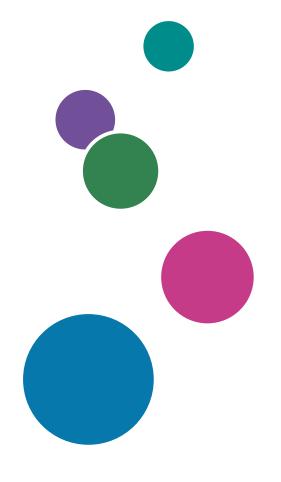
RICOH TotalFlow Production Manager TM

Operating Instructions User's Guide

Version 4.3.8

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





Introduction

Important

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.

Cautions Regarding This Guide

- Some illustrations or explanations in this guide may differ from your application due to improvement or change in the application.
- The contents of this document are subject to change without notice.
- No part of this document may be duplicated, replicated, reproduced in any form, modified or quoted without prior consent of the manufacturer.

Guides for This Application

The following guides are available for this application.

Instruction Manuals

These instruction manuals are included:

- Setup Guide (Printed/PDF)
 This guide explains setup and startup procedures for this application.
- Quick Start Guide (Printed)
 This guide explains how to log in to the application, do a basic configuration, and print the User's Guide.
- User's Guide (HTML/PDF)
 This guide explains the functions and basic operations of this application.

Adobe Acrobat Reader or Adobe Reader is required to view the PDF documentation. You can view the HTML documentation using a web browser.

Help

Field help is available on many screens to provide information for specific tasks and settings. In this guide, this type of help is referred to as "on-screen field help".

In addition, the **[Help]** menu provides access to the HTML version of the "User's Guide" directly from the user interface.

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 and Help

Use the instruction manuals and Help according to your needs.

To learn how to install and start this application

See the Setup Guide.

To start working with RICOH TotalFlow Production Manager

See the Quick Start Guide.

To learn about the functions and basic operations of this application

See the User's Guide.

To learn about configuring on-screen settings

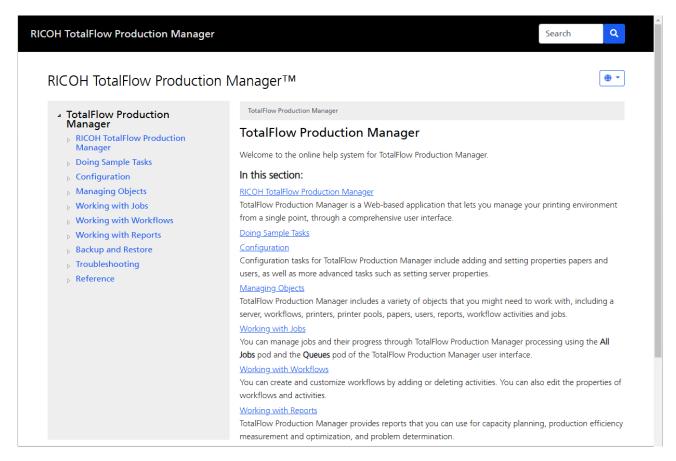
See the on-screen field help.

Displaying the instruction manuals (Setup Guide and User's Guide)

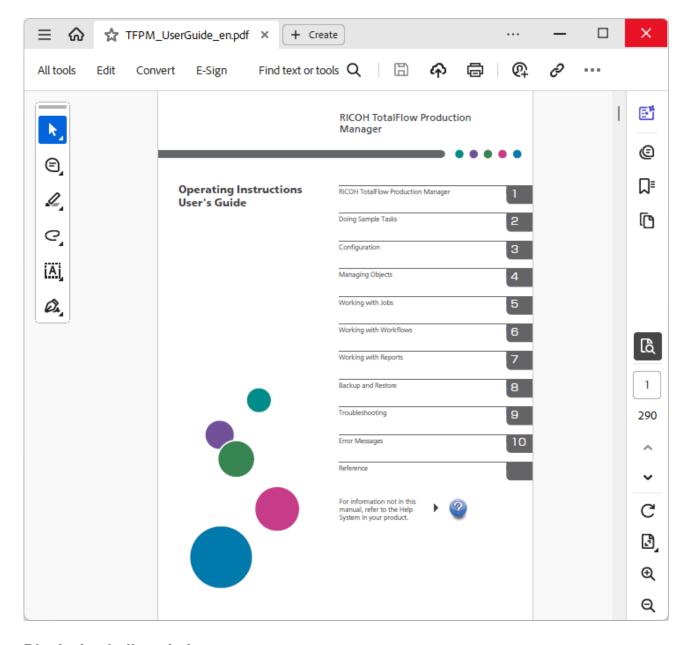
Use these procedures to display the instruction manuals (HTML/PDF).

The descriptions in the HTML and PDF formats of the instruction manuals are the same.

- To display the HTML User's Guide:
 - In the TotalFlow Production Manager user interface, click , the help button, at the right of the menu bar, then click [Help].
 - If you are not logged in to TotalFlow Production Manager, enter this URL in a web browser: http://hostname:15888/help/index.jsp. The name of the computer where TotalFlow Production Manager is installed is hostname.

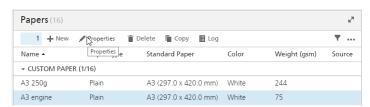


• To display the PDF manuals, click [Start], point to [All Programs], then [RICOH TotalFlow Production Manager], and then click either [Setup Guide] or [User's Guide].

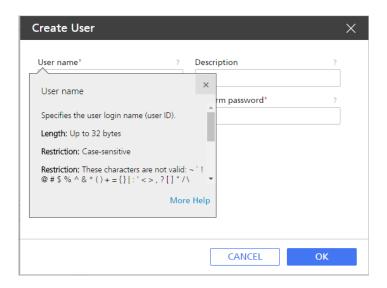


Displaying balloon help

• When you mouse over certain items on the pages of the user interface (point without clicking), help for that item appears inside a balloon.



• Click to see balloon help for the property. In the balloon help, click to display the related page in the HTML *User's Guide*.



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 indicates the names of keys, menus, menu items, windows, field labels, settings, and buttons. It also indicates the names of commands and new terms.
Italic	Italic type indicates variables that you must replace with your own information.
Monospace	Monospace type indicates computer input and output and file names.
{}	In messages and other elements of the user interface, curly brackets indicate variables that a program replaces with its own information.
	An ellipsis indicates that a series can continue.

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• Windows Server 2019:

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• Windows Server 2022:

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1. RICOH TotalFlow Production Manager

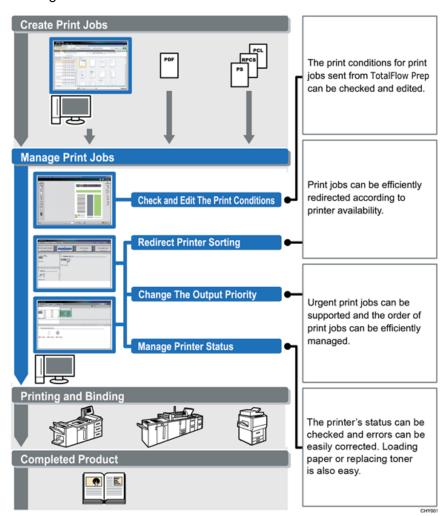
- Product Overview
- TotalFlow Production Manager User Interface
- [Job Properties Editor] Dialog

TotalFlow Production Manager is a web-based application that lets you manage your printing environment from a single point, through a comprehensive user interface.

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

Product Overview

RICOH TotalFlow Production Manager lets you manage your printing processes on up to 15 printers with a distinct IP or host name, from a single web browser-based user interface. TotalFlow Production Manager is installed as a server and the user interface acts as a client.



TotalFlow Production Manager provides a central location for assigning jobs to printers and managing print jobs. It routes and tracks incoming, processing, and completed jobs and lets you edit job tickets until the last minute. TotalFlow Production Manager lets you change print order, change output printers, and reprint jobs easily.

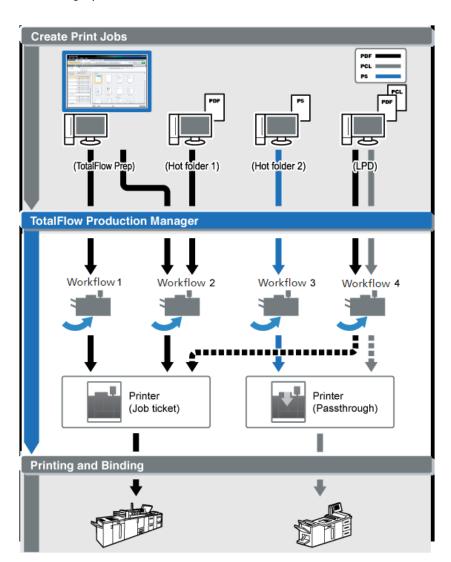
TotalFlow Prep lets you do make-ready tasks such as editing, imposition, and changing page layout. TotalFlow Prep sends jobs with their job tickets to TotalFlow Production Manager. TotalFlow Prep and

TotalFlow Production Manager work seamlessly to create jobs, apply make-ready settings, and send jobs to the best matching printer.

TotalFlow Production Manager also supports job submission by dragging and dropping jobs into hot folders. You can also submit jobs from other systems by using the line printer daemon (LPD) protocol for file transmission.

With networked communication to your printers, you can easily check printer and job status.

This figure shows how jobs flow through TotalFlow Production Manager. Jobs are submitted to workflows that assign job attributes. For example, Workflow 1 might specify that jobs are to be printed on bond paper, while Workflow 2 specifies recycled paper. If the workflow is associated with a printer, TotalFlow Production Manager automatically assigns the jobs to that printer. Because Workflow 4 is not associated with a printer, the operator manually moves the jobs to either the Job Ticket printer or the Passthrough printer.



System Objects

TotalFlow Production Manager is made up of a server, printers, printer pools, papers, users, jobs, workflows, activities, and reports. Each of these things is a **system object**. You can define detailed attributes for each system object. These attributes are called **properties**.

Server

You install the TotalFlow Production Manager **server** on a Windows computer. TotalFlow Production Manager names the server [System].

The server:

- Manages all aspects of job processing, from the workflows that receive the jobs to the printers that print them
- Manages the online version of this manual
- Controls system settings

Printers

You create **printers** in TotalFlow Production Manager and associate them with printer devices. Printers receive jobs from workflows and send jobs to printer devices.

The type of printer that you create in TotalFlow Production Manager to represent a printer device depends on the capabilities of the printer device:

Job Ticket printer

Job Ticket printers are associated with printer devices that support job tickets. You can specify job options by editing the job tickets for jobs assigned to Job Ticket printers.

TotalFlow Production Manager workflows that are associated with Job Ticket printers can receive jobs from these programs:

- RICOH TotalFlow Production Manager Job Submission
- RICOH TotalFlow Prep
- RICOH TotalFlow PM PDF Print Driver
- External online applications such as MarcomCentral Web-to-print system.

They can also receive jobs in a hot folder or from a print command that uses the line printer daemon (LPD) protocol. Job Ticket printers can communicate directly with printer devices and obtain status on the jobs while they are printing.

Passthrough printer

Passthrough printers are associated with printer devices that can print jobs in many different formats, for example, PCL, PostScript, and PDF. Jobs assigned to passthrough printers do not have job tickets. TotalFlow Production Manager workflows that are associated with Passthrough printers can

receive these jobs in a hot folder or from a print command that uses the LPD protocol. Passthrough printers cannot report job status.

Passthrough printers can receive jobs from RICOH TotalFlow Production Manager Job Submission.

Workflows

Workflows receive jobs, then submit the jobs to TotalFlow Production Manager printers or printer pools.

It also defines a set of activities that a job follows through the system.

Printer pools

Printer pools are groups of printers that work together for maximum efficiency. When you send a job to a printer pool, TotalFlow Production Manager assigns it to the printer that can print it fastest.

Copy Split Option

In order to have a job printed faster, use the Copy Split function: when you create a new printer pool, set the [Copy Split] option to [Yes], and [Copy Split Threshold] to a number that will be the maximum number of copies that a job can have before it triggers the Copy Split functionality. The job will be split among all available printers in the printer pool, so that the entire set of copies is printed the fastest.

[Connections]

[Connections] allow TotalFlow Production Manager to receive jobs from external online applications such as MarcomCentral Web-to-print system.

You can also specify processing rules through connections, based on the type of product order.

Papers

Papers represent the types of paper, envelopes, forms, labels, or transparencies that jobs are printed on. TotalFlow Production Manager keeps track of the paper in each input tray of each printer and uses this information to assign jobs that require specific papers to printers that use those papers.

Users

All TotalFlow Production Manager users must have a unique TotalFlow Production Manager **user name** and **password**.

The user's authority controls which objects the user can access and which actions the user can do.

Jobs

Jobs are input files that TotalFlow Production Manager has accepted and submitted for processing.

TotalFlow Production Manager can print jobs in these formats:

Data format	Job Ticket printers	Passthrough printers	Notes
PCL	Yes	Yes	For Job Ticket printers, PCL jobs must be converted to PDF by a Transform step in the workflow.
PDF	Yes	Yes	In most cases, you should print PDF jobs on Job Ticket printers because they let you specify more job options and have more information about the capabilities of the printer device than Passthrough printers.
PostScript	Yes	Yes	For Job Ticket printers, PostScript jobs must be converted to PDF by a Transform step in the workflow.
TIFF	Yes	Yes	TotalFlow Production Manager automatically
PNG	Yes	Yes	converts these formats into PDF files.
JPEG	Yes	Yes	

Reports

Reports provide information about job printing and printer activity. Administrators can use this information for capacity planning, production efficiency measurement and optimization, and problem determination.

Activities

An **activity** contains the code that does a specific action, such as creating or removing a job. It can also define default job property values.

TotalFlow Production Manager supplies all the activities needed to print a job. You can copy and modify these activities to create custom activities.

Job Submission Methods

You can submit jobs to TotalFlow Production Manager using other TotalFlow applications, the line printer daemon (LPD) protocol, File Transfer Protocol (FTP), or other file copying methods.

Jobs are submitted to workflows that you define. Workflows receive the job and initiate job processing.

The supported job submission methods are:

Quick Submission from RICOH TotalFlow Production Manager

TotalFlow Production Manager lets you input jobs by dragging any supported type of file over the submitting area. The files are then submitted to a TotalFlow Production Manager workflow that can process the jobs.

RICOH TotalFlow Prep

TotalFlow Prep lets you edit and proof documents and select documents to create a job with a job ticket, then submit the job to a TotalFlow Production Manager workflow.

RICOH TotalFlow Production Manager Job Submission

TotalFlow Production Manager Job Submission lets you select documents to create a job with a job ticket, then submit the job to a TotalFlow Production Manager workflow.

RICOH TotalFlow PM PDF Print Driver

TotalFlow PM PDF Print Driver lets you send documents from any supported operating system to the TotalFlow Production Manager server, then submit the job to a TotalFlow Production Manager workflow through TotalFlow Production Manager Job Submission.

Hot folder

You can use an FTP client or your preferred file copying method to copy or move print files into a hot folder. When you copy or move a job to the hot folder directory, the workflow that is associated with the hot folder automatically receives the job and initiates job processing.

LPD protocol

You can use the LPR port, the **lpr** command, or another command that uses the LPD protocol to submit jobs to a workflow. Specify the name of the workflow as the target printer. For example, the name of the workflow is the value of the **-P** option of the **lpr** command.

MarcomCentral Web-to-print system

You can use MarcomCentral connections to create orders. TotalFlow Production Manager automatically receives orders from the MarcomCentral stores that you connected, processes the orders as requested, provides status updates, creates packing slips, invoices and settlements.

Properties

TotalFlow Production Manager uses properties to define the attributes of all its objects, such as workflows, printers, and jobs.

The TotalFlow Production Manager user interface provides a complete description for each property. The description supplies information about the valid values and meaning of each property.

The properties are:

Server properties

Server properties define certain high-level attributes of TotalFlow Production Manager system. For example, server properties control how often users must change their passwords.

Administrators typically set any server properties that the installation requires when they initially configure the system. Administrators can also access server properties through the [Server] pod of the TotalFlow Production Manager user interface, so they can later set or change a server property.

Printer properties

Printer properties define the network location and assignment attributes of the printers. The assignment attributes are used to assign jobs to a printer.

Workflow properties

Workflow properties define the attributes of workflows.

Administrators typically set workflow properties when they create a workflow. For example, they can use a workflow property to control the methods that can be used to submit a job to the workflow.

Connection properties

Connection properties define the details of connections.

Administrators enter the connection tokens and other properties when they create it. For example, they can use an order token to identify the MarcomCentral order ID that contains processing information for the corresponding TotalFlow Production Manager job.

Paper properties

Paper properties define the attributes of papers, such as the height, width, and weight.

User properties

User properties define the attributes of users who have been authorized to use the system.

TotalFlow Production Manager provides a predefined set of authorities; you cannot add authorities or change the attributes of the authorities. Administrators assign authorities to users during initial configuration. Authorities control the functions and areas of TotalFlow Production Manager that users can access.

Job properties

Job properties define the attributes of jobs. Workflows create job attributes from the input files that they receive.

Job properties control all aspects of job processing and printing. For example, you can use job properties to:

- Suspend the job before printing begins.
- Store the job for a set period of time after all job processing completes.

Job properties are set when the job is submitted, either in the job ticket or in the print command. TotalFlow Production Manager also lets administrators and operators change or override values for job properties on a job-by-job basis.

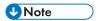
TotalFlow Production Manager User Interface

The TotalFlow Production Manager user interface is a web browser-based interface that authorized users can access from any Windows or Mac system that has access to the network.

TotalFlow Production Manager can use these browsers on these systems:

	Windows 11	Windows 10
Microsoft Edge 133	Yes	Yes
Mozilla Firefox 135 (see note)	Yes	Yes
Google Chrome 133 (see note)	Yes	Yes

	Windows Server 2019	Windows Server 2022	Windows Server 2025
Microsoft Edge 133	Yes	Yes	Yes
Mozilla Firefox 135 (see note)	Yes	Yes	Yes
Google Chrome 133 (see note)	Yes	Yes	Yes



This is the latest version tested with TotalFlow Production Manager 4.3.8, but you can also use later versions of this browser.

The TotalFlow Production Manager user interface consists of pages that let users do specific tasks. Operators use the **[Operations]** page to track incoming, processing, and completed jobs. They use the **[Queues]** page to manage print queues and assign jobs to printers. Administrators use the **[Configuration]** page to create and modify users and papers, and to set server properties. They use the **[Operations]** page to create printers, workflows and printer pools. To see a page, click its button in the menu bar.

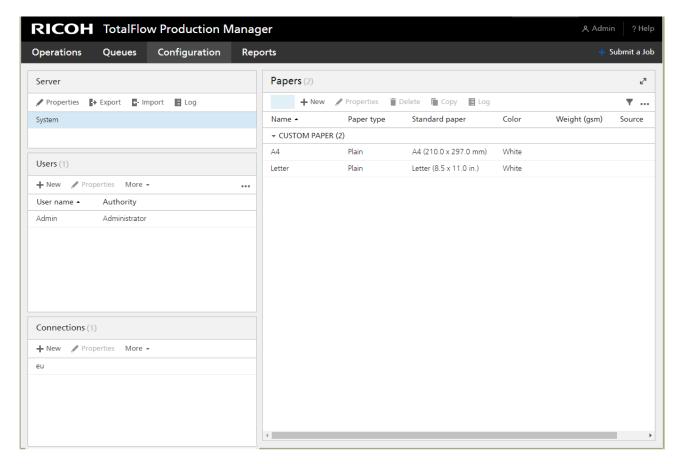


Always use the page buttons to switch tabs in the user interface because using the browser's forward and back buttons can cause unexpected results.

The tabs on each page let you interact with jobs, printers, workflows, and so on.

All images of the user interface show the user interface as it appears when an administrator is logged in. Because operators and monitors cannot do some tasks, they cannot see the controls for those tasks.





- 1. The **menu bar** is at the top of every page of the TotalFlow Production Manager user interface.
- To view a page, click its button in the menu bar. This example shows the [Configuration] page. It
 includes the pod and the [Server] pod, the [Users] pod and the [Connections] pod on the left,
 and the [Papers] pod on the right. Each pod is a modular pane that displays information about the
 server, users, papers or jobs.

Menu Bar

The TotalFlow Production Manager user interface has a menu bar at the top, which is always available from any page in the interface.



The menu bar lets users do these actions:

Switch between the available pages. For example, click [Operations], [Queues], [Configuration], or [Reports] at the left of the menu bar.



Always use the page buttons to switch tabs in the user interface because using the browser's forward and back buttons can cause unexpected results.

Switch between tabs on the [Operations] page. Click [Operations], then select a tab name.

- Log a user out of TotalFlow Production Manager. Click A the administrator tools icon at the right of the menu bar, then [Log out].
- Change the password of a logged-in user. Click the administrator tools icon at the right of the menu bar, then [Change Password...].
- Download TotalFlow PM PDF Print Driver. Click the administrator tools icon at the right of the menu bar, then [Download driver...].
- See the online version of the TotalFlow Production Manager User's Guide. Click , the help button, at the right of the menu bar, then click [Help].
- See information about this installation of TotalFlow Production Manager, including the version number, whether the installed license is the trial license or the permanent license, and the number of days until the trial license expires. Click , the help button, at the right of the menu bar, then click [About].

[Operations] Page

The [Operations] page of the TotalFlow Production Manager user interface provides a central location where administrators, operators, and monitors can watch TotalFlow Production Manager route and track incoming, processing, and completed jobs and view the status of the printers and workflows that process the jobs. Administrators can also create new printers, workflows and printer pools here.

Administrators and operators can manage printers and workflows. On both the **[Operations]** page and the **[Queues]** page, administrators and operators can assign jobs to printers and edit job tickets at the last minute.

The [Operations] page contains an [Objects] pod, an [All Jobs] and a [System summary] pod. On the [Objects] pod you can switch between these tabs:

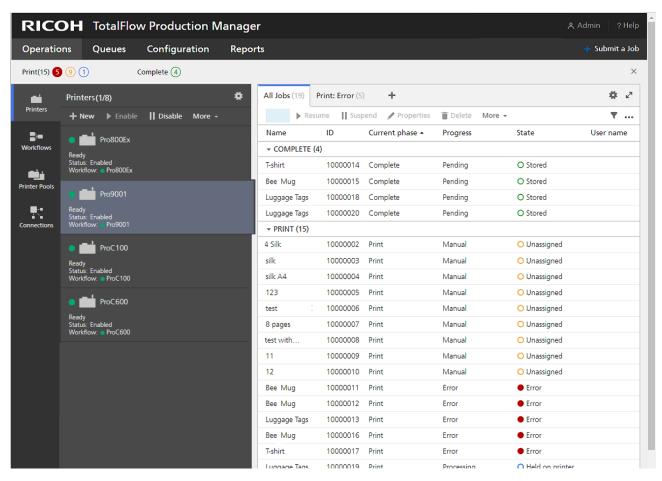
- [Printers]
- [Workflows]
- [Printer Pools]
- [Connections]

On the [All Jobs] pod you can see all the jobs that TotalFlow Production Manager received.

To view the [System summary] pod, click the settings icon in the [All Jobs] pod, then select [System summary]. You can see a summary of the jobs based on their current phase and you can choose to display a group of jobs in a new tab in [All Jobs] pod.



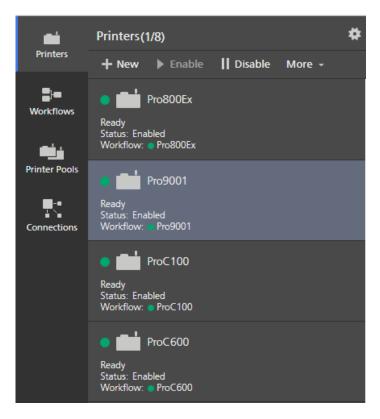
Always use the page buttons to switch tabs in the user interface because using the browser's forward and back buttons can cause unexpected results.



To do an action to an object, select the object, then select one of the options at the top of the tab. Or, click **[More]** at the top of the pod, then select an action. Also, you can right-click the object and select an option from the menu.

[Printers] tab

Use the [Printers] tab to see information about the printers defined in TotalFlow Production Manager.

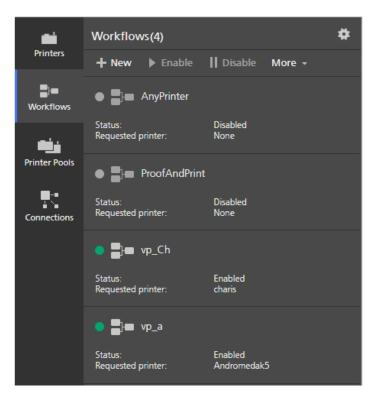


On the **[Operations]** page, administrators can add and delete printers. Operators and administrators can perform actions on the printers, such as enabling, disabling, and showing associated jobs.

The [Printers] tab shows the printer names and status.

[Workflows] tab

Use the **[Workflows]** tab to see information about the workflows defined in TotalFlow Production Manager.

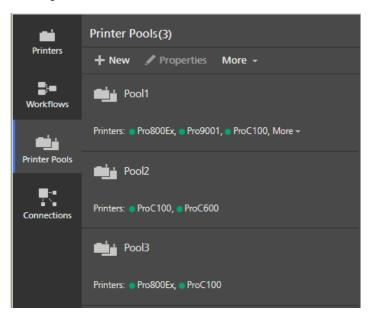


Operators and administrators can perform actions on the workflows, such as enabling or disabling. On the **[Operations]** page, administrators can add and delete workflows.

The [Workflows] tab shows the workflow names and status.

[Printer Pools] tab

Use the **[Printer Pools]** tab to see information about the printer pools created in TotalFlow Production Manager.

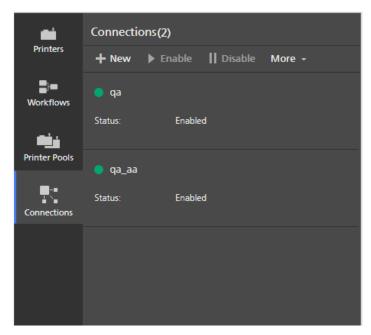


Administrators can perform actions on the printer pools, such as creating or deleting, or changing properties. Operators can view properties and logs or assign jobs to printer pools.

[Connections] tab

Use the **[Connections]** tab to allow TotalFlow Production Manager to receive orders from external input applications, such as MarcomCentral Web-to-print system.

The [Printer Pools] tab shows the pools names and associated printers.



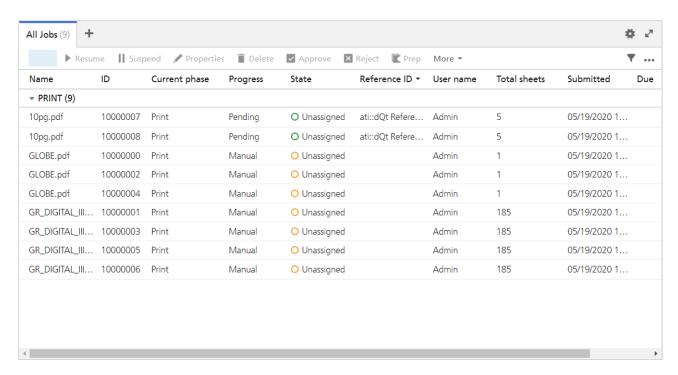
Administrators can perform actions on the connections, such as creating or deleting, or changing properties. Operators can view properties and logs.

The [Connections] tab shows the connections names, associated workflows, and status.

[All Jobs] pod

The [All Jobs] pod shows the jobs in TotalFlow Production Manager.

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Operators and administrators can see detailed information about specific jobs and perform actions such as suspending and resuming jobs or reprinting jobs.

On the [Operations] page, you can filter the [All Jobs] pod to show only jobs with one of the displayed properties.

The default job properties displayed in the [All Jobs] pod are:

- [Name] Specifies the name of the job.
- [ID] Indicates the identification number assigned to the job.
- [Current phase] Indicates the processing phase that the job has reached.
- [Progress] Indicates where the job is in the printing process.
- [State] Indicates the current status of the job, for example, Processing or Error.
- **[User name]** Indicates the name of the user that submitted the job. The displayed name can be different depending on the job submission method or platform.
- [Total sheets] Indicates a calculated value that is used to schedule jobs to printers.



This value is estimated based on the job properties set in **[Job Properties Editor]** and it can vary on different printer controllers.

- [Submitted] Indicates the date and time when the workflow created the job.
- [Due] Specifies whether the job is due by a certain date and how many days are left until the due date.

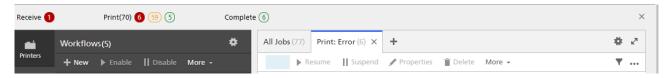
To add more properties, click *** the tools icon, then [Manage Columns...].

The **job state indicators** show the job current phase and progress:

• [Manual] progress category:

- O Stopped
- TotalFlow Prep Waiting
- TotalFlow Prep Working
- Unassigned
- Waiting for approval
- Waiting for operator action
- Waiting for password
- Waiting for order closeout
- [Error] progress category:
 - Error
- [Pending] progress category:
 - Assigned
 - O Complete
 - Queued
 - O Stored
 - O Unassigned with hold time or assigned to a disabled printer
 - Waiting
- [Processing] progress category:
 - Creating
 - Printing
 - Processing
 - Spooling
 - O Held on printer
 - Suspended on printer
 - O Stopped on printer

To view the [System summary] pod, click the settings icon in the [All Jobs] pod, then select [System summary]. You can see a summary of the jobs based on their current phase and you can choose to display a group of jobs in a new tab in [All Jobs] pod.



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To change the display of the jobs in a tab, open the tab, then click *** the tools icon, then group the jobs or choose the pod columns according to your needs.

To see the jobs preview, click *** the tools icon, then select [Job preview].



When you select a job, you can see its preview at the right of the pod.

[Queues] Page

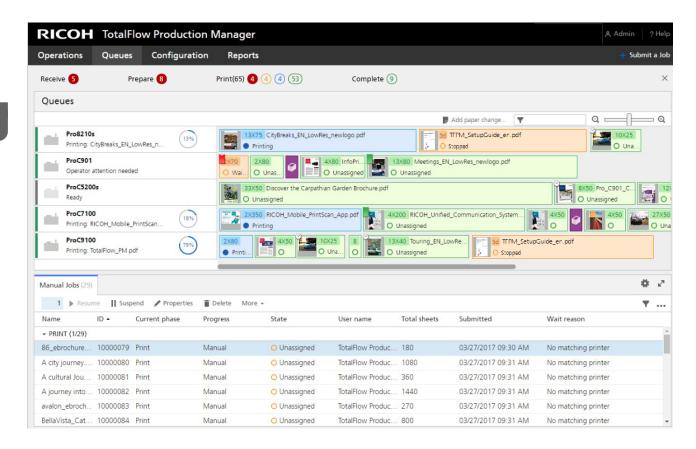
The [Queues] page of the TotalFlow Production Manager user interface lets administrators, operators, and monitors see the queue of jobs for each printer.

Administrators and operators can move jobs from one printer to another or change the order of jobs within a queue. On both the **[Queues]** page and the **[Operations]** page, administrators and operators can assign jobs to printers and edit job tickets at the last minute.

The [Queues] page contains a [Queues] pod and a [Manual Jobs] pod, and a [System summary] pod. The [Manual Jobs] pod is filtered to show jobs in manual phase progress. Use it to assign these jobs to printers.

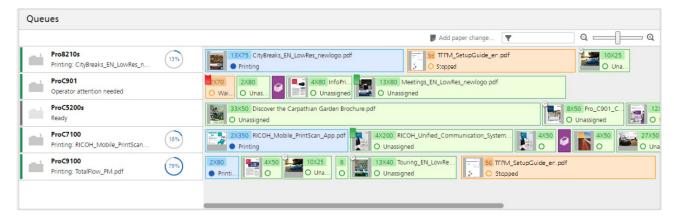


Always use the page buttons to switch tabs in the user interface because using the browser's forward and back buttons can cause unexpected results.



[Queues] pod

The [Queues] pod shows printers and the jobs that are assigned to print on the printers. It also shows paper change actions and special instructions.



The left side of the [Queues] pod shows printers. To open the [Status for Printer] dialog, right-click the printer area, then click [Status...].

The right side shows the queue of jobs for each printer. The jobs are arranged in the order in which you can expect them to print. To change the place of a job in the queue, drag the job in the new position.

Mouse over a job to see the job name, job ID, state, current activity, the number of sheets in the job, and the number of copies of the job.

Double-click a job to open a dialog that shows the status of the job.

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Right-click the job to do other actions, such as changing the number of copies or the job properties, holding, moving or deleting.

these instructions. The flag turns red if you close the **[Special Instructions]** dialog without printing the job.

, the held job flag, indicates that a job is held until a certain time. Double-click the job to see when it will be released to print.

, the paper change icon, indicates that the operator needs to change the paper that is loaded in the printer. Double-click the icon to see instructions for the paper change.

[Configuration] Page

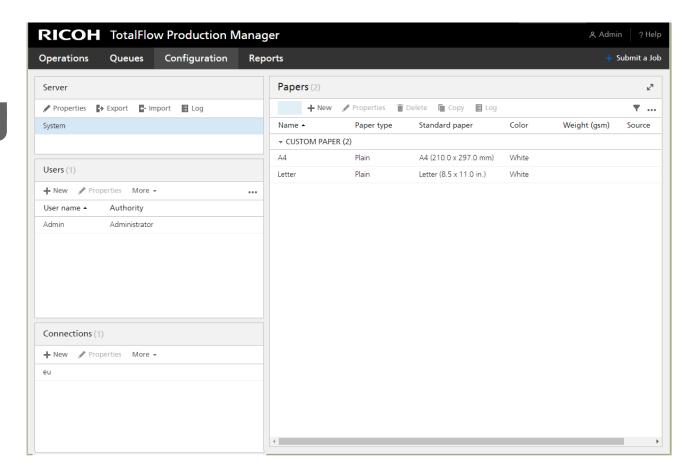
The [Configuration] page of the TotalFlow Production Manager user interface lets administrators create and change the properties of users and papers. It also lets administrators set server properties.

The [Configuration] page has pods for objects that only administrators can view or change: a [Server] pod, a [Papers] pod, and a [Users] pod.

- To open a pod, click [Configuration], then click the name of the pod. You cannot open another copy of a pod that is already open.
- To close a pod, click , the exit icon, in the upper right corner.

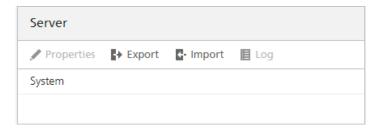


Always use the page buttons to switch tabs in the user interface because using the browser's forward and back buttons can cause unexpected results.



[Server] pod

The [Server] pod shows the TotalFlow Production Manager server. There can be only one server in the TotalFlow Production Manager system.

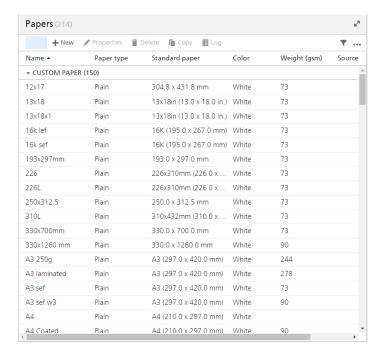


Administrators can use the **[Server]** pod to see and change information about TotalFlow Production Manager.

In the [Server] pod, the server name identifies the server. This name is [System] and you cannot change it.

[Papers] pod

The [Papers] pod lists the defined papers.



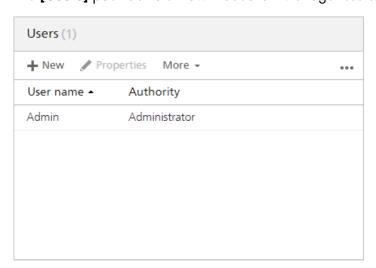
Administrators can view and change information about papers. They can also add and delete papers.

The [Papers] pod view shows the paper name and selected paper properties in table format.

To change the selection, click *** the tools icon, and then [Manage Columns...].

[Users] pod

The [Users] pod lists TotalFlow Production Manager users.

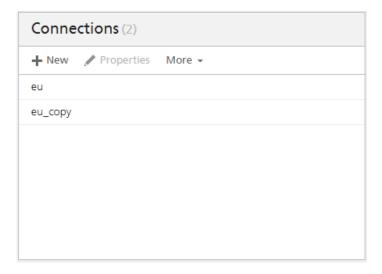


Administrators can add and delete users, change users' authority, and change the passwords of other users.

The **[Users]** pod shows the user name and selected user properties. To change the selection, click *** the tools icon, and then **[Manage Columns...]**.

[Connections] pod

The **[Connections]** pod allows you to create connections and displays the connections already created in TotalFlow Production Manager.



Administrators can add and delete connections, change their properties or see logs. Operators can view properties and logs.

The [Connections] pod shows the connection name.

