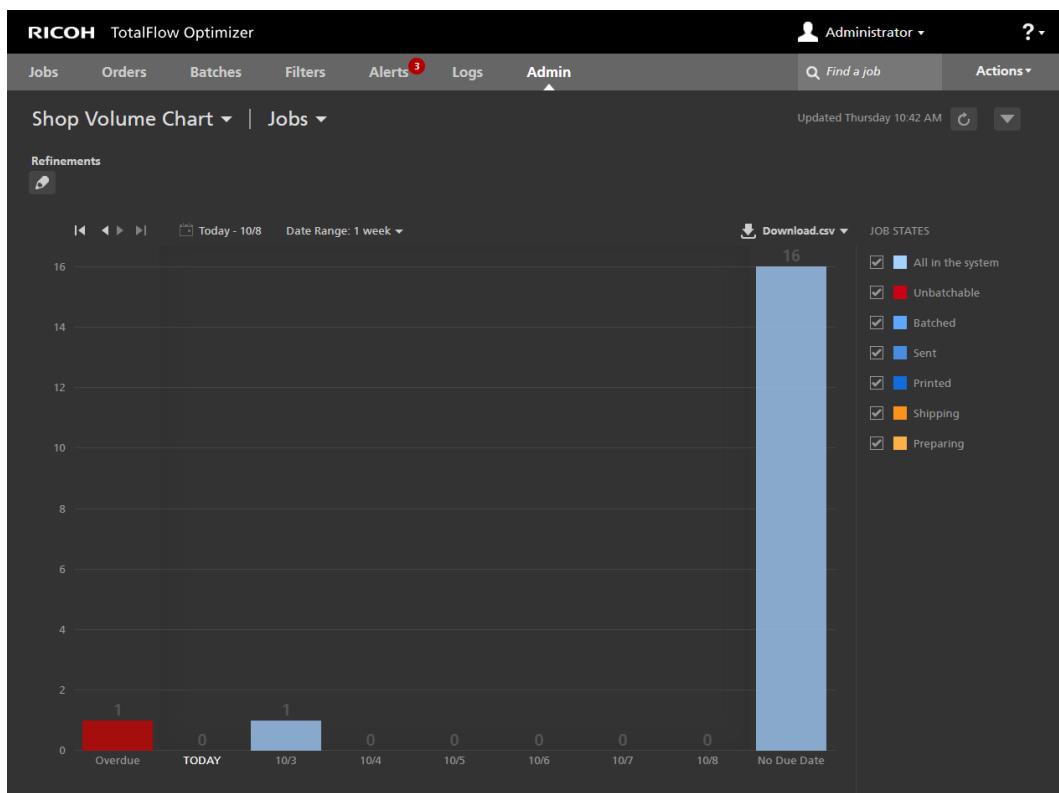
If you want to remove all the refinements and display all the information in the Shop Volume Chart, click , the **[Clear All Refinements]** button. To delete a refinement set permanently, right-click and select **[Delete Saved Refinement Set]**.

## [Output/Print Queue] Chart

This section describes the Output/Print Queue Chart from the Dashboard Extended Window.

To open the Dashboard Extended Window, click , the **[Expand Dashboard]** button from the Dashboard Footer.

In the top left corner, click  the chart menu, and select **[Output/Print Queue]** and then select **[Print Queue]** from the second menu.



You see the **[Output/Print Queue]** in the Dashboard Extended Window. The chart displays a list of all the outputs, the jobs sent to each output that are not marked as printed, and any existing aggregate jobs in the system. If there are ganged-up jobs sent to an output, the system displays the ganged-up batch.

**Job List Columns**

Choose columns to display left to right on Job lists.

Move to First/Last	<input type="checkbox"/> Show/Hide Columns
1	<input checked="" type="checkbox"/> Imposition Approval
2	<input checked="" type="checkbox"/> Order Number
3	<input checked="" type="checkbox"/> Part Number
4	<input checked="" type="checkbox"/> Customer
5	<input checked="" type="checkbox"/> Sheets
6	<input checked="" type="checkbox"/> Job Name
7	<input checked="" type="checkbox"/> State
8	<input checked="" type="checkbox"/> Status Timestamp
9	<input checked="" type="checkbox"/> Batch Number
10	<input checked="" type="checkbox"/> Job File
11	<input checked="" type="checkbox"/> File Size
12	<input checked="" type="checkbox"/> Due Date
13	<input checked="" type="checkbox"/> Description
14	<input checked="" type="checkbox"/> Pages
15	<input checked="" type="checkbox"/> Pages per Side

**OK** **Cancel**

In the **[Show/Hide Outputs]** window:

- You can change the order of the outputs in the list. Click , the move button, and drag the selection to change the position of a row. The sequence number is updated when the rows are rearranged.
- Click , the “Move to first” button, to move the selected output name to the top of the list.
- Click , the “Move to last” button, to move the selected output name to the bottom of the list.
- Click the **[Show/Hide All]** checkbox to either display or hide all the outputs. You can click the checkbox for each output name separately to show or hide the output.
- Type in the name of the view in the **[Name]** field and click **[OK]**.

The jobs in the chart are displayed based on the estimated **[RUN TIME (h:m)]** for each job and the color represents the time until the job is overdue.

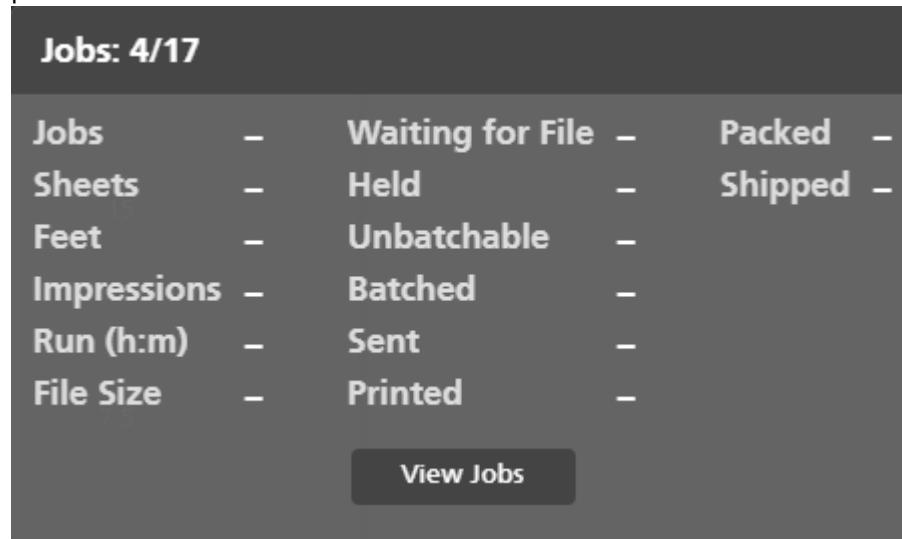
The information is refreshed automatically in the following situations:

- When you open the Dashboard Extended Window.
- When you log into TotalFlow Optimizer.
- When the job state changes to or from the **[Sent]** state.

You can manually refresh the data displayed in the **[Output/Print Queue]** by clicking  the **[Refresh]** button. The system displays the date and time of the last chart information update.

To download a file containing only the job information displayed in the **[Output/Print Queue]**, click **[Download.csv]** and select **[Displayed Data]**. To download a file containing all the job information in the **[Output/Print Queue]**, click **[Download.csv]** and select **[All Data]**.

If you hover over a standard job bar, a ganged batch, or an aggregate job in the **[Output/Print Queue]**, the system displays the detailed information for the selected job, ganged batch, or aggregate job.



The screenshot shows a summary of 4/17 jobs. The data is presented in a table format:

Jobs	-	Waiting for File	-	Packed	-
Sheets	-	Held	-	Shipped	-
Feet	-	Unbatchable	-		
Impressions	-	Batched	-		
Run (h:m)	-	Sent	-		
File Size	-	Printed	-		

At the bottom of the interface is a **View Jobs** button.

You can perform different actions on a job. Right-click a job bar and choose one of these actions:

- **[View File...]**
- **[View Imposed File...]**- if the file is imposed
- **[Properties]**
- **[Open Order]**
- **[Unbatch]**
- **[Quick Print...]**
- **[Reprint...]**
- **[Hold Job]**
- **[Set State]**
- **[Set Location]**

- **[Delete Job...]**

**Note**

You can perform these actions on an aggregate job, except the **[Reprint...]** action.

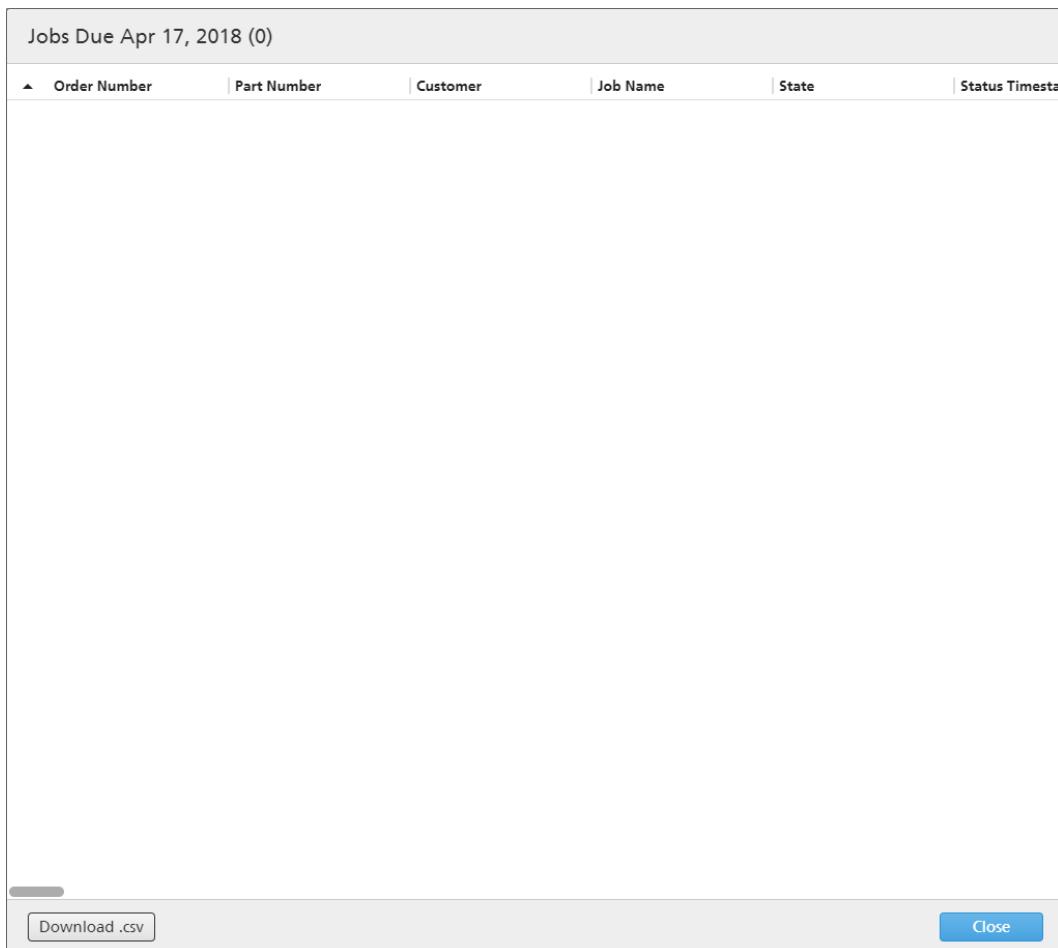
Click **[Highlight Batch]** to show all the jobs from the chart that are part of the same batch.

To view the job details, right-click a job and select **[Properties]**.

Jobs Due Apr 17, 2018 (0)					
▲ Order Number	Part Number	Customer	Job Name	State	Status Timestamp

[Download .csv](#) [Close](#)

To view all the jobs from an aggregate job set, right-click and select **[View Jobs]**.



Jobs Due Apr 17, 2018 (0)					
Order Number	Part Number	Customer	Job Name	State	Status Timestamp

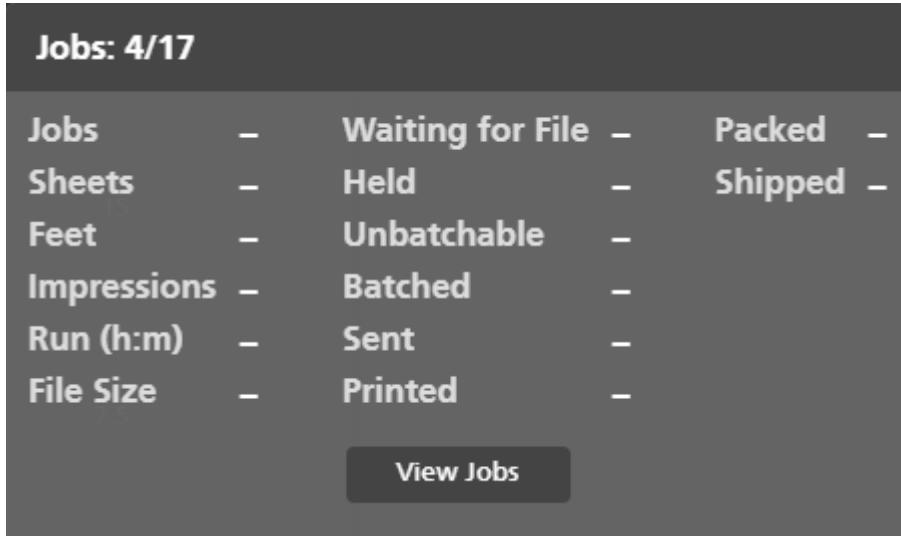
Download .csv      Close

You can perform different actions on a ganged batch. Select a ganged batch, right-click and choose one of these actions:

- **[Print Batch Ticket...]**
- **[Properties]**
- **[Resend Batch...]:**
- **[Cancel Send]**
- **[Delete Batch...]**
- **[Mark Batch as "Printed"]**
- **[Mark Batch as "Sent"]**

To see an accurate representation of the total runtime for all the jobs in each output, you must select **[Run Time Only]** from the second menu in the top left corner. The system displays a chart with the run time of all the jobs sent to each output. If the run time is missing for some jobs, the system displays a warning.

If you hover over an output from the output list in the **[Output/Print Queue]**, the system displays the properties for the selected output.



Click **[Job List]** to view the list of all the jobs sent to the selected output.

Jobs Due Apr 17, 2018 (0)					
▲ Order Number	Part Number	Customer	Job Name	State	Status Timestamp

[Download .csv](#) [Close](#)

You can download a file containing the list of jobs sent to the output by clicking **[Download.csv]**. To close the **[Job List]** dialog, click **[Close]**.

To close the Dashboard Extended Window, click , the **[Hide Dashboard Footer]** button from the top right corner.



## 2. Configuration

- License Management
- Configuring Client Computers
- Configuring Ultimate Impostrip® to Connect with TotalFlow Optimizer
- TotalFlow Optimizer APIs
- Using TotalFlow Optimizer APIs

### License Management

#### TotalFlow Optimizer Licenses

2

There are different license types:

##### Trial

The trial license expires after 60 days from the installation of TotalFlow Optimizer.

##### Maintenance

The maintenance license expires after 1, 3, or 5 years, depending on the EID provided when you installed TotalFlow Optimizer.

##### Permanent

The permanent license has an unlimited period of usage.

##### Important

When the host name changes, TotalFlow Optimizer switches from the **Maintenance** mode to the grace period mode. If the grace period expired and you want to revert to **Maintenance** mode, go to <https://dl.ricohsoftware.com/> and log in to your account to retrieve the new license file. After you download the new license file, use the **[Manage Software Keys]** application to add it.

You can install TotalFlow Optimizer in trial mode on multiple machines from the same installation kit. Once the trial period expires, you cannot reinstall TotalFlow Optimizer in trial mode on the same machine.

The TotalFlow Optimizer Base Server and the following features are available for your evaluation:

- TotalFlow Optimizer Automation Feature
- TotalFlow Optimizer XML Output Feature
- TotalFlow Optimizer Preflight Feature

The trial license expires after 60 days from the installation of TotalFlow Optimizer.

If you decide to register your TotalFlow Optimizer product, you must purchase a valid license key for the base server, and optionally, for the separate features available. Permanent and maintenance license keys for the base server and features are bundled into a single license key file.

#### Installing the License

When installing TotalFlow Optimizer, you can select between the trial license or the permanent license. The trial license lets you use TotalFlow Optimizer for 60 days.

To continue using TotalFlow Optimizer after the trial license expires, you must install a permanent license on the computer where you installed TotalFlow Optimizer. The permanent license is valid only on this computer.

 **Important**

Before you try to install the license, make sure that you have the email with the entitlement ID (EID) that you received from your service representative.

2

You can obtain the license file manually using the self-service website.

The License Key Management Application (LKMA) comes with the TotalFlow Optimizer base installation and handles the license types for your TotalFlow Optimizer software. The License Key Management Application lets you add or remove licenses.

 **Note**

The installation paths specified in the instructions are the default ones. If you installed TotalFlow Optimizer in a custom location, refer to that location instead of the default one.

To install the permanent license:

1. Click **Start** → **All apps** → <Program Group>.

 **Note**

The default Program Group for the TotalFlow Optimizer application is RICOH TotalFlow Optimizer. You can set a different Program Group during the installation process.

2. Right-click **[Manage Software Keys]** and select **[Run as Administrator]** to open the application.
3. In the TotalFlow Optimizer Licenses main window, click **[Add...]** to add a new license. The “Deploy Software Keys” window is displayed.
4. In the “Deploy Software Keys” dialog, click **[Browse...]**, go to the license key file, and click **[Open]**.

5. Click **[Next]**.

An information message is displayed:

- Registration successful if the registration process is successful.
- Registration failed if the registration process fails.

If the registration process fails, a pop-up message is displayed to indicate why the registration failed.

6. If the installation is successful, you must restart the application services:

1. Click **Start** → **All apps** → <Program Group>.

 **Note**

The default Program Group for the TotalFlow Optimizer application is RICOH TotalFlow Optimizer. You can set a different Program Group during the installation process.

2. Right-click **[Restart Services]** and select **[Run as Administrator]** to restart the application services.

**Note**

If the system fingerprint used for generating a license key is changed, the TotalFlow Optimizer software continues to run in grace mode for 7 days. You must contact your local representative to receive a new license key before the period expires, otherwise the TotalFlow Optimizer software stops running on this system when the grace period ends.

## Obtaining a Permanent License File

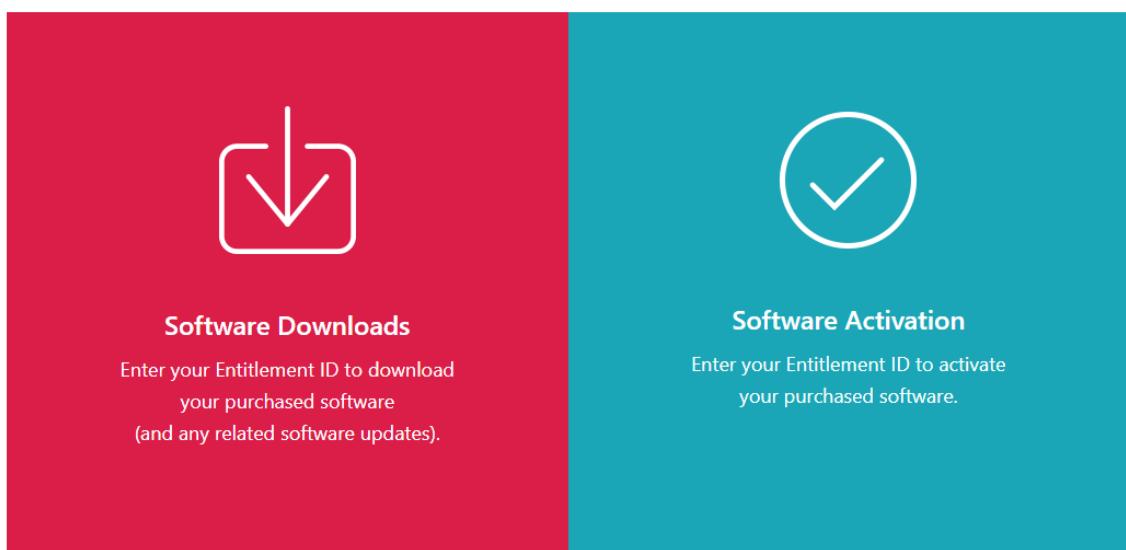
2

To install the permanent license, you need a license file. You can obtain the license file using the self-service website.

To obtain the license file using the self-service website:

1. Make sure that you have the email containing the entitlement ID (EID) that you received from Ricoh.
2. If the computer where TotalFlow Optimizer is installed does not have Internet access:
  1. Do not close the license application on the computer where TotalFlow Optimizer is installed.
  2. Log into a computer that has Internet access.
  3. Use the Remote Desktop Connection to connect to the computer where the TotalFlow Optimizer is installed.
  4. Log in with the same user name and password that you used when you started the license application.
3. On the computer that has Internet access, go to this website: <https://dl.ricohsoftware.com>.

What action would you like to take?



4. Click **Software Activation** on the right side of the screen.
5. In the **Software Activation** dialog, insert the EID and the system fingerprint.

2

## Software Activation

Use the form below to activate your software. Enter your Entitlement ID and the System Fingerprint generated by the software.

**Enter your EID:**

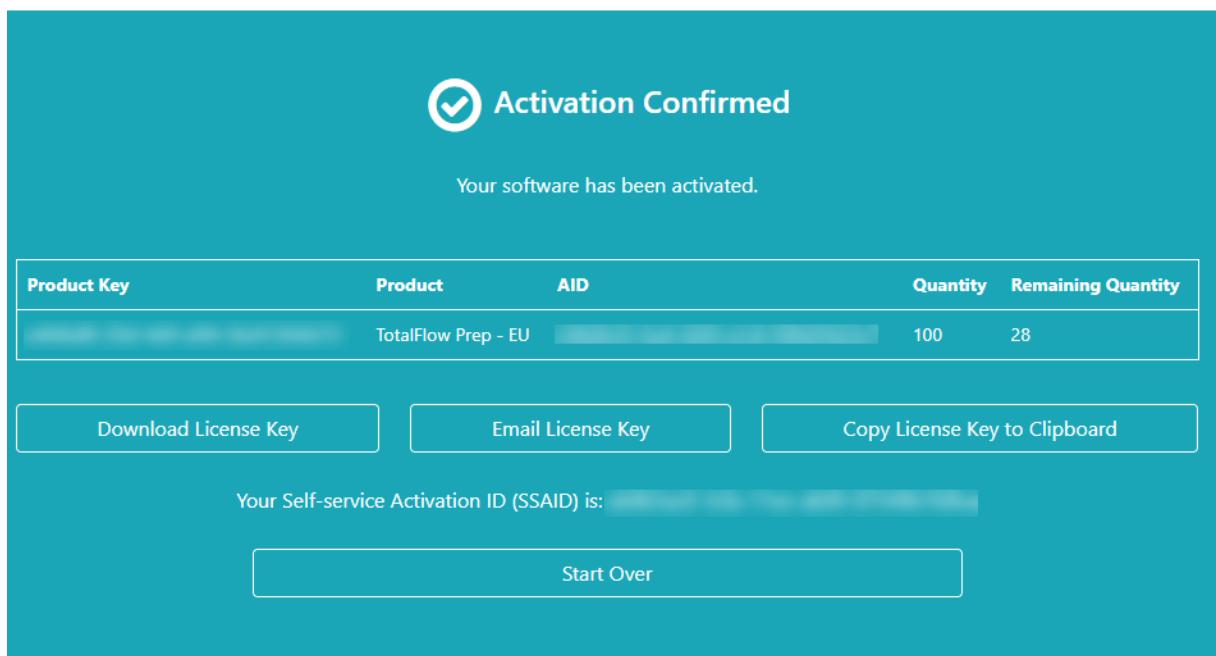
**Enter your System Fingerprint:**

**Confirm Content**

1. Copy and paste the EID from the email you received from Ricoh.
2. In the TotalFlow Optimizer license management application, select and copy the 16-character **System fingerprint** that uniquely identifies the computer where TotalFlow Optimizer is installed.
3. Return to the Software Activation webpage. Paste the system fingerprint in the **Enter your System Fingerprint** field.
4. Click **Confirm Content**.
6. In the **Activation Content Confirmation** dialog:
  1. Review the confirmation information.
  2. Click **Activate**.

You will receive a confirmation that your software has been activated. A license key is generated with an Activation ID for the client computer and is displayed on the screen.



2

 **Note**

The number of activations of the license is displayed under **Quantity**. The remaining number of activations available for this license is displayed under **Remaining Quantity**.

7. To download the license key, click **Download License Key**. The saving procedure and file type are different for each browser. Record the folder where you saved the license key.
8. To email the license key file to someone else, click **Email License Key**.

### Enter Email Address



Please enter the email address you want the license key sent to.

**Email**

your\_email@domain.com

**Cancel**

**Send**

1. Type the email address.
2. Click **Send**.
9. If you are finished, close the browser tab. To restart the process, click **Start Over**.

10. If you accessed the Internet from a different computer than the one where the TotalFlow Optimizer is installed, copy the license file to the computer where the TotalFlow Optimizer is installed.

## Revoking a license

2

The Self-service License Key Revoke System (SSR) provides a method to move license keys between systems and recover from system failures

To revoke a license:

1. Open a web browser.
2. Go to <https://dl.ricohsoftware.com/>.
3. Click the **Self-Service Revoke** button.
4. Under **Revoke By**, select one of the 3 available revoke methods:

### Entitlement ID (EID)

The EID that you must revoke for the software reporting a license violation condition.

### Activation ID (AID)

The AID is necessary only when you must revoke a single set of keys for 1 EID. For example, if you accidentally activated using the wrong system fingerprint and have the AID string available.

### License Key File Upload

This is the best general-purpose option for resetting all EIDs installed for a specific product on a given server. You can select a license.key file or 1servrc.

5. Depending on your selection from the **Revoke By** list, enter the EID, AID, or upload the key file in the **Enter your EID**, **Enter your AID**, or **Upload Your License File (Max file size, 2 MB)** fields.
6. Enter your company name in the **Company Name** field. Make sure to use the same company name used in the original EID email.
7. To receive the revoke details, enter your valid business email address in the **Business Email Address** field.
8. Agree that you have removed any infringing copies of the software and are compliant with product licensing terms.
9. Click **Submit**.

If your request to revoke the license is approved, you receive a notification on the website within the next two minutes. If your request could not be approved automatically and requires review, you receive an email from the reviewer within the next few business days. If the response to your revoke request indicates that the status is pending or denied, do not resubmit the request. Submitting duplicate requests might delay the approval process and increase the time required for license status resolution.

## Removing a license

If you have more than one license installed on your machine, you can remove one or all licenses.

To remove a license:

1. Go to **Start** → **All apps** → <Program Group>.

 **Note**

The default Program Group for the TotalFlow Optimizer application is **[RICOH TotalFlow Optimizer]**. You can set a different Program Group during the installation process.

2. Right-click **[Manage Software Keys]** and select **[Run as Administrator]** to open the application.
3. In the TotalFlow Optimizer Licenses main window, click **[Delete]** to remove a license. The **[Confirmation]** window is displayed.
4. Click **[Yes]** to delete the selected license.

2

## Configuring Client Computers

You can access the TotalFlow Optimizer user interface from any system that has access to the network and meets the requirements.

You must perform the following tasks for every computer that accesses TotalFlow Optimizer:

### Web browser configuration

To access the user interface, you must install and configure a web browser on each system, including the one where you install TotalFlow Optimizer. The following browsers are supported:

- Mozilla Firefox (<http://www.mozilla.org/en-US/firefox/all.html>)
- Google Chrome (<https://www.google.com/intl/en/chrome/browser/>)
- Microsoft Edge (<https://www.microsoft.com/en-us/windows/microsoft-edge>)

 **Note**

- Cookies and pop-ups must be enabled for the TotalFlow Optimizer application.
- A PDF reader is required for viewing TotalFlow Optimizer job files.

 **Important**

If more than one locale is available for a language, for example, English (United Kingdom) [en-GB] and English (United States) [en-US], it does not matter which locale you choose.

### URL for accessing the user interface

To open the user interface from client computers, users must enter this URL in the address bar of their browser:

`http://hostname:port.number/Optimizer`

where `hostname` is the host name or the IP address of the computer where TotalFlow Optimizer is installed and `port.number` is the web service port. The web service port can be set during installation and the default value is 19080.

### User login name and password

Inform users of the login names and passwords that you created for them. We recommend that users change their passwords the first time they use the system.

2

### Rights

Inform users of the actions they can perform in the TotalFlow Optimizer user interface, according to the role that you configured for each of them.

---

## Configuring Microsoft Edge

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To access TotalFlow Optimizer with Microsoft Edge, you must configure the browser.

 **Note**

This procedure shows how to configure Microsoft Edge on Windows 11. There are minor differences in other releases of Microsoft Edge and Windows.

To configure Microsoft Edge:

1. Click , the Settings and more icon, and then **[Settings]**.
2. Select **Cookies and site permissions**.
3. Under **Site permissions** → **All permissions**, make sure that **JavaScript** is **Allowed**.

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## Configuring Mozilla Firefox

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To access TotalFlow Optimizer with Mozilla Firefox, you must configure the browser.

 **Note**

This procedure shows how to configure Firefox on Windows 11. There are minor differences in other releases of Firefox and Windows.

To configure Mozilla Firefox:

1. Open a Mozilla Firefox page.
2. In the address bar enter `about:config` and press **Enter**.
3. Click **Accept the Risk and Continue**
4. In the search bar at the top of the page type `javascript` and make sure that `javascript.enabled` is true.

## Configuring Google Chrome

To access TotalFlow Optimizer with Google Chrome, you must configure the browser.

 **Note**

This procedure shows how to configure Google Chrome on Windows 11. There are minor differences in other releases of Windows.

To configure Google Chrome:

1. Click  the configuration icon, then click **[Settings]**.  
You see the **[Settings]** page.
2. Open the **Privacy and security** tab.
3. Click **Site settings**.
4. Click **[JavaScript]** and select **[Sites can use JavaScript]**.

## Configuring Ultimate Impostrip® to Connect with TotalFlow Optimizer

You can apply imposition on jobs from the TotalFlow Optimizer system using the Ultimate Impostrip® application.

Before using TotalFlow Optimizer with Ultimate Impostrip®, make sure that following settings are enabled in Ultimate Impostrip®:

- Enable XML Ticket Input
- Generate Audit XML File For Every Hotfolder Job

To enable these settings:

1. In Ultimate Impostrip® select **Preferences**.
2. Click **XML Configurator**.
3. Select **Enable XML Ticket Input** and **Generate Audit XML File For Every Hotfolder Job**.

## Using Ultimate Impostrip® with a Network Driver

To use Ultimate Impostrip® with a Network Driver:

1. In the location where Ultimate Impostrip® is installed, create a network share with four sub-folders:
  - One folder for the XML tickets
  - One folder to hold the audit files generated by Impostrip
  - One folder for the jobs to be imposed
  - One folder for the imposed PDF file

The name of the folders is not important, but remember their purpose.

 **Note**

If you use Ultimate Imposstrip®2019, make sure you create the folder for the XML tickets in a location other than the system Program Files directory. Otherwise, Ultimate Imposstrip® might not be able to process the XML tickets.

2. In Ultimate Imposstrip® **Preferences** → **XML Configurator**, point the **Enable XML Ticket Input** and **Generate Audit XML File For Every Hotfolder Job** settings to the XML ticket and audit file sub-folders from the network share that you created at step 1 above.
3. In TotalFlow Optimizer, create a network drive that points to the share that you created at step 1 above.
4. On the TotalFlow Optimizer **[Imposition]** page:
  - If you are using Ultimate Imposstrip®2019 or newer (New Generation), enter the Ultimate Imposstrip® port.
  - If you are using Ultimate Imposstrip® 10 or older (Legacy Version), enter the Ultimate Imposstrip® Root Folder (Directory Path). If Ultimate Imposstrip® is not installed on the same machine as your TotalFlow Optimizer, type in the network path.
5. In the **[Mapping]** tab, under **[Mappings between Ultimate Imposstrip® and Optimizer]**, define all the settings using the network drive created a step 3 above. Use the network paths in the **[Optimizer Location]** fields and the local paths in the **[Imposstrip® Server Location]** fields.

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## Using Ultimate Imposstrip® with Co-location

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You can install Ultimate Imposstrip® on the same server as TotalFlow Optimizer. When you install several applications on the same machine, ensure that the combined resource requirements do not exceed the available resources of the host server/computer.

To use Ultimate Imposstrip® when it is installed on the same server as TotalFlow Optimizer:

1. On the TotalFlow Optimizer server, create these folders:
  - One folder for the XML tickets.
  - One folder to hold the audit files generated by Imposstrip®.

The name of the folders is not important, but remember their purpose.

 **Note**

If you use Ultimate Imposstrip®2019, make sure you create the folder for the XML tickets in a location other than the system Program Files directory. Otherwise, Ultimate Imposstrip® might not be able to process the XML tickets.

2. On the TotalFlow Optimizer **[Imposition]** page, enter the Ultimate Imposstrip® port.
3. Click **[Connect]**.

## TotalFlow Optimizer APIs

You can integrate TotalFlow Optimizer with other applications using a set of provided REST APIs.

To use the APIs, your application must authenticate with either a user name and password or an API key.

If you use a user name and password, the application must use the **POST /auth** web service first to generate a token, then include that token in any additional requests.

If you use an API key, you generate the key in TotalFlow Optimizer and include it in the request. You must manage your keys according to your security policies.

You can do these actions on the API keys:

2

### Create

Generate an API key and give it a name. The key is automatically generated when you create it. Copy the value of the key to use in other applications.

### Copy

Copy the key generated by TotalFlow Optimizer to use with an external application.

### Enable

Enable a key to connect your application with TotalFlow Optimizer.

### Disable

Disable a key temporarily or permanently to prevent other applications from accessing TotalFlow Optimizer.

#### Note

- Disabling a key does not delete it.

### Renew

Renew an existing API key by replacing the current API key with a new key. The current API key is scheduled for deletion but it remains valid for the next 24 hours and you can use during that time.

### Delete

Delete a key permanently. Once you delete a key, the key cannot be used to make API requests.

## Creating and managing API keys

You can create API keys to authenticate and integrate TotalFlow Optimizer with an external application. Once created, the API keys can be activated, deactivated, or renewed for a period of time in case they expire.

To create and manage the API keys:

- To create an API key:
  - Go to **Admin** → **Other** → **API Keys**.
  - Click  **[Create API Key]** to open the dialog for creating the API key.
  - Enter the name for the new API key.  
The key is automatically generated and enabled.

4. To set the validity time for the API key, set the number of days under **[Expiration]**.

 **Note**

- By default, the API key automatically expires 90 days from the date of creation. You can renew an API key before the expiration date or after it expires.

5. To use the API key generated in the **[Key]** field, click **[Copy]**. After you copy it, you can paste it in the external application that you use.

2. To enable an API key:

1. Go to **Admin** → **API Keys**.

2. Right-click an API key from the list that is disabled and choose **[Enable]**.

3. To disable an API key:

1. Go to **Admin** → **API Keys**.

2. Right-click an API key from the list that is already enabled and choose **[Disable]**.

4. To renew an API key:

1. Go to **Admin** → **API Keys**.

2. Right-click an API key from the list and choose **[Renew API Key]**.

3. Click **[Yes]** on the confirmation dialog.

4. To use the new API key, click **[Copy]**.

If necessary, you can also adjust the expiration time.

5. To close the dialog and save the new API key settings, click **[OK]**.

 **Note**

- You cannot renew an API key that is scheduled to be deleted.

- If an API key is grayed out, it cannot be renewed. The API key is already expired and scheduled for deletion.

5. To delete an API key:

1. Go to **Admin** → **API Keys**.

2. Right-click an API key from the list that you want to delete and choose **[Delete API Key]**.

3. Click **[Yes]** in the confirmation dialog to delete the key.

## Using TotalFlow Optimizer APIs

TotalFlow Optimizer provides REST APIs for web service integration. Interactive documentation is provided with these APIs and provides live testing and information for each available API.

The REST API documentation includes many APIs that an application can use to integrate with TotalFlow Optimizer. You can use the REST API documentation and testing interface to test your parameter settings. It uses common HTTP methods and JSON payloads to send print jobs, retrieve batch information, query printer status, and manage device configurations remotely.

These steps demonstrate how to get information about orders using REST APIs.

1. Go to **Admin** → **Other** → **API Keys**.
2. Create a new API key or use an existing API key that is enabled and not expired.
3. Copy the API key.
4. Click **[API Documentation]** to access the API documentation.
5. Click **[Authorize]** on the upper right side of the screen.
6. In the **[Available authorization]** dialog, paste the key in the **[Value]** field.
7. Click **[Authorize]** to save the API key.
8. To close the **[Available authorizations]** dialog and save the settings, click **[Close]**.
9. Go to the **order** section and find **GET /order**.
10. Click **Try it out**.
11. Click **Execute**.

The REST API documentation uses the values to build a Curl command and a Request URL. Then it submits the request to the request URL and retrieves the list of orders.
12. In the **Response Body** box, you find the information retrieved.

You might want to review the output to make sure it contains the correct information and structure.  
You can copy the text or download the JSON file.

```
2
{
  "items": [
    {
      "sequenceIndex": 0,
      "identifier": "m1 Print2Sheet",
      "orderNo": "m1",
      "inputSourceId": 0,
      "dueDate": 1762959600000,
      "receiveDate": 1762503014519,
      "keepJobsTogether": false,
      "commandId": "",
      "inputSourceName": "Manual",
      "returnJmf": "",
      "statusTimestamp": 253370764800000,
      "name": "",
      "id": 1,
      "state": "Batching",
      "returnUrl": "",
      "jobCount": 1,
      "stateKey": "OS_BATCHING",
      "customer": "Print2Sheet"
    },
    {
      "sequenceIndex": 0,
      "identifier": "01 PrintingShop",
      "orderNo": "01",
      "inputSourceId": 0,
      "dueDate": 1763577900000,
```

After you determine the settings you need to generate the results required, copy the Curl command and Request URL to use with your application.

### 3. Managing Objects

- Creating a new simple filter
- Creating a new combined filter
- Creating a new proof filter
- Editing a simple filter
- Editing a combined filter
- Using Combined Filters
- Deleting a filter
- Creating a new batch
- Editing a batch
- Resend a batch
- Submit an order
- Changing the order due date
- Duplicate an order and make it new
- Scan Barcodes
- Reprint
- Order detail dialog
- Creating a new alert trigger
- Default Alert Triggers
- Job Alert Triggers
- Order Alert Triggers
- Batch Alert Trigger
- Creating an input hot folder
- Edit hot folder properties and default job properties of an input hot folder
- Delete one or more input hot folders
- Default hot folder properties file
- Creating an output
- Editing output folder properties
- How to delete one or more output folders
- Creating a list file for RICOH ProcessDirector

3

TotalFlow Optimizer includes a variety of system objects that you can use.

#### Creating a new simple filter

You can create a new simple filter and define the properties and attributes for this filter.

To create a new simple filter, click  the **[Add Filter]** button, from the **[Filters]** tab, and select **[Simple Filter]**.

You can also create a new simple filter from the **[Filters]** section. Click **[New Filter]** and select the **[Simple Filter]** option. The **[New Filter]** dialog is displayed.

3

Filter properties:

### [Filter Name]

Enter a filter name.

### [Description]

Enter a short description for the filter.

### [Proof Jobs]

Click the checkbox if you want the filter selection to include jobs with the **[Proof]** job property set to **[Proof Required]**. The default state for **[Include jobs requiring proof]** is unchecked.

#### Note

When the checkbox is not selected, the filter selection ignores jobs with the **[Proof]** job property set to **[Proof Required]**.

### [Aggregate]

Click the **[Enable Job Aggregation]** checkbox if you want the filter selection to enable job aggregation. The checkbox is displayed only if aggregation is enabled from the **[Admin]** tab, the **[Aggregate]** window. When the filter aggregation is on, all batches out of this filter, created manually or through automation, also have the aggregation on. Aggregation is not available for Proof filters.

### [Output Destination]

You can select a hot folder destination from the list.

### [Estimated Output Speed]

The estimated output speed generated by the selected output destination. You can edit the output speed and select the measurement unit from the list.

### [Banner Sheets]

Click the checkbox if you do not want to print banner sheets for the jobs in this filter. This option is enabled only when banner sheets are set for the selected output destination

To create the new simple filter, click **[OK]**.

To close the **[New Filter]** dialog and discard the entered information, click **[Cancel]**.

## [Job Attributes] tab

New Proof Filter

Filter Name \*

Description

Output Destination

Estimated Output Speed

Banner Sheets

Match

All Attributes ("and" logic) (selected)

Any Attributes ("or" logic)

Job Attributes Automation Schedule Job Sequence Imposition Volume Estimates

OK Cancel

### [Match]

Select one of these options:

- **[All Attributes ("and" logic)]**
- **[Any Attributes ("or" logic)]**

If you select **[All Attributes ("and" logic)]**, the filter displays the jobs matching all the attributes set in the **[Job Attributes]** tab. If you select **[Any Attributes ("or" logic)]**, the filter displays any job matching at least one of the specified attributes.

To configure the criteria for the new filter:

1. Select the attribute type from the first list.
2. From the second list, select one of these operators:

- **[Is]**
- **[Is not]**
- **[Between]**
- **[Greater than]**
- **[Less than]**

- [Greater than or equal]
- [Less than or equal]

3. To complete the criteria, enter or select a value for the specified attribute type.

 **Note**

When the **[Between]** operator is selected, you can specify a starting and an ending value for the job attribute.

3

You can select one or more attributes to use as criteria for the filter. To add a new attribute, click , the **[Add Criteria]** button. To remove an attribute from the filter criteria, click , the **[Remove Criteria]** button.

If you want to filter the jobs by a specific date and time, select the **[Due Date]** attribute from the first list. Select **[Is]** or **[Less than or equal]** as an operator from the second list.

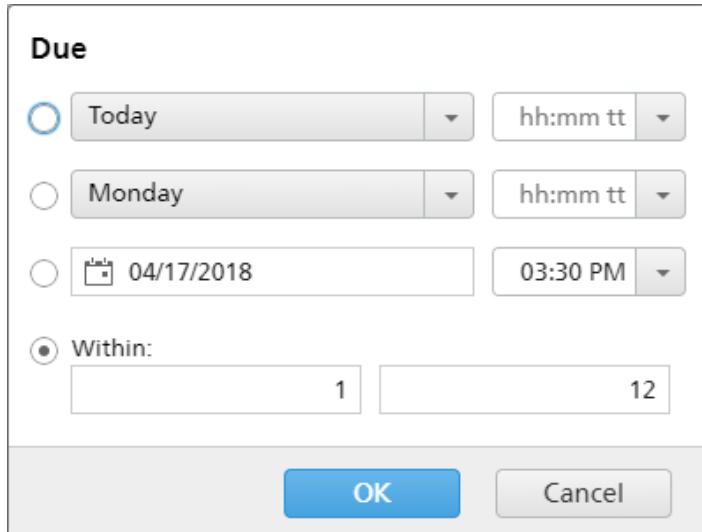
 **Note**

If you select **[Is]** as the operator, you can only set the day as the specified value.

To set specific values for the date and time:



1. Click , the calendar button. The **[Due]** dialog box appears. Select one of the available options or type in to set the date and time when the job is due.



2. Click **[OK]**.

## [Automation] tab

**New Filter**

<p><b>Filter Name *</b></p> <input type="text" value="Test filter"/>	<p><b>Output Destination</b></p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">- None -</div>
<p><b>Description</b></p> <input type="text" value="A description for the current filter"/>	
<p><b>Estimated Output Speed</b></p> <input style="width: 100px; height: 20px; border: 1px solid #ccc; margin-right: 10px;" type="text"/> Sheets/hour	
<p><b>Proof Jobs</b></p> <input type="checkbox"/> Include jobs requiring proof	
<p><b>Banner Sheets</b></p> <input checked="" type="checkbox"/> Do not print Banner Sheets	

Job Attributes
Automation
Schedule
Job Sequence
Volume Estimates

**Automation Level**

No Automation
  Auto-Batch ➔
  Auto-Batch-and-Send ➔

*Auto-Batch*  
*Jobs are automatically batched when the target or target range is reached.*

**Automation Trigger**

All Conditions ("and" logic)
  Any Conditions ("or" logic)

**Trigger \***

- Select -

**When Single Job Exceeds Volume Threshold**

Notify, Do Not Batch
  Batch Job Separately

Delete Filter
OK
Cancel

### Note

The **[Automation]** tab is available only if you have an active license for the TotalFlow Optimizer Automation Feature.

### [Automation Level]

You can choose the level of automation. Select one of these options:

- **[No Automation]** — The jobs are not batched automatically.
- **[Auto-Batch]** — The jobs are automatically batched when the target range is reached.
- **[Auto-Batch-and-Send]** — When the target range is reached, all matching jobs are automatically batched and sent to the associated output destination.

### [Automation Trigger]

Select one of the two options:

- **[All Conditions ("and" logic)]**
- **[Any Conditions ("or" logic)]**

If you select **[All Conditions ("and" logic)]**, the batch is created only when all the targets set in the **[Automation]** tab are reached. If you select **[Any Conditions ("or" logic)]**, the batch is created when at least one of the specified targets is reached.

You can add more conditions from the list or remove some of them. To add a condition, click , the add condition button. To remove a condition, click , the remove condition button.

To configure the conditions:

1. Select the trigger type from the list.
2. Enter a value in first text field to set the target.
3. Specify the threshold in the second field.

The system calculates and displays the threshold range for the selected trigger type.

 **Note**

If you select **[Day/Time]** as the target type, you can set the specific day of the week (Sunday through Saturday) and the time of day when the batch will be created.

Select a value from the **[Day]** list.

Select a value from the **[Time]** list.

When a filter is set for a **[Day/Time]** automation and the TotalFlow Optimizer server is down at that specified day and time, the filter does not trigger when the server starts.

### [When Single Job Exceeds Volume Threshold]

You can choose the level of automation. Select one of these options:

- **[Notify, Do Not Batch]**
- **[Batch Job Separately]**

For jobs that exceed the volume limitations on automation (sheets, feet, meters, impressions, run-time), you can select **[Batch Job Separately]**. If you select **[Batch Job Separately]**, jobs are batched as single job batch. If you select **[Notify, Do Not Batch]**, the system continues to issue a warning and an alert on the filter fat-row.

## [Schedule] tab

This section describes how to create a schedule that is applied to filter automation, limiting the time period the filter can run.

**New Filter**

**Filter Name \***

**Description**

**Output Destination**  - None -

**Estimated Output Speed**  Sheets/hour

**Proof Jobs**  Include jobs requiring proof

**Banner Sheets**  Do not print Banner Sheets

**Job Attributes** **Automation** **Schedule** **Job Sequence** **Volume Estimates**

**Automation Schedule**  Enabled Automate only during periods listed

**Day \***  - Select - **Start \***  hh:mm tt **Stop \***  hh:mm tt **Maximum Batches**  no limit

**Delete Filter** **OK** **Cancel**

3

 **Note**

- The **[Schedule]** tab is available only if you have an active license for the TotalFlow Optimizer Automation Feature.
- When the **[Automation Level]** is set to **[No Automation]** in the **[Automation]** tab, you cannot use the **[Schedule]** tab.

You can enable or disable **[Automation Schedule]** by clicking the **[Enable]** or **[Disable]** button.

Select the day of the week from the **[Day]** list. Select the hour and the minutes when the automation starts from the **[Start]** list. Select the hour and the minutes when the automation ends from the **[Stop]** list. Specify the number of **[Maximum Batches]** you want to send.

Add or remove multiple schedules using  and  buttons.

## [Job Sequence] tab

**New Filter**

**Filter Name \***  
Test filter

**Description**  
A description for the current filter

**Proof Jobs**  
 Include jobs requiring proof

**Output Destination**  
- None -

**Estimated Output Speed**  
Sheets/hour

**Banner Sheets**  
 Do not print Banner Sheets

Job Attributes Automation Schedule **Job Sequence** Volume Estimates

**Job Sequence**  
Set the sequence of jobs in the batches made from this filter. Secondary attributes will sort within the primary sort.

Job Sequence is enabled only if automation is enabled.