[Reports] Page

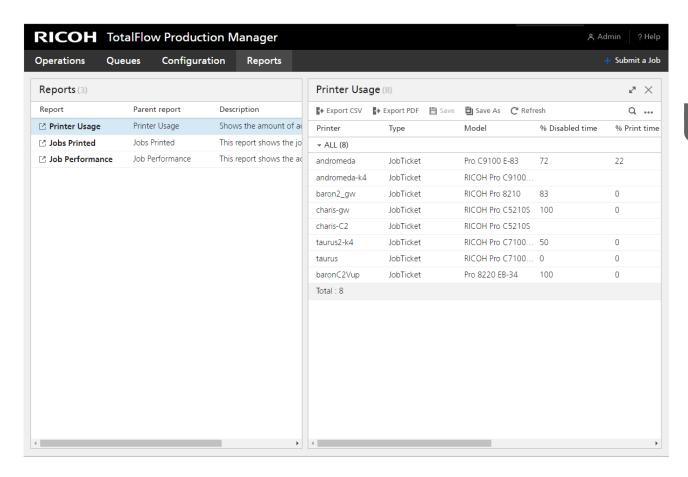
The [Reports] page of the TotalFlow Production Manager user interface lets administrators view the reports supplied with TotalFlow Production Manager and create their own reports.

The [Reports] page includes pods that list the available reports and files saved from reports and that show the contents of a selected report.

You can open, close or expand the [Reports] pods, using the tools icons on the header bar.

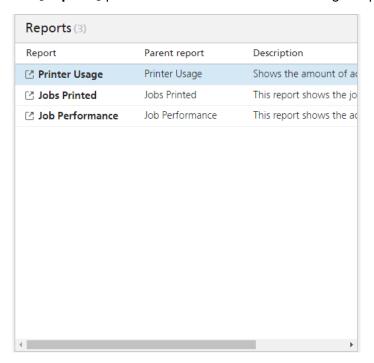


Always use the page buttons to switch tabs in the user interface because using the browser's forward and back buttons can cause unexpected results.



[Reports] pod

The [Reports] pod lists TotalFlow Production Manager reports.

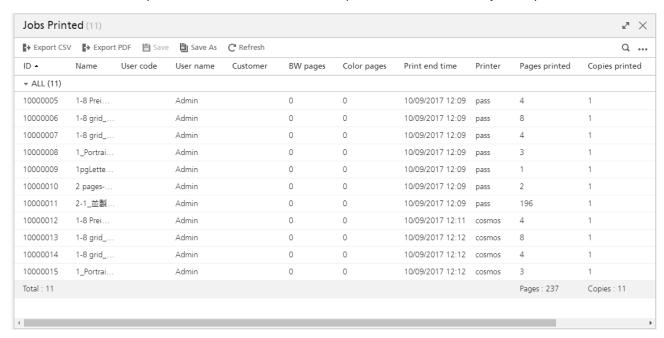


Administrators can select reports for viewing or delete their own reports.

The [Reports] pod shows the name, description, and time range for each report in table format.

[Report_name] pod

The [Report_name] pod shows the contents of the report selected in the [Reports] pod in table form.



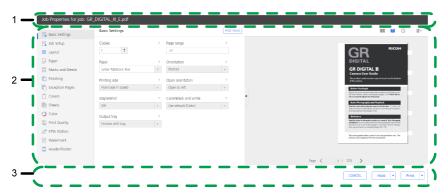
Administrators can set the time range that the report shows and save a copy of the report.

[Job Properties Editor] Dialog

The [Job Properties Editor] dialog consists of sections that let you configure and view the job that you send to the printer. The [Job Properties Editor] dialog provides all the information to configure the job to print. All your changes are shown in real time so that you can see how the final output looks.

To open the [Job Properties Editor] dialog, select a job and click the properties or the edit icon.

The elements of the user interface are:



- Title bar
- 2. Content area
- 3. Action bar

View modes

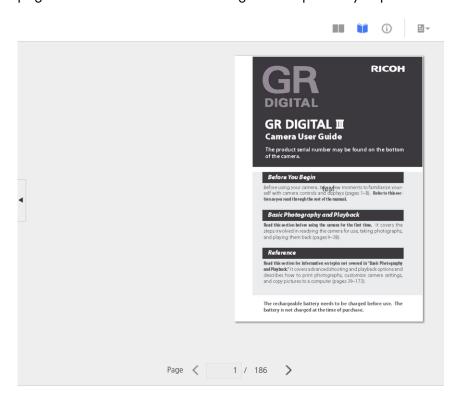
The views area of the dialog has various options for displaying the job or information about it.

Use the icon at the top right of the section to change the view as described in the table.

Icon	View name	Description
	[Sheet view]	Shows the job displayed as pages in the order that you read them.
Ĭ	[Book view]	Shows the job displayed as a book.
(i)	[Job Summary]	Summarizes all the job settings. These settings can be exported as HTML files.
	[View options]	Shows page numbers, slip sheets, and the origin point.

[Book view]

The **[Book view]** displays the job as a book in the center of the content area. You can flip the pages and see in real time the changes to the job that you print.



To flip the pages, click the sheet edge or click the next and previous icons.

Icon	Name
<	[Previous page]
>	[Next page]

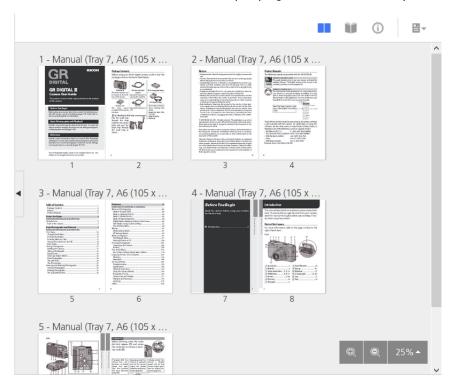
For large print jobs, with more than 1000 sheets, only the first 1000 sheets are loaded to be displayed. You can see the number of loaded pages of the total number of pages in the job. The exception pages are visible only if the range of pages containing the exception pages is already loaded.



This view is not available when some of the options are not set, such as printing side or the paper size.

[Sheet view]

The [Sheet view] shows multiple pages in the order that you read the pages in the job.



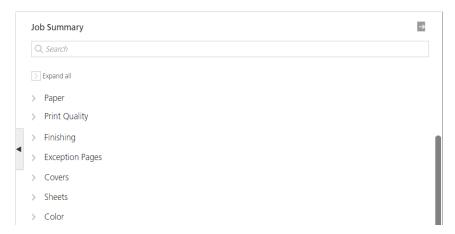
You can set the zoom levels by using the zoom option from the right bottom corner. The zoom levels allow you to zoom in and out for a more detailed image or for an overview of all the pages. Use the **[Fit width]** option to view only the current sheet, zoomed in to fit the width available. The maximum zoom level of 100% displays 96 dots per inch.

This view is not available when some of the options are not set, such as printing side or the paper size.

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[Job Summary]

The [Job Summary] view displays a text summary of the current job properties.



This view includes links that open the correct section, so that you can find the setting that you need to edit easily. You can also export the summary to an HTML file by clicking , the export button located in the upper right side of the **[Job Summary]** section. You can open and print the HTML file from outside the editor.

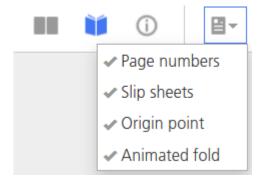
The settings are listed grouped by the section headings.

If any of the values displays a red triangle, your printer does not support the current selection. You must change it to a valid selection.

[View options]

The [View options] menu lets you select the elements you want to display in a particular view.

This menu is only available in the [Book view] and the [Sheet view].



You can select to turn on and off the page numbers, slip sheets, the origin point, and the animated fold options for the pages in the job.

The **[Page numbers]** option displays the number corresponding to the page in the print file over each page on a sheet. These numbers are not printed. They are only visible in the interface.

The [Slip sheets] option displays all the slip sheets inserted in the job. When the [Slip sheets] option is not checked, the slip sheets are not displayed and also not included in the count of sheets, but they are printed.

The [Origin point] represents the start point for [Image alignment], [Rotation degrees], and [Image offset]. All the adjustments made to [Image alignment], [Rotation degrees], and [Image offset] are based on that point of origin. The [Origin point] is displayed in the appropriate corner of each sheet.

The [Animated fold] option displays the pages in [Book view] as folded whenever the [Fold type] is set to a specific value, except [Gate fold]. Each page can be unfolded and folded back by clicking the arrow on the edge of the sheet. The [Animated fold] option is selected by default.



- The [Animated fold] option might be disabled in some cases. To enable [Animated fold], remove the [Exception Pages], change the [Imposition] value, or change the [Paper] to a short edge feed paper without tabs.
- If folding lines cannot be drawn on all pages in the job, [Animated fold] cannot be enabled.

2. Doing Sample Tasks

Creating and Modifying Email Notifications

This chapter shows examples of some of the more complex tasks that you can do with TotalFlow Production Manager.

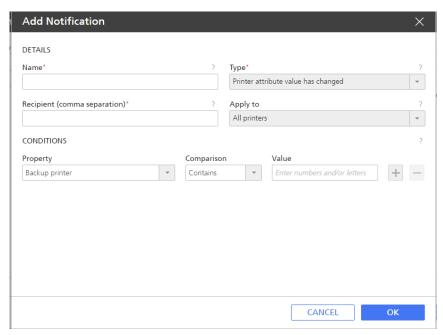
Creating and Modifying Email Notifications

In this section, you will create email notifications for printers and jobs. You will also modify a printer notification.

Creating and Modifying Printer Notifications

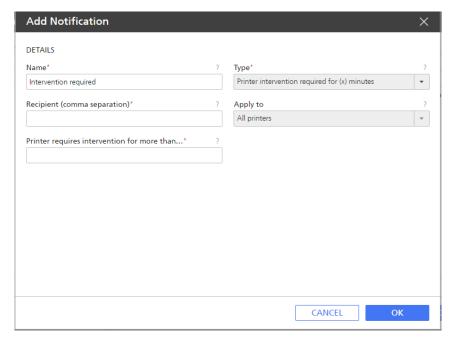
In this example, you will create a notification that sends an email to the operator whenever any printer needs intervention. You will modify this notification to email a second operator. You will create another notification that sends an email to you if the operators cannot solve the problem for a specific printer within a reasonable time.

- 1. Log in to TotalFlow Production Manager as an operator or an administrator.
- 2. In the menu bar, click [Operations]..
- 3. Open the [Printers] tab, click the settings icon, and then [Notifications...].
 You see the [Printer Notifications] dialog.
- Click [New].
 You see the [Add Notification] dialog.



- 5. Edit the [Name] field to say Intervention required.
- 6. In the [Type] list, select [Printer intervention required for (x) minutes]

 The dialog changes to look like this:



- 7. In the [Recipient (comma separation)] field, type operator1@mycompany.com.
- 8. Under [Apply to] field, make sure that [All printers] is selected.
- 9. In the [Printer requires intervention for more than (minutes)] field, type 1.
- Click [OK].
 You have created the first printer notification.

Now you will add another operator's email address to the notification.

- 11. Select the notification you created, then click **[Edit]** You see the **[Edit Notification]** dialog.
- 12. Edit the [Recipient (comma separation)] field to read operator1@mycompany.com, operator2@mycompany.com.

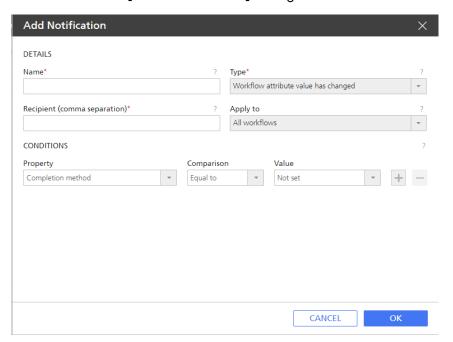
Separate the email addresses with commas.

- 13. Click [OK].
- 14. Now you will create a similar notification for a specific printer. This time, you want to send an email to yourself if the operator fails to resolve the problem. Open the [Printer Notifications] dialog, then click [New].
- 15. In the [Name] field, type Operator cannot fix my printer.
- 16. In the [Type] list, select [Printer intervention required for (x) minutes]
- 17. In the [Recipient (comma separation)] field, type me@mycompany.com.
- 18. Under [Apply to] field, select the printer.
- 19. In the [Printer requires intervention for more than (minutes)] field, type 30.
- 20. Click [OK].

Creating and Modifying Workflow Notifications

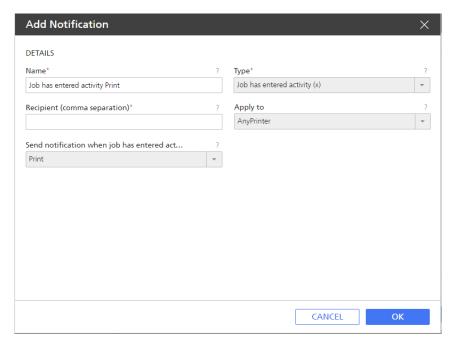
In this example, you will create a notification that sends an email to the operator whenever any workflow needs intervention.

- 1. Log in to TotalFlow Production Manager as an operator or an administrator.
- 2. In the menu bar, click [Operations].
- Open the [Workflows] tab, click the settings icon, and then [Notifications...].
 You see the [Workflow notifications] dialog.
- 4. Click [New].
 You see the [Add Notification] dialog:



- 5. Edit the [Name] field.
- 6. In the [Type] list, select [Job has entered activity (x)]

The dialog changes to look like this:

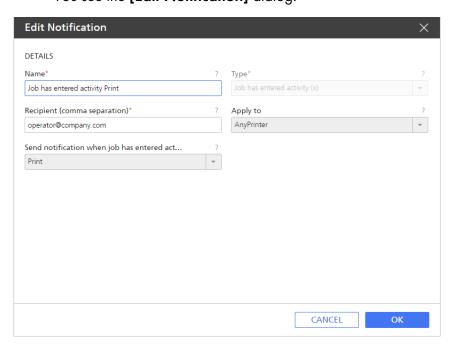


7. In the [Recipient (comma separation)] field, type the email address or addresses you want the notification sent to.

Separate the email addresses with commas.

- 8. Under [Apply to] field, select [AnyPrinter].
- 9. Under [Send notification when job has entered activity] select the [Print] activity.
- Click [OK].
 You have created the first workflow notification.
- 11. To modify your notification, follow the steps 1-3 above to open the [Notifications...] dialog.
- 12. Select the notification you created and click [Edit].

You see the [Edit Notification] dialog:

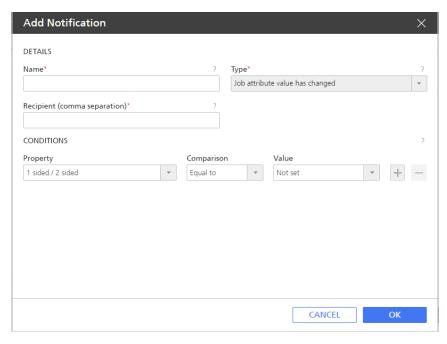


- 13. Edit the fields according to your needs.
- 14. Click [OK] to save the changes.

Creating and Modifying a Job Notification

In this example, you will create a notification that sends an email to you when anyone changes the values of job properties to print more than one copy of a single-sided job. All job notifications apply to all jobs.

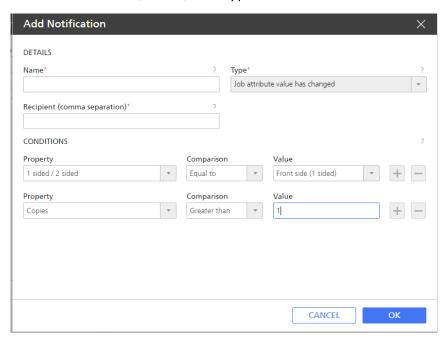
- 1. Log in to TotalFlow Production Manager as an operator or an administrator.
- 2. In the menu bar, click [Operations]...
- Open the [All Jobs] tab, click the settings icon, and then [Notifications...].
 You see the [Job Notifications] dialog.
- 4. Click [New].
 You see the [Add Notification] dialog:



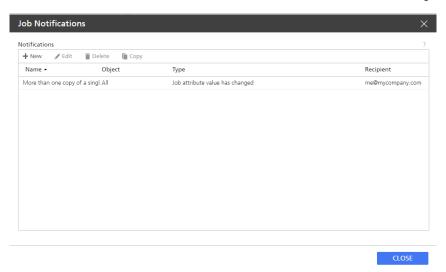
- 5. In the [Name] field, type More than one copy of a single-sided job.
- 6. In the [Type] list, select [Job attribute value has changed].
- 7. In the [Recipient (comma separation)] field, type me@mycompany.com.
- 8. In the [Property] list, select [1 sided / 2 sided].
- 9. In the [Comparison] list, select [Equal to].
- 10. In the [Value] list, select [Front side (1-sided)].
- 11. Click \pm , the add button.

You see a second set of [Property], [Comparison], and [Value] fields.

- 12. In the second [Property] list, select [Copies].
- 13. In the second [Comparison] list, select [Greater than].
- 14. In the second [Value] field, type 1.



15. To save the new notification, click [OK].
You can see the notification in the [Job Notifications] dialog:



You can manage your job notifications by changing their name and the email address or addresses where you want them sent. Separate the email addresses with commas.

- 16. To modify an already existing notification, select it and click [Edit].
- 17. Change the notification name and the recipient email, then click [OK] to save the changes.
- 18. To create a new notification, either use the **[New]** button, or the **[Copy]** button. Edit the dialog fields as shown, and save the changes.
- 19. To delete a notification, select it and click [Delete].

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Whenever the properties of a job are changed, TotalFlow Production Manager checks the values of [1 sided / 2 sided] and [Copies]. If both your conditions are true (that is, the job is single-sided and there is more than one copy), you receive an email notification.

3. Configuration

- Creating Printers
- Creating workflows
- Creating Printer Pools
- Creating Connections
- Preparing for Job Submission
- Creating Papers
- Copying Objects from One System to Another
- Setting Server Properties
- Creating Notifications
- Changing the Log Schedule
- Configuring Client Computers

Configuration tasks for TotalFlow Production Manager include adding and setting properties papers and users, as well as more advanced tasks such as setting server properties.

Creating Printers

Printers represent the printer devices in your environment that receive jobs from TotalFlow Production Manager. You can create printers to represent printer devices at up to fifteen IP addresses. Because more than one printer can represent the same printer device, you can create more than fifteen printers.

These types of printers can receive jobs in TotalFlow Production Manager:

The type of printer that you create in TotalFlow Production Manager to represent a printer device depends on the capabilities of the printer device:

Job Ticket printer

Job Ticket printers are associated with printer devices that support job tickets. You can specify job options by editing the job tickets for jobs assigned to Job Ticket printers.

TotalFlow Production Manager workflows that are associated with Job Ticket printers can receive jobs from these programs:

- RICOH TotalFlow Production Manager Job Submission
- RICOH TotalFlow Prep
- RICOH TotalFlow PM PDF Print Driver
- External online applications such as MarcomCentral Web-to-print system.

They can also receive jobs in a hot folder or from a print command that uses the line printer daemon (LPD) protocol. Job Ticket printers can communicate directly with printer devices and obtain status on the jobs while they are printing.

Passthrough printer

Passthrough printers are associated with printer devices that can print jobs in many different formats, for example, PCL, PostScript, and PDF. Jobs assigned to passthrough printers do not have job tickets. TotalFlow Production Manager workflows that are associated with Passthrough printers can receive these jobs in a hot folder or from a print command that uses the LPD protocol. Passthrough printers cannot report job status.

Passthrough printers can receive jobs from RICOH TotalFlow Production Manager Job Submission.

TotalFlow Production Manager uses **assignment properties** to assign jobs to both types of printers. If the values of all the assignment properties for a job match the values of the corresponding assignment properties for a printer, the job can be assigned to the printer.

Job property	Printer property
[Customer]	[Customer name]
[Paper Settings] ([Name] on [Paper] page of [Properties for Job] editor)	[Paper Settings] ([Name] of the papers in the printer's input trays or scheduled in paper changes for the printer)
[Staple/Bind]	[Staple]
[Punch]	[Punch]
[Fold type]	[Folding]
[Color/Black and white]	[Color mode]
[Total sheets]	[Job total sheets supported]
[Requested Printer]	[Requested Printer]



If you create more than one printer to represent the same printer device, you might encounter these conflicts:

- Because each printer has its own queue in the [Queues] pod, you do not see a combined queue for the printer device.
- Jobs might not print in the order that you expect.
- A job assigned to one printer might print between the header page and the body of a job assigned to another printer.
- If both a Job Ticket printer and a Passthrough printer represent the same printer device, you might
 not be able to view the status of jobs assigned to the Job Ticket printer when the Passthrough printer
 is processing a large job.

To avoid these conflicts, enable only one of the printers at a time.

Creating Job Ticket Printers

Job Ticket printers are associated with printer devices that support PDF. They can print PostScript and PCL jobs if a workflow step converts these formats to PDF.

You can edit the job tickets for jobs assigned to Job Ticket printers. TotalFlow Production Manager workflows that are associated with Job Ticket printers can receive these jobs from TotalFlow Prep, in a hot folder, or from a print command that uses the line printer daemon (LPD) protocol. Job Ticket printers can communicate directly with printer devices and obtain status on the jobs while they are printing.

For job ticket printers that represent some printer devices that use a printer controller option, TotalFlow Production Manager automatically sets the printer assignment properties and creates a paper map shortly after the printer is created.

TotalFlow Production Manager also lets you add printers that are connected to your Windows system and use a printer driver compatible with the Windows V4 Print Subsystem.



- Adding a Windows V4 Print device is a new function, currently provided only as a preview version.
 For information about limitations and possible solutions, see the Readme file.
- Before registering a printer, make sure that both your computer and the printer are correctly
 connected to the network. For information about how to connect the printer to a network, see the
 printer documentation.
- To be able to use Windows V4 printers, make sure you install a printer driver compatible with the Windows V4 Print Subsystem.



You can find a list of supported drivers that are compatible with Windows V4 Print Subsystem here: Universal Print Driver.

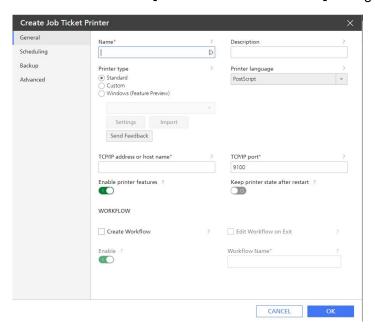
To create a Job Ticket printer:

- 1. Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Operations].
- Do either of these:

To create a new printer:

- 1. In the objects pod on the left, click [Printers].
- 2. Click [New], then select [Job Ticket Printer...].

You see the [Create Job Ticket Printer] dialog:



To copy an existing printer:

- 1. Select it in the [Printers] tab, click [More], then [Copy...].
- 2. Or, right click the printer, then select [Copy...].

You see the [Copy Printer] dialog.

The new printer will have the same property values as the selected printer (except the **[Name]**).

4. On each page of the dialog, enter or select values for the required and optional properties that need to be adjusted to match your environment.

Click the page names in the navigation bar to change pages.

- 1. Under [Printer type], select one of the options:
 - [Standard], if you want to create a printer that represents one of the supported Ricoh devices. This is the default option.
 - [Custom], if you want to create a PostScript printer that represents a device not normally supported.
 - [Windows (Feature Preview)], if you want to add a printer connected to your Windows system that uses a printer driver compatible with the Windows V4 Print Subsystem.
- For a custom printer to become available in TotalFlow Production Manager, you must first import its custom printer definition file. To import a custom printer definition file, click [Import].
 For more information about importing a custom printer definition file, see Using the Import Custom Printer Definition Tool, p. 56.
- 3. If you selected [Custom], choose one of the printers in the list that opens, then click [Settings].

You see the Installable Options dialog, in which you can select the device capabilities of the printer model that you selected. These options become available on your TotalFlow Production Manager printer. For more information about using Installable Options, see Using the Installable Options, p. 57.



If TotalFlow Production Manager was opened with HTTPS, there is a security restriction that does not allow loading other pages with HTTP, so you might not be able to use the Installable Options dialog. In this case, switch back to HTTP, configure the Installable Options, then enable HTTPS again.

4. If you selected [Windows (Feature Preview)], choose the Windows printer that you want to add from the printers list.

The printers list includes only the printers available on your Windows system that use a printer driver compatible with the Windows V4 Print Subsystem.

The **[Settings]** option becomes available only after you save the printer. To configure the settings of the printer:

- 1) In the menu bar, click [Operations].
- 2) In the [Printers] tab, click [More], then [Properties...]. Or, right click the name of the printer, then select [Properties...]. You see the [Properties for Job Ticket Printer] dialog.
- 3) Click [Settings]. You see the Ricoh Windows Printer Mapping dialog.

4) In the **Ricoh Windows Printer Mapping** dialog, configure mappings for the settings available on your printer.

A default set of mappings is already available based on the printer model.

For more information, click the help button on the **Ricoh Windows Printer Mapping** screen.

- 5. Select the [**Printer language**] used for the communication between the application and the printer.
- 6. If you create more than one printer to represent the same printer device, specify the [TCP/IP address or host name] property the same way for each printer.

If you specify a TCP/IP address for one printer and a fully qualified host name for another, TotalFlow Production Manager counts these as two different IP addresses even though they both resolve to the same address.

- 7. Specify a value for the [TCP/IP port] property.
 - When the Printer language is set to PostScript, the default port number is 9100. If the
 printer device uses the EFI Fiery controller option, you can also specify one of these port
 numbers:

9101

Jobs are sent to the direct queue. They print in the same order that you submit them. TotalFlow Production Manager cannot determine job status for most printers. The collate function for multiple copies is not available.

9102

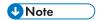
Jobs are sent to the print queue. They might not print in the same order that you submit them. TotalFlow Production Manager can determine job status. The collate function for multiple copies is available. This is the recommended port.

9103

Jobs are sent to the hold queue. An operator must release the job at the printer console to print it.

- When the Printer language is set to PDF/JDF, the default value displayed is 8010 / 80.
 8010 is the network interface for printer devices that use PDF/JDF, and 80 is specific to devices that use TotalFlow Print Server controller.
- 8. Leave the **[Enable printer features]** toggle on in order to receive updated information about the printer capabilities.
- 9. To enable the printer to keep the state that was set before a restart, select [Keep printer state after restart].
- 10. In the [Workflow] section, select [Create Workflow], then [Edit Workflow on Exit]. Thus, you create a workflow for the new printer and you can edit its properties when you close the dialog.
- 11. On the [Scheduling] page, set the printer assignment properties.
- 12. Under [Loaded papers], select one of these:
 - [No], to schedule jobs to the printer even if the required papers for the jobs are not loaded in one of the paper input trays.

• **[Yes]**, to schedule jobs to the printer only if the required jobs are loaded in one of the printer input trays.



In both cases, the papers requested for the jobs must be in the supported papers list of the printer.

- 13. Under [Paper] select the paper types required for the printer.
- 14. On the **[Advanced]** page, the default is that the printer prints separator sheets (banner pages) in the language that you selected when you installed the TotalFlow Production Manager server. To print separator sheets in a different language, set the **[Messages language]** property.
- 15. Under [Input tray for separator pages], select an input tray for separator pages from the trays list.
 - If the Printer language is set to **JDF** you can also choose the output tray where the unused tabs will be ejected.
- 16. Use the **[Validate job tickets]** toggle to specify whether to validate job tickets before printing.

This option is especially useful for job tickets that were not validated before.

17. In the [Job Separator Sheet] section, specify whether to print special instructions before and/or after the job pages.



If you chose an output tray for the job, then set the same output tray for the separator sheets.

Depending on the finishing settings of the job, some separator sheets might not be ejected in the same output tray as the job. This will happen when the output tray set for the job is one of these:

[Booklet tray]

[Trimmer tray]

[Ring binder tray]

[Perfect binder lower left tray]

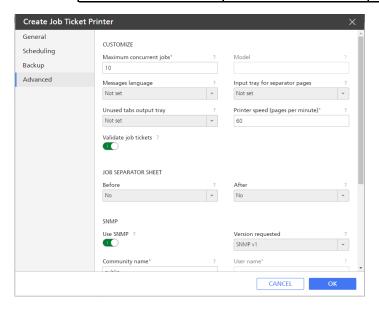
[Folding unit tray]

In these cases the printer decides where it ejects the separator sheets. Usually they will be ejected in the [Finisher shift tray].

18. Under [SNMP], set the properties to the same values as the corresponding settings in the printer controller:

Printer Property	EFI Fiery Printer Controller	Ricoh Printer Controller	TotalFlow Print Server Printer Controller
[Community name]	[Read Community Name]	The [Community Name] printer property must have either read-only or read/write Access Type	The [Community Name] must have either read-only or read/write Access Type
[User name]	[Unsecure User Name] (minimum security) [Secure User Name] (medium or maximum security)	[Account Name (User)]	[Users] This setting can have more than one value. Set the [User name] printer property to any one of the values in the list.
[Medium security password] If you set the [Maximum security password], you must also set the [Medium security password]. Some printers let you set only the [Maximum security password], but if you do, SNMP cannot connect to the printer.	[User Authentication Password]	[Authentication Password (User)]	[Password] The TotalFlow Print Server printer controller has 1 password setting for each SNMP user. For medium security, set the [Medium security password] property to the value of this setting for the user specified by the [User name] property and do not set the [Maximum security password] property.
[Maximum security password] If you set the [Maximum security password], you must also set the [Medium security password]. Some printers let you set only the [Maximum security password], but if you do, SNMP	[User Privacy Password]	[Encryption Password]	[Password] The TotalFlow Print Server printer controller has 1 password setting for each SNMP user. For maximum security, set both the [Medium security password] and [Maximum security password] properties to the value of this setting for the user specified

Printer Property	EFI Fiery Printer Controller	Ricoh Printer Controller	TotalFlow Print Server Printer Controller
cannot connect to the printer.			by the [User name] property.
[Security level]	[Security Level]		
[Authentication type]	[User Authentication Type]	[Authentication Algorithm]	[Security]
[Privacy type]. This is a required field. Specify a value other than [None]. If [Privacy type] is [None], SNMP cannot connect to the printer.	[User Privacy Type]		[Encryption] (in [SNMP] dialog)
[Context name]		[Context Name]	



- 5. Click [OK].
- 6. If the printer is disabled, click , the enable button next to the printer.

Using the Import Custom Printer Definition Tool

The Import Custom Printer Definition Tool allows you to import and manage the custom printer definition files created by the regional experts. Those files are named .gpz files. Printer Connector makes your custom printer definition files available in TotalFlow Production Manager.

Before adding a custom printer definition file, you must launch the Import Custom Printer Definition Tool.

To launch the Import Custom Printer Definition Tool, follow these steps:

- 1. On the system where TotalFlow Production Manager is installed, open the Start menu.
- Click RICOH TotalFlow Production Manager, then Custom Printer Tool.
 The Import Custom Printer Definition Tool interface opens in your default browser. Use it to import or delete the printer definition files according to your needs.



Due to the limited communication between Printer Connector and the various custom printers, the information related to the job status and progress that TotalFlow Production Manager receives might not always be accurate. For this information, check the job status on the physical printer.

Importing a Custom Printer Definition File

- Select a gpz file from the dialog box and click [Open].
 The gpz file is displayed in the table on the main page and it is automatically selected. You can now use this custom printer definition file when you create a printer object in your TotalFlow application.

You see the gpz file in the table on the main page.



Deleting a Custom Printer Definition File

- On the table on the main page, hover over the custom printer definition file that you want to delete and click , the [Delete] button. You see a warning message.
- Click [YES].
 The selected custom printer definition file is deleted from Printer Connector.



After you remove the custom printer definition file, you can no longer use the deleted custom printer definition file to create new printers. However, all the printers created using that custom printer definition file will still function correctly.

Using the Installable Options

Configure the Installable Options depending on the capabilities of your printer. See the documentation of your printer for information on the device capabilities.

To configure the Installable Options:

3

1. Select the options that are available for your printer.

The **[Engine]** is selected by default, and it refers to the main component of a printer that performs the printing.

Examples of installable options include: puncher, folding unit option, booklet finisher, or stapler.

To save your changes, click [OK].

To change the capabilities of your printer, return to the Installable Options panel and select the desired options according to your needs.

Creating Passthrough Printers

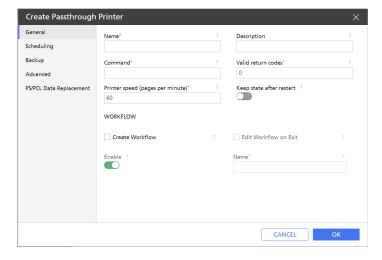
Passthrough printers are associated with printer devices that can print jobs in many different formats, for example, PCL, PostScript, and PDF.

Jobs assigned to Passthrough printers do not have job tickets. TotalFlow Production Manager workflows that are associated with Passthrough printers can receive these jobs in a hot folder or from a print command that uses the LPD protocol. Passthrough printers cannot report job status.

To create a Passthrough printer:

- 1. Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Operations].
- 3. In the objects pod on la left, click [Printers].
- 4. Do either of these:
 - To create a new passthrough printer,
 - 1. Click [New], then select [Passthrough...].

You see the [Create Passthrough Printer] dialog:



- To copy an existing printer,
- 1. Right-click it in the [Printers] tab.
- 2. Select [Copy...].

You see the [Copy Printer] dialog.

The new printer will have the same property values as the selected printer (except the **[Name]**).

5. On each page of the dialog, enter or select values for the required and optional properties to match your environment.

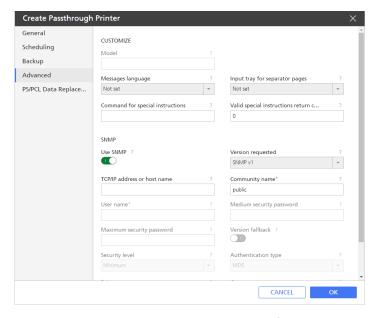
Click the page names in the navigation bar to change pages.

- 1. On the [General] page, the value of the [Command] property depends on the print commands that are available on your system.
 - For information about the Windows | pr command, open a [Command Prompt] window and enter 1pr?
 - Use the host name or IP address of the printer as the value of the server option of the command
 - For example, the Windows **lpr** command uses the option **-S** *printer* to specify the server that provides LPD services. In the case of a passthrough printer, this is the printer itself.
 - Use the name of the print queue as the value of the printer option of the command. For example, the Windows **lpr** command uses the option **-P** printer to specify the printer or print queue where it sends the print file. A typical name for the print queue on a passthrough printer is PASS.
 - Use the name of the company department as the value of the department option of the command.
 - For example, the Windows **lpr** command uses the option **-J** department to specify the administrative entity that is responsible for the print jobs.
 - Use the getFileName or getAbsoluteFileName method to specify the name of the print file.

UNote

- 1) For help with specifying file names in the **[External command]** property, see Specifying File Names in Symbol Notation, p. 269.
- 2) For help with specifying job attributes in the **[External command]** property, see Using Job Attributes Symbols in Commands, p. 270.
- Because Passthrough printers cannot automatically determine the values of job properties, you must pass them to the printer as options of the printer command.
- 2. To enable the printer to keep the state that was set before a restart, select [Keep printer state after restart].
- 3. On the **[Scheduling]** page, set the printer assignment properties.
- 4. On the [Backup] page select a [Backup printer] to be used instead, if the printer you are creating stops for any reason.
- 5. Then, select the [Recovery triggers], which are the conditions that trigger the recovery mode, and how long the printer should wait before going into recovery mode.

6. The default is that the printer prints separator sheets (banner pages) in the language that you selected when you installed the TotalFlow Production Manager server. To print separator sheets in a different language, set the [Messages language] property on the [Advanced] page appropriately:



- 7. Set a value for the **[Command for special instructions]** property to enable the Passthrough printer to print a separator sheet with special instructions before the job.
 - Use the **getOperInst** method to specify the name of the special instruction file. For more information, see Specifying File Names in Symbol Notation, p. 269.
- 8. Under [SNMP], set the properties to the same values as the corresponding settings in the printer controller:

Printer Property	EFI Fiery Printer Controller	Ricoh Printer Controller	TotalFlow Print Server Printer Controller
[Community name]	[Read Community Name]	The [Community Name] printer property must have either read-only or read/write Access Type	The [Community Name] must have either read-only or read/write Access Type
[User name]	[Unsecure User Name] (minimum security)	[Account Name (User)]	[Users] This setting can have more than one value.
	[Secure User Name] (medium or maximum security)		Set the [User name] printer property to any one of the values in the list.
[Medium security password]	[User Authentication Password]	[Authentication Password (User)]	[Password] The TotalFlow Print Server printer

Printer Property	EFI Fiery Printer Controller	Ricoh Printer Controller	TotalFlow Print Server Printer Controller
If you set the [Maximum security password], you must also set the [Medium security password]. Some printers let you set only the [Maximum security password], but if you do, SNMP cannot connect to the printer.			controller has 1 password setting for each SNMP user. For medium security, set the [Medium security password] property to the value of this setting for the user specified by the [User name] property and do not set the [Maximum security password] property.
[Maximum security password]	[User Privacy Password]	[Encryption Password]	[Password]
If you set the [Maximum security password], you must also set the [Medium security password]. Some printers let you set only the [Maximum security password], but if you do, SNMP cannot connect to the printer.			The TotalFlow Print Server printer controller has 1 password setting for each SNMP user. For maximum security, set both the [Medium security password] and [Maximum security password] properties to the value of this setting for the user specified by the [User name] property.
[Security level]	[Security Level]		
[Authentication type]	[User Authentication Type]	[Authentication Algorithm]	[Security]
[Privacy type]. This is a required field. Specify a value other than [None]. If [Privacy type] is [None], SNMP cannot connect to the printer.	[User Privacy Type]		[Encryption] (in [SNMP] dialog)
[Context name]		[Context Name]	

- 9. If you create more than one printer to represent the same printer device, specify the **[TCP/IP** address or host name] property the same way for each printer.
- 10. On the [PS/PCL Data Replacement] page, set the replacement rules, according to your needs.

This function allows you to substitute or eliminate text from the PostScript or PCL files before processing the print job.

The input text can contain plain text or hexadecimal escape sequences, or any combination. For example, a data replacement value can contain a hexadecimal escape sequence like this: x1B, which is the character with hex code 1B (Escape).

The replace method searches a string for a specified value, or a regular expression, and returns a new string where the specified values are replaced. This method does not change the original string.

- In [Attach Before] field, click the _____ the browse icon to enter the full path name of a previously saved file that contains text you want to add as header for the processed file.
- In [Attach After] field, click the the browse icon to enter the full path name of a previously saved file that contains text you want to add as footer for the processed file.
- In the [Replace Data (multi-line)] fields on the left, enter the strings to be replaced or removed.
- In the [Replace Data (multi-line)] fields on the right, enter the text that will replace the strings you entered at the previous step.



If the file you want to attach is not on the server, use the **L** [Upload] button to upload it to TotalFlow Production Manager server.

- 6. Click **[OK]**.
- 7. To use the new Passthrough printer, click , the enable button, next to it.



If the workflow associated with the passthrough printer contains the **[Transform To PDF]** activity, the PostScript or PCL file is transformed into PDF before the data replacement is done. The data replacement is done during the **[Print]** activity.

Configuring Passthrough Printers to Use the Data Replacement Tool

This is an example of how to configure a Passthrough printer to use the Data Replacement tool for PS/PCL files.

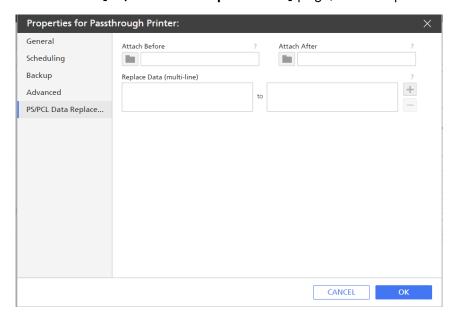
To configure an existing Passthrough printer to use the Data Replacement for PS/PCL Files tool:

- 1. Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Operations].

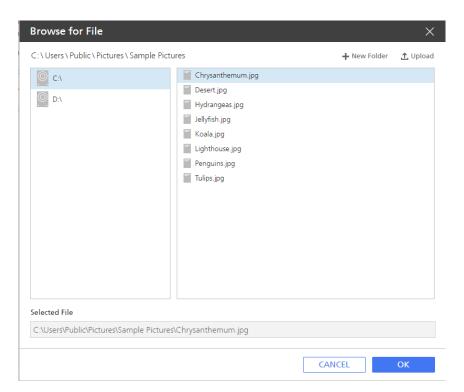
- 3. In the [Printers] tab, select the Passthrough printer that you want to configure.
- 4. Click [More], then select [Properties...]. Or, right-click the passthrough printer, then select [Properties...]

You see the [Properties for Passthrough Printer] dialog.

5. On the [PS/PCL Data Replacement] page, set the replacement rules, according to your needs.



- In [Attach Before] field, use the the browse icon to select a previously saved file that contains text you want to add as header for the processed file.
 If the file you need is not on the server, use the [Upload] button to upload it to TotalFlow Production Manager server.
- In [Attach After] field, use the the browse icon to select a previously saved file that contains text you want to add as footer for the processed file.



- Click [OK].
- If you want to replace or remove content from the PS or PCL file that you submit, do these:
 - In the [Replace Data (multi-line)] fields on the left, enter the strings to be replaced or removed.
 - In the [Replace Data (multi-line)] fields on the right, enter the text that will replace the strings you entered at the previous step.
- 6. Click **[OK]**.
- 7. In the [Workflows] tab, select a workflow that you want to configure and click [Properties...].
- 8. In the [Properties for Workflow] dialog, select [Hot folder] as job submission type.

You can keep the default folder path or you can use the the browse option to select or create an empty folder on the server to use as the hot folder for this workflow.

- 9. Make sure that the Passthrough printer and the workflow are enabled.
- 10. On the server where TotalFlow Production Manager is installed, copy a PS or PCL file in the folder set as the hot folder for the workflow.
 The job is listed in the [All Jobs] pod and the PS/PCL file will be printed with all the changes.

The PS/PCL file created by the merging of the three files can be found at the following location on the server: -installation_path/aiw/aiw1/spool/default/jobs_ID/jobs_ID.print.ps/pcl.

Configuring Printers to Print Separator Sheets

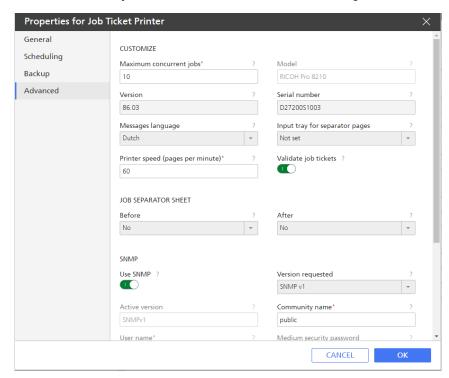
TotalFlow Production Manager can print job property values on job separator sheets (banner pages) before or after a job. Job separator sheets that print before the first data pages of a job are also called header sheets. Job separator sheets that print after the last data pages of a job are also called trailer sheets.



- Passthrough printers cannot print header sheets or trailer sheets.
- For separator sheets to print, the value of the [Job separator sheet (before) copies] or [Job separator sheet (after) copies] property of the workflow that creates the job must be 1 or greater.

To configure a job ticket printer to print separator sheets:

- 1. Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Operations].
- 3. In the objects pod on the left, select [Printers].
- 4. In the [Printers] tab, select the printer and click [More], then select [Properties...]
- 5. In the [Properties for Job Ticket Printer] dialog, click [Advanced].



6. Optional: To print separator sheets on a specific paper type, select a value from the list for the [Input tray for separator pages] property.

The paper in this tray will be used to print all job separator sheets: header sheets, trailer sheets, and separator sheets with special instructions.

If no [Input tray for separator pages] is selected, all job separator sheets will be printed on Plain A4 or Letter.

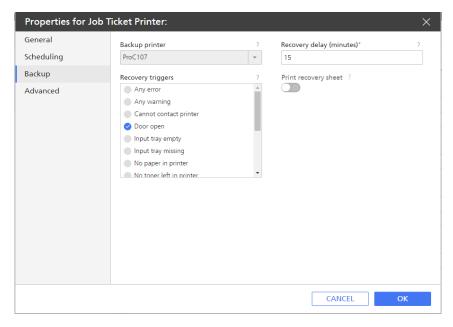
- 7. To enable the printer to print header or trailer sheets, set [Before] or [After] to [Yes].
- 8. Click [OK].

Configuring Printers for Recovery

You can configure a printer so that, when something happens that might prevent it from printing, TotalFlow Production Manager stops assigning new jobs to that printer and starts assigning jobs that request that printer to a backup printer. Jobs that are waiting to print on the first printer are moved to the backup printer. Jobs that have already been sent to the first printer are not moved. The job that was printing when the printer stopped is moved to the backup printer.

To configure a printer for recovery:

- 1. Log in to TotalFlow Production Manager as an administrator.
- Make sure that the SNMP connection is functional. If SNMP is disconnected or disabled, TotalFlow Production Manager cannot receive information from printers.
- 3. In the menu bar, click [Operations].
- 4. Click [Printers].
- 5. In the [Printers] tab, select the printer, click [More], then [Properties...]
- 6. In the [Properties for Job Ticket Printer] dialog, click [Backup].



- 7. Set the [Backup printer] property to the name of the printer or printer pool where you want to send jobs that are already assigned to this printer and new jobs that request this printer.
- 8. Set the [Recovery triggers] property to specify the conditions that cause the printer to go into recovery mode.

You can specify individual errors and warnings or these special conditions:

[Any error]

Any one or more error conditions exist.

[Any warning]

Any one or more warning conditions exist.

[Cannot contact printer]

TotalFlow Production Manager cannot contact the printer when sending a job to it.

- 1. To add a recovery trigger, select it in the [Recovery triggers] list.
- 2. To remove a recovery trigger, clear it in the [Recovery triggers] list.
- 9. By default, the printer waits 15 minutes after the onset of a recovery trigger before going into recovery mode. The delay gives you time to correct a temporary condition like [Door open] or [Paper low]. To set a longer or shorter delay, change the value of the [Recovery delay (minutes)] property.
- 10. Enable the [Print recovery sheet] option to allow the backup printer to print an extra sheet before the first recovered job. The recovery sheet informs the operator that the job printed after it is a recovered job.
- 11. Click **[OK]**.



In case of a cascade flow of backup printers, if a backup printer is also in recovery mode, the recovery mechanism is not triggered and the jobs remain on the initial printer.

Configuring Printers to Use Papers

This topic explains how to configure TotalFlow Production Manager printers and papers so that jobs print on the required paper. The process is the same for printers that use the Ricoh and EFI Fiery controller options.

These instructions apply to jobs submitted from TotalFlow Prep or other external applications. By default, jobs submitted to hot folders or by the **lpr** command do not specify any paper properties, so they are automatically received and scheduled.

To configure the TotalFlow Production Manager printer and print a job:

- Make sure that the TotalFlow Production Manager papers are defined correctly.
 For information, see Papers in TotalFlow Production Manager and in Other Programs, p. 86.
- 2. Map the input trays for each Job Ticket printer or Passthrough printer to show the papers loaded in the printer device.
 - 1. Use default papers wherever possible.
 - The names of the default papers do not have to match the names in the printer paper catalog. For example, the paper loaded in **[Tray 1]** of the printer device might be called **[Standard]** in the printer paper catalog. TotalFlow Production Manager has no default paper called **[Standard]**, but it does have one called **[A4]**. Both **[Standard]** and **[A4]** are white, A4 in size, and 80 grams per square meter in weight; and neither is preprinted, prepunched, textured, or coated. Specify **[A4]** paper in **[Tray 1]** of the TotalFlow Production Manager printer.
 - 2. If you cannot use a default paper, create a custom paper.

- 1) Copy the closest matching default paper, then change the properties that you want to customize. This ensures that all the properties needed to match job submissions from TotalFlow Prep or other external applications have values.
- 2) If you use a custom supported paper list, add the paper to the list of [Paper types] for each applicable printer.
- 3. Before you submit a job to TotalFlow Production Manager, compare the paper properties requested in the external applications job ticket to the properties of the papers in the TotalFlow Production Manager paper library. For every paper that the job ticket requests, there must be a TotalFlow Production Manager paper with the equivalent property values. If you submit a job that is to use a custom paper, make sure that you specify the non-default properties of the custom paper in the job ticket.
- 4. To schedule a job to a TotalFlow Production Manager printer, make sure that the name of each paper requested in the job ticket matches the name of a paper that is either already mapped in a printer input tray or specified in a paper change that is scheduled for the printer.
- 5. If the job is not scheduled to print:
 - 1. Select the job and click [More], then select [Move...]. Look at the [Move Job] dialog to see which property is preventing the job from being scheduled to the desired printer.
 - 2. If the problem is a paper property, make sure that every paper name requested by the job is listed in the input paper tray setting for the printer.

Creating workflows

Workflows are the TotalFlow Production Manager objects through which TotalFlow Production Manager receives jobs.

To create a workflow:

- 1. Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Operations].
- 3. In the tool bar of the objects pod on the left, click [Workflows].

To create a new workflow:

4. Click [New]

To copy an existing workflow:

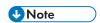
- 5. Select it in the [Workflows] tab.
- 6. Click [More].
- 7. Select [Copy...]

The new workflow will have the same property values as the selected one, except the [Name].

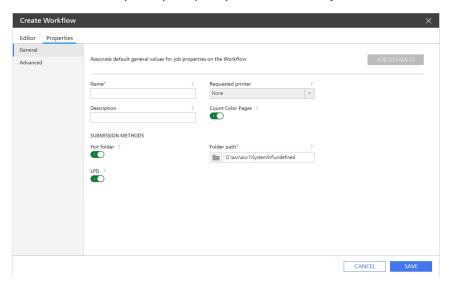
You see the [Create Workflow] or [Copy Workflow] dialog.

- 8. On each page of the dialog, enter or select values for the required and optional properties that must be adjusted to match your environment.
- 9. To receive detailed information about the amount of color and black and white pages of the jobs processed through the workflow, switch on the [Count Color Pages] toggle. The information is displayed in the [All Jobs] pod.

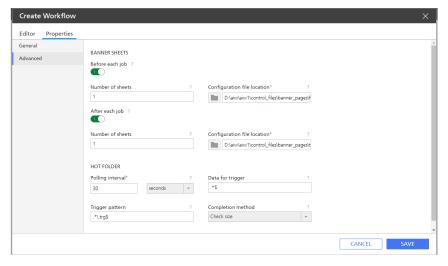
10. If you plan to submit jobs through external applications select one or both submission methods in the [General] tab.



- If the workflow receives jobs using the LPD protocol, limit the workflow name to 8 bytes. Depending on the print command that you use, you might have to create a print queue on the sending system with the same name as the workflow. Some systems truncate print queue names to 8 bytes.
- If the workflow receives jobs in a hot folder, TotalFlow Production Manager creates the directory that you specify as the **[Folder path]** if it does not already exist.



11. If you want to print separator sheets for all the jobs processed through this workflow, enter or select the appropriate values in the [Banner pages] dialog on the [Advanced] page.



- 12. Click [OK].
- 13. To use the new workflow, make sure that it is enabled.



You can edit the [Hot folder] details only if you toggled on the [Hot folder] submission method in the [General] tab.

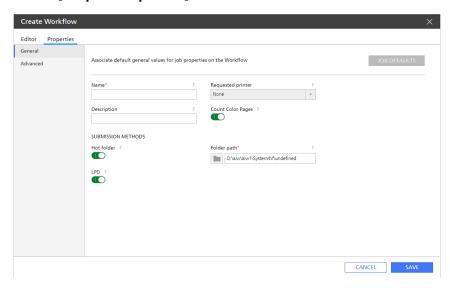
Also, you can create a new workflow when you create a printer. For more information, see Creating Job Ticket Printers, p. 50.

Associating Workflows with Printers or Printer Pools

A workflow must be associated with a printer to assign jobs to that printer, or with a printer pool to assign jobs to printers in that pool. Operators and administrators can associate workflows with printers or printer pools.

To associate a workflow with a printer or printer pool, do any of these:

- Operators and administrators can do this:
 - 1. Log in to TotalFlow Production Manager as an operator or an administrator.
 - 2. In the menu bar, click [Operations].
 - 3. Select a workflow, then click [More].
 - 4. Select [Editor and Properties...]
 - 5. On the [General] page of the [Properties] tab, select a printer or printer pool from the [Requested printer] list.



6. Click [OK].

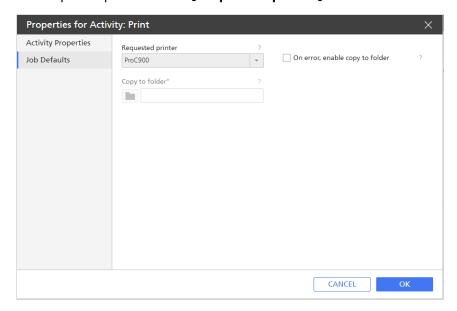
Also, administrators can assign a workflow when creating a new printer. To assign a workflow to a new printer, follow these steps:

- 1. In the [Create Job Ticket Printer] dialog, in the [Workflow] section, select [Create Workflow].
- 2. To assign a new printer to the workflow you created, click [Edit Workflow on Exit], then edit the [Requested printer] property of the workflow.
- Administrators can do this:
 - 1. Log in to TotalFlow Production Manager as an administrator.
 - 2. In the menu bar, click [Operations].

- 3. Click [Workflows].
- 4. Select a workflow and click [Editor and Properties...].

The workflow is displayed in the [Editor] pod.

- 5. Right-click the [Print] activity and select [Properties].
- 6. On the [Job defaults] page of the [Properties for Activity]: [Print] dialog, select a printer or printer pool from the [Requested printer] list.



7. Click [OK].

Setting workflow Defaults and Overrides for Job Properties

Operators and administrators can associate default and override values for job properties with a workflow.

When the workflow receives a job, the job uses the workflow defaults for properties that do not have a value. It uses the workflow overrides for all job properties instead of the values in the job ticket.



Be careful when you set overrides for jobs received from TotalFlow Prep. The override values might conflict with the values set in these applications.

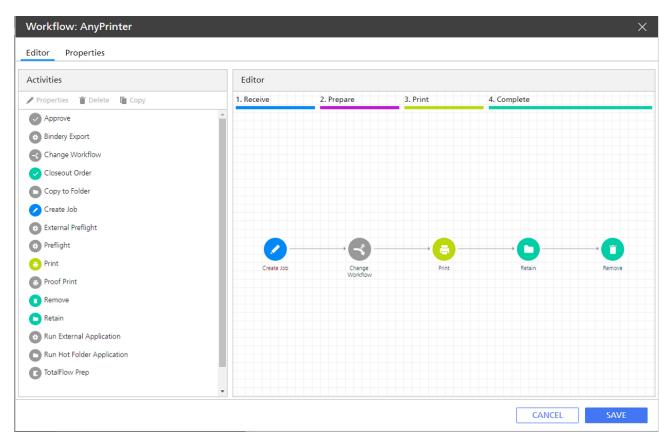


The [Number of pages] property is an exception. If TotalFlow Production Manager can determine the number of pages in the job, it uses the actual number even if you set an override.

To set workflow defaults and overrides for job properties:

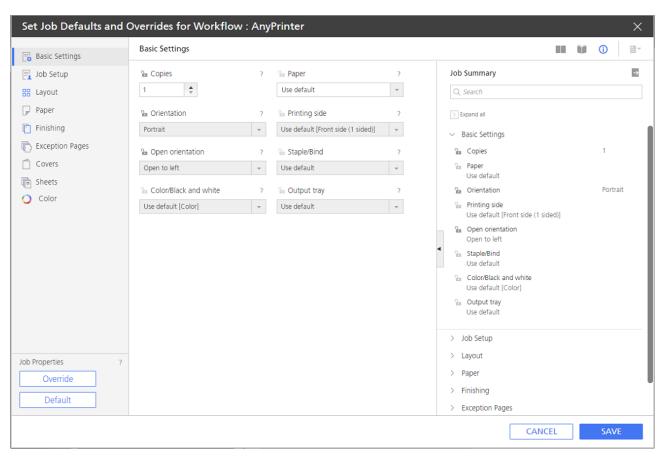
1. In the [Workflow] tab, right-click the workflow, then click [Editor and Properties...]. Or double-click the workflow.

You see the [Workflow] dialog:



2. In the [Properties for Workflow] dialog, click [Job Defaults].

You see the [Set Job Defaults and Overrides for Workflow] dialog:



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If you plan to submit jobs through one of the TotalFlow applications, make sure that the properties set for the **[Staple]** option are matching on **[Finishing]** page and in the **[Subset]** tool. This prevents conflicts between the finishing options submitted with the job and the finishing options set by the workflow.

- 3. Click the page graphics to see different properties.
- 4. To see information about any of the properties:
 - 1. Mouse over the property.
 - 2. Click , the question mark button, next to the property name.
- 5. Enter or select values for any properties that you want to set.
- 6. For each property that you set, click the icon to mark the value as a default or an override. The icon toggles between default and override images.
 - means that the value is a default.
 - means that the value is an override.
- 7. To set the same value for all the properties, select [**Default**] or [**Override**] in the bottom left corner of the dialog.
- 8. Click [OK].

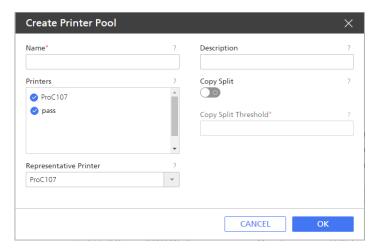
Creating Printer Pools

Printer pools are groups of printers that work together for maximum efficiency. When you send a job to a printer pool, TotalFlow Production Manager assigns it to the printer that can print it fastest.

To create a printer pool:

- 1. Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Operations].
- 3. In the objects pod on the left, click [Printer Pools], and then [New...].

You see the [Create Printer Pool] dialog:



- Enter or select values for the required and optional properties that must be adjusted to match your environment.
 - To add a printer to the pool, select it in the [Printers] list.
 You can add the same printer to more than one printer pool.
 - 2. To remove a printer from the pool, click the printer again.
- 5. You can use Copy Split functionality to increase the speed of the printing process:
 - Set the [Copy Split] option to [Yes], and [Copy Split Threshold] to a number that will be the maximum number of copies that a job can have before it triggers the [Copy Split] functionality.

This will split the job into smaller jobs that will be assigned to all available printers in the printer pool, so that the total set of copies will be printed as fast as possible.

6. Click **[OK]**.

Examples of How to Use a Printer Pool

Here are some sample tasks for using a printer pool with different types of printers.

Configuring a Printer Pool With Copy Split Option

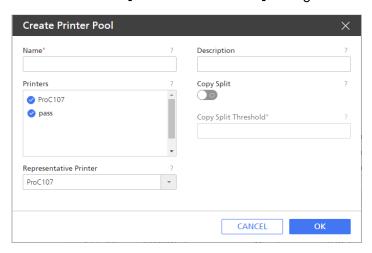
Make sure that there are a Passthrough printer and a job ticket printer on the TotalFlow Production Manager server.

First, create a printer pool, then add a Passthrough printer and a job ticket printer in it.

To create the printer pool:

- 1. Log in to TotalFlow Production Manager as an administrator.
- In the menu bar, click [Operations].
- 3. In the objects pod on the left, click [Printer Pools], then [New].

You see the [Create Printer Pool] dialog:



- 4. Select the job ticket printer and the Passthrough printer in the [Printers].
- 5. Set the job ticket printer as the [Representative Printer].
- 6. Toggle the [Copy Split] option on.
- 7. Set [Copy Split Threshold] to 5.
- 8. Click **[OK]** to create the printer pool.
 You can see the newly created printer pool in the **[Printer Pools]** tab.

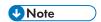
Then create a workflow.

- 9. For instructions on how to create a workflow, see Creating workflows, p. 68.
- 10. Enter a name for the workflow.
- 11. Select [Hot folder] or [LPD] as job submission type.
- 12. Set the newly created printer pool as the [Requested printer].
- 13. Click **[OK]** to create the workflow.
- 14. Make sure that the printers in the printer pool and the workflow are enabled.
- 15. Select the previously created workflow, click [Properties for Workflow], then [Job Defaults].
- 16. On the [Job Setup] page, in the [Copies] field, set a number of copies higher than 5.

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Make sure that these settings are set as an overwrite value.

17. On the server where TotalFlow Production Manager is installed, copy a PS, PDF or PCL file in the folder set as the hot folder for the workflow.



If you want to split the number of copies on all printers from the printer pool, all printers must have the same capabilities.

The jobs will be split on printers according to their availability. If the representative printer is in error state or disabled, all jobs will be printed on the second printer, which, in our case, is the Passthrough printer.

You can see the job in the [All Jobs] pod of the [Operations] page.

The .PS, PCL or PDF file created can be found at the following location on the server: installation_path/aiw/aiw1/spool/default/jobs_ID/jobs_ID.print.ps

Using a Printer Pool When the Job Ticket Printer Is Disabled

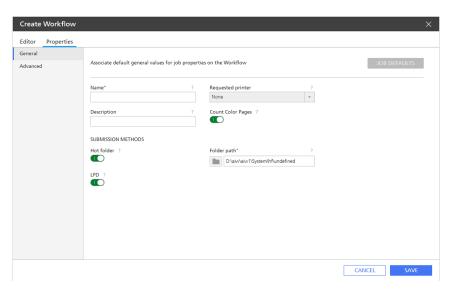
- 1. Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Operations].
- 3. Make sure that there are a Passthrough printer and a job ticket printer on the TotalFlow Production Manager server.
- 4. First, create a printer pool, then add the Passthrough printer and the job ticket printer in it.
- 5. Set the job ticket printer as the [Representative Printer].
- Set the [Copy Split] option to [No].
- 7. Click **[OK]** to create the printer pool.
 You can see the newly created printer pool in the **[Printer Pools]** tab.

Then create a workflow:

- 8. In the menu bar, click [Operations].
- 9. In the [Workflows] tab, click [New...].

You see the [Create Workflow] dialog.

- 10. Click [Properties for Workflow].
- 11. On the [General] page, enter a name for the workflow.
- 12. Select [Hot folder] or [LPD] as job submission type.
- 13. Set the newly created printer pool as the [Requested printer].



- 14. Click [OK] to create the workflow.
- 15. Make sure that the printers in the printer pool and the workflow are enabled.
- 16. In the [Printers] tab, select the job ticket printer that you added in the printer pool and click II the disable icon.
- 17. On the server where TotalFlow Production Manager is installed, copy a PostScript, PDF, or PCL file in the folder set as the hot folder for the workflow.

You can see the job in the [All Jobs] pod of the [Operations] page. Since the job ticket is disabled, the job will be printed on the Passthrough printer.

The PostScript, PCL, or PDF file created can be found at the following location on the server:-installation_path/aiw/aiw1/spool/default/jobs_ID.print.ps

Creating Connections

You can use a portal to create jobs in an online print shop and assign them to a printer through a TotalFlow Production Manager connection.

For TotalFlow Production Manager to receive jobs from an online portal, you must establish a connection between TotalFlow Production Manager and the print shop portal first.

Also, you must have a user account to access the portal and a number of tokens that you receive from the printing services provider.



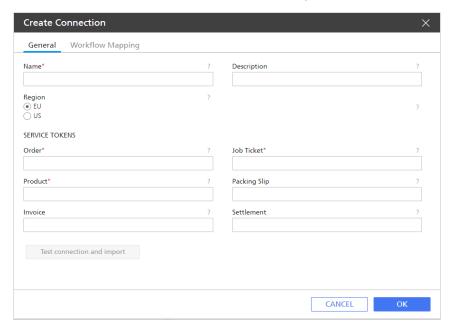
TotalFlow Production Manager uses the system proxy settings to connect to MarcomCentral. Make sure that the proxy settings are correct.

To set the proxy settings, open the [Properties for Server] dialog. On the [Advanced] page, edit the [HTTP proxy] and [Port] fields.

To create a connection:

- 1. Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Configuration].
- 3. In the [Connections] pod, click [New].

You see the [Create Connection] dialog:



- 4. Enter or select values for the required and optional properties that must be adjusted to match your environment.
 - 1. Edit the [Name] field.
 - 2. Select the region of the server you are using from the [Region] list, according to your hosting environment.
 - 3. Enter the token strings that you received from the printing services provider for each of the services available with the connection. Tokens are unique 32 character long codes that identify your print store system. Contact your print store service representative to receive your tokens. Make sure that the tokens are for the region that you selected.

[Order]

This token allows TotalFlow Production Manager to receive jobs from the print store.

[Job Ticket]

This token allows you to obtain details about jobs within orders from the store.

[Product]

Use this token to download all the available product IDs from the store that you connect. The product IDs identify each unique item that you can order on the store. The production templates associated with the IDs provide the necessary processing instructions for TotalFlow Production Manager.

[Packing Slip]

Use this token to create and update packing slips.

[Invoice]

Use this token to create invoices for orders.

[Settlement]

Use this token to create order settlements.



You must always provide [Order], [Product] and [Job Ticket] tokens. The other tokens are optional. If you do not provide a valid token, the service associated to that token is not available for the activities in TotalFlow Production Manager workflows.

- Click [Test connection and import].
 If the connection is configured correctly you see a confirmation message.
- Click [OK]
- 7. To ensure communication between TotalFlow Production Manager and the portal, make sure that the connection is enabled. To enable a connection, select it in the [Connections] tab, then click [Enable].

Once you created a connection, you can view it or edit its properties in the [Connections] tab on the [Operations] page.

Preparing for Job Submission

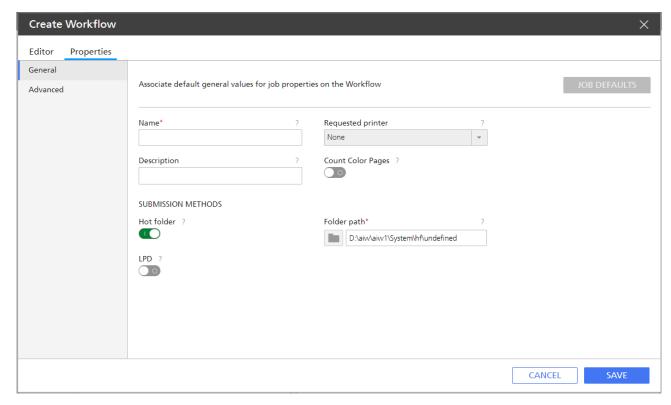
You can submit jobs to TotalFlow Production Manager using TotalFlow Prep or TotalFlow Production Manager Job Submission. You can also use such methods as Quick Submission, external connections, hot folders or LPD. No matter which submission method you use, you must create a workflow to receive the input files.

Configuring to Submit Jobs Using a Hot Folder

To submit jobs using FTP or file copy, you use the hot folder protocol.

To configure a workflow that uses the hot folder protocol:

- 1. Log in to TotalFlow Production Manager as an administrator.
- In the menu bar, click [Operations].
- 3. Create a new workflow or configure an existing workflow to receive jobs from a hot folder:
 - 1. On the [General] page, select [Hot folder] as the value of the [Job submission type] property.

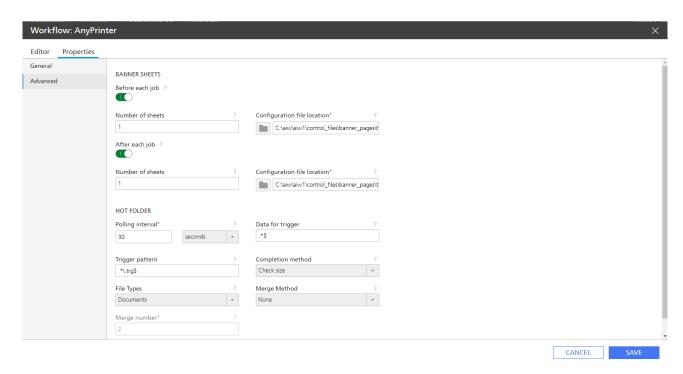


2. Enter the file path of the hot folder in the **[Folder path]** field. Also, you can use the browse option to select the hot folder.

The default hot folder is install_drive: \aiw\aiw1\System\hf.



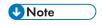
- If the workflow is created with the default path, then the file path of the Hot folder is install_drive:\aiw\aiw1\System\hf\hot_folder_name
- Specify the full path name of the hot folder.
- Make sure that the hot folder is empty. If there are files in it, TotalFlow Production Manager tries to print them.
- 3. If you plan to copy files to the hot folder from an FTP server, follow these steps:
 - 1) On the [Advanced] page, under [Hot folder], set the [Completion method] property.



- Add a trigger file name. The trigger file must have the same name as the input file, but with the extension .trg. The trigger file indicates that the associated input file has been completely transmitted.
- 3) Set the **[Data for trigger]** property to one or more regular expressions that identify printable input files. Separate multiple regular expressions with commas. For more information about regular expressions, see Regular Expressions, p. 268. For example, if you print PDF and PostScript files, enter these regular expressions:

.*[Pp][Dd][Ff]\$,.*[Pp][Ss]\$

4. Make sure that the workflow is enabled.



- 1. When you submit jobs with hot folders, take into account the fact that the files will be processed in a true FIFO order.
- 2. The name of a job submitted with hot folder cannot contain the following special characters: ! ";'<=>\`~. If it does, TotalFlow Production Manager processes the job, but it displays the job's name without the special characters.

[Data for trigger]

Specifies one or more pattern-matching strings that identify the input files that this workflow should accept for processing as single jobs.

The value uses regular expression syntax and characters in the value are case-sensitive. For example, *PDF\$,.*PS\$ represents patterns that are different from .*pdf\$,.*ps\$. Separate multiple patterns by commas; do not type a space between them.

Length: Up to 255 bytes

Restriction: This character sequence is not valid: \${

2

Default: .* \$ This value means that the workflow accepts any file that contains job data.

If the [Completion method] property for the workflow is [Trigger], the server checks for trigger files that match the value of the [Trigger pattern] property first. It then checks for data patterns that match the value of the [Data for trigger] property.

[Trigger pattern]

Specifies one or more pattern-matching strings that identify trigger files. A trigger file indicates that the associated input file has been completely transmitted.

The trigger file and the input file have the same name, but they have different extensions. For example, using the default trigger pattern matching string for input devices, an input file named STMT406.PDF would have an associated trigger file named STMT406.trg. The value uses regular expression syntax and characters in the value are case-sensitive. Separate multiple patterns by commas; do not type a space between them.

Length: Up to 255 bytes

Restriction: This character sequence is not valid: \${

Default: .*\.trg\$

To use trigger files, set the [Completion method] property for the workflow to [Trigger].

If the [Completion method] property for the workflow is [Trigger], TotalFlow Production Manager checks for trigger files that match the value of the [Trigger pattern] property first. It then checks for data patterns that match the value of the [Data for trigger] property.

The input file must have an extension. If it does not, it is not matched to a trigger file, even if one exists.

The trigger file does not need to have any content.

[Completion method]

Specifies how TotalFlow Production Manager determines that transmission is complete for an input file. The workflow uses this value to determine when it has finished receiving the entire file and can begin processing it.

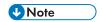
Values:

[File open]: The workflow determines that transmission is complete when it can open the input file for a write operation.

[None]: No defined method is used to determine file completion. Transmission is complete as soon as the workflow detects the input file.

[Trigger]: The workflow determines that transmission is complete when it receives the trigger file for the input file. The [Trigger pattern] property controls how the workflow recognizes a trigger file. A trigger file must have the same name as the input file, with a different extension.

For files copied from an FTP server to a hot folder, set the [Completion method] property to [Check size] or [Trigger].



The files are processed in a true FIFO order.

[File Types]

With this option, the hot folder creates jobs from pairs of documents files (PDF, PS, PCL or images) and job ticket files.

Options:

- [Documents] (default)
 Use this option to create a job for each document file.
- [Documents and JDF files]
 Use this option to create jobs from pairs of documents files and job ticket files.

Usage notes:

- The job ticket must contain a reference to the document file. The reference to the document file must look similar to this: FileSpec URL="documentFileName" infoprint: NPage="1"/.
- The job ticket files must be valid TotalFlow JDF files. We recommended you create or edit job ticket files through TotalFlow Production Manager Job Submission application, where you can load and save JDF files.

[Merge Method]

Specifies the method used to merge PDF files in Hot Folder.

Values:

[None] (default)

No merge is completed.

[Merge a fixed number]

The merge tool waits until a defined number of PDF files are submitted and only merges the defined number of PDF files.

[Merge at polling interval]

The merge tool checks the PDF files inside the hot folder location at polling and merges all valid PDF files.

[Use End file]

The merge tool waits until an EndFile is received and merges the PDF files in the hot folder that were submitted before the end file. If a batch of PDF files are submitted, then EndFile and lastly another batch of PDF files, when polling checks the existence of the trigger it will only take the completed files according to completion method defined for the first batch.

[Merge Number]

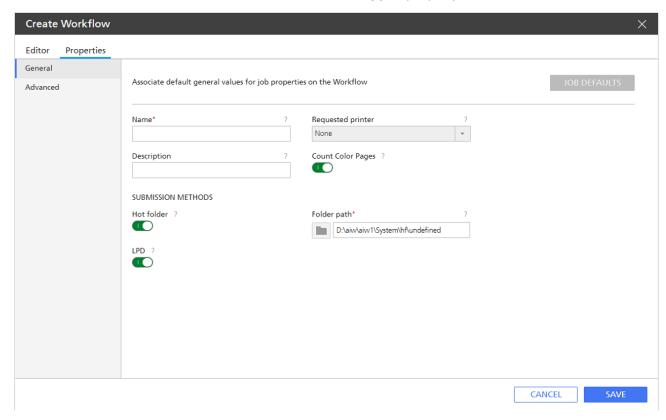
If you selected [Merge a fixed number] as merge method, specify how many PDF files to be merged in Hot Folder.