1 Order Number Ascending **+** **-**

2 - Select - Ascending **+** **-**

Delete Filter **OK** **Cancel**

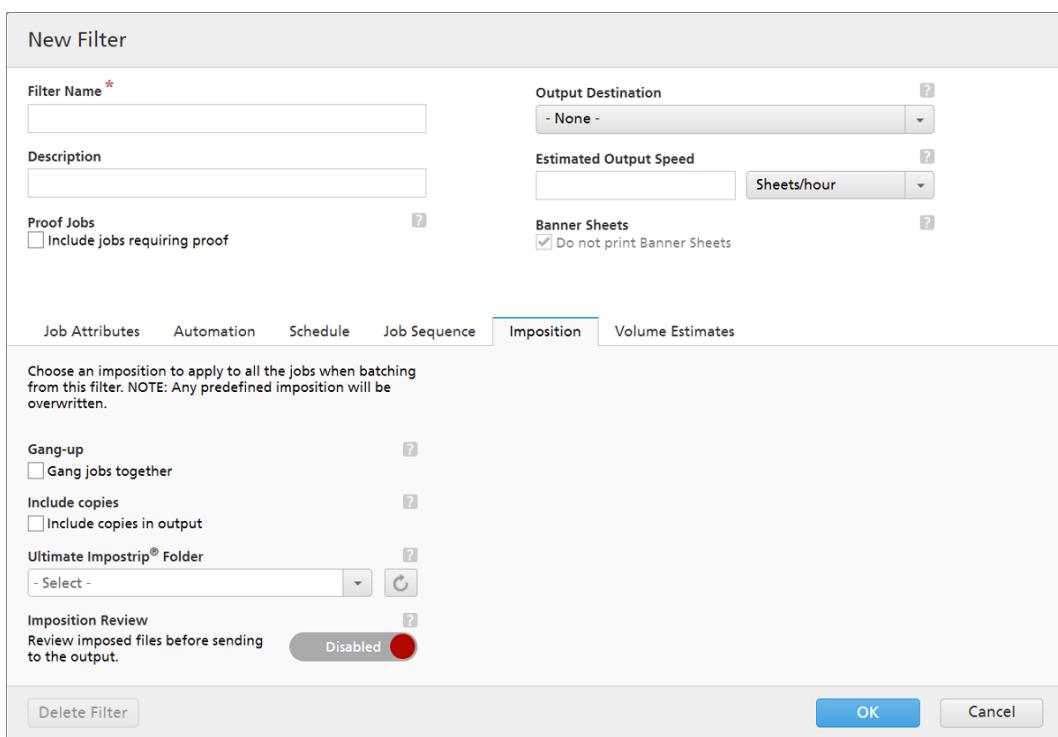
You can set the sequence of the jobs for this filter and in the batch. The secondary attributes are used to sort the list of jobs within the primary sort.

Add or remove the sorting attributes using the **+** and **-** buttons. Manually sorting the attributes does not work for the filter.

### **Note**

- The **[Job Sequence]** tab is available only if you have an active license for the TotalFlow Optimizer Automation Feature.
- When the **[Automation Level]** is set to **[No Automation]** in the **[Automation]** tab, the **[Job Sequence]** tab is disabled.

## [Imposition] tab



### [Gang-up]

To send all the jobs together to be imposed, click **[Gang jobs together]**. When you enable this option, the **[Include copies]** option is automatically enabled. As a result, one imposition file is created for all the jobs in the filter. The imposition file contains the specified number of copies of each job and it is sent to the output with the **Copies** attribute value **1**.

### [Include copies]

To apply imposition on all the copies, select **[Include copies in output]**.

When this option is enabled, the imposed file created for each job contains the specified number of job copies and is sent to the output with the **Copies** attribute value **1**.

When the **[Include copies in output]** option is disabled, the imposed file contains one copy for each job and the actual value of the **Copies** attribute is sent to the output.

#### Note

When you enable the **[Include copies in output]** option, also make sure that the **[Consider Repetitions]** option under **[Output Settings]** is turned on for the hot folder in Ultimate Imposition®.

### [Ultimate Imposition® Folder]

You can specify the folder name where TotalFlow Optimizer sends the jobs to be imposed. The imposition is applied to all the jobs when creating a batch from this filter. Any predefined imposition for an individual job is overwritten.

Select a hot folder from the list or type in the name of the hot folder. You can enter a string of maximum 256 characters. The list of hot folders can only be edited from the Ultimate Imposition® application. You can add or remove hot folders using Ultimate Imposition®.

Click  the **[Refresh]** button to refresh the list of imposition hot folders.

 **Note**

- The **[Imposition]** tab is available only when **[Ultimate Imposition®]** is enabled in the **Admin → Features → Imposition** window.
- If you selected the option **[Include copies in output]** above, the **[Ultimate Imposition®]** value must be other than **[Do not impose]**.

3

### [Imposition Review]

Before sending the imposed job file to an output, you can review and approve the imposition result. To turn on this option, click the **[Disabled]** button.

## [Volume Estimates] tab

This section describes how to select the volume estimates you want to display in a filter.

New Filter

Filter Name *	Output Destination
<input type="text" value="Test filter"/>	<input type="button" value="- None -"/>
Description	Estimated Output Speed
<input type="text" value="A description for the current filter"/>	<input type="button" value=""/>
Proof Jobs	Banner Sheets
<input type="checkbox"/> Include jobs requiring proof	<input checked="" type="checkbox"/> Do not print Banner Sheets

Job Attributes   Automation   Schedule   Job Sequence   **Volume Estimates**

**Volume Estimates**  
Select up to three volume estimates to display.

1 <input type="button" value="Jobs"/>	2 <input type="button" value="Sheets"/>	3 <input type="button" value="Run Time (h:m)"/>
---------------------------------------	---	---

**Preview**

Test filter  
New Filter

Jobs	Sheets	Run (h:m)
-	-	-

**Buttons**

You can select up to three volume estimates to display in the filter information. The possible values for each menu are:

- **[Jobs]**
- **[Sheets]**
- **[Feet]**
- **[Meters]**
- **[Run Time (h:m)]**
- **[Impressions]**
- **[File Size]**

### **[Preview]**

The system displays a preview of the filter. This information is shown in the list of filters in the **[Filters]** panel.

#### **Note**

If the **[Preview]** does not display the estimation, refer to [Troubleshooting, p. 273](#).

## **Creating a new combined filter**

You can create a new combined filter and define the properties and attributes for this filter. The combined filter allows you to create multiple sets of filter criteria and batches, and send them to multiple output folders at the same time.

To create a **[New Combined Filter]**, click  , the **[Add Filter]** button, from the **[Filters]** tab and select **[Combined Filter]**.

You can also create a new combined filter from the **[Filters]** section. Click **[New Filter]** and select the **[Combined Filter]** option.

The **[New Combined Filter]** dialog is displayed.

3

### New Combined Filter

Filter Name *	Description	
<input type="text"/>	<input type="text"/>	
<input type="button" value="Components"/> <input type="button" value="Automation"/> <input type="button" value="Schedule"/>		
<b>Components</b> (All the jobs in an order must match one of these components for the order to be recognized by the filter.)		
Component 1	Click the "Edit" button to configure.	<input type="button" value="Edit"/> <input style="margin-right: 5px;" type="button" value="+"/> <input type="button" value="-"/>
Component 2	Click the "Edit" button to configure.	<input type="button" value="Edit"/> <input style="margin-right: 5px;" type="button" value="+"/> <input type="button" value="-"/> <input style="margin-right: 5px;" type="button" value="⊕"/>
<input type="button" value="Delete Filter"/> <input style="margin-left: 10px; background-color: #0070C0; color: white; border: 1px solid #0070C0; border-radius: 5px; padding: 2px 10px; font-weight: bold; font-size: 10px; font-family: inherit;" type="button" value="OK"/> <input style="margin-left: 10px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; font-weight: bold; font-size: 10px; font-family: inherit;" type="button" value="Cancel"/>		

### [Filter Name]

Specify the name of the combined filter.

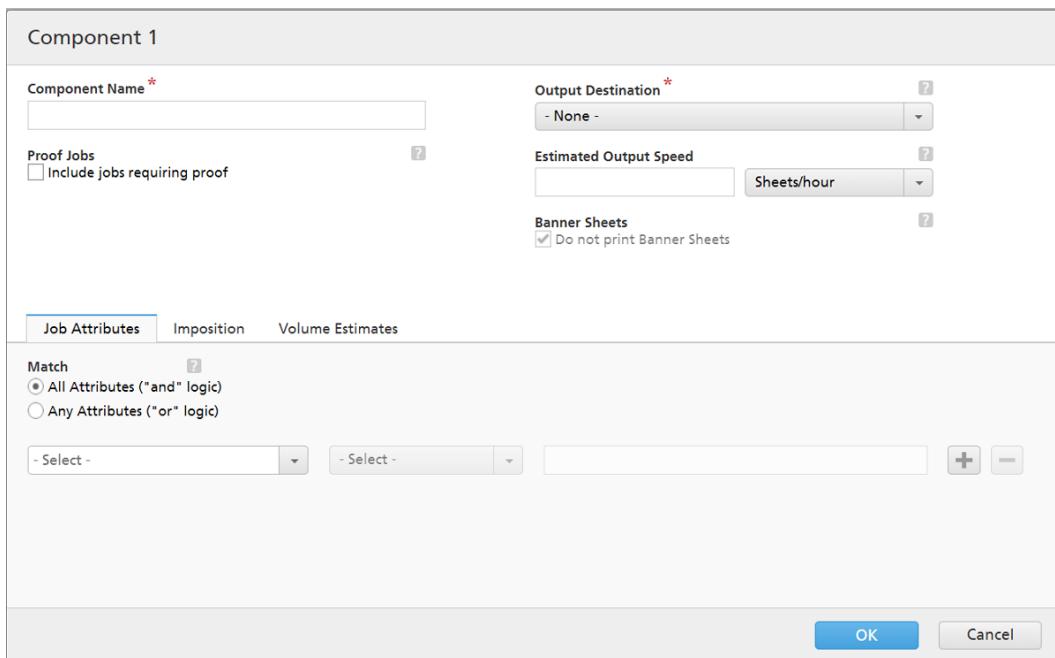
### [Description]

Add a short description for the combined filter.

### [Components] tab

The combined filter consists of at least two components. You can add more components or remove some of them. To add a new component, click  the add component button. To remove a component from the list, click  the remove component button.

To configure the component properties, click **[Edit]**. The **[Component]** detail dialog is displayed:



3

### [Component Name]

Specify the name of the component.

### [Proof Jobs]

Click the checkbox if you want the filter selection to include jobs with the **[Proof]** job property set to **[Proof Required]**. The default state for **[Include jobs requiring proof]** is unchecked.

#### Note

When the checkbox is not selected, the filter selection ignores jobs with the **[Proof]** job property set to **[Proof Required]**.

### [Aggregate]

Click the **[Enable Job Aggregation]** checkbox if you want the filter selection to enable job aggregation. The checkbox is displayed only if aggregation is enabled from the **[Admin]** tab, the **[Aggregate]** window. When the filter aggregation is on, all batches out of this filter, created manually or through automation, also have the aggregation on. Aggregation is not available for Proof filters.

### [Output Destination]

Select the hot folder destination for this component from the list.

### [Estimated Output Speed]

The estimated output speed generated by the selected output destination. You can edit the output speed and select the measurement unit from the list.

### [Banner Sheets]

Click the checkbox if you do not want to print banner sheets for the jobs in this filter. This option is enabled only when banner sheets are set for the selected output destination.

You can set the job attributes, job sequence, and volume estimates settings for each component.

### [Job Attributes] tab

## [Match]

Select one of these options:

- **[All Attributes ("and" logic)]**
- **[Any Attributes ("or" logic)]**

If you select **[All Attributes ("and" logic)]**, the component selects the jobs matching all the attributes set in the **[Job Attributes]** tab. If you select **[Any Attributes ("or" logic)]**, the component selects any job matching at least one of the specified attributes.

To configure the criteria for the new filter:

3

1. Select the attribute type from the first list.
2. From the second list, select one of these operators:
  - **[Is]**
  - **[Is not]**
  - **[Between]**
  - **[Greater than]**
  - **[Less than]**
  - **[Greater than or equal]**
  - **[Less than or equal]**
3. To complete the criteria, enter or select a value for the specified attribute type.

### Note

When the **[Between]** operator is selected, you can specify a starting and an ending value for the job attribute.

You can select one or more attributes to use as criteria for the component. To add a new attribute, click , the **[Add Criteria]** button. To remove an attribute from the component criteria, click , the **[Remove Criteria]** button.

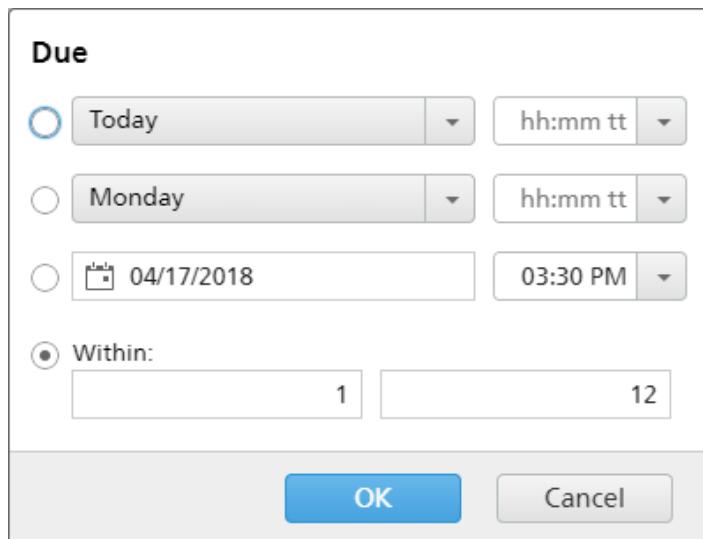
If you want to filter the jobs by a specific date and time, select the **[Due Date]** attribute from the first list. Select **[Is]** or **[Less than or equal]** as an operator from the second list.

### Note

If you select **[Is]** as the operator, you can only set the day as the specified value.

To set specific values for the date and time:

1. Click , the calendar button. The **[Due]** dialog box appears. Select one of the available options or type in to set the date and time when the job is due.



2. Click [OK].

### [Job Sequence] tab

You can set the sequence of the jobs for this component. The secondary attributes are used to sort the list of jobs within the primary sort.

Add or remove the sorting attributes using the and buttons. Manually sorting the attributes does not work for the component.

#### Note

- The **[Job Sequence]** tab is available only if you have an active license for the TotalFlow Optimizer Automation Feature.
- When the **[Automation Level]** is set to **[No Automation]** in the **[Automation]** tab, the **[Job Sequence]** tab is disabled.

### [Imposition] tab

#### [Gang-up]

To send all the jobs together to be imposed, click **[Gang jobs together]**. When you enable this option, the **[Include copies]** option is automatically enabled. As a result, one imposition file is created for all the jobs in the filter. The imposition file contains the specified number of copies of each job and it is sent to the output with the **Copies** attribute value **1**.

#### [Include copies]

To apply imposition on all the copies, select **[Include copies in output]**.

When this option is enabled, the imposed file created for each job contains the specified number of job copies and is sent to the output with the **Copies** attribute value **1**.

When the **[Include copies in output]** option is disabled, the imposed file contains one copy for each job and the actual value of the **Copies** attribute is sent to the output.

**Note**

When you enable the **[Include copies in output]** option, also make sure that the **[Consider Repetitions]** option under **[Output Settings]** is turned on for the hot folder in Ultimate Imposition®.

**[Ultimate Imposition® Folder]**

You can specify the folder name where TotalFlow Optimizer sends the jobs to be imposed. The imposition is applied to all the jobs when creating a batch from this filter. Any predefined imposition for an individual job is overwritten.

Select a hot folder from the list or type in the name of the hot folder. The list of hot folders can only be edited from the Ultimate Imposition® application. You can add or remove hot folders using Ultimate Imposition®.

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**Note**

The **[Imposition]** tab is available only when **[Ultimate Imposition®]** is enabled in the **Admin → Features → Imposition** window.



Click **[Refresh]** button to refresh the list of hot folders.

**[Imposition Review]**

You can enable or disable the imposition review. Click the **[Enabled]/[Disabled]** button to switch between the enabled and disabled states. When imposition review is enabled, the job is held and you can view and approve the imposed file before sending it to an output. The default setting is **[Disabled]**.

**[Volume Estimates] tab**

You can select up to three volume estimates to display in the component information. The possible values for each menu are:

- **[None]**
- **[Jobs]**
- **[Sheets]**
- **[Feet]**
- **[Meters]**
- **[Run Time (h:m)]**
- **[Impressions]**
- **[File Size]**

**[Preview]**

The system displays a preview of the component. This information is shown in the list of filters in the **[Filters]** panel.

**Note**

If the **[Preview]** does not display the estimation, refer to [Troubleshooting, p. 273](#).

To save the changes and close the **[Component]** detail dialog, click **[OK]**.

## [Automation] tab

### Note

The **[Automation]** tab is available only if you have an active license for the TotalFlow Optimizer Automation Feature.

### [Automation Level]

You can choose the level of automation. Select one of these options:

- **[No Automation]** — The jobs are not batched automatically.
- **[Auto-Batch]** — The jobs are automatically batched when the target range is reached.
- **[Auto-Batch-and-Send]** — When the target range is reached, all matching jobs are automatically batched and sent to the associated output destination.

### [Automation Trigger]

Select one of the two options:

- **[On All Conditions ("AND" logic):]**
- **[On Any Condition ("OR" logic):]**

If you select **[On All Conditions ("AND" logic):]**, the batch is created only when all the specified targets are reached. If you select **[On Any Condition ("OR" logic):]**, the batch is created when at least one of the specified targets is reached.

You can add more conditions from the list or remove some of them. To add a condition, click , the add condition button. To remove a condition, click , the remove condition button. To change the position of a row, click , the move button, and drag the selection.

When you configure the trigger conditions, you must specify a component for each volume-based trigger. To configure the conditions:

1. Select the target type from the list.
2. Select a component from the list.
3. To change the position of a row, enter a value in the first text field to set the target.
4. Specify the threshold in the second field.

The system calculates and displays the threshold range for the selected target type.

### Note

If you select **[Day/Time]** as the target type, you can set the specific day of the week (Sunday through Saturday) and the time of day when the batch is created.

Select a value from the **[Day]** list.

Select a value from the **[Time]** list.

When a filter is set for a **[Day/Time]** automation and the TotalFlow Optimizer server is down at that specified day and time, the filter does not trigger when the server starts.

## [Schedule] tab

This section describes how to create a schedule that is applied to filter automation, limiting the time period the filter can run.

The screenshot shows the 'New Filter' dialog box with the 'Schedule' tab selected. The 'Automation Schedule' section contains the following fields:

- Enabled:** A button that is currently set to 'Enabled'.
- Day:** A dropdown menu showing '- Select -'.
- Start:** A dropdown menu showing 'hh:mm tt'.
- Stop:** A dropdown menu showing 'hh:mm tt'.
- Maximum Batches:** A text input field showing 'no limit'.

At the bottom of the dialog box are 'Delete Filter', 'OK', and 'Cancel' buttons.

### Note

- The **[Schedule]** tab is available only if you have an active license for the TotalFlow Optimizer Automation Feature.
- When the **[Automation Level]** is set to **[No Automation]** in the **[Automation]** tab, you cannot use the **[Schedule]** tab.

You can enable or disable **[Automation Schedule]** by clicking the **[Enable]** or **[Disable]** button.

### Note

**[Maximum Batches]** limits the number of times this filter is automated per period, by the selected component.

Select the day of the week from the **[Day]** list. Select the hour and the minutes when the automation starts from the **[Start]** list. Select the hour and the minutes when the automation ends from the **[Stop]** list. Specify the number of **[Maximum Batches]** you want to send.

### Note

- When setting **[Maximum Batches]** for a scheduled period, you can choose the component filter that is monitored for the number of batches.
- If one or more scheduled periods have a maximum number of batches specified, the **[Maximum Batches]** component filter selection is enabled.
- If **[Maximum Batches]** for a component are achieved for one active period, but the other time periods have not met their **[Maximum Batches]**, they will continue to send batches.

Add or remove multiple schedules using  and  buttons.

### [Automation trigger component]

If any of the [Maximum Batches] are set, select a [Component] from the list. The default value of the [Automation trigger component] is [Select].

To create the new combined filter, click [OK].

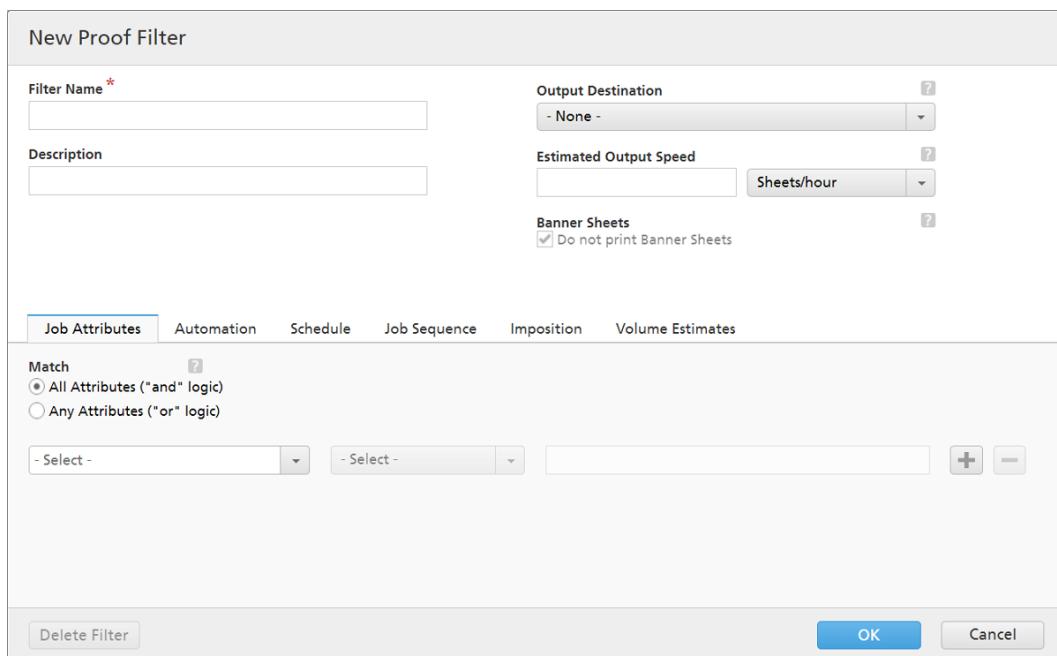
To close the [New Combined Filter] dialog and discard the entered information, click [Cancel].

## Creating a new proof filter

This topic describes how to create a proof filter. The proof filter allows you to identify multiple jobs that require proof and send them for proof printing. The proof filter selects only jobs that have the Proof Jobs setting.

To create a new proof filter, click  , the [Add Filter] button, from the [Filters] tab, and select [Proof Filter].

You can also create a new proof filter from the [Filters] section. Click [New Filter] and select the [Proof Filter] option. The [New Proof Filter] dialog is displayed.



Filter properties:

### [Filter Name]

Enter a filter name.

### [Description]

Enter a short description for the filter.

### [Output Destination]

You can select a hot folder destination from the list.

## [Estimated Output Speed]

The estimated output speed generated by the selected output destination. You can edit the output speed and select the measurement unit from the list.

## [Job Attributes] tab

### [Match]

Select one of these options:

- **[All Attributes ("and" logic)]**
- **[Any Attributes ("or" logic)]**

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To configure the criteria for the new filter:

1. Select the attribute type from the first list.
2. From the second list, select one of these operators:

- **[Is]**
- **[Is not]**
- **[Between]**
- **[Greater than]**
- **[Less than]**
- **[Greater than or equal]**
- **[Less than or equal]**

3. To complete the criteria, enter or select a value for the specified attribute type.

### Note

When the **[Between]** operator is selected, you can specify a starting and an ending value for the job attribute.

You can select one or more attributes to use as criteria for the filter. To add a new attribute, click , the **[Add Criteria]** button. To remove an attribute from the filter criteria, click , the **[Remove Criteria]** button.

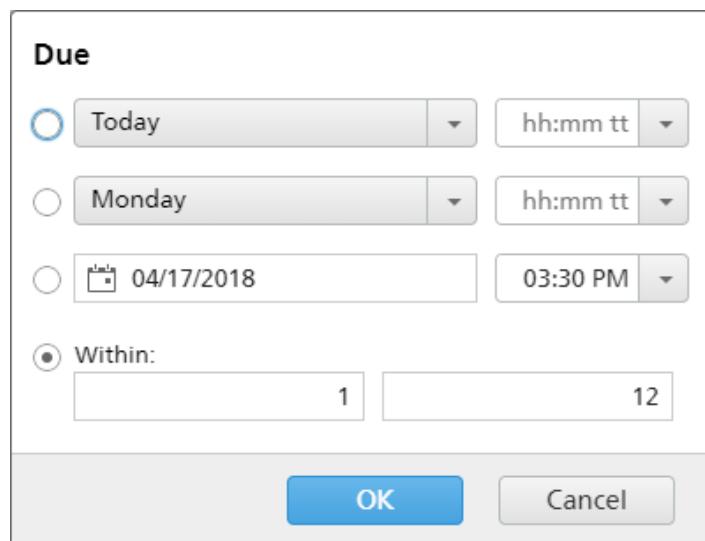
If you want to filter the jobs by a specific date and time, select the **[Due Date]** attribute from the first list. Select **[Is]** or **[Less than or equal]** as an operator from the second list.

### Note

If you select **[Is]** as the operator, you can only set the day as the specified value.

To set specific values for the date and time:

1. Click , the calendar button. The **[Due]** dialog box appears. Select one of the available options or type in to set the date and time when the job is due.



2. Click **[OK]**.

## [Automation] tab

### Note

The **[Automation]** tab is available only if you have an active license for the TotalFlow Optimizer Automation Feature.

### [Automation Level]

You can choose the level of automation. Select one of these options:

- **[No Automation]** — The jobs are not batched automatically.
- **[Auto-Batch]** — The jobs are automatically batched when the target range is reached.
- **[Auto-Batch-and-Send]** — When the target range is reached, all matching jobs are automatically batched and sent to the associated output destination.

### [Automation Trigger]

Select one of the two options:

- **[On All Conditions ("AND" logic):]**
- **[On Any Condition ("OR" logic):]**

If you select **[On All Conditions ("AND" logic):]**, the batch is created only when all the targets set in the **[Automation]** tab are reached. If you select **[On Any Condition ("OR" logic):]**, the batch is created when at least one of the specified targets is reached.

You can add more conditions from the list or remove some of them. To add a condition, click  the add condition button. To remove a condition, click  the remove condition button.

To configure the conditions:

1. Select the target type from the list.
2. To set the target, enter a value in the first text field.
3. Specify the threshold in the second field.

The system calculates and displays the threshold range for the selected target type.

 **Note**

If you select **[Day/Time]** as the target type, you can set the specific day of the week (Sunday through Saturday) and the time of day when the batch is created.

Select a value from the **[Day]** list and a value from the **[Time]** list.

When a filter is set for a **[Day/Time]** automation and the TotalFlow Optimizer server is down at that specified day and time, the filter does not trigger when the server starts.

### [When Single Job Exceeds Volume Threshold]

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You can choose the level of automation. Select one of these options:

- **[Notify, Do Not Batch]**
- **[Batch Job Separately]**

For jobs that exceed the volume limitations on automation (sheets, feet, meters, impressions, run-time), you can select **[Batch Job Separately]**. If you select **[Batch Job Separately]**, jobs are batched as single job batch. If you select **[Notify, Do Not Batch]**, the system continues to issue a warning and an alert on the filter fat-row.

### [Schedule] tab

This section describes how to create a schedule that is applied to filter automation, limiting the time period the filter can run.

 **Note**

- The **[Schedule]** tab is available only if you have an active license for the TotalFlow Optimizer Automation Feature.
- When the **[Automation Level]** is set to **[No Automation]** in the **[Automation]** tab, you cannot use the **[Schedule]** tab.

You can enable or disable **[Automation Schedule]** by clicking the **[Enable]** or **[Disable]** button.

Select the day of the week from the **[Day]** list. Select the hour and the minutes when the automation starts from the **[Start]** list. Select the hour and the minutes when the automation ends from the **[Stop]** list. Specify the number of **[Maximum Batches]** you want to send.

Add or remove multiple schedules using  and  buttons.

### [Job Sequence] tab

You can set the sequence of the jobs for this filter and in the batch. The secondary attributes are used to sort the list of jobs within the primary sort.

Add or remove the sorting attributes using the  and  buttons. Manually sorting the attributes does not work for the filter.

### Note

- The **[Job Sequence]** tab is available only if you have an active license for the TotalFlow Optimizer Automation Feature.
- When the **[Automation Level]** is set to **[No Automation]** in the **[Automation]** tab, the **[Job Sequence]** tab is disabled.

## [Imposition] tab

### [Gang-up]

To send all the jobs together to be imposed, click **[Gang jobs together]**. When you enable this option, the **[Include copies]** option is automatically enabled. As a result, one imposition file is created for all the jobs in the filter. The imposition file contains the specified number of copies of each job and it is sent to the output with the **Copies** attribute value **1**.

### [Include copies]

To apply imposition on all the copies, select **[Include copies in output]**.

When this option is enabled, the imposed file created for each job contains the specified number of job copies and is sent to the output with the **Copies** attribute value **1**.

When the **[Include copies in output]** option is disabled, the imposed file contains one copy for each job and the actual value of the **Copies** attribute is sent to the output.

### Note

When you enable the **[Include copies in output]** option, also make sure that the **[Consider Repetitions]** option under **[Output Settings]** is turned on for the hot folder in Ultimate Impostrip®.

### [Ultimate Impostrip® Folder]

You can specify the folder name where TotalFlow Optimizer sends the jobs to be imposed. The imposition is applied to all the jobs when creating a batch from this filter. Any predefined imposition for an individual job is overwritten.

Select a hot folder from the list or type in the name of the hot folder. The list of hot folders can only be edited from the Ultimate Impostrip® application. You can add or remove hot folders using Ultimate Impostrip®.

### Note

The **[Imposition]** tab is available only when **[Ultimate Impostrip®]** is enabled in the **Admin → Features → Imposition** window.

To refresh the list of hot folders, click , the **[Refresh]** button.

### [Imposition Review]

You can enable or disable the imposition review. Click the **[Enabled]/[Disabled]** button to switch between the enabled and disabled states. When imposition review is enabled, the job is held and you can view and approve the imposed file before sending it to an output. The default setting is **[Disabled]**.

## [Volume Estimates] tab

You can select volume estimates to display in the filter information. The possible values for each menu are:

- [None]
- [Jobs]
- [Sheets]
- [Feet]
- [Meters]
- [Run Time (h:m)]
- [Impressions]
- [File Size]

## [Preview]

The system displays a preview of the filter. This information is shown in the list of filters in the [Filters] panel.

To create the new proof filter, click [OK].

To close the [New Proof Filter] dialog and discard the entered information, click [Cancel].

## Editing a simple filter

This section describes how to edit filter properties for a simple filter.

To edit a simple filter:

- To open the [Filters] panel, click , the [Expand/Collapse] button.
- From the list of filters, select the simple filter you want to edit. Double-click the filter or right-click the filter and select [Properties].

The filter edit simple filter dialog is displayed.

### [Filter Name]

You can edit the filter name.

### [Description]

You can edit the filter short description.

### [Proof Jobs]

Click the checkbox if you want the filter selection to include jobs with the [Proof] job property set to [Proof Required]. The default state for [Include jobs requiring proof] is unchecked.

#### Note

When the checkbox is not selected, the filter selection ignores jobs with the [Proof] job property set to [Proof Required].

### [Aggregate]

Click the **[Enable Job Aggregation]** checkbox if you want the filter selection to enable job aggregation. The checkbox is displayed only if aggregation is enabled from the **[Admin]** tab, the **[Aggregate]** window. When the filter aggregation is on, all batches out of this filter, created manually or through automation, also have the aggregation on. Aggregation is not available for Proof filters.

### [Output Destination]

You can select a hot folder destination from the list.

### [Estimated Output Speed]

The estimated output speed generated by the selected output destination. You can edit the output speed and select the measurement unit from the list.

### [Banner Sheets]

Click the checkbox if you do not want to print banner sheets for the jobs in this filter. This option is enabled only when banner sheets are set for the selected output destination.

## [Job Attributes] tab

### [Match]

Select one of these options:

- **[All Attributes ("and" logic)]**
- **[Any Attributes ("or" logic)]**

To configure the criteria for the new filter:

1. Select the attribute type from the first list.
2. From the second list, select one of these operators:

- **[Is]**
- **[Is not]**
- **[Between]**
- **[Greater than]**
- **[Less than]**
- **[Greater than or equal]**
- **[Less than or equal]**

3. To complete the criteria, enter or select a value for the specified attribute type.

### Note

When the **[Between]** operator is selected, you can specify a starting and an ending value for the job attribute.

You can select one or more attributes to use as criteria for the filter. To add a new attribute, click , the **[Add Criteria]** button. To remove an attribute from the filter criteria, click , the **[Remove Criteria]** button.

If you want to filter the jobs by a specific date and time, select the **[Due Date]** attribute from the first list. Select **[Is]** or **[Less than or equal]** as an operator from the second list.

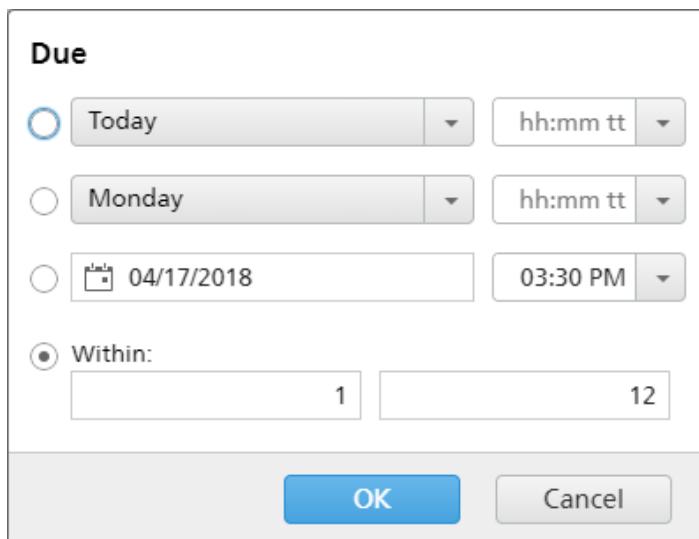
#### Note

If you select **[Is]** as the operator, you can only set the day as the specified value.

To set specific values for the date and time:



1. Click the calendar button. The **[Due]** dialog box appears. Select one of the available options or type in to set the date and time when the job is due.



2. Click **[OK]**.

### [Automation] tab

#### Note

The **[Automation]** tab is available only if you have an active license for the TotalFlow Optimizer Automation Feature.

#### [Automation Level]

You can choose the level of automation. Select one of these options:

- **[No Automation]** — The jobs are not batched automatically.
- **[Auto-Batch]** — The jobs are automatically batched when the target range is reached.
- **[Auto-Batch-and-Send]** — When the target range is reached, all matching jobs are automatically batched and sent to the associated output destination.

#### [Automation Trigger]

Select one of the two options:

- **[On All Conditions ("AND" logic):]**
- **[On Any Condition ("OR" logic):]**

If you select **[On All Conditions ("AND" logic):]**, the batch is created only when all the targets set in the **[Automation]** tab are reached. If you select **[On Any Condition ("OR" logic):]**, the batch is created when at least one of the specified targets is reached.

You can add more conditions from the list or remove some of them. To add a condition, click , the add condition button. To remove a condition, click , the remove condition button.

To configure the conditions:

1. Select the target type from the list.
2. To set the threshold number, enter a value in the first text field.
3. Specify the target range in the second field.

The system calculates and displays the threshold range for the selected target type.

#### Note

If you select **[Day/Time]** as the target type, select one of the following: **[Daily]**, **[Weekdays]**, **[Weekends]**, or a specific day of the week (Monday through Sunday), then the time of day when the batch is created.

Select a value from the **[Day]** list.

Select a value from the **[Time]** list.

When a filter is set for a **[Day/Time]** automation and the TotalFlow Optimizer server is down at that specified day and time, the filter does not trigger when the server starts.

## [When Single Job Exceeds Volume Threshold]

You can choose the level of automation. Select one of these options:

- **[Notify, Do Not Batch]**
- **[Batch Job Separately]**

For jobs that exceed the volume limitations on automation (sheets, feet, meters, impressions, run-time), you can select **[Batch Job Separately]**. If you select **[Batch Job Separately]**, jobs are batched as single job batch. If you select **[Notify, Do Not Batch]**, the system continues to issue a warning and an alert on the filter fat-row.

## [Schedule] tab

This section describes how to create a schedule that is applied to filter automation, limiting the time period the filter can run.

#### Note

- The **[Schedule]** tab is available only if you have an active license for the TotalFlow Optimizer Automation Feature.
- When the **[Automation Level]** is set to **[No Automation]** in the **[Automation]** tab, you cannot use the **[Schedule]** tab.

You can enable or disable **[Automation Schedule]** by clicking the **[Enable]** or **[Disable]** button.

Select one of the following options: **[Daily]**, **[Weekdays]**, **[Weekends]**, or the day of the week from the **[Day]** list. Select the hour and the minutes when the automation starts from the **[Start]** list. Select the hour and the minutes when the automation ends from the **[Stop]** list. Specify the number of **[Maximum Batches]** you want to send.

Add or remove multiple schedules using  and  buttons.

### [Job Sequence] tab

You can set the sequence of the jobs for this filter and in the batch. The secondary attributes are used to sort the list of jobs within the primary sort.

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Add or remove the sorting attributes using the  and  buttons. Manually sorting the attributes does not work for the filter.

 **Note**

- The **[Job Sequence]** tab is available only if you have an active license for the TotalFlow Optimizer Automation Feature.
- When the **[Automation Level]** is set to **[No Automation]** in the **[Automation]** tab, the **[Job Sequence]** tab is disabled.

### [Imposition] tab

#### [Gang-up]

To send all the jobs together to be imposed, click **[Gang jobs together]**. When you enable this option, the **[Include copies]** option is automatically enabled. As a result, one imposition file is created for all the jobs in the filter. The imposition file contains the specified number of copies of each job and it is sent to the output with the **Copies** attribute value **1**.

#### [Include copies]

To apply imposition on all the copies, select **[Include copies in output]**.

When this option is enabled, the imposed file created for each job contains the specified number of job copies and is sent to the output with the **Copies** attribute value **1**.

When the **[Include copies in output]** option is disabled, the imposed file contains one copy for each job and the actual value of the **Copies** attribute is sent to the output.

 **Note**

When you enable the **[Include copies in output]** option, also make sure that the **[Consider Repetitions]** option under **[Output Settings]** is turned on for the hot folder in Ultimate Impostrip®.

#### [Ultimate Impostrip® Folder]

You can specify the folder name where TotalFlow Optimizer sends the jobs to be imposed. The imposition is applied to all the jobs when creating a batch from this filter. Any predefined imposition for an individual job is overwritten.

Select a hot folder from the list or type in the name of the hot folder. The list of hot folders can only be edited from the Ultimate Impostrip® application. You can add or remove hot folders using Ultimate Impostrip®.

### Note

The **[Imposition]** tab is available only when **[Ultimate Imposition®]** is enabled in the **Admin → Features → Imposition** window.

Click , the **[Refresh]** button to refresh the list of hot folders.

### **[Imposition Review]**

You can enable or disable the imposition review. Click the **[Enabled]/[Disabled]** button to switch between the enabled and disabled states. When imposition review is enabled, the job is held and you can view and approve the imposed file before sending it to an output. The default setting is **[Disabled]**.

### **[Volume Estimates] tab**

You can select volume estimates to display in the filter information. The possible values for each menu are:

- **[None]**
- **[Jobs]**
- **[Sheets]**
- **[Feet]**
- **[Meters]**
- **[Run Time (h:m)]**
- **[Impressions]**
- **[File Size]**

### **[Preview]**

The system displays a preview of the filter. This information is shown in the list of filters in the **[Filters]** panel.

To save the changed properties, click **[OK]**. If you want to close the filter edit dialog and discard the changes, click **[Cancel]**.

To delete the filter, click **[Delete]**. For more information, see [Deleting a filter, p. 141](#).

## **Editing a combined filter**

This section describes how to edit filter properties for a combined filter.

To edit a combined filter:

- To open the **[Filters]** panel, click , the **[Expand/Collapse]** button.
- From the list of filters, select the combined filter you want to edit. Double-click the filter or right-click the filter and select **[Properties]**.

The **[Combined Filter]** dialog is displayed.

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Filter: F-0005 | Combined Filter

Filter name *	Combined Filter	Description
<b>Components</b> (All the jobs in an order must match one of these components for the order to be recognized by the filter.)		
Component 1	component 1	Edit   
Component 2	component 2	Edit   
<b>Automation Level</b> 		
<input checked="" type="radio"/> No Automation <i>No Automation</i> Jobs are not batched automatically.		
<input type="radio"/> Auto-Batch  		
<input type="radio"/> Auto-Batch-and-Send  		
<b>Automation Trigger</b> 		
<input checked="" type="radio"/> All attributes ("and" logic) 		
<input type="radio"/> Any attributes ("or" logic) 		
Trigger *	Component *	  
- Select - 		- Select - 
		 

## [Filter Name]

You can change the name of the combined filter.

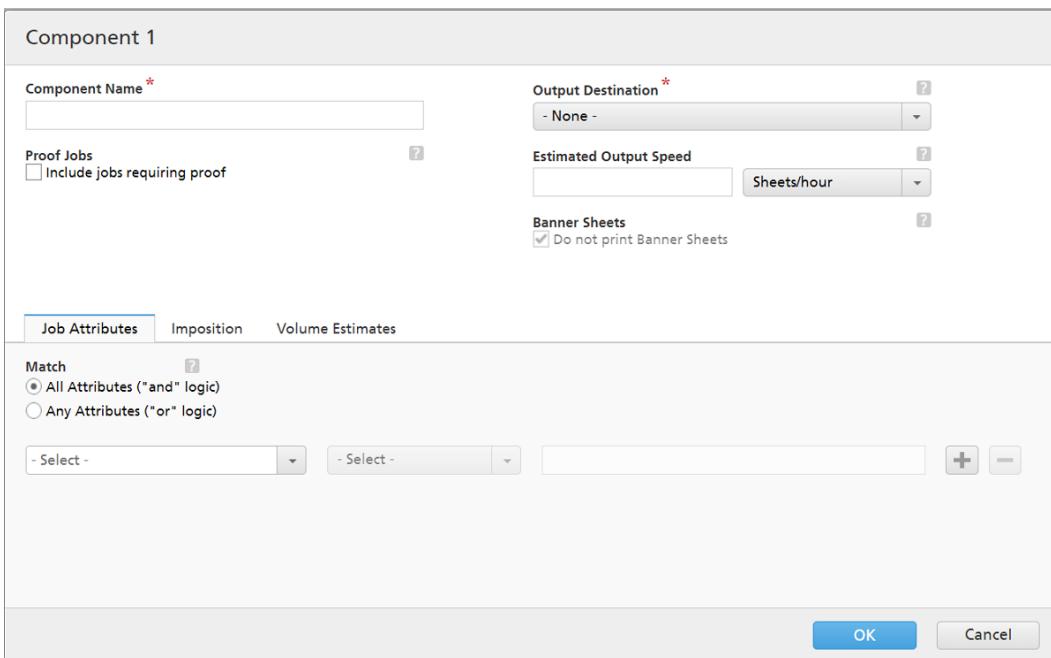
## [Description]

You can edit the short description for the combined filter.

## [Components] tab

The combined filter consists of at least two components. You can add more components or remove some of them. To add a new component, click , the add component button. To remove a component from the list, click , the remove component button.

To configure the component properties, click **[Edit]**. The **[Component]** detail dialog is displayed:



## [Component Name]

Specify the name of the component.

## [Proof Jobs]

Click the checkbox if you want the filter selection to include jobs with the **[Proof]** job property set to **[Proof Required]**. The default state for **[Include jobs requiring proof]** is unchecked.

### Note

When the checkbox is not selected, the filter selection ignores jobs with the **[Proof]** job property set to **[Proof Required]**.

## [Aggregate]

Click the **[Enable Job Aggregation]** checkbox if you want the filter selection to enable job aggregation. The checkbox is displayed only if aggregation is enabled from the **[Admin]** tab, the **[Aggregate]** window. When the filter aggregation is on, all batches out of this filter, created manually or through automation, also have the aggregation on. Aggregation is not available for Proof filters.

## [Output Destination]

Select the hot folder destination for this component from the list.

## [Estimated Output Speed]

The estimated output speed generated by the selected output destination. You can edit the output speed and select the measurement unit from the list.

## [Banner Sheets]

Click the checkbox if you do not want to print banner sheets for the jobs in this filter. This option is enabled only when banner sheets are set for the selected output destination.

You can set the job attributes, job sequence, and volume estimates settings for each component.

## [Job Attributes] tab

## [Match]

Select one of these options:

- **[All Attributes ("and" logic)]**
- **[Any Attributes ("or" logic)]**

If you select **[All Attributes ("and" logic)]**, the component selects the jobs matching all the attributes set in the **[Job Attributes]** tab. If you select **[Any Attributes ("or" logic)]**, the component selects any job matching at least one of the specified attributes.

To configure the criteria for the new filter:

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1. Select the attribute type from the first list.
2. From the second list, select one of these operators:
  - **[Is]**
  - **[Is not]**
  - **[Between]**
  - **[Greater than]**
  - **[Less than]**
  - **[Greater than or equal]**
  - **[Less than or equal]**
3. To complete the criteria, enter or select a value for the specified attribute type.

### Note

When the **[Between]** operator is selected, you can specify a starting and an ending value for the job attribute.

You can select one or more attributes to use as criteria for the component. To add a new attribute, click , the **[Add Criteria]** button. To remove an attribute from the component criteria, click , the **[Remove Criteria]** button.

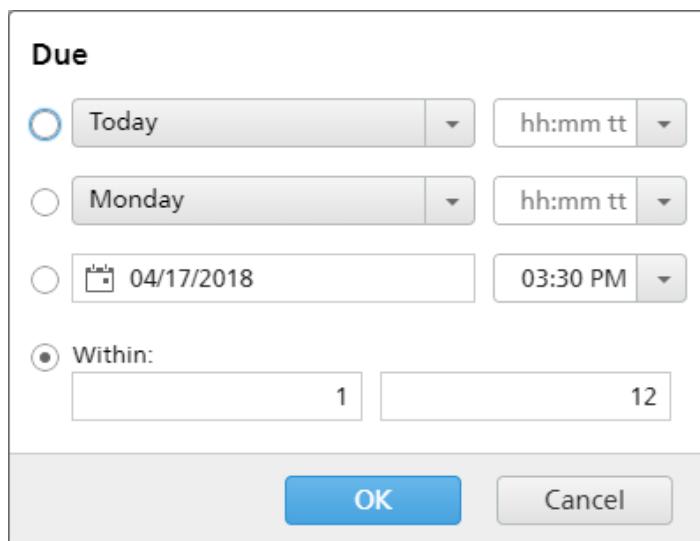
If you want to filter the jobs by a specific date and time, select the **[Due Date]** attribute from the first list. Select **[Is]** or **[Less than or equal]** as an operator from the second list.

### Note

If you select **[Is]** as the operator, you can only set the day as the specified value.

To set specific values for the date and time:

1. Click , the calendar button. The **[Due]** dialog box appears. Select one of the available options or type in to set the date and time when the job is due.



2. Click **[OK]**.

### [Job Sequence] tab

You can set the sequence of the jobs for this component. The secondary attributes are used to sort the list of jobs within the primary sort.

Add or remove the sorting attributes using the and buttons. Manually sorting the attributes does not work for the component.

#### Note

- The **[Job Sequence]** tab is available only if you have an active license for the TotalFlow Optimizer Automation Feature.
- When the **[Automation Level]** is set to **[No Automation]** in the **[Automation]** tab, the **[Job Sequence]** tab is disabled.

### [Volume Estimates] tab

You can select up to three volume estimates to display in the component information. The possible values for each menu are:

- **[None]**
- **[Jobs]**
- **[Sheets]**
- **[Feet]**
- **[Meters]**
- **[Run Time (h:m)]**
- **[Impressions]**
- **[File Size]**

### [Preview]

The system displays a preview of the component. This information is shown in the list of filters in the **[Filters]** panel.

 **Note**

If the **[Preview]** does not display the estimation, refer to [Troubleshooting, p. 273](#).

To save the changes and close the **[Component]** detail dialog, click **[OK]**.

## **[Automation] tab**

 **Note**

3

The **[Automation]** tab is available only if you have an active license for the TotalFlow Optimizer Automation Feature.