Configuring to Submit Jobs Using LPD

Before you can use the line printer daemon (LPD) protocol to submit jobs to TotalFlow Production Manager, you must configure the workflows that receive the jobs and define the hosts that can use the LPD protocol to submit jobs to TotalFlow Production Manager. You might also have to do some configuration tasks on these hosts.

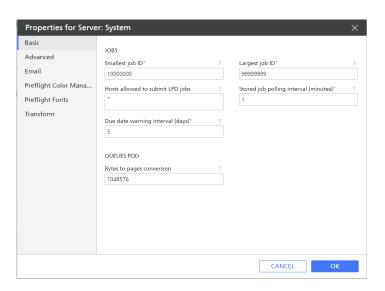
To configure to use the LPD protocol:

- 1. Log in to TotalFlow Production Manager as an administrator.
- Stop any LPD processes that are running on the computer where TotalFlow Production Manager is installed.
 - LPD processes include the LPD Service and the TCP/IP print server, which run as Windows services.
- Create a new workflow or configure an existing workflow to receive LPD jobs.
 Select [LPD] as the value of the [Job submission type] property.

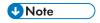


4. In the [Server] pod, click [System].

You see the [Properties for Server] dialog:



- 5. Set the [Hosts allowed to submit LPD jobs] server property to specify the host names or IP addresses of the hosts that are allowed to submit jobs using the LPD protocol.
 - Separate host names and IP addresses with semicolons.
 - You can use wild cards in host names and IP addresses (for example, *.acmeproducts.com or 192.*). A value of * means that all hosts are allowed to submit jobs. Values that contain only numbers, decimal points, and wild cards are compared to IP addresses. Values that contain wild cards and at least one alphabetic character are compared to host names. An empty value means that no hosts are allowed to submit jobs.
 - The default is *.
 - If you are not using Domain Name Services (DNS), you must fully qualify the host name. For example: mathomhouse.micheldelving.org.
- 6. In TotalFlow Production Manager, make sure that the workflow is enabled.



The workflow does not return status information in response to the **lpq** command.

From a host system that you authorized in Step 5, submit jobs to TotalFlow Production Manager.
If errors occur, correct the errors that messages from the host system or TotalFlow Production
Manager identify.

Creating Papers

Papers represent the paper, envelopes, forms, labels, or transparencies that jobs are printed on. TotalFlow Production Manager assigns each job to a printer that uses the papers that the job requires.

In certain cases, TotalFlow Production Manager automatically creates papers to represent the papers that are defined for a printer device. Printer devices that use a controller option let you export the paper catalog and import the papers into TotalFlow Production Manager. You can also create papers manually.

Papers in TotalFlow Production Manager and in Other Programs

Papers can be defined in many different places, including the TotalFlow Production Manager paper catalog, the applications that submit jobs, the paper catalogs of some printers, and the input tray settings of some printers. This means that papers with the same names can have different properties and papers with the same properties can have different names. This topic explains how TotalFlow Production Manager determines whether the paper requested by a job and the paper in a printer input tray, or the paper in a printer paper catalog and a paper in the TotalFlow Production Manager paper catalog are the same.

To match papers, TotalFlow Production Manager compares values in this order:

- 1. The paper ID in the job ticket, if any. This ID is compared to the paper [Name]. If no paper with a matching [Name] is found, comparison stops.
- 2. If there is no paper ID in the job ticket, paper properties match. Administrators can set the [Custom matching options] server property to specify which paper properties to compare.
- 3. The paper name in the job ticket. This value is compared to the paper [Name] if the [When matching options fail, match by Name only] check box on the [Advanced] page of the [Properties for Server] dialog is selected.
- 4. If the job ticket does not contain a value for a property, any value in the TotalFlow Production Manager paper catalog is considered a match for that property.

When the requested paper for a job does not match any defined paper in TotalFlow Production Manager, the job remains in [Unassigned] progress state and TotalFlow Production Manager provides a [Wait reason] similar to this: "There is no printer available with paper: Paper*". You can find detailed information about the requested paper properties that do not match the defined paper properties in the job's log. To have the job further processed, modify its paper settings to match those of the defined papers and submit it again.

If you submit jobs from TotalFlow Prep, you can choose the attribute matching options for TotalFlow Production Manager to use when comparing the paper attributes, from the TotalFlow Production Manager [Server] pod.

If there are page exceptions in the ticket, then the paper information for the exceptions can be viewed in the [Exception Pages] section, in [Job Properties Editor].

Creating Papers Automatically

For some printers, TotalFlow Production Manager automatically creates papers to represent the printer device when you create the printer.



To avoid unpredictable changes in the values of paper properties, if different printers have papers with the same **[Paper name]** in the paper catalog, you must make sure that their properties are defined the same way for each printer.

Importing a Printer Paper Catalog

Printer devices that use the EFI Fiery controller option let you export the paper catalog as an XML file. You can create papers by importing the catalog into TotalFlow Production Manager.



- 1. To view the complete list of devices that allow automatic import of paper catalog, check the Printer Connector Readme file.
- 2. To enable the JDF/JMF interface on these printers, an appropriate FJDF patch must be installed and enabled on them.
- 3. For instructions on exporting a printer paper catalog, see the documentation for your printer device.

The properties of papers created by importing a paper catalog are set to values that correspond to the values of the equivalent attributes in the paper catalog:

Paper catalog attribute	TotalFlow Production Manager paper property	Notes
[Name]	[Name]	The value is based on the [Name] value, but it is truncated to 200 characters and omits invalid characters.
		☆Important
		These character strings cause errors. Do not use them in the [Name]: • A dollar sign followed by a left curly bracket (\${}) is not allowed. • The [Name] can contain periods, but must not consist of only one or two periods (.) or ().
[Pre-printed]	[Preprinted]	
[Description]	[Description]	
[Type]	[Paper type]	
[Type details]	[6]	
[Set Count]	[Set count]	
[Paper size]	[Standard paper]	
	[Width]	
	[Height]	
	[Units]	
[Weight (gsm)]	[Weight (gsm)]	

Paper catalog attribute	TotalFlow Production Manager paper property	Notes	
[Hole type]	[Prepunched]		
[Texture]	[Texture]		
[Color name]	[Color]		
[Custom color name]			
[% recycled content]	[Recycled content (%)]		
[Coating]	[Coating (front side)]		
[Imageable sides]	[Print sides]		
[Opacity]	[Opacity]		
[Opacity level]			



Not all attributes that can be included in the paper catalog: have equivalents in TotalFlow Production Manager. TotalFlow Production Manager ignores attributes without equivalents.

To import a paper catalog:

- On a system where TotalFlow Production Manager is installed, open a Windows command prompt.
- In a Japanese environment, set the font and code page:
 - 1. Right-click the title bar of the command prompt window.
 - 2. Click [Properties], then [Font].
 - 3. Select [MS Gothic], then click [OK].
 - 4. Enter this command to determine the current code page:

chcp

The default Japanese code page is 932 (Shft-JIS).

5. Enter this command to change the code page to UTF-8:

chcp 65001



The Windows command prompt displays Japanese messages in multiple lines, with the last part of the message repeated. This is a Windows issue.

- Access the install_path\bin folder.
 - install_path is the folder where TotalFlow Production Manager is installed.
- 4. Enter one of these commands:
 - To import the paper catalog to this system, enter this command:

fieryImport.pl -f=file_path

• To import the paper catalog to a remote system, enter this command:

fieryImport.pl -f=file_path -o=host_name -p=port_number

file_path Is the XML file where the printer paper catalog is exported.

host_name
Is the host name or IP address of the system where TotalFlow Production Manager is installed.

port_num-ber ls the port that the TotalFlow Production Manager user interface uses. The default is 15080 for the HTTP protocol or 15443 for the HTPPS protocol.

5. If you changed the code page, change it back. For example, if the original code page was 932, enter this command:

chcp 932

Printer devices that use Printer Connector let you query the printer's paper catalog through its web interface.

If you want to configure a printer to allow TotalFlow Production Manager to import its paper catalog, read Printer Connector documentation.

Creating Papers Manually

You can create papers for TotalFlow Production Manager manually.

Any paper that you create manually is not treated as a printer catalog paper.

To create papers:

- 1. Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Configuration].

To create a new paper:

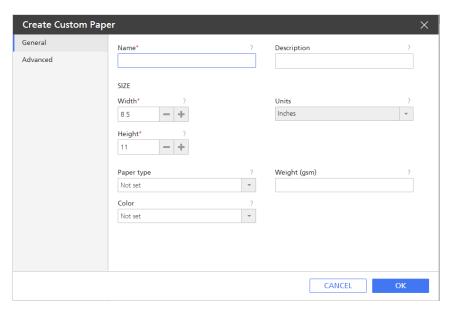
Click [New].

To copy an existing paper:

- 4. Select it in the [Papers] pod.
- 5. Click [Copy].

The new paper will have the same property values as the selected paper (except the [Paper name]).

You see the [Create Custom Paper] or [Copy Paper] dialog:



6. On each page of the dialog, enter or select values for the required and optional properties that need to be adjusted to match your environment.

Click the page tabs in the navigation bar on the left to change pages.

If the paper represents a paper in a printer paper catalog, see Paper Property Values, p. 259 for the correct values.

7. Click [OK].

You can also create new papers from the [Input Tray Settings] dialog. For more information, see Mapping Trays and Paper for a Printer, p. 124.

Copying Objects from One System to Another

To duplicate objects from one TotalFlow Production Manager system to another, you can export them from the original system and import them into the new system rather than recreating them manually. Administrators can export and import the server, printers, printer pools, papers, users, reports, workflows, activities, and notifications. You cannot export or import jobs.

If you import an object that has the same name as an existing object of the same type, the new content overwrites the content of the existing object.

To copy objects from one system to another:

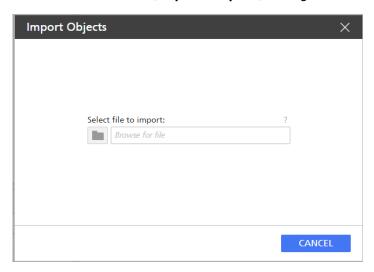
- 1. On the source system:
 - 1. Log in to TotalFlow Production Manager as an administrator.
 - 2. In the menu bar, click [Configuration].
 - 3. In the [Server] pod, click [Export].

The file is automatically saved on the client system. The default name of this file is TotalFlow_Production_Manager_Export_yyyy_mm_dd_hh_mm_ss.xml. There is no leading zero when the month, day, hour, minute, or second is a single-digit value.

- 2. On the target system:
 - 1. Log in to TotalFlow Production Manager as an administrator.

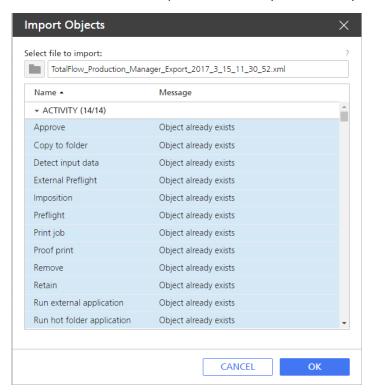
- 2. In the menu bar, click [Configuration].
- 3. In the [Server] pod, click [Import].

You see the [Import Objects] dialog:

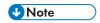


4. Click [Browse] and select the XML file that contains exported objects, then click [Open] or [Save], depending on your browser.

You see the objects in the file. By default, they are all selected:



- 5. Select the objects that you want to import. Some of the objects in the file might be already on your machine. In this case a message is displayed to remind you of this.
- 6. Click **[OK]**. The objects are saved in the downloads location specified in the browser settings.



- 1) To make sure that all the objects are imported correctly, clear the browser cache.
- 2) When you import or migrate [Custom] printers, make sure you also import the custom printer definition files for those printers.

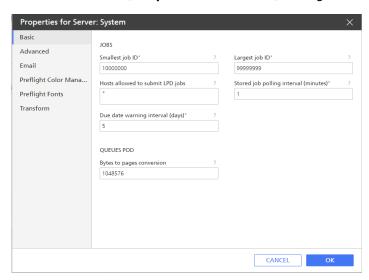
Setting Server Properties

Server properties apply to the overall TotalFlow Production Manager environment. Some of the properties apply to all the jobs that TotalFlow Production Manager creates. Others apply to all users. Only administrators can set server properties.

To set server properties:

- 1. Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Configuration].
- 3. In the [Server] pod, click the [System] graphic.

You see the [Properties for Server] dialog:



- 4. Enter or select values for the properties that you want to change.
- 5. Click [OK].

Setting up Security

You can control access to TotalFlow Production Manager with user names and passwords.

User Authorities

Each TotalFlow Production Manager user has a level of authority based on job requirements.

TotalFlow Production Manager provides [Administrator], [Operator], and [Monitor] authorities. Users with these authorities can do these actions:

Action	Page, pod, or object	[Administrator]	[Operator]	[Monitor]
View	[Operations] page	Yes	Yes	Yes
	[Queues] page	Yes	Yes	Yes
	[Configuration] page	Yes	Yes	No
	[Reports] page	Yes	No	No
View properties	Printer	Yes	Yes	No
and log	Printer pool	Yes	Yes	No
	Workflow	Yes	Yes	No
	Server	Yes	No	No
	Paper	Yes	Yes	No
	User	Yes	No	No
	Job	Yes	Yes	No
	Activity	Yes	No	No
	Connection	Yes	No	No
View status	Printer	Yes	Yes	No
	Job	Yes	Yes	No
Change read/	Printer	Yes	Yes	No
write properties	Printer pool	Yes	No	No
	Workflow	Yes	Yes	No
	Server	Yes	No	No
	Paper	Yes	Yes	No
	User	Yes	No	No
	Job	Yes	Yes	No
	Activity	Yes	No	No
	Connection	Yes	No	No
Create	Printer	Yes	No	No
	Printer pool	Yes	No	No
	Workflow	Yes	No	No
	Paper	Yes	Yes	No
	User	Yes	No	No
	Report	Yes	No	No
	Activity	Yes	No	No

Action	Page, pod, or object	[Administrator]	[Operator]	[Monitor]
	Connection	Yes	No	No
Delete	Printer	Yes	No	No
	Printer pool	Yes	No	No
	Workflow	Yes	No	No
	Paper	Yes	Yes	No
	User	Yes	No	No
	Job	Yes	Yes	No
	Report	Yes	No	No
	Activity	Yes	No	No
	Connection	Yes	No	No
Export	Printer	Yes	No	No
	Printer pool	Yes	No	No
	Workflow	Yes	No	No
	Paper	Yes	No	No
	User	Yes	No	No
	Report	Yes	No	No
	Notification	Yes	No	No
	Connection	Yes	No	No
Import	Printer	Yes	No	No
	Printer pool	Yes	No	No
	Workflow	Yes	No	No
	Paper	Yes	No	No
	User	Yes	No	No
	Report	Yes	No	No
	Notification	Yes	No	No
	Connection	Yes	No	No
Create and edit	Printer	Yes	Yes	No
notifications	Workflow	Yes	Yes	No
	Job	Yes	Yes	No
Enable	Printer	Yes	Yes	No
	Workflow	Yes	Yes	No
	Connection	Yes	Yes	No
Disable	Printer	Yes	Yes	No

Action	Page, pod, or object	[Administrator]	[Operator]	[Monitor]
	Workflow	Yes	Yes	No
	Connection	Yes	Yes	No
Set defaults and overrides for job properties	Workflow	Yes	Yes	No
Map trays and paper	Printer	Yes	Yes	No
Show jobs	Printer	Yes	Yes	Yes
Submit jobs	Workflow	Yes	Yes	No
Show webpage	Printer	Yes	Yes	No
Create paper change	Printer	Yes	Yes	No
Approve	Job	Yes	Yes	No
Move to printer	Job	Yes	Yes	No
Change print order	Job	Yes	Yes	No
Suspend	Job	Yes	Yes	No
Reject	Job	Yes	Yes	No
Resume	Job	Yes	Yes	No
Hold	Job	Yes	Yes	No
Merge	Job	Yes	Yes	No
Edit order details	Job	Yes	Yes	No
Closeout order	Job	Yes	Yes	No
Assign to workflow	Job	Yes	Yes	No
Print again	Job	Yes	Yes	No
Process again	Job	Yes	Yes	No
View preflight report	Job	Yes	Yes	No
Change password	User	Yes	Own password only	Own password only
Edit	Workflow	Yes	No	No
	Connection	Yes	Yes	No
Browse on server	Printer	Yes	Yes	No

Action	Page, pod, or object	[Administrator]	[Operator]	[Monitor]
	Workflow	Yes	No	No
Upload file	Printer	Yes	Yes	No
	Workflow	Yes	No	No
Update product	Connection	Yes	Yes	No

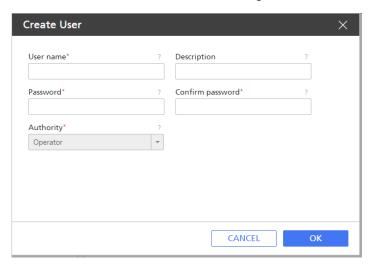
Creating Users

Users must have a TotalFlow Production Manager user name to access the system and to do TotalFlow Production Manager actions. These user names are separate from Windows user names.

To create a user:

- 1. Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Configuration].
- 3. In the [Users] pod, click [New]

You see the [Create User] dialog:



- 4. Enter or select values for the required properties.
 - User names are case-sensitive.
 - Passwords can be from 8 bytes to 32 bytes. They are case-sensitive and cannot include these characters:
 - ' (apostrophe)
 - < (less than)
 - = (equals sign)
 - > (greater than)
 - ` (grave accent)
 - (vertical bar)

~ (tilde)

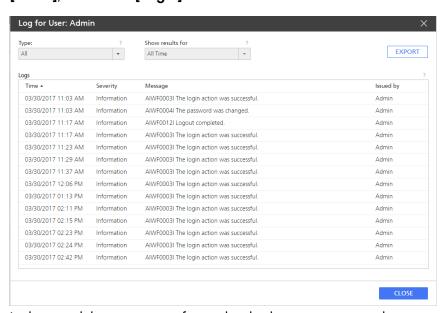
[DEL] (Delete key)

All non-printing characters

Click [OK].

Inform the user of the user name and password that you created. Users must change their passwords the first time they log in.

To view the users' activity logs, either right-click the user name, or select the user name and click **[More]**, then select **[Log...]**.



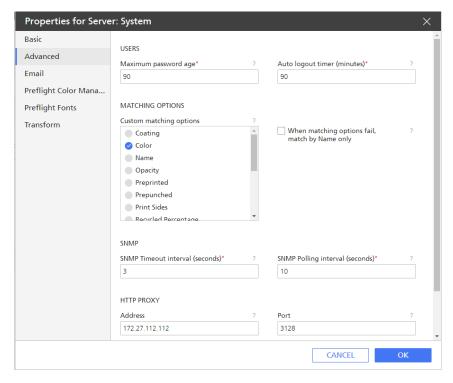
In the panel that opens, configure the display options according to your needs.

Setting a Password Expiration Counter

Administrators can set a limit on how long all passwords in the system can be used before they must be changed. The limit applies to all users.

To set a password expiration counter:

- 1. Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Configuration].
- 3. In the [Server] pod, select [System], then click [Properties]. You see the [Properties for Server] dialog.
- 4. Click [Advanced].



- 5. In the [Maximum password age] field, type the number of days a password can be used before it expires.
- 6. Click [OK].

Setting an Auto Logout Timer

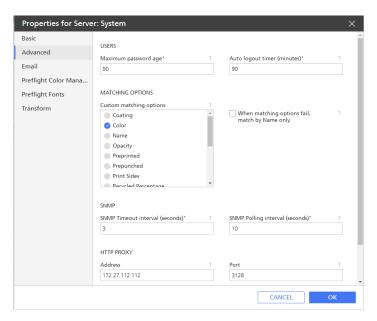
Administrators can set a limit on the time that users can be logged in without doing any actions. When users reach this limit, they are automatically logged out. The limit applies to all users.



The auto logout timer does not affect login sessions that are in progress when you set it. It will apply to current users after they log out and log in again.

To set an auto logout timer:

- 1. Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Configuration].
- 3. In the [Server] pod, click [System], then [Properties] You see the [Properties for Server] dialog.
- Click [Advanced].



- 5. In the [Auto logout timer (minutes)] field, enter the number of minutes that a user can be inactive before being automatically logged out.
- 6. Click [OK].

Managing Passwords

Users must have a TotalFlow Production Manager user name and password to access the system and to do TotalFlow Production Manager actions.

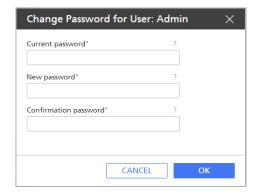
Changing Your Own Password

TotalFlow Production Manager prompts you to change your password when it expires. You can change it more often.

To change your own password:

1. At the right of the menu bar, click [admin_username], then click [Change Password...]. username is your user name.

You see the [Change Password for User] dialog:



2. Enter your password in the [Current password] field.

3. Enter your new password in the [New password] field and in the [Confirmation password] field.

Passwords can be from 8 to 32 bytes. They are case-sensitive and cannot include these characters:

- ' (apostrophe)
- < (less than)
- = (equals sign)
- > (greater than)
- ` (grave accent)
- (vertical bar)
- ~ (tilde)
- \${ (dollar sign followed by left brace)
- [DEL] (Delete key)

All non-printing characters

4. Click [OK].

Changing the Password for Another User

Administrators can change the password for other users.

To change the password for another user:

- 1. In the menu bar, click [Configuration].
- 2. In the [Users] pod, select the user whose password you want to change.
- 3. Click More ▼, the other actions icon, and then [Reset Password...].

You see the [Reset Password for User] dialog:



4. Enter a temporary password for the user in the [New password] field and in the [Confirmation password] field.

Passwords can be from 8 through 32 bytes. They are case-sensitive and cannot include these characters:

- ' (apostrophe)
- < (less than)

- = (equals sign)
- > (greater than)
- ` (grave accent)
- (vertical bar)
- ~ (tilde)

\${ (dollar sign followed by left brace)

[DEL] (Delete key)

All non-printing characters

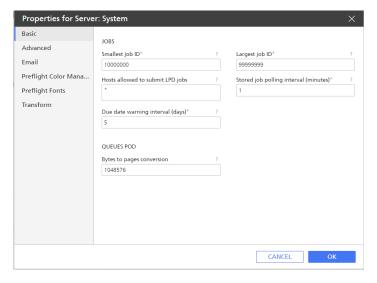
- 5. Click [OK].
- Inform the user of the temporary password.
 When the user logs in using that password, TotalFlow Production Manager prompts the user to change it.

Restricting Use of the LPD Protocol to Submit Jobs

Administrators can limit the hosts that are allowed to use the LPD protocol to submit jobs to workflows.

To restrict the use of the LPD protocol to submit jobs:

- 1. In the menu bar, click [Operations].
- 2. In the [Server] pod, click [System].
 You see the [Properties for Server] dialog:



- 3. Set the [Hosts allowed to submit LPD jobs] server property to specify the host names or IP addresses of the hosts that are allowed to submit jobs using the LPD protocol.
 - Separate host names and IP addresses with semicolons.
 - You can use wild cards in host names and IP addresses (for example, *.acmeproducts.com or 192.*). A value of * means that all hosts are allowed to submit jobs. Values that contain only numbers, decimal points, and wild cards are compared to IP addresses. Values that contain wild cards and at least one alphabetic character are compared to host names. An empty value means that no hosts are allowed to submit jobs.

- The default is *.
- If you are not using Domain Name Services (DNS), you must fully qualify the host name. For example: mathomhouse.micheldelving.org.
- 4. Click [OK].

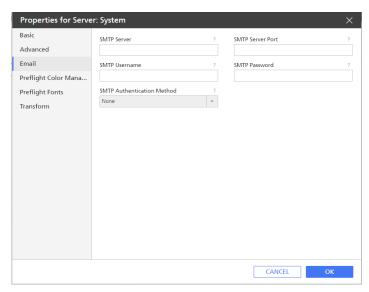
Setting up an Email Server

You can configure TotalFlow Production Manager to use a Simple Mail Transfer Protocol (SMTP) server to send email notifications of events that happen to printers, workflows, and jobs.

To set up an email server:

- 1. Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Configuration].
- 3. In the [Server] pod, click [System], then 🕏, the Properties icon.
- 4. On the [Properties for Server] dialog that opens, click [Email].

You see the [Email] page of the [Properties for Server] dialog:



- 5. Enter or select values for the properties on this page.
- 6. Click [OK].

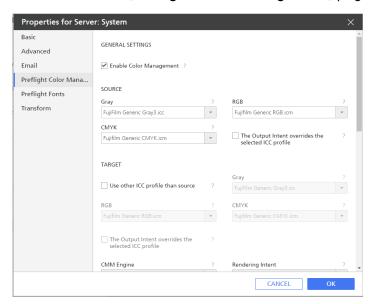
Setting Color Management System

Because different devices can display colors differently, you might need to create general color settings at the server level, to convert colors from one device to another. This action is performed during the **[Preflight]** activity, which means that the jobs must be processed through a workflow that contains this activity. These settings will apply to all objects in the processed PDF files, or separately, to specific types of objects, unless other settings, like Output Intent, override them.

To set your [Preflight Color Management] preferences:

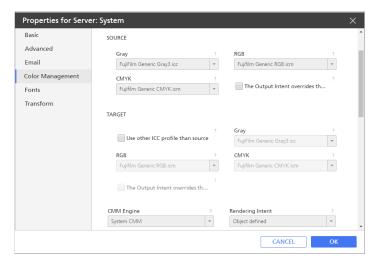
- 1. Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Configuration].
- 3. In the [Server] pod, click [System], then , the Properties icon. You see the [Properties for Server] dialog.
- 4. Click [Preflight Color Management].

You see the [Preflight Color Management] page of the [Properties for Server] dialog:



[General Settings]

- 5. Click the [General Settings] options group open.
- 6. Make sure that the [Enable Color Management] check box is selected. Otherwise, [Preflight Color Management] does not work.
- 7. Set the International Color Consortium (ICC) profiles for the three color models:
 - [Gray]
 - [RGB]
 - [CMYK]



- 8. Under [Source], select the ICC profile for each of the three color models for the input files. If you want to use an ICC profile that you previously created and saved on the server, use the [Browse] option to select it.
- 9. Select [The Output Intent overrides the selected ICC profile], if you want to apply an Output Intent Profile installed with the device software.
- 10. Under [Target], select [Use other ICC profile than source] if you want to use a different ICC profile for the output PDF.
- 11. Select the ICC profile for each of the three color models for the output files. If you want to use an ICC profile that you previously created and saved on the server, use the [Browse] option to select it.
- 12. Select [The Output Intent overrides the selected ICC profile], if you want to apply an Output Intent Profile installed with the device software.
- 13. In the [CMM Engine] field, select the Color Management Module (CMM). The CMM contains the actual executable code that uses the ICC Profile information you supplied before, to consistently transform the colors of a document.
- 14. Select a rendering method from the [Rendering Intent] option list.
- 15. Select [Use Black Point Compensation], if you need this option. In general, the BPC option is recommended for images with high shadow content.

[Images]

- 16. Make sure that the [Enable Color Management] check box is selected.
- 17. If you need different color settings, enter or select values for the properties, according to your needs.
- 18. Click **[OK]**.

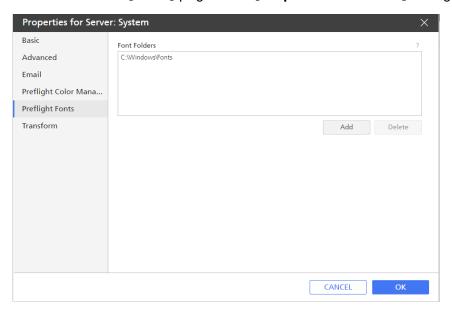
Setting Fonts for Preflight Activity

You can configure TotalFlow Production Manager to use certain fonts when preflighting PDF files. Save the font folders on the server before setting TotalFlow Production Manager to use them.

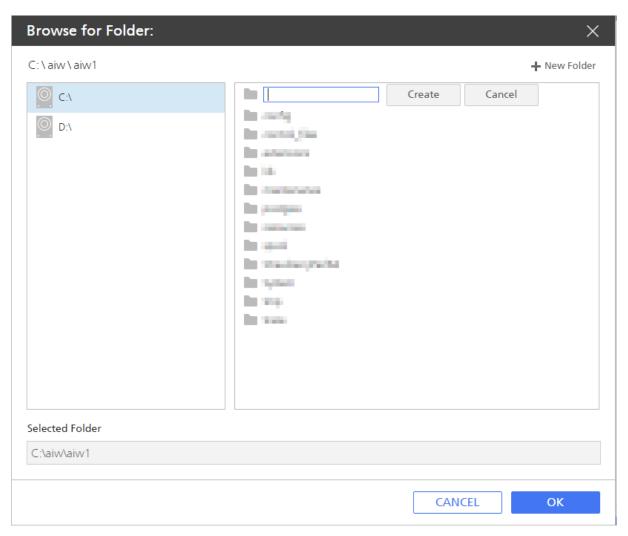
To set the font folders that you want to be used during the Preflight activity:

- 1. Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Configuration].
- 3. In the [Server] pod, click [System], then , the Properties icon. You see the [Properties for Server] dialog.
- 4. Click [Fonts].

You see the [Fonts] page of the [Properties for Server] dialog:



- 5. Click [Add]
- 6. In the dialog that opens, select the font folders that you want to be used for preflighting PDF files or create one using the add icon.



7. Click [OK].

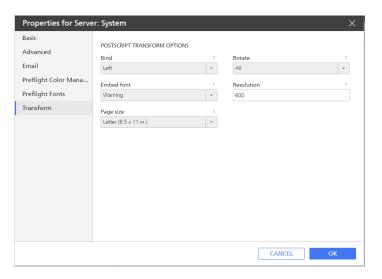
Setting PostScript Transform options

If you need to print PostScript files, you can configure TotalFlow Production Manager to transform them into PDF files.

To set the PostScript transform options:

- 1. Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Configuration].
- 3. In the [Server] pod, click [System], then , the Properties icon. You see the [Properties for Server] dialog.
- 4. Click [Transform].

You see the [Transform] page of the [Properties for Server] dialog:



- 5. Enter or select values for the properties on this page.
- 6. Click [OK].

Creating Notifications

Operators and administrators can set up TotalFlow Production Manager to send email notifications of events that happen to printers, workflows, and jobs.

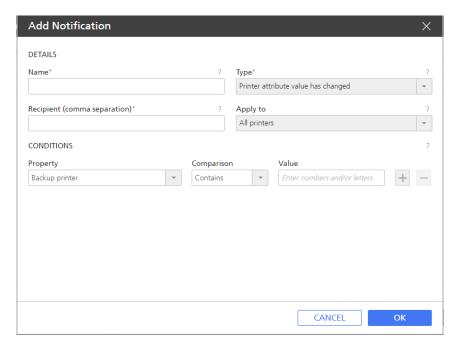
Before you create notifications, make sure that TotalFlow Production Manager is configured to use an SMTP server to process email.

To create a notification:

- 1. Log in to TotalFlow Production Manager as an operator or an administrator.
- 2. In the menu bar, click [Operations].
- 3. In the tool bar of the [Printers] tab, [Workflows] tab, or [All Jobs] pod, click the settings icon, and then [Notifications...].

 The dialog you see depends on the object type. The example below shows a page from the [Printer Notifications] dialog.
- 4. Click [New].

You see the [Add Notification] dialog:



5. Type or select values in the fields.

Depending on the notification type that you select, the other fields in the dialog might change.

1. For printers and workflows, select whether the notification should apply to one specific object or to all objects of that type.

Job notifications always apply to all jobs.

- 2. For notification when a property value has changed:
 - 1) In [Property], select the name of a property.
 - 2) In [Comparison], select a comparison operator. The list of operators depends on the type of values that the selected job property can have:

Operator	Enumerated values	Numeric values, including dates and times	Other values
[Equal to]	Yes	Yes	
[Not equal to]	Yes		
[Less than]		Yes	
[Greater than]		Yes	
[Contains]			Yes
[Does not contain]			Yes
[Not set]		Yes	Yes

- 3) In [Value], enter or select the value that you want to match.
- 4) To select another property, click \pm , the add button. You can select up to three property-value pairs.



If you set more than one condition for a notification, all conditions must be true for the notification to be sent.

5) Click [OK].

Changing the Log Schedule

By default, old log information is moved to audit files and old audit files are deleted every day between midnight and 2:59 AM. You can change this time.

Logs contain messages issued in the last three days. After three days, the log information for objects other than jobs is moved to audit files in the <code>install_drive:\aiw\aiwl\audit\object_type</code> directory. However, job logs remain in the system as long as the job does. When the job is deleted, the log information is moved to the audit files.

Audit files remain in the system for 28 days and then are automatically deleted.

To change the time when log information is moved to the audit files or deleted:

- 1. Open a Windows command prompt and change to the folder where TotalFlow Production Manager is installed.
- 2. Enter this command:

changeAuditTime.pl start_time end_time

 t_{ime} Is the earliest hour when log information can be moved or deleted. This value must be an integer between 0 and 23.

end_time

Is the beginning of the latest hour when log information can be moved or deleted.

Moving and deletion can continue until 59 minutes past this hour. This value must be an integer between 0 and 23.

For example, to move and delete log information between 11:00 PM and 0:59 AM, enter this command:

changeAuditTime.pl 23 0

Configuring Client Computers

Do the tasks in this section on every computer that accesses TotalFlow Production Manager.

Preparing to Log in to TotalFlow Production Manager

Each user needs this information to log in to TotalFlow Production Manager.

Web browser configuration

Users can access the login page from a Windows computer using a web browser. Before they access the login page, users must customize certain settings for their web browsers, such as the setting for cookies and active scripting, and install Adobe Reader.

User login name and password

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

URL for the TotalFlow Production Manager user interface

The URL that all users use to access the TotalFlow Production Manager user interface is: http://hostname:15080/TFPM. The name of the computer where TotalFlow Production Manager is installed is hostname.

Login authority

Each user that you created has a set of actions that it is authorized to do based on the authority that you set for the user. Inform users about the types of actions they can do in the TotalFlow Production Manager user interface.



Make sure that you inform your users about the HTML User's Guide and how they can access it. The URL for the User's Guide is: http://hostname:15888/help/index.jsp. The name of the computer where TotalFlow Production Manager is installed is hostname. You can open the User's Guide using that address from anywhere in your network, even if you are not currently logged in to TotalFlow Production Manager.

Configuring Mozilla Firefox

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



This procedure shows how to configure Mozilla Firefox 135 on Windows 11. There might be minor differences in other releases of Firefox or Windows.

To configure Mozilla Firefox:

- 1. Open [Firefox].
- 2. Type this command in the address bar:

about:config

Press [Enter].

You see a warning message.

4. Click [Accept the Risk and Continue].

You see the **Advanced Preferences** page.

- 5. In the search bar, type javascript.enabled.
- 6. Make sure that the value of [javascript.enabled] is [true].
- 7. To change the language that TotalFlow Production Manager uses for the user interface:
 - 1. Click the [Open application menu] icon in the top-right corner, then select [Settings] from the menu
 - 2. On the **General** page, scroll down to **Language and Appearance** → **Language**.
 - 3. Click the [Choose] button next to Choose your preferred language for displaying pages.

You see the Webpage Language Settings dialog.

- 4. If your preferred language is not in the list, click **Select a language to add...**, then select a language and click **Add**.
- 5. Select your preferred language and click **Move up** until your language is the first entry in the list.

TotalFlow Production Manager supports these languages:

- Dutch
- English
- French
- German
- Italian
- Japanese
- Spanish



- If you set the browser language to a language that is not supported, TotalFlow Production Manager defaults to English.
- 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.
- 6. Click [OK].
- 8. On the **Privacy and Security** page, scroll down to **[History]**.
- 9. Click the arrow next to Firefox will and select [Use custom settings for history].
- 10. In the options list, select [Remember browsing and download history].

Configuring Google Chrome

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



This procedure shows how to configure Google Chrome 133 on Windows 11. There might be minor differences in other releases of Windows or Chrome.

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 [Third-party cookies].
- 4. Scroll down to **Sites allowed to use third-party cookies** and click **Add**.
- 5. Enter http://hostname:15080/TFPM and click Add.

- 6. Go back to the **Privacy and security** tab and click **Site settings**.
- 7. Click [JavaScript] and select [Sites can use JavaScript].
- 8. To change the language that TotalFlow Production Manager uses for the user interface:
 - 1. On the **Settings** page, open the **[Languages]** tab.
 - 2. Under [Preferred languages], click [Add languages].
 - 3. Select a language from the list and click [Add].