### **[Automation Level]**

You can choose the level of automation. Select one of these options:

- **[No Automation]** — The jobs are not batched automatically.
- **[Auto-Batch]** — The jobs are automatically batched when the target range is reached.
- **[Auto-Batch-and-Send]** — When the target range is reached, all matching jobs are automatically batched and sent to the associated output destination.

### **[Automation Trigger]**

Select one of the two options:

- **[On All Conditions ("AND" logic):]**
- **[On Any Condition ("OR" logic):]**

If you select **[On All Conditions ("AND" logic):]**, the batch is created only when all the specified targets are reached. If you select **[On Any Condition ("OR" logic):]**, the batch is created when at least one of the specified targets is reached.

You can add more conditions from the list or remove some of them. To add a condition, click 

When you configure the trigger conditions, you must specify a component for each volume-based trigger. To configure the conditions:

1. Select the target type from the list.
2. Select a component from the list.
3. To change the position of a row, enter a value in the first text field to set the target.
4. Specify the threshold in the second field.

The system calculates and displays the threshold range for the selected target type.

### Note

If you select **[Day/Time]** as the target type, you can set the specific day of the week (Sunday through Saturday) and the time of day when the batch is created.

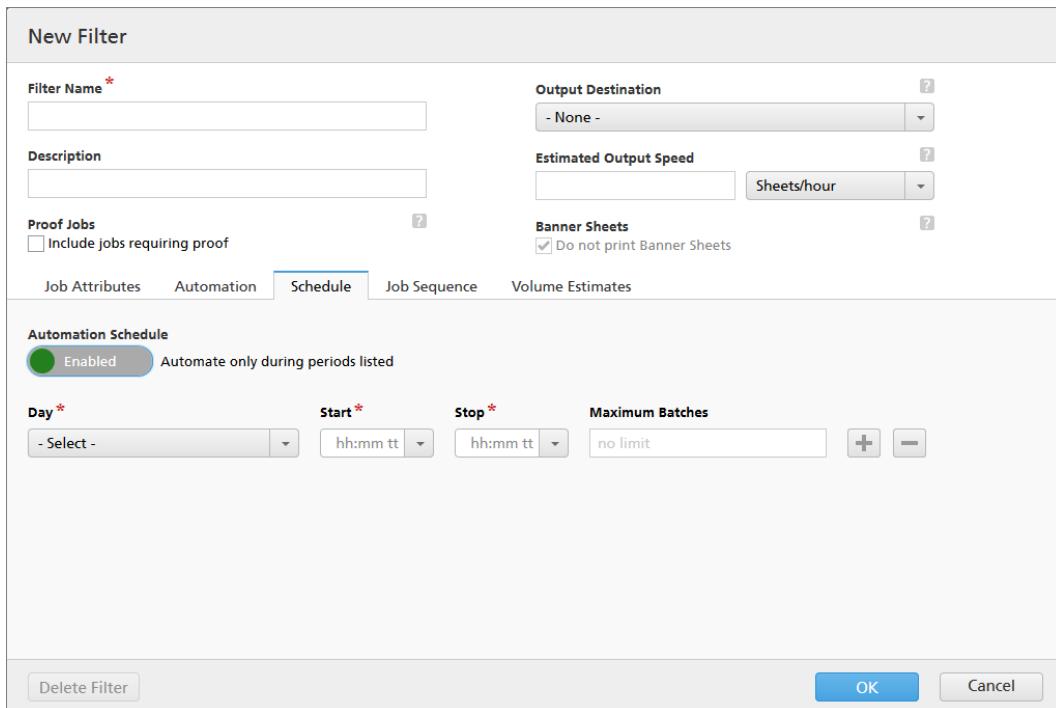
Select a value from the **[Day]** list.

Select a value from the **[Time]** list.

When a filter is set for a **[Day/Time]** automation and the TotalFlow Optimizer server is down at that specified day and time, the filter does not trigger when the server starts.

## [Schedule] tab

This section describes how to create a schedule that is applied to filter automation, limiting the time period the filter can run.



The screenshot shows the 'New Filter' dialog box with the 'Schedule' tab selected. The 'Automation Schedule' section is enabled, with the 'Enabled' button selected. The 'Day' dropdown is set to '- Select -'. The 'Start' and 'Stop' time pickers are set to 'hh:mm tt'. The 'Maximum Batches' input field is set to 'no limit'. At the bottom, there are 'Delete Filter', 'OK', and 'Cancel' buttons.

### Note

- The **[Schedule]** tab is available only if you have an active license for the TotalFlow Optimizer Automation Feature.
- When the **[Automation Level]** is set to **[No Automation]** in the **[Automation]** tab, you cannot use the **[Schedule]** tab.

You can enable or disable **[Automation Schedule]** by clicking the **[Enable]** or **[Disable]** button.

### Note

**[Maximum Batches]** limits the number of times this filter is automated per period, by the selected component.

Select the day of the week from the **[Day]** list. Select the hour and the minutes when the automation starts from the **[Start]** list. Select the hour and the minutes when the automation ends from the **[Stop]** list. Specify the number of **[Maximum Batches]** you want to send.

**Note**

- When setting **[Maximum Batches]** for a scheduled period, you can choose the component filter that is monitored for the number of batches.
- If one or more scheduled periods have a maximum number of batches specified, the **[Maximum Batches]** component filter selection is enabled.
- If **[Maximum Batches]** for a component are achieved for one active period, but the other time periods have not met their **[Maximum Batches]**, they will continue to send batches.

Add or remove multiple schedules using  and  buttons.

**3****[Automation trigger component]**

If any of the **[Maximum Batches]** are set, select a **[Component]** from the list. The default value of the **[Automation trigger component]** is **[Select]**.

To create the new combined filter, click **[OK]**.

To close the **[New Combined Filter]** dialog and discard the entered information, click **[Cancel]**.

To save the changed properties, click **[OK]**. If you want to close the filter edit dialog and discard the changes, click **[Cancel]**.

To delete the filter, click **[Delete]**. For more information, see [Deleting a filter, p. 141](#).

## Using Combined Filters

This section describes the combined filter behavior and how to create batches from combined filters.

A combined filter is a group of minimum two component filters designed to generate and send batches to different output destinations. This allows you to create multiple linked batches with separate output devices and send them for printing at the same time.

You can configure the filtering criteria for each separate component of the combined filter. A job from a received order is selected for a component of the combined filter only when:

1. The job attributes match the user defined component criteria and the job is in an **[Unbatched]** state.
2. All the other jobs from the order match one or more components from the combined filter.
3. All the other jobs from the order are in either an **[Unbatched]**, **[Batched]**, **[Printed]**, **[Sent]**, **[Processing on Printer]**, **[Held on Printer]**, **[Suspended on Printer]**, **[Canceled on Printer]**, **[Printing]**, or any custom state.

**Important**

- A combined filter component cannot be used separately from other components.
- A combined filter component is not displayed individually in any list of filters and cannot be shared with another combined filter.
- An alert is sent when a job matches the criteria of a combined filter and at least one other automated filter. The filters select the job but only the first filter that reaches the automation threshold will process the job.

**Creating batches from a combined filter**

You can manually create multiple batches from one combined filter or you can set the **[Automation Level]** to either create batches, or create and send the batches for processing.

The system creates a batch for each component of the combined filter that contains jobs. The result is a group of linked batches. This linked batch information is displayed in the Batch ID throughout the TotalFlow Optimizer system. When the combined filter's automation is triggered by the specified volume threshold, all the jobs are added to new batches according to the filter component they belong to.

### Creating batches manually from a combined filter

You can manually drag and drop the combined filter to the batches panel to create a group of linked batches. You can also right-click the combined filter and select **[Create Batch...]**.

You can select a component from a combined filter in the **[Filters]** panel, right-click the component, and select **[Create Batch...]**. This action creates a batch from the selected component of the combined filter. The system also creates a batch from each component that contains jobs from the same orders as the selected component.

Select one or more jobs from the list of jobs of a combined filter and then drag and drop the jobs to the batches panel to create new batches. The jobs from the same orders as the selected jobs are also submitted to new batches, each job is placed into a batch according to the filter component they belong to. This allows you to keep all the jobs from an order synchronized when they are sent for processing.

In the **[Automation Level]** tab, you can also add a single job from a combined filter to an existing batch or a new batch. The system displays a warning informing you that the job is part of a combined filter and the other jobs from the same order will not be added to any batches.

When you try to delete a batch which is linked to other batches, the system displays a warning. You can choose to continue and the system updates the other linked batches to reflect the change.

## Deleting a filter

This section describes how to delete a filter.

To remove a filter:

1. Click , the **[Expand/Collapse]** button, to open the **[Filters]** panel.
2. From the list of filters, select the filter you want to edit.
3. Double-click the filter and from the filter edit dialog, select **[Delete Filter]**, or right-click a filter from the filter list and select **[Delete...]**.  
A confirmation message is displayed.
4. Click **[Yes]** to delete the filter or **[No]** to cancel the action.

## Creating a new batch

This section describes how to create a new batch of jobs and set different properties for the batch.

**There are various methods to create a new batch:**

1. Click , the **[New Batch]** button, from the **[Batches]** panel.  
The **[New Batch]** panel is displayed:

3

### [Volume Estimates]

The system displays the estimated values for jobs, sheets, and run time.

### [Batch Name]

You can specify the name of the new batch.

### [Output Destination]

You can select a hot folder destination from the list.

### [Estimated Output Speed]

The system displays the estimated output speed set for the selected output destination. You can edit the output speed and select the measurement unit from the list.

### [Aggregate]

Select the **[Enable Job Aggregation]** check box if you want to turn on job aggregation for this batch. You can enable or disable job aggregation from **Admin → Production Settings → Aggregate**.

#### Note

After a batch is sent to an output, you can no longer change the job aggregation setting.

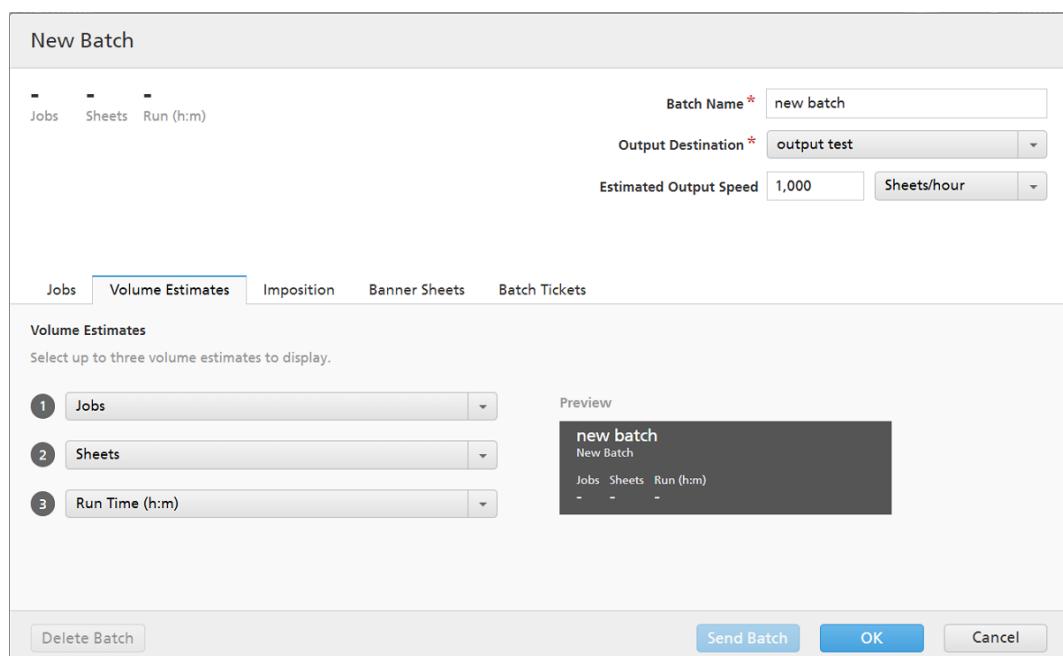
### [Jobs] tab

A list of all the jobs from the batch is displayed. If **[Aggregate]** is enabled, you can view all the aggregate jobs.

- To change the sequence of the jobs inside the batch, hover over the **[Sequence]** column and drag , the move cursor, to move the jobs to a new position. The job sequence is the order in which the jobs are sent to the output.

- To sort the jobs in ascending or descending order based on their properties, click one of the available column headings. Click **[Update Sequence]** to also update the sequence of the jobs inside the batch according to the new order.
- To edit the properties of a job, double-click a job from the job list or right-click the job and select **[Properties]**.
- Select a job from the list, right-click, and then select **[Open Order]** to view the details for the order which contains the selected job.
- When a job is in the **[Awaiting Approval]** state, you can right-click the job and select **Impose** → **Approve Imposition** or **[Reject Imposition]**.

### [Volume Estimates] tab



The screenshot shows the 'New Batch' dialog box with the 'Volume Estimates' tab selected. The 'Volume Estimates' section contains three dropdown menus labeled 1, 2, and 3, each with a list of options: 1. Jobs, 2. Sheets, and 3. Run Time (h:m). To the right of these dropdowns is a 'Preview' window showing a summary of the batch: 'new batch' (Batch Name), 'New Batch' (Output Destination), and a table with columns 'Jobs', 'Sheets', and 'Run (h:m)' with three empty cells. At the bottom of the dialog are buttons for 'Delete Batch', 'Send Batch', 'OK', and 'Cancel'.

You can select volume estimates to display in the batch information. The possible values for each menu are:

- **[None]**
- **[Jobs]**
- **[Sheets]**
- **[Feet]**
- **[Meters]**
- **[Run (h:m)]**
- **[Impressions]**
- **[File Size]**

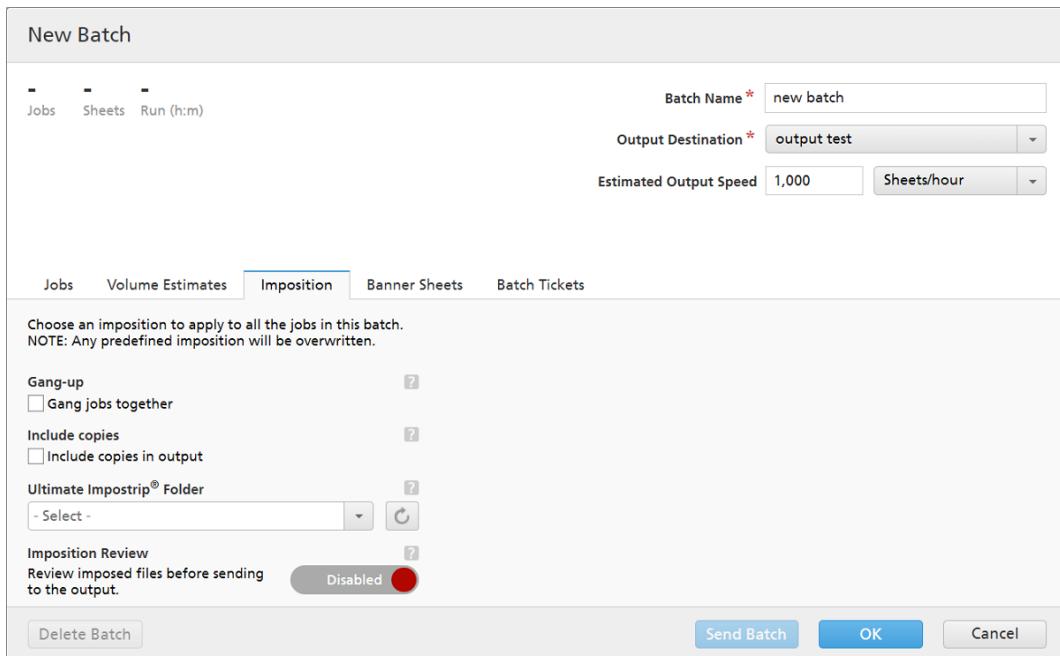
#### [Preview]

The system displays a preview of the volume estimates of the batch. This information is shown in the list of batches in the **[Batches]** panel.

 **Note**

If the **[Preview]** does not display the estimation, refer to [Troubleshooting, p. 273](#).

### [Imposition] tab



 **Note**

The **[Imposition]** tab is available only when the **[Ultimate Impostrip®]** option is turned on under **Admin → Features → Imposition**.

#### [Gang-up]

To send all the jobs together to be imposed, click **[Gang jobs together]**. When you enable this option, the **[Include copies]** option is automatically enabled. As a result, one imposition file is created for the entire batch. The imposition file contains the specified number of copies of each job and it is sent to the output with the **Copies** attribute value **1**.

#### [Include copies]

To apply imposition on all the copies, select **[Include copies in output]**.

When this option is enabled, the imposed file created for each job contains the specified number of job copies and is sent to the output with the **Copies** attribute value **1**.

When the **[Include copies in output]** option is disabled, the imposed file contains one copy for each job and the actual value of the **Copies** attribute is sent to the output.

 **Note**

When you enable the **[Include copies in output]** option, also make sure that the **[Consider Repetitions]** option under **[Output Settings]** is turned on for the hot folder in Ultimate Impostrip®.

#### [Ultimate Impostrip® Folder]

You can specify the folder name where TotalFlow Optimizer sends the jobs to be imposed. The imposition is applied to all the jobs from this batch. Any predefined imposition for an individual job is overwritten.

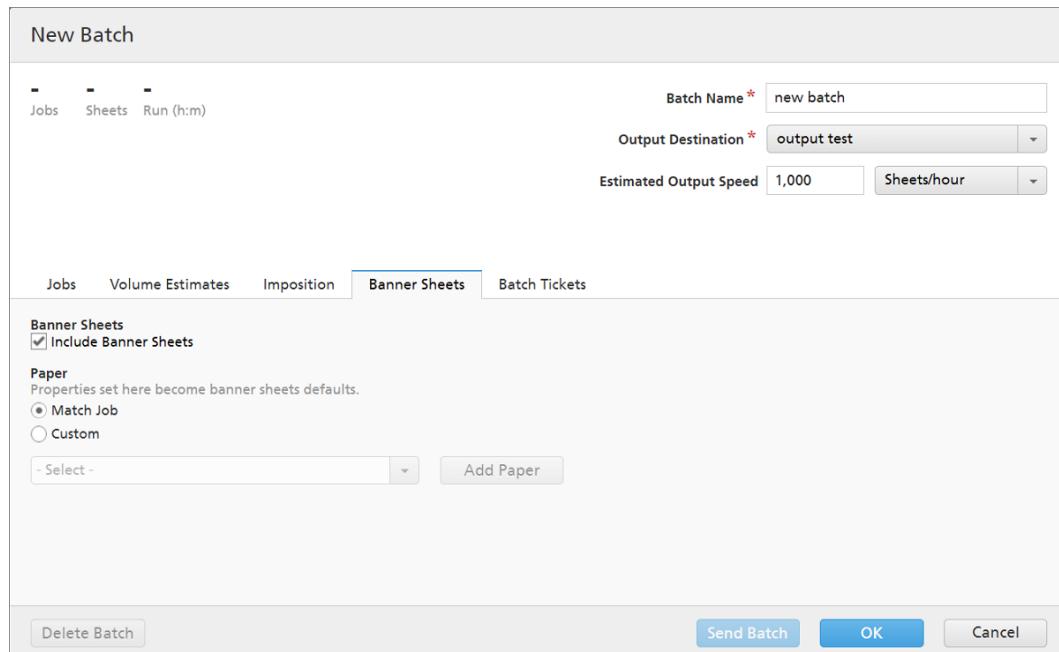
Select a hot folder from the list or type in the name of the hot folder. The list of hot folders can only be edited from the Ultimate Impostrip application. You can add or remove hot folders using Ultimate Impostrip.

Click , the **[Refresh]** button, to refresh the list of hot folders.

### [Imposition Review]

You can enable or disable the imposition review. To switch between the enabled and disabled states, click the **[Enabled]/[Disabled]** button. When imposition review is enabled, the job is held and you can view and approve the imposed file before sending it to an output. The default setting is **[Disabled]**.

### [Banner Sheets] tab



Select the **[Include Banner Sheets]** check box if you want to include banner sheets for job files in the output folder.

#### Note

This option is only available if adding banner sheets is enabled for the selected output destination under **Admin → Outputs**. The banner sheet settings configured for the output destination are automatically applied to the jobs from the batch, but you can set different paper properties.

### [Paper]

If you select the **[Include Banner Sheets]** check box, the **[Paper]** presets are available. Properties set here become banner sheets defaults.

- **[Match Job]** — disables the controls that configure media and uses default settings.

- **[Custom]** — enables the controls that configure media, any settings specified are included in banner sheets XML/JDF/CSV.

If you select **[Custom]**, you can type in or select a paper from the output **[Paper Catalog]** list. To add a paper type, click the **[Add Paper]** button and set the available paper properties.

#### **[Paper Name]**

You can edit the name of the paper used. You can enter a string of up to 256 characters. This field is mandatory.

#### **[Product ID]**

You can edit the product ID. You can enter a string of up to 256 characters.

3

#### **[Paper Type]**

You can enter a paper type or select the type of paper from a list:

- **[Bond]**
- **[Offset Text]**
- **[Cover]**
- **[Tag]**
- **[Index]**

#### **[Paper Weight]**

The paper weight varies based on the paper type and the paper size. You can edit the paper weight.

#### **[Paper Color]**

You can type in or select the paper color from a list.

#### **[Paper Finish]**

You can type in or select the paper finish from a list:

- **[Uncoated]**
- **[Coated]**
- **[Glossing Finish]**
- **[Ink Jet Finish]**
- **[High Gloss Finish]**
- **[Matte Finish]**
- **[Polymer Finish]**
- **[Satin Finish]**
- **[Semigloss Finish]**
- **[Silver Finish]**

#### **[Paper Width]**

The width of the paper.

#### **[Paper Height]**

The height of the paper.

## [Batch Tickets] tab

Specify if you want to print the batch details and the location where to send the batch ticket. The system generates a batch ticket file containing the batch details.

### [Batch Ticket Printer]

#### [Send Batch Tickets to a Printer]

Select this option to send the batch ticket to a printer. Choose a printer from an existing list of printers mapped to the TotalFlow Optimizer server. You can also specify the number of copies of batch tickets you want to print.

#### [Send Batch Tickets to Output Device]

Select this option to send the batch ticket to the specified output device. The batch ticket file is placed as the first job in the batch and the job sequence number for the batch ticket is 0. The batch ticket file is not displayed in the batch detail dialog and does not appear as a job in the user interface.

### [Paper]

Specify which job properties you want to use for the batch ticket media:

- **[A4]** — Uses the default media settings for job properties.
- **[Custom]** — Allows you to specify media settings for job properties.

#### Note

- The first value for the **[Paper]** properties is displayed based on installation settings. **[A4]** is displayed for metric system and **[Letter]** is displayed for imperial system.

### [Paper Name]

You can edit the name of the paper used. You can enter a string of up to 256 characters.

### [Paper Type]

You can select the type of paper used from a list:

- **[Bond]**
- **[Offset Text]**
- **[Cover]**
- **[Tag]**
- **[Index]**

### [Paper Weight]

The paper weight varies based on the paper type and the paper size. You can edit the paper weight.

### [Paper Color]

You can type in or select the paper color from a list.

### [Paper Finish]

You can type in or select the paper finish from a list:

- **[Uncoated]**
- **[Coated]**
- **[Glossing Finish]**
- **[Ink Jet Finish]**
- **[High Gloss Finish]**
- **[Matte Finish]**
- **[Polymer Finish]**
- **[Satin Finish]**
- **[Semigloss Finish]**
- **[Silver Finish]**

### [Paper Height]

You can specify the height of the paper.

### [Paper Width]

You can specify the width of the paper.

2. You can create a new batch using an existing filter.

Select a filter from the **[Filters]** panel. Drag and drop the filter into the **[Batches]** panel. You can also right-click the filter and select **[Create Batch...]**.

You can select a component from a combined filter in the **[Filters]** panel, right-click the component, and select **[Create Batch...]**. This action creates a batch from the selected component of the combined filter. The system also creates a batch from each component that contains jobs from the same order as the selected component.

If the selected filter has an **[Output Destination]** set, a new batch is automatically created and the jobs from the filter are added to the new batch. If the filter does not have an **[Output Destination]** set, the **[New Batch]** panel is displayed and the **[Output Destination]** field is highlighted as required. Select a destination from the list and click **[OK]**.

 **Note**

The new batch inherits the filter properties:

- 1) The new batch name uses the filter name.
- 2) The filter **[Output Destination]**, **[Speed]**, **[Estimated Output Speed]**, and **[Run Time]** are used for the new batch properties.
- 3) If a sorting criteria is set on the filter, the order of the jobs in the filter is inherited through the sequence in the new batch. The sorting criteria is not inherited.

3. You can select a number of jobs from a job list and move them to a new batch.

From a filtered list of jobs, select the jobs you want to move to a new batch. Drag and drop the jobs to the **[Batches]** panel. The new batch loads the properties from the filter containing the selected jobs.

 **Note**

- 1) When you select one or more jobs, an information bar is displayed at the bottom of the window. This information consists of the number of jobs selected, the number of sheets, the number of feet, and the number of impressions for the selected jobs. When you start the drag and drop action, the system displays the information bar in the dragging animation. Depending on the selection you made at the installation time, the measurement system can be different.
- 2) If the selected jobs are included in a filter, the information displayed matches the one set in the **[Volume Estimates]** tab.

To create the new batch, click **[OK]**.

To close the **[New Batch]** panel and discard the entered information, click **[Cancel]**.

4. You can select one or more jobs from the job list.

Select one or more jobs from the job list, right-click, and select an existing batch or select the **Batch** → **New Batch** to create a new batch. A confirmation message appears on the right panel to confirm that the new batch has been created successfully.

 **Note**

If the selected jobs are unbatchable, the right-click is disabled.

## Editing a batch

This section describes how to edit the batch properties.

To edit a batch:

1. Open the **[Batches]** panel by clicking , the **[Expand/Collapse]** button or go to the **[Batches]** section in the menu bar and select a batch from the list.
2. Double-click the batch you want to edit or right-click the batch and select **[Properties]**.

The system displays the **[Batch]** details window:

Batch: B-1005 | Reprint

10 Sheets - Run (h:m)

Batch Name \* Reprint

Output Destination \* output test

Estimated Output Speed Meters/hour

Jobs Volume Estimates Imposition Banner Sheets Batch Tickets

Update Sequence

Sequence	Order Number	Part Number	Customer	Job Name	State	Status Timestamp
1	BaseRun-v4_MOD-0...	01		BaseRun-v4_MOD-01pgs.pdf	Batched	-
2	BaseRun-v4_MOD-0...	01		BaseRun-v4_MOD-02pgs.pdf	Batched	-
3	BaseRun-v4_MOD-0...	01		BaseRun-v4_MOD-03pgs.pdf	Batched	-
4	BaseRun-v4_MOD-0...	01		BaseRun-v4_MOD-04pgs.pdf	Batched	-
5	BaseRun-v4_MOD-0...	01		BaseRun-v4_MOD-05pgs.pdf	Batched	-
6	BaseRun-v4_MOD-0...	01		BaseRun-v4_MOD-06pgs.pdf	Batched	-
7	BaseRun-v4_MOD-0...	01		BaseRun-v4_MOD-07pgs.pdf	Batched	-

Delete Batch Send Batch OK Cancel

### [Batch] | [Batch Name]

The header displays the system generated batch ID and the batch name.

### [Volume Estimates]

The system displays the estimated values for the selected volume estimates.

### [State]

If the batch has been sent or printed, the system displays the status of the batch and the date and time when the batch was sent or printed.

### [Batch Name]

You can edit the name of the batch.

### [Output Destination]

You can select the hot folder destination from the list.

### [Estimated Output Speed]

The system displays the estimated output speed set for the selected output destination. You can edit the output speed and select the measurement unit from the list.

### [Aggregate]

Select the **[Enable Job Aggregation]** check box if you want to turn on job aggregation for this batch. You can enable or disable job aggregation from **Admin → Production Settings → Aggregate**.

#### Note

After a batch is sent to an output, you can no longer change the job aggregation setting.

### [Jobs] tab

A list of all the jobs from the batch is displayed. If **[Aggregate]** is enabled, you can view all the aggregate jobs.

Batch: B-1005 | Reprint

10 Jobs 55 Sheets Run (h:m)

Batch Name: Reprint  
Output Destination: output test  
Estimated Output Speed: Meters/hour

Sequence	Order Number	Part Number	Customer	Job Name	State	Status Timestamp
1	BaseRun-v4_MOD-0...	01		BaseRun-v4_MOD-01pgs.pdf	Batched	-
2	BaseRun-v4_MOD-0...	01		BaseRun-v4_MOD-02pgs.pdf	Batched	-
3	BaseRun-v4_MOD-0...	01		BaseRun-v4_MOD-03pgs.pdf	Batched	-
4	BaseRun-v4_MOD-0...	01		BaseRun-v4_MOD-04pgs.pdf	Batched	-
5	BaseRun-v4_MOD-0...	01		BaseRun-v4_MOD-05pgs.pdf	Batched	-
6	BaseRun-v4_MOD-0...	01		BaseRun-v4_MOD-06pgs.pdf	Batched	-
7	BaseRun-v4_MOD-0...	01		BaseRun-v4_MOD-07pgs.pdf	Batched	-

Delete Batch Send Batch OK Cancel

- To change the sequence of the jobs inside the batch, hover over the **[Sequence]** column and drag , the move cursor, to move the jobs to a new position. The job sequence is the order in which the jobs are sent to the output.
- To sort the jobs in ascending or descending order based on their properties, click one of the available column headings. Click **[Update Sequence]** to also update the sequence of the jobs inside the batch according to the new order.
- You can remove one or more jobs from a batch using the **[Unbatch]** action. This allows the jobs to be displayed in a matching filter list or to be manually moved to another batch. The **[Unbatch]** action can be performed only on jobs that are in a **[Batched]** state and only when the batch is in the **[Batching]** state. If the batch state is changed when an **[Unbatch]** action is performed, the system displays an error.

To unbatch one or more jobs, select the jobs from the list, right-click, and select **[Unbatch]**.

- To edit the properties of a job, double-click a job from the job list or right-click the job and select **[Properties]**.
- To delete one or more jobs from the list, select the jobs, right-click and select **[Delete Job...]** or **[Delete Jobs...]**. A confirmation window is displayed. Click **[Yes]** to delete the jobs or **[No]** to cancel the action.
- Select a job from the list, right-click, and then select **[Open Order]** to view the details for the order which contains the selected job.
- To change the job state, select a job from the list, right-click, and then point to **[Set State]**. Choose a job state from the list of system defined states: **[Sent]** or **[Printed]**, or custom state. You can create the custom state in the **[Custom States]** tab under **[Admin]** section.

 **Note**

You can select custom states only for the jobs that have been sent.

- If a job is in **[Proof Out]** state, the job cannot be batched, sent, or printed until the proof is approved. To approve proof for one or more jobs from the list, right-click the jobs and select **[Approve Proof]**. The state for each job changes from **[Proof Out]** to **[Unbatched]**.

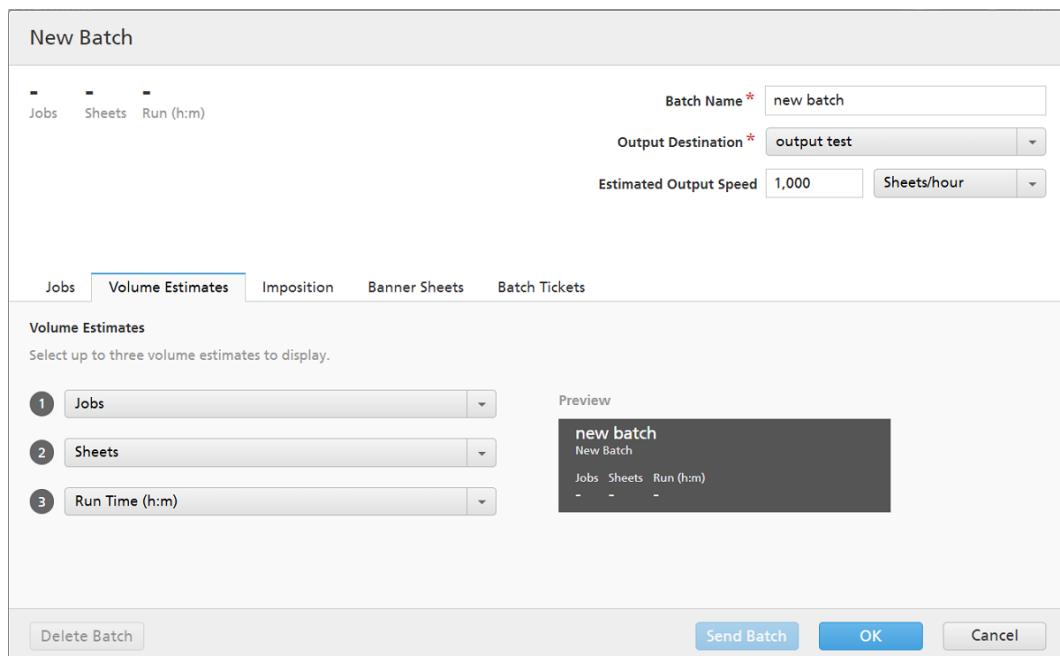
 **Note**

You can also select one or more jobs in the **[Proof Out]** state from the list, right-click, and then select **[Approve Proof and Send...]** to send the jobs directly to an output and change the job state from **[Proof Out]** to **[Sent]**.

- When a job is in **[Proof Out]** state, you can right-click the job and select **[Reject Proof]**. The job state is set to **[Proof Rejected]** and the job is displayed in the **[Action Required]** list in the **[All Jobs]** tab.
- When a job is in the **[Awaiting Approval]** state, you can right-click the job and select **Impose** → **Approve Imposition** or **[Reject Imposition]**.

3

### [Volume Estimates] tab



You can select up to three volume estimates to display in the batch information. The possible values for each menu are:

- **[None]**
- **[Jobs]**
- **[Sheets]**
- **[Feet]**
- **[Meters]**
- **[Run (h:m)]**
- **[Impressions]**
- **[File Size]**

### [Preview]

The system displays a preview of the volume estimates of the batch. This information is shown in the list of batches in the **[Batches]** panel.

## [Imposition] tab

### Note

The **[Imposition]** tab is available only when the **[Ultimate Impostrip®]** option is turned on under **Admin → Features → Imposition**.

### [Gang-up]

To send all the jobs together to be imposed, click **[Gang jobs together]**. When you enable this option, the **[Include copies]** option is automatically enabled. As a result, one imposition file is created for the entire batch. The imposition file contains the specified number of copies of each job and it is sent to the output with the **Copies** attribute value **1**.

### [Include copies]

To apply imposition on all the copies, select **[Include copies in output]**.

When this option is enabled, the imposed file created for each job contains the specified number of job copies and is sent to the output with the **Copies** attribute value **1**.

When the **[Include copies in output]** option is disabled, the imposed file contains one copy for each job and the actual value of the **Copies** attribute is sent to the output.

### Note

When you enable the **[Include copies in output]** option, also make sure that the **[Consider Repetitions]** option under **[Output Settings]** is turned on for the hot folder in Ultimate Impostrip®.

### [Ultimate Impostrip® Folder]

You can specify the folder name where TotalFlow Optimizer sends the jobs to be imposed. The imposition is applied to all the jobs from this batch. Any predefined imposition for an individual job is overwritten.

Select a hot folder from the list or type in the name of the hot folder. The list of hot folders can only be edited from the Ultimate Impostrip application. You can add or remove hot folders using Ultimate Impostrip.

Click , the **[Refresh]** button to refresh the list of imposition hot folders.

### [Imposition Review]

You can enable or disable the imposition review. To switch between the enabled and disabled states, click the **[Enabled]/[Disabled]** button. When imposition review is enabled, the job is held and you can view and approve the imposed file before sending it to an output. The default setting is **[Disabled]**.

## [Banner Sheets] tab

Select the **[Include Banner Sheets]** check box if you want to include banner sheets for job files in the output folder.

### Note

This option is only available if adding banner sheets is enabled for the selected output destination under **Admin → Outputs**. The banner sheet settings configured for the output destination are automatically applied to the jobs from the batch, but you can set different paper properties.

## [Paper]

If you select the **[Include Banner Sheets]** check box, the **[Paper]** presets are available. Properties set here become banner sheets defaults.

- **[Match Job]** — disables the controls that configure media and uses default settings.
- **[Custom]** — enables the controls that configure media, any settings specified are included in banner sheets XML/JDF/CSV.

If you select **[Custom]**, you can type in or select a paper from the output **[Paper Catalog]** list. To add a paper type, click the **[Add Paper]** button and set the available paper properties.

### [Paper Name]

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You can edit the name of the paper used. You can enter a string of up to 256 characters. This field is mandatory.

### [Product ID]

You can edit the product ID. You can enter a string of up to 256 characters.

### [Paper Type]

You can enter a paper type or select the type of paper from a list:

- **[Bond]**
- **[Offset Text]**
- **[Cover]**
- **[Tag]**
- **[Index]**

### [Paper Weight]

The paper weight varies based on the paper type and the paper size. You can edit the paper weight.

### [Paper Color]

You can type in or select the paper color from a list.

### [Paper Finish]

You can type in or select the paper finish from a list:

- **[Uncoated]**
- **[Coated]**
- **[Glossing Finish]**
- **[Ink Jet Finish]**
- **[High Gloss Finish]**
- **[Matte Finish]**
- **[Polymer Finish]**
- **[Satin Finish]**
- **[Semigloss Finish]**

- **[Silver Finish]**

### [Paper Width]

The width of the paper.

### [Paper Height]

The height of the paper.

### [Batch Tickets] tab

Specify if you want to print the batch details and the location where to send the batch ticket. The system generates a batch ticket file containing the batch details.

#### [Batch Ticket Printer]

##### [Send Batch Tickets to a Printer]

Select this option to send the batch ticket to a printer. Choose a printer from an existing list of printers mapped to the TotalFlow Optimizer server. You can also specify the number of copies of batch tickets you want to print.

##### [Send Batch Tickets to Output Device]

Select this option to send the batch ticket to the specified output device. The batch ticket file is placed as the first job in the batch and the job sequence number for the batch ticket is 0. The batch ticket file is not displayed in the batch detail dialog and does not appear as a job in the user interface.

### [Paper]

Specify which job properties you want to use for the batch ticket media:

- **A4 or Letter**: Uses the default media settings for job properties.
- **[Custom]**: Allows you to specify media settings for job properties.

#### Note

- The first value for the **[Paper]** properties is displayed based on installation settings. **[A4]** is displayed for metric system and **[Letter]** is displayed for imperial system.

### [Paper Name]

You can edit the name of the paper used. You can enter a string of up to 256 characters.

### [Product ID]

You can edit the product ID. You can enter a string of up to 256 characters.

### [Paper Type]

You can enter a paper type or select the type of paper from a list:

- **[Bond]**
- **[Offset Text]**
- **[Cover]**
- **[Tag]**

- **[Index]**

### **[Paper Weight]**

The paper weight varies based on the paper type and the paper size. You can edit the paper weight.

### **[Paper Color]**

You can type in or select the paper color from a list.

### **[Paper Finish]**

You can type in or select the paper finish from a list:

- **[Uncoated]**
- **[Coated]**
- **[Glossing Finish]**
- **[Ink Jet Finish]**
- **[High Gloss Finish]**
- **[Matte Finish]**
- **[Polymer Finish]**
- **[Satin Finish]**
- **[Semigloss Finish]**
- **[Silver Finish]**

### **[Paper Height]**

You can specify the height of the paper.

### **[Paper Width]**

You can specify the width of the paper.

To save the changed properties, click **[OK]**. If you want to close the batch edit panel and discard the changes, click **[Cancel]**.

To delete the batch, click **[Delete]**.

## **Resend a batch**

When a batch enters an error state, you can resend the batch to the same output or select a different output.

You can only resend a batch when it is in error, sent, or printed state. The Resend action allows you to submit the batch to the same output or select a different output. A new batch is not created in the process.

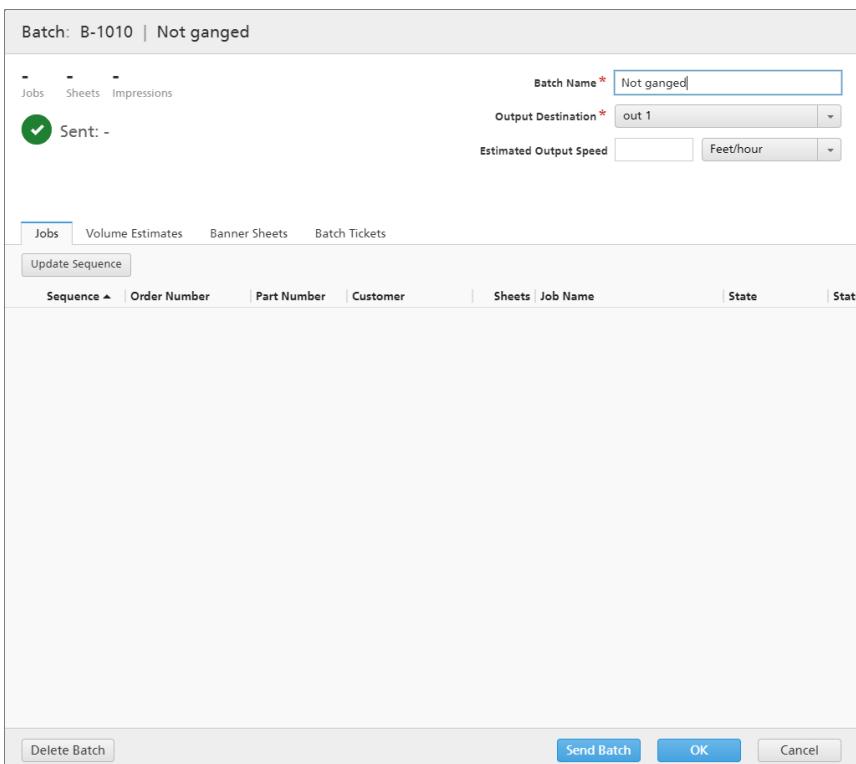
To resend a batch:

1. In the menu bar, click **[Batches]** to open a list of all the batches in the system.
2. From the list of batches, select the batch you want to resend. The jobs in the batch may have the following states:

- **[Sent]**: jobs successfully sent.
- **[Output Error]**: jobs where the sending process failed.
- **[Batched]**: jobs not yet sent.
- **[Printed]**: jobs are printed.
- **[Processing on Printer]**: jobs are currently being prepared for printing.
- **[Held on Printer]**: jobs are held on the printer and waiting for manual release or conditions to be met.
- **[Suspended on Printer]**: jobs are paused due to an error or intervention, pending correction before resuming.
- **[Canceled on Printer]**: jobs were aborted or deleted on the printer and will not continue printing.
- **[Printing]**: jobs are actively being printed.

3. Right-click and select **[Resend Batch...]**.

The **[Properties]** dialog appears.



**Note**

You can select a different output from the **[Output Destination]** menu.

4. Click **[Resume Sending]** to resend only jobs that are in **[Output Error]** and **[Batched]**. Click **[Resend All]** to resend all jobs.

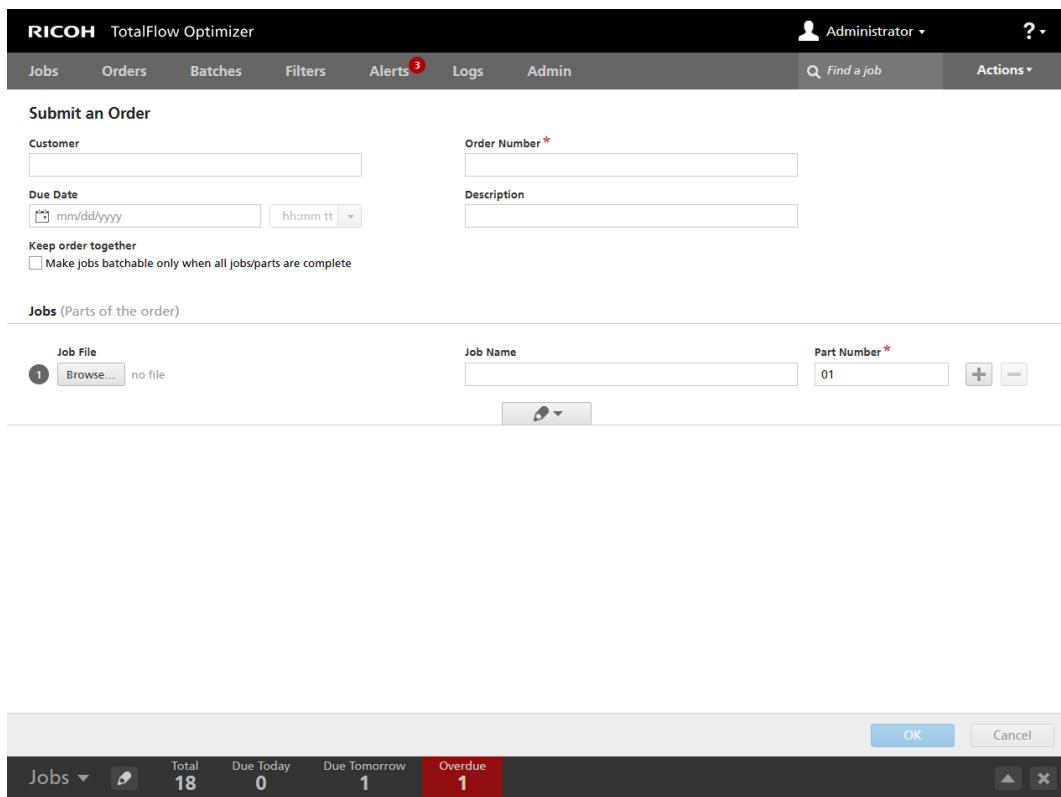
The batch is re-queued up to the output destination and the batch state changes to **[Batching]**.

## Submit an order

This topic describes how to submit an order into TotalFlow Optimizer without using input hot folders.

To submit an order:

1. In the menu bar, click **[Actions]**, and select **[Submit Order]** from the menu. You can also go to the **[Orders]** section and click **[New Order]**.  
The **[Submit an Order]** dialog box is displayed.



The screenshot shows the 'Submit an Order' dialog box. At the top, there are fields for 'Customer' and 'Order Number'. Below these are 'Due Date' and 'Description' fields. Under 'Jobs (Parts of the order)', there is a 'Job File' section with a 'Browse...' button and a preview area showing 'Job Name' and 'Part Number'. At the bottom, a summary bar shows the total number of jobs (18), the count for 'Due Today' (0), 'Due Tomorrow' (1), and 'Overdue' (1). Buttons for 'OK' and 'Cancel' are at the bottom right.

2. Enter the necessary information in the **[Order Details]** section.

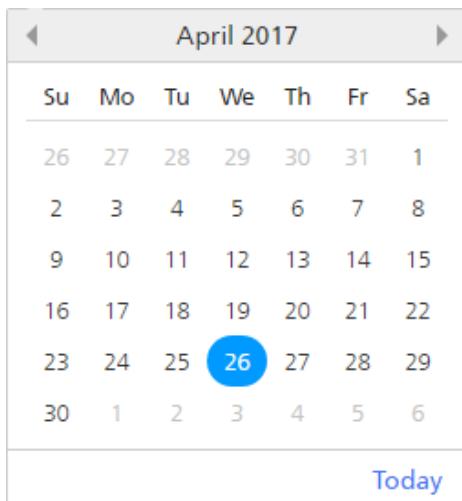
The available order properties are:

### [Customer]

Enter the name of the customer. You can enter a string of maximum 256 characters.

### [Due Date]

To set the date, select or type in the day, month, and year in the correct format.



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To set the time, select the hour and the minutes from the list.

### [Keep order together]

Enable this option if you want all the jobs to be ready for batching when all the jobs/parts within the same order are complete.

Click **[Make jobs batchable only when all jobs/parts are complete]** to enable the **[Keep order together]** option. If there are any jobs in a **[Waiting for Files]** state, all the other jobs containing print files are set to a **[Waiting for Files]** state. The jobs cannot be batched until all the jobs from the order are complete.

### [Order Number]

Enter an order number.

### [Description]

Enter a short description.

### [Preflight]

**Disabled**

You can click **[Disabled]**, the **[Disabled]** button, to enable and use Preflight on the jobs submitted in the TotalFlow Optimizer system. The system applies the preflight settings configured and enabled in **Admin** → **Features** → **Preflight** tab.