TotalFlow Production Manager supports these languages:

- Dutch
- English
- French
- German
- Italian
- Japanese
- Spanish



- If you set the browser language to a language that is not supported, TotalFlow Production Manager defaults to English.
- If more than one locale is available for a language, for example, English and English (United States), it does not matter which locale you choose.

The languages you added are displayed in the [Preferred languages] list.

- 4. Click , the [More actions] icon, next to your preferred language.
- 5. Select the option [Display Chrome in this language], then click [Relaunch].

Configuring Microsoft Edge

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



This procedure shows how to configure Microsoft Edge 133 on Windows 11. There might be minor differences in other releases of Windows or Edge.

To configure Microsoft Edge:

- 1. Click , the [Settings and more] icon, in the top-right corner of the page and select [Settings].
- 2. On the [Settings] page, select Cookies and site permissions.
- 3. Under [Cookies and data stored], click Manage and delete cookies and site data.
- In the Allow section, click Add.
 The Add a site dialog opens.

- 5. Enter http://hostname:15080/TFPM.
- 6. Select the option Include third-party cookies on this site.
- 7. Click Add.
- 8. To change the language that TotalFlow Production Manager uses for the user interface:
 - 1. On the [Settings] page, select [Languages].
 - 2. Under [Preferred languages], click [Add languages].
 - 3. Select a language from the list and click [Add].

TotalFlow Production Manager supports these languages:

- Dutch
- English
- French
- German
- Italian
- Japanese
- Spanish



- If you set the browser language to a language that is not supported, TotalFlow Production Manager defaults to English.
- If more than one locale is available for a language, for example, English and English (United States), it does not matter which locale you choose.

The languages you added are displayed in the [Preferred languages] list.

- 4. Click , the [More actions] icon, next to your preferred language.
- 5. Select [Display Microsoft Edge in this language], then click [Restart].

Customizing the User Interface

The TotalFlow Production Manager user interface lets you change the contents of pods to display the information you need.

Grouping and sorting objects

You can group workflows, jobs, papers, and users in a pod by their properties. Within a group, you can sort them by property or by name. For example, you can group jobs by customer and sort each customer's jobs by progress.

1. To group printers, make sure that the [Printers] tab is open.

The [Pools] view is already grouped by printer pool.

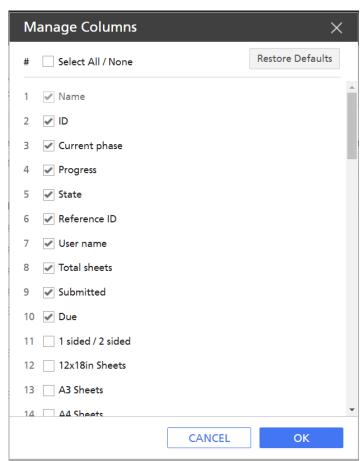
- 2. To group objects, click ***, the tools icon in the title bar of the tab, then [Group by], and then click the property that you want to group by.
 - To group all objects in one group, click ***, then [Group by], and then [All].
- 3. To sort objects in a tab, click the heading of the column that you want to sort by. Click it again to reverse the sort order.

Changing the displayed object properties

You can change the properties that you see in the [All Jobs], [Papers], and [Users] pods.

To change these properties:

- 1. In the title bar of the pod, click *** the tools icon, then [Manage Columns...].
 - The [Manage Columns] dialog shows a different set of properties for each object type. This example shows the properties for jobs:



- 2. Add, remove or drag properties up or down in the list according to your needs. Properties are shown in the order that you list them, up to the maximum number.
- 3. To return to the default display of properties, click [Restore Defaults].
- 4. To select or remove all the properties, select or clear the [Select All / None] check box.
- 5. Click [OK].

Changing columns view

You can customize the columns for [All Jobs], [Papers], and [Users] pods. You can change the width of columns, add or remove columns, and reorder columns.

- To change the width of columns, drag and drop the separator between two column headings to a new position.
- To add or remove columns from the pod view:
 - 1. Click *** the tools icon, then [Manage Columns...].
 - In the [Manage Columns] dialog, add or remove properties from it.
 The pod shows a column for each property in the list, no matter how many you select.
- To change the order of columns, do one of these:
 - In the [Manage Columns] dialog, you can move properties up or down. The properties at the top of the list are at the left end of the view.
 - Drag and drop a column into a new position.

Filtering pods

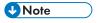
You can control the objects that are displayed in the [Printers], [Workflows], [All Jobs], [Papers], and [Users] pods by defining a filter.

For example, you can filter the [All Jobs] pod for values such as [Name], [Requested printer], and [Status].

To set a user-defined filter:

- 1. In the title bar of the pod, click the bar area next to \text{\text{\$\text{\$V\$}}} the search icon.
- 2. In the text field next to the icon, enter the value by which you want to filter the entries.

The pod shows only objects that have the value that you entered for any of their properties.



If you enter a text string, it matches job values that contain the text string. For example, a matches a, abc, bca, cab, and so on.

3. To remove the filter, close the filter definition area.

Changing the scale of the [Queues] pod

You can zoom in to the [Queues] pod to focus on the next jobs that will print or zoom out to see the entire queue of assigned jobs.

To change the scale of the [Queues] pod, click the plus or minus sign on the scale control icon at the top right of the [Queues] pod.

4. Managing Objects

- Viewing and Changing Properties
- Viewing Status
- Viewing Logs
- Enabling Workflows and Printers
- Disabling Workflows and Printers
- Editing Notifications
- Deleting Objects
- Managing Printers

TotalFlow Production Manager includes a variety of objects that you might need to work with, including a server, workflows, printers, printer pools, papers, users, reports, workflow activities and jobs.

Viewing and Changing Properties

The properties of an object are attributes such as the object name, the length and width of a paper, the size, priority, and number of copies of a job, the paper and finishing options that a printer supports, and so on.

Administrators can view the properties of all objects (server, workflows, printers, printer pools, papers, workflow activities, and jobs) and change the read/write properties of all objects. Operators can view the properties of printers, printer pools, workflows, papers, and jobs, and they can change the read/write properties of these objects. Monitors can view the printers, printer pools, workflows, and jobs, but they cannot view or change any properties of these objects.

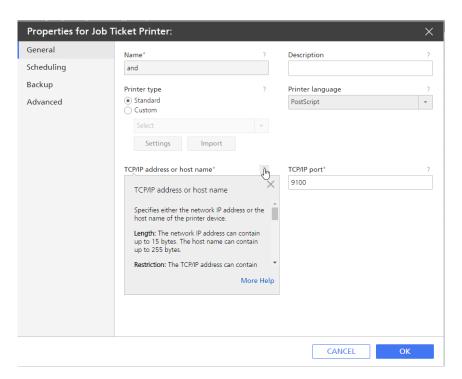


You cannot change the properties of a paper that was automatically created to correspond to a paper in the printer's paper catalog.

To view or change the properties of an object:

1. In the object pod, right-click the object and select [Properties...] from the options list that opens.

You see the [Properties] dialog. This example shows the [Properties for Job Ticket Printer] dialog:



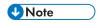
- 2. Click each page to see different properties.
- 3. To see on-screen balloon help for any of the properties:
 - 1. Mouse over the property.
 - 2. Click , the question mark button, next to the property name.
- 4. Enter or select new values for any properties that you want to change.
- Click [OK].
 For printer and workflow updates to take effect, TotalFlow P

For printer and workflow updates to take effect, TotalFlow Production Manager disables the printer or workflow, then enables it automatically.

Viewing Status

Operators and administrators can view the status of a printer, workflow, or job.

- For a printer, status information includes whether it is enabled, the most recent message about the printer, and information returned by SNMP, such as the paper level in the input trays.
- For a workflow, status information includes whether it is enabled and the number of input files waiting.
- For a job, status information includes its progress category, state, and whether it is in error. If it is unassigned, you can also see the wait reason details.



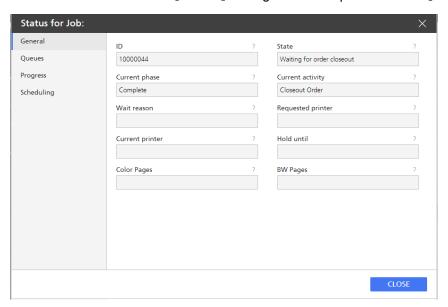
No print status information is available about jobs that have been sent to Passthrough printers until the printer command returns a return code.

To view the status of an object:

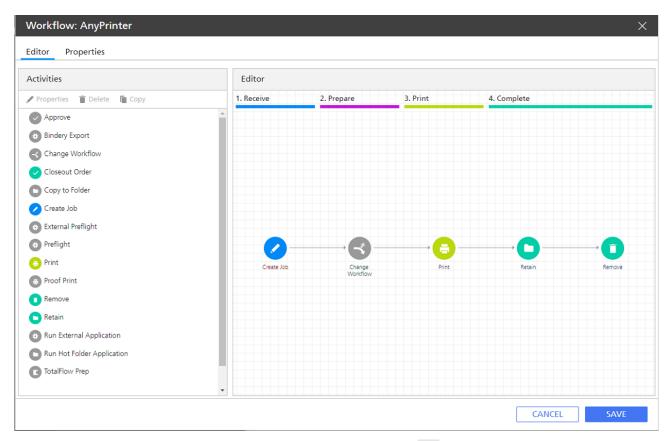
1. In the object pod, do one of these:

- For printers and jobs:
 - 1. Select the object, then click [More], then click [Status...]. Also, you can view status if you right-click the object, then select [Status...].

You see the [Status] dialog. This example shows the [Status for Job] dialog:



- 2. Click the page names on the left to see different status properties.
- You can also view the status of jobs that are in queues:
 - 1. In the menu bar, click [Queues].
 - 2. In the [Queues] pod, double-click the job icon or right-click tha job icon and select [Status...].
- For workflows:
 - Double click the workflow, then select [Editor and Properties...].
 You see the [Workflow] dialog.
 - 2. Click [Properties].



2. To see information about any of the status properties, click ?, the question mark button, next to the property name.

Viewing Logs

Each TotalFlow Production Manager object has a log that contains messages about the operations on the object, such as property changes. For jobs, the log also includes messages about its progress through TotalFlow Production Manager. If processing errors occur, error messages describe the errors.

Operators and administrators can view the logs for workflows, printers, and jobs. Administrators can also view the logs for the server, papers, and users.

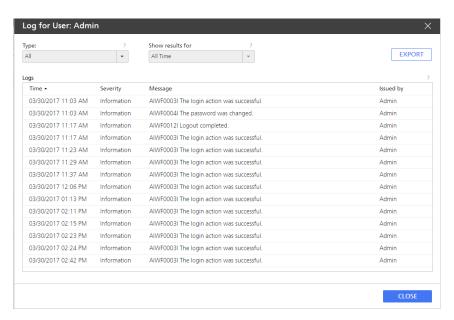
Logs contain messages issued for objects that have not been deleted yet. When a user deletes an object, the log files are moved to audit files in the <code>install_drive:\aiw\aiwl\audit\object_type</code> directory.

There is no size limit for logs.

To view the log for an object:

In the object pod, select the object, click [More], then click [Log...]

You see the object log. It shows messages that were issued in the last three days. This example shows a job log:



- 2. If the text of a message is truncated, mouse over the message entry.
- To sort the messages by message type or by another column, click the column heading.
 Click once to sort in ascending order. Click twice to sort in descending order.
- 4. To change how and what you see in the log, change these fields:

[Show results for]

The default is that you see messages that TotalFlow Production Manager has issued for the object in the last three days. To select a different time period, use the list for this field and its associated radio buttons.

[Type]

The default is that you see messages of the type [All]. To select a different type of information, use the list for this field.

- 5. To save the log as a text file:
 - 1. Click [Export].

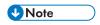
Depending on your operating system and browser settings, you might see the [Select location for download] dialog.

2. If you see this dialog, specify the file name and location of the log.

Specify the file type as .csv.

If you do not see this dialog, the log file is saved in your default [Downloads] location.

3. Click [Save].



To edit an exported log file, use an editor that supports UTF-8.

Enabling Workflows and Printers

Enabling an object makes it available to TotalFlow Production Manager. Operators and administrators can enable workflows and printers.

4

A workflow can receive input files if it is disabled, but it must be enabled to create TotalFlow Production Manager jobs and send those jobs for further processing.

To enable an object, do one of these:

- Select the object, then click , the enable icon at the its right.
- Select the object, then click , the enable button on the tools bar of the tab.
- Right-click the object, then select [Enable] in the options list that opens.

Disabling Workflows and Printers

Disabling an object makes it unavailable to TotalFlow Production Manager. Operators and administrators can disable workflows and printers.

A workflow can receive input files if it is disabled, but it must be enabled to create TotalFlow Production Manager jobs and send those jobs for further processing.

Jobs that are already assigned to a disabled printer still print on it.

To disable an object, do one of these:

- Select the object, then click **II**, the disable icon at the its right.
- Select the object, then click **II**, the disable button on the tools bar of the tab.
- Right-click the object, then select [Disable] in the options list that opens.

Editing Notifications

Operators and administrators can change the names of existing notifications and the email addresses where they are sent. For printers and workflows, they can also change the object to which the notifications apply.

To edit a notification:

- 1. Log in to TotalFlow Production Manager as an operator or an administrator.
- 2. In the menu bar, click [Operations].
- 3. In the tool bar of an object tab or of the [All Jobs] pod, click the settings icon, then [Notifications...].

You see a dialog with a table showing all the notifications for the object type.

- 4. Select the notification that you want to edit and click **[Edit]**Depending on the notification type, the other fields in the dialog might change.
- 5. Enter or select new values for any fields that you want to change.
- 6. Click [OK].

Deleting Objects

Administrators can delete a workflow, printer, printer pool, paper, user, activity, job or report that is no longer needed. Operators can delete jobs.

Before you delete a workflow, make sure that all jobs that were submitted to the workflow have been deleted. Even if a job has gone to the printer, as long as it remains in the system you cannot delete the workflow. If you delete a workflow that has a hot folder associated, the hot folder will also be deleted, but it will remain on the server. If there are any input files in the hot folder, the hot folder is not deleted.

Before you delete a printer or printer pool, make sure that:

- No jobs have been sent to the printer or printer pool.
- No workflow job property default or override values specify the printer or printer pool as [Requested printer].



- 1. Deleting a printer removes the printer from the system. New jobs can no longer request that printer. TotalFlow Production Manager changes the value of the Requested printer property for any existing job that requests the printer to "Not set".
- 2. When you delete a printer that belongs to a printer pool, that printer is removed from the pool.
- 3. Deleting a printer pool does not delete the associated printers.

Before you delete a paper, make sure that the paper s not specified in the paper map or in a paper change for any printer.

Jobs that have been assigned based on a paper change become unassigned or are assigned to another printer.

Deleting a job stops all further job processing and removes it from the system. Jobs can be deleted at any time and in any status other than [Processing].

Deleting a job removes the job and its associated input files from the system. Before you delete an activity, make sure that it is not part of any workflow.

If you delete a job while it is in **[Printing]** state, and at least 50 percent of it has already been printed, the printer finishes the job, but the job report contains only information about the part of the job that was printed before you deleted it.

If you delete a job while it is in [Printing] or [Spooling] state, you cannot receive updated information about it.

To delete an object:

- 1. Right-click the object, then select [Delete...].
 - You see a confirmation message.
- 2. Click [Yes].

When you delete a paper or printer, TotalFlow Production Manager changes the value of the applicable job property for any existing job that requests it to **[Not set]**. You must specify a different printer for jobs that request a deleted printer before TotalFlow Production Manager can print them.



Deleting objects that existing jobs use does not always prevent those jobs from printing.

Managing Printers

In addition to tasks like changing properties and viewing the log, you can do the tasks in this section to printers.

Mapping Trays and Paper for a Printer

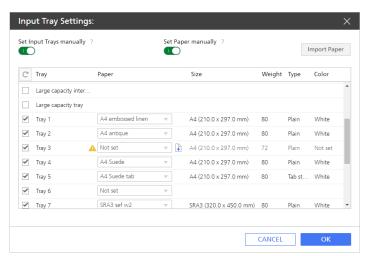
A **paper map** shows a printer's input trays and the paper that is loaded in each tray. Operators and administrators can create and update paper maps.

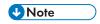
For job ticket printers that represent controllers that supply tray content information, TotalFlow Production Manager automatically creates a paper map shortly after the printer is created. For more information about the tray content, see the Printer Connector readme file.

To create or update a paper map for a printer:

1. Select the printer and click [More] and then [Input Tray Settings...].

You see the [Input Tray Settings] dialog:



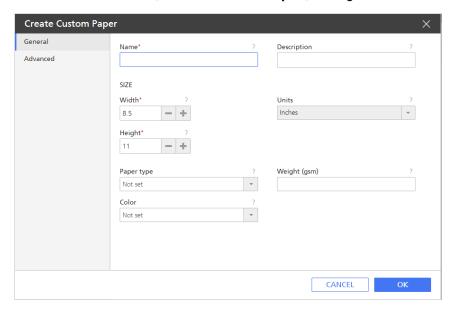


- If the printer is a passthrough printer, you will not see the [Set Paper manually] toggle.
- If a tray has a manual paper defined on the printer, you can see the paper information received from the printer, but the name of the paper is **[Not set]** and the A warning icon indicates that the paper is not defined in the supported papers list.
- 2. Switch on the [Set Paper manually] toggle.
- 3. To have SNMP report which input trays are installed on the printer and show only those trays, toggle off the [Set Input Trays manually] button.
- 4. To show all input trays that the printer supports and specify which input trays are installed manually, toggle on the [Set Input Trays manually] button.
- For each input tray listed in the [Tray] column, click the paper name in the [Paper] column. From the table that opens, select the paper that is loaded in the input tray.
- 6. Click [OK].

7. You can also create a new manual paper from this view and add it to the list of supported papers of a printer, and set it as the input tray paper.

To add manual papers in an input tray, do either of these:

- Click the arrow to open the list of supported papers and select one, then click **[OK]**. If none of the supported papers matches, click **[Custom]**.
- Click the add paper icon.
 You see the [Create Custom Paper] dialog.



8. On each page of the dialog, enter or select values for the required and optional properties that need to be adjusted to match your environment.

Click the page tabs in the navigation bar on the left to change pages.

Showing the Jobs Assigned to a Printer or Printer Pool

Operators, administrators and monitors can see all the jobs that are assigned to a printer.

To open a [All Jobs] pod that shows all the jobs that are assigned to a printer or printer pool:

- 1. In the menu bar, click [Operations].
- 2. In the [Printers] pod, select the printer or printer pool.
- Click [More], then select [Show Submitted Jobs]. A new tab opens in [All Jobs] pod, that
 displays all the jobs submitted to the selected printer or printer pool.

Showing the Webpage for a Printer

Operators and administrators can go directly from TotalFlow Production Manager to the webpage for a printer. The information on the webpage varies by printer model.

To show the webpage for a printer:

- 1. In the [Printers] tab, select the printer.
- Click [More], and then [Show Printer Web Page...].

Creating a Paper Change for a Printer

When you plan to change the paper in a printer, create a paper change in the queue for that printer.

TotalFlow Production Manager assigns jobs to the printer before or after the paper change, depending on the papers that they use. When all the jobs that use the old paper have printed, the operator sees a message with instructions to change the paper.

As an option, the printer can print these instructions on a separator page.

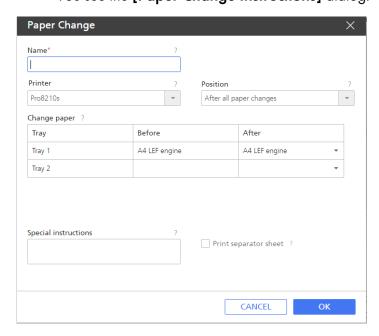
To print the special instructions:

- Passthrough printers must have a value for the [Command for special instructions] property.
- To print the special instructions on a specific paper, the printer must have a value for the [Input tray for separator pages] property.

To create a paper change for a printer:

- 1. In the menu bar, click [Queues].
- 2. In the [Queues] pod, click , the change paper icon.

You see the [Paper Change Instructions] dialog:



- 3. Enter a name for the paper change in [Name]; for example, T4 Letter to A4.
- 4. In the [Printer] list, select the printer for which you want to create the paper change.
- 5. Choose the exact position in the jobs queue where you want this paper change to apply.

6. Select the input tray that you want to change.

You see a list in the [After] column.

- 7. In the [After] column of the table, double-click the arrow to expand the list of papers, and select the name of the new paper that you want to load in the input tray.
- 8. Enter a message to the operator in [Show message]; for example, Load glossy side up.
- 9. **Optional**: To save the message to the operator in a PDF file and print this file on a separator sheet, click [**Print separator sheet**].



The separator page does not print if the printer is a Passthrough printer and its [Command for special instructions] property is not set to a valid print command.

10. Click **[OK]**.

The job is marked in the **[Queues]** pod with the operator flag, just before it. When you hover the cursor over the flag, the paper change instructions are displayed. Double-click the operator flag to edit the instructions.

When you see the paper change message, change the paper and update the paper map. When the paper map shows the new paper, the paper change is deleted.

5. Working with Jobs

- Submitting Jobs from TotalFlow Applications
- Submitting Jobs from external connections
- Submitting Jobs with Ipr Print Command
- Finding Jobs in TotalFlow Production Manager
- Viewing and Changing Job Information
- Starting, Moving, Suspending, and Resuming Jobs

You can manage jobs and their progress through TotalFlow Production Manager processing using the [All Jobs] pod and the [Queues] pod of the TotalFlow Production Manager user interface.

Through the user interface, you can do a variety of tasks.

Submitting Jobs from TotalFlow Applications

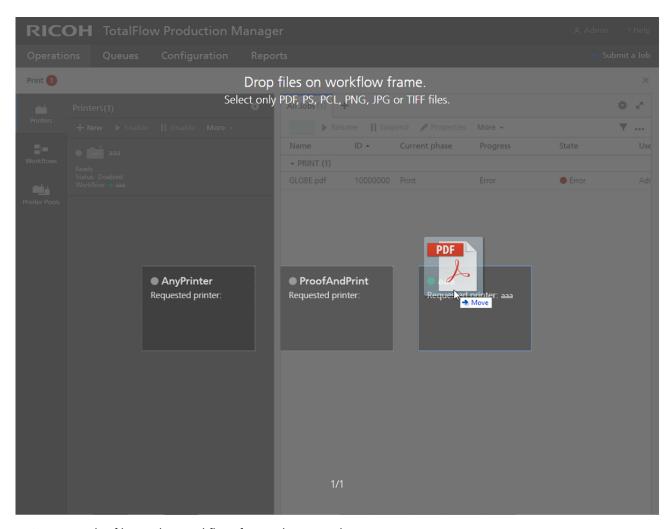
You can use TotalFlow applications to submit jobs to a workflow. With each job, the application submits a job ticket. The job ticket contains information about the job that is used to set job properties.

Submitting jobs from TotalFlow Production Manager

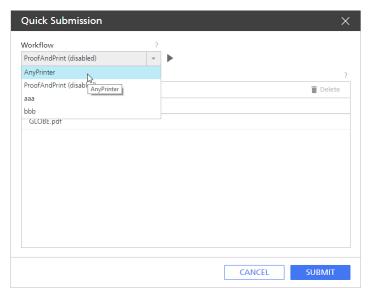
You can use the Quick Submission functionality to submit PS, PCL, PDF, TIFF, PNG or JPEG files to a workflow by dragging the files over the **[Operations]** page of the TotalFlow Production Manager user interface.

To upload files for quick submission in the [All Jobs] pod, follow these steps:

- 1. In the menu bar, click [Operations]...
- 2. Make sure that the workflow is configured in TotalFlow Production Manager.
- 3. Select one or more files and drag them over the TotalFlow Production Manager [Operations] page.
 - You see a message that displays the allowed file types and available workflows to which you can submit a job.



4. Drop the file on the workflow frame that you choose. If the workflow is enabled, the job is submitted and you can see it in the [All Jobs] pod. If the workflow is disabled, you see the [Quick Submission] dialog:



- 5. Select a workflow that is enabled or click the enable icon to enable the selected workflow.
- 6. To add more files in the list, repeat step 3 above.

The files are sorted alphabetically within each group of dragged files. The latest set of dragged files is always selected.

If you selected an unsupported type of file, you see the message: "Some of the selected files are of unsupported format. Do you want to continue with the supported files?".

- 7. Click [OK].
- 8. Drag the files up or down to reorder them according to your needs.
- 9. To remove some of the files from the list, select the files you want to remove and click the delete icon

Also, you can remove the files by selecting and dragging them over the delete icon.

10. Select a workflow in the [Workflow] list.

If the workflow you selected is disabled, click the enable icon or choose another workflow from the list.

- 11. Click [Submit].
- 12. Once the job is submitted to a certain workflow, you can drag it from the **[All Jobs]** pod over another workflow or printer.

Submitting jobs from RICOH TotalFlow Prep

You can use TotalFlow Prep to submit jobs and job tickets to a workflow.

To submit a job from TotalFlow Prep to a TotalFlow Production Manager workflow:

- Make sure that the workflow is configured and associated with a Job Ticket printer in TotalFlow Production Manager.
- 2. Make sure that the workflow is registered as a printer in TotalFlow Prep.
- In TotalFlow Prep, create a job.
- 4. In the printers menu on the menu bar, select the workflow.
- 5. Edit the job.
- 6. In the settings area on the right, click [Job Setup], select [Print mode], then select [Normal print] or [Hold print].
- 7. Click the [Print] button.

Submitting jobs from RICOH TotalFlow Production Manager Job Submission

You can use TotalFlow Production Manager Job Submission to submit PDF, PostScript, PCL, TIFF, PNG or JPEG files and job tickets to a workflow.

To submit a job from TotalFlow Production Manager Job Submission to a TotalFlow Production Manager workflow:

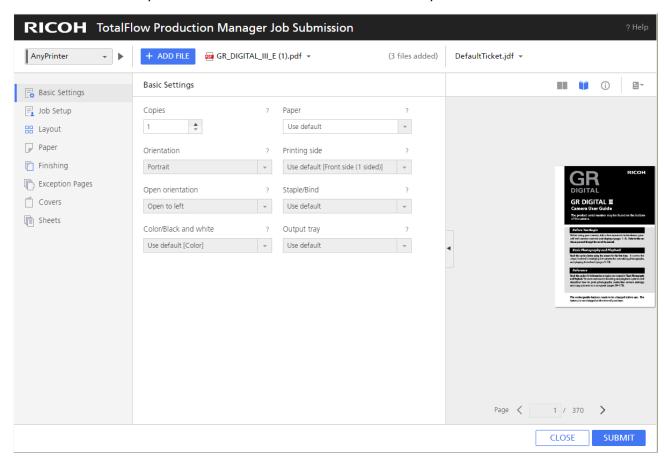
1. Make sure that the workflow is configured in TotalFlow Production Manager.

- 2. In the TotalFlow Production Manager menu bar, click [Submit a Job].
- 3. Or, in the [Workflows] tab:
 - 1. Select a workflow, click [More], then select [Submit a Job].
 - 2. Or, right-click the workflow, then select [Submit a Job].

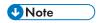
TotalFlow Production Manager Job Submission opens in a new browser tab or window. If you open TotalFlow Production Manager Job Submission from the workflow options menu, the workflow name is already selected in the workflows list at the top left of the page.

- 4. Specify the input files for the job. There are two ways of specifying the input files:
 - Select the files:
 - 1. Click + ADD FILE, the add file icon.
 - 2. Select one or more files and click [Open].

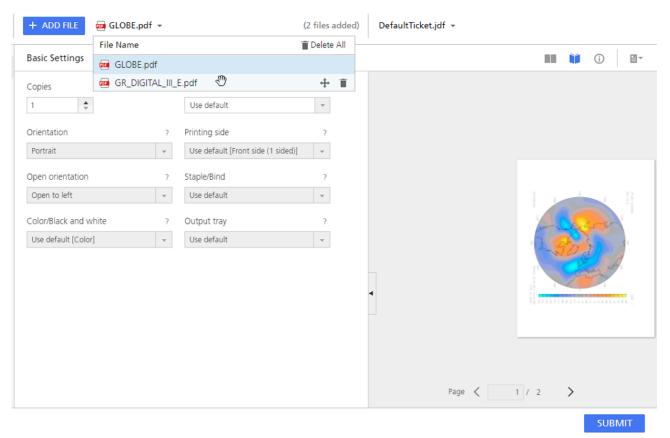
TotalFlow Production Manager Job Submission displays a preview of the file that you selected. If you select more files, it shows the last file that you selected.



To see the list of files in the job, click the down arrow.If you want to see the preview of a certain file, click that file name in the list.



- 1) PDF, TIFF, PNG and JPEG files previews can be displayed. PostScript and PCL files previews cannot be displayed.
- 2) PostScript, PCL, TIFF, PNG and JPEG job tickets display the default job properties settings.
- Drag and drop the files in the TotalFlow Production Manager Job Submission window:
- 1. Select one or more files and drag them in the TotalFlow Production Manager Job Submission window.
- 2. To add more files, repeat steps 1 and 2 above.
- 3. To delete a file from the job, click the job name, hover the file you want to delete, then click the remove file icon next to the file name.
- 4. To see a preview of a file, click the job name, hover the file you want to preview, then click the preview file icon next to the file name.



- 5. Select a job ticket for the job:
 - To use an existing job ticket, expand the job tickets list on the menu bar, then select one.
 - To upload a job ticket, select [Open...]. Select the job ticket, then click [Open].
 - To create a new job ticket, select [New].
- 6. Optional: Modify the selected job ticket:
 - 1. Modify job properties as you would in the [Properties for Job] dialog.

2. To save the job ticket in TotalFlow Production Manager Job Submission, click [Save] or [Save As...].



The job ticket is saved in TotalFlow Production Manager Job Submission only for this browser session on this computer. To save it for future sessions or to send it to users on other computers, you must download it to your own system.

3. To download the job ticket to your own system, click [Download Ticket].

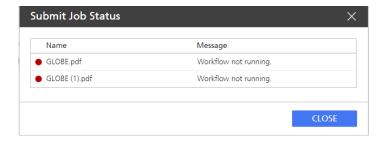


- If you submit multiple files using the same job ticket, all the printed documents have the paper orientation of the last file that opened for preview in TotalFlow Production Manager Job Submission.
- 2. If you change the settings of the job, make sure that you submit the job before refreshing the page. Otherwise, some of the settings might be reset.
- 7. Select a workflow in the [Workflow:] list.
- 8. If the workflow is disabled, click the enable icon.
- 9. Click [Submit].



Make sure that the input files are within the size, type and format requirements. For information about these requirements, see the *Notes on input files* section of the TotalFlow Production Manager Readme file.

If the workflow is disabled, you see the [Submit Job Status] warning:



10. Click [Close], then enable the workflow or select an enabled one.

Submitting jobs from TotalFlow PM PDF Print Driver

You can use TotalFlow PM PDF Print Driver to submit jobs and job tickets from any application on any supported operating system to a workflow in TotalFlow Production Manager.

First install TotalFlow PM PDF Print Driver on a supported operating system. For information related to installation, see Installing and Configuring Drivers section in RICOH TotalFlow Production Manager Setup Guide.

Through the user interface, you can do a variety of tasks.

5

Submitting jobs from RICOH TotalFlow PM PDF Print Driver on Mac OS X

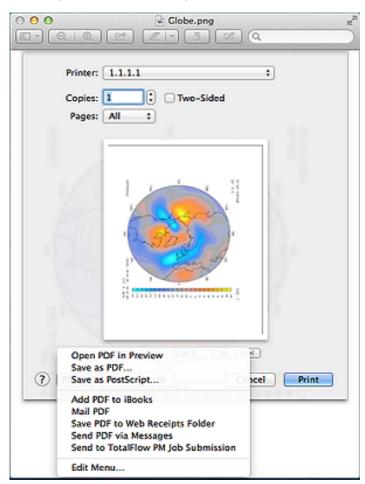
You can use TotalFlow PM PDF Print Driver to submit jobs and job tickets from any application in Mac OS X to a workflow in TotalFlow Production Manager.



 TotalFlow PM PDF Print Driver does not support HTTPS connections. Disable the HTTPS on the TotalFlow Production Manager before configuring TotalFlow PM PDF Print Driver to submit jobs.

To submit a job from TotalFlow PM PDF Print Driver to a TotalFlow Production Manager workflow:

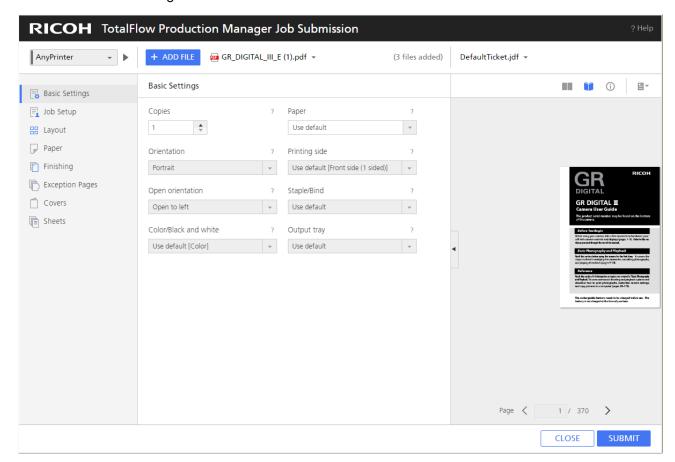
- 1. Make sure that the workflow is configured in TotalFlow Production Manager.
- 2. On the machine where TotalFlow PM PDF Print Driver is installed, open a document that you want to print.
- 3. In the [Print] dialog window, click [PDF], then select [Send to TotalFlow PM Job Submission] option in the list that opens.



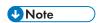


- Some applications override the system default print dialog with their own. It means that in some applications the [PDF] button might look different from the one in the default Mac OS X viewer. In this case, switch to the system default print dialog or select [Preview].
- 2. For more information on how to add options to the **[PDF]** list, see the Mac OS X documentation.

The document opens in TotalFlow Production Manager Job Submission on the TotalFlow Production Manager server:



4. Edit the job properties as needed. For more information oh how to modify the job properties or the job ticket from this view, see Submitting jobs from RICOH TotalFlow Production Manager Job Submission, p. 131



When printing with TotalFlow PM PDF Print Driver on Mac OS X, the paper size information is automatically picked from the print dialog and added in the job ticket, as manual paper. You can either leave this manual paper setting as it is, or select a paper from the catalog. If you choose to keep the manual paper setting, make sure that the TotalFlow Production Manager printer is configured to support a manual paper with the same size and add the paper on the printer's input tray.

- 5. Click [Submit].
- 6. Click [Close] to end the session.

5

Submitting jobs from RICOH TotalFlow PM PDF Print Driver on Windows

You can use TotalFlow PM PDF Print Driver to submit jobs and job tickets from any application to a workflow in TotalFlow Production Manager.

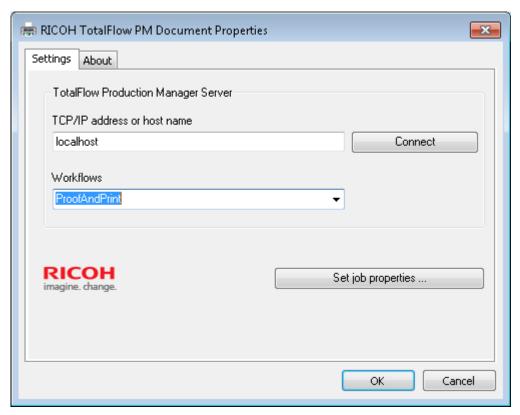
First install TotalFlow PM PDF Print Driver. For information related to installation, see Installing and Configuring drivers section in RICOH TotalFlow Production Manager Setup Guide.



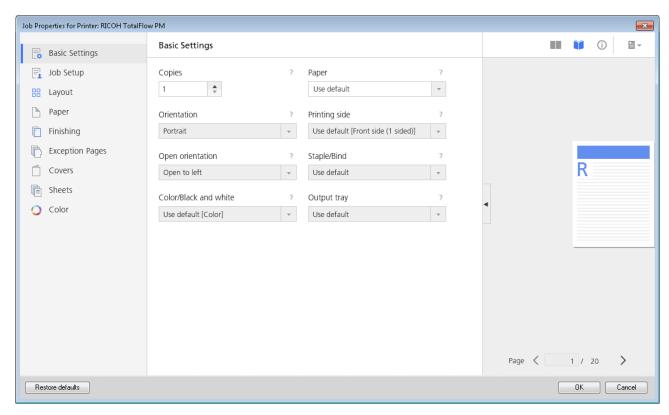
- TotalFlow PM PDF Print Driver does not support HTTPS connections. Disable the HTTPS on the TotalFlow Production Manager before configuring TotalFlow PM PDF Print Driver to submit jobs.
- If you are using Microsoft Edge, for the [Job Properties for Printer] dialog to be enabled, make sure that:
 - In the [Security] settings of the browser, the security mode is not [Strict].