3. Add jobs as parts of the order in the **[Jobs]** section.

To add a job:

1. Click , to add a new job part.
2. Click **[Browse...]** to select a job file.
3. Enter a job name in the **[Job Name]** field.
4. Enter a number as a unique identifier within the order in the **[Part Number]** field.
5. To set the job properties, click , the **[All Job Properties]** button. The job row expands to display the job details tabs. You can edit the job properties in the **[General]**, **[Job]**, **[Paper]**, **[Imposition]**, **[Finishing]**, and **[Custom]** tabs.

To collapse the job row, click , the **[All Job Properties]** button.

 **Note**

1. To remove a job from the order, click .
2. If there are any input errors in the **[Jobs]** section, an error icon is displayed: . Click the **[All Job Properties]** button to expand the job details tab and correct the input errors.
4. Click **[OK]** to submit the order.

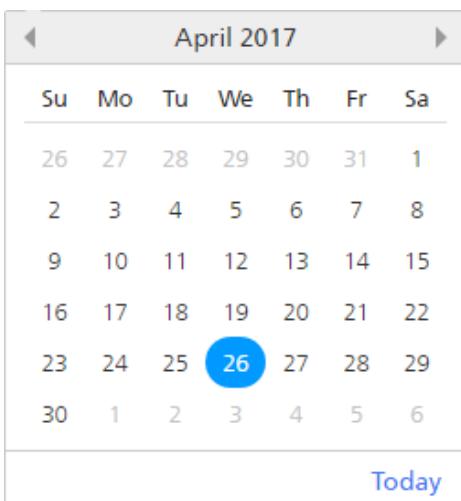
A confirmation message that the order was created is displayed.

3

## Changing the order due date

To change the due date for one or more orders:

1. From the main menu bar, click the **[Orders]** section.
2. Select the orders from the list.
3. Right-click and select **[Change Due Date]**.  
The **[Change Due Date]** window appears.
4. To set the date, type in the day, month, and year in the correct format. You can also select the date using the date selection menu. To open the date selection menu, click in the text field.



Use the navigation buttons to select the month and then select a day from the calendar. To select the current date, click **[Today]**.

To set the time, select the hour and the minutes from the list.

5. To save the changes, click **[OK]**. To discard the changes, click **[Cancel]**.

## Duplicate an order and make it new

This topic describes how to duplicate an order and make it new.

To duplicate an order and make it new:

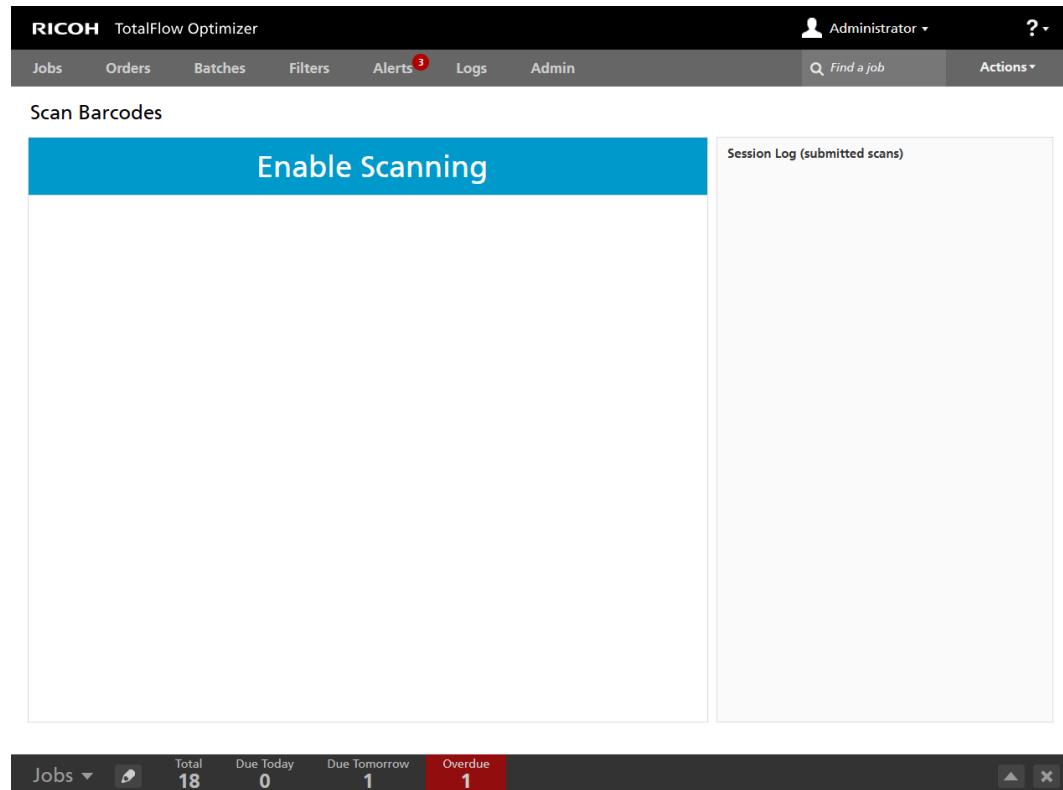
1. From the main menu bar, click the **[Orders]** section.

2. Select a single order from the list.
3. Right-click the order and select **[Duplicate Order...]** from the menu. A new dialog window appears with the order settings and jobs from the original. The dialog window opens on the **[Properties]** tab, with the focus on **[Order Number]**.
4. Insert order details for the **[Customer]** and **[Description]** dialog boxes.
5. To save the changes, click **[OK]**. To discard the changes and close the dialog window, click **[Cancel]**.

## Scan Barcodes

TotalFlow Optimizer lets you scan barcodes using USB barcode scanners. You can either scan batch barcodes or job barcodes. A scanned job barcode indicates that the job has been printed.

To open the **[Scan Barcodes]** dialog, click the **[Actions]** menu and select **[Scan Barcodes]**.



The default state displayed is **[Enable Scanning]**. To scan individual jobs that are added to the list displayed in the **[Scan Barcodes]** dialog, click the **[Enable Scanning]** button. The state changes into **[Ready to Scan]**.

### [Location]

Select a value from the list of available custom locations.



You can create custom locations in the **Admin** → **Custom Locations** window.

### [State]

Select a system defined state or a custom created state from the list.

**Note**

You can create custom states in the **Admin** → **Custom States** window.

When the **[Location]** is set to a specific value, you can select “- Do not change -” from the **[State]** list.

When the **[Location]** and **[State]** values are set, the “- Do not change -” value cannot be selected anymore.

Using **[Scan Barcodes]** allows you to track a jobs locations and status after it was sent for printing from the TotalFlow Optimizer system.

The scanned jobs are ready to be submitted. When a batch is scanned, all the jobs from that batch are added to the list displayed in the **[Scan Barcodes]** dialog.

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Click **[Submit]** to send the scanned jobs to the **[Session Log (submitted scans)]** and change the state of the submitted jobs to the selected state.

To remove the recently scanned jobs from the list, right-click and select **[Undo Scan]**.

## Reprint

This topic describes how to reprint an order into TotalFlow Optimizer.

To reprint an order:

1. In the menu bar, click **[Actions]**, and select **[Reprint]** from the menu.  
The **[Reprint]** dialog box is displayed.
2. To search for a job, scan a barcode or enter the job name in the **[Select a Job]** text field. The system displays a list of jobs eligible for printing. Select the job you want to reprint from the list.
3. When a job is selected, the system displays the added job. You can set up reprint settings or choose to show the entire order.
4. If you select **[Show Order]**, you can view the jobs inside of the order, grouped into two categories: **[Jobs Eligible for Reprint]** and **[Unsent Jobs]**. Jobs checked for reprint are shown in a blue border.
5. Click **[OK]** to reprint the order.

## Order detail dialog

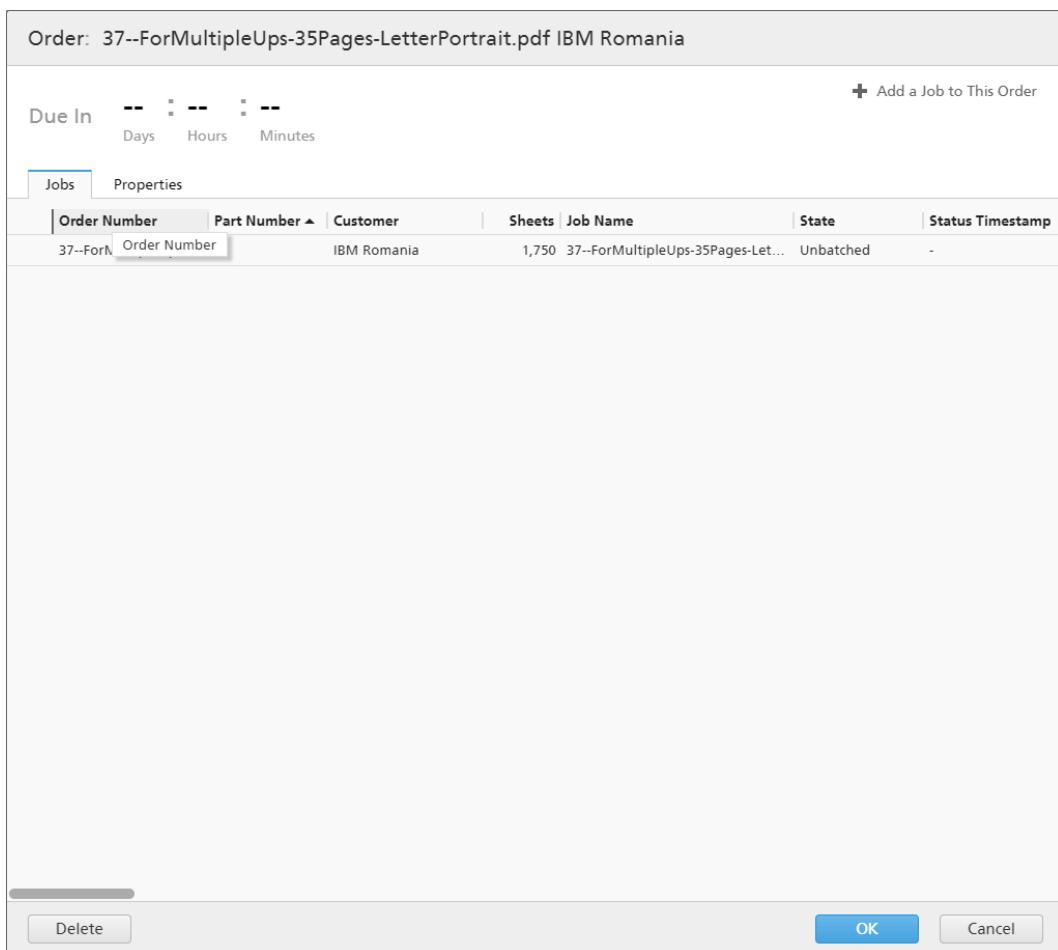
This topic describes how to open the order detail dialog. You can view the jobs and the status of an order and how to edit the order properties.

To open the order detail dialog:

1. Double-click the order row or right-click the order row and select **[Properties]**.

**Note**

You can also view the order detail dialog by right-clicking a job and then selecting **[Open Order]**. This allows you to view the details for the order which contains the selected job.



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## [Order]

The title bar displays the system order number and the customer.

## [Due In]

The system displays the time remaining until the order is due.

## [Add a Job to This Order]

You can add a new job to an existing order. The **[Add a Job to This Order]** dialog opens and you can add the job file and the job properties.

## [Jobs] tab

The system displays a list of all the jobs in the order.

**Note**

1. You can remove a job from a batch using the **[Unbatch]** action. This allows the job to be displayed in a matching filter list or to be manually moved to another batch. The **[Unbatch]** action can be performed only on jobs that are in a **[Batched]** state and only when the batch is in the **[Batching]** state. If the batch state is changed when an **[Unbatch]** action is performed, the system displays an error.

To unbatch a job, right-click a job from the job list and select **[Unbatch]**.

2. If a job has been printed by a device and is in a **[Sent]** state, you can right-click the job and set the state to **[Printed]**.
3. To edit the properties of a job, double-click a job from the job list or right-click the job and select **[Properties]**.
4. To delete a job from the list, right-click a job and select **[Delete Job...]**. A confirmation window is displayed. Click **[Yes]** to delete the job or **[No]** to cancel the action.
5. To change the job state, select a job from the list, right-click, and then point to **[Set State]**. Choose a job state from the list of system defined states: **[Sent]** or **[Printed]**, or custom state. You can create the custom state in the **[Custom States]** tab from the **[Admin]** section.

**Note**

- You can select custom states only for the jobs that have been sent.

6. If a job is in **[Proof Out]** state, the job cannot be batched, sent, or printed until the proof is approved. To approve proof for one or more jobs from the list, right-click the jobs and select **[Approve Proof]**. The state for each job changes from **[Proof Out]** to **[Unbatched]**.

**Note**

You can also select one or more jobs in the **[Proof Out]** state from the list, right-click, and select **Proof → Approve Proof and Send...** to send the jobs directly to an output and change the job state from **[Proof Out]** to **[Sent]**.

7. When a job is in **[Proof Out]** state, you can right-click the job and select **Proof → Reject Proof**. The job state is set to **[Proof Rejected]** and the job is displayed in the **[Action Required]** list in the **[All Jobs]** tab.
8. You can select one or more jobs from the job list, right-click, and select an existing batch or select the **Batch → New Batch** to create a new batch. A confirmation message appears on the right panel to confirm that the new batch has been created successfully. If the selected jobs are unbatchable, the right-click is disabled.

## [Properties] tab

Order: 37--ForMultipleUps-35Pages-LetterPortrait.pdf IBM Romania
[Add a Job to This Order](#)

Due In
Days : Hours : Minutes

Jobs
Properties

**Order Number\***

**Customer**

**Description**

**Received**

Thursday, March 22, 2018, 11:29 AM

**Due**

hh:mm tt

**Keep order together**

Make jobs batchable only when all jobs/parts are complete

[Delete](#)
[OK](#)
[Cancel](#)

The system displays the order properties:

### [Order Number]

You can edit the order number.

### [Customer]

You can edit the name of the customer. You can enter a string of up to 256 characters.

### [Description]

You can add useful information related to the order.

### [Received]

The date and time when the order was received. This information cannot be changed.

### [Due]

You can edit the date and time when the order is due.

### [Keep order together]

Enable this option if you want all the jobs to be ready for batching when all the jobs/parts within the same order are complete.

Click **[Make jobs batchable only when all jobs/parts are complete]** to enable the **[Keep order together]** option. If there are any jobs in a **[Waiting for Files]** state, all the other jobs containing print files are set to a **[Waiting for Files]** state. The jobs cannot be batched until all the jobs from the order are complete.

To save the changed properties, click **[OK]**. If you want to close the order detail dialog and discard the changes, click **[Cancel]**.

To delete the order, click **[Delete]**.

## Creating a new alert trigger

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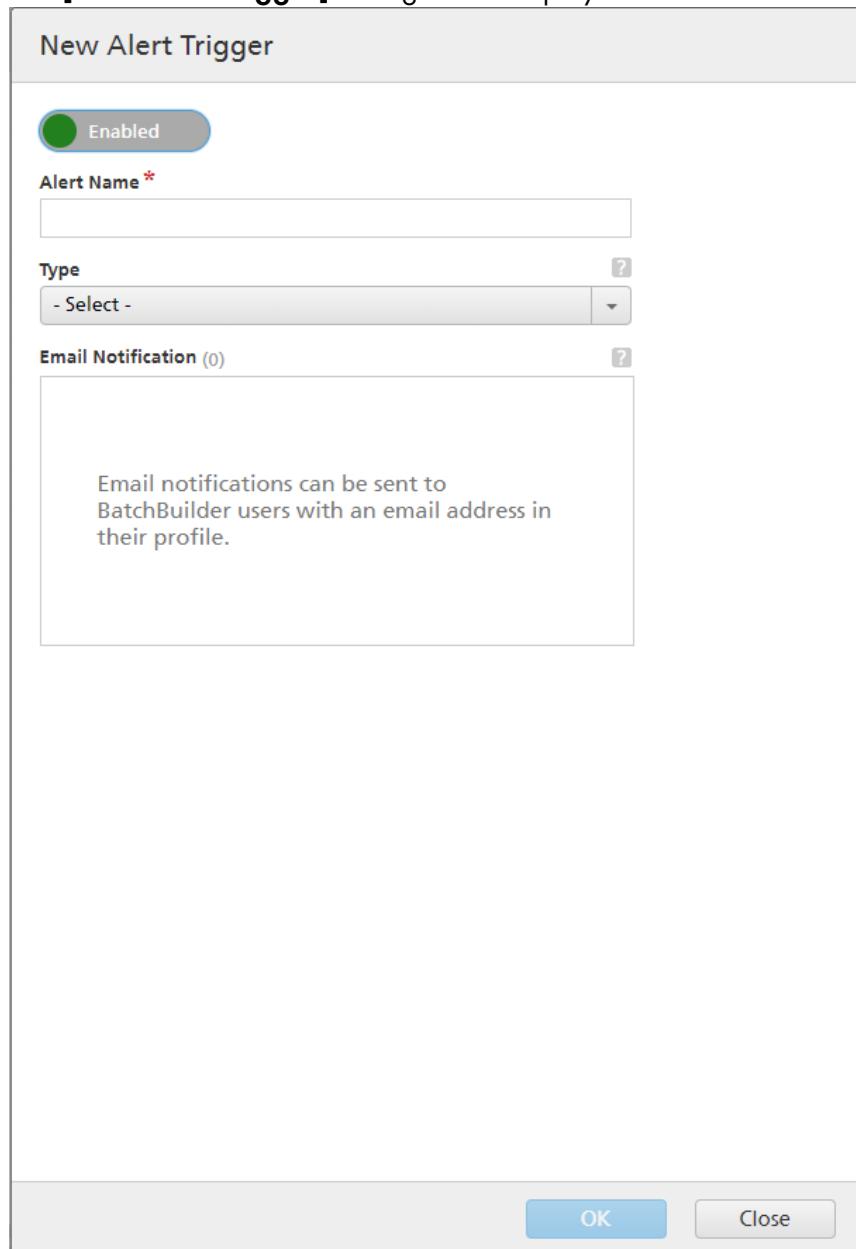
This topic describes how to create a new alert trigger.

An alert trigger is used to configure the conditions to when a specific type of alert is dispatched.

To create a new alert trigger:

1. From the menu bar, click **[Alerts]**.
2. In the **[Alerts]** section, click the **[Alert Triggers]** tab.
3. Click **[New Alert Trigger]**.

The **[New Alert Trigger]** dialog box is displayed.



4. In the **[New Alert Trigger]** dialog box:
  1. The default state of the new trigger is enabled. You can change the state of the trigger.
  2. Enter a name for the new alert trigger in the **[Alert Name]** field.
  3. Select the object type of the alert trigger from the **[Type]** list.
  4. Depending on the selected object type, the object status specifies the condition that must be met for the alert to be triggered. Select a value from the **[Status]** list.
  5. In the **[Trigger Alert After]** you can choose a time period to delay the alert.
  6. In the **[Auto-Dismis Alert After (hours)]** field, specify the number of hours the triggered alert is retained in the system.
  7. Select one or more users from the **[Email Notification]** list. The specified users receive an email notification each time the alert is triggered.

**Note**

You can click any of the selected users to remove them from the **[Email Notification]** list.

8. Click **[OK]**.

## Default Alert Triggers

This is a list of alert triggers present in the TotalFlow Optimizer system.

**3**

### **[Input Disabled]**

The **[Input Disabled]** alert trigger is used to send an alert every time an input is disabled in the TotalFlow Optimizer system. You can view the active alerts in the **[Current Alerts]** tab.

An input is disabled by the system in the following situations:

- If the underlying hot folder is no longer present on the local or mapped drive.
- If the hot folder is on a mapped drive and connectivity to the mapped drive was not successful.

To edit the **[Input Disabled]** alert trigger, double-click the alert trigger or right-click and select **[Properties]**.

This dialog is displayed:

**Alert Trigger: Input Disabled**

Enabled

**Alert Name \***  
Input Disabled

**Type**  
Input

**Status**  
Disabled

**Auto-Dismis Alert After (hours)**

**Email Notification (0)**

Email notifications can be sent to BatchBuilder users with an email address in their profile.

OK Cancel

3

**[State]**

You can switch between the two options: **[Enabled]** or **[Disabled]**. The default state is **[Enabled]**. Only enabled triggers can send alerts.

**[Alert Name]**

The name of the alert trigger.

**[Type]**

The object type of the alert trigger.

**[Status]**

The condition that must be met for the alert to be triggered. For the **[Input Disabled]** alert trigger, the available condition is:

**[Disabled]** — The alert is sent when the input is disabled by the TotalFlow Optimizer system.

**[Auto-Dismis Alert After (hours)]**

The time when the alert is automatically removed from the system. Alerts can also be manually dismissed from the **[Current Alerts]** tab.

**[Email Notification]**

Select one or more users from the list. The list contains all the TotalFlow Optimizer users with an email address specified in their user profile. The selected users receive an email notification each time the alert is triggered.

You can also click any of the selected users to remove them from the email notifications list.

To receive email notifications, make sure you configure your **[SMTP SERVER]** settings in the **Admin → Other → Servers** window.

You can enable, disable, edit, or delete the trigger using the right-click menu.

**[Mapping error]**

The **[Mapping error]** alert trigger is used to send an alert every time a mapping file error occurs. You can view the enabled alerts in the **[Current Alerts]** tab.

To edit the **[Mapping error]** alert trigger, double-click the alert trigger or right-click and select **[Properties]**.

The trigger alert edit dialog is displayed.

**[State]**

You can switch between the two options: **[Enabled]** or **[Disabled]**. The default state is **[Enabled]**. Only enabled triggers can send alerts.

**[Alert Name]**

The name of the alert trigger.

**[Type]**

The object type of the alert trigger.

**[Status]**

The condition that must be met for the alert to be triggered. For the **[Mapping error]** alert trigger, the only available condition is:

**[Error]** — The alert is sent when an error occurs for a mapping file.

**[Auto-Dismis Alert After (hours)]**

The time when the alert is automatically removed from the system. Alerts can also be manually dismissed from the **[Current Alerts]** tab.

**[Email Notification]**

Select one or more users from the list. The list contains all the TotalFlow Optimizer users with an email address specified in their user profile. The selected users receive an email notification each time the alert is triggered.

You can also click any of the selected users to remove them from the email notifications list.

To receive email notifications, make sure you configure your **[SMTP SERVER]** settings in the **Admin → Other → Servers** window.

You can enable, disable, edit, or delete the trigger using the right-click menu.

### [Output Disabled]

The **[Output Disabled]** alert trigger is used to send an alert every time an output is disabled by the TotalFlow Optimizer system. You can view the enabled alerts in the **[Current Alerts]** tab.

An output is disabled by the system in the following situations:

- When a batch is sent to the output and the folder cannot be reached.
- When a batch could not be copied because of an error.

To edit the **[Current Alerts]** alert trigger, double-click the alert trigger or right-click and select **[Properties]**.

The trigger alert edit dialog is displayed.

#### [State]

You can switch between the two options: **[Enabled]** or **[Disabled]**. The default state is **[Enabled]**. Only enabled triggers can send alerts.

#### [Alert Name]

The name of the alert trigger.

#### [Type]

The object type of the alert trigger.

#### [Status]

The condition that must be met for the alert to be triggered. For the **[Output Disabled]** alert trigger, the only available condition is:

**[Disabled]** — The alert is sent when the output is disabled by the TotalFlow Optimizer system.

#### [Auto-Dismis Alert After (hours)]

The time when the alert is automatically removed from the system. Alerts can also be manually dismissed from the **[Current Alerts]** tab.

#### [Email Notification]

Select one or more users from the list. The list contains all the TotalFlow Optimizer users with an email address specified in their user profile. The selected users receive an email notification each time the alert is triggered.

You can also click any of the selected users to remove them from the email notifications list.

To receive email notifications, make sure you configure your **[SMTP SERVER]** settings in the **Admin → Other → Servers** window.

You can enable, disable, edit, or delete the trigger using the right-click menu.

### [Batch failed at output]

The **[Batch failed at output]** alert trigger is used to send an alert every time a batch enters **[Error]** state. You can view the active alerts in the **[Current Alerts]** tab.

To edit the **[Batch failed at output]** alert trigger, double-click the alert trigger or right-click and select **[Properties]**.

The trigger alert edit dialog is displayed.

#### **[State]**

You can switch between the two options: **[Enabled]** or **[Disabled]**. The default state is **[Enabled]**. Only enabled triggers can send alerts.

#### **[Alert Name]**

The name of the alert trigger.

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#### **[Type]**

The object type of the alert trigger.

#### **[Status]**

The condition that must be met for the alert to be triggered. For the **[Batch failed at output]** alert trigger, the available condition is:

**[Failed at Output]** — The alert is sent when the batch enters **[Output Error]** state.

#### **[Auto-Dismis Alert After (hours)]**

The time when the alert is automatically removed from the system. Alerts can also be manually dismissed from the **[Current Alerts]** tab.

#### **[Email Notification]**

Select one or more users from the list. The list contains all the TotalFlow Optimizer users with an email address specified in their user profile. The selected users receive an email notification each time the alert is triggered.

You can also click any of the selected users to remove them from the email notifications list.

To receive email notifications, make sure you configure your **[SMTP SERVER]** settings in the **Admin → Other → Servers** window.

You can enable, disable, edit, or delete the trigger using the right-click menu.

#### **[Mapped Network Drive] is [Unavailable]**

The **[Mapped Network Drive]** is **[Unavailable]** alert trigger is used to send an alert when any mapped drive is no longer available. You can view the active alerts in the **[Current Alerts]** tab.

To edit the **[Mapped Network Drive]** is **[Unavailable]** alert trigger, double-click the alert trigger or right-click and select **[Properties]**.

The trigger alert edit dialog is displayed.

#### **[State]**

You can switch between the two options: **[Enabled]** or **[Disabled]**. The default state is **[Enabled]**. Only enabled triggers can send alerts.

#### **[Alert Name]**

The name of the alert trigger.

#### **[Type]**

The object type of the alert trigger.

#### [Status]

The condition that must be met for the alert to be triggered. For the **[Mapped Network Drive]** is **[Unavailable]** alert trigger, the only available condition is:

**[Unavailable]** — The alert is sent when any mapped drive is no longer available.

#### [Auto-Dismis Alert After (hours)]

The time when the alert is automatically removed from the system. Alerts can also be manually dismissed from the **[Status]** tab.

#### [Email Notification]

Select one or more users from the list. The list contains all the TotalFlow Optimizer users with an email address specified in their user profile. The selected users receive an email notification each time the alert is triggered.

You can also click any of the selected users to remove them from the email notifications list.

To receive email notifications, make sure you configure your **[SMTP SERVER]** settings in the **Admin → Other → Servers** window.

You can enable, disable, edit, or delete the trigger using the right-click menu.

#### [Low disk space]

The **[Low disk space]** alert trigger is used to send an alert when the available disk space reaches a specified threshold. You can view the active alerts in the **[Current Alerts]** tab.

To edit the **[Low disk space]** alert trigger, double-click the alert trigger or right-click and select **[Properties]**.

The trigger alert edit dialog is displayed.

#### [State]

You can switch between the two options: **[Enabled]** or **[Disabled]**. The default state is **[Enabled]**. Only enabled triggers can send alerts.

#### [Alert Name]

The name of the alert trigger.

#### [Type]

The object type of the alert trigger.

#### [Threshold]

Specify the value in **[GB]** that must be reached for the alert to be triggered. The alert is sent when the remaining disk space reaches the specified threshold. The default threshold value is 10 GB.

#### Note

The alert is sent only once, when the available disk space drops below the specified threshold. If the available disk space rises above the specified value plus 1 GB and then drops again below the threshold, a new instance of the alert is sent.

#### [Auto-Dismis Alert After (hours)]

The time when the alert is automatically removed from the system. Alerts can also be manually dismissed from the **[Status]** tab.

### [Email Notification]

Select one or more users from the list. The list contains all the TotalFlow Optimizer users with an email address specified in their user profile. The selected users receive an email notification each time the alert is triggered.

You can also click any of the selected users to remove them from the email notifications list.

To receive email notifications, make sure you configure your **[SMTP SERVER]** settings in the **Admin → Other → Servers** window.

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You can enable, disable, edit, or delete the trigger using the right-click menu.

## Job Alert Triggers

This section describes how to create and edit alert triggers for jobs.

To create a new job alert trigger:

1. From the menu bar, click **[Alerts]**.
2. In the **[Alerts]** section, click the **[Alert Triggers]** tab.
3. Click **[New Alert Trigger]**.
4. Select **[Job]** as the type of the alert trigger from the **[Type]** list.

You can create different types of alert triggers for jobs. From the **[Status]** list, select the job condition that must be met for the alert to be triggered.

The job alert trigger types are:

### [Does not match any filters]

An alert is sent when the system receives a new job that can be batched and does not match any existing filters.

### [Does not match any imposition filters]

This alert is sent when new jobs are received, through an input or manual submission, only when the Impostrip is enabled. The imposition filters are defined, including the exclusion filters. Alerts are not issued when the imposition feature is disabled.

### [Due]

An alert is sent when the job due date has expired.

#### Note

If the due date of the order containing the job has been changed and is overdue, the "Job due by:" alert can be sent more than once.

You can configure the alert trigger to send an alert at a specific time before the job due date expires. To set the time when the alert is displayed, type in the hours and minutes in the **[Display Alert Prior to Due Time]** text fields.

### [Waiting for File]

An alert is sent when a job enters the system.

### [Is too big for matching automated filter]

An alert is sent when a job matches an automated filter but it exceeds the target range of the filter.

### [Matches a combined filter and an automated filter]

An alert is sent when a job is selected for a combined filter and also matches the criteria of a different automated filter (either a combined filter or a simple filter).

### [Preflight Error]

An alert is sent when a job is in **[Preflight]** state and the preflight process fails. When an error occurs during the preflight process, TotalFlow Optimizer receives a report from the Preflight Database. The **[Preflight Error]** alert is sent in these situations:

- When a job is in preflight and the selected profile or action list is deleted.
- When the job preflight fails because of a process crash.
- When errors are identified in the preflighted job file.
- When a job is received through an input and does not match any preflight filters.

 **Note**

The job state changes to **[Preflight Error]** and is shown in the **[Action Required]** list from the **[Jobs]** tab. You can right-click the job and select **[Ignore Preflight Error]** to change the job state to **[Unbatched]**.

### [Requires proof]

An alert is sent when the job attribute **[Proof]** is set to **[Proof Required]**.

### [Waiting for files]

An alert is sent when a job enters the system and is in **[Waiting for File]** state.

 **Note**

You can configure the alert trigger to send the alert only after a specific period of time has passed. In the **[Trigger Alert After]** text field, specify the number of hours that must pass after the job state has been set to **[Waiting for File]**, before the alert is sent.

 **Note**

1. Any of the job alert trigger types can be configured to be sent for all customers or for a specific customer.
2. You can set the time when the alert is automatically removed from the system by specifying the number of hours in the **[Auto-Dismis Alert After (hours)]** text field. Alerts can also be manually dismissed from the **[Current Alerts]** tab.
3. You can specify which users receive an email notification each time an alert is triggered by clicking the **[Email Notification]** list and manually selecting the users. To receive email notifications, make sure that you configure your **[SMTP SERVER]** settings in the **Admin → Other → Servers** window.

You can view the active alerts in the **[Current Alerts]** tab. Double-click an alert or right-click and select **[Properties]** to view the alert details.

In the alert details dialog, click **[Open Job...]** to view and edit the job properties.

## Order Alert Triggers

This section describes how to create and edit alert triggers for orders.

To create a new order alert trigger:

1. From the menu bar, click **[Alerts]**.
2. In the **[Alerts]** section, click the **[Alert Triggers]** tab.
3. Click **[New Alert Trigger]**.
4. Select **[Order]** as the type of the alert trigger from the **[Type]** list.

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You can create different types of alert triggers for orders. From the **[Status]** list, select the order condition that must be met for the alert to be triggered.

The order alert trigger types are:

### [Due]

An alert is sent when the order's due date is about to expire.



The **[Due]** alert can be sent more than once if the due date of the order has been changed and is overdue.

You can configure the alert trigger to send an alert at a specific time before the order's due date expires. To set the time when the alert will be displayed, type in the hours and minutes in the **[Display Alert Prior to Due Time]** text fields.



If no value is specified for **[Display Alert Prior to Due Time]**, the system sends an alert when the job becomes **[Overdue]**.

### [Duplicate Order]

An alert is sent when an order is received and has the same order number as an existing order.



When the system receives a duplicate order, TotalFlow Optimizer appends a numeric suffix to the duplicate order number.

### [Partial Match of Combined Filter]

An alert is sent when an order is received and only some of the jobs match a combined filter.

For more information about combined filters, see [Using Combined Filters, p. 140](#).



You can set the time when the alert is automatically removed from the system by specifying the number of hours in the **[Auto-Dismisss Alert After (hours)]** text field. Alerts can also be manually dismissed from the **[Current Alerts]** tab.

You can specify which users receive an email notification each time an alert is triggered by clicking on the **[Email Notification]** list and manually selecting the users. To receive email notifications, make sure you configure your **[SMTP SERVER]** settings in the **Admin** → **Other** → **Servers** window.

You can view the active alerts in the **[Current Alerts]** tab. Double-click an alert or right-click and select **[Properties]** to view the alert details.

In the alert details dialog, click **[Open Order]** to view and edit the order properties.

## Batch Alert Trigger

You can create a batch alert trigger for all the possible imposition error types.

To create a new batch alert trigger:

1. From the menu bar, click **[Alerts]**.
2. In the **[Alerts]** section, click the **[Alert Triggers]** tab.
3. Click **[New Alert Trigger]**.
4. Select **[Batch]** as the type of the alert trigger from the **[Type]** list.
5. From the **[Status]** list, select **[Imposition error]**. This is the condition that must be met for the alert to be triggered.

### Note

The possible imposition errors that trigger the alert:

- An automated filter containing both jobs with a specified imposition hot folder and jobs with no specified imposition hot folder creates a batch with the **[Imposition Error]** state.
- TotalFlow Optimizer fails to send the imposition XML file to the Ultimate Impostrip XML hot folder.
- A job fails to be imposed within the time specified in the **Admin → Features → Imposition → Timer** tab.
- A job fails to be imposed because of an Ultimate Impostrip error.

You can set the time when the alert is automatically removed from the system by specifying the number of hours in the **[Auto-Dismiss Alert After (hours)]** text field. Alerts can also be manually dismissed from the **[Current Alerts]** tab.

You can specify which users receive an email notification each time an alert is triggered by clicking on the **[Email Notification]** list and manually selecting the users. To receive email notifications, make sure you configure your **[SMTP SERVER]** settings in the **Admin → Other → Servers** window.

You can view the active alerts in the **[Current Alerts]** tab. Double-click an alert or right-click and select **[Properties]** to view the alert details.

In the alert details dialog, click **[Open Batch]** to view and edit the batch properties.

## Creating an input hot folder

To create a new input hot folder, click the **[New Input]** button in the **[Inputs]** window. The **[New Input]** window dialog is displayed:

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New Input

Name *	Test input folder	Status	Enabled
Description	Test input folder description	Input Type	PDF/PostScript
<p><b>General</b></p> <p>Keep orders together <input type="checkbox"/> Make jobs batchable only when all jobs/parts are complete</p> <p>Default Due Time (dd:hh:mm) <input type="text"/> If jobs are received without a set due date, you can assign one based on the time from the receipt. <input type="button" value="days"/> <input type="button" value="hours"/> <input type="button" value="mm"/></p> <p>Send Job Properties in Inbound File Names</p> <p>Default Job Attributes</p>			
<input type="button" value="Delete"/>		<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Enter the required information:

**[State]**

You can click **Enabled**, the **[Enabled]** button, or **Disabled**, the **[Disabled]** button, to switch between the two states.

**[Name]**

Enter the input hot folder name in the designated field.

**[Description]**

Enter a short description for the new hot folder.

**[Keep orders together]**

Enable this option if you want all the jobs to be ready for batching when all the jobs/parts within the same order are complete.

Click **[Make jobs batchable only when all jobs/parts are complete]** to enable the **[Keep orders together]** option. If there are any jobs in a **[Waiting for Files]** state, all the other jobs containing print files are set to a **[Waiting for Files]** state. The jobs cannot be batched until all the jobs from the order are complete.

**[Default Due Time]**

Specify the number of days, hours, and minutes to set the default due time for all the jobs received through the input hot folder.

## [Input Type]

Select the input type from the list. These are the possible values:

- **[PDF/PostScript]**. The input hot folder can receive orders containing only files in PDF format.

### Note

You can add a .zip file containing multiple files in PDF format to a **[PDF/PostScript]** input hot folder. The system creates an order containing a job for each .pdf file from the .zip package. The name of the .zip file is used as the order number.

- **[XML/Control File]**. The input hot folder can receive orders containing both XML files and the print files referenced in the XML files. The XML file associated to an order contains one or more job references to print files present in that order.

If one or more print files are not found in the received order, the missing jobs are set to **[Waiting for files]** state.

If jobs that are not present at the location where the print file is specified, they are set to **[Waiting for files]** state.

The order XML file can use `http://` type file references. This file reference points to an URL on a web server.

### Important

The XML files received must have one of these extensions: `.xml` or `.jdf`. The `.jdf` file extension is processed by the TotalFlow Optimizer system as a standard XML file and must match the TotalFlow Optimizer internal schema.

You must use an XSL mapping file to transform other XML type files to the TotalFlow Optimizer internal schema.

- **[JMF over HTTP]**. The input folder can receive jobs via the URL, resulted by concatenating the system's specific Target URL and the generated Target Device, as MIME packages. The MIME package contains a JMF message, a JDF file, and a PDF job file. The JDF file is converted into the TotalFlow Optimizer job settings based on the provided mapping file.

### Note

When the state of a job received from a **[JMF over HTTP]** type input hot folder is set to **[Printed]**, the TotalFlow Optimizer system sends a status update notification to the Management Information System (MIS).

- **[CSV]**. The input hot folder can receive CSV files containing one or multiple orders. You can configure the TotalFlow Optimizer system to convert the CSV files to XML files.
- In case the **[PDF/PostScript]** format does not contain valid information, TotalFlow Optimizer cannot retrieve the page count and size. You must insert manually the required information.
- **[TotalFlow JMF over HTTP]**. The input folder can receive jobs via the URL, resulted by concatenating the system's specific Target URL and the specified Target Device, as MIME packages. The MIME package contains a JMF message, a JDF file, and a PDF job file. The JDF file is converted into TotalFlow Optimizer job settings via Ricoh JTAPI library.

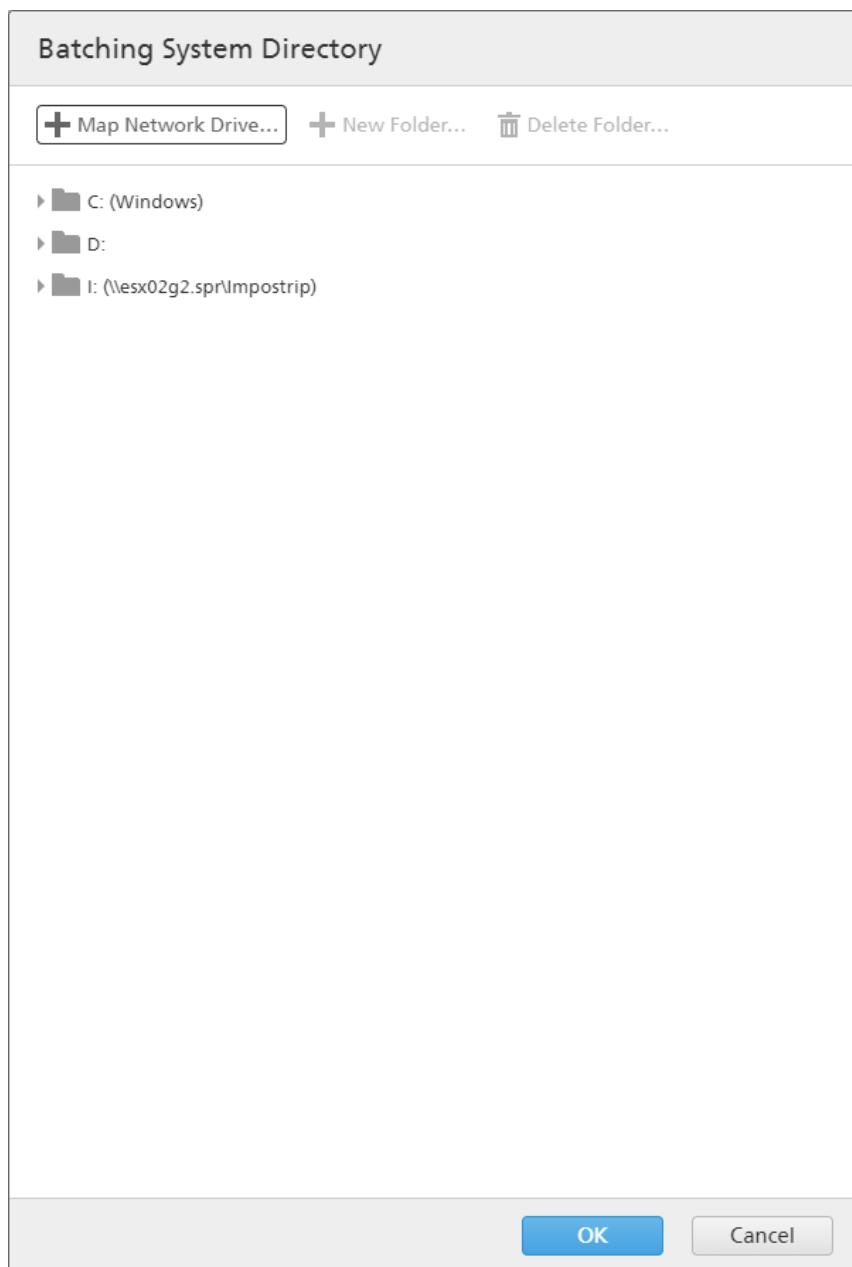
**Note**

When the input type is **[PDF/PostScript]**, the TotalFlow Optimizer does not process incoming jobs where the file name starts with ".", the period character.

**[Input Location (Directory Path)]**

Type in the path or click **[Browse...]** to select the folder location. If the specified folder does not exist, a new folder is created.

To select an existing folder or create a new folder manually, click **[Browse...]**. The **[Batching System Directory]** dialog appears.



Navigate through the existing local or external drives, select the folder you want to use and then click **[OK]**.

To create a new folder, click **[New Folder...]** in the menu bar.

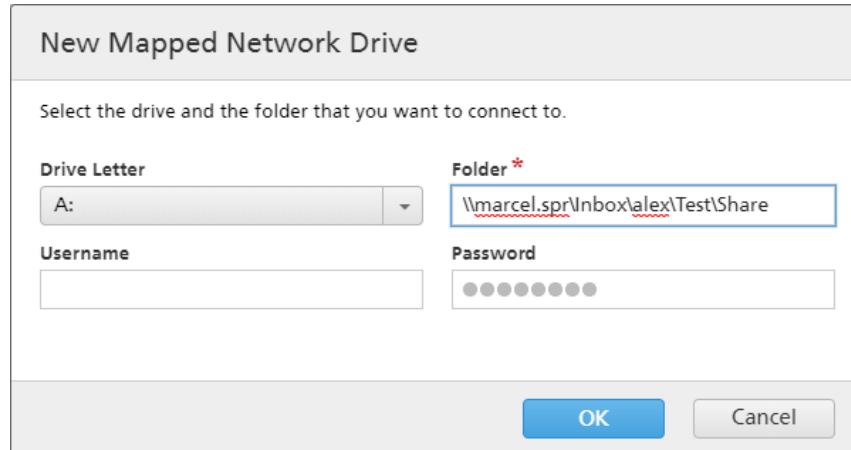
To modify the name of an existing folder, right-click the folder and select **[Edit Folder Name]**.

To delete an existing folder, right-click the folder and select **[Delete Folder...]**.

 **Note**

You can drag and drop folders to reorder them or to move them from one parent folder into another. You can only drag and drop empty folders and within the same network drive.

To add a new network location, click **[Map Network Drive...]** in the menu bar. The **[New Mapped Network Drive]** dialog box appears.



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Select the **[Drive Letter]** from the list and enter the folder path in the **[Folder]** field. You have the option to enter a user name and a password.

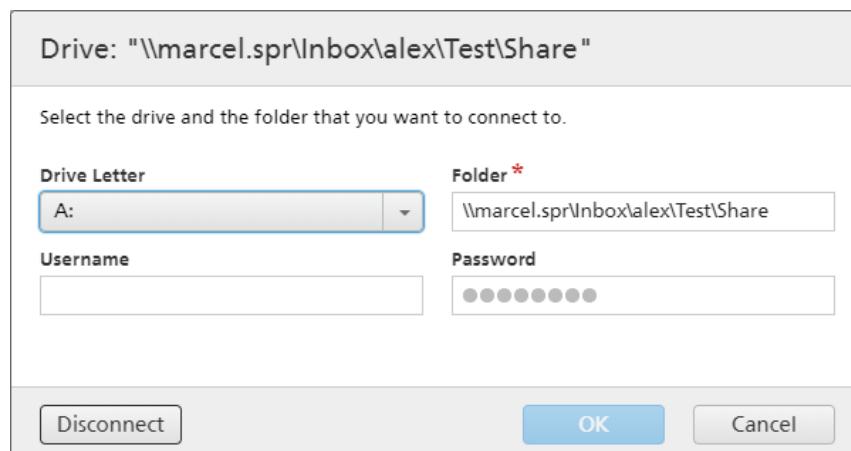
 **Important**

If the computer where you want to map the new network drive, and the folder you want to connect to are on different domains, you must specify the remote host in the **[Username]** field.

Example: <remote\_host\username>

Click **[OK]**. A confirmation message is displayed and the new drive is added to the list.

If you want to edit an existing mapped network location, right-click the network drive you want to modify and select **[Edit Mapped Network Drive...]**. The drive selection dialog box is displayed.



You can change the drive letter and edit the folder path. To save the changes, you must enter the password again and click **[OK]**. The system displays a confirmation message that the changes have been saved.

If you want to disconnect a mapped network location:

1. Right-click the network drive and select **[Edit Mapped Network Drive...]**. The drive dialog box is displayed.
2. Click **[Disconnect]**. You can also right-click the network drive and select **[Disconnect]**. A confirmation window is displayed.
3. Click **[OK]** to disconnect the drive or **[Cancel]** to cancel the action.

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### **[Mapping File]**

The XSL mapping file transforms the attributes of incoming orders and jobs into TotalFlow Optimizer order and job attributes. Using the XSL mapping file, the input hot folder is configured to transform received orders to the TotalFlow Optimizer internal schema. This option is available only when the input type is **[XML/Control File]**, **[JMF over HTTP]**, or **[CSV]**. The default mapping file is `inputJDF.xsl` when the input type is **[JMF over HTTP]**.

### **[Target URL]**

Specifies the folder location where an Input System sends the MIME package containing a JMF message, JDF file, and PDF file. You must copy and paste the specified URL to your MIS system.

The **[Target URL]** is read only and contains a Unique Input ID generated by the TotalFlow Optimizer system.



Click the **[Expand/Collapse]** button, to open the **[General]** section.

### **[Keep orders together]**

Enable this option if you want all the jobs to be ready for batching when all the jobs/parts within the same order are complete.

Click **[Make jobs batchable only when all jobs/parts are complete]** to enable the **[Keep orders together]** option. If there are any jobs in a **[Waiting for Files]** state, all the other jobs containing print files are set to a **[Waiting for Files]** state. The jobs cannot be batched until all the jobs from the order are complete.

### **[Default Due Time]**

Specify the number of days, hours, and minutes to set the default due time for all the jobs received through the input hot folder.

### **[Input Location (Directory Path)]**

You can edit the path or click **[Browse...]** to select the folder location. If the specified folder does not exist, a new folder is created.

#### **Important**

If you map a network drive with a read-only root directory, make sure the specified folder location on the selected network drive has write access.

### **[Mapping File]**

The XSL mapping file transforms the attributes of incoming orders and jobs into TotalFlow Optimizer order and job attributes. Using the XSL mapping file, the input hot folder is configured to transform received orders to the TotalFlow Optimizer internal schema. This option is available only when the input type is **[XML/Control File]**, **[JMF over HTTP]**, or **[CSV]**. The default mapping file is `inputJDF.xsl` when the input type is **[JMF over HTTP]**.

### [Target URL]

Specifies the folder location where an Input System sends the MIME package containing a JMF message, JDF file, and PDF file. You must copy and paste the specified URL to your MIS system.

The **[Target URL]** is read only and contains a Unique Input ID generated by the TotalFlow Optimizer system.

Click , the **[Expand/Collapse]** button, to open the **[File References - Inbound XML Files]** section.

When the incoming order XML file contains file references for job files that are located on another machine, you must provide a new file path.

To replace the file path:

1. In the **[XML Order File Path]** field, type the file location provided in the received order XML file.
2. Click **[Browse...]** and select the file location from a mapped network drive or another drive.
3. Click **[OK]**.

#### Note

You can replace multiple file references from an order XML file:

- To add a new file reference, click the add file reference button.
- To remove a file reference, click the remove file reference button.
- To rearrange the file references, click the drag and drop button.

Click , the **[Expand/Collapse]** button, to open the **[Default Job Attributes]** section.

In the **[Default Job Attributes]** section, you can specify the default job properties for the input hot folder.

#### Important

The TotalFlow Optimizer system uses the following sources for the properties of the incoming jobs:

1. The XML order file.
2. The job properties specified in the **[Default Job Attributes]** section or in the default hot folder properties file.
3. The job properties retrieved from the PDF job file.

If the information is not found in the first source, TotalFlow Optimizer uses the next available one.

#### Important

If you map a network drive with a read-only root directory, make sure the specified folder location on the selected network drive has write access.



Click **[Expand/Collapse]**, the **[Send Job Properties in Inbound File Names]** section.

When the input hot folder type is set to **[PDF/PostScript]**, you can configure the TotalFlow Optimizer system to read specific job properties from the name of the job file received.

Click the **[Extract from Filenames]** checkbox to use the **[Send Job Properties in Inbound File Names]** option. The system extracts the values from the file name and adds them as job properties for each job.

To separate the values from the file name, you must select a separator type from the list. The available separator types are:

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- **[\_ Underscore]**, the default value
- **[ - Hyphen]**
- **[ + Plus]**
- **[ = Equals]**
- **[% Percent]**
- **[ \$ Dollar sign]**
- **[ ~ Tilde]**

Each row specifies a segment from the file name and the job property represented. To add a new attribute, click , the “Add a row beneath this one” button. To remove an attribute, click , the “Delete this row” button.



Click **[Expand/Collapse]**, the **[Preflight]** section.

Input: in 1

**Name\***  **Status** Enabled

**Description**

**Input Type**

**General**

**Keep orders together**  Make jobs batchable only when all jobs/parts are complete

**Input Location (Directory Path)\***

**Default Due Time (dd/hh/mm)** If jobs are received without a set due date, you can assign one based on the time from the receipt.

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In the **[Preflight]** section, you can click to enable the Preflight process. The system performs PDF Preflight checks and fixes on the incoming jobs using the Profiles and Actions Lists.

### [Preflight Settings]

Select the type of Preflight Settings you want to use. You can either use the Preflight Filters defined in the **Admin** → **Features** → **Preflight** tab, or create and use Custom Preflight Settings.

### [Apply Profile]

Click **[Browse...]** to open the Select Profile dialog. In the Select Profile dialog, you can select a

Preflight Profile from the list of Available Profiles. Click , the **[Refresh]** button, to update the list of Preflight Profiles from the Preflight database.

Click **[OK]** to save the changes and close the Select Profile dialog.

To clear the current selection, click , the **[Clear]** button.

### [Action Lists]

From the menu, select the Action List you want to apply to incoming jobs. Click to open the **[Select Action Lists]** window.

In the **[Select Action Lists]** window, you can edit an existing Action List or create a new one. Click , the **[Refresh]** button, to update the list of Available Action Lists from the Preflight database.

You can specify a unique **[Name]** for the new set of Action Lists, if the name is not specified.

Click **[OK]** to save the changes and close the **[Select Action Lists]** dialog.

To delete the selected action list, click  the **[Clear]** button.

#### Note

To run a Preflight process, you must specify a Preflight Profile and/or a Preflight Action List.

To create the new hot folder, click **[OK]**.

To close the **[New Input]** panel and discard the entered information, click **[Cancel]**.

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You can also create a new input by duplicating an existing input hot folder.

To create a copy of an existing input hot folder:

1. From the list of input sources, select an input hot folder.
2. Right-click and select **[Duplicate]**. An edit window with the copy of the existing input is displayed. All input properties are copied including mapping attributes, file references and default job attributes.
3. Edit the input properties and click **[OK]**.

#### **[PitStop Server Folder]**

When switching from internal to external Preflight, you can reconfigure your input Preflight settings.

Select a Preflight hot folder from the list. All incoming jobs are sent to the selected Preflight hot folder for the external Preflight process.

#### Note

If inputs with Preflight are currently set up in TotalFlow Optimizer, they become disabled if you run the script to switch to or from internal TotalFlow Optimizer Preflight to an external PitStop Server.

For the first switch from internal TotalFlow Optimizer Preflight to an external PitStop Server, you must enable again the Preflight in the **[Admin]** section and adjust setup and filters.

To enable the input again, you must change the Preflight settings.

## **Edit hot folder properties and default job properties of an input hot folder**

This section describes how to edit hot folder properties and the default job properties associated with an input source.

You can edit the default job properties of an input hot folder. This allows all the jobs entering through that input device to inherit those default job attributes.

To open the **[Input]** dialog, you can either right-click a hot folder row and select **[Properties]** or double-click a row in the **[Inputs]** list.

Input: in 1

**Name\***  **Status** Enabled

**Description**

**Input Type**

**General**

**Keep orders together**  Make jobs batchable only when all jobs/parts are complete

**Input Location (Directory Path)\***  Browse...

**Default Due Time (dd:hh:mm)**  ?  
If jobs are received without a set due date, you can assign one based on the time from the receipt.

Send Job Properties in Inbound File Names

Default Job Attributes

Delete OK Cancel

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## [Input]

The system displays the input name.

## [Name]

You can edit the hot folder name.

## [Description]

You can edit the hot folder short description.

## [State]

You can click Enabled, the **[Enabled]** button, or Disabled, the **[Disabled]** button, to switch between the two states.

## [Input Type]

Select the input type from the list. There are four possible values:

- **[PDF/PostScript]**. The input hot folder can receive orders containing only files in PDF/PostScript format.

**Note**

You can add a .zip file containing multiple files in PDF format to a **[PDF/PostScript]** input hot folder. The system creates an order containing a job for each .pdf file from the .zip package. The name of the .zip file is used as the order number.

- **[XML/Control File]**. The input hot folder can receive orders containing both XML files and the print files referenced in the XML files. The XML file associated to an order contains one or more job references to print files present in that order.

If one or more print files are not found in the received order, the missing jobs are set to **[Waiting for files]** state.

If jobs that are not present at the location where the print file is specified, they are set to **[Waiting for files]** state.

The order XML file can use `http://` type file references. This file reference points to an URL on a web server.

**Important**

The XML files received must have one of these extensions: .xml or .jdf. The .jdf file extension is processed by the TotalFlow Optimizer system as a standard XML file and must match the TotalFlow Optimizer internal schema.

You must use an XSL mapping file to transform other XML type files to the TotalFlow Optimizer internal schema.

- **[CSV]**. The input hot folder can receive CSV files containing one or multiple orders. You can configure the TotalFlow Optimizer system to convert the CSV files to XML files.
- **[JMF over HTTP]**. The input folder can receive jobs into a specified URL as MIME packages. The MIME package contains a JMF message, a JDF file, and a PDF job file.

**Note**

When the state of a job received from a **[JMF over HTTP]** type input hot folder is set to **[Printed]**, the TotalFlow Optimizer system sends a status update notification to the Management Information System (MIS).

- **[TotalFlow JMF over HTTP]**. The input folder can receive jobs via the URL, resulted by concatenating the system's specific Target URL and the specified Target Device, as MIME packages. The MIME package contains a JMF message, a JDF file, and a PDF job file. The JDF file is converted into TotalFlow Optimizer job settings via Ricoh JTAPI library.



Click **Expand**, the **Expand** button, to open the **[General]** section.

**[Keep orders together]**

Enable this option if you want all the jobs to be ready for batching when all the jobs/parts within the same order are complete.

Click **[Make jobs batchable only when all jobs/parts are complete]** to enable the **[Keep orders together]** option. If there are any jobs in a **[Waiting for Files]** state, all the other jobs containing print files are set to a **[Waiting for Files]** state. The jobs cannot be batched until all the jobs from the order are complete.

**[Default Due Time]**

Specify the number of days, hours, and minutes to set the default due time for all the jobs received through the input hot folder.

### [Input Location (Directory Path)]

You can edit the path or click **[Browse...]** to select the folder location. If the specified folder does not exist, a new folder is created.

#### **Important**

If you map a network drive with a read-only root directory, make sure the specified folder location on the selected network drive has write access.

### [Mapping File]

The XSL mapping file transforms the attributes of incoming orders and jobs into TotalFlow Optimizer order and job attributes. Using the XSL mapping file, the input hot folder is configured to transform received orders to the TotalFlow Optimizer internal schema. This option is available only when the input type is **[XML/Control File]**, **[JMF over HTTP]**, or **[CSV]**. The default mapping file is `inputJDF.xsl` when the input type is **[JMF over HTTP]**.

### [Target URL]

Specifies the folder location where an Input System sends the MIME package containing a JMF message, JDF file, and PDF file. You must copy and paste the specified URL to your MIS system.

The **[Target URL]** is read only and contains a Unique Input ID generated by the TotalFlow Optimizer system.



Click the **Expand** button, to open the **[XML from CSV]** section.

### [Sample CSV File]

Click **[Browse...]** and select a CSV file you want to upload.

#### **Note**

Click the **[First Row Contains Field Names]** checkbox if the specified CSV file contains field names.

### [Convert to XML]

Click **[Generate]** to convert the CSV file to an XML file. To download the generated XML file, click the file name link.

When the input hot folder type is set to **[CSV]**, you can upload CSV files containing one or multiple orders and configure the TotalFlow Optimizer system to convert the CSV files to XML files.



Click the **Expand** button, to open the **[File References - Inbound XML Files]** section.

When the incoming order XML or CSV file contains file references for job files that are located on another machine, you must provide a new file path.

To replace the file path:

1. In the **[XML Order File Path]** field, type the file location provided in the received order XML or CSV file.
2. Click **[Browse...]** and select the file location from a mapped network drive or another drive.

### 3. Click **[OK]**.

#### Note

You can replace multiple file references from an order XML or CSV file.

- Click , the **Add** button to add a new file reference.
- Click , the **Remove** button to remove a file reference.
- Click , the **Move** button to rearrange the file references.

3

Click , the **Expand** button, to open the **[Default Job Attributes]** section.

In the **[Default Job Attributes]** section, you can specify the default job properties for the input hot folder.

#### Important

The TotalFlow Optimizer system uses the following sources for the properties of the incoming jobs:

1. The XML order file.
2. The job properties specified in the **[Default Job Attributes]** section or in the default hot folder properties file.
3. The job properties retrieved from the PDF job file.

If the information is not found in the first source, TotalFlow Optimizer uses the next available one.

Click , the **Expand** button, to open the **[Send Job Properties in Inbound File Names]** section.

When the input hot folder type is set to **[PDF/PostScript]**, you can configure the TotalFlow Optimizer system to read specific job properties from the name of the job file received.

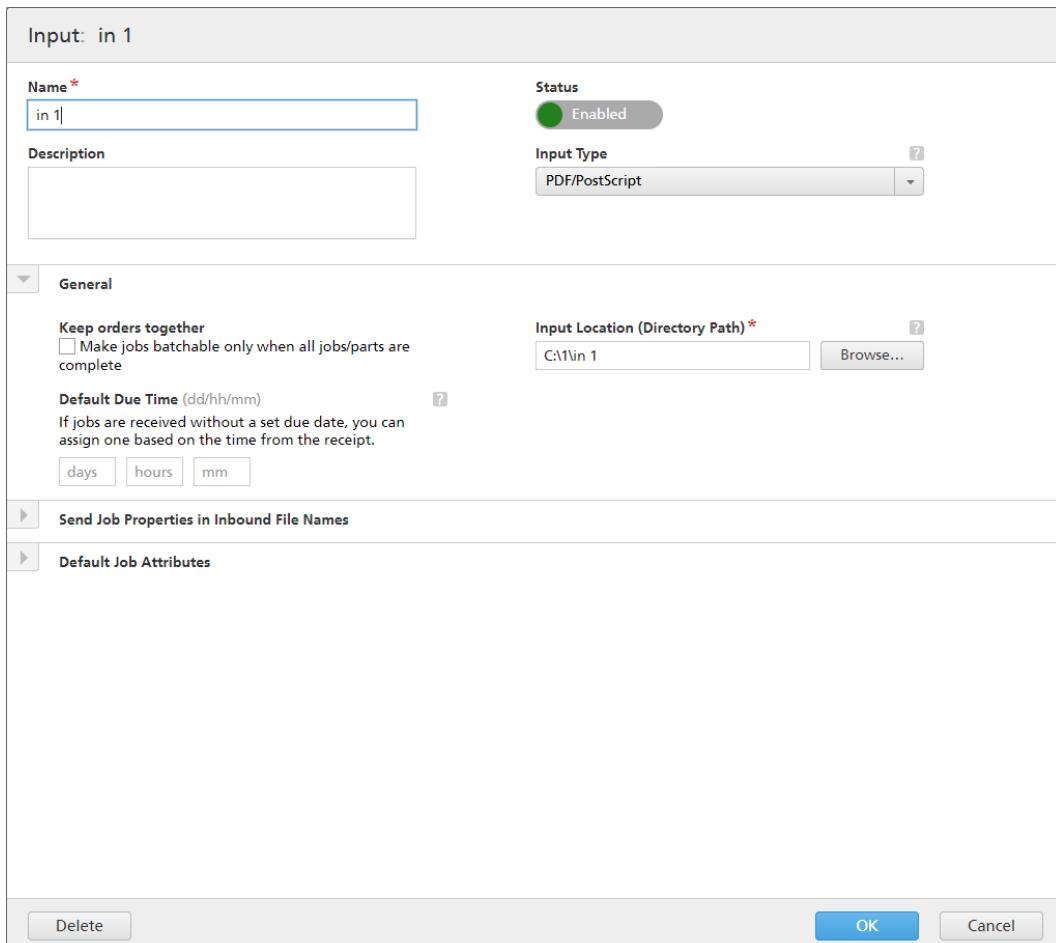
Click the **[Extract from Filenames]** checkbox to use the **[Send Job Properties in Inbound File Names]** option. The system extracts the values from the file name and adds them as job properties for each job.

To separate the values from the file name, you must select a separator type from the list. The available separator types are:

- **[\_ Underscore]**, the default value
- **[ - Hyphen]**
- **[ + Plus]**
- **[ = Equals]**
- **[ % Percent]**
- **[ \$ Dollar sign]**
- **[ ~ Tilde]**

Each row specifies a segment from the file name and the job property represented. To add a new attribute, click , the **Add** button. To remove an attribute, click , the **Remove** button.

Click , the **Expand** button, to open the **[Preflight]** section.



Input: in 1

**Name\*** in 1 **Status** Enabled

**Description**

**Input Type** PDF/PostScript

**General**

**Keep orders together**  Make jobs batchable only when all jobs/parts are complete

**Input Location (Directory Path)\*** C:\In1 **Browse...**

**Default Due Time (dd/hh/mm)** If jobs are received without a set due date, you can assign one based on the time from the receipt.

days hours mm

**Send Job Properties in Inbound File Names**

**Default Job Attributes**

**Delete** **OK** **Cancel**

In the **[Preflight]** section you can click  to enable the Preflight process. The system performs PDF Preflight checks and fixes on the incoming jobs using the Profiles and Actions Lists.

### [Preflight Settings]

Select the type of Preflight Settings you want to use. You can either use the Preflight Filters defined in the **Admin** → **Features** → **Preflight** tab, or create and use Custom Preflight Settings.

### [Apply Profile]

Click **[Browse...]** to open the Select Profile dialog. In the Select Profile dialog, you can select a

Preflight Profile from the list of Available Profiles. Click , the **[Refresh]** button, to update the list of Preflight Profiles from the Preflight Database.

Click **[OK]** to save the changes and close the Select Profile dialog.

To clear the current selection, click , the **Clear** button.

### [Action Lists]

From the menu, select the Action List you want to apply to incoming jobs. Click  to open the **[Select Action Lists]** window.

In the **[Select Action Lists]** window, you can edit an existing Action List or create a new one. Click , the **[Refresh]** button, to update the list of Available Action Lists from the Preflight Database. You can specify a unique **[Name]** for the new set of Action Lists, if the name is not specified. Click **[OK]** to save the changes and close the **[Select Action Lists]** dialog.

To delete the selected action list, click , the **Clear** button.

#### Note

To run a Preflight process, you must specify a Preflight Profile and/or a Preflight Action List.

3

To save the changed properties, click **[OK]**. If you want to close the **[Input]** dialog and discard the changes, click **[Cancel]**.

To delete the hot folder, click **[Delete]**. For more information, see [Delete one or more hot folders, p. 192](#).

### **[PitStop Server Folder]**

When switching from internal to external Preflight, you can reconfigure your input Preflight settings.

Select a Preflight hot folder from the list. All incoming jobs are sent to the selected Preflight hot folder for the external Preflight process.

#### Note

If inputs with Preflight are currently set up in TotalFlow Optimizer, they become disabled if you run the script to switch to or from internal TotalFlow Optimizer Preflight to an external PitStop Server.

For the first switch from internal TotalFlow Optimizer Preflight to an external PitStop Server, you must enable again the Preflight in the **[Admin]** section and adjust setup and filters.

To enable the input again, you must change the Preflight settings.

## **Delete one or more input hot folders**

As an administrator, you can delete an input hot folder from the system. From the **[Inputs]** list, choose the hot folder you want to delete, right-click and select **[Delete...]** from the menu. You can also delete a hot folder from the **[Input]** window dialog by clicking **[Delete]**. A confirmation message is displayed.

## **Default hot folder properties file**

The hot folder properties file is used to configure the properties attached to a new hot folder.

When creating a hot folder, a set of default properties are loaded from a properties file and saved with the hot folder definition. As an administrator, you can edit the hot folder properties file. If the new hot folder is saved and enabled, the jobs from any order received by the new hot folder acquire the attached default properties.

## **Creating an output**

An output folder is a folder that can be monitored by other applications.

If you want to create a new output folder, click the **[New Output]** button in the **[Outputs]** window. The **[New Output]** dialog is displayed:

3

New Output

Name\*  Status Enabled

General Configuration Paper Catalog Commands Banner Sheets Batch Tickets

Description

Estimated Output Speed

Feet/hour  
 Sheets/hour

Minimum Job Run Time (minutes)\*

Adjust Job Paper Before Sending  Off  
 On, Based on Paper Catalog

Delete OK Cancel

Enter the required information:

### [State]

You can click Enabled, the **[Enabled]** button, or Disabled, the **[Disabled]** button, to switch between the two states.

### [Name]

Enter the output folder name in the designated field.

### [General] tab

### [Description]

Enter a short description for the new output folder.

### [Estimated Output Speed]

You can specify the output speed in either **[Feet/hour]** or **[Sheets/hour]**.

#### Note

Depending on the selection you made at the installation time, the measurement system can be different.

### [Minimum Job Run Time]

Specify a number of minutes as the default minimum runtime for each job placed in the output folder. This **[Minimum Job Run Time]** is added to the existing runtime for each job from a filter or a batch that has this output folder as the specified output device.

When you want to determine the total runtime for a batch, a filter, or a group of jobs, the **[Minimum Job Run Time]** is added to the runtime of each job.

### **[Adjust Job Paper Before Sending]**

Specifies whether the job paper properties should match or not a Paper Catalog entry, before sending the job to the Output Device.

Select one of these options:

3

#### **[Off]**

Select this option to send the job to the Output Device, without changing the paper properties. This is the default option.

#### **[On, Based on Paper Catalog]**

Select this option if you want to adjust the job paper properties, so that they match a paper catalog entry, before sending the job to the Output Device.

#### **Note**

As a best practice, select **[On, Based on Paper Catalog]** when the output type is **[JMF over HTTP]** or **[TotalFlow JMF over HTTP]**.

### **[Configuration] tab**

#### **[Output Type]**

Select the output type from the list:

##### **[PDF/PostScript]**

Select this option if you want TotalFlow Optimizer to place a PDF/PostScript file in the output hot folder for each job in the batch. The job settings are not sent to the output.

##### **[PDF/PostScript and XML]**

Select this option if you want TotalFlow Optimizer to place a PDF/PostScript file and an XML file in the output hot folder for each job in the batch. If a custom XSL mapping file is not set, the XML output file contains the job settings in the TotalFlow Optimizer schema. If a custom XSL mapping file is set, the XML output file contains the job settings in the custom schema that results from applying the provided custom XSL mapping.

#### **Note:**

You can specify different output hot folder locations for the PDF/PostScript files and for the XML files.

##### **[PDF/PostScript and CSV]**

Select this option if you want TotalFlow Optimizer to place the PDF/PostScript file and the generated CSV file in the output hot folder for each job in the batch.

The Sample XML file is a TotalFlow Optimizer internal XML file that is converted to a CSV file using the default TotalFlowCSV.xsl mapping file or a custom XSL mapping file that you specify.

### From [CSV Output]:

- Select the **[First Row Contains Field Names]** check box if you want the header row from the CSV file to contain field names.
- Select the **[One CSV per Batch]** check box if you want to generate one CSV file for all the jobs in the batch.

### [TotalFlow MIME]

Select this option if you want TotalFlow Optimizer to place a Multipurpose Internet Mail Extensions (MIME) package in the output hot folder for each job in the batch. The MIME package contains a Job Messaging Format (JMF) file, a JDF file, and the job file. TotalFlow Optimizer converts the job settings into the JDF file using the default `TotalFlowJTAPI.xls` mapping file or a custom XSL mapping file that you specify.

The MIME package file name is the same as the job file name.

### [PDF/PostScript and RPD List File]

Select this option if you want TotalFlow Optimizer to create a RICOH ProcessDirector list file in addition to the PDF/PostScript files for the jobs in the batch. The RICOH ProcessDirector list file is a text file containing the ordered list of file names from the batch. The RICOH ProcessDirector list file is placed in the output hot folder on the last position.

### [JMF over HTTP]

Select this option if you want TotalFlow Optimizer to send a MIME package to a virtual printer. A MIME package is sent through an HTTP protocol for each job in the output folder. You must specify the URL and the name of the virtual printer. The MIME package contains a JMF message, a JDF file, and a PDF job file. TotalFlow Optimizer converts the job settings into the JDF file using the default `TotalFlowJTAPI.xls` mapping file or a custom XSL mapping file that you specify.

#### Note

To specify the Fiery Preset or the Fiery Virtual Printer for jobs sent from a **[JMF over HTTP]** output to a Fiery printer, the JDF of the jobs needs to include, in the JDF root node, this attribute:

```
name: "NamedFeatures"
value: "FieryJobPresets Name_Of_Requested_Fiery_Job_Preset"
```

or

```
name: "NamedFeatures"
value: "FieryVirtualPrinter Name_Of_Requested_Fiery_Virtual_Printer"
```

Replace `Name_Of_Requested_Fiery_Job_Preset` and `Name_Of_Requested_Fiery_Virtual_Printer` with the actual job preset or virtual printer name.

### [TotalFlow JMF over HTTP]

Select this option if you want TotalFlow Optimizer to send a MIME package to a virtual printer. A MIME package is sent through an HTTP protocol for each job in the output folder. You must specify the URL and the name of the virtual printer. The MIME package contains a JMF message, a JDF file, and a PDF job file. TotalFlow Optimizer converts job settings into the JDF file through the Ricoh JTAPI library.

**Note**

The **[PDF/PostScript and XML]**, **[PDF/PostScript and CSV]**, **[TotalFlow MIME]**, **[PDF/PostScript and RPD List File]**, **[JMF over HTTP]**, and **[TotalFlow JMF over HTTP]** options are available only if you have an active license for the TotalFlow Optimizer XML Output Feature.

**[Mapping File]**

You can use XSL mapping files to configure output devices in TotalFlow Optimizer to generate various XML files based on the TotalFlow Optimizer schema. Using the XSL mapping file, the output hot folder is configured to generate an XML file based on your custom target schema. This option is available only when the output type is either **[PDF/PostScript and XML]**, **[TotalFlow MIME]**, **[JMF over HTTP]**, or **[PDF/PostScript and CSV]**.

3

The XSLT conversion process uses the TotalFlow Optimizer internal schema as an input to generate the XML output for a job.

When the selected output type is **[TotalFlow MIME]** or **[JMF over HTTP]**, the default XSL mapping file is TotalFlowJTAI.xsl.

**[Output XML File Extension]**

Specify the extension type for the generated output XML file. When the selected output type is **[PDF/PostScript and XML]**, you can set the extension for the output XML file.

**Important**

Make sure the specified XML file extension is different than the corresponding job file extension.

**[MIME File Extension]**

Specify the extension type for the generated output MIME package file. When the selected output type is **[TotalFlow MIME]**, you can set the extension for the output MIME package file. The default file extension is .mjm.

**[Output Location (Directory Path)]**

Specify the path or click **[Browse...]** to select the folder location. If the specified folder does not exist, a new folder is created.

 **Note**

If the selected output type is **[PDF/PostScript and XML]**, you can specify different locations for the PDF files and for the XML files.

**[Output Location (XML files)]**

Type in the path or click **[Browse...]** to select the output hot folder location for the XML files.

**[Output Location (PDF files)]**

Select the **[Use same location as XML]** option if you want to use the same output hot folder location for both XML files and PDF files.

**[Output Location]**

Type in the path or click **[Browse...]** to select the output hot folder location for the PDF files.

**[PDF file location to specify in the XML file]**

When the PDF files and the XML files are placed in different output hot folder locations, you must specify the path for the PDF files.

The specified path is used as a file reference to the PDF job file in the corresponding XML file.

 **Important**

If you map a network drive with a read-only root directory, make sure that the specified folder location on the selected network drive has write access.

3

**[Target Device]**

If the selected output type is **[JMF over HTTP]**, you must specify the name of the device where you want to send the JMF file or select from a list of available devices. The device means every virtual printer, JDF Device ID, or workflow that supports the **[JMF over HTTP]** protocol.

**[Target URL]**

If the selected output type is **[JMF over HTTP]**, you must specify the address of the server where you want to send the JMF file over HTTP.

The URL might be different depending on the server. To retrieve the exact path for the server, read the specific documentation about the **[JMF over HTTP]** protocol for each server.

**Examples**

1. For RICOH ProcessDirector, you can use this URL: `http://<ServerHostAddress>:15080/aiwservices/v1/jmf` where the target device is an input and `<ServerHostAddress>` is the host name or the IP address of the RICOH ProcessDirector.

 **Note**

Make sure that the device where you want to send the jobs supports JDF input, where the target device is an input.

2. For RICOH TotalFlow Production Manager, you can use this URL: `http://<ServerHostAddress>:15080/aiwservices/v2/jmf` where the target device is a workflow and `<ServerHostAddress>` is the host name or the IP address of the RICOH TotalFlow Production Manager.

3. For several Ricoh TotalFlow Print Server printers, you can use this URL: `http://<ServerHostAddress>/webJmf/Device1` where the target device is a virtual printer and `<ServerHostAddress>` is the host name or the IP address of Ricoh TotalFlow Print Server.
4. For several printers with EFI Fiery Controllers, you can use this URL: `Http://<ServerHostAddress>:8010/` where the target device is JDF Device ID and `<ServerHostAddress>` is the host name or the IP address of the EFI Fiery Controllers.

### [Job Status]

Select one of these options:

- **[Automatic Replies Only]:** The TotalFlow Optimizer system receives the state of the job sent for printing automatically from the printer.



It is recommended to use **[Automatic Replies Only]** for RICOH TotalFlow Print Server printers and RICOH TotalFlow Production Manager.

- **[Automatic Replies and Poll for Job Status]:** If a printer does not automatically return the state of the job sent for printing, you can use this option to request **[Job Status]** information directly from the printer. Depending on the **[Job Status]** information received, the TotalFlow Optimizer updates the state of the job to **Processing on Printer**, **Held on Printer**, **Suspended on Printer**, **Canceled on Printer**, **Printing**, or **[Printed]**.



It is recommended to use **[Automatic Replies and Poll for Job Status]** for printers with EFI Fiery Controllers.

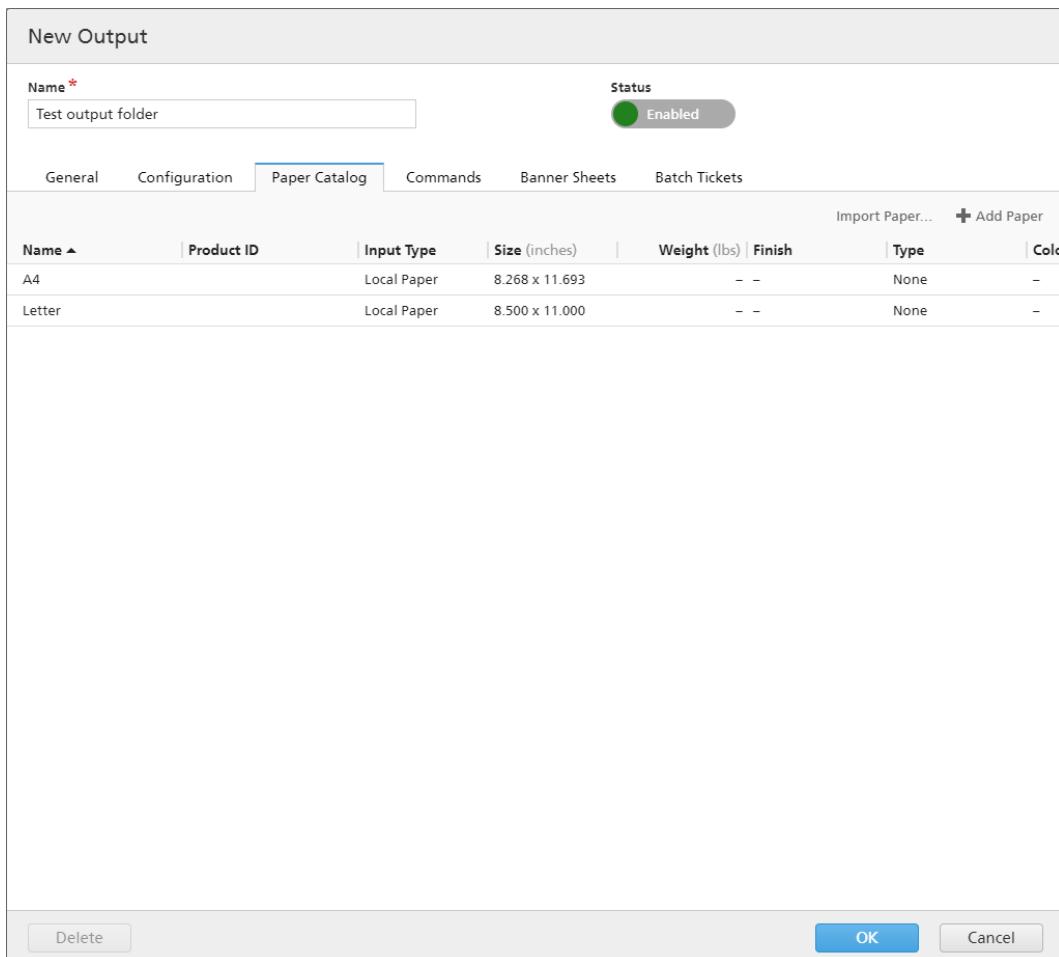
### [Test Connection]

If the selected output type is **[JMF over HTTP]**, you can click **[Test Now]** to verify if the server where you want to send the JMF file is available or if the specified **[Target Device]** is valid.

- **Note**

1. Before clicking **[Test Now]**, make sure that the **[Target Device]** field is empty. If the connection test is successful, the **[Target Device]** field is populated as a drop-down list containing the available target devices; select the required target device from the list. If the test connection fails, adjust the Target URL and run the test again.
2. Make sure that the printer has a proper network configuration (including DNS, gateway, and network mask), in order to have the job state updated correctly. Status updates are sent by the printer, make sure that the Firewall is not blocking communication with the printer.
3. Sending jobs to the device might fail even when the connection test succeeds. This usually depends on the device protocol implementation. Check the device configuration and resubmit the job.

### [Paper Catalog] tab



3

In the **[Paper Catalog]** dialog, you can manually import a paper catalog from one output to another. To import a paper catalog, click the **[Import Paper]** button. The **[Import Paper]** dialog is displayed.

#### **[Output:]**

Browse the list and select the paper catalog of an output in the system. The papers displayed in the output are checked by default, uncheck the papers you do not want to import.

Click **[OK]**. A confirmation message is displayed with the number of imported papers.

You can manually enter a media catalog into TotalFlow Optimizer, that is selectable for jobs, batch tickets, and banner sheets. To edit properties, duplicate or delete a paper, select one paper from the list and right-click. To add a new paper, click the **[Add Paper]** button. The **[Add Paper]** dialog is displayed.

3

**Add Paper**

<p><b>Paper Name *</b></p> <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 3px; padding: 5px; margin-bottom: 5px;" type="text"/>	<p><b>Paper Color</b></p> <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 3px; padding: 5px; margin-bottom: 5px;" type="text"/>
<p><b>Product ID</b></p> <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 3px; padding: 5px; margin-bottom: 5px;" type="text"/>	<p><b>Paper Finish</b></p> <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 3px; padding: 5px; margin-bottom: 5px;" type="text"/>
<p><b>Paper Type</b></p> <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 3px; padding: 5px; margin-bottom: 5px;" type="text"/>	<p><b>Paper Width (inches) *</b></p> <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 3px; padding: 5px; margin-bottom: 5px;" type="text"/>
<p><b>Paper Weight (lbs)</b></p> <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 3px; padding: 5px; margin-bottom: 5px;" type="text"/>	<p><b>Paper Height (inches) *</b></p> <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 3px; padding: 5px; margin-bottom: 5px;" type="text"/>

Delete
OK
Cancel

### [Paper Name]

You can edit the name of the paper used. You can enter a string of up to 256 characters. This field is mandatory.

### [Product ID]

You can edit the product ID. You can enter a string of up to 256 characters.

### [Paper Type]

You can edit or select the type of paper used from a list:

- **[Bond]**
- **[Offset Text]**
- **[Cover]**
- **[Tag]**
- **[Index]**

### [Paper Weight]

The paper weight varies based on the paper type and the paper size. You can edit the paper weight.

### [Paper Color]

You can type in or select the paper color from a list.

### [Paper Finish]

You can type in or select the paper finish from a list:

- **[Uncoated]**
- **[Coated]**
- **[Glossing Finish]**
- **[Ink Jet Finish]**
- **[High Gloss Finish]**
- **[Matte Finish]**

- **[Polymer Finish]**
- **[Satin Finish]**
- **[Semigloss Finish]**
- **[Silver Finish]**

### [Paper Width]

The width of the paper.

### [Paper Height]

The height of the paper.

#### Note

- The **[Input Type]** column displays either the **[Local Paper]** or the **[Paper Catalog]** from **[JMF over HTTP]** and **[TotalFlow JMF over HTTP]**. You can edit, duplicate, or delete a **[Local Paper]**. You can duplicate a paper received via **[JMF over HTTP]** and **[TotalFlow JMF over HTTP]** **[Paper Catalog]**. The duplicated paper is created as **[Local Paper]**. The system displays the **[Update Paper]** button in the **[Paper Catalog]** tab only for **[JMF over HTTP]** and **[TotalFlow JMF over HTTP]** printers.
- The system refreshes the **[Paper Catalog]** once a day. If the printer is offline while TotalFlow Optimizer is auto refreshing the paper catalog, the existing catalog remains unchanged. When a new or an edited JMF is defined, the system automatically updates the paper catalog, right after the output save. The paper catalog is automatically refreshed only if and after you click the **[Import Paper]** button.

### [Commands] tab

You can create one or more custom commands using batch, order, or job attributes. The TotalFlow Optimizer system creates a .bat file containing the specified commands. When a batch is sent to the output, the print files, the banner sheets, the batch tickets, and the xm1 files are copied to the output folder and then the commands are executed.

### [Command Timeout]

Specify the number of minutes TotalFlow Optimizer must wait before the command is timed out and the process is terminated. When a command is timed out, the job state is set to **[Output Error]** and an alert is sent.

### [Command Field]

Enter one or more commands separated by line breaks. In each command syntax you can specify batch, order, or job attributes by selecting them from the **Insert Attributes** panel on the right.

Examples:

If you want to split PDF files at each page in the output location:

1. Create first an output and set the **[Output Type]** to either **[PDF/PostScript]**, **[PDF/PostScript and CSV]**, **[PDF/PostScript and XML]**, or **[PDF/PostScript and RPD List File]**.
2. In **[Command Field]**, type: "<install\_path>\bin\splitPdf.bat" \${job.file}1.\ where <install\_path> is the TotalFlow Optimizer installation path. The default installation path is C:\Program Files\RICOH\TotalFlow Optimizer.

If you want to print each job file to a printer not supporting JMF or hot folders:

1. Create first an output and set the **[Output Type]** to **[PDF/PostScript]**.
2. In **[Command Field]**, type: `lpr -S Printer_IP -P Printer_IP ${job.file}`

If you want to create a text file that contains details about the sent jobs:

1. Create first an output and set the **[Output Type]** to any type you need.
2. In **[Command Field]**, type:

```
echo ***** Job ID: ${job.id} >> C:\SentJobs-Summary.txt
echo Output Destination: ${batch.outputDestinationName} >> C:\SentJobs-Summary.txt
echo Customer: ${order.customer} >> C:\SentJobs-Summary.txt
echo Copies: ${job.copies} >> C:\SentJobs-Summary.txt
```

3

#### Usage notes:

- Each line represents a command line that is executed individually.
- If a command line fails to execute, the status of the entire batch switches to **[Output Error]**. If an error occurs, the output destination is disabled.

#### [Insert Attributes]

You can add job attributes, batch attributes, or order attributes to the custom command syntax. Select the values that you want to insert from the available attributes lists.

#### Note

- When you cancel a batch in **[Sent]** state and there are commands running, the TotalFlow Optimizer system terminates the processes.
- Make sure that the specified custom commands are in a correct format. The TotalFlow Optimizer system sends an alert when an error occurs.

#### [Banner Sheets] tab

##### [Banner Sheets]

Select the **[First sheet]** and/or **[Last sheet]** check boxes if you want to include banner sheets for job files in the output folder.

##### [File Handling]

Select the check box if you want to insert the banner sheets into the PDF job file.

##### [Sheet Location of Banner Content]

Specify the location of the content on the banner sheet. You can select one of these options: **[Front]**, **[Back]**, or **[Front and back]**.

##### [Banner Content Offset]

Specifies the top or left position of the Banner Sheet content relative to the top or left corner of the page.

##### [Paper]

If you select the **[Banner Sheets]** check box, the paper presets are available. Properties set here become banner sheets defaults.

- **[Match Job]** — disables the controls that configure media and uses default settings.

- **[Custom]** — enables the controls that configure media, any settings specified are included in banner sheets XML/JDF/CSV.

If you select **[Custom]** value, you can type in or select a media from the output **[Paper Catalog]** list. To add a paper type, click the **[Add Paper]** button.

### [Border/Sheet Color]

Select the check box if you want to print color on the document sheet edges.

Select the **[Color Location]**:

- **[Entire sheet]** — applies the color to the whole sheet.
- **[From sheet edge]** — specify the distance from the sheet edge where you want to apply the color.

### [Custom Colors]

You can set custom border or sheet colors depending on job properties. To choose the desired color, click any color rectangle. The color picker opens. To close the color picker, click any side of the screen.

To configure the criteria for the banner sheet:

1. Select the attribute type from the first list.
2. From the second list, select one of these operators:

- **[Is]**
- **[Is not]**
- **[Between]**
- **[Greater than]**
- **[Less than]**
- **[Greater than or equal]**
- **[Less than or equal]**

3. To complete the criteria, enter or select a value for the specified attribute type.

Specify a percentage value from 0 to 100 for each color from the CMYK color model:

- C — cyan
- M — magenta
- Y — yellow
- K — key (black)

**[Color Preview]** displays the color created with the specified CMYK values.

You can select one or more attributes to use as criteria for the banner sheet. To add a new attribute, click , the **[Add Criteria]** button. To remove an attribute, click , the **[Remove Criteria]** button.

### Custom Mark tab

### [Batch Tickets] tab

Specify if you want to print the batch details and the location where to send the batch ticket. The system generates a batch ticket file containing the batch details.

### [Batch Ticket Printer]

#### [Send Batch Tickets to a Printer]

Select this option to send the batch ticket to a printer. Choose a printer from the existing list of printers available to the TotalFlow Optimizer server. You can also specify the number of copies of batch tickets you want to print.

#### [Send Batch Tickets to Output Device]

Select this option to send the batch ticket to the specified output device. The batch ticket file is placed as the first job in the batch and the job sequence number for the batch ticket is 0. The batch ticket file is not displayed in the batch detail dialog and does not appear as a job in the user interface.

### [Paper]

Properties set here become batch ticket defaults. Specify which job properties you want to use for the batch ticket media:

- **[A4]** or **Letter**: Uses the default media settings for job properties.
- **[Custom]**: Lets you specify media settings for job properties.

#### Note

- The first value for the **[Paper]** properties is displayed based on installation settings. **[A4]** is displayed for metric system and **[Letter]** is displayed for imperial system.

### [Paper Name]

You can edit the name of the paper used. You can enter a string of up to 256 characters.

### [Product ID]

You can edit the product ID. You can enter a string of up to 256 characters.

### [Paper Type]

You can select the type of paper used from a list:

- **[Bond]**
- **[Offset Text]**
- **[Cover]**
- **[Tag]**
- **[Index]**

### [Paper Weight]

The paper weight varies based on the paper type and the paper size. You can edit the paper weight.

### [Paper Color]

You can type in or select the paper color from a list.

## [Paper Finish]

You can type in or select the paper finish from a list:

- **[Uncoated]**
- **[Coated]**
- **[Glossing Finish]**
- **[Ink Jet Finish]**
- **[High Gloss Finish]**
- **[Matte Finish]**
- **[Polymer Finish]**
- **[Satin Finish]**
- **[Semigloss Finish]**
- **[Silver Finish]**

## [Paper Height]

You can specify the height of the paper.

## [Paper Width]

You can specify the width of the paper.

To create the new output hot folder, click **[OK]**.

To close the **[New Output]** panel and discard the entered information, click **[Cancel]**.

### Note

You can also create a new output by duplicating an existing output folder.

To create a copy of an existing output hot folder:

1. From the list of output sources, select an output folder.
2. Right-click and select **[Duplicate...]**. An edit window with the copy of the existing output is displayed. All output properties are copied including mapping attributes.
3. Edit the output properties and click **[OK]**.

## Editing output folder properties

To edit the properties of an output folder, you can either right-click an output folder row and select **[Properties]** or double-click the hot folder row. The **[Output:]** window is displayed:

Output: "out 1"

Name*	<input type="text" value="out 1"/>	Status	<span>Enabled</span>
<input checked="" type="radio"/> General <input type="radio"/> Configuration <input type="radio"/> Paper Catalog <input type="radio"/> Commands <input type="radio"/> Banner Sheets <input type="radio"/> Batch Tickets			
<b>Description</b> <input type="text"/>			
<b>Estimated Output Speed</b> <input type="text"/> <input checked="" type="radio"/> Feet/hour <input type="radio"/> Sheets/hour			
<b>Minimum Job Run Time (minutes)*</b> <input type="text" value="1"/>			
<b>Adjust Job Paper Before Sending</b> <input checked="" type="radio"/> Off <input type="radio"/> On, Based on Paper Catalog			
<input type="button" value="Delete"/>		<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

You can change the following properties:

#### [State]

You can click Enabled, the **[Enabled]** button, or Disabled, the **[Disabled]** button, to switch between the two states.

#### [Name]

You can edit the name of the output folder.

#### [General] tab

#### [Description]

You can edit the short description of the output folder.

#### [Estimated Output Speed]

You can edit the printer output speed. Select **[Feet/hour]** or **[Sheets/hour]** to change the measurement unit.

#### Note

Depending on the selection you made at the installation time, the measurement system can be different.

#### [Minimum Job Run Time]

Specify a number of minutes as the default minimum runtime for each job placed in the output folder. This **[Minimum Job Run Time]** is added to the existing runtime for each job from a filter or a batch that has this output folder as the specified output device.

When you want to determine the total runtime for a batch, a filter, or a group of jobs, the **[Minimum Job Run Time]** is added to the runtime of each job.

### **[Adjust Job Paper Before Sending]**

Specifies whether the job paper properties should match or not a Paper Catalog entry, before sending the job to the Output Device.

Select one of these options:

#### **[Off]**

Select this option to send the job to the Output Device, without changing the paper properties. This is the default option.

#### **[On, Based on Paper Catalog]**

Select this option if you want to adjust the job paper properties, so that they match a paper catalog entry, before sending the job to the Output Device.

### **[Configuration] tab**

#### **[Output Type]**

Select the output type from the list:

##### **[PDF/PostScript]**

Select this option if you want TotalFlow Optimizer to place a PDF/PostScript file in the output hot folder for each job in the batch. The job settings are not sent to the output.

##### **[PDF/PostScript and XML]**

Select this option if you want TotalFlow Optimizer to place a PDF/PostScript file and an XML file in the output hot folder for each job in the batch. If a custom XSL mapping file is not set, the XML output file contains the job settings in the TotalFlow Optimizer schema. If a custom XSL mapping file is set, the XML output file contains the job settings in the custom schema that results from applying the provided custom XSL mapping.

##### **Note:**

You can specify different output hot folder locations for the PDF/PostScript files and for the XML files.

##### **[PDF/PostScript and CSV]**

Select this option if you want TotalFlow Optimizer to place the PDF/PostScript file and the generated CSV file in the output hot folder for each job in the batch.

The Sample XML file is a TotalFlow Optimizer internal XML file that is converted to a CSV file using the default TotalFlowCSV.xsl mapping file or a custom XSL mapping file that you specify.

##### **From [CSV Output]:**

- Select the **[First Row Contains Field Names]** check box if you want the header row from the CSV file to contain field names.

- Select the **[One CSV per Batch]** check box if you want to generate one CSV file for all the jobs in the batch.

### [TotalFlow MIME]

Select this option if you want TotalFlow Optimizer to place a Multipurpose Internet Mail Extensions (MIME) package in the output hot folder for each job in the batch. The MIME package contains a Job Messaging Format (JMF) file, a JDF file, and the job file. TotalFlow Optimizer converts the job settings into the JDF file using the default `TotalFlowJTAPI.xls` mapping file or a custom XSL mapping file that you specify.

The MIME package file name is the same as the job file name.

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### [PDF/PostScript and RPD List File]

Select this option if you want TotalFlow Optimizer to create a RICOH ProcessDirector list file in addition to the PDF/PostScript files for the jobs in the batch. The RICOH ProcessDirector list file is a text file containing the ordered list of file names from the batch. The RICOH ProcessDirector list file is placed in the output hot folder on the last position.

### [JMF over HTTP]

Select this option if you want TotalFlow Optimizer to send a MIME package to a virtual printer. A MIME package is sent through an HTTP protocol for each job in the output folder. You must specify the URL and the name of the virtual printer. The MIME package contains a JMF message, a JDF file, and a PDF job file. TotalFlow Optimizer converts the job settings into the JDF file using the default `TotalFlowJTAPI.xls` mapping file or a custom XSL mapping file that you specify.

#### Note

To specify the Fiery Preset or the Fiery Virtual Printer for jobs sent from a **[JMF over HTTP]** output to a Fiery printer, the JDF of the jobs needs to include, in the JDF root node, this attribute:

```
name: "NamedFeatures"
value: "FieryJobPresets Name_Of_Requested_Fiery_Job_Preset"
```

or

```
name: "NamedFeatures"
value: "FieryVirtualPrinter Name_Of_Requested_Fiery_Virtual_Printer"
```

Replace `Name_Of_Requested_Fiery_Job_Preset` and `Name_Of_Requested_Fiery_Virtual_Printer` with the actual job preset or virtual printer name.

### [TotalFlow JMF over HTTP]

Select this option if you want TotalFlow Optimizer to send a MIME package to a virtual printer. A MIME package is sent through an HTTP protocol for each job in the output folder. You must specify the URL and the name of the virtual printer. The MIME package contains a JMF message, a JDF file, and a PDF job file. TotalFlow Optimizer converts job settings into the JDF file through the Ricoh JTAPI library.