To submit a job from TotalFlow PM PDF Print Driver to a TotalFlow Production Manager workflow:

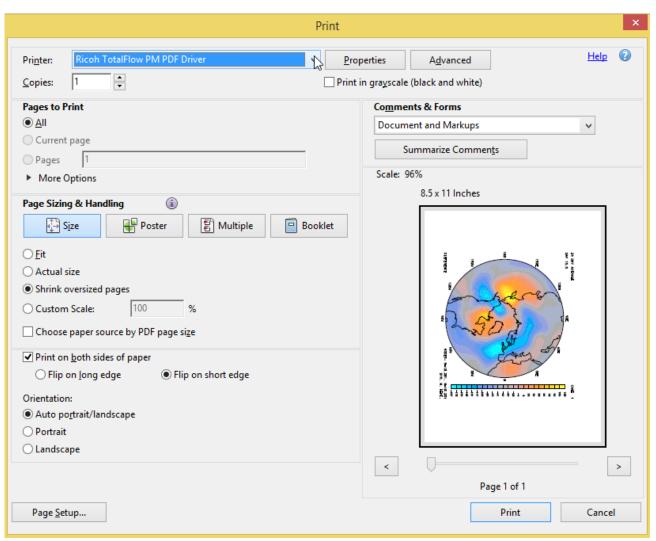
- 1. Make sure that the workflow is configured in TotalFlow Production Manager and is enabled.
- 2. On the machine where TotalFlow PM PDF Print Driver is installed, enter the IP/host name of the TotalFlow Production Manager server and assign a TotalFlow Production Manager workflow to the driver.



3. Click [Set job properties ...] to open the job properties dialog for the workflow associated with the driver.



- 4. Set the job properties for the workflow according to your needs and click [OK].
- 5. In the [Printing Preferences] dialog, click [OK].
- 6. On the machine where TotalFlow PM PDF Print Driver is installed, open a document that you want to print.
- 7. In the [Print] dialog window, select the name of the printer that you associated with the driver.



The document opens in TotalFlow Production Manager.

8. Edit the job properties as needed.



For more information on how to modify the job properties or the job ticket from this view, see Submitting jobs from RICOH TotalFlow Production Manager Job Submission, p. 131

Submitting Jobs from external connections

You can use external portals to submit jobs to a workflow.

Configuring MarcomCentral to connect with TotalFlow Production Manager

To send a job to TotalFlow Production Manager through MarcomCentral, configure MarcomCentral to connect with TotalFlow Production Manager.

To configure MarcomCentral to connect with TotalFlow Production Manager:

For JobDirect products, set [Auto Job Ticket Output File] to [TotalFlow JDF with PDF].
 Otherwise, the corresponding TotalFlow Production Manager job is created in Error state with a message saying that there was a timeout retrieving the JDF.



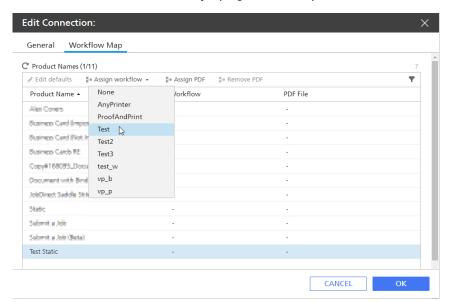
- The job ticket settings of JobDirect products are automatically mapped to the job ticket settings of the jobs created in TotalFlow Production Manager.
- For details about matching of the paper information to the papers in the TotalFlow Production Manager catalog, see Papers in TotalFlow Production Manager and in Other Programs, p. 86.

Associating Workflows with Connections products

To send a job to TotalFlow Production Manager through an external connection such as MarcomCentral, assign a workflow to the job.

To associate a workflow with an external connection product:

- 1. Log in to TotalFlow Production Manager as an operator or an administrator.
- 2. In the menu bar, click [Operations].
- 3. Select a connection, then click [More].
- 4. Select [Properties...]
 You see the [Edit Connection] dialog.
- 5. On the [Workflow Map] page, select a product and click [Assign workflow]





If a product has no associated workflow, the jobs are created in Error state, with no workflow, and you must assign the jobs to a workflow.

5

6. For static products, that do not have an associated PDF file or download URL, assign a PDF file. To assign a PDF to a product, select the product, then click [Assign PDF...].



- If a PDF file is associated in both MarcomCentral and TotalFlow Production Manager, the job
 uses the latter.
- If no PDF is associated to the product either in MarcomCentral or TotalFlow Production Manager, the job is created in error state and TotalFlow Production Manager displays an error message.
- For pick item jobs, TotalFlow Production Manager generates a PDF named pick item sheet, that contains information of the order and line item.

You see the [Browse for File]

- 7. In the [Browse for File] dialog, select a PDF file from the server or upload a file from the machine where you are using the TotalFlow Production Manager in a web browser. You see the complete file path in the [PDF File] column.
- 8. To remove a PDF file, select the product row, then click [Remove PDF].
- 9. Click [OK].

Working with MarcomCentral jobs

TotalFlow Production Manager automatically accepts and processes orders from MarcomCentral based on the production templates associated with the jobs in the orders.

Before submitting orders from MarcomCentral, make sure you created a connection in TotalFlow Production Manager. For more information about creating connections, see Creating Connections, p. 77. Also, make sure you have a workflow that contains a [Closeout Order] activity. For more information about creating workflow activities, see Supplied Activities and Custom Activities, p. 213.

To process a job from MarcomCentral:

There must be an order created in MarcomCentral store. An order can contain one or more jobs.
For information about creating orders in MarcomCentral stores, read the MarcomCentral
documentation.



When a MarcomCentral job enters the [Closeout Order] activity, its state changes to Waiting for order closeout. You can complete the job or move it to the [Retain] activity only after you close the order.

- 2. Log in to TotalFlow Production Manager as an operator or an administrator.
- 3. In the menu bar, click [Operations].
- 4. In the [All Jobs] pod, select the job, then click [More].
- Select [Order details...].
 You see the [Order Details] dialog.
- 6. Check all the order details carefully. If they are correct, click [Close].

- 7. In the [All Jobs] pod, select the job, then click [More].
- 8. Select [Closeout order...].
 If not all the jobs of the order are ready for closeout, you see a warning message.
- 9. Click [Yes].

You see the [Closeout Order] dialog. For each part of the closeout there is a tab in the order closeout dialog.

- 10. To perform the closeout on the order, you must complete these operations:
 - create the packing slip for the order
 - · create the invoice
 - settle the order

The settlement tab is visible and the order settlement is performed only for orders whose payment method is by credit card.

11. Edit the necessary fields in each tab, then click [OK].



- You cannot change the shipping amount for each of the line items from TotalFlow Production Manager. The packing slip contains the entire order amount.
- You cannot create in TotalFlow Production Manager multiple packing slips for an order with multiple line items.
- If an order contains multiple line items with different shipping addresses, TotalFlow Production Manager does not allow the closeout and displays a warning message.
- You cannot change the default line item values when creating the invoice from TotalFlow Production Manager.

For all these cases, perform the closeout in MarcomCentral.

The [Order number] job attribute can be displayed in the [All Jobs] pod and you can choose to group or order the jobs by it.

Configuring Paper Settings for MarcomCentral JobDirect orders

For this type of job, you must upload a file, then select media and finishing options. The pricing is based on your selections.

This section describes how to configure the paper settings in MarcomCentral when sending jobs to TotalFlow Production Manager for JobDirect products, and the paper settings that you must do in TotalFlow Production Manager to allow the MarcomCentral jobs to be scheduled to printers and printed.

- 1. Configure the 3 MarcomCentral JobDirect fields that you can use to specify the paper of a job. You can configure them to use values from a library or values specifically defined for a product.
 - 1. MediaSize

Select a library, then choose a **[Media Sizes]** list from the library or create one. Each media size has a name, width and height in the units used by the portal. The **[Media Size]** lists are defined in the **[Media Sizes]** section of the library

2. MediaCategory

Select a library, then choose a [Media Category] list from the library or create one. Each media category is defined by a text name. The [Media Category] lists are defined in the [Text Lists] section of the library.

3. MediaType

Select a library, then choose a **[Media Type]** list from the library or create one. Each media category is defined by a text name. The **[Media Type]** lists are defined in the **[Text Lists]** section of the library.

- 2. Define the paper pricing settings using the [JobDirect Media Pricing] bulk operation.
- 3. Define the paper JDF settings using the [JDF Media] bulk operation.

For each media type value there are a number of JDF paper properties that can be set. For the complete list of the paper JDF properties that you can set for a JobDirect order and their correspondent properties in TotalFlow Production Manager, see JDF Paper Properties for JobDirect Orders, p. 263.

PrePrinted

Weight

Media Type

Color

Hole Type

Opacity

Texture

Front Coatings

Media Type Details

Submitting Jobs with lpr Print Command

This is an example of how you can submit jobs through lpr print command

Before submitting any jobs, make sure that the lpr command is working:

- Open a Windows [Command Prompt] and enter 1pr. If the lpr command is available, the Usage note is displayed.
- 2. If, instead of the Usage note, a message is displayed saying that the lpr command is not recognized as an internal command, follow these steps:
 - In the Start menu, click Control Panel → Programs → Programs and Features → Turn Windows features on or off
 - 2) In the Turn Windows features on or off dialog, expand [Print and Document Services] options list.

3) Select [LPR Port Monitor].

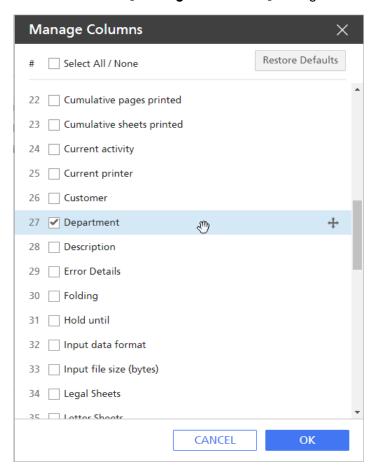
You do not need to restart Windows.



The above procedure is for Windows 11. There might be minor differences on other operating systems.

To submit jobs through lpr print command:

- 1. Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Operations].
- 3. Make sure that there are a Passthrough printer and a workflow associated with it.
- 4. Select the workflow, click [More], then click [Editor and Properties...].
- 5. In the [Workflow] dialog, open the [Properties] page.
- 6. Select [LPD] as job submission type.
- 7. In the [All Jobs] pod, click *** the tools icon, then [Manage Columns...]. You see the [Manage Columns...] dialog:



- 8. Select the [Department] property in the [Manage Columns...], dialog.
- 9. Click [OK].
- 10. In the Windows [Command Prompt], use the below lpr print command line to send a file to the workflow:1pr -S serverName -P workflowName C: \PDF\FileName.pdf -J departmentName. When the job arrives in TotalFlow Production Manager, the [Department] property is set to department name value.

Finding Jobs in TotalFlow Production Manager

Jobs that have been created by workflows and that have entered TotalFlow Production Manager are displayed in the [All Jobs] pod. Jobs in the [Print] phase are also displayed in the [Queues] pod, as well as jobs in the [Prepare] phase, if they are processed through [Proof print] activity.

To find a job in the system:

- If you know the name, job ID, or other information about the job, do any of these:
 - Sort the [All Jobs] pod by the appropriate property.
 - Filter the [All Jobs] pod by the appropriate property.
 - Search the [Queues] pod by the ID or the name of the job.
- If you know that the job is assigned to a specific printer or printer pool, on the [Operations] page, select the printer or printer pool to which the job is assigned, click [More] and select the [Show Submitted Jobs] option.

Searching for Jobs in the [Queues] Pod

You can find jobs in the [Prepare] and [Print] phases by using the search function of the [Queues] pod.

To search for jobs in the [Queues] pod:

- 1. In the title bar of the [Queues] pod, click next to 7, the search job button.
- 2. In the search field, write the value by which you are searching for jobs. The search is applied on job name, job ID, special instructions text, and printer name.

The display highlights only objects that have the value that you entered for any of their properties.



If you enter a text string, it matches job values that contain the text string. For example, a matches a, abc, bca, cab, and so on.

Viewing and Changing Job Information

You can view various information about jobs in TotalFlow Production Manager, including their status, properties, and log information.

Operators and administrators can change properties for the entire job or for selected pages.

Viewing Job Status

Administrators can view the status of jobs and change the properties of the jobs or printers to match, if necessary.

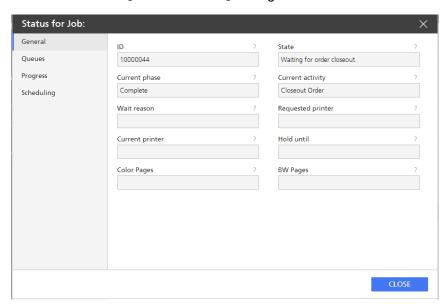


A printer can be a requested printer, a printer pool with a number of not matching printers or a proof print requested printer.

To view the job's status:

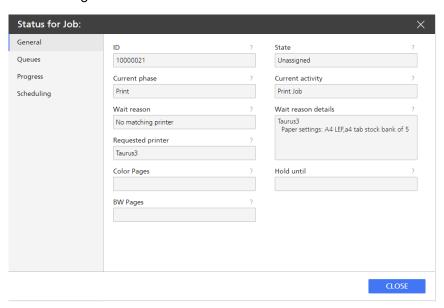
1. In the [All Jobs] pod, right-click the job then select [Status...].

You see the [Status for Job] dialog.



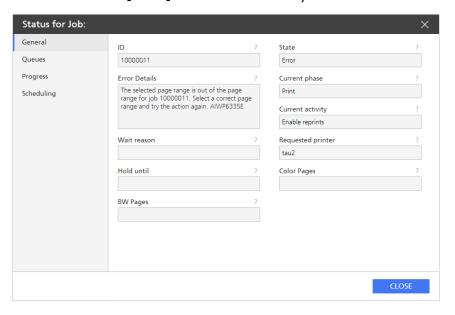
- 2. To see on-screen balloon help for any of the properties:
 - 1. Mouse over the property.
 - 2. Click ?, the question mark button, next to the property name.

When the job state is [Unassigned] and the [Wait reason] is [No matching printer], the dialog looks similar to this:



You can also see the [Wait reason details] by mouse-hovering the text displayed in the [Wait reason] column in the [All Jobs] pod.

When the job is in **[Error]** state, you can see a message describing the reasons why the job entered the **[Error]** state and the action you must take to solve the problem.

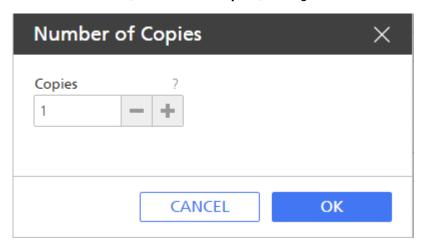


Changing the Number of Copies for a Job

You can change the number of copies for a job from the [Properties for Job] dialog, and also directly from the [All Jobs] pod.

To quickly change the number of copies for a job, follow these steps:

- 1. In the [All Jobs] pod, either select the job and C click [More], or right-click the job.
- In the options list that opens, click [Copies...].
 You see the [Number of Copies] dialog:



- 3. In the [Copies] field, enter the number of copies you want the job to print.
- 4. Click [OK].

The maximum number of copies that you can set for a job in the **[All Jobs]** pod is 9999. To be able to print up to 32767 copies, set the **[Copies]** value from the **[Properties for Job]** dialog and submit the job to a workflow associated with a TotalFlow Print Server device.

Viewing Job Properties

The job properties section lets you set up your print job. It is divided into smaller subsections that let you fine-tune the job.

To view the [Job Properties Editor]:

- 1. Select a job from the list.
- 2. To open the editor and to change the job options, click , the edit icon.

Defaults and Overrides

When a job is sent to a virtual printer, the job uses the virtual printer default values for properties that do not have a value. It uses the virtual printer overrides for all job properties instead of the values in the job ticket.

To switch between the defaults and overrides for a value, do these steps:

- 1. Open [Job Defaults and Overrides].
- 2. Select an attribute containing a specific value. On the left side of the label, the icon shows that the selected value is the default value.
- 3. To replace an existing value with the one you select, click , the defaults and overrides icon. The override mode is active when the defaults and overrides icon is displayed.

The value selected is used as a default value for the attribute where the change was made. If there is no value set, the icon shows that the defaults and overrides option is disabled.

Editing Multiple Jobs

You can apply the same setting to all selected jobs or remove it.

Make sure that multiple jobs are selected in the portlet.

To edit multiple print jobs in the [Job Properties Editor]:

- 1. Click , the edit icon, to open [Job Properties Editor].
- 2. To apply a setting to all selected jobs, change the setting and select the check box next to it.
- 3. To remove a setting applied to all jobs, clear the check box next to it.

After you make changes, verify them in the portlet that contains the jobs.

Changing the Job Properties

You can choose to change the properties of a job.

The job properties section contains these settings:

- [Basic Settings]
- [Job Setup] settings
- [Layout] settings
- [Paper] settings
- [Marks and Bleeds] settings



The [Marks and Bleeds] settings are available only when the printer configuration supports it.

- [Finishing] settings
- [Exception Pages] settings
- [Covers] settings
- [Sheets] settings
- [Color] settings



The [Color] settings are available only when the printer configuration supports it.

• [Print Quality] settings



The [Print Quality] settings are available only when the printer configuration supports it.

• [Fifth Station] settings



The [Fifth Station] settings are only available when a [Fifth Station] extension kit is installed.

• [Watermark] settings



The [Watermark] settings are available only when the printer configuration supports it.

Changing Job Options

This section lets you see and edit basic information about the print job.

To access the job options:

- 1. Open [Job Properties Editor].
- 2. Click [Job Setup] on the left side of the screen.
- 3. Use the options displayed to customize the job.

Configuring the Job Options

You can edit the basic information about the job.

To configure the job options:

- 1. Click [Job Setup] on the left side of the screen.
- 2. Enter the number of copies you want to print in the [Copies] field.
- 3. To specify which pages to print, enter a single page, multiple pages separated by commas, or a range of pages in the [Page range] field.



This field is available only when the printer configuration supports it.

4. Select if you want to print, hold or both by selecting one of the options from the [Print mode] list.



This value is available only when the printer configuration supports it.

- 5. Expand the [Job Information] group.
- 6. Enter the job name in the [Job name] field.
- 7. Enter the code in the **[User code]** field, if available. This code is used for billing and tracking purposes.
- 8. Set a job printing date and time by selecting [By date] from the [Due] list.
- 9. To specify the user who creates the job, type a name in the **[User name]** field or select a user already registered from the list.
- 10. To specify the person who owns the job, enter the name in the [Customer] field.
- 11. If you have chosen to add a banner page to the job, edit the information to print on the banner in the [Banner page information] field.
- 12. If you must specify any additional instructions for processing the job, use the [Special instructions] field.
- 13. Add additional information about the job in the [Notes 1] and [Notes 2] fields.
- In the [Description] field, enter a text to describe the job.

Editing the Variable Data Settings

Using the Variable Data Printing data formats, you can print personalized documents containing records.

To edit the Variable Data Settings:

- 1. Click [Job Setup] on the left side of the screen.
- 2. Scroll down and expand the [Variable Data Settings] section.

3. To specify if you want to cache and reuse the objects in the jobs containing PDF files, select a value from the [Cache objects in PDF jobs] list.

Setting the Job Priority

You can specify the priority of the job.

To set the job priority:

- 1. Click [Job Setup] on the left side of the screen.
- 2. Go to [Priority] under [Advanced Settings].
- 3. If necessary, select the check box to enable the [Priority] input field.
- 4. Enter 100 if you want the job to be the highest priority or 1 if the job is the lowest priority.

Setting the Job Store Options

Specifies whether the job is stored, and if so for how long.

To set whether or how the job is stored:

- 1. Click [Job Setup] on the left side of the screen.
- 2. Scroll down and go to [Store] under [Advanced Settings].
- 3. To turn off the [Store] option for the current job, select [Off] from the list.
- 4. To store the job, select [Store indefinitely].
- 5. To store the job for a specific amount of time after it is printed, select [Store for] and set the days and hours to store the job.

Substituting a Font

You can select to substitute a requested font if it is not found.

To substitute a font:

- 1. Click [Job Setup] on the left side of the screen.
- Scroll down and go to [Advanced Settings].
- 3. From the **[Font substitution]** list, select **[On]**.

Setting a Different Imposition for a Range of Pages

You can choose a different imposition for a page range.

To set a different imposition for only a range of pages:

- 1. Go to [Job Setup].
- 2. Set the page range in the [Page range] field.
- Scroll down and go to [Advanced Settings].
- 4. Select [Reflow selected pages] from the [Page range imposition] list.

Selecting Printer Presets

Specifies the printer preset used to print the job.

To select a set of printer configuration parameters:

- 1. Click [Job Setup] on the left side of the screen.
- 2. Scroll down and go to [Advanced Settings].
- 3. Go to [Printer preset].
- 4. Select a printer preset configuration from the list, if available.
- 5. To print with any printer preset values, select [Any].

Selecting Printer Features

Specifies the printer features used to print the job.

To select a printer feature:

- 1. Click [Job Setup] on the left side of the screen.
- Scroll down and go to [Advanced Settings].
- Go to [Printer feature].
- 4. Select a printer feature from the list, if available.

Selecting the Postflight Options

You can find out why a printed job does not deliver the expected color output.

To select the [Postflight] options:

- 1. Click [Job Setup] on the left side of the screen.
- 2. Go to [Postflight].
- 3. Select one of the options from the list.

Editing the Layout Settings

This section lets you specify how you want the pages to be laid out in your print job.

To access the layout options:

- 1. Open [Job Properties Editor].
- Click [Layout] on the left side of the screen.
- 3. Use the options displayed to edit the layout settings.

Setting a Booklet Layout

You can choose to print the pages of a document in a booklet style.

To specify the type of booklet layout:

- 1. Click [Layout] on the left side of the screen.
- 2. Go to the [Booklet] section.
- 3. Set the [Imposition] value to [Booklet].

Setting a Gangup Layout

You can use gangup layout to combine multiple pages on a sheet.

To specify the type of gangup layout:

- 1. Click [Layout] on the left side of the screen.
- 2. Go to the [Gangup] section.
- 3. Set the [Imposition] value to [Repeat] or [Speed].
- 4. Set the [Pages per sheet] value to [2] or more.

Changing the Image Automatic Rotation Settings

You can choose to manually change the rotation of an image relative to the sheet orientation.

To change the settings for the automatic rotation:

- 1. Click [Layout] on the left side of the screen.
- 2. Go to the [Normal] section.
- 3. Go to [Auto-rotation] and select [Off] to manually change the rotation of the image.



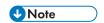
- The [Auto-rotation] option lets the long edge of the image line up with the long edge of the sheet or the page. When the image and sheet orientation are different, the top or left edge of the image automatically lines up with the [Open orientation] value.
- If the [Auto-rotation] option is disabled, go to [Pages per sheet] and set the value to [1].

Selecting the Printing Side

You can specify which side of the sheet to print on.

To select the printing side:

- 1. Click [Layout] on the left side of the screen.
- 2. Select the layout type and go to [Printing side].
- 3. To print only on one side, select [Front side (1 sided)].
- 4. To print only on the back side of the paper, select [Back side (1 sided)].



This value is available only when the printer configuration supports it.

If you want to print on both sides of the paper, select [Both sides (2 sided)].

Changing the Page Orientation

You can choose the type of layout for the pages in the job.

To change the page orientation from a vertical layout to a horizontal layout:

- 1. Click [Layout] on the left side of the screen.
- 2. Select the layout type and go to [Orientation].

Select [Landscape] from the list.



The selected orientation must match the orientation of the pages in the print file. If there are combined layouts in the print file, you must set it to match the orientation of most pages. Jobs submitted to virtual printers must have the same orientation as the virtual printer. Otherwise, the job might not print as expected.

For example, if the print file has ten pages and seven pages are displayed in portrait mode and three in landscape mode, you must set the orientation to portrait, to match the orientation of most pages.

Selecting the Open Orientation

You can specify the direction in which sheets are opened.

To select the direction to open or flip the sheets:

- 1. Click [Layout] on the left side of the screen.
- 2. Select the layout type and go to [Open orientation].
- 3. To open the sheet from right to left, select [Open to left]. When you select it, the [Binding edge] is automatically set to [Left].
- 4. To open the sheet from bottom to top, select [Open to top]. When you select it, the [Binding edge] is automatically set to [Top].
- 5. To open the sheet from left to right, select [Open to right]. When you select it, the [Binding edge] is automatically set to [Right].



This value is available only when the printer configuration supports it.

Rotating an Image on a Page

You can select the number of degrees to rotate the image on a page.

To specify the amount to rotate the image on each page in the job in a counter clockwise direction:

- 1. Click [Layout] on the left side of the screen.
- 2. Select the layout type and go to [Rotation degrees].
- 3. Click one of the buttons to select the number of degrees to rotate the image on the page.



You can use this setting in addition to any automatic rotation. The automatic rotation ensures that the long edge of the image is aligned with the long edge of the sheet or page. The **[Rotation degrees]** option is only available when the printer configuration supports it.

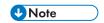
Scaling an Image

You can scale an image to fit the print size, up size, or paper size.

To specify whether to reduce or enlarge the image to fit:

- 1. Click [Layout] on the left side of the screen.
- 2. Select the layout type and go to [Reduce/Enlarge] under [Image].

3. To reduce or enlarge the image or up size to match the print size, select [Fit to print size].



This value is available only when the printer configuration supports it.

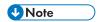
- 4. To reduce an image to match the paper size or the up size, when there are multiple ups, select [Reduce to fit].
- 5. To preserve the original size of the image, select [Off].

Aligning an Image

You can align an image on the page relative to the sheet origin point.

To specify how to align an image:

- 1. Click [Layout] on the left side of the screen.
- 2. Select the layout type and go to [Image alignment] under [Image].
- 3. To have an image centered on the sheet, select [Center].
- To anchor the corner of an image to a specific corner of the sheet, select one of these values: [Bottom left], [Top left], [Top right], or [Bottom right].



These values are available only when the printer configuration supports them.

Changing the Position of an Image

You can change the placement of an image on the page relative to the sheet origin point.

To specify the amount to offset an image:

- 1. Click [Layout] on the left side of the screen.
- Select the layout type and go to [Image offset] under [Image].
- 3. If necessary, click [Image offset] to switch it on.
- 4. In duplex configurations, you can set the same values for front and back by selecting the [Apply the same image offset for front and back] check box.
- 5. Enter a value as a positive or negative number with up to three decimals in the [Front] and [Back] fields.
- 6. Select the unit of measure from the [Units] list.



- When the sheet is rotated for display purposes, the image offset rotates with the sheet.
- The X and Y arrows on the coordinate system indicate the image offset direction.

Adding a New Custom Layout

You can create a custom layout for your job.



This section is available only when the printer configuration supports it.

To add a new custom layout:

- 1. Click [Layout] on the left side of the screen.
- 2. Go to the [Normal] section and select a value greater than [1] from the [Pages per sheet] list.
- 3. Click [Add custom layout].
- 4. To preserve the same settings for both sides, select the [Use same layout for both sides] check box.
- 5. To select the location of the layout you want to customize, click the page to select it, use the **[Location]** list, use the arrows, or simply drag and drop the page on top of another.
- 6. To specify the degree to rotate the images placed in this location, click one of the **[Rotation degrees]** options.
- 7. To reduce or enlarge the images so that they fit the location, select a value from the [Reduce/Enlarge] list.
- 8. To specify the amount to offset the images placed in this location, click [Image offset] to switch it on and enter a value in the X and Y fields.



If you do not select the [Maintain custom order] check box, the page order is the same as specified under [Layout]. The [Maintain custom order] check box is automatically selected when you change the order of pages.

Changing the Paper Settings

This section lets you see information about the paper selected for the job.

To access the paper settings options:

- 1. Open [Job Properties Editor].
- 2. Click [Paper] on the left side of the screen.
- 3. Use the options displayed to customize the paper settings.

Adding a Manual Paper

You can select a manual paper for the job.

- 1. Open the [Job Properties Editor].
- 2. Click [Paper] on the left side of the screen.
- 3. Expand the [Paper] list and click [Manual paper] to open the [Add manual paper] dialog.
- 4. Set all the properties for the selected paper, including the [Input tray], [Size], [Weight], [Type], and so on.

Updating a Manual Paper

You can update the properties of the manual paper.

- 1. Open the [Job Properties Editor].
- 2. Click [Paper] on the left side of the screen.

- 3. Go to the [Paper] field and expand the list.
- 4. In the [Manual paper] section, hover over the paper you want to edit and click the update icon to display the [Update manual paper] dialog.

Setting a Paper Custom Size

You can set the width and height of your paper.

- 1. Open the [Job Properties Editor].
- 2. Click [Paper] on the left side of the screen.
- 3. Go to the [Size] list and select [Custom].
- 4. Enter the custom values in the [Width] and [Height] fields.

Selecting a Paper in the Paper Catalog

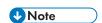
The [Paper catalog] mode lets you select any paper defined in the catalog and lets you change the input tray.

- 1. Open the [Job Properties Editor].
- 2. Click [Paper] on the left side of the screen.
- 3. Expand the [Paper] list and click [Paper catalog].
- 4. In the [Paper catalog] window, click a paper from the [Catalog paper] section.

Sorting the Paper

You can sort the paper in the [Paper catalog].

- 1. Open [Job Properties Editor].
- 2. Click [Paper] on the left side of the screen.
- 3. Expand the [Paper] list.
- 4. Click [Paper catalog].
- 5. Click a column heading to sort the paper based on a paper attribute.



To sort the paper in ascending or descending order, click the column heading again.

Searching in the Paper Catalog

The **Search** function lets you find the paper in the catalog that matches the attributes you are looking for. You can search a paper based on the properties displayed either as a single keyword or as a string containing the keywords. The search is narrowed down as it matches all the properties for the paper.

Changing the Marks and Bleeds Settings

This section lets you edit the settings for the margins, marks, bleeds, and gutters.



The [Marks and Bleeds] settings are available only when the printer configuration supports it.

To access the trim size options:

- 1. Open [Job Properties Editor].
- 2. Click [Marks and Bleeds] on the left side of the screen.
- 3. Use the options displayed to edit the settings.

Setting the Bleed Area

You can specify the bleeds settings.

To set the bleed area:

- 1. Click [Marks and Bleeds] on the left side of the screen.
- 2. Set the paper type and specify whether to reduce or enlarge the image to fit by selecting an option from the [Reduce/Enlarge] list.
- 3. Click [Margin/Gutter settings] to switch it on.
- 4. Go to [Bleeds] and specify the width for the bleed, in the vertical and horizontal fields.

Setting the Distance Between Multiple Pages on a Sheet

You can specify the gutters settings.

To set the distance between the pages on a sheet:

- 1. Click [Marks and Bleeds] on the left side of the screen.
- 2. Set the paper type and specify whether to reduce or enlarge the image to fit by selecting an option from the [Reduce/Enlarge] list.
- 3. Click [Margin/Gutter settings] to switch it on.
- 4. Go to [Gutters] and specify the width for the gutter in the vertical and horizontal fields.

Setting the Margins

You can set the margins between the finished size and the edges of the sheet.



The [Marks and Bleeds] settings are available only when the printer configuration supports it.

To specify the margins of the sheet:

- 1. Click [Marks and Bleeds] on the left side of the screen.
- 2. Click [Margin/Gutter settings] to switch it on.
- 3. Go to [Margins].
- 4. To set the top, bottom, left, and right margins, which indicate the amount of space to leave between the finished size and the outside edges of the sheet, enter the values into the corresponding fields.

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Select the [Use same margin] check box to have the same values for all margins.

Printing Crop Marks

You can choose the sides of the sheet on which to print center and corner crop marks.



The [Marks and Bleeds] settings are available only when the printer configuration supports it.

To specify how to print the crop marks:

- 1. Click [Marks and Bleeds] on the left side of the screen.
- 2. To print the crop marks on the corner:
 - 1. From the [Corner crop marks] list, select the side where to print the crop marks.
 - Select the style for the corner crop marks. The [Single] style marks where to trim the finished size and the [Double] style shows both the edge of the bleed and where to trim the finished size.
 - 3. To specify the line thickness in points, enter a value in the [Thickness] field.
 - 4. To print the corner crop marks to the edge of the sheet, select [Print to edge].
 - 5. If you want to use a specific length, select [Custom].
 - 6. Enter the values for the horizontal and vertical length and select the units of measure.



Set the margins wide enough for the crop marks to print.

- 3. To print the crop marks on the center:
 - 1. From the [Center crop marks] list, select the side where to print the crop marks.
 - 2. Select the style for the center crop marks.
 - 3. To specify the amount to shift the center of the crop mark from the edge of the finished size, enter a value in the [Offset] field.
 - 4. To specify the units for the offset, use the [Units] list.

Changing Finishing Options

This section lets you see and edit the finishing settings for the job.

To access the finishing options:

- 1. Open [Job Properties Editor].
- 2. Click [Finishing] on the left side of the screen.
- 3. Use the options displayed to customize the finishing settings.

Setting the Stapling and Binding Methods

You can select how to staple or bind the pages in the job.

To insert staples or to select the binding method:

- Click [Finishing] on the left side of the screen.
- 2. Go to [Staple/Bind].
- 3. From the list, select whether to staple or bind the pages in the job.

Selecting the Punching Method

You can select the punching method for the job.

To select how to punch the pages in the job:

- 1. Click [Finishing] on the left side of the screen.
- 2. Go to [Punch].
- 3. Select the punch method from the [Punch] list.

Selecting the Folding Method

You can specify how to fold the job or large sheets in the job.

To select the folding method:

- 1. Click [Finishing] on the left side of the screen.
- 2. Go to [Fold type].
- 3. Select one of the folding methods from the list.

Changing the Output Tray

You can select what tray to use for the finished output.

To change the output tray:

- 1. Click [Finishing] on the left side of the screen.
- 2. Go to [Output tray].
- 3. Select one of the output trays available for your printer.



Paper that is not folded cannot be sent to the output tray of the multi-folding unit. When you print a job containing mixed paper types and some of the paper finishing is a **[Z-fold]** type, specify a finisher tray as the output tray.

Selecting the Tray for Unused Tabs

You can select the tray where the tabs that were not used should be delivered.

To select the tray for the unused tabs:

- 1. Click [Finishing] on the left side of the screen.
- 2. Go to [Eject unused tabs].
- 3. Select one of the trays available for your printer.

Collating the Job Copies

You can choose how to collate the copies of the job.

To specify how to collate the copies:

- 1. Click [Finishing] on the left side of the screen.
- 2. Go to the [Collate] field and choose one of the options available for your printer.

Ejecting the Job Copies

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

To specify how you want the output ejected:

- 1. Click [Finishing] on the left side of the screen.
- 2. Select [Face-down] from the list to print the first page facing down at the bottom of the stack.
- Select [Face-down, reverse order] from the list to print the first page facing down on top of the stack.
- 4. Select [Face-up] from the list to print the first page facing up at the bottom of the stack.
- 5. Select [Face-up, reverse order] from the list to print the first page facing up on top of the stack.

Selecting the Tape Insertion Method

You can insert pieces of tape into the stacked output as job or copy boundary markers.

To select the tape insertion method:

- 1. Click [Finishing] on the left side of the screen.
- 2. Go to [Tape insertion].
- 3. Select one of the options from the list.

Selecting the Perforating Method

You can create perforation lines in the sheet.

To specify how to perforate the job:

- 1. Click [Finishing] on the left side of the screen.
- 2. Go to [Perforate].
- 3. Select one of the perforating methods from the list.

Selecting the Creasing Method

You can create creases in the sheet.

To specify how to crease the job:

- 1. Click [Finishing] on the left side of the screen.
- 2. Go to [Crease].
- 3. Select one of the creasing methods from the list.

Printing to Maximum Printable Area

You can use the maximum paper area available for printing.

To use the maximum printable area:

- Click [Finishing] on the left side of the screen.
- 2. Select the [Print to maximum printable area] check box.

Using the Exception Pages

Use this section to insert blank pages and modify or substitute the settings for the existing pages.

The exception pages are:

- [Insert]
- [Substitute]
- [Subset]



Make sure that you first configure the settings for the [Imposition], [Paper], and [Finishing] options before configuring the [Exception Pages] section. The exception pages inherit these settings when they are first added.

Adding Preprinted or Blank Pages

You can insert preprinted or blank pages into a job.

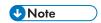
To insert a preprinted or blank page into a job after or before a page:

- 1. Go to [Exception Pages].
- 2. Click [Insert].
- 3. Click [Before] or [After] and then enter the page number in the [Pages] field.
- Select the paper from the [Paper] list. To preserve the same paper as the job, select the [Use default] value.
- 5. Enter the number of sheets you want to insert in the [Number of sheets] field.
- Click [Add].