#### Note

The **[PDF/PostScript and XML]**, **[PDF/PostScript and CSV]**, **[TotalFlow MIME]**, **[PDF/PostScript and RPD List File]**, **[JMF over HTTP]**, and **[TotalFlow JMF over HTTP]** options are available only if you have an active license for the TotalFlow Optimizer XML Output Feature.

## [Mapping File]

You can use XSL mapping files to configure output devices in TotalFlow Optimizer to generate various XML files based on the TotalFlow Optimizer schema. Using the XSL mapping file, the output hot folder is configured to generate an XML file based on your custom target schema. This option is available only when the output type is either **[PDF/PostScript and XML]**, **[TotalFlow MIME]**, or **[JMF over HTTP]**.

The XSLT conversion process uses the TotalFlow Optimizer internal schema as an input to generate the XML output for a job.

When the selected output type is **[TotalFlow MIME]** or **[JMF over HTTP]**, the default XSL mapping file is TotalFlowJTAPI.xsl.

## [Output XML File Extension]

Specify the extension type for the generated output XML file. When the selected output type is **[PDF/PostScript and XML]**, you can set the extension for the output XML file.

### ★ Important

Make sure the specified XML file extension is different than the corresponding job file extension.

## [MIME File Extension]

Specify the extension type for the generated output MIME package file. When the selected output type is **[TotalFlow MIME]**, you can set the extension for the output MIME package file. The default file extension is .mjm.

## [Output Location (Directory Path)]

Type in the path or click **[Browse...]** to select the folder location. If the specified folder does not exist, a new folder is created.

To select an existing folder or create a new folder manually, click **[Browse...]**. The **[Batching System Directory]** dialog appears.



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Navigate through the existing local or external drives, select the folder you want to use, and then click **[Select]**.

To create a new folder, click **[New Folder...]** in the menu bar.

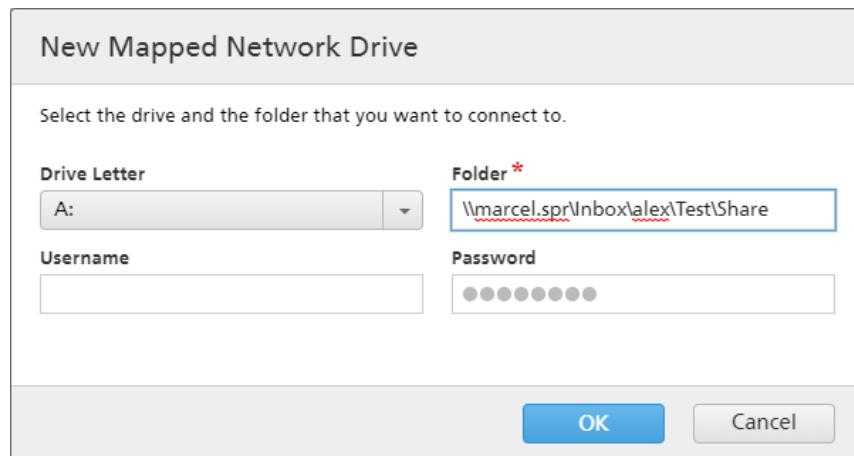
To modify the name of an existing folder, right-click the folder and select **[Edit Folder Name]**.

To delete an existing folder, right-click the folder and select **[Delete...]**.

 **Note**

You can drag and drop folders to reorder or to move them from one parent folder into another. You can only drag and drop empty folders and within the same network drive.

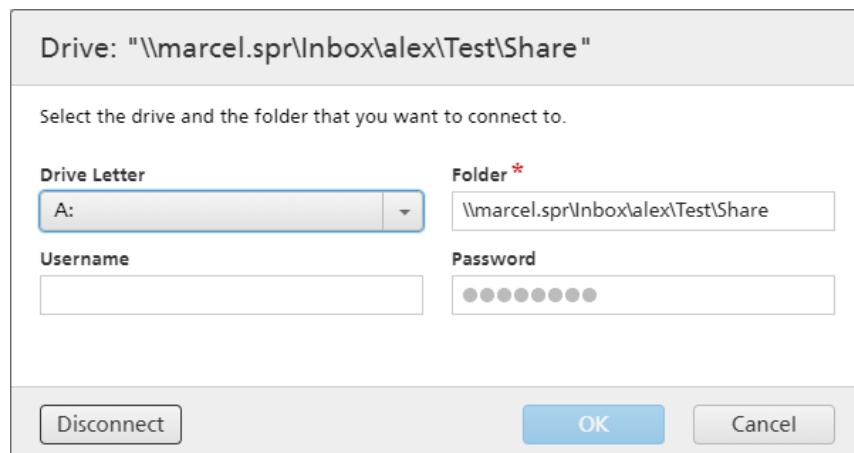
To add a new network location, click **[Map Network Drive...]** in the menu bar. The **[New Mapped Network Drive]** dialog box appears.



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Select the **[Drive Letter]** from the list and enter the folder path in the **[Folder]** field. You have the option to enter a user name and a password. Click **[OK]**. A confirmation message is displayed and the new drive is added to the list.

If you want to edit an existing mapped network location, right-click the network drive you want to modify and select **[Edit Mapped Network Drive...]**. The drive dialog box is displayed.



You can change the drive letter and edit the folder path. To save the changes, you must enter the password again and click **[OK]**. The system displays a confirmation message that the changes have been saved.

If you want to disconnect a mapped network location:

1. Right-click the network drive and select **[Edit Mapped Network Drive...]**. The **[Drive: "{0}"]** dialog box is displayed.
2. Click **[Disconnect]**. You can also right-click the network drive and select **[Disconnect]**. A confirmation window is displayed.
3. Click **[Yes]** to disconnect the drive or **[No]** to cancel the action.

 **Note**

If the selected output type is **[PDF/PostScript and XML]**, you can specify different locations for the PDF files and for the XML files.

**[Output Location (XML files)]**

Type in the path or click **[Browse...]** to select the output hot folder location for the XML files.

**[Output Location (PDF files)]**

Select the **[Use same location as XML]** option if you want to use the same output hot folder location for both XML files and PDF files.

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**[Output Location]**

Type in the path or click **[Browse...]** to select the output hot folder location for the PDF files.

**[PDF file location to specify in the XML file]**

When the PDF files and the XML files are placed in different output hot folder locations, you must specify the path for the PDF files.

The specified path is used as a file reference to the PDF job file in the corresponding XML file.

 **Important**

If you map a network drive with a read-only root directory, make sure that the specified folder location on the selected network drive has write access.

**[Target Device]**

If the selected output type is **[JMF over HTTP]** or **[TotalFlow JMF over HTTP]**, you must specify the name of the device where you want to send the JMF file or select from a list of available devices. The device means every virtual printer, printer, or input device that supports the **[JMF over HTTP]** and **[TotalFlow JMF over HTTP]** protocol.

**[Target URL]**

If the selected output type is **[JMF over HTTP]** or **[TotalFlow JMF over HTTP]**, you must specify the address of the server where you want to send the JMF file over HTTP.

The URL might be different depending on the server. To retrieve the exact path for the server, read the specific documentation about the **[JMF over HTTP]** or **[TotalFlow JMF over HTTP]** protocol for each server.

**Examples**

1. For RICOH ProcessDirector, you can use this URL: `http://<ServerHostAddress>:15080/aiwservices/v1/jmf` where `<ServerHostAddress>` is the host name or the IP address of the computer where the virtual printer is located.

 **Note**

Make sure that the device where you want to send the jobs supports JDF input.

2. For RICOH TotalFlow Production Manager, you can use this URL: `http://<ServerHostAddress>:15080/aiwservices/v2/jmf` where `<ServerHostAddress>` is the host name or the IP address of the computer where the virtual printer is located.
3. For several RICOH TotalFlow Print Server printers, you can use this URL: `http://<ServerHostAddress>/webJmf/Device1` where the target device is a virtual printer and

<ServerHostAddress> is the host name or the IP address of the computer where the virtual printer is located.

4. For several printers with EFI Fiery Controllers, you can use this URL: `Http://<ServerHostAddress>:8010/` where the target device is a virtual printer and <ServerHostAddress> is the host name or the IP address of the computer where the virtual printer is located.

## [Job Status]

Select one of these options:

- **[Automatic Replies Only]:** The TotalFlow Optimizer system receives the state of the job sent for printing automatically from the printer.
- **[Automatic Replies and Poll for Job Status]:** If a printer does not automatically return the state of the job sent for printing, you can use this option to request **[Job Status]** information directly from the printer. Depending on the **[Job Status]** information received, the TotalFlow Optimizer updates the state of the job to **[Printed]**, **[Processing on Printer]**, **[Held on Printer]**, **[Suspended on Printer]**, **[Canceled on Printer]**, or **[Printing]**.

### ★ Important

In case a job was sent multiple times to a printer or to multiple printers, the status automatically updated in TotalFlow Optimizer reflects only the last job submission.

## [Test Connection]

If the selected output type is **[JMF over HTTP]** or **[TotalFlow JMF over HTTP]**, you can click **[Test Now]** to verify if the server where you want to send the JMF file is available or if the specified virtual printer is valid.

### ↓ Note

Sending jobs to the device might fail even when the connection test succeeds. This usually depends on the device protocol implementation. Check the device configuration and resubmit the job.

## [Paper Catalog] tab

In the **[Paper Catalog]** dialog, you can manually import a paper catalog from one output to another. To import a paper catalog, click the **[Import Paper]** button. The **[Import Paper]** dialog is displayed.

## [Output:]

Browse the list and select the paper catalog of an output in the system. The papers displayed in the output are selected by default. Clear the papers that you do not want to import.

Click **[OK]**. A confirmation message is displayed with the number of imported papers.

You can manually enter a media catalog into TotalFlow Optimizer, that is selectable for jobs, batch tickets, and banner sheets. To edit properties, duplicate or delete a paper, select one paper from the list and right-click. To add a new paper, click the **[Add Paper]** button. The **[Add Paper]** dialog is displayed with the following options:

## [Paper Name]

You can edit the name of the paper used. You can enter a string of up to 256 characters. This field is mandatory.

## [Product ID]

You can edit the product ID. You can enter a string of up to 256 characters.

### **[Paper Type]**

You can edit or select the type of paper used from a list:

- **[Bond]**
- **[Offset Text]**
- **[Cover]**
- **[Tag]**
- **[Index]**

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### **[Paper Weight]**

The paper weight varies based on the paper type and the paper size. You can edit the paper weight.

### **[Paper Color]**

You can type in or select the paper color from a list.

### **[Paper Finish]**

You can type in or select the paper finish from a list:

- **[Uncoated]**
- **[Coated]**
- **[Glossing Finish]**
- **[Ink Jet Finish]**
- **[High Gloss Finish]**
- **[Matte Finish]**
- **[Polymer Finish]**
- **[Satin Finish]**
- **[Semigloss Finish]**
- **[Silver Finish]**

### **[Paper Width]**

The width of the paper.

### **[Paper Height]**

The height of the paper.

### Note

- The **[Input Type]** column displays either the **[Local Paper]** or the **[Paper Catalog]** from **[JMF over HTTP]** and **[TotalFlow JMF over HTTP]**. You can edit, duplicate, or delete a **[Local Paper]**. You can duplicate a paper received via **[JMF over HTTP]** and **[TotalFlow JMF over HTTP]** **[Paper Catalog]**. The duplicated paper is created as **[Local Paper]**. The system displays the **[Update Paper]** button in the **[Paper Catalog]** tab only for **[JMF over HTTP]** and **[TotalFlow JMF over HTTP]** printers.
- The system refreshes the **[Paper Catalog]** once a day. If the printer is offline while TotalFlow Optimizer is auto refreshing the paper catalog, the existing catalog remains unchanged. When a new or an edited JMF is defined, the system automatically updates the paper catalog, right after the output save. The paper catalog is automatically refreshed only if and after you click the **[Import Paper]** button.

### **[Commands]** tab

You can create one or more custom commands using batch, order, or job attributes. The TotalFlow Optimizer system creates a .bat file containing the specified commands. When a batch is sent to the output, the print files, the banner sheets, the batch tickets, and the xml files are copied to the output folder and then the commands are executed.

#### **[Command Timeout]**

Specify the number of minutes TotalFlow Optimizer must wait before the command is timed out and the process it terminated. When a command is timed out, the job state is set to **[Output Error]** and an alert is sent.

#### **[Command Field]**

Enter one or more commands separated by line breaks. In each command syntax you can specify batch, order, or job properties using these variables: \${batch.[propName]}, \${order.[propName]}, \${job.[propName]}.

#### **[Insert Attributes]**

You can add job attributes, batch attributes, or order attributes to the custom command syntax. Select the values that you want to insert from the available attributes lists.

### Note

- When you cancel a batch in **[Sent]** state and there are commands running, the TotalFlow Optimizer system terminates the processes.
- Make sure that the specified custom commands are in a correct format. The TotalFlow Optimizer system sends an alert when an error occurs.

### **[Banner Sheets]** tab

#### **[Banner Sheets]**

Select the **[First sheet]** or/and **[Last sheet]** check boxes if you want to include banner sheets for job files in the output folder.

#### **[File Handling]**

Select the check box if you want to insert the banner sheets into the PDF job file.

#### **[Sheet Location of Banner Content]**

Specify the location of the content on the banner sheet. You can select one of these options: **[Front]**, **[Back]**, or **[Front and back]**.

#### **[Banner Content Page]**

Specify the location of the banner content page. You can select one of these options: **[First sheet]** or **[Last sheet]**.

#### **[Paper]**

If you select the **[Banner Sheets]** check box, the **[Paper]** presets are available. Properties set here become banner sheets defaults.

- **[Match Job]** — disables the controls that configure media and uses default settings.
- **[Custom]** — enables the controls that configure media, any settings specified are included in banner sheets XML/JDF/CSV.

If you select **[Custom]** value, you can type in or select a media from the output **[Paper Catalog]** list. To add a paper type, click the **[Add Paper]** button.

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#### **[Border/Sheet Color]**

Select the check box if you want to print color on the document sheet edges.

Select the **[Color Location]**:

- **[Entire sheet]** — applies the color to the whole sheet.
- **[From sheet edge]** — specify the distance from the sheet edge where you want to apply the color.

#### **[Custom Colors]**

You can set custom border or sheet colors depending on job properties. To choose the desired color, click any color rectangle. The color picker opens. To close the color picker, click any side of the screen.

To configure the criteria for the banner sheet:

1. Select the attribute type from the first list.
2. From the second list, select one of these operators:

- **[Is]**
- **[Is not]**
- **[Between]**
- **[Greater than]**
- **[Less than]**
- **[Greater than or equal]**
- **[Less than or equal]**

3. To complete the criteria, enter or select a value for the specified attribute type.

Specify a percentage value from 0 to 100 for each color from the CMYK color model:

- C — cyan
- M — magenta

- Y – yellow
- K – key (black)

**[Color Preview]** displays the color created with the specified CMYK values.

**Custom Mark** displays

**[Batch Tickets]** tab

Specify if you want to print the batch details and the location where to send the batch ticket. The system generates a batch ticket file containing the batch details.

**[Batch Ticket Printer]**

**[Send Batch Tickets to a Printer]**

Select this option to send the batch ticket to a printer. Choose a printer from an existing list of printers available to the TotalFlow Optimizer server. You can also specify the number of copies of batch tickets you want to print.

**[Send Batch Tickets to Output Device]**

Select this option to send the batch ticket to the specified output device. The batch ticket file is placed as the first job in the batch and the job sequence number for the batch ticket is 0. The batch ticket file is not displayed in the batch detail dialog and does not appear as a job in the user interface.

**[Paper]**

Specify which job properties you want to use for the batch ticket media:

- **[A4]** or **Letter**: Uses the default media settings for job properties.
- **[Custom]**: Lets you specify media settings for job properties.

 **Note**

- The first value for the **[Paper]** properties is displayed based on installation settings. **[A4]** is displayed for metric system and **[Letter]** is displayed for imperial system.

**[Paper Name]**

You can edit the name of the paper used. You can enter a string of up to 256 characters.

**[Product ID]**

You can edit the product ID. You can enter a string of up to 256 characters.

**[Paper Type]**

You can edit or select the type of paper used from a list:

- **[Bond]**
- **[Offset Text]**
- **[Cover]**
- **[Tag]**
- **[Index]**

**[Paper Weight]**

The paper weight varies based on the paper type and the paper size. You can edit the paper weight.

#### [Paper Color]

You can type in or select the paper color from a list.

#### [Paper Finish]

You can type in or select the paper finish from a list:

- [Uncoated]
- [Coated]
- [Glossing Finish]
- [Ink Jet Finish]
- [High Gloss Finish]
- [Matte Finish]
- [Polymer Finish]
- [Satin Finish]
- [Semigloss Finish]
- [Silver Finish]

#### [Paper Height]

You can specify the height of the paper.

#### [Paper Width]

You can specify the width of the paper.

To save the changed properties, click [OK]. If you want to close the [Output:] window and discard the changes, click [Cancel].

To delete the hot folder, click [Delete]. For more information, see [Delete one or more output folders, p. 218](#).

## How to delete one or more output folders

As an administrator, you can delete an output folder from the system. From the [Outputs] list, choose the output folders you want to delete, right-click and select [Delete...] from the menu. You can also delete an output folder from the [Output] window dialog by clicking [Delete].

## Creating a list file for RICOH ProcessDirector

You can create a list file for any batch used by **RICOH ProcessDirector**. The list file is a text file containing the names of all the files in a batch in the same order as in the batch.

To create the RICOH ProcessDirector list file:

1. Go to **Admin** → **Outputs**.
2. Click the [New Output] button.
3. In the [New Output] dialog, go to the [Configuration] tab.

4. Click **[Output Type]** and select **[PDF/PostScript and RPD List File]**.

5. Specify a valid **[Output Location (Directory Path)]**.

6. Click **[OK]**.

When the output folder is used, TotalFlow Optimizer generates the list file containing the names of all the jobs placed in the hot folder. The list file is placed at the bottom of the hot folder.



## 4. Managing Jobs

- View a list of jobs
- Job Preview
- File Viewer
- View and edit job details
- Imposing a job using Ultimate Impostrip®
- Manual Job Imposition
- Add a Job to an Order
- Reprinting one or more retained jobs
- Unbatching an Active Job
- Upload a job file
- Search for a job
- Deleting a job
- Manage job columns
- Print batch ticket
- Quick print one or more jobs
- Creating a print proof for one or more jobs
- View Print File
- View Imposed File
- Configuring the retention of imposed files
- Hold or release one or more jobs

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### View a list of jobs

This topic describes how to view different lists of jobs in the system.

To view a list of all the jobs in the system:

1. In the menu bar, click **[Jobs]**.
2. In the **[Filters]** panel, click the **[Jobs]** tab.

#### Note

You can search for one or more jobs in the system using the “Find a job” option. For more information, see [Search for a job, p. 247](#).

To view all the jobs from a batch:

1. In the menu bar, click **[Jobs]**.
2. In the **[Batches]** panel, double-click a batch or right-click the batch and select **[Properties]**.
3. In the batch detail dialog, click the **[Jobs]** tab.

You can also view the jobs in a batch from the **[Batches]** section:

1. In the menu bar, click **[Batches]**.
2. From the list of orders, double-click an order or right-click and select **[Properties]** from the menu to open the batch detail dialog.
3. In the batch detail dialog, click the **[Jobs]** tab.

To view the jobs from an order:

1. In the menu bar, click **[Orders]**.

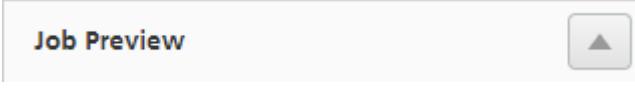
2. From the list of orders, double-click an order or right-click and select **[Properties]** from the menu to open the order detail dialog.
3. In the order detail dialog, click the **[Jobs]** tab.

## Job Preview

This topic describes how to view the job thumbnail from any job grid in the system. The job preview is not available if the thumbnail.method parameter from the conf.properties is set to OFF.

To preview a job:

1. Select individually each job you want to view from any job list.
2. If the **[Job Preview]** frame is in the collapsed form, press the **[Job Preview]** expand button, in the right bottom corner.



Job Preview



3. To open the job file in the [File Viewer, p. 222](#), click the link displayed in the **[Job Preview]** frame.

 **Note**

- The **[Job Preview]** is unavailable for unsupported file types. For multiple selections of jobs, the system displays a preview of the last job selected.
- In order to configure the generation of the job preview thumbnail, the conf.properties file in your installation folder contains a parameter named thumbnail.method that accepts the following values:
  1. OFF - to turn the feature off.
  2. WHEN RECEIVED - to have the thumbnails generated when jobs enter into the system, this is the default value.
  3. WHEN SELECTED - to have the thumbnail generated when jobs are selected for the first time in the user interface.

 **Note**

- To apply the changes made in the settings for the **[Job Preview]** thumbnail configuration, you must restart the TotalFlow Optimizer services.
- When the job preview thumbnail is generated, additional storage space may be required - that may vary depending on the job file. The additional used storage space is freed up when the job is deleted or when the job file is changed.

## File Viewer

You can use the File Viewer tools by opening a job from the **[Job Preview]**, by right-clicking a job and selecting **[View File...]**, or by selecting **[View Imposed File...]** with imposed files.

To zoom in or out:

1. Select , the zoom tool, from the toolbar.
2. Select one of the available zoom percentages.

3. To zoom-in to a specific area, click and drag the cursor on the image. With each click, the Viewer zooms-in, focusing on the center point of where you clicked. You can also increase or decrease zoom by selecting , the zoom-in tool, and , the zoom-out tool.
4. If you hold the Ctrl key, the cursor changes to zoom-out.
5. To fit the image to the window, click , the expand button.
6. To switch between the original job file and the imposed job file, select , the imposition tool from the tool bar. If the job is not imposed, the imposition tool is disabled.
7. When the image is zoomed-in, you can select , the Navigator tool to view the zoomed section of the image. You can move the Navigator dialog to any part of the page. Select , the pan tool, to navigate through the zoomed image.

To use the rulers:

1. Select , the rulers tool from the toolbar, to see the vertical and horizontal rulers.
2. Click again on the button to hide the ruler.
3. The ruler displays the measurements chosen during installation.
4. To reset the rulers, click the 0 corners of the image.

To measure distance or marks in jobs:

1. Select , the distance tool from the toolbar. The cursor changes into a crosshair and the distance tool modal is displayed.
2. You can measure the distance between two points by clicking and dragging between the two points or by clicking the first point and then the second point.
3. Values displayed in the distance tool are updated as you click the job. When you set the first point, X and Y are updated in the modal. When you set the second point, width, height, distance, and angle are updated in the modal.
4. To view the last measurement, select again the distance tool.
5. To move the distance tool on different parts of the screen, hover the mouse over the tool, click and drag the modal.
6. To close or hide the distance tool, click again on the button.
7. To reset the distance tool, click the 0 corners of the image.

To view information on the job, click , the information tool from the toolbar.

In the job information grid , you can select from the list of jobs within the batch the job or the ganged imposition file for viewing. If you are viewing the original files, the system displays a list of jobs. If you are viewing imposed files, the system displays a table. The first column shows the imposition approval state and the second column represents the list of imposed jobs. Approved jobs have a green check mark icon, rejected jobs have a red x icon, and **[Awaiting Approval]** jobs display no icons.

job (116).pdf-01 Ricoh

▼

- ✓ job (112).PDF-1 Ricoh
- ✓ job (113).pdf-1 Ricoh
- ✗ job (114).pdf-1 Ricoh
- job (115).pdf-1 Ricoh
- ✗ job (116).pdf-1 Ricoh
- job (111).PDF-1 Ricoh

 **Note**

- If ganging is enabled on a batch, you cannot perform manual imposition for jobs inside the batch. This action applies inside of batch detail and all jobs view.
- If one or more jobs from a ganged batch are unbatched, no imposition is kept or available to be viewed.
- If any job is edited during the review process, you can reimpose the job.
- If one job is approved or rejected with a ganged imposition, all jobs inherit that state.

To download the file, click , the download tool in the toolbar.

## View and edit job details

You can view and edit the details and information for a specific job in the **[Job]** window. To open the **[Job]** window, select a job from the list of jobs displayed in the **[Jobs]** section, double-click or right-click the job and select **[Properties]**.

Job: 01--PreformatForBookletFoldFaceIn-Letter-Landscape.pdf-01 IBM Romania

Batch	-   -	Sheets: 500   Feet: 771   Meters: 235
Order	01--PreformatForBookletFoldFaceIn-Letter-Landscape.pdf IBM Romania	
Due	-	
<input checked="" type="radio"/> General <input type="radio"/> Job <input type="radio"/> Paper <input type="radio"/> Finishing <input type="radio"/> Custom		
State	Customer	
Unbatched	IBM Romania	
Job Name	Submitted	
01--PreformatForBookletFoldFaceIn-Letter-Landscape.pdf	Thursday, March 22, 2018, 11:29 AM	
Job Received From	Part Number*	
C:\In 1	01	
Job File	ISBN	
<input type="button" value="Browse..."/> 01--PreformatForBookletFoldFaceIn-Letter.... (11.6 KB)	ISBN-12345678-F3	
Description	SKU	
Default order description	SKU-000-111-2222	
Location	Product Type	
-		
File Size		
11.6 KB		
<small>✓ Job "01--PreformatForBookletFoldFaceIn-Letter-Landscape.pdf-01 IBM Romania" was re...</small>		
<input type="button" value="OK"/> <input type="button" value="Cancel"/>		

General job information:

**[Batch]**

The name and the number of the batch this job belongs to.

**[Order]**

The name of the order containing the job.

**[Due]**

The date and time when the job is due to be processed.

**[Sheets:] | [Feet:][Meters:]**

The number of sheets determined by the system and the length of the roll of paper measured in feet and meters.

### Note

1. To save the changes you made, click **[OK]**. If you want to close the **[Job]** window and discard the changes, click **[Cancel]**.
2. You can remove a job from a batch using the **[Unbatch]** action. This allows the job to be displayed in a matching filter list or to be manually moved to another batch. The **[Unbatch]** action can be performed only on jobs that are in a **[Batched]** state and only when the batch is in the **[Batching]** state. If the batch state is changed when an **[Unbatch]** action is performed, the system displays an error.

To unbatch a job, right-click and select **[Unbatch]**.

## [General] tab

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Job: 01--PreformatForBookletFoldFaceIn-Letter-Landscape.pdf-01 IBM Romania

Batch	-   -	Sheets: 500   Feet: 771   Meters: 235	
Order	01--PreformatForBookletFoldFaceIn-Letter-Landscape.pdf IBM Romania		
Due	-		
<input checked="" type="radio"/> General <input type="radio"/> Job <input type="radio"/> Paper <input type="radio"/> Finishing <input type="radio"/> Custom			
<b>State</b> Unbatched		<b>Customer</b> IBM Romania	
<b>Job Name</b> 01--PreformatForBookletFoldFaceIn-Letter-Landscape.pdf		<b>Submitted</b> Thursday, March 22, 2018, 11:29 AM	
<b>Job Received From</b> C:\1\in 1		<b>Part Number</b> * 01	
<b>Job File</b> <input type="button" value="Browse..."/> 01--PreformatForBookletFoldFaceIn-Letter... (11.6 KB)		<b>ISBN</b> ISBN-12345678-F3	
<b>Description</b> Default order description		<b>SKU</b> SKU-000-111-2222	
<b>Location</b> -		<b>Product Type</b> (empty)	
<b>File Size</b> 11.6 KB			
 Job "01--PreformatForBookletFoldFaceIn-Letter-Landscape.pdf-01 IBM Romania" was re...			
		<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

### [State]:

The current state of the job. The system defined job states are:

- **[Unbatched]**: The job is not part of a batch.
- **[Batched]**: The job is part of a batch.
- **[Held]**: The job is paused and waiting for an action from the user and is not available for filters and batches until released.

- **[Missing Imposition]** When imposition filters are defined and the incoming job does not match any imposition filters, the jobs are set into the **[Missing Imposition]** state.

 **Note**

The job is not imposed before sending to the output and the original job file is used to generate the generated file in the output location.

- **[Sent]**: The job has been sent for processing.
- **[Printed]**: The job has been printed on a device.
- **[Imposing]**: The job is in the imposition process.
- **[Imposed]**: The job has been successfully imposed.
- **[Imposition Error]**: An error occurred during job imposition or the specified imposition timer expired.
- **[Waiting for File]**: The job file cannot be found in the specified location or the job file is not specified.
- **[Output Error]**: When a job is in **[Batched]** state and the batch is sent to a disabled output destination or the output destination cannot be reached, the job state is changed to **[Output Error]**.
- **[Proof Out]**: A job proof sample was sent for printing and is waiting for approval or rejection.
- **[Proof Rejected]**: The job proof was printed and rejected.
- **[Preflighting]**: The job is in the preflight process and is not available for filters or batches.
- **[Preflight Error]**: An error occurred during Preflight or the job does not match any preflight filters.

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 **Note**

This state is only available if the Preflight feature is enabled.

- **[Waiting for Related Jobs]**: A job is in the **[Waiting for Related Jobs]** state when another job received with the same order is in **[Waiting for File]** state and the **[Keep orders together]** setting for the containing order is enabled.
- **[Processing on Printer]**: The job is currently being prepared for printing.
- **[Held on Printer]**: The job is held on the printer and waiting for manual release or conditions to be met.
- **[Suspended on Printer]**: The job paused printing due to an error or intervention, and requires intervention to manually resume.
- **[Canceled on Printer]**: The job was aborted or deleted on the printer and will not continue printing.
- **[Printing]**: The job is actively being printed on the printer.

 **Note**

If available, this value also includes the percentage complete.

 **Note**

You can create custom job states in the **Admin** → **Custom States** window.

**[Job Name]**

The job name is used to help identify jobs. The default is the input file name. You can edit the job name. You can enter a string of up to 256 characters.

**[Job Received From]**

The system displays the job original file path.

**[Job File]**

The name of the file associated with the job. You can replace an existing file or, if the file is missing, you can upload a new file. Click **[Browse...]** and select a file to upload from your system directory.

 **Note**

You can upload a job file only when the job is in **[Waiting for File]**, **[Held]**, **[Unbatched]**, **[Imposition Error]**, **[Proof Rejected]**, **[Preflight Error]**, or **[Waiting for Related Jobs]**.

If the uploaded file has a different document size, the system displays a warning message. When a new PDF or PostScript file has been uploaded to an existing job and the document width, height, and page count do not match the original values, you can choose between the existing values or the new values. For the **[Document size]** and **[Pages]**, choose one of these actions: **[Keep previous settings.]** or **[Use new settings.]**.

Click the file name to download the original job file to your machine.

**[Description]**

You can edit the job short description.

**[Location]**

Specifies where the job is located after it was sent for printing.

 **Note**

You can create custom locations in the **Admin → Custom Locations** window.

**[File Size]**

The size of the file in GB, MB, or KB.

**[Customer]**

You can edit the name of the customer. You can enter a string of up to 256 characters.

**[Submitted]**

The date and time when the job was submitted.

**[Part Number]**

You must specify a unique job identification number within the order.

**[ISBN]**

The ISBN code if it exists.

**[SKU]**

A number containing the product attributes, such as manufacturer, product description, size, and so on.

## [Product Type]

The type of the product.

## [Job] tab

Job: 747458-01 General Bank

Batch: - | - Sheets: 294 | Meters: 0 

Order: 747458 General Bank

Due: Wednesday, December 10, 2025, 05:00 PM

General Job Paper Finishing

Proof	Document Page Width (millimeters)
<input type="radio"/> Proof Required	210.000
<input checked="" type="radio"/> No Proof Required	
Proof Approval	Document Page Height (millimeters)
Awaiting Approval	297.000
Customer Quantity	Pages per Side *
	1
Copies *	Imposition
1	
Pages *	Output Device
294	
Sheets	1-Sided/2-Sided
294	<input checked="" type="radio"/> 1-Sided
Reprint Quantity	<input type="radio"/> 2-Sided
0	Duplex Mode
Printed Impressions	Left Edge
-	Output Tray
Printed Copies	Enter or select a value
-	Eject Output
	Use default

OK Cancel

## [Proof]

If proof is required, select **[Proof Required]**, otherwise select **[No Proof Required]**.

Jobs that go through a **[Proof Approval]** process can have the following states:

- **[Awaiting Approval]** - A job is waiting for proof approval.
- **[Proof Approved]** - Proof is approved for a job.
- **[Proof Rejected]** - Proof for a job is rejected.

### Note

- If **[Proof]** is set to **[No Proof Required]**, the system does not display any proof state.
- The information displayed is read-only. To change the proof state of a job manually, right-click a job from a list of jobs and select a proof state. You can also edit the job and modify the **[Proof]** attribute.

## [Copies]

You can edit the number of copies to be printed.

 **Note**

When jobs are sent for printing on an InfoPrint 5000 printer model, the maximum number of copies printed is limited to 32767.

**[Pages]**

You can edit the number of pages.

**[Sheets]**

The number of sheets cannot be edited and is determined by the system.

**[Reprint Quantity]**

The reprint quantity cannot be edited and represents the cumulative number of print copies that were sent for a job, except for the print proof copies.

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**[Document Page Width]**

The width of the page.

**Printed Impressions**

Specifies the total number of printed copies. This value is not cumulative.

**Printed Copies**

Specifies the total number of complete copies of the printed job. This value is not cumulative.

**[Document Page Height]**

The height of the page.

**[Color]**

You can type in or select the color you want from a list.

**[Pages per Side]**

The number of pages on one side of the sheet. Specify a number of pages per one side. This field is mandatory.

**[Imposition]**

The description of pages arrangement on the printer's sheet. You can describe the value specified in the **[Pages per Side]** field. These are examples of the possible values:

- 1-Up
- 2-Up
- 3-Up
- 4 pager
- 8 pager
- 6pg Z-Fold

**[Output Device]**

Specify the digital printing press used for the job.

## [1-Sided/2-Sided]

You can choose one of these two options:

- **[1-Sided]**

The simplex method allows printing on only one side of a sheet of paper.

- **[2-Sided]**

The duplex method allows printing on both sides of a sheet of paper.

## [Duplex Mode]

You can choose one of these options:

- **[Left Edge]**

- **[Top Edge]**

- **[Right Edge]**

- **[Bottom Edge]**

## [Output Tray]

The **[Output Tray]** control allows you to configure the JDF options. Enter or select a supported JDF value from the list. If you select the default value, do not create an entry in the JDF file for the **[Output Tray]**. The **[Output Tray]** matches the Binding settings. Make sure that the requested device is available on the printer.

## [Eject Output]

Specifies whether the output is ejected face down or face up in the **[Output Tray]**.

### [Use default]

Uses the printer default settings.

### [Face-down]

Select this option to eject the sheets starting with the first page facing down at the bottom of the stack.

### [Face-up]

Select this option to eject the sheets starting with the first page facing up at the bottom of the stack.

### [Face-down, reverse order]

Select this option to eject the sheets ending with the first page facing down on top of the stack.

### [Face-up, reverse order]

Select this option to eject the sheets ending with the first page facing up on top of the stack.

## [Paper] tab

Job: 01--PreformatForBookletFoldFaceIn-Letter-Landscape.pdf-01 IBM Romania

Batch: - | - Sheets: 500 | Feet: 771 | Meters: 235 

Order: 01--PreformatForBookletFoldFaceIn-Letter-Landscape.pdf IBM Romania

Due: -

General Job Paper Finishing Custom

Paper Name: Utopia	Paper Color: Turquoise
Product ID:	Paper Finish: Uncoated
Paper Type: Offset Text	Paper Width (inches): 20.000
Paper Weight (lbs): 50	Paper Height (inches): 18.500

OK Cancel

### [Paper Name]

You can edit the name of the paper used. You can enter a string of up to 256 characters.

### [Product ID]

You can edit the product ID. You can enter a string of up to 256 characters.

### [Paper Type]

You can edit or select the type of paper used from a list:

- **[Bond]**
- **[Offset Text]**
- **[Cover]**
- **[Tag]**
- **[Index]**

### [Paper Weight]

The paper weight varies based on the paper type and the paper size. You can edit the paper weight.

## [Paper Color]

You can type in or select the paper color from a list.

## [Paper Finish]

You can type in or select the paper finish from a list:

- **[Uncoated]**
- **[Coated]**
- **[Glossing Finish]**
- **[Ink Jet Finish]**
- **[High Gloss Finish]**
- **[Matte Finish]**
- **[Polymer Finish]**
- **[Satin Finish]**
- **[Semigloss Finish]**
- **[Silver Finish]**

## [Paper Height]

The height of the paper.

## [Paper Width]

The width of the paper.

## [Preflight] tab

This tab displays the job preflight results. You can also apply job preflight manually.

Job: 01--PreformatForBookletFoldFaceIn-Letter-Landscape.pdf-01 IBM Romania

Batch	-	Sheets: 500   Feet: 771   Meters: 235	
Order	01--PreformatForBookletFoldFaceIn-Letter-Landscape.pdf IBM Romania		
Due	-		
<input checked="" type="button"/> General <input type="button"/> Job <input type="button"/> Paper <input type="button"/> Finishing <input type="button"/> Custom			
<b>State</b>	<b>Customer</b>		
Unbatched	IBM Romania		
<b>Job Name</b>	<b>Submitted</b>		
01--PreformatForBookletFoldFaceIn-Letter-Landscape.pdf	Thursday, March 22, 2018, 11:29 AM		
<b>Job Received From</b>	<b>Part Number*</b>		
C:\In 1	01		
<b>Job File</b>	<b>ISBN</b>		
<input type="button"/> Browse... <a href="#">01--PreformatForBookletFoldFaceIn-Letter-Landscape.pdf (11.6 KB)</a>	ISBN-12345678-F3		
<b>Description</b>	<b>SKU</b>		
Default order description	SKU-000-111-2222		
<b>Location</b>	<b>Product Type</b>		
-			
<b>File Size</b>			
11.6 KB			

OK    Cancel

4

## [Results]

Shows the number of **[Errors]**, **[Warnings]**, and **[Fixes]** resulted from the preflight process.

### Note

When an error is displayed, you can click **[Ignore Preflight Error]** to cancel the preflight error and enable **[Manual Preflight]**. The **[Preflight Error]** job state is removed. You can upload a job in the **[Preflight Error]** state.

## [Input Source]

Shows the type of the Input Source.

## [Preflight Profile Applied]

Shows the name of the Preflight Profile applied to the job.

## [Action Lists Applied]

Shows the number and list of applied actions.

## [Preflight Report]

Click the link displayed to download a PDF file containing a report for the applied preflight.

Click **[Run manual preflight]** to manually apply the preflight for the job.

## [Apply Profile]

Click **[Browse...]** to open the Select Profile dialog. In the Select Profile dialog you can select a Preflight Profile from the list of Available Profiles. Click , the **[Refresh]** button to update the list of Preflight Profiles from the **Preflight Database**.

Click **[OK]** to save the changes and close the Select Profile dialog.

To delete the selected profile, click , the **[Clear]** button.

## [Action Lists]

From the menu, select the Action List you want to apply to incoming jobs. Click  to open the **[Select Action Lists]** window.

In the **[Select Action Lists]** window you can edit an existing Action List or create a new one. Click , the **[Refresh]** button to update the list of Available Action Lists from the **Preflight Database**.

You can specify a unique **[Name]** for the new set of Action Lists. If the name is not specified for the Action List, select **[None Selected]**.

Click **[OK]** to save the changes and close the **[Select Action Lists]** dialog.

To clear the current selection, click , the **[Clear]** button.

### Note

To run a Preflight process, you must specify a Preflight Profile and/or a Preflight Action List.

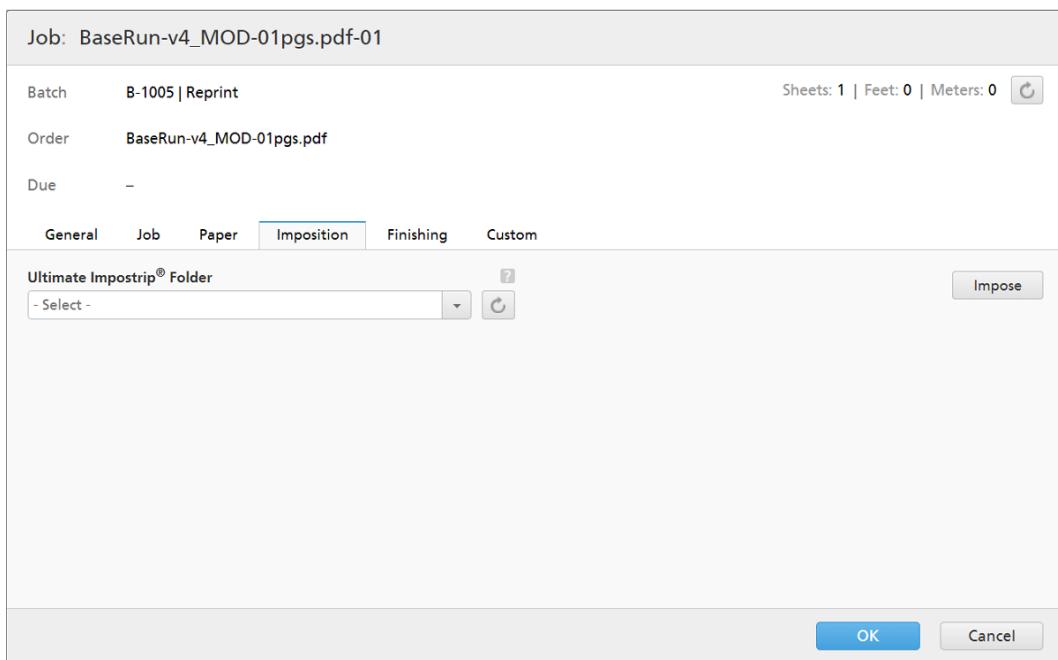
## [PitStop Server Folder]

When switching from internal to external Preflight, you can reconfigure your job Preflight settings.

Select a Preflight hot folder from the list, where TotalFlow Optimizer sends the jobs for preflighting.

Click **[OK]** to save the changes, close the **[Run manual preflight]** dialog.

## [Imposition] tab



### [Ultimate Imposition® Folder]

You can specify the Ultimate Imposition® hot folder name where TotalFlow Optimizer sends the job to be imposed. Select a hot folder from the list or type in the name of the hot folder. The list of hot folders can only be edited from the Ultimate Imposition® application. You can add or remove hot folders using Ultimate Imposition®.

Click , the [Refresh] button to refresh the list of hot folders.

## [Finishing] tab

Job: 01--PreformatForBookletFoldFaceIn-Letter-Landscape.pdf-01 IBM Romania
Sheets: 500 | Feet: 771 | Meters: 235

Batch	-   -	Due	-
Order	01--PreformatForBookletFoldFaceIn-Letter-Landscape.pdf IBM Romania		
General	Job	Paper	Finishing
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>Binding</b>  <input style="width: 100%; border: 1px solid #ccc; padding: 2px;" type="text" value="Spiral"/> </div> <div style="width: 45%;"> <b>Perforation</b>  <input type="radio"/> Perforation  <input checked="" type="radio"/> No Perforation       </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 45%;"> <b>Spine Size (inches)</b>  <input style="width: 100%; border: 1px solid #ccc; padding: 2px;" type="text" value=".148"/> </div> <div style="width: 45%;"> <b>Drill</b>  <input type="radio"/> Drill  <input checked="" type="radio"/> No Drill       </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 45%;"> <b>Coating</b>  <input style="width: 100%; border: 1px solid #ccc; padding: 2px;" type="text" value="C_NO_COATING"/> </div> <div style="width: 45%;"> <b>Collation</b>  <input type="radio"/> Collate  <input checked="" type="radio"/> Do Not Collate       </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 45%;"> <b>Coating Type</b>  <input style="width: 100%; border: 1px solid #ccc; padding: 2px;" type="text" value="Gloss"/> </div> <div style="width: 45%;"> <b>Finisher</b>  <input style="width: 100%; border: 1px solid #ccc; padding: 2px;" type="text"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 45%;"> <b>Coating Surface</b>  <input style="width: 100%; border: 1px solid #ccc; padding: 2px;" type="text" value="Front and Back Side"/> </div> <div style="width: 45%;"></div> </div>			
<input style="border: 1px solid #0070C0; border-radius: 5px; padding: 2px 10px; background-color: #0070C0; color: white; font-weight: bold; margin-right: 10px;" type="button" value="OK"/> <input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="Cancel"/>			

### [Binding]

You can type in or select the binding style from a list:

- **[No Binding]**
- **[Cut Only]**
- **[Cut/Fold]**
- **[Perfect Bind]**
- **[Case Bound]**
- **[Coil]**
- **[Spiral]**
- **[3 Hole Drill]**
- **[Saddle Stitch]**

### [Spine Size]

The specified value in inches or mm for the size of the spine. You can edit the value of the spine size.

**[Coating]**

You can type in or select [**Lamination**], [**UV**] (Ultra Violet), or [**No Coating**] from the menu. If [**No Coating**] is selected, the [**Coating Type**] and [**Coating Surface**] menus are disabled.

**[Coating Type]**

You can type in or select the coating type from the menu.

**[Coating Surface]**

You can type in or select the coating surface used for the job from the menu.

**[Perforation]**

If perforation is required, select [**Perforation**], otherwise select [**No Perforation**].

**[Drill]**

If drill is required, select [**Drill**], otherwise select [**No Drill**].

**[Collation]**

If collation is required, select [**Collate**], otherwise select [**Do Not Collate**].

**[Finisher]**

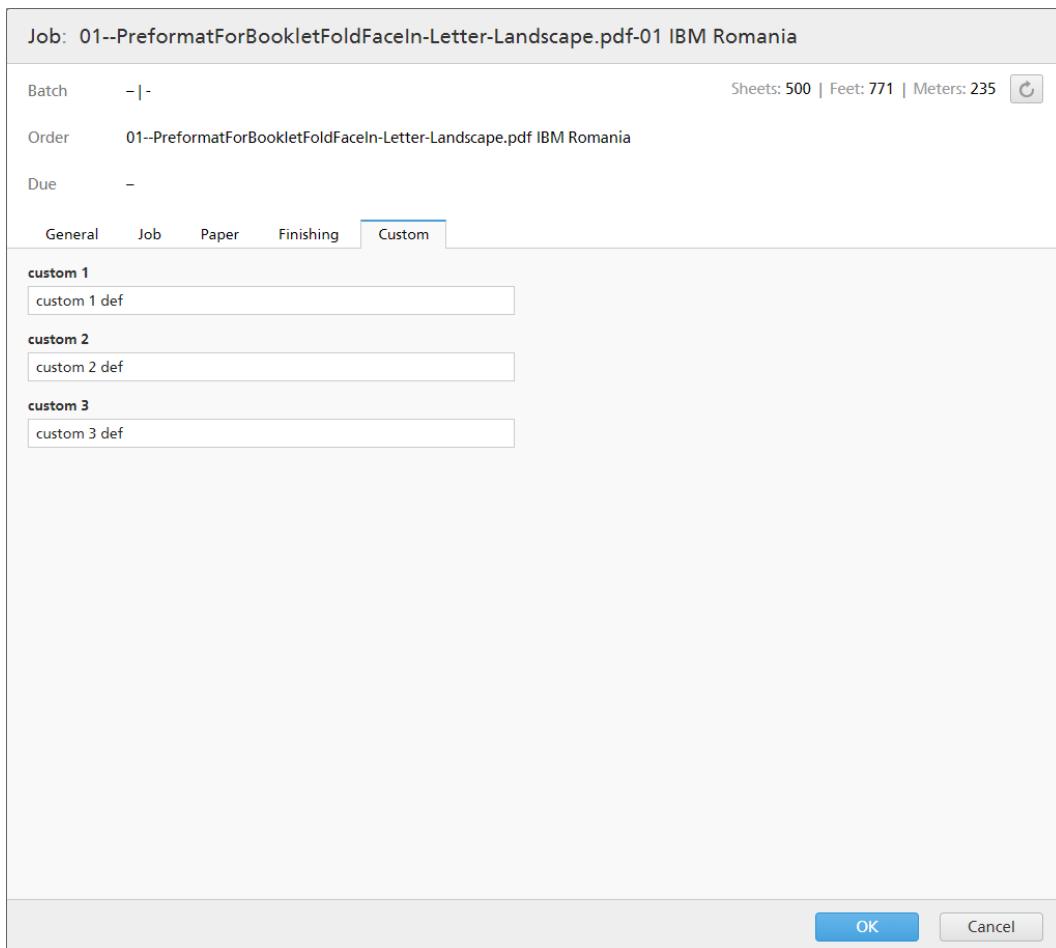
The finisher name for the job.

---

**[Custom] tab**

---

The system displays a list of all the custom attributes.



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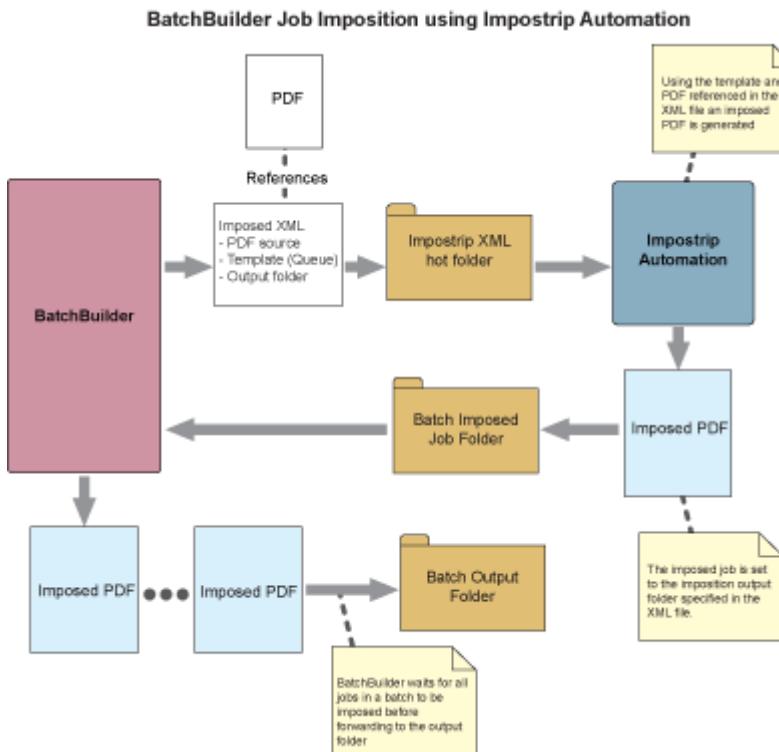
## Imposing a job using Ultimate Impostrip®

In TotalFlow Optimizer you can apply imposition on one or more jobs using Ultimate Impostrip®. Imposing a job allows you to specify the page arrangement on the printer's sheet.

Examples of imposition values:

- 1-Up
- 2-Up
- 3-Up
- 4 pager
- 8 pager
- 6pg Z-Fold

To use Ultimate Impostrip® on TotalFlow Optimizer jobs, you must have Impostrip® installed either on the same machine as your TotalFlow Optimizer system or on a remote server.



If imposition is enabled in TotalFlow Optimizer, you can specify which jobs you want to impose. You can also apply imposition to all jobs from a specific batch. When you want to send a batch for processing and imposition is enabled, TotalFlow Optimizer sends the jobs to an Impostrip XML hot folder to apply the set imposition. The Ultimate Impostrip Application returns the imposed jobs to a TotalFlow Optimizer hot folder.

**Important**

Only the Administrator user can enable or disable job imposition in TotalFlow Optimizer.

To use job imposition:

1. Go to **Admin** → **Features** → **Imposition**.
2. If **[Ultimate Impostrip®]** is disabled, click the **[Enable]** button.
3. Select the Ultimate Impostrip® version that you prefer to use:
  - 2019 1.0 or newer (New Generation)
  - 10 or older (Legacy Version)
4.
  1. If you selected 2019 1.0 or newer (New Generation), under **[Server Address]** and **[Port]** enter the host name or IP address of the server where Ultimate Impostrip® is installed and the port of the Ultimate Impostrip® server.
  2. If you selected 10 or older (Legacy Version), set the **[Ultimate Impostrip® Folder]**.

 **Note**

- If the **Co-location** checkbox is enabled, TotalFlow Optimizer and Ultimate Impostrip® share the same file location.
- If **Co-location** is not enabled, you must configure the mappings between Ultimate Impostrip® and TotalFlow Optimizer.

5. Specify the imposition timer. In the **[Timer]** tab, you can set a timer for batches sent into imposition by specifying the number of hours and minutes. If the timer expires before the imposition is complete, the batch is set to an **[Imposition Error]** state. The imposition process continues.

TotalFlow Optimizer allows you to specify the folder name where the jobs are sent for imposition. You can select the location from an existing list of hot folders for each individual job or for all the jobs in a filter, a batch, or an order.

 **Note**

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- If a job is sent for imposition, the job state and the batch state are changed to **[Imposing]**. When job imposition has successfully finished, the job's state is set to **[Imposed]**.
- If a batch is sent for printing and contains jobs that require imposition, the batch is not processed until all those jobs are successfully imposed.

If an error occurred during job imposition, or if the specified imposition timer expires, or the imposition XML file was not sent to the Ultimate Impostrip® hot folder, the job and batch states are changed to **[Imposition Error]**.

If one or more of the jobs are in the **[Imposition Error]** state, then the batch is not sent. Jobs are held until all the jobs that require imposition have been successfully imposed.

 **Important**

- Even if Ultimate Impostrip® is configured to split imposed job files into multiple parts, TotalFlow Optimizer merges back the split parts into a single imposed job file, because TotalFlow Optimizer supports only one job file for a single job.
- If a job is in **[Imposed]** or **[Imposition Error]** state, TotalFlow Optimizer allows you to resubmit the job for imposition. Select one or more jobs from a list of jobs, right-click, and select **Imposition → Reimpose Jobs**.
- If a batch is in **[Imposing]**, **[Imposition Error]**, **[Sending]**, or **[Output Queue]** state, you can stop the batch from being sent. Select a batch in one of the specified states, right-click, and select **[Cancel Send]**.

## Manual Job Imposition

You can manually apply imposition on one or more jobs. Imposing a job allows you to specify the page arrangement on the printer sheet.

### Running Manual Job Imposition from Job Details

To trigger manual imposition from any of the job views, right-click the job from the job list. If there is no imposition running, select **Imposition → Impose** or **Imposition → Reimpose**. When the imposition is complete, the job returns from the imposing state to its original state.

**Note**

If an error occurs, the job enters the **[Imposition Error]** state. In case the job is in a batch, the error of the job propagates to the batch. All orders receive the error from the job.

## Running Manual Job Imposition from Batches

When batches are in the **[Awaiting Approval]** state, right-click the batch to reimpose all jobs. You can open batch details, select one or more jobs, and right-click **Imposition** → **Reimpose**. When jobs or batches reimpose, they have the same state transitions as the first time they impose: **Imposing** → **Imposed** → **Awaiting Approval**.

**Note**

When you right-click a job or a batch to impose or reimpose, a dialogue opens that allows you to change the imposition hot folder. If there are no changes in the selection or the text field, the existing imposition hot folder is held for each job. After being reimposed, the batch returns into the **[Imposing]** state. After all jobs have finished imposing, the batch returns into the **[Awaiting Approval]** state.

4

## Imposing Jobs

During imposition all jobs have the following requirements:

1. Job attributes and the job file cannot be modified.
2. Jobs are removed from the filter when imposing, similar to when jobs are being preflighted.
3. Jobs cannot be batched if they are not already batched.
4. Imposition can be canceled and the job reverts to its initial state.
5. If a user manually imposes a job in a batch, all jobs in that batch must be imposed before the batch is sent.

## Imposing

The **[Impose]** right-click option and the modal title **[Impose]** are available in the following cases:

1. No imposition is currently available for a single job.
2. No imposition is currently available for the selected group of jobs.
3. Jobs in a group having or not having imposition available.
4. When imposing an entire batch that has not been sent through imposition yet.

## Reimposing

The **[Reimpose]** right-click option and the modal title **[Reimpose]** are available in the following cases:

1. Imposition is currently available for a single job.
2. One or more impositions are currently available for a selected group of jobs.
3. When imposing a whole batch that has gone through imposition already.

## Add a Job to an Order

1. From the **Menu Bar**, click the **[Orders]** section.

2. Double-click an order to open the **[Order Details]** dialog and then click **[Add a Job to This Order]** to add a new job to the selected order.

You can also select a job from the list, right-click and select **[Add a Job]**. The system opens the **[Add a Job to This Order]** dialog.

3. In the **[Add a Job to This Order]** dialog:

#### **[Job File]**

Click **[Browse...]** and select a file to upload from your system directory.

#### **[Name]**

Specify the name of the job.

#### **[Part Number]**

Specify a unique part number for the job.

Specify the required and optional job properties in the **[General]** tab, **[Job]** tab, **[Paper]** tab, **[Finishing]** tab, and **[Custom]** tab. For more information about job properties, see [View and edit job details, p. 224](#).

4. To save the specified information, click **[OK]**. If you want to close the **[Add a Job to This Order]** dialog and discard the information, click **[Cancel]**.

A confirmation message is displayed and the system adds the job to the selected order.

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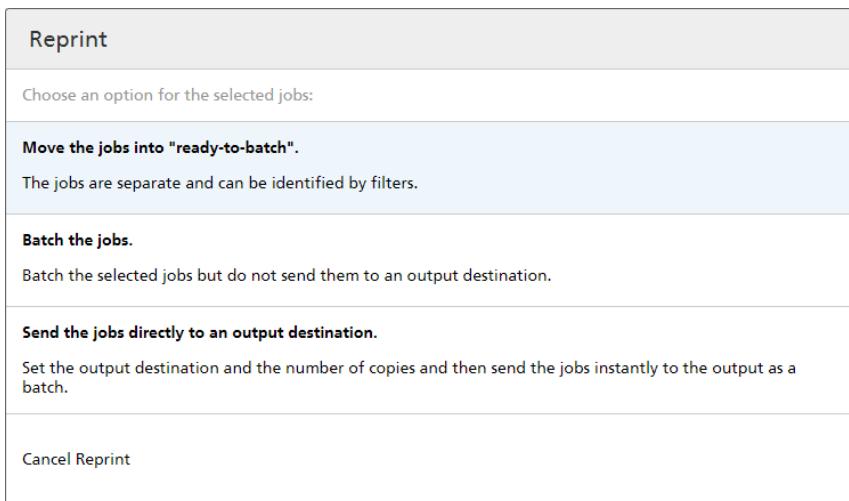
## **Reprinting one or more retained jobs**

If different errors occur and not all the copies of a job are printed, you can use the **[Reprint...]** action to reprint the retained job.

You can only reprint jobs that are in the **[Sent]**, **[Processing on Printer]**, **[Held on Printer]**, **[Suspended on Printer]**, **[Canceled on Printer]**, **[Printing]**, **[Printed]**, or **[Custom]** states.

To reprint one or more jobs:

1. Open one of these dialogs to view a list of available jobs:
  - In the **[Jobs]** section, open the **[Filters]** panel and click the **[Jobs]** tab to view all the jobs in the system.
  - In the **[Jobs]** section, open the **[Batches]** panel. Double-click the batch you want to edit or right-click the batch and select **[Properties]**. Click the **[Jobs]** tab to view a list of all the jobs from the batch.
  - In the **[Orders]** section, right-click an order row and select **[Properties]** from the menu. In the order detail dialog, click the **[Jobs]** tab to view a list of all the jobs in the order.
  - In the **[Batches]** section, right-click a batch row and select **[Properties]** from the menu. In the batch detail dialog, click the **[Jobs]** tab to view a list of all the jobs in the batch.
2. From the list of jobs, select the jobs you want to reprint.
3. Right-click the jobs and select **[Reprint...]**. The **[Reprint]** dialog is displayed.



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4. In the **[Reprint]** dialog, choose one of the available actions:

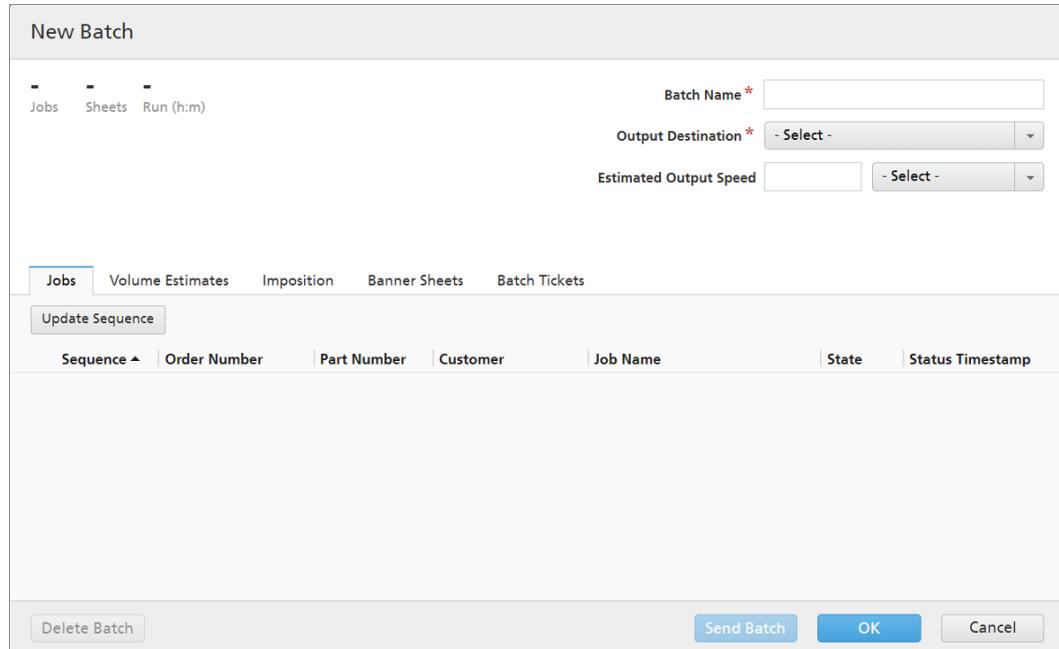
**[Move the jobs into "ready-to-batch".]**

The state of each job is changed from **[Sent]**, **[Processing on Printer]**, **[Held on Printer]**, **[Suspended on Printer]**, **[Canceled on Printer]**, **[Printing]**, **[Printed]**, or custom states to **[Unbatched]** and the jobs can be picked up by filters.

**[Batch the jobs.]**

Batch the selected jobs but do not send them to an output destination.

The **[New Batch]** panel appears:



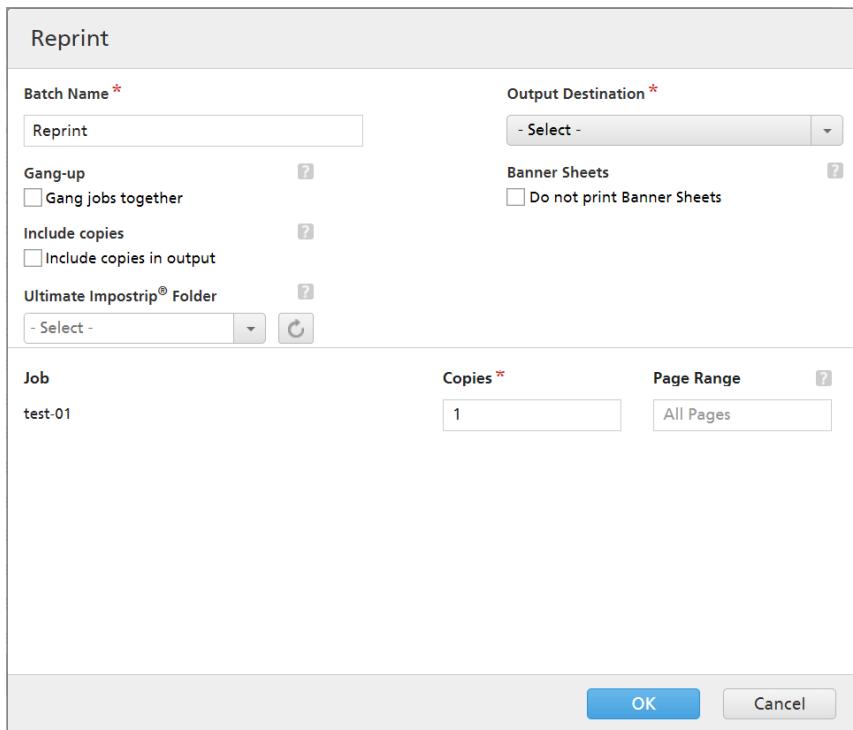
You can modify the **[Batch Name]** and select the **[Output Destination]** from the menu.

Click **[OK]** to create the new batch.

**[Send the jobs directly to an output destination.]**

Set the output destination, enter the number of copies, and then send the jobs directly to the output as a batch.

The **[Reprint]** panel appears:



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Enter the **[Batch Name]**, select the **[Output Destination]** from the menu, and then enter the number of copies for each job.

**↓ Note**

When jobs are sent for printing on an InfoPrint 5000 printer model, the maximum number of copies printed is limited to 32767.

**[Gang-up]**

To send all the jobs together to be imposed, click **[Gang jobs together]**. When you enable this option, the **[Include copies]** option is automatically enabled. As a result, one imposition file is created for the entire batch. The imposition file contains the specified number of copies of each job and it is sent to the output with the **Copies** attribute value **1**.

**[Include copies]**

To apply imposition on all the copies, select **[Include copies in output]**.

When this option is enabled, the imposed file created for each job contains the specified number of job copies and is sent to the output with the **Copies** attribute value **1**.

When the **[Include copies in output]** option is disabled, the imposed file contains one copy for each job and the actual value of the **Copies** attribute is sent to the output.

**↓ Note**

When you enable the **[Include copies in output]** option, also make sure that the **[Consider Repetitions]** option under **[Output Settings]** is turned on for the hot folder in Ultimate Impostrip®.

**[Ultimate Impostrip® Folder]**

From the **[Ultimate Impostrip® Folder]** menu, specify the folder name where TotalFlow Optimizer sends the jobs to be imposed. The imposition is applied only to the jobs that you want to reprint and any predefined imposition for an individual job is overwritten.

If you do not want to select a hot folder from the **[Ultimate Impostrip® Folder]** list, the existing imposition settings for each job are applied.

The list of hot folders can only be edited from the Ultimate Impostrip® application. You can add or remove hot folders using Ultimate Impostrip®.

Click , the **[Refresh]** button to refresh the list of hot folders.

 **Note**

The **[Gang-up]**, **[Include copies]**, and **[Ultimate Impostrip® Folder]** options are available only when the **[Ultimate Impostrip®]** option is turned on under **Admin → Features → Imposition**.

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Under **[Banner Sheets]**, click the **[Do not print Banner Sheets]** checkbox if you do not want to print banner sheets for the jobs in this batch. This overrides the Banner Sheets Enabled setting from the selected Output Destination. This option disables the printing of banner sheets for all the jobs in this batch.

Under **[Aggregate]**, click the checkbox if you want to enable the job aggregation for this batch. You can enable or disable job aggregation from **Admin → Production Settings → Aggregate**.

Insert the number of **[Copies]** after the **[Job]** name. You can insert the **[Page Range]** for each job.

 **Note**

If you insert a page range value for **[PDF/Postscript]** output, the system extracts the specified pages or range and merges them into a new PDF job.

Click **[OK]**.

The system displays a confirmation message.

## Unbatching an Active Job

You can remove one or more jobs from a batch using the **[Unbatch]** action. This allows the jobs to be displayed in a matching filter list or to be manually moved to another batch.

The **[Unbatch]** action can be performed only on jobs that are in a **[Batched]** state and only when the batch is in the **[Batching]** state. If the batch state is changed when an **[Unbatch]** action is performed, the system displays an error.

To unbatch one or more jobs:

1. Open one of these dialogs to view a list of available jobs:
  - In the **[Jobs]** section, open the **[Filters]** panel and click the **[Jobs]** tab to view all the jobs in the system.
  - In the **[Jobs]** section, open the **[Batches]** panel. Double-click the batch you want to edit or right-click the batch and select **[Properties]**. Click the **[Jobs]** tab to view a list of all the jobs from the batch.

- In the **[Orders]** section, right-click an order row and select **[Properties]** from the menu to open the **[Order Details]** dialog. In the **[Order Details]** dialog, click the **[Jobs]** tab to view a list of all the jobs in the order.

2. From the list of jobs, select the jobs you want to unbatch.
3. Right-click the jobs and select **[Unbatch]**.

The system displays a confirmation message.

## Upload a job file

This section describes how to upload a job file.

You can upload a job file only when the job is in **[Waiting for File]**, **[Held]**, **[Unbatched]**, **[Imposition Error]**, **[Proof Rejected]**, **[Preflight Error]** or **[Waiting for Related Jobs]**

To upload a job file:

1. In the **[Jobs]** section, select a job from the list of available jobs and double-click to open the **[Job]** window.  
You can also right-click the job and select **[Properties]**.
2. In the **[Job]** window, on the **[General]** tab, go to the **[Job File]** field and click **[Browse...]**.
3. Select a file to upload from your system directory.
4. When the upload is completed, click **[OK]** to save the changes or **[Cancel]** to ignore the changes.

The file associated with the job is updated.

### Note

- If the job file was replaced successfully, the job returns to its previous state.
- When a new PDF or PostScript file has been uploaded to an existing job and document width, document height, and page count do not match original values, you can select whether you want to use the existing values or the new values.

## Search for a job

This topic describes how to search for a specific job in the system.

To search for a job:

1. In the menu bar, click in the “Find a job” text field.
2. Enter a value in the text field.

The system displays a list of jobs with attributes matching the specified value. The job attributes used in the job search are **Job**, **State**, **SKU**, and **ISBN**. These attributes, together with the **Due Date**, are displayed as the columns in the search results list.

The screenshot shows the RICOH TotalFlow Optimizer software interface. The main window displays a list of jobs in a table format. The columns are: Job, State, SKU, ISBN, and Due Date. The table contains 18 rows of data, with the last row being a summary. The summary row shows 1 job, 1 sheet, 0 feet, and 1 impression. The status bar at the bottom shows a total of 18 jobs, 0 due today, 1 due tomorrow, and 1 overdue. A preview window is open on the right side, showing a list of 10 documents with their respective details. The preview window also shows a status bar with 1 sheet, 0 feet, and 1 impression.

Job	State	SKU	ISBN	Due Date
testdoc.pdf-1	Unbatched			-
testdoc10.pdf-1	Unbatched			-
testdoc11.pdf-1	Unbatched			-
testdoc2.pdf-1	Unbatched			-
testdoc3.pdf-1	Unbatched			-
testdoc4.pdf-1	Unbatched			-
testdoc5.pdf-01	Unbatched			-
testdoc6.pdf-1	Unbatched			-
testdoc7.pdf-1	Unbatched			-
testdoc8.pdf-1	Unbatched			-
testdoc9.pdf-1	Unbatched			-
Printed	0			
testdoc11.pdf	01	testdoc11.pdf	Unbatched	-
testdoc2.pdf	01	testdoc2.pdf	Unbatched	-
testdoc3.pdf	01	testdoc3.pdf	Unbatched	-
testdoc4.pdf	01	testdoc4.pdf	Unbatched	-
testdoc5.pdf	01	testdoc5.pdf	Unbatched	-
testdoc6.pdf	01	testdoc6.pdf	Unbatched	-
testdoc7.pdf	01	testdoc7.pdf	Unbatched	-
testdoc8.pdf	01	testdoc8.pdf	Unbatched	-
testdoc9.pdf	01	testdoc9.pdf	Unbatched	-

1 Sheets: 1 | Feet: - | Impressions: 1

Job Preview

Jobs Total 18 Due Today 0 Due Tomorrow 1 Overdue 1

**Note**

From the list of search results, you can right-click a job and select an option from the menu. Depending on the state of the selected job, you can:

- [View File...]
- [View Imposed File...]
- [Properties]
- [Open Order]
- [Batch]
- [New Batch]
- [Unbatch]
- [Quick Print]
- [Reprint]
- [Proof]
- [Print Proof...]
- [Approve Proof]
- [Approve Proof and Send...]
- [Reject Proof]
- [Imposition]
- [Approve Imposition]
- [Reject Imposition]
- [Ignore Imposition Error]
- [Hold Job]
- [Set State]
- [Set Location]
- [Delete Job...]

3. Click the job you want to view.

The **[Job]** window appears. You can view or edit the job properties.

## Deleting a job

You can remove a job from the system using the **[Delete Job...]** action.

A job in **[Sending]** state cannot be deleted. The system displays a warning that the job is being sent to an output device and cannot be deleted.

To delete a job:

1. Open one of these dialogs to view a list of available jobs:
  - In the **[Jobs]** section, open the **[Filters]** panel and click the **[Jobs]** tab to view all the jobs in the system.

- In the **[Jobs]** section, open the **[Batches]** panel. Double-click the batch you want to edit or right-click the batch and select **[Properties]**. Click the **[Jobs]** tab to view a list of all the jobs from the batch.
- In the **[Orders]** section, right-click an order row and select **[Properties]** from the menu to open the **[Order Details]** dialog. In the **[Order Details]** dialog, click the **[Jobs]** tab to view a list of all the jobs in the order.

2. From the list of jobs, select the job you want to delete.
3. Right-click the job and select **[Delete Job...]**.  
A confirmation window is displayed.
4. Click **[Yes]** to delete the job or **[No]** to cancel the action.

The job is deleted from the system and any references from the containing batches and orders are removed.

## 4

### Note

If all the jobs that are in **[Waiting for Files]** state are deleted from an order, the order state is changed from **[Waiting for Files]** to **[Batching]**.

## Manage job columns

This topic describes how to select which job columns to display and in what sequence.

To manage the job list columns:

1. Click , the user drop-down menu button.
2. Select **[Manage Job Columns...]** from the menu.  
The **[Job List Columns]** window appears.

**Job List Columns**

Choose columns to display left to right on Job lists.

**Move to First/Last**  **Show/Hide Columns**

1			<input checked="" type="checkbox"/> Imposition Approval
2			<input checked="" type="checkbox"/> Order Number
3			<input checked="" type="checkbox"/> Part Number
4			<input checked="" type="checkbox"/> Customer
5			<input checked="" type="checkbox"/> Sheets
6			<input checked="" type="checkbox"/> Job Name
7			<input checked="" type="checkbox"/> State
8			<input checked="" type="checkbox"/> Status Timestamp
9			<input checked="" type="checkbox"/> Batch Number
10			<input checked="" type="checkbox"/> Job File
11			<input checked="" type="checkbox"/> File Size
12			<input checked="" type="checkbox"/> Due Date
13			<input checked="" type="checkbox"/> Description
14			<input checked="" type="checkbox"/> Pages
15			<input checked="" type="checkbox"/> Pages per Side

**OK** **Cancel**

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3. In the **[Job List Columns]** window:

- You can change the order of the columns in a list of jobs by rearranging the column name sequence. Click , the **Move** button, and drag the selection to change the position of a row. The sequence number is updated when the rows are rearranged.
- Click , the “Move to first” button, to move the selected column name to the top of the list.
- Click , the “Move to last” button, to move the selected column name to the bottom of the list.
- Click the **[Show/Hide Columns]** checkbox to either display or hide all the columns. You can click the checkbox for each column name separately to show or hide the column.

4. Click **[OK]** to save the changes.

## Print batch ticket

This topic describes how to print the batch details.

To print a batch ticket:

1. In the **[Jobs]** section, open the **[Batches]** panel and select a batch from the list.
2. Right-click and select **[Print Batch Ticket...]**.  
Depending on the type of browser used, the batch ticket appears in a new print dialog.
3. Click the print button.

 **Important**

To set a preferred language for the system generated PDF batch ticket file, you must:

1. Go to the **Admin** → **Other** section.
2. In the **[File Naming]** window, under **[Language]**, select the language from the list.

The system uses the selected language to apply the localization and generate the PDF batch ticket file.

4

## Send the batch ticket with the print files

You can set an option in a batch or a filter to send the batch details with the print files.

- To set the **[Send batch ticket with print files]** option in a new batch or an existing batch:
  1. Open a **[New Batch]** dialog box or the batch details dialog box for an existing batch.
  2. Select the **[Send batch ticket with print files]** checkbox.

The system generates a batch ticket file containing the batch details. The batch ticket file is placed in the output folder together with the print files. The name of the batch ticket file contains the **[Batch]** and the sequence in batch, followed by the attributes set up in the **[Output File Naming]** section under the **[Admin]** panel. The batch ticket file is not displayed in the batch detail dialog and does not appear as a job in the user interface.

- To set the **[Send batch ticket with print files]** option in a new filter or an existing filter:
  1. Open a **[New Filter]** dialog box or the edit dialog box for an existing filter.
  2. Select the **[Send batch ticket with print files]** checkbox.

When a batch is created and sent to an output device, the system generates a batch ticket file containing the batch details. The batch ticket file is placed in the output folder together with the print files. The name of the batch ticket file contains the **[Batch]** and the sequence in batch, followed by the attributes set up in the **[Output File Naming]** section under the **[Admin]** panel. The batch ticket file is not displayed in the batch detail dialog and does not appear as a job in the user interface.

## Quick print one or more jobs

If one or more jobs need to be printed right away, you can use the **[Quick Print...]** action.

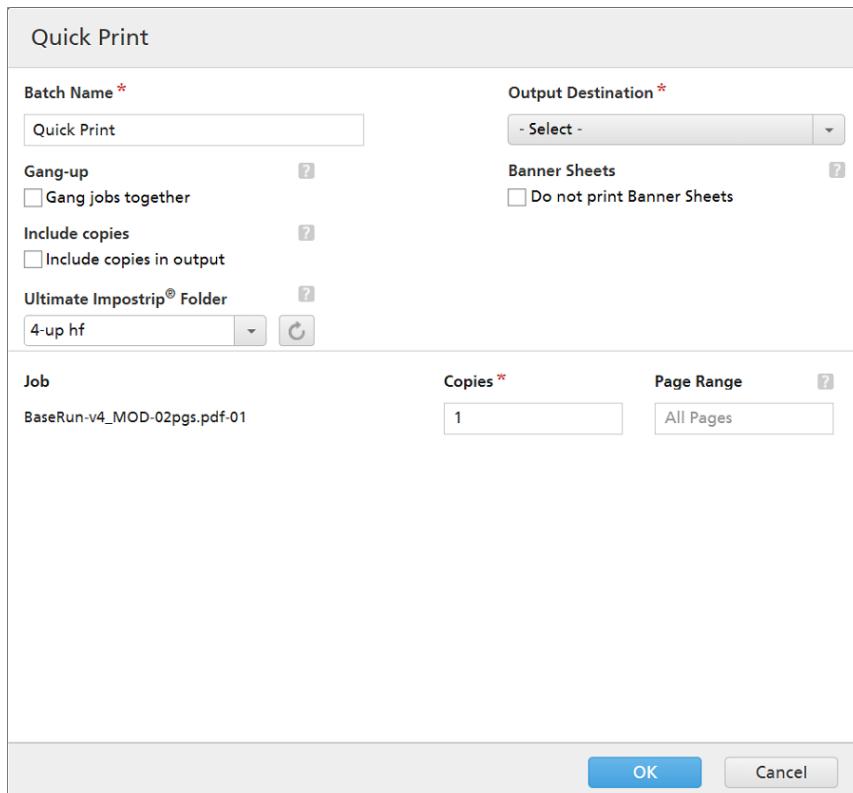
You can only use quick print for **[Unbatched]** jobs or **[Batched]** jobs from a batch in **[Batching]** state.

To quick print one or more jobs:

1. Open one of these dialogs to view a list of available jobs:
  - In the **[Jobs]** section, open the **[Filters]** panel and click the **[Jobs]** tab to view all the jobs in the system.
  - In the **[Jobs]** section, open the **[Batches]** panel. Double-click the batch you want to edit or right-click the batch and select **[Properties]**. Click the **[Jobs]** tab to view a list of all the jobs from the batch.
  - In the **[Orders]** section, right-click an order row and select **[Properties]** from the menu. In the order detail dialog, click the **[Jobs]** tab to view a list of all the jobs in the order.
  - In the **[Batches]** section, right-click a batch row and select **[Properties]** from the menu. In the batch detail dialog, click the **[Jobs]** tab to view a list of all the jobs in the batch.
2. From the list of jobs, select the jobs you want to quick print.
3. Right-click the jobs and select **[Quick Print...]**.

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The **[Quick Print]** panel appears:



4. Enter the **[Batch Name]**, select the **[Output Destination]** from the menu, and then enter the number of copies for each job.

 **Note**

When jobs are sent for printing on an InfoPrint 5000 printer model, the maximum number of copies printed is limited to 32767.

**[Gang-up]**

To send all the jobs together to be imposed, click **[Gang jobs together]**. When you enable this option, the **[Include copies]** option is automatically enabled. As a result, one imposition file is created for the entire batch. The imposition file contains the specified number of copies of each job and it is sent to the output with the **Copies** attribute value **1**.

### [Include copies]

To apply imposition on all the copies, select **[Include copies in output]**.

When this option is enabled, the imposed file created for each job contains the specified number of job copies and is sent to the output with the **Copies** attribute value **1**.

When the **[Include copies in output]** option is disabled, the imposed file contains one copy for each job and the actual value of the **Copies** attribute is sent to the output.

#### Note

4

When you enable the **[Include copies in output]** option, also make sure that the **[Consider Repetitions]** option under **[Output Settings]** is turned on for the hot folder in Ultimate Impostrip®.

### [Ultimate Impostrip® Folder]

From the **[Ultimate Impostrip® Folder]** menu, specify the folder name where TotalFlow Optimizer sends the jobs to be imposed. The imposition is applied only to the jobs that you want to quick print and any predefined imposition for an individual job is overwritten.

If you do not want to select a hot folder from the **[Ultimate Impostrip® Folder]** list, the existing imposition settings for each job are applied.

The list of hot folders can only be edited from the Ultimate Impostrip® application. You can add or remove hot folders using Ultimate Impostrip®.

 Click the **[Refresh]** button to refresh the list of hot folders.

#### Note

The **[Gang-up]**, **[Include copies]**, and **[Ultimate Impostrip® Folder]** options are available only when the **[Ultimate Impostrip®]** option is turned on under **Admin → Features → Imposition**.

Under **[Banner Sheets]**, click the **[Do not print Banner Sheets]** checkbox if you do not want to print banner sheets for the jobs in this batch. This overrides the Banner Sheets Enabled setting from the selected Output Destination. This option disables the printing of banner sheets for all the jobs in this batch.

Under **[Aggregate]**, click the checkbox if you want to enable the job aggregation for this batch. You can enable or disable job aggregation from **Admin → Production Settings → Aggregate**.

5. Insert the number of **[Copies]** after the **[Job]** name. You can insert the **[Page Range]** for each job.

#### Note

If you insert a page range value for **[PDF/PostScript]** output, the system extracts the specified pages or range and merges them into a new PDF job.

6. Click **[OK]**.

The system displays a confirmation message.

## Creating a print proof for one or more jobs

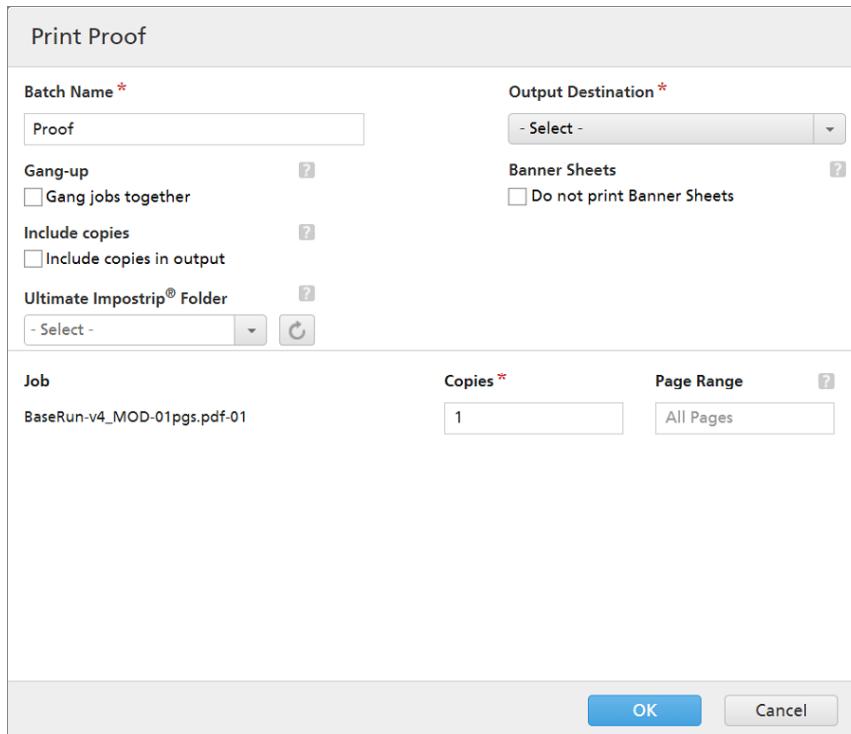
If you need to create a print proof for one or more jobs, you can use the **[Print Proof...]** action.

You can use print proof for any job, except the jobs in **[Held]**, or **[Waiting for File]**, **[Preflight Error]**, **[Sent]**, **[Processing on Printer]**, **[Held on Printer]**, **[Suspended on Printer]**, **[Canceled on Printer]**, **[Printing]**, **[Printed]**, or any of the custom states.

To create print proof for one or more jobs:

1. Open one of these dialogs to view a list of available jobs:
  - In the **[Jobs]** section, open the **[Filters]** panel and click the **[Jobs]** tab to view all the jobs in the system.
  - In the **[Jobs]** section, open the **[Batches]** panel. Double-click the batch you want to edit or right-click the batch and select **[Properties]**. Click the **[Jobs]** tab to view a list of all the jobs from the batch.
  - In the **[Orders]** section, right-click an order row and select **[Properties]** from the menu. In the order detail dialog, click the **[Jobs]** tab to view a list of all the jobs in the order.
  - In the **[Batches]** section, right-click a batch row and select **[Properties]** from the menu. In the batch detail dialog, click the **[Jobs]** tab to view a list of all the jobs in the batch.
2. From the list of jobs, select the jobs you want to print proof.
3. Right-click the jobs and select **[Print Proof...]**.

The **[Print Proof]** panel appears:



4. Enter the **[Batch Name]**, select the **[Output Destination]** from the menu, and then enter the number of copies for each job.

 **Note**

When jobs are sent for printing on an InfoPrint 5000 printer model, the maximum number of copies printed is limited to 32767.

**[Gang-up]**

To send all the jobs together to be imposed, click **[Gang jobs together]**. When you enable this option, the **[Include copies]** option is automatically enabled. As a result, one imposition file is created for the entire batch. The imposition file contains the specified number of copies of each job and it is sent to the output with the **Copies** attribute value **1**.

**[Include copies]**

To apply imposition on all the copies, select **[Include copies in output]**.

When this option is enabled, the imposed file created for each job contains the specified number of job copies and is sent to the output with the **Copies** attribute value **1**.

When the **[Include copies in output]** option is disabled, the imposed file contains one copy for each job and the actual value of the **Copies** attribute is sent to the output.

 **Note**

When you enable the **[Include copies in output]** option, also make sure that the **[Consider Repetitions]** option under **[Output Settings]** is turned on for the hot folder in Ultimate Impostrip®.

**[Ultimate Impostrip® Folder]**

From the **[Ultimate Impostrip® Folder]** menu, specify the folder name where TotalFlow Optimizer sends the jobs to be imposed. The imposition is applied only to the jobs that you want to print proof for and any predefined imposition for an individual job is overwritten.

If you do not want to select a hot folder from the **[Ultimate Impostrip® Folder]** list, the existing imposition settings for each job are applied.

The list of hot folders can only be edited from the Ultimate Impostrip® application. You can add or remove hot folders using Ultimate Impostrip®.

Click , the **[Refresh]** button, to refresh the list of hot folders.

 **Note**

The **[Gang-up]**, **[Include copies]**, and **[Ultimate Impostrip® Folder]** options are available only when the **[Ultimate Impostrip®]** option is turned on under **Admin → Features → Imposition**.

5. Insert the number of **[Copies]** after the **[Job]** name. You can insert the **[Page Range]** for each job.

 **Note**

If you insert a page range value for **[PDF/PostScript]** output, the system extracts the specified pages or range and merges them into a new PDF job.

6. Click **[OK]**.

The system displays a confirmation message.

## View Print File

You can view the file associated with a job using the **[View File...]** action.

To view a print file:

1. Open one of these dialogs to view a list of available jobs:

- In the **[Jobs]** section, open the **[Filters]** panel and click the **[Jobs]** tab to view all the jobs in the system.
- In the **[Jobs]** section, open the **[Batches]** panel. Double-click the batch you want to edit or right-click the batch and select **[Properties]**. Click the **[Jobs]** tab to view a list of all the jobs from the batch.
- In the **[Orders]** section, right-click an order row and select **[Properties]** from the menu to open the order detail dialog. In the order detail dialog, click the **[Jobs]** tab to view a list of all the jobs in the order.
- In the **[Batches]** section, right-click an order row and select **[Properties]** from the menu to open the batch detail dialog. In the batch detail dialog, click the **[Jobs]** tab to view a list of all the jobs in the batch.

2. From the list of jobs, select a job to view the associated file.

3. Right-click the job and select **[View File...]**. The File Viewer opens in a new tab.

 **Important**

If the file is not a valid PDF file, an error message is displayed.

## View Imposed File

You can view the imposition file associated with a job using the **[Imposition]** action.

To view an imposed file:

1. Open one of these dialogs to view a list of available jobs:

- In the **[Jobs]** section, open the **[Filters]** panel and click the **[Jobs]** tab to view all the jobs in the system.
- In the **[Jobs]** section, open the **[Batches]** panel. Double-click the batch you want to edit or right-click the batch and select **[Properties]**. To view a list of all the jobs from the batch, click the **[Jobs]** tab.
- In the **[Orders]** section, right-click an order row and select **[Properties]** from the menu to open the order detail dialog. In the order detail dialog, click the **[Jobs]** tab to view a list of all the jobs in the order.
- In the **[Batches]** section, right-click an order row and select **[Properties]** from the menu to open the batch detail dialog. In the batch detail dialog, click the **[Jobs]** tab to view a list of all the jobs in the batch.

2. From the list of jobs, select a job to view the associated file.

3. Right-click the job and select **[View Imposed File...]**.

The **[View Imposed File...]** option is available only if the imposition feature is turned on under **Admin → Features → Imposition** and the PDF file was imposed successfully.

The File Viewer opens in a new tab.

 **Important**

If the file is not a valid PDF file, an error message is displayed.

## Configuring the retention of imposed files

You can configure the retention of imposed files using the `discardImposedFile` parameter from the `conf.properties` file.

To configure the retention of imposed files:

1. Go to the TotalFlow Optimizer installation folder and edit the `conf.properties` file as an administrator.

The default installation folder is `C:\Program Files\RICOH\TotalFlow Optimizer`.

2. Set the value for the `discardImposedFile` parameter:
  - `false` - Turns on the feature. This is the default value.
  - `true` - Turns off the feature.

When the parameter is set to `true`, the application removes the imposed files after the batch is sent. If the parameter is missing completely from the `conf.properties` file or is set to `false`, the imposed files are kept until the job is deleted or reimposed.

When the retention of the imposed files is turned on, additional storage space might be required, depending on the number of jobs, job files, imposition frequency, imposition settings, and job retention period.

3. Restart the TotalFlow Optimizer service.

## Hold or release one or more jobs

You can hold one or more jobs if the jobs are not ready to be sent. If one or more jobs are held and they are ready to be sent, you can release the jobs.

You can only hold or release jobs that are in one of these states: **[Unbatched]**, **[Batched]**, **[Waiting for Related Jobs]**, **[Waiting for File]**, **[Missing Imposition]**, **[Preflighting]**, or **[Queued for Preflight]**.

 **Note**

When a job is in **[Held]** state, any job properties can be modified, including adding or changing a file.

To hold one or more jobs:

1. Open one of these dialogs to view a list of available jobs:
  - In the **[Jobs]** section, open the **[Filters]** panel and click the **[Jobs]** tab to view all the jobs in the system.
  - In the **[Jobs]** section, open the **[Batches]** panel. Double-click the batch you want to edit or right-click the batch and select **[Properties]**. Click the **[Jobs]** tab to view a list of all the jobs from the batch.

- In the **[Orders]** section, right-click an order row and select **[Properties]** from the menu to open the **[Order Details]** dialog. In the **[Order Details]** dialog, click the **[Jobs]** tab to view a list of all the jobs in the order.
- In the **[Batches]** section, right-click a batch row and select **[Properties]** from the menu to open the batch detail dialog. In the batch detail dialog, click the **[Jobs]** tab to view a list of all the jobs in the batch.

2. From the list of jobs, select one or more jobs you want to hold.
3. Right-click the job and select **[Hold Job]**.

The state of the selected jobs is changed to **[Held]** and the jobs cannot be sent.

## Release one or more jobs

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To release one or more jobs:

1. Open one of these dialogs to view a list of available jobs:
  - In the **[Jobs]** section, open the **[Filters]** panel and click the **[Jobs]** tab to view all the jobs in the system.
  - In the **[Jobs]** section, open the **[Batches]** panel. Double-click the batch you want to edit or right-click the batch and select **[Properties]**. Click the **[Jobs]** tab to view a list of all the jobs from the batch.
  - In the **[Orders]** section, right-click an order row and select **[Properties]** from the menu to open the **[Order Details]** dialog. In the **[Order Details]** dialog, click the **[Jobs]** tab to view a list of all the jobs in the order.
  - In the **[Batches]** section, right-click a batch row and select **[Properties]** from the menu to open the batch detail dialog. In the batch detail dialog, click the **[Jobs]** tab to view a list of all the jobs in the batch.
2. From the list of jobs, select one or more jobs in the **[Held]** state that you want to release.
3. Right-click the job or jobs and select **[Release Job]** or **[Release Jobs]**.

The state of the selected jobs is changed from **[Held]** to one of these states: **[Unbatched]**, **[Batched]**, **[Waiting for File]**, or **[Waiting for Related Jobs]**.



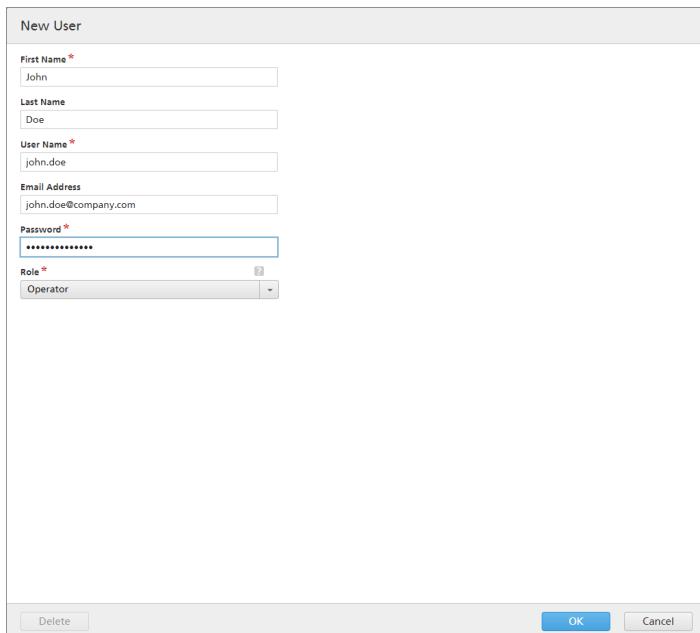
## 5. Security

- **Creating a new user**
- **Editing user properties**
- **Deleting one or more users**
- **User roles**
- **Changing user password**
- **Configuring TotalFlow Optimizer to use the HTTPS protocol**

Security of your TotalFlow Optimizer system includes determining who can access TotalFlow Optimizer and what functions they can do. You use TotalFlow Optimizer user names, groups, and access rights to control security.

### Creating a new user

To create a new user, click the **[New User]** button, in the **[Users]** window. The **[New User]** window dialog is displayed:



The screenshot shows the 'New User' dialog box. It contains the following fields:

- First Name: John
- Last Name: Doe
- User Name: john.doe
- Email Address: john.doe@company.com
- Password: \*\*\*\*\*
- Role: Operator

At the bottom of the dialog are three buttons: 'Delete', 'OK', and 'Cancel'.

Enter the required information:

#### [First Name]

The first name of the user.

#### [Last Name]

The last name of the user.

#### [User Name]

The **[User Name]** must be unique and it is used as a credential to log in to the application. If the **[User Name]** is already being used, an error message is displayed when you try to save the setting by clicking the **[OK]** button.

#### [Email Address]

You can specify an **[Email Address]**.

#### [Role]

Select a type of user from the list. There are three options available:

- **[Operator]**
- **[Viewer]**
- **[Administrator]**
- **[Custom]**

#### **[Password]**

The entered password is used as a credential to log in to the application.