Modifying Pages in a Job

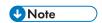
The [Substitute] section allows you to modify the paper, color, printing sides, or image settings for a page or a range of pages. You can also choose to begin a new chapter with the first page of a substitute.

- Click [Substitute]. 1.
- 2. In the [Pages] field, enter a number or a range to specify the pages to modify.



Enter a single page, such as 1, or a range of pages separated by a dash, such as 1-10. When you enter a range of pages, a single substitution is created for all the pages in the range.

3. Select the paper, color, printing sides, or image settings.



To use the same paper, color, printing sides, and image settings as the job, select the **[Use default]** value.

- 4. To begin a new chapter with the substitute, select the [Start new chapter] check box.
- 5. Click [Add].

Finishing Subsets of Pages

You can specify how to finish a specific subset of pages.

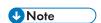
To select the finishing options for subsets of pages:

- 1. Go to [Exception Pages].
- 2. Click [Subset].
- 3. In the [Pages] field, enter a number or a range to specify the pages for the subset.
- 4. To specify how to staple the subset, select one of the values from the [Staple] list.
- 5. To staple the inserts together with the subset pages, go to [Insert]. You can select to include all inserts, the inserts before the subset pages, or the inserts after the subset pages.
- 6. To specify how to punch the subset, select one of the values from the [Punch] list.



This field is available only when the printer configuration supports it.

7. To specify how to fold the subset, select one of the values from the [Fold type] list.



This field is available only when the printer configuration supports it.

8. Click [Add].

Removing Tabs

The **[Tab]** section allows you to remove tabs.

To remove tabs from a job:

- 1. Go to [Exception Pages].
- 2. Click [Tab].
- 3. Go to [Tab position].
- 4. Go to the list of exception pages and select a tab from the list.
- 5. Click the [Remove] icon to remove a tab or [Remove all] to remove all tabs.

Adding Covers

This section lets you add various types of covers.

The type of covers you can add depends on the settings made on the [Layout] and [Finishing] sections.

Adding Front and Back Covers to a Job

You can add blank, preprinted, or printed covers to a job.

- 1. Go to [Covers].
- 2. To add a preprinted or blank front cover, go to [Front cover] and select [Preprinted].
- 3. To add a printed front cover, go to [Front cover] and select one of the print side options.
- 4. Select the [Use same settings for both covers] check box to add the same [Back cover].
- 5. Clear the [Use same settings for both covers] check box to add a different [Back cover].

Adding a Preprinted or Blank Cover to a Booklet

You can add a cover to wrap around the entire job.

To add a booklet cover:

- 1. Click [Layout] on the left side of the screen.
- 2. Go to the [Booklet] section.
- 3. Set the [Imposition] value to [Booklet].
- 4. Go to the [Booklet cover] section and set the [Cover] to [Preprinted].



The [Covers] and [Finishing] sections are updated to display the same settings for [Booklet cover].

Adding a Cover to a Perfect Bound Job

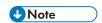
You can add a perfect bound cover that wraps around the entire job.

To add a perfect bound cover:

- 1. Click [Finishing] on the left side of the screen.
- Go to [Staple/Bind] and select [Perfect binding] to enable the [Perfect bound cover] section.
- 3. Select the input tray to load the paper for the perfect bound cover from the [Cover input tray] list.

From the TotalFlow Print Server configuration, the next steps are also available to configure the **[Perfect bound cover]**.

4. Select the paper from the [Cover paper] list.



To use the paper loaded in one of the perfect binder interposer trays, select the **[Use default]** value.

5. To print on the cover, go to [Cover printing side] to select which sides of the perfect bound cover to print on. If necessary, set [Cover image offset] to shift the images printed on the cover.



To enable the [Cover printing side] field, change the [Cover paper] selection or the [Pages per sheet] value. The last pages in your print file must be correctly formatted in advance with the contents of the entire cover, including the spine.

Inserting Sheets

This section lets you enable or disable the insertion of separator sheets and slip sheets in the job.

To access the sheet options:

- 1. Open [Job Properties Editor].
- 2. Click [Sheets] on the left side of the screen.
- 3. Use the options displayed to enable or disable the insertion of sheets.

Inserting a Job Separator Sheet

Specifies whether to include a job separator sheet to separate this job from the previous job.



This field is available only when the printer configuration supports it.

To include a job separator sheet:

- 1. Click [Sheets].
- 2. In the [Job separator sheet] section, select the [On] button to include a separator sheet between the jobs.
- Select a paper from the [Paper] list.
- 4. Select an option from the [Position] list to specify where to insert the separator sheet.

Inserting a Copy Separator Sheet

Specifies whether to include a copy separator sheet between collated copies of the job.



This field is available only when the printer configuration supports it.

To include a copy separator sheet:

- 1. Click [Sheets].
- 2. In the [Copy separator sheet] section, select the [On] button.
- 3. Select a paper from the [Paper] list.
- 4. Enter the number of copies you want between the separator sheets in the **[Every] [copies]** field.

Inserting a Slip Sheet

You can insert slip sheets in the job.

To include a slip sheet:

- 1. Click [Sheets] on the left side of the screen.
- 2. In the [Slip sheet] section, select the option that you want to use.

Changing the Color Settings

This section lets you see and edit the color settings for the job.

To access the color settings options:

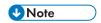
- 1. Open [Job Properties Editor].
- 2. Click [Color] on the left side of the screen.
- 3. Use the options displayed to customize the color settings.

Printing in Color or Black and White

You can print the output in full color or in black and white.

To specify how to print the output:

1. Click [Color] or [Basic Settings] on the left side of the screen.



Depending on the printer configuration, the [Color] section might not be displayed.

- 2. Go to [Color/Black and white].
- 3. To print in full color, select [Color].
- 4. To print monochrome, select [Black and white].
- 5. To print in full color using C, M, Y, K, and an additional ink color, select [CMYK+].



You can also specify that the CMYK+ color model is used only when rendering spot colors and choose the name of the output profile.

Specifying the Color Planes to Print

Specifies which color planes to print.

You can select to print all the color planes or only some of them.

- 1. Click [Color] on the left side of the screen.
- 2. Go to [Print selected planes].
- 3. To print all the color planes except for the [Special effect] plane, select [CMYK].
- 4. To print all the color planes, including the [Special effect] plane, select [All].
- 5. To print only a specific plane or a specific set of planes, select [Custom]. You can add or delete the planes from the [Print] panel.



• The [Special effect] plane is available only when the printer configuration supports it.

Printing a [Control bar]

Specifies whether the **[Control bar]** (including a color bar and/or margin information) is printed on each sheet.

To print a control bar:

- 1. Click [Color] on the left side of the screen.
- 2. Go to [Control bar].
- 3. To print a control bar on each sheet to check the toner density and track the printer stability, select [On].

Setting the Color Profiles

You can set the Input Profiles, the Reference Profiles, or the Printer Profiles for the job.



- The [Images], [Text], [Line art], and [Smooth shades] options are available only when sending jobs to printers with the TotalFlow Print Server DFE.
 - 1. Click [Color] on the left side of the screen.
 - 2. To set the [Input Profiles]:
 - 1. Go to the [Input Profiles] section and expand it.
 - 2. For the CMYK input profile, go to [CMYK input profile], click [Show details], and select the profile for each of the [Images], [Text], [Line art], and [Smooth shades] objects.
 - 3. If you want the printer to use an embedded PDF/X output intent as a CMYK input profile, select [On] from the [Use PDF/X output intent] list.
 - 4. For the RGB input profile, go to [RGB input profile], [Show details] and select the profile for each of the [Images], [Text], [Line art], and [Smooth shades] objects.
 - 5. For the gray input profile, go to [Gray input profile], [Show details] and select the profile for each of the [Images], [Text], [Line art], and [Smooth shades] objects.
 - 3. To allow one device to simulate another by using RGB separation, select a profile from the [Reference profile] list.
 - 4. To set the [Printer Profiles]:
 - 1. Go to the [Printer Profiles] section and expand it.
 - 2. To set the printer profile on the front, go to [Printer profile, front], [Show details] and select the profile for each of the [Images], [Text], [Line art], and [Smooth shades] objects.
 - 3. To set the printer profile on the back, go to [Printer profile, back], [Show details] and select the profile for each of the [Images], [Text], [Line art], and [Smooth shades] objects.
 - 4. To set separate intents for images, text, line art, and smooth shades, select one of the values from the [Rendering intent] list.

Matching Spot Colors

Spot colors are used when only one or two specific colors are needed on a page or when a color has to match perfectly and be consistent.

To enable matching the spot colors:

- 1. Click [Color] on the left side of the screen.
- 2. Go to [Spot color matching].
- 3. Select [On] from the list.

Configuring the Advanced Color Settings

You can configure several advanced settings for colors and toner amount.

To configure the advanced color settings:

- 1. Click [Color] on the left side of the screen.
- 2. Go to the [Advanced Settings] section and expand it.
- 3. To substitute a color, set the [Color substitution] to [On].
- 4. To set how to output black for text and line art, select one of the options from the [Black (text/line art)].
- 5. To limit the toner amount used:
 - 1. Go to [Toner/Ink limit].
 - 2. Select [Low], [Medium], or [High] depending how much you want to limit the amount.
- 6. To specify how to reproduce black and gray when printing in color, select one of the options from the [Black/Gray reproduction].

Configuring PDF-specific settings

You can configure specific settings applying to PDF files.

These settings apply only to the PDF files sent to the printers. Some of the options might not apply and they depend on the available configuration.

To configure the PDF-specific settings:

- 1. Expand the [Advanced Settings] area from the [Color] section.
- 2. To specify whether to use color trapping to compensate for poor color registration or not, select a value from the **[Trapping]** list.
- 3. Use the [Blackpoint compensation] option to preserve the shadow details for PDF jobs. You can set the compensation separately for images, graphics, and color spaces or just select [On] without showing the details for the [Images] and [Graphics] sections. To expand the sections, click [Show details].

Changing the Print Quality Settings

This section lets you see and edit the print quality settings for the job.

To access the print quality settings options:

- 1. Open [Job Properties Editor].
- 2. Click [Print Quality] on the left side of the screen.
- 3. Use the options displayed to customize the print quality settings.



The [Print Quality] settings are available only when the printer configuration supports it.

Using Halftone Screening to Convert the Input

You can use various halftone screening methods to convert the input.



The [Print Quality] settings are available only when the printer configuration supports it.

To apply a particular halftone screen to the input:

- 1. Click [Print Quality] on the left side of the screen.
- 2. Go to [Halftone screening] and use the list to display the values.
- 3. Select one of the methods to convert the input.

200 dot

Text: 200 dot

Line art: 200 dot

Smooth shade: 200 dot

Image: 200 dot

Performs a halftone screening appropriate for obscuring boundaries between text and

photos.

Text: 200 line + fine text

Text: 300 line

Line art: 200 line

Smooth shade: 200 line

Image: 200 line

Performs a halftone screening appropriate for graphics and photos.

200 dot + fine text

Text: 300 line

Line art: 200 dot

Smooth shade: 200 dot

Image: 200 dot

Performs a standard halftone screening appropriate for all kinds of documents.

200 dot + fine text, line art, smooth shades

Text: 300 line

Line art: 300 line

5

Smooth shade: 300 line

Image: 200 dot

Performs a halftone screening appropriate for line art and CAD data.

Interference reduction

Text: Interference reduction
Line art: Interference reduction

Smooth shade: Interference reduction

Image: Interference reduction

Performs a halftone screening appropriate for hatching patterns and thin lines. This setting reduces moire and breaking of specific-angled thin lines.

175 dot

Text: 175 dot

Line art: 175 dot

Smooth shade: 175 dot

Image: 175 dot

Performs a smoother halftone screening than 200 dot. This setting sometimes improves halos.

175 line + fine text

Text: 300 line

Line art: 175 line

Smooth shade: 175 line

Image: 175 line

Performs a smoother halftone screening than 200 line + fine text. This setting sometimes

improves halos.

300 line

Text: 300 line

Line art: 300 line

Smooth shade: 300 line

Image: 300 line

Performs a halftone screening appropriate for thin lines and text in images.

Applying Maximum Density

During a printer calibration process, the maximum density can be changed to a lower value for one or more colors. Applying the maximum density forces the output to be at maximum density level, regardless of calibration.



The [Print Quality] settings are available only when the printer configuration supports them.

To apply maximum density:

- 1. Click [Print Quality] on the left side of the screen.
- 2. Depending on your printer type, go to [Use maximum density] or to [Use maximum printer density] and select one of the options in the list.

Printing Black Characters over Colored Backgrounds

When white lines appear around the characters, use the [Black overprint] option to print the black characters over colored backgrounds.



The [Print Quality] settings are available only when the printer configuration supports it.

To print black characters over colored backgrounds:

- 1. Click [Print Quality] on the left side of the screen.
- 2. Go to [Black overprint] and select [On] from the list.

Smoothing Color Transition in Image Gradients

You can remove the stair-stepping appearance from color gradients in the print output.

To smooth color transition in gradients:

- 1. Click [Print Quality] on the left side of the screen.
- Select [On] from the [Image smoothing] field list.

Selecting Image Quality

You can choose the image quality used by a job.

To select the type of image quality:

- 1. Click [Print Quality] on the left side of the screen.
- 2. Select a value from the [Image quality] list.

Setting Black Custom Screening

You can do a halftone screening for the black channel in the print job.

To set the custom screening:

- 1. Click [Print Quality] on the left side of the screen.
- Select [On] from the [Black custom screening] list.
- 3. Set a value in the [Halftone angle] and [Halftone LPI] fields.

Enhancing the Text and Line Art Quality

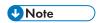
You can remove jagged lines from the edges of text and line art in your job.



The [Print Quality] settings are available only when the printer configuration supports it.

To enhance the quality for the edge or the thin lines:

- 1. Click [Print Quality] on the left side of the screen.
- Go to [Edge enhancement] and select [On] from the list.
 This enhances edges for text and line art by removing jagged lines.
- 3. Go to [Thinning/Outline enhancement] and select [On] from the list. This enhances the thin lines for text and line art.



Use the [Thinning/Outline enhancement] option when sending jobs to printers with the TotalFlow Print Server DFE.

Enhancing the Text and Graphics Quality

You can specify line thickness or remove jagged lines from the edges of text and graphics in your job.

To enhance the quality for the edge or the thin lines:

- 1. Click [Print Quality] on the left side of the screen.
- Select an option from the [Edge enhancement graphics], [Edge enhancement text], [Line width/outline enhancement graphics], and [Line width/outline enhancement text] field lists.

Adjusting the Fuser Setting

If there is residual gloss when printing, you can adjust the quality to eliminate it.

To adjust the fuser setting:

- 1. Click [Print Quality] on the left side of the screen.
- 2. Go to [Fuser setting].
- 3. Select [High quality] to eliminate the residual gloss.

Setting the Image Resolution

You can specify the output resolution in dots per inch to use when printing TIFF and JPEG jobs.



The [Print Quality] settings are available only when the printer configuration supports it.

To set the image resolution for the output:

- 1. Click [Print Quality] on the left side of the screen.
- 2. If necessary, select the [Image output resolution] check box.
- 3. Enter the resolution or use the up and down arrows to specify it. The resolution is expressed in **dpi**.

Setting the Print Resolution

You can specify the resolution in dots per inch to use when printing a job.



The [Print Quality] settings are available only when the printer configuration supports it.

To set the print resolution:

- 1. Click [Print Quality] on the left side of the screen.
- 2. Select a value from the [Print resolution] list. The resolution is expressed in dpi.

Setting the Raster Image Resolution

You can specify the resolution in dots per inch for rasterizing the images in the job.



The [Print Quality] settings are available only when the printer configuration supports it.

To set the raster image resolution:

- 1. Click [Print Quality] on the left side of the screen.
- 2. Go to [Raster image resolution] and select an option from the list.

Replacing Colored Objects with CMYK Objects

The options listed below are displayed only when the printer configuration supports these settings.

To replace the colored objects with CMYK objects:

- 1. Click [Print Quality] on the left side of the screen.
- Go to [CMYK knockout white] and select [On] from the list.

Selecting the Color Correction Curve

You can preserve or change the color correction curve.

This option is displayed only when the printer configuration supports it.

To select a preset color correction curve:

- 1. Click [Print Quality] on the left side of the screen.
- 2. Go to [Color correction curve] and select [Identity] to preserve the color correction curve settings.
- 3. Select one of the custom preset values to change the color correction curve, if the printer configuration supports more preset values.

Selecting the Speed Mode

You can print a job at high or low speed.

To select the speed at which to print a job:

- 1. Click [Print Quality] on the left side of the screen.
- 2. Go to [Speed mode].
- 3. Select one of the options from the list.

Applying Undercoating

You can select whether to apply a protective undercoat to the paper used by a job.

To apply undercoating:

- 1. Click [Print Quality] on the left side of the screen.
- 2. Go to [Undercoating].
- 3. Select one of the options from the list.

Changing the Fifth Station Settings

This section lets you edit the Fifth Station settings for the job.

[Fifth Station] is a special marking station where you can select different toners to use. This gives you the option to print with a fifth color.

To access the [Fifth Station] options:

- 1. Open [Job Properties Editor].
- 2. Click [Fifth Station] on the left side of the screen.
- 3. Use the options displayed to customize the [Fifth Station] settings.



The [Fifth Station] settings are only available when a [Fifth Station] extension kit is installed on a supported configuration.

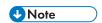
Setting the Special Effect Toner Properties

You can select the toner type you want to use and set its properties.



The [Fifth Station] settings are only available when a [Fifth Station] extension kit is installed on a supported configuration.

- 1. Click [Fifth Station] on the left side of the screen.
- 2. Go to [Special effect toner] and select one of the toner types installed on your printer.
- 3. Go to the [Processing target] control and select one of these options:
 - [Named spot color]



The [Named spot color] option is only available when the printer configuration supports it.

- [Whole page]
- [Specified objects]
- [None]

If you select **[Named spot color]** from the list, choose a specific spot color from the list or enter your own spot color name. The spot color name entered must match exactly the corresponding spot color name used in the PDF print file. The spot color name used in the PDF print file must contain only ASCII printable characters.

To apply the special effect toner only to specific objects, select [Specified objects].

If you select [None], any spot color used is processed using alternate CMYK values.

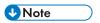
- 4. Go to [Spot color priority] to set which spot color has priority over each other. This field is only displayed when you select [Named spot color] from the [Processing target] list.
- 5. Go to [Adjust tone] and enter a value from 0 to 100%.
- 6. Go to [Print priority] and set it to [Quality] or [Speed]. When the print mode is set to [Speed], the amount of special effect toner is reduced to enable a faster printing speed.
- 7. Go to [Page range] and enter the range of pages to print with the special effect toner.
- 8. Go to [Mirror] and select whether to mirror all the sheets in the job. The Mirror function applies to the entire printing job, even if you set up a page range for the other [Fifth Station] options.

Changing the Watermark Settings

This section lets you create and edit a watermark for the job.

To access the watermark settings options:

- 1. Open [Job Properties Editor].
- 2. Click [Watermark] on the left side of the screen.
- 3. Use the options displayed to customize the watermark settings.



The [Watermark] settings are available only when the printer configuration supports it.

Adding a Watermark to the Job

You can specify the watermark properties for the job.

To customize your watermark settings:

- 1. Click [Watermark] on the left side of the screen.
- 2. To specify the text printed, enter the content in the text area or select a previously specified text from the list.
- 3. To set the font properties, select the name, color, and size for the font displayed.
- 4. To rotate the text 90 degrees, enter the value 90 in the [Angle] field.
- 5. To make the watermark opaque, leave the transparency percentage to 0 in the [Transparency] field.
- To customize the position of the text relative to the center of the page, go to [Position] and enter
 the amount you want to shift the watermark in the [X] and [Y] fields.
- 7. To print the watermark only on the first page, select the **[First page only]** check box. Otherwise, the watermark is printed on all the pages in the job.

Editing Jobs in RICOH TotalFlow Prep

In some cases, you can edit a job in TotalFlow Prep instead of in the [Properties for Job] dialog. The job must be in the [TotalFlow Prep Waiting], in the [Error] state, or in the [Stored] state.

TotalFlow Prep must be installed on the same server as TotalFlow Production Manager.

To return a job from TotalFlow Production Manager to TotalFlow Prep for editing:

- 1. To make jobs stop in the **[TotalFlow Prep]** activity at a certain point in the workflow:
 - 1. Log in to TotalFlow Production Manager as an administrator.
 - 2. In the menu bar, click [Operations]..
 - 3. In the [Workflows] tab, select the workflow where you plan to submit jobs for editing in TotalFlow Prep and click the edit workflow icon. Or, right-click the workflow and select [Editor and Properties...].

The workflow is displayed in the workflow [Editor] pod.

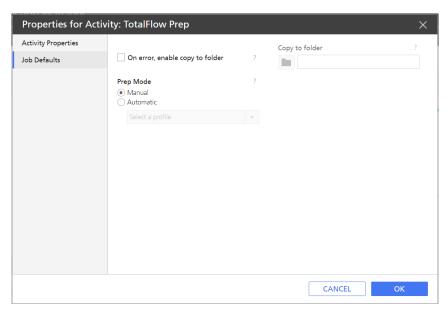
- 4. Drag the [TotalFlow Prep] activity from the [Activities] pod to the workflow [Editor] pod.
- 5. Save the workflow.

When the job reaches the [TotalFlow Prep] activity, it stops.

- 2. To edit the job:
 - Select the job and click [More], then [Prep...] to launch TotalFlow Prep.
 TotalFlow Prep opens in a new browser tab or window. The selected job is loaded.
 - 2. Edit the job properties.
 - 3. In TotalFlow Prep, click **[File]** and save the job.
 Your changes are saved and the TotalFlow Prep browser tab or window closes. If the job is not in the **[Error]** state, it moves to the next step in the workflow. For more information about saving options, see the TotalFlow Prep documentation.

You can also use TotalFlow Prep presets as job profiles and process the jobs automatically, without stopping and editing when they reach the **[TotalFlow Prep]** activity. The presets are job templates that are already defined in TotalFlow Prep and can be used as such.

- 3. To process a job automatically through **[TotalFlow Prep]** activity, make sure you have presets defined in TotalFlow Prep. Then, follow these steps:
 - 1. Open the [TotalFlow Prep] activity properties dialog, then click [Job defaults].



- 2. Under [TotalFlow Prep Mode], select [Automatic].
- 3. In the profiles list, select a TotalFlow Prep preset.
- 4. Click [OK].

When the job reaches the **[TotalFlow Prep]** activity, it continues processing with the properties defined in the profile that you selected.

Creating Special Instructions for a Job

If a job requires the operator to do something special, the operator needs instructions. The job submitter can enter these instructions as the value of the **[Special instructions]** job property, or you can create special instructions after the job is queued to a printer. As an option, these instructions can be printed on a separator page just before the job is printed.

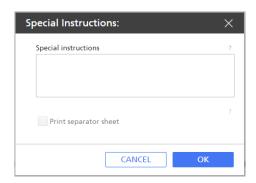
To print the special instructions:

- If the job is assigned to a Passthrough printer, that printer must have a value for the [Command for special instructions] property.
- To print the special instructions on a specific paper, the printer where the job is assigned must have a value for the [Input tray for separator pages] property.

To create printer instructions:

1. In the [Queues] pod, right-click the job, then select [Special instructions...]

You see the [Special instructions...] dialog:



- 2. Enter the instructions in the [Special instructions] field.
- 3. **Optional**: To save the special instructions in a PDF file and print this file on a separator page, select [**Print special instructions**].
- 4. Click [OK].

The job is marked in the **[Queues]** pod with , the operator flag, just before it. When you hover the cursor over the flag, the special instructions are displayed. Double-click the operator flag to edit the instructions. When the job is about to print, the instructions are displayed in a dialog and printed on a separator page if you selected that option. The job does not print until the operator clicks the **[Print special instructions]** button in this dialog.

Transforming Jobs to PDF

You can print PostScript and PCL jobs on printer devices that support PDF by transforming them.

To transform jobs to PDF, you can use the TotalFlow Production Manager [Transform to PDF] workflow activity or an external transform application.

If you need to modify the content of the PostScript/PCL files before printing, use the **[PS/PCL Data Replacement]** function. For more information about how to set the **[PS/PCL Data Replacement]** rules, see Creating Passthrough Printers, p. 58.

Transforming PCL Jobs to PDF

You can print PCL jobs on printer devices that support PDF by transforming them.

To transform PCL jobs to PDF:

- 1. Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Operations].
- 3. In the [Workflows] tab, select a workflow, then click the edit workflow icon.

 The workflow is displayed in the [Editor] pod.
- Drag and drop the [Transform to PDF] activity from the [Activities] pod to the workflow [Editor] pod.
- 5. Open the [Transform to PDF] properties dialog window.

6. Optional: In [Transform to PDF] properties dialog, open the [Job Defaults] page and select [Read job ticket attributes].

This option enables submitting PCL jobs created and edited with RICOH PCL Universal Driver to TotalFlow Production Manager.

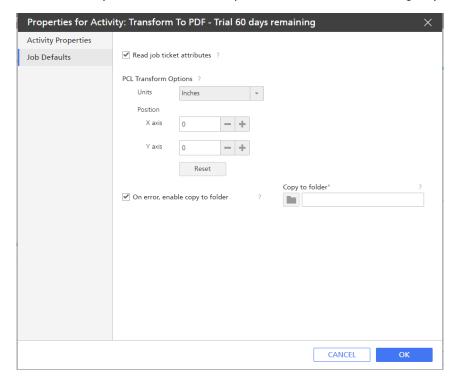
The settings that you can change in RICOH PCL Universal Driver are:

- [Color]
- [Copies]
- [Duplex]
- [Orientation]
- [Punch]
- [Staple]
- [User code]



The changes you make in the PCL job ticket attributes at this step overwrite the job ticket attributes from the previously submitted job ticket or from the workflow defaults and overrides.

7. Set the parameters of the output PDF document according to your needs:



For a PCL file, the parameters of the PDF output files are size units and **[X]** and **[Y]** axes, which are the horizontal and vertical margins of the output document.

- 1. Under [PCL Transform Options], select the unit of measure from the [Units] list.
- 2. Enter a value as a positive or negative number in the [X axis] and [Y axis] fields, or use the arrows to increase or decrease the present values.

Negative values of the **[X]** and **[Y]** parameters cause the document content to shift towards the left and, respectively, the top of the physical page, while positive values cause the document content to shift to the right and, respectively, the bottom of the physical page.

- 8. Select [On error, enable copy to folder], then select the folder you want the files to be copied into.
- 9. Click [OK] to save the settings.
- 10. Save the workflow.

When the job reaches the **[Transform to PDF]** activity, TotalFlow Production Manager transforms it from PCL to PDF.

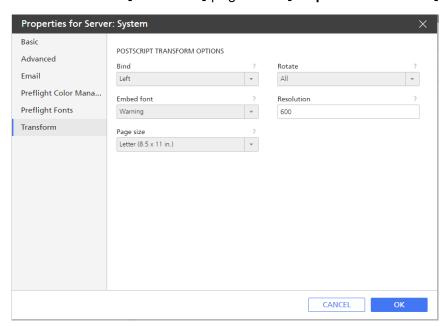
Transforming PostScript Jobs to PDF

You can print PostScript jobs on printer devices that support PDF by transforming them.

To transform PostScript jobs to PDF:

- 1. Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Configuration].
- 3. In the [Server] pod, select [System], then click [Properties].
- 4. Click [Transform].

You see the [Transform] page of the [Properties for Server] dialog:



Under [PostScript Transform Options], set the default values for the parameters of the output PDF files.

For a PostScript file, the parameters of the PDF output files are: [Bind], [Rotate], [Embed font], [Resolution], and [Page size].

6. Click [OK] to save the settings.

The values set at this stage are used for all the Post Script jobs processed through TotalFlow Production Manager.

7. Optional: In the [Properties] dialog of the [Transform to PDF] workflow activity, open the [Job Defaults] page and select [Read job ticket attributes].

This option enables submitting PostScript jobs created and edited with RICOH PS Universal Driver to TotalFlow Production Manager.

The settings that you can change in RICOH PS Universal Driver are:

- [Color]
- [Copies]
- [Duplex]
- [Orientation]
- [Punch]
- [Staple]
- [User code]



The changes you make in the PostScript job ticket attributes at this step overwrite the job ticket attributes from the previously submitted job ticket or from the workflow defaults and overrides.

8. Add the **[Transform to PDF]** activity to the workflow you will use to print the PostScript job. Otherwise, TotalFlow Production Manager cannot create the PDF for the job. For more information about how to add activities to a workflow, see Editing Workflows, p. 216. When the job reaches the **[Transform to PDF]** activity, TotalFlow Production Manager transforms it from PostScript to PDF.

Transforming PostScript and PCL Jobs to PDF Using an External Transform Application

You can transform PostScript and PCL into PDF using an external transform application installed on the TotalFlow Production Manager server.

For more information about setting up external applications, see Setting up External Applications, p. 221.

To transform PostScript and PCL jobs to PDF:

- 1. Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Operations].
- 3. In the [Workflows] tab, select a workflow, then click the edit workflow icon.

The workflow is displayed in the **[Editor]** pod.

- 4. Drag and drop the [Run Hot Folder Application] activity from the [Activities] pod to the workflow [Editor] pod.
- 5. Open the [Run Hot Folder Application] properties dialog window.
- 6. On the [Job Defaults] page, modify the parameters as follows:

1. Under [File to send], enter this command:

\${getAbsoluteFileName(print,(pcl,pdf,ps),read)}

2. Under [Retrieved file], enter this command:

\${getFileName(print,(pdf),write)}

Drag and drop the [Run External Application] activity from the [Activities] pod to the workflow [Editor] pod.

Attention

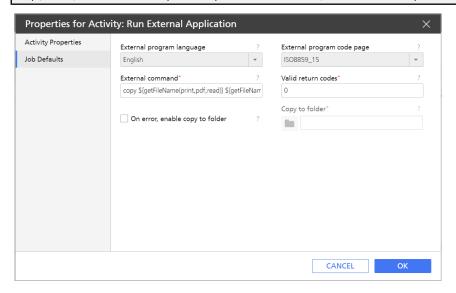
Place the [Run External Application] after the [Run Hot Folder Application] in the workflow.

- 8. Open the [Run External Application] properties dialog window.
- 9. On the [Job Defaults] page, enter one of these commands in the [External command] field:
 - To transform PCL files:

copy \${getFileName(print,pdf,read)} \${getFileName(print,pcl,write)}

To transform PostScript files:

copy \${getFileName(print,pdf,read)} \${getFileName(print,ps,write)}



- 10. Click **[OK]** to save the settings.
- 11. Save the workflow.

When the job reaches the **[Run External Application]** activity, TotalFlow Production Manager transforms it into PDF.

Preflighting jobs

Preflighting is the process of checking PDF jobs before printing to make sure that the files are complete and correct. Administrators can specify preflighting as part of a workflow. Operators and administrators can view preflight reports.

To preflight jobs, add either [Preflight] or [External Preflight] activity to a workflow.

5

Preflight jobs using [Preflight] activity

The [Preflight] activity provides several configuration options that can be set directly from TotalFlow Production Manager. It does not require a PitStop Server installation.

To add [Preflight] activity to the workflow, follow these steps:

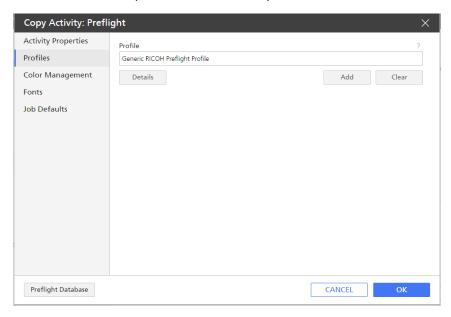
- 1. Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Operations]...
- 3. In the [Workflows] tab, right-click the workflow and select [Editor and Properties...].
- 4. Open the [Editor] page.
- 5. In the [Activities] pod, select the [Preflight] activity and click [Copy].
- 6. In the activity properties dialog that opens, select the [Profiles] page, set the [Profile] property default to the name of the preflight profile that you want to use. It can be either the full path name of the profile, or a profile name from the [Preflight Database].

To add a name from the database, click the [Preflight Database] button at the bottom left of the dialog panel.

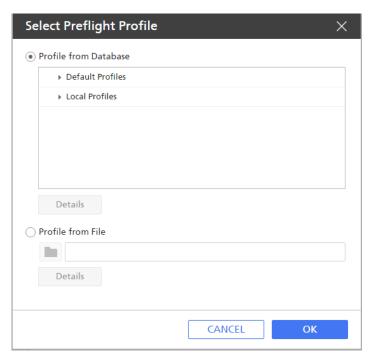
A preflight [Profile] contains a number of preflight checks and actions that are used for processing the production print file and viewing the reports generated for each preflighted job.

To set the preflight [Profile], do one of these:

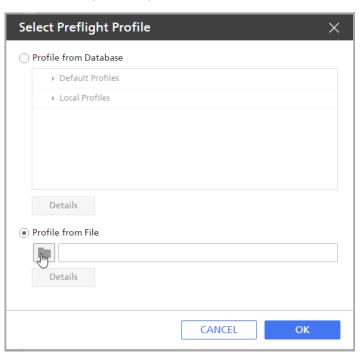
Enter the profile name manually.

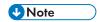


 Click [Add], then use the arrows to move through the Database and choose one of the [Default Profiles] from the Database, or of the [Local Profiles] previously saved on the server.

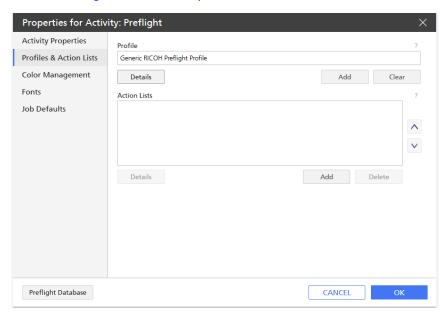


- Browse for a profile previously saved on the server, that is not in the Database. Follow these steps:
 - 1. Select the [Profile from File] radio button.
 - 2. Either enter a profile name manually or click the browse icon and select a profile previously saved on the TotalFlow Production Manager server.





- 1. The preflight profile that you choose at this stage is used for all workflows that contain the **[Preflight]** activity.
- Each Windows user with Administrator rights can view or edit only their own [Local Profiles]
 For more information about how to create and manage [Local Profiles], see Manage
 Preflight Profiles and Action Lists Using the [Preflight Database], p. 188.
- 7. Select an [Action List] for the [Preflight] activity to do. An [Action List] is a file that contains a series of sequential tasks, such as changing color or objects, that will be automatically performed when a job reaches the [Preflight] activity of a workflow. For more information about how to create and manage an [Action List], see Manage Preflight Profiles and Action Lists Using the [Preflight Database], p. 188.

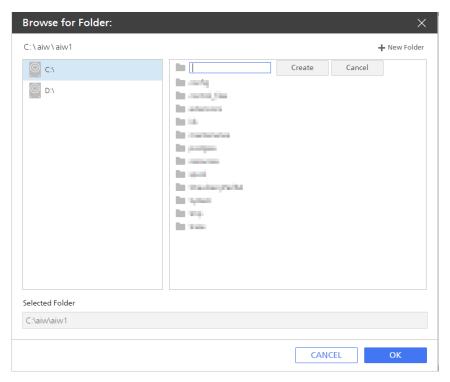


- 1. Click [Add] under the [Action Lists] field.
- 2. In the [Select Action List] dialog that opens, do one of these:
- Choose one of the [Default Action Lists] and/or [Local Action Lists]
- Browse for a file previously saved on TotalFlow Production Manager server.
- 8. Click [OK].
- On the [Color Management] page, first choose whether you want to use the general color settings defined in the [System] properties or apply specific ones. If you need to define specific color settings for this activity, select the [Override General Color Settings] check box.
- Select or enter new settings for [Color Management] properties.
 For more information about [Color Management] settings, see Setting Color Management System, p. 102.
- 11. In the [Fonts] dialog window, click [Add], then select font folders previously saved on the server.



If you already set font folders in the general settings of the server, they are also used along with the font folders set at this stage. For more information on how to set font folders, see Setting Fonts for Preflight Activity, p. 104

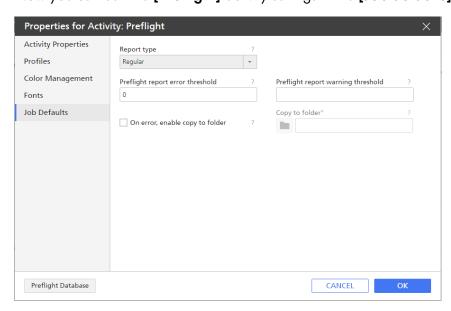
12. To create a new [Fonts] folder, click [New Folder], enter a name for it, then click [Create].



UNote

When you browse for files or folders previously saved on server, you can select them only if they have read and write permissions. The and a flags indicate that the files or folders are locked.

13. Now you can edit the [Preflight] activity settings in the [Job defaults] dialog window.



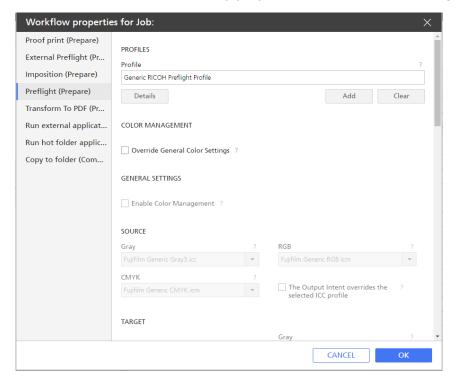
1. Select the **[Report type]**. The reports from the preflighting are created as PDF files, using a report layout style that you can choose from the following options:

[Report type]	Description
[Regular]	Report that contains general file information and an overview of the fixes, failures, warnings, and errors (if any). It does not include the processed PDF. This is the default report type.
[Minimum]	Regular report with minimal information.
[Grayscale]	Report with only gray level images, which reduces the file size of the report, as less information needs to be provided for each pixel. It does not include the processed PDF.
[Annotated Report]	Report with annotations. The report is a copy of the processed PDF, with changes and fixes annotated.
[Low Resolution Annotated Report]	Report with annotations and with low resolution images, which also reduces the file size of the report.
[Scaled Low Resolution Annotated Report]	Report with annotations. The entire document is scaled and has a low resolution. The pages in the report do not exceed the A4 size and the images are compressed to a smaller size. This may be useful when you send reports for large format documents through e-mail.

- 2. In the [Preflight report error threshold] field, set the number of errors that the report can contain before the job goes into error state.
- 3. In the [Preflight report warning threshold] field, set the number of warnings that the report can contain before the job goes into error state.
- 4. Select [On error, enable copy to folder] and use the [Browse] icon to select a folder or enter the name and location of the folder you want the files to be copied into, in case the job goes into error state. If the folder is not yet created, click the [New Folder] button to create a new folder.
- 14. Click **[OK]** to save your settings.



You can also edit the activity properties on the [Workflow Properties for Job] page.



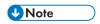
15. Click [OK].

You see the new activity in the [Custom] section of the [Activities] pod.

- 16. Drag and drop the new activity to the workflow.
- 17. Save the workflow.

When the job reaches the [Preflight] activity, TotalFlow Production Manager sends the job to the preflight program for preflighting and stores the preflight report. If there are more preflight errors or warnings than the [Profile report's error threshold] and [Profile report's warning threshold] job property defaults specify, the job goes to the [Error] progress category. Otherwise, it goes to the next activity in the workflow.

To view the preflight report, select the job and click [More], and then [Preflight report].



This activity can be used only for PDF files. If you submitted jobs containing other data streams, the [Preflight] activity will bring them into error state.

Manage Preflight Profiles and Action Lists Using the [Preflight Database]

You can use [Preflight Database] to define and manage the preflight criteria for all jobs processed through a workflow, only on the machine where TotalFlow Production Manager is installed.

Use the [Preflight Database] to create, organize and change preflight profiles, preflight checks and action lists.

A **Preflight Profile** contains a number of preflight checks and actions that are used for processing the production print file and viewing the reports generated for each preflighted job.

Preflight Checks are inspections of the PDF properties, such as text size or image compression ratio, that are performed during preflighting to make sure that the document complies with certain standards.

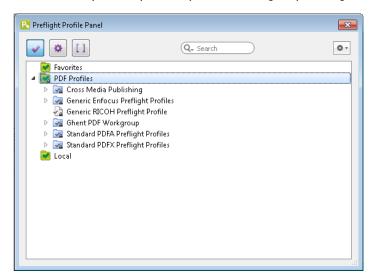
An **Action List** is a file that contains a series of sequential tasks, such as changing color or objects, that will be automatically performed on all jobs that reach the **[Preflight]** activity of the workflow.

To manage the [Preflight Database], do these:

- 1. Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Operations]..
- 3. In the [Workflows] tab, right-click the workflow and select [Editor and Properties...].
- 4. Open the [Editor] page.
- 5. Create a [Preflight] activity and drag it over the workflow editor area.
- 6. Right-click the activity, then click [Properties].
- 7. In the activity properties dialog that opens, select the [Profiles] page.
- 8. Click the [Preflight Database] button at the bottom left of the dialog panel.
- If the browser prompts you to allow the website to open or launch the Preflight Database program, allow it.

You see the [Preflight Profile Panel], in which you can:

- · view the previously saved profiles.
- create, organize and access Preflight Profiles.
- import, export, duplicate, and group Preflight Profiles.



There are three predefined folders, or databases:

[Favorites]

Preflight Profiles marked as your favorites.

[PDF Profiles]

The default Preflight Profiles, grouped in subfolders.

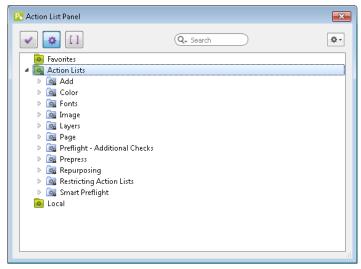
[Local]

Preflight Profiles that you created and saved locally.

- 10. Use the 🗹 select icon to select the profiles folders, then the arrows to expand or collapse them.
- 11. To create new folders, right-click in a clean area inside the panel, then select [New database].
 For more information on the checks that you can define in preflight profiles, see PitStop Pro 2023 Preflight Checks Overview.
- 12. Click [Action Lists].

You see the Action List Control Panel, in which you can:

- view and select the previously saved Action Lists.
- sort, remove, duplicate, import/export the Action Lists.



There are three predefined folders, or databases:

[Favorites]

Action Lists marked as your favorites.

[Action Lists]

The default Action Lists, grouped in subfolders.

[Local]

Action Lists that you created and saved locally.

You can also create new folders according to your needs.

- 13. Use the select icon to select the Action Lists folders, then the arrows to expand or collapse them.
- 14. To change an Action List, select it in the **Action List Control Panel**, click **[Manage]**, then select an option from the context menu that opens.

For more information on how to edit and use Action Lists, see the PitStop Pro 2023 - Action Manual.

For more information on how to use Preflight Profiles, see PitStop Server 2023 - Reference Guide.

Preflight jobs using [External Preflight]

- Use PitStop Server or the PitStop plugin for Adobe Acrobat to create a preflight profile.
- See the PitStop documentation for instructions.
- If PitStop Server is on another computer, see section Configuring TotalFlow Production Manager to use PitStop Server, p. 191.

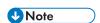
To preflight jobs with PitStop Server, follow these steps:

- 1. Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Operations]...
- 3. In the [Workflows] tab, select the workflow where you plan to submit jobs for preflighting and click the edit workflow icon. Or, right-click the workflow and select [Editor and Properties...].
- 4. In the [Activities] pod, select the [External Preflight] activity and click [Copy].
- 5. In the activity properties dialog that opens, select the [Job Defaults] page.
- 6. Set the [Preflight profile path] job property default to the name of the preflight profile.
- 7. Click [OK].

You see the new activity in the [Custom] section of the [Activities] pod.

- 8. Drag and drop the new activity to the workflow.
- 9. Save the workflow.

When the job reaches the **[External Preflight]** activity, TotalFlow Production Manager sends the job to the preflight program for preflighting and stores the preflight report. If there are more preflight errors or warnings than the **[Profile report's error threshold]** and **[Profile report's warning threshold]** job property defaults specify, the job goes to the **[Error]** progress category. Otherwise, it goes to the next activity in the workflow.



This activity can be used only for PDF files. If you submitted jobs containing other data streams, the **[External Preflight]** step will bring them into error state.

10. To view the preflight report, select the job and click [More], then [Preflight report].

Configuring TotalFlow Production Manager to use PitStop Server

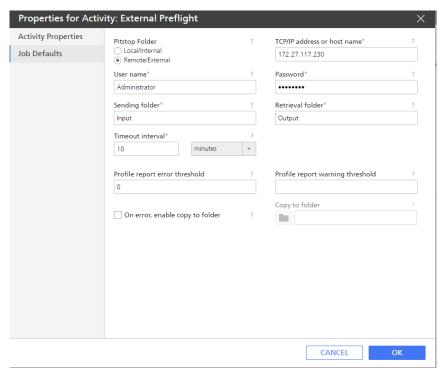
If you choose to use PitStop Server for [**Preflight**] activity, you need to configure TotalFlow Production Manager to work with PitStop Server.

To configure PitStop Server on the same computer on which TotalFlow Production Manager is installed, use the instructions in the installation guide that you receive with PitStop Server.

If you need to install PitStop Server on another computer, use the following steps for configuration:

1. Install PitStop Server following the instructions in the installation guide that you receive with it.

- Create a Sending Folder and a Retrieval folder on the computer where PitStop Server is installed and set them as shared with Read/Write privileges.
- 3. Log in to TotalFlow Production Manager as an administrator.
- 4. In the menu bar, click [Operations]..
- 5. In the [Workflows] tab, add a new workflow.
- 6. In the new workflow, add an [External Preflight] activity.
- 7. Edit the [External Preflight] activity using the following settings on the [Job defaults] page:
 - 1. Select the [Remote/External] radio button.
 - 2. Enter the IP or name of the machine that has PitStop Server installed on in the [TCP/IP address or host name] field.
 - 3. Enter the user name and password of the system where PitStop Server is installed.
 - 4. In the [Sending folder] field enter the file path of the folder where you want to copy the jobs.
 - In the [Retrieval folder] field enter the file path of the folder from where TotalFlow Production Manager will retrieve the processed jobs.
- 8. Set the [Timeout interval] to a value between 1 [minute] and 60 [hours]. The result should look similar to this:



- Click [OK].
- 10. On the computer where PitStop server is installed, open PitStop Server, go to Hot folders and add a new hot folder.
- 11. Edit the new hot folder with the following settings:
 - 1. In the Folders window:

- In the Input folder, enter the file path of the Sending folder on the computer where TotalFlow Production Manager is installed. See Substep 4) above.
- In all the other folder fields enter the file path of the Retrieval folder from TotalFlow Production Manager Preflight activity. See Substep 5) above.
- 2. In the Processing window:
 - Select XML report.
 - Make sure that PDF report is checked.
- 3. In the Actions Lists and Preflight Profile:
 - Add an action and/or Preflight profile to the list, or choose them from the lists of defaults.
- 4. Enable the hot folder.
- 12. Now you can send a job from TotalFlow Production Manager through this workflow.

Proofing Jobs

Proofing is the process of printing a copy of the job, or of selected pages, in order to check that the job prints correctly before printing the whole job.

To proof jobs:

- 1. Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Operations]...
- 3. In the [Workflows] tab, select the workflow where you plan to submit jobs for proofing and click the edit workflow icon. Or, right-click the workflow and select [Editor and Properties...].
- 4. In the [Activities] pod, select the [Proof Print] activity and click [Copy].
- 5. Specify values for the [Page Range for preview print] and [Requested printer] properties.
- 6. Click [OK].

You see the new activity in the [Custom] section of the [Objects] pod.

- 7. Drag and drop the new activity to the workflow.
- 8. Save the workflow.

Modifying Jobs Using Workflow Properties

The **[Job Workflow properties]** option provides several job configuration options, other than job ticket properties, that can be set directly from a customized workflow. These workflow options modify the job PDF output, but leave the job ticket unchanged.

To use the [Job Workflow properties] option, create a customized workflow first. Follow these steps:

- 1. Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Operations]..

- 3. In the objects pod on the left side of the page, click [Workflows].
- 4. Click [New].

You see the [Create Workflow] dialog.

- 5. Edit all the workflow properties according to your needs.
- 6. Click **[OK]** to save the workflow.
- 8. Drag the activities that you want to add over the **[Editor]** pod. They can be either default or custom activities.

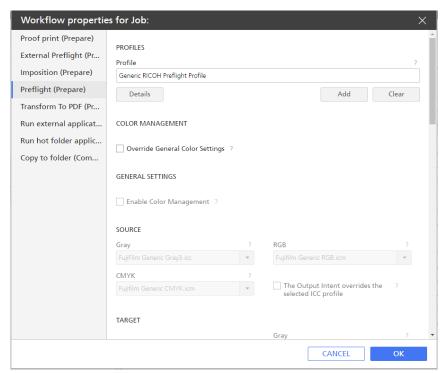
You can add however many activities you need, as long as they are of the following types:

- [Transform to PDF]
- [Run External Application]
- [Copy to Folder]
- [Closeout Order]
- [Run Hot Folder Application]
- [Preflight]
- [External Preflight]
- [Imposition]
- 9. Configure each activity according to your needs.
- 10. Save the workflow.
- 11. Submit one or several jobs to the workflow.

You can view and edit any of these configuration options from the [Workflow Properties for Job] page. To open the [Workflow Properties for Job] dialog, follow these steps:

- 1. In [All Jobs] pod, select a job, then click [More].
- 2. Select [Job Workflow properties...].

You see the [Workflow Properties for Job] dialog:



The page displays all the workflow activities and the phase where you added them. Also, each activity tab displays in a single view all the activity specific properties of the job. When the job reaches each of the customized workflow activity, it is modified according to the configuration options that you set.

12. Click **[OK]** to save any changes that you make.

Starting, Moving, Suspending, and Resuming Jobs

Often, jobs arrive in a TotalFlow Production Manager workflow and start to process immediately. However, there might be times when you need to do an action to move a job through the system or to keep it from moving through the system until later. You might also need to reprint or reprocess a job.

Sending Jobs to a Printer or Printer Pool

If the workflow that creates a job is associated with a printer or printer pool, it automatically sends the job to that printer or printer pool. If the workflow is not associated with a printer, the job is **unassigned**. You must assign it to a printer or printer pool manually.

For a job to be sent to a printer, the values of all the assignment properties for the job must match the values of the assignment properties for the printer. (A printer property without a value matches any value of the corresponding job property.)

The assignment properties are:

Job property	Printer property
[Customer]	[Customer name]
[Paper Settings] ([Name] on [Paper] page of [Properties for Job] editor)	[Paper Settings] ([Name] of the papers in the printer's input trays or scheduled in paper changes for the printer)
[Staple/Bind]	[Staple]
[Punch]	[Punch]
[Fold type]	[Folding]
[Color/Black and white]	[Color mode]
[Total sheets]	[Job total sheets supported]
[Requested Printer]	[Requested Printer]

To send an unassigned job to a printer or printer pool:

1. In the [All Jobs] pod, select the job and click [More], then [Move...].

You see the [Move Job] dialog:



- 2. In the [Requested printer] list, select the printer or printer pool that you want to move the job to. If you select a printer, the top row of the table shows the values of the assignment properties for the selected printer. The other rows show the values of the corresponding properties for the jobs. If you select a printer pool, the assignment properties are not compared now and not shown. Go to Step 6.
- 3. If the job and printer properties do not match, the mismatched value is highlighted in red. Select a different printer or printer pool.
- 4. Under [Position], specify when you want the job to print:
 - To print the job after the last assigned job, click [After last job].
 - To print the job before another assigned job, click select one of the other jobs in the list.
- Click [OK].

If you selected a printer pool, TotalFlow Production Manager compares the assignment properties of the job to the assignment properties of the printers in the pool. If no matching printer is found, you see an error message and the job is not assigned to a printer.

- 6. If the printer uses the EFI Fiery controller option and port 9103, the job goes to the hold queue. Do these steps at the printer console:
 - 1. On the [Held] tab of the [Jobs] list, select the job.

2. Press [Print].

Moving Jobs to Another Printer or Printer Pool

After a job is assigned to a printer, you might need to move it to another printer or printer pool. You can move one or several jobs at a time.

For a job to be moved to a new printer, the values of all the assignment properties for the job must match the values of the assignment properties for the printer. A printer property without a value matches any value of the corresponding job property.

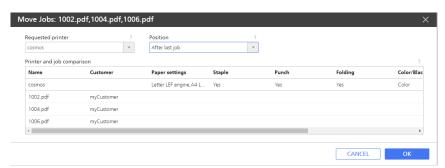
The assignment properties are:

Job property	Printer property
[Customer]	[Customer name]
[Paper Settings] ([Name] on [Paper] page of [Properties for Job] editor)	[Paper Settings] ([Name] of the papers in the printer's input trays or scheduled in paper changes for the printer)
[Staple/Bind]	[Staple]
[Punch]	[Punch]
[Fold type]	[Folding]
[Color/Black and white]	[Color mode]
[Total sheets]	[Job total sheets supported]
[Requested Printer]	[Requested Printer]

To move jobs to another printer or printer pool:

- 1. Do one of these:
 - Select one or several jobs from the [Queues] view:
 - 1. Open the [Queues] page.
 - 2. In the [Queues] pod, click the job graphic next to a printer.

Open the [Queues] page and, in the [Queues] pod, right-click the job graphic next to a printer, then select [Move...].



- Select one or several jobs from the [Operations] page:
 - 1. In the [All Jobs] pod, select one or several jobs.
 - 2. Click [More], then click [Move...].

You see the [Move Job] dialog:



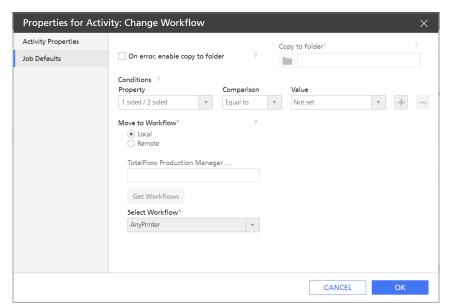
- In the top left corner of the table, select the printer or printer pool that you want to move the jobs to.
 - If you select a printer, the top row of the table shows the values of the assignment properties for the selected printer. The other rows show the values of the corresponding properties for the jobs. If you select a printer pool, the assignment properties are not compared now and not shown. Go to Step 6.
- 3. If the job and printer properties do not match, the mismatched value is marked with a red flag. Select a different printer or printer pool. If you selected a printer pool, TotalFlow Production Manager compares the assignment properties of the job to the assignment properties of the printers in the pool. If no matching printer is found, you see an error message and the job is not moved.
- 4. Under [Position], specify when you want the jobs to print:
 - To print the jobs after the last assigned job, click [After last job].
 - To print the jobs before another assigned job, click [Before], then select the other job.
- 5. Click **[OK]**.
 - If you already know that the properties of a job matches those of a printer, you can move the job by dragging it over a printer or workflow, on the [Operations] page.
- 6. If the new printer uses the EFI Fiery controller option and port 9103, the jobs go to the hold queue. Do these steps at the printer console:
 - 1. On the **[Held]** tab of the **[Jobs]** list, select the jobs.
 - 2. Press [Print].

Moving Jobs to Another Workflow

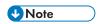
In order to manage jobs more efficiently, you can move jobs from one workflow into several existing workflows, based on defined conditions. You must assign the target workflows to a printer or printer pool. Also, you can choose to move jobs into a workflow on a remote TotalFlow Production Manager server.

To move jobs to another workflow:

- 1. Select a workflow that you want to process the jobs through, click [More], then [Editor and Properties...].
- 2. On the **[Editor]** page, add a **[Change Workflow]** activity to the workflow. For more information about adding activities to a workflow, see: Editing Workflows, p. 216.
- 3. When the [Change Workflow] activity is in the [Activities] pod, right-click the activity name, then select [Properties].
- In the [Properties for Activity] dialog, click [Job Defaults].
 You see the [Job Defaults] dialog:



5. In the **[Conditions]** list, select the conditions to match the properties of the jobs you want to move. To add more conditions, click the add row icon.



You can select up to three conditions. You can add multiple [Change Workflow] activities and create a chain of workflows.

- 6. In the [Move to Workflow] list, select [Local] if the target workflow is on the same server, or [Remote] if the target workflow is on another TotalFlow Production Manager server. Make sure that the remote server is running and the target workflows are assigned to a printer or printer pool.
- 7. If you selected [Remote], enter the remote server address where you configured the target workflows under[TotalFlow Production Manager Server].
- 8. To retrieve the available workflows from the remote server, click [Get Workflows].
- 9. Select the target workflow from the [Select Workflow] list.
- 10. Click [OK] to save the activity, then save the workflow.
 When the jobs reach this activity, they are moved to the target workflow, if all the conditions defined at the previous step are met.

Making Jobs Process and Print Sooner

Occasionally, you might need to move a job up so that it processes and prints sooner than it would otherwise.

To make a job process and print sooner:

- Use the [Priority] property:
 - 1. On the [Job Setup] page of the [Properties for Job] dialog:
 - 2. In [Advanced Settings] section, select the check box next to the [Priority] property.
 - 3. Specify a value for the **[Priority]** property.

 The highest priority is 1 and the lowest numeric priority is 100. All numeric priorities are higher than no priority.
- Use the [Copy Split] option:
 - 1. Create a printer pool.
 - 2. In the [Create Printer Pool] dialog, set the [Copy Split] option to [Yes].
 - 3. Set the **[Copy Split Threshold]** to a number that will be the maximum number of copies that a job can have before it triggers the Copy split functionality.
 - 4. Assign the job to the printer pool that you created.



- 1. When a job is split with this function, the job log will show the parent job with the total number of copies, and the child jobs with their respective number of copies.
- 2. The parent job will not be assigned to any printer.
- 3. During the printing process the log will show how each child job progresses, while the parent job remains unchanged. Once the child jobs are completed, they will be deleted from the log.

Approving or Rejecting Jobs

Administrators can specify that at a certain point in the workflow, jobs should require approval to continue. Operators and administrators can approve or reject jobs.

To easily identify jobs that are ready for approval, display the [Current activity] property in the [All Jobs] pod.

To approve or reject jobs:

- 1. Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Operations]..
- 3. In the **[Workflows]** tab, select the workflow where you plan to submit jobs for approval and click

4. Select the workflow where you plan to submit jobs for approval and and click workflow icon. Or, right-click the workflow and select [Editor and Properties...].

The workflow is displayed in the [Editor] pod.

- 5. In the [Activities] pod, select the [Approve] activity and drag it over the [Editor] pod.
- 6. Save the workflow.

When the job reaches the [Approve] activity, it pauses.

- 7. Select the job and click [More].
 - Select [Approve]. The job goes to the next activity in the workflow.
 - Select [Reject]. The job goes to the [Error] [Progress] category.

Forcing Jobs in Error to Continue

If a job has stopped processing because it is in the **[Error] [Progress]** category, you can force TotalFlow Production Manager to ignore the error and continue.

To force a job to continue:

- 1. In the [All Jobs] pod, select the job.
- 2. Click [More], then click [Ignore error and continue]. You see a confirmation message.
- 3. Click [Yes].

Suspending Jobs

If you do not want jobs to print until you let them print, you can suspend them.

To suspend a job, In the [All Jobs] pod, select the job then click [Suspend], on the menu bar.

The job will not print until you resume it.

Resuming Suspended Jobs

When you are ready to print a suspended job, you can resume it.

To resume a suspended job, open the [All Jobs] pod, select the job, then click [Resume] on the menu bar.

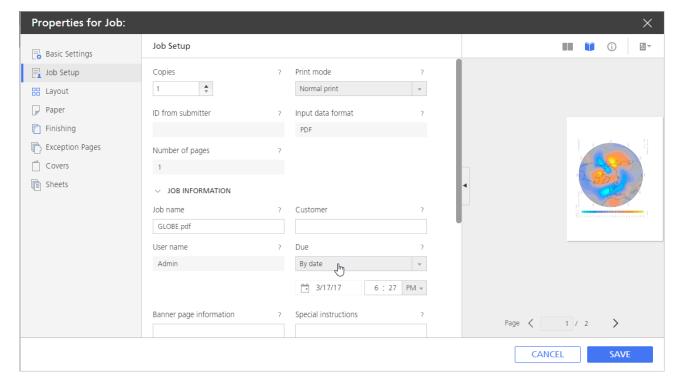
If nothing else prevents the job from printing, the job is printed.

If you do not want jobs to print until a specific time, you can hold them. This is usually done by setting the **[Print mode]** property when the job is submitted, although you can do it after the job is submitted. After the job is submitted, it is easier to suspend it.

To hold a job before printing:

- 1. Open the [Job Setup] page of the [Properties for Job] dialog.
- 2. Expand the [Job Information] section.
- 3. Set a job printing date and time by selecting [By date] from the [Due] list.

You see date and time fields:

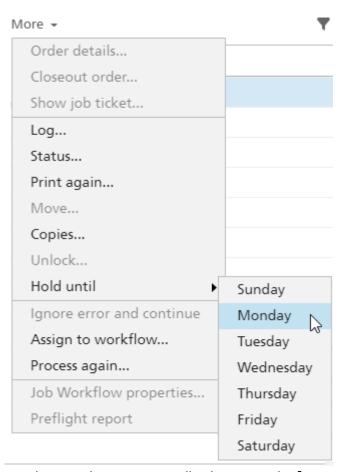


- 4. Edit the date and time fields.
- 5. Click [Save].

You can also use the **[Hold until]** option, after submitting the job, to hold it until a specific day of the week:

- 1. In the [All Jobs] pod, right-click a job and select [More].
- 2. Select [Hold until] in the options list that opens, then select a day.

5



The new date automatically changes in the [Properties for Job] dialog.

The job status indicator does not change color. The job will not print until the specified date and time, or until you change the [Print mode] property to [Normal print] or [Print and hold]

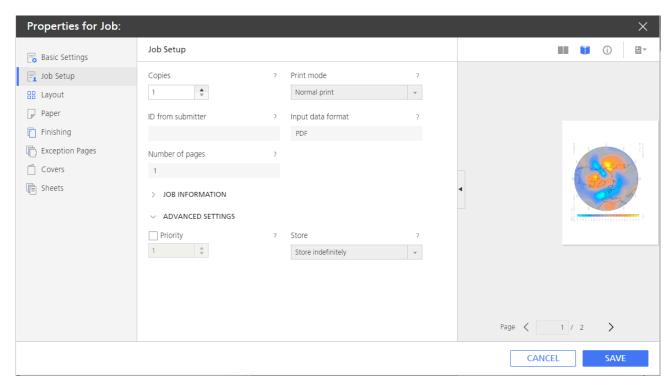
Storing Jobs

If you want jobs to be saved in TotalFlow Production Manager after printing, you can store them.

Stored jobs and printed and held jobs both remain in TotalFlow Production Manager after printing, while other jobs are deleted. The difference is that you can specify a time when stored jobs are automatically deleted, but printed and held jobs remain in the system until you delete them.

To store a job:

- To store a job until you delete it:
 - 1. On the [Job Setup] page of the [Properties for Job] dialog, expand the [Advanced Settings] section and set the [Store] property to [Store indefinitely].

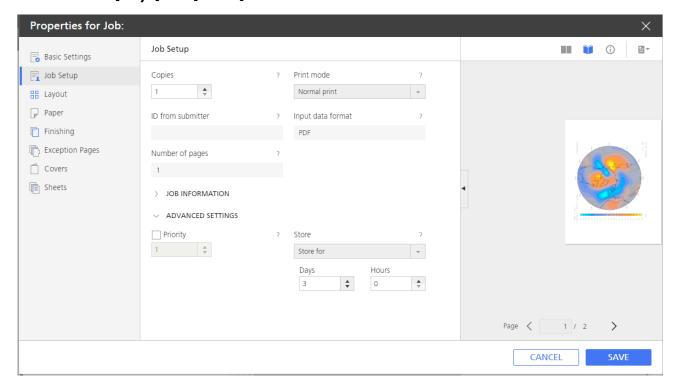


2. Click [OK].

The job processes normally until it is printed. After printing, the job remains in TotalFlow Production Manager until you delete or reprocess it.

- To store a job for a specific time:
 - 1. On the [Job Setup] page of the [Properties for Job] dialog, set the [Store] property to [Store for].

You see [Days] and [Hours] fields.



- 2. Enter or select values in the [Days] and [Hours] fields.
- 3. Click [OK].

The job processes normally until it is printed. After printing, the job remains in TotalFlow Production Manager until the specified time expires or until you delete it, whichever comes first.

Reprinting Jobs

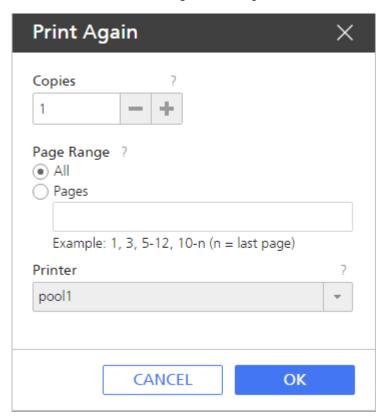
Sometimes, you might need to reprint ore or several jobs, or some pages of a job that has already been printed.

Reprinting Single Jobs

To reprint one job:

- 1. In the [All Jobs] pod, select the job.
- 2. Click [More], then [Print again...]

You see the [Print Again] dialog:



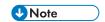
- 3. Enter a number of copies. Use the plus/minus sign to increase or decrease the number of copies.
- 4. **Optional:** To reprint only selected pages of a PDF job, click **[Pages]**, then enter a valid page range.

You can select pages only in PDF jobs. For other data streams, you must reprint the whole job.

5. Select a printer to submit the job to.

The last printer that printed the job is the default.

6. Optional: To print more than one copy of the job, change the number of copies to print.



Passthrough printers ignore the number that you specify here. The printer command must pass the number of copies to the Passthrough printer if it is greater than one.

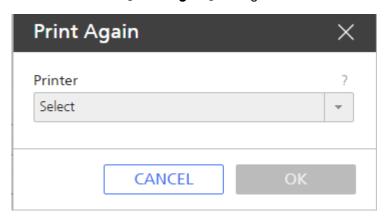
7. Click [OK].

Reprinting Multiple Jobs

To reprint multiple jobs:

- 1. In the [All Jobs] pod, select the jobs you want to reprint.
- 2. Click [More], then [Print again...].

You see the [Print Again] dialog:



- 3. Select a printer to submit the jobs to.
- 4. Click [OK].

Assigning Jobs to a Workflow

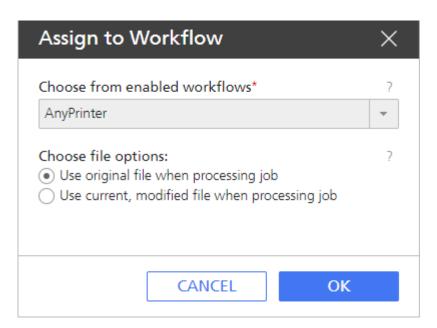
If a job arrives in TotalFlow Production Manager from another application, without an associated workflow, you can assign the job to a workflow. If the workflow is not associated with a printer, the job is **unassigned**. In that case, you must assign the workflow to a printer or printer pool. Also, you can reassign jobs that already have a workflow and process them again through another workflow.

To assign a job to an existing workflow:

- Select the job.
- 2. Click [More], then [Assign to workflow...].

You see the [Assign to Workflow] dialog:

5



- 3. In the [Select workflow...] list, select a workflow to assign the job to.
- 4. Under [Choose file options], do one of these:
 - In most cases, including cases when you changed the job properties, select [Use original file when processing job].
 - If you used TotalFlow Prep to change the input file for the job, select [Use current, modified file when processing job].
- 5. Click [OK].

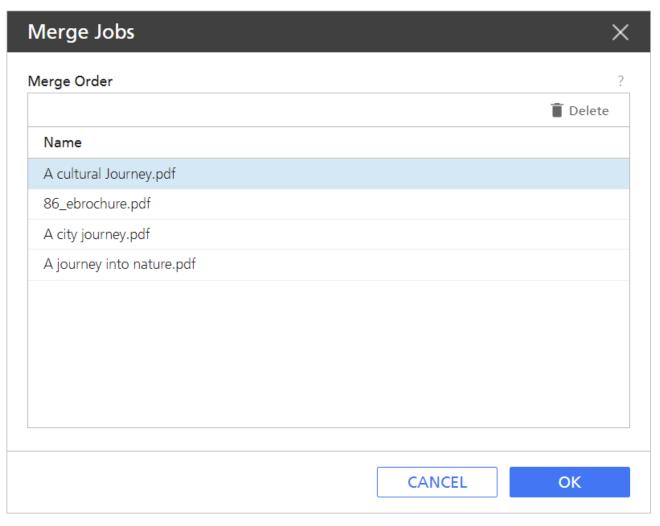
Merging Jobs

You can merge multiple PDF jobs into one.

To merge jobs:

- 1. In the [All Jobs] pod, select the jobs that you want to merge into one.
- Right click the selection, then click [Merge...].

You see the [Merge Jobs] dialog:



- 3. To modify the jobs order, drag and drop the jobs in the list, according to your needs. To remove a job from the merge list, select the job, then click the delete icon.
- 4. Click [OK].

TotalFlow Production Manager modifies and keeps the first job in the merge order list, which becomes the master job. It deletes the rest of the merged jobs.

The resulting merged job receives the name and most of the properties of the master job. The job name is similar to this: first job name-merged.

You can also merge jobs in the [Queues] pod.

- You can merge only PDF jobs.
- If you want to merge password protected PDF jobs, unlock the PDF files first.
- Each part of the merged job starts on the front side of a sheet.
- You cannot merge jobs with [Imposition] set to [Booklet], [Perfect], or [Speed].
- The merged jobs keep most of the page exceptions settings, such as: sheet insertions, paper or color substitutions, or subset staples.

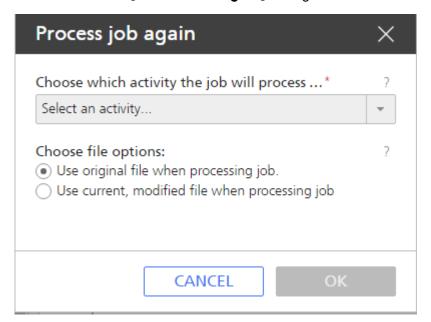
Reprocessing Jobs

Sometimes you need to process a job again. For example, you might proof the job, make changes to job properties, and proof it again with the changed properties. Operators and administrators can reprocess jobs.

To reprocess a job:

- 1. Select the job.
- Click [More], then [Process again...].

You see the [Process Job Again] dialog:



- 3. Select the activity where you want to start reprocessing.
- 4. Do one of these:
 - In most cases, including cases when you changed the job properties, select [Use original file when processing job].
 - If you used TotalFlow Prep to change the input file for the job, select [Use current, modified file when processing job].
- 5. Click [OK].

Unlocking password protected PDF files

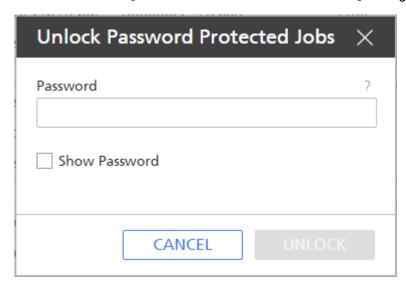
Some jobs might contain password protected PDF files. Operators and administrators can unlock them, using one or several passwords.

When you submit a password protected PDF file, it goes into [Waiting for password] processing state.

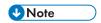
To unlock the password protected jobs,

- 1. Select the jobs.
- 2. Right-click the selected jobs or click [More], then [Unlock...].

You see the [Unlock Password Protected Jobs] dialog:



3. In the [Password] field, type the PDF Document Open Password.



If the PDF file is locked under permission password, type only the **Permissions Password** in the **[Password]** field.

The files that were locked with the password you entered are further processed, while those that have a different password remain in the **[Waiting for password]** processing state.

- 4. If one or several password protected files have a different password, repeat the unlocking procedure until all the files are unlocked.
- 5. Click [Unlock].

6. Working with Workflows

- Workflow Page
- Supplied Workflows
- Supplied Activities and Custom Activities
- Creating Workflows
- Editing Workflows
- Creating Custom Activities
- Viewing and Changing Activity Properties and Job Defaults
- Configuring Workflows to Receive Jobs from Streamline
- Configuring Workflows to Merge Jobs in Hot Folder
- External Activities
- Deleting Activities

You can create and customize workflows by adding or deleting activities. You can also edit the properties of workflows and activities.

When you define a workflow, you specify what activities the job passes through during processing. The activities are organized into workflow phases. Jobs must pass through all workflow phases even if a phase has no activities.



Some of the activities are available only if TotalFlow Production Manager is installed with the additional options that allow them. For details, see Supplied Activities and Custom Activities, p. 213.

The workflow phases are:

[Receive] phase

In the **[Receive]** phase, TotalFlow Production Manager accepts input files for processing. Each job is assigned to a workflow, which defines the phases and activities that process the job.

After the **[Receive]** phase queues the input file, it becomes a job in the Total Flow Production Manager. All input files must pass through the **[Receive]** phase.

[Prepare] phase

The [Prepare] phase composes and transforms the job. You can also instruct TotalFlow Production Manager to run external programs during this phase to further condition or interpret the job. The [Prepare] phase is optional