To create the new user, click **[OK]**. If the provided information is not valid, error messages are displayed to the left of the highlighted fields.

To close the **[New User]** window dialog and discard the entered information, click **[Cancel]**.

## **Editing user properties**

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To edit user properties, you can either right-click a user row and select **[Properties]** or double-click the user row. The **[User:]** window dialog is displayed:

User: john.doe

First Name \*  
John

Last Name  
Doe

User Name \*  
john.doe

Email Address  
john.doe@company.com

Password \*

Role \*  
Operator

OK Cancel

You can change the following properties:

#### **[First Name]**

The first name of the user.

#### **[Last Name]**

The last name of the user.

#### **[Email Address]**

You can specify an **[Email Address]**.

#### **[Role]**

Select a type of user from the list. There are three options available:

- **[Operator]**
- **[Viewer]**
- **[Administrator]**
- **[Custom]**

#### **[Password]**

The entered password is used as a credential to log in to the application.

To save the changed properties, click **[OK]**. If you want to close the **[Users]** window dialog and discard the changes, click **[Cancel]**.

To delete the user, click **[Delete]**. For more information, see [Delete one or more users, p. 263](#).

## **Deleting one or more users**

As an administrator, you can delete one or more users from the system. From the **[Users]** list, choose the users you want to delete, then right-click and select **[Delete...]**. You can also delete a user from the **[Users]** window dialog by clicking **[Delete]**.

#### **Note**

1. You cannot delete your own account.
2. If the deleted user is already logged on, that user session is terminated.

## **User roles**

The TotalFlow Optimizer system provides user-controlled access. When a user account is defined or edited, you can specify a role for that user.

There are user types available:

#### **[Administrator]**

The administrator role has full access rights throughout the TotalFlow Optimizer system. The administrator can perform any action and can assign a role to another user.

#### **[Operator]**

The **[Operator]** can perform a set of allowed actions:

- Can view only the Inputs and the Outputs on the **[Admin]** tab, but cannot define or edit them. The **[Operator]** can also enable or disable the Inputs and Outputs from the **[Admin]** tab.
- Can view and dismiss existing alerts, but cannot define or edit alert triggers.
- Can create, define, or edit: orders, jobs, and batches.
- Can view filters.
- Can send batches for processing.

#### **[Viewer]**

The **[Viewer]** cannot edit any system object and has read-only access to the TotalFlow Optimizer system. The **[Viewer]** role permissions and restrictions:

- Can only view the **[Orders]**, **[Jobs]**, **[Filters]**, and **[Batches]** and cannot perform any other actions in these sections.
- Can open the job properties dialog. The **[Viewer]** user can right-click a job and select **[Properties]** to view the job properties but cannot edit them.
- Can open the order properties dialog. The **[Viewer]** user can right-click a job and select **[Properties]** to view the order properties but cannot edit them.
- Can view alerts but cannot dismiss them.
- Can set the state of a job to **[Printed]**.
- Cannot view or edit any sections from the **[Admin]** tab.
- Cannot view, define, or edit alert triggers.

## [Custom]

The **[Custom]** role permissions and restrictions:

- Can have access or no access to filters. When the **[Custom]** user has access to filters you can edit, delete, duplicate, and create a new filter. When the **[Custom]** user has no access to filters, you can double-click to open the filter properties to view them but you cannot edit the filter properties.
- Can have access or no access to alert triggers. When the **[Custom]** user has access to alert triggers, you can enable/disable, delete, and create new triggers. When the **[Custom]** user has no access to alert triggers, the alert triggers are not visible.
- If the **[Admin]** creates the **[Custom]** user, you can select any of the **[Admin]** sub tabs to allow access for the new user.
- When you select the **[Custom]** user, permissions start from administration level, all permissions are set to **[Edit]**.
- Each **[Custom]** account is unique regarding the settings and options to view sections of the application.

### Note

The existing permissions and restrictions for each user role cannot be edited and are predefined when TotalFlow Optimizer is installed.

## Changing user password

You can change your TotalFlow Optimizer user password.

To change your password:

1. Log in to TotalFlow Optimizer.
2. Click , the administrator menu button and select **[Change Password...]**. You see the **[Change Password]** dialog box.
3. In the **[Change Password]** dialog box:
  1. Enter your current password.
  2. Enter a new password.

The maximum allowed length of the password is 50 characters.

3. Re-enter the new password to confirm it.
4. Click **[OK]**.

## Configuring TotalFlow Optimizer to use the HTTPS protocol

TotalFlow Optimizer provides support for using the HTTPS security protocol. The HTTPS protocol facilitates secure network communication by establishing an encrypted link between the server and the web browser user interface and ensures the privacy and integrity of all transmitted data.

This is the procedure for enabling HTTPS on Windows 10. There might be minor differences in other versions of Windows.

To enable HTTPS, you need a digital certificate. You can use a certificate signed by a certificate authority (CA) or a self-signed certificate.

 **Important**

- This procedure uses the Java keytool command. For details about using keytool, see the Java documentation or the documentation provided by the certificate authority.
- If you changed the default installation path, make sure that you replace C:\Program Files\RICOH\TotalFlow Optimizer\ with the path where TotalFlow Optimizer is installed everywhere in the procedure.
- Save copies of these files in a safe location in case you need to restore them in the future:
  - C:\Program Files\RICOH\TotalFlow Optimizer\apache-tomcat\conf\server.xml
  - C:\Program Files\RICOH\TotalFlow Optimizer\apache-tomcat\conf\web.xml
  - C:\Program Files\RICOH\TotalFlow Optimizer\conf.properties

1. Obtain the digital certificate and store it on the computer where TotalFlow Optimizer is installed.
  - To use a certificate signed by a certificate authority, follow the instructions provided by the certificate authority for obtaining a signed certificate and importing it into a keystore file.
  - To create a self-signed certificate:
    1. On the computer where TotalFlow Optimizer is installed, open a Command Prompt window as an administrator.
    2. Generate a local keystore file and a self-signed certificate using this command:
      - "C:\Program Files\RICOH\TotalFlow Optimizer\jre\bin\keytool" -genkey -keyalg RSA -alias selfsigned -keystore "C:\Program Files\RICOH\TotalFlow Optimizer\keystore.jks" -storepass *password* -validity *certificate\_validity* -keysize 2048 -ext san=dns:localhost

Replace *password* with the password that you want to set for the keystore file.

Replace *certificate\_validity* with the number of valid days for the certificate. For example, enter 90 for 90 days.

For the Java certificate to acknowledge non-HTTPS components, add the necessary information to the "-ext san: ..." parameter. For example:

    - Variants for localhost covering home address for IPv4 and IPv6: ip:127.0.0.1, ip:::1
    - Variants for host name: dns:USER

- IPv4 and/or IPv6 addresses of the computer using the IP format: ip:*User\_IPv4*,*User\_IPv6*

3. Export and import the generated keystore file into the Java security certificate by running these two commands:
  - "C:\Program Files\RICOH\TotalFlow Optimizer\jre\bin\keytool" -export -alias selfsigned -keystore "C:\Program Files\RICOH\TotalFlow Optimizer\keystore.jks" -storepass *password* -file "C:\Program Files\RICOH\TotalFlow Optimizer\selfsigned.crt"

Replace *password* with the password that you set for the keystore file.

  - "C:\Program Files\RICOH\TotalFlow Optimizer\jre\bin\keytool" -import -alias selfsigned -keystore "C:\Program Files\RICOH\TotalFlow Optimizer\jre\lib\security\cacerts" -storepass "changeit" -file "C:\Program Files\RICOH\TotalFlow Optimizer\selfsigned.crt"

## 2. Configure the XML and .properties files.

1. Modify the C:\Program Files\RICOH\TotalFlow Optimizer\apache-tomcat\conf\server.xml file as follows:

### 1) Change the lines

```
<Connector port="19080"
URIEncoding="UTF-8"
protocol="HTTP/1.1"
connectionTimeout="20000"
redirectPort="8443"
maxParameterCount="1000"/>
```

into

```
<Connector port="19080"
URIEncoding="UTF-8"
protocol="HTTP/1.1"
connectionTimeout="20000"
redirectPort="19443"/>
```

### 2) Add the following section after the paragraph modified in the previous step:

```
<Connector port="19443"
protocol="HTTP/1.1"
SSLEnabled="true"
enableLookups="true"
maxThreads="150"
scheme="https"
secure="true"
keystoreFile="LOCATION_OF_KEYSTORE_FILE"
keystorePass="KEYSTORE_PASSWORD"
clientAuth="false"
sslProtocol="TLS"
sslEnabledProtocols="TLSv1.2"/>
```

Replace LOCATION\_OF\_KEYSTORE\_FILE with the path for the keystore file and KEYSTORE\_PASSWORD with the password that you set for the keystore file.

2. Modify the C:\Program Files\RICOH\TotalFlow Optimizer\apache-tomcat\conf\web.xml file as follows:

Add the following section before </web-app> (which is at the end of the file):

```
<security-constraint>
<web-resource-collection>
```

```

<web-resource-name>Secured</web-resource-name>
<url-pattern>/*</url-pattern>
</web-resource-collection>

<user-data-constraint>
<transport-guarantee>CONFIDENTIAL</transport-guarantee>
</user-data-constraint>
</security-constraint>

```

3. Modify the C:\Program Files\RICOH\TotalFlow Optimizer\conf.properties file as follows:
  - 1) replace http with https
  - 2) replace 19080 with 19443
3. Restart the TotalFlow Optimizer service.
4. Verify that requests are forwarded to the secure connection:
  1. Open a supported web browser window.
  2. Clear the web browser cache.
  3. Enter this URL in the address bar:  
 http://server\_address:port\_number/Optimizer  
 where *server\_address* is the host name or the IP address of the computer where TotalFlow Optimizer is installed and *port\_number* is the web service port.  
 When the page loads, the address should change to https://server\_address:19443/Optimizer.

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When users access the system, they are redirected to the secure protocol without having to take any action themselves.

However, if you use a self-signed certificate or if the certificate is not specifically tied to the server, the web browser displays a warning that the certificate is not trusted. To solve the issue, you can import the certificate to the trusted certificate storage of Windows:

1. Go to the TotalFlow Optimizer installation folder.
2. Right-click the certificate and select **[Install Certificate]**.  
 The Certificate Import Wizard starts.
3. On the **[Welcome to the Certificate Import Wizard]** screen, click **[Next]**.
4. On the **[Certificate Store]** screen, select the **[Place all certificates in the following store]** option and click **[Browse]**.
5. In the **[Select Certificate Store]** dialog, select the **[Trusted Root Certification Authorities]** store and click **[OK]**.
6. Click **[Next]**.
7. On the **[Completing the Certificate Import Wizard]** screen, click **[Finish]**.

Make sure that you repeat the procedure for enabling HTTPS whenever the certificate is about to expire.

After you repair TotalFlow Optimizer, if you no longer want to enable HTTPS, you must change the internal server address back to HTTP:

1. Go to C:\Program Files\RICOH\TotalFlow Optimizer and edit the conf.properties file as an administrator.
2. Replace the line "web.address": "https://server\_address:19443/Optimizer" with "webAddress": "http://server\_address:19080/Optimizer".
3. Save and close the file.
4. Restart the TotalFlow Optimizer service.
5. Clear the web browser cache.

 **Note**

When TotalFlow Optimizer is used together with another product, some functions, such as status tracking, might not work and would require to either have a valid CA approved certificate for both products or to import the certificate files of the products inside their respective "cacerts" files if they both use HTTPS.

## 6. Backing up and Restoring Data

- **Backing up Data**
- **Restoring Data**

To prevent loss of data from a system failure or to recover data, you can backup and restore all your TotalFlow Optimizer objects and system settings.

You can backup and restore:

- Inputs
- Outputs
- Filters
- Users
- Groups
- System settings
  - %APP\_HOME%\dbengine\storage.properties
  - %APP\_HOME%\apache-tomcat\conf\\*.\*
  - %APP\_HOME%\fop\fop\_cfg.xml
  - %APP\_HOME%\conf.properties
  - %APP\_HOME%\default\_hot\_folder.properties
  - %APP\_HOME%\ski.properties
- Notification triggers
- Mounted Drives
- Orders
- Batches
- Jobs, including print files
- Referenced XSLT files
- User Preferences

For more information on backing up and restoring data, see [\[Backup/Restore\] window, p. 66](#).

### Backing up Data

You can back up all current TotalFlow Optimizer objects and system settings.

To back up TotalFlow Optimizer data:

1. Click the **[Backup TotalFlow Optimizer]** shortcut on the desktop.
2. When prompted, enter Y in the command-line interface to continue with the back-up process.

The command syntax is:

`backup [-Y] [-?] [directory]`

**Y**

Specifies that the default answer for all the future prompts is **Yes**. There is no further action required from you. This argument is optional.

**Note**

If you do not specify **-Y**, you are notified that the TotalFlow Optimizer server is shutting down and the users will be logged off. Enter **Y** to continue the backup program.

**?**

Specifies that the help text should be displayed and the program exits. This argument is optional.

*directory*

Specifies the directory where the backup data directory is created. This directory must initially exist on the specified drive. The default path is `<install_path>\Backup directory`. This argument is optional.

**Note**

If you specify the directory name but the specified directory does not exist, you are notified that the specified directory does not exist and the program exits.

**Note**

During either back up or restore, you are logged out of the system and cannot log in until the process ends. The system shows the progress status and displays a notification message when the back-up or restore process is finished.

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3. You can also perform a back-up of all your TotalFlow Optimizer objects, job files, and system settings using the **[Backup/Restore]** window. For more information, see **[Backup/Restore]** window, **[Backup/Restore]** window, p. 66.

## Restoring Data

You can restore the system to a previous state that you saved as a backup. All the saved system settings can be restored, including jobs.

To restore TotalFlow Optimizer data:

1. Open a command-line interface and enter the command to switch to the folder where the restore utility is located.  
`cd <install_path>\bin`  
 where `<install_path>` is the installation directory of TotalFlow Optimizer.
2. You can also perform a back-up of all your TotalFlow Optimizer objects, job files, and system settings using the **[Backup/Restore]** window. For more information, see **[Backup/Restore]** window, **[Backup/Restore]** window, p. 66.
3. Enter the restore command followed by the arguments you need to use. The command syntax is:  
`restore [-Y] [-?] backup_directory`

**Y**

Specifies that the default answer for all the future prompts is **Yes**. There is no further action required from you. This argument is optional.

**Note**

If you do not specify **-Y**, you are notified that the application data from the TotalFlow Optimizer system is permanently removed and the server is shutting down. During the restore process, all users are logged off. Enter **Y** to continue restoring.

**?**

Specifies that the help text should be displayed and the program exits. This argument is optional.

*backup\_directory*

Specifies the existing backup directory created during the backup process. This argument is required.

**Note**

1. If you select back up or restore for **[All - Job Data and Metadata]**, you are logged out of the system and cannot log in until the process ends. The system shows the progress status and displays a notification message when the back-up or restore process is finished.
2. You can restore the system to a previous configuration only if the backup is from the same product version as the currently installed TotalFlow Optimizer version.
3. Restore the system when the system services are off from the **Admin → Backup/Restore**.

**Important**

- Restoring **[Configuration and Metadata Only]** should be performed with caution, only in one of the following situations:
  - after a clean installation
  - when there are no batches
  - when the selected metadata is an extension of the current metadata (that is, all current inputs and outputs are included in the backup that needs to be restored)



## 7. Troubleshooting

If you encounter problems while using TotalFlow Optimizer, you might be able to solve them by using the information in this section.

### Incorrect display of a page

The page was not correctly loaded. Clean the browser cache and reload the page. Refer to your browser documentation for instructions on how to clean the cache and reload a page.

### Cannot access the application

Possible causes and solutions:

- The IP address is not accessible. Use a shell command interface to ping the IP address. If no result is returned, contact the system administrator to check if the IP address is not blocked.
- The port number is blocked. Check the port permission in the firewall settings or contact the system administrator.
- Restart the TotalFlow Optimizer services and check if they are actually running.

### Cannot launch the application

After a system restart, the TotalFlow Optimizer application cannot be launched. Reinstall and start again the TotalFlow Optimizer application.

### The Print Batch Ticket dialog is not launched

The browser blocks the pop-up windows. Refer to the browser documentation to configure the pop-up blocking settings.

### Cannot display a PDF file

Possible causes and solutions:

- Adobe Acrobat Reader is not installed on your system. Go to the Adobe website to download the latest version of Adobe Acrobat Reader. Follow the on-screen instructions to install it on your system.
- The Adobe Acrobat Reader browser plug-in is not enabled. Check the browser settings to enable the PDF viewer.

### The mapped network drives are not accessible

Possible causes and solutions:

- You might not have permission to access the network resource. Contact the system administrator to verify if you have permission to access the network drive.
- Check if the drive mapping can be done manually.

### Cannot access the trace collector with the getLogs command

Possible causes and solutions:

- The command shell interface is not run with administrator privileges. Start the command shell interface using the **[Run as Administrator]** option.
- You are trying to run the command from the client machine. Connect to the host machine and run the command.

## Cannot restart the application services

Possible causes and solutions:

- You need administrator privileges to restart the services.

1. Go to **Start** → **All apps** → <Program Group>.

 **Note**

The default Program Group for the TotalFlow Optimizer application is RICOH TotalFlow Optimizer. You can set a different Program Group during the installation process.

2. Right-click **[Restart Services]** and select **[Run as Administrator]**.

- You are trying to restart the services from the client machine. Connect to the host machine and select **[Restart Services]** with administrator privileges.

## The online restore failed and the application cannot be launched

After an online restore attempt, the TotalFlow Optimizer application cannot be launched. Open a command-line interface, manually restore the system, and start again the TotalFlow Optimizer application.

## Application cannot connect to the server

After an online restore attempt, the TotalFlow Optimizer application cannot connect to the server and you receive an error. Verify if the TotalFlow Optimizer services are running. Open a command-line interface, manually restart the services from the <install\_path>\bin using the **[Run as Administrator]** option.

## I lost my password

To reset your administrator password, reinstall the application on the host machine. Before starting to update the files, you are prompted to enter the default user name and password. At this stage, you can reset the password.

## TotalFlow Optimizer reverts to grace period

The TotalFlow Optimizer host name was changed after registration. Go to <https://dl.ricohsoftware.com/> and log in to the account to retrieve the new license file. After you downloaded the new license file, use the **Manage Software Keys** application to add it.

## TotalFlow Optimizer cannot determine the number of pages in a file from an input hot folder

The hot folder name contains double-byte characters and the operating system language does not have DBCS support. Rename the folder using non-DBCS characters if the operating system is not installed in a language with DBCS support.

## The TotalFlow Optimizer mapped network drives are not visible in My Computer

You are logged in with a user account different than the account used for initially mapping the network drive. Make sure that you are logged in using the same user account you used when you mapped the network drive. Some operating systems do not start the same services for different users. By default, all services run under the system credentials that are different than any other user account. A service that

manages the mapping drives may create mappings that might or might not be visible to the other users, depending on the operating system.

### **The [Volume Estimates] section does not display the estimation**

Some of the TotalFlow Optimizer job attributes are not correctly specified or they are missing. Each job within a batch must contain values for these attributes:

#### **To calculate the speed in feet/hour or meters/hour**

- **[Paper Height]**
- **[Pages]**
- **[Copies]**
- **[Pages per Side]**
- **[1-Sided/2-Sided]**

 **Note**

Depending on the selection you made at the installation time, the measurement system can be different.

#### **To calculate the speed in sheets/hour**

- **[Pages]**
- **[Copies]**
- **[Pages per Side]**
- **[1-Sided/2-Sided]**

#### **To calculate the total run time**

- **[Sheets]**
- **[Paper Height]**
- **[Estimated Output Speed]** from select.filter/batch

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### **Received and unknown error when running the Preflight option**

Cancel the current Preflight process and run the Preflight option again using a different profile.

### **Printer status updates are not displayed**

Verify that TotalFlow Optimizer is accessible from the network. Check the URL in config.properties, and if it is invalid or not responding, update it and restart the Windows service. Make sure that the printer has a proper network configuration (including DNS, gateway, and network mask), in order to have the job state updated correctly. Status updates are sent by the printer, make sure that the firewall is not blocking communication with the printer.

## **The system stops running while performing a full backup, and the [Dismiss] button cannot be used:**

1. Stop TotalFlow Optimizer services (TotalFlow Optimizer - Apache Tomcat Web Server and RICOH TotalFlow Optimizer – Storage) by opening the folder where TotalFlow Optimizer is installed. Go to the **bin** folder, right-click the **stop.bat** file and select **[Run as Administrator]**.
2. Delete the files: **backup.pid**, **backup\_progress.txt**, and **backup\_persistence.txt**.
3. Right-click the **start.bat** file and select **[Run as Administrator]**.
4. If TotalFlow Optimizer is not accessible after running the **start.bat** file, restart the operating system.

## **The job status is not received from Fiery printers when you use the [JMF over HTTP] output**

If the **[Printed]**, **[Processing on Printer]**, **[Held on Printer]**, **[Suspended on Printer]**, **[Canceled on Printer]**, **[Printing]**, or **[Error]** job status is not received from a Fiery printer through the **[JMF over HTTP]** output, follow these steps:

1. Make sure that there are no connection issues between the Fiery printer and TotalFlow Optimizer.
2. If the issue persists, in TotalFlow Optimizer, go to **Admin** → **Outputs** and open the properties dialog for the **[JMF over HTTP]** output associated with the Fiery printer. In the **[Configuration]** tab, set the **[Job Status]** option to **[Automatic Replies and Poll for Job Status]**.
3. If the issue still persists, on the Fiery printer, go to **Server** → **Configure** → **Job Submission** → **JDF Settings**. On the **[JDF Settings]** dialog, make sure that the **[Job Closing]** option is set to **[Manual Close]**.

## 8. Reference Information

- **Icons and Buttons**
- **BatchBuilder Schema**

This section provides additional information that you can use when you configure and manage TotalFlow Optimizer.

### Icons and Buttons

This section lists important icons and buttons displayed on the TotalFlow Optimizer user interface.

	Help/About
	User (drop-down menu)
	Expand
	Collapse
	New
	Enabled
	Disabled
	Error, <b>[Canceled on Printer]</b> , <b>[Imposition Error]</b> , <b>[Output Error]</b> , <b>[Preflight Error]</b> states, or Disabled input/output/API Key.
	Sending, <b>[Processing on Printer]</b> , <b>[Printing]</b> , <b>[Imposing]</b> , and <b>[Preflighting]</b>
	Queued state/Waiting for action
	<b>[Sent]</b> , <b>[Printed]</b> , and any custom state.
	Held, <b>[Held on Printer]</b> , or <b>[Waiting for File]</b>
	Move to top
	Move to bottom
	Drag and drop
	Auto-batch
	Auto-batch and Send
	Auto-batch with Schedule
	Auto-batch and Send with Schedule

	Proof Filter
	Combined Filter
	Refresh
	Edit
	Field Help
	Calendar

## BatchBuilder Schema

The **BatchBuilder** schema is an XSD file that describes TotalFlow Optimizer orders.

Using a mapping XSL file, you can configure an input device to transform all the orders received to the TotalFlow Optimizer schema and from TotalFlow Optimizer schema to schema corresponding to an output. If the order XML file structure does not match the TotalFlow Optimizer internal schema, the order is not accepted and an alert is displayed.

Various order XML formats can be converted to the TotalFlow Optimizer schema using an XML mapper.

The structure of the TotalFlow Optimizer schema is based on the internal TotalFlow Optimizer attributes.

The XML file must contain these fields:

### number

The order number.

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### version

The order version.

### <file>

This is an example of a minimal valid XML file:

```
<order xmlns="http://www.ricoh.com/BatchBuilder"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xsi:schemaLocation="http://www.ricoh.com/BatchBuilder
  C:\temp\hotFolderSchema.xsd"
  name="Custom"  number="1234"  version="1.0">
  <jobList>
    <job>
      <file/>
    </job>
  </jobList>
</order>
```

This is an example of a valid XML file, containing multiple job details:

```
<order xmlns="http://www.ricoh.com/BatchBuilder"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xsi:schemaLocation="http://www.ricoh.com/BatchBuilder
  C:\temp\hotFolderSchema.xsd"
  name="Custom"  number="1234"  receiveDate="2014-01-01"
  receiveTime="14:20:00-05:00"  jobNumber="0611"  version="1.0">
  <customer name="CustomerOne"/>
```

```

<jobList>
<job name="Job1" copies="50" simplexDuplex="Simplex"
plex="Normal" perforation="1" drilling="1" collation="1"
proofing="1" color="C_PROCESS" productType="Book"
isbn="980-2-17-158510-1" sku="F256" subPartNo="43"
finisher="Binder" press="PrinterCX">
<file ref="C:\temp\test\file1.pdf"
dataStream="DS_PDF"/><description>Sample file</description>
<document pages="1"><size units="in" width="0" height="0"/>
</document>
<media name="A4" type="MT_BOND" color="MC_WHITE"
finish="MF_NONE"><size units="in" width="3.14159265358979"
height="3.14159265358979"/><weight value="3.14159265358979"
units="gr"/>
</media>
<imposition name="Front" positionsPerSide="1"/>
<binding style="BS_NONE"><spine size="3.14159265358979"
unit="in"/>
</binding>
<coating name="CN_UV" side="LS_FRONT" type="LT_ANTIQUE"/>
</job>
</jobList>
</order>

```

For a complete list of optional fields, see [TotalFlow Optimizer Hot Folder Schema, p. 279](#).

When submitting an XML order, make sure you validate the XML file structure against the TotalFlow Optimizer schema.

 **Important**

You can find the `hotFolderSchema.xsd` schema file, sample `.xml` files, and other supported `.xsd` files in the `Mapping` folder under the directory where TotalFlow Optimizer is installed.

## Using XSL mapping files

You can use XSL mapping files to configure input or output devices in TotalFlow Optimizer to generate various XML files based on the TotalFlow Optimizer schema.

When selecting the **[PDF/PostScript and XML]** output type from the output device properties, you can use an XSL mapping file to generate the XML file. The XSLT conversion process uses the TotalFlow Optimizer internal schema as an input to generate an XML output based on your custom target schema.

To convert your XML file you need to use an XML conversion tool. The XML conversion tool helps you generate an XML file based on the TotalFlow Optimizer schema. After the TotalFlow Optimizer compliant XML file is generated, you can open it in TotalFlow Optimizer to process the job.

## TotalFlow Optimizer Hot Folder Schema

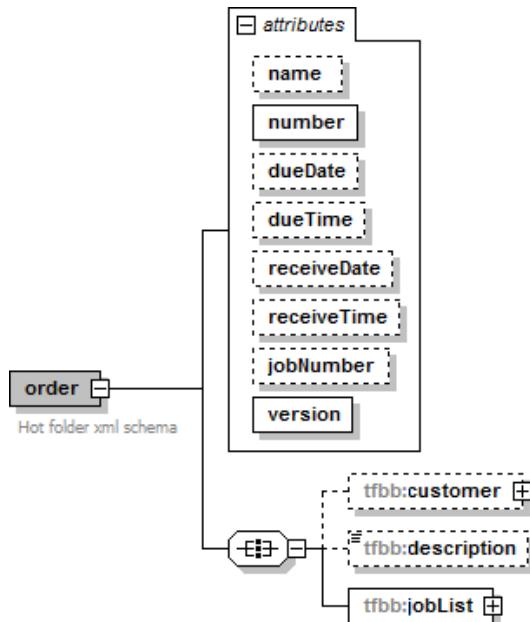
This section describes all the job attributes required for an XML order file to match the TotalFlow Optimizer schema.

## Overview

The diagrams offer you a graphical representation of the nodes and attributes that you could use for mapping XML values. The dotted lines represent an optional attribute of a node and the continuous lines represent a mandatory attribute.

### Order node attributes

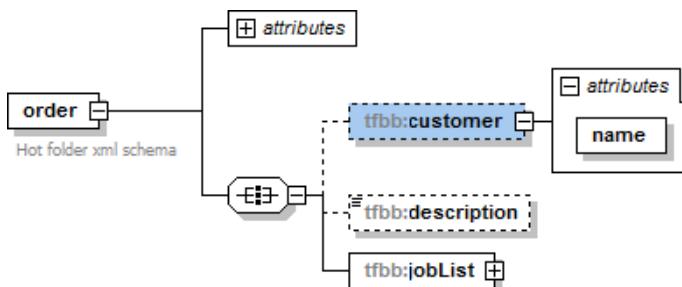
The table lists the order node attributes you can insert in the XML file.



Attribute	Object Type	Allowed Values	Description
<b>name</b>	<b>Character</b>	Enter 1–32 characters.	The input filename.
<b>number</b>	<b>Character</b>	Enter 1–256 characters.	The number of the order.
<b>dueDate</b>	<b>Character</b>	yyyy-mm-dd Example: 2014-04-21	Expiry date of the order.
<b>dueTime</b>	<b>Character</b>	hh:min:ss +/- hh:mm Example: 18:26:59 + 03:00 The first time values represent the GMT time and the last values represent the time zone offset.	Expiry time of the order.
<b>receiveDate</b>	<b>Character</b>	yyyy-mm-dd Example: 2014-04-21	Date the order was received.
<b>receiveTime</b>	<b>Character</b>	hh:min:ss +/- hh:mm Example: 18:26:59 + 03:00	Time the order was received.

		The first time values represent the GMT time and the last values represent the time zone offset.	
<b>jobNumber</b>	<b>Character</b>	Enter 1–32 characters.	The number assigned for the job.
<b>version</b>	<b>Character</b>	1.0	This is a fixed value and must be entered as specified.

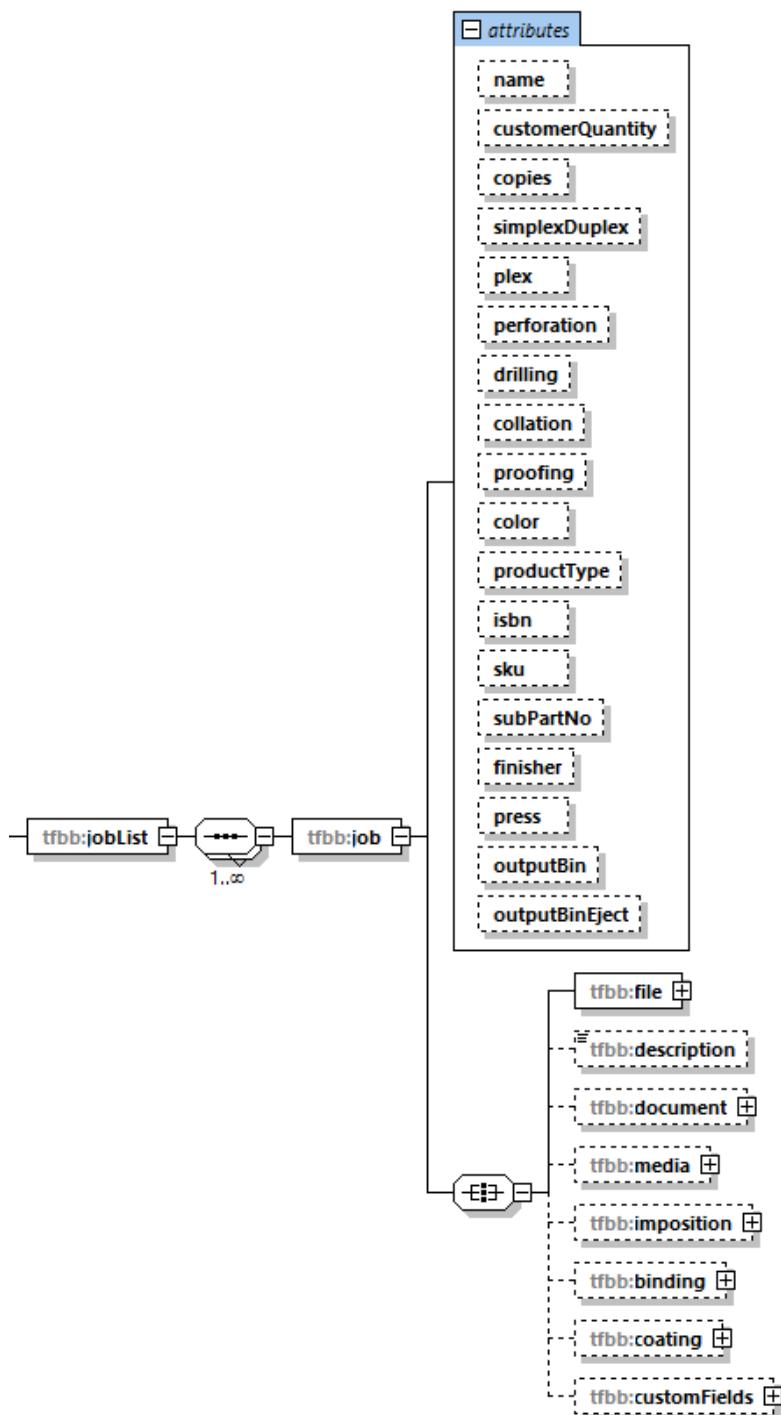
### Customer node attributes



Attribute	Object Type	Allowed Values	Description
<b>name</b>	<b>Character</b>	Enter 1–256 characters.	The customer name.

### Job node attributes

The table lists the optional job attributes you can insert in the XML file.



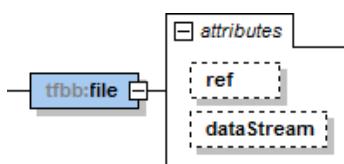
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Attribute	Object Type	Allowed Values	Description
<code>name</code>	<code>Character</code>	Enter 1–256 characters.	The input filename.
<code>copies</code>	<code>Unsigned long</code>	Enter 1–5.000.000 copies.	The number of copies.
<code>simplexDu-plex</code>	<code>SimplexDu-plexEnumera-tor</code>	<ul style="list-style-type: none"> <li>Simplex</li> <li>Duplex</li> </ul>	Specifies if the job is printed 1-sided or 2-sided.

<b>plex</b>	<b>PlexEnum</b>	<ul style="list-style-type: none"> <li>• BE_LEFT</li> <li>• BE_TOP</li> <li>• BE_RIGHT</li> <li>• BE_BOTTOM</li> </ul>	Specifies which edge to print on in duplex mode.
<b>perforation</b>	<b>Boolean</b>	<ul style="list-style-type: none"> <li>• 1</li> <li>• 0</li> <li>• true</li> <li>• false</li> </ul>	Specifies if the job is perforated or not.
<b>drilling</b>	<b>Boolean</b>	<ul style="list-style-type: none"> <li>• 1</li> <li>• 0</li> <li>• true</li> <li>• false</li> </ul>	Specifies if the job is drilled or not.
<b>collation</b>	<b>Boolean</b>	<ul style="list-style-type: none"> <li>• 1</li> <li>• 0</li> <li>• true</li> <li>• false</li> </ul>	Specifies if the job is collated or not.
<b>proofing</b>	<b>Boolean</b>	<ul style="list-style-type: none"> <li>• 1</li> <li>• 0</li> <li>• true</li> <li>• false</li> </ul>	Specifies if a sample is required.
<b>color</b>	<b>Character</b>	<ul style="list-style-type: none"> <li>• C_NONE</li> <li>• C_PROCESS</li> <li>• C_BW</li> <li>• C_PROCESS_PLUS.SPOT</li> </ul> <p><b>Note</b> Besides the predefined values, you can enter any custom value from 1 to 32 characters.</p>	Specifies color printing methods.
<b>productType</b>	<b>Character</b>	Enter 1–32 characters.	The type of the product.
<b>description</b>	<b>Character</b>	Enter 1–128 characters.	Description of the product.
<b>isbn</b>	<b>Character</b>	Enter 1–20 characters.	The ISBN code if it exists.
<b>sku</b>	<b>Character</b>	Enter 1–32 characters.	A number containing the product attributes, such as manufacturer, product description, size and so on.
<b>subPart-Number</b>	<b>Character</b>	Enter 1 –32 characters.	The code that uniquely identifies an item.
<b>finisher</b>	<b>Character</b>	Enter 1–32 characters.	The name of the finisher installed.
<b>press</b>	<b>Character</b>	Enter 1–32 characters.	The name of the output device.

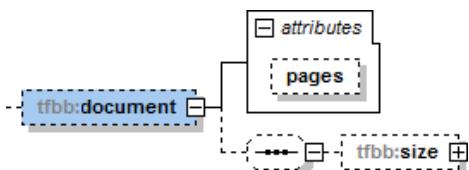
description	Character	Enter 1–128 characters.	Description of the file.
<b>outputBin</b>	<b>Character</b>	<ul style="list-style-type: none"> <li>• OB_TRIMMER</li> <li>• OB_FOLDING</li> <li>• OB_PERFECT_BINDER</li> <li>• OB_RING_BINDER</li> <li>• OB_EWIRE_BINDER</li> <li>• OB_BOOKLET</li> <li>• OB_SHIFT</li> <li>• OB_COPY</li> <li>• OB_MAILBOX_1</li> <li>• OB_MAILBOX_2</li> <li>• OB_MAILBOX_3</li> <li>• OB_MAILBOX_4</li> <li>• OB_MAILBOX_5</li> <li>• OB_MAILBOX_6</li> <li>• OB_MAILBOX_7</li> <li>• OB_MAILBOX_8</li> <li>• OB_MAILBOX_9</li> <li>• OB_FINISHER</li> <li>• OB_STACKER</li> <li>• OB_SECOND_STACKER</li> <li>• OB_UPPER</li> <li>• OB_ROLL</li> <li>• OB_LEFT_EXIT</li> <li>• OB_EXTENDED_OPTIONS</li> <li>• OB_ANY_STACKER</li> <li>• OB_BANNER_STACKER</li> </ul> <p><b>Note</b> Besides the predefined values, you can enter any custom value from 1 to 32 characters.</p>	Specifies the output tray for the job when printed.
<b>outputBinEject</b>	<b>Enumeration</b>	<ul style="list-style-type: none"> <li>• OE_NONE</li> <li>• OE_FACE_DOWN</li> <li>• OE_FACE_UP</li> <li>• OE_FACE_DOWN_REVERSE</li> <li>• OE_FACE_UP_REVERSE</li> </ul>	Specifies whether the output is ejected face down or face up in the Output Bin.

## File node attributes



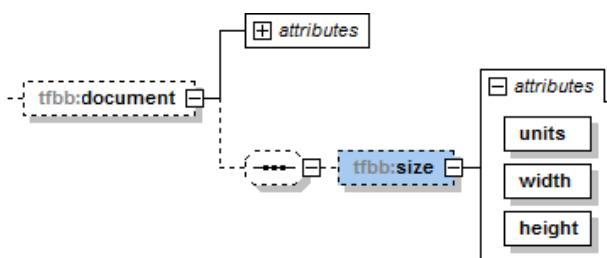
Attribute	Object Type	Allowed Values	Description
ref	Character	Enter 1–1024 characters.	The file path and name.
dataStream	DataStreamEnum	<ul style="list-style-type: none"> <li>DS_PDF</li> <li>DS_PS</li> <li>DS_AFP</li> <li>DS_UNKNOWN</li> </ul>	<p>The type of the data stream.</p> <p><b>Note</b></p> <p>If you want the TotalFlow Optimizer system to identify the number of pages or the document size of a PDF job, you must insert the dataStream attribute in the XML file with the DS_PDF value.</p>

### Document node attributes



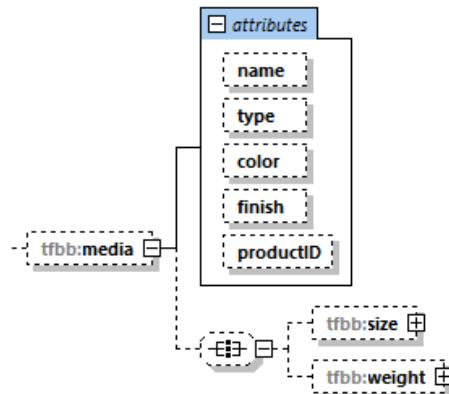
Attribute	Object Type	Allowed Values	Description
pages	Unsigned long	Enter integer values from 0–1.000.000.	The number of pages in the document.

### Document size node attributes



Attribute	Object Type	Allowed Values	Description
units	Enumeration	<ul style="list-style-type: none"> <li>in</li> <li>mm</li> </ul>	The measurement units for the document size.
width	Double	0.1–200 inches or 1–6.000 millimeters.	The width of the document.
height	Double	0.1–200 inches or from 1–6.000 millimeters.	The height of the document.

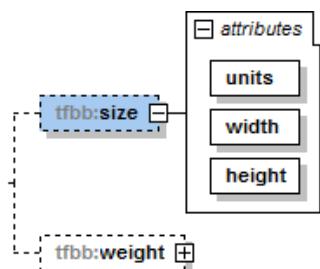
## Media node attributes



Attribute	Object Type	Allowed Values	Description
<b>name</b>	Character	Enter 1–256 characters.	The name of the paper.
<b>type</b>	Enumeration + Character	<ul style="list-style-type: none"> <li>• MT_NONE</li> <li>• MT_BOND</li> <li>• MT_OFFSET</li> <li>• MT_COVER</li> <li>• MT_TAG</li> <li>• MT_INDEX</li> </ul> <div style="border: 1px solid #0070C0; border-radius: 10px; padding: 2px 10px; display: inline-block;"> <span style="color: #0070C0;">↓</span> Note       </div> <p>Besides the predefined values, you can enter any custom value from 1 to 32 characters.</p>	The type of the paper.
<b>color</b>	Enumeration + Character	<ul style="list-style-type: none"> <li>• MC_BLACK</li> <li>• MC_BLUE</li> <li>• MC_BROWN</li> <li>• MC_BUFF</li> <li>• MC_GOLD</li> <li>• MC_GOLDENROD</li> <li>• MC_GRAY</li> <li>• MC_GREEN</li> <li>• MC_IVORY</li> <li>• MC_MAGENTA</li> <li>• MC_MULTICOLOR</li> <li>• MC_MUSTARD</li> <li>• MC_NO_COLOR</li> <li>• MC_ORANGE</li> <li>• MC_PINK</li> <li>• MC_RED</li> <li>• MC_SILVER</li> <li>• MC_TURQUOISE</li> <li>• MC_VIOLET</li> <li>• MC_WHITE</li> <li>• MC_YELLOW</li> </ul>	The color of the paper.

		<p><b>↓ Note</b></p> <p>Besides the predefined values, you can enter any custom value from 1 to 32 characters.</p>	
finish	<b>Enumeration + Character</b>	<ul style="list-style-type: none"> <li>• MF_NONE</li> <li>• MF_COATED</li> <li>• MF_GLOSSY</li> <li>• MF_INKJET</li> <li>• MF_HIGHLGLOSS</li> <li>• MF_MATTE</li> <li>• MF_POLYMER</li> <li>• MF_SATIN</li> <li>• MF_SEMIGLOSS</li> <li>• MF_SILVER</li> </ul> <p><b>↓ Note</b></p> <p>Besides the predefined values, you can enter any custom value from 1 to 32 characters.</p>	The finishing method of the paper.
productID	<b>Character</b>	Enter 1–256 characters.	The ID of the product.

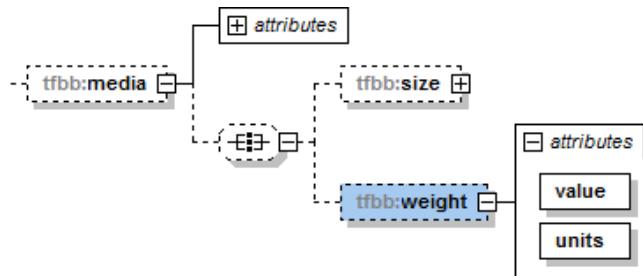
## Media size node attributes



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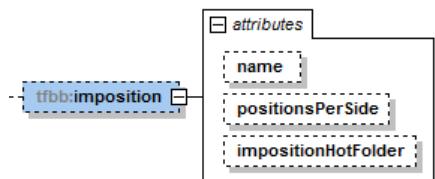
Attribute	Object Type	Allowed Values	Description
units	<b>PaperSizeUnitsEnum</b>	<ul style="list-style-type: none"> <li>• in</li> <li>• mm</li> </ul>	The size of the paper.
width	<b>Unsigned long</b>	0.1–200 inches or 1–6.000 millimeters.	The width of the paper.
height	<b>Unsigned long</b>	0.1–200 inches or 1–6.000 millimeters.	The height of the paper.

## Media weight node attributes



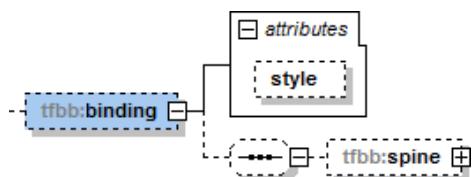
Attribute	Object Type	Allowed Values	Description
<b>value</b>	<b>Double</b>	1–133 lb or 1–500 gr.	Paper weight name.
<b>units</b>	<b>PaperWeightUnitsEnum</b>	<ul style="list-style-type: none"> <li>• gr</li> <li>• lb</li> </ul>	The measurement units for the paper weight.

## Imposition node attributes



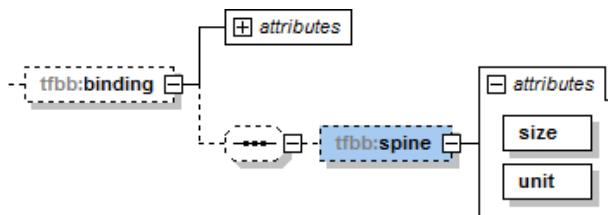
Attribute	Object Type	Allowed Values	Description
<b>name</b>	<b>Character</b>	Enter 1–256 characters.	Specifies the imposition description.
<b>positionsPerSide</b>	<b>Integer</b>	Enter integer value from 1 to 1.000.	The number of pages per one side.
<b>impositionHotFolder</b>	<b>Character</b>	Enter 1–32 characters.	Specifies the folder name where the jobs are sent to be imposed.

## Binding node attributes



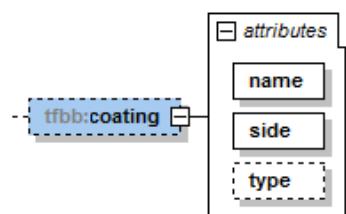
Attribute	Object Type	Allowed Values	Description
binding	Enumeration + Character	<ul style="list-style-type: none"> <li>• BS_NONE</li> <li>• BS_CUTONLY</li> <li>• BS_CUTFOLD</li> <li>• BS_PERFECTBIND</li> <li>• BS_CASEBOUND</li> <li>• BS_COIL</li> <li>• BS_SPIRAL</li> <li>• BS_3HOLEDRILL</li> <li>• BS_SADDLESTITCH</li> </ul> <p><b>Note</b> Besides the predefined values, you can enter any custom value from 1 to 32 characters.</p>	The binding style for the job

### Spine node attributes



Attribute	Object Type	Allowed Values	Description
size	Float	0–12 inches or 0–300 millimeters	The spine size is based on the number of pages in your job.
unit	PaperSizeUnitsEnum	<ul style="list-style-type: none"> <li>• in</li> <li>• mm</li> </ul>	Measurement units for the spine.

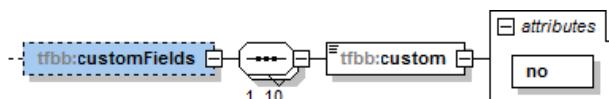
### Coating node attributes



Attribute	Object Type	Allowed Values	Description
name	Enumeration + Character	<ul style="list-style-type: none"> <li>• CN_LAMINATION</li> <li>• CN_UV</li> </ul>	Specifies the name of the coating.

		<p><b>Note</b></p> <p>Besides the predefined values, you can enter any custom value from 1 to 32 characters.</p>	
<b>side</b>	<b>Enumeration</b>	<ul style="list-style-type: none"> <li>• LS_FRONT</li> <li>• LS_BACK</li> <li>• LS_BOTH</li> </ul>	The side the coating is applied.
<b>type</b>	<b>Enumeration + Character</b>	<ul style="list-style-type: none"> <li>• LT_ANTIQUE</li> <li>• LT_CALENDARED</li> <li>• LT_GRAIN</li> <li>• LT_LINEN</li> <li>• LT_MATTE</li> <li>• LT_SMOOTH</li> <li>• LT_STIPPLE</li> <li>• LT_VELLUM</li> </ul> <p><b>Note</b></p> <p>Besides the predefined values, you can enter any custom value from 1 to 32 characters.</p>	The type of coating used.

## Custom fields nodes attributes



Attribute	Object Type	Allowed Values	Description
<b>no</b>	<b>Unsigned integer</b>	Enter integer value from 1 to 50.	Ordinal number of the custom field.

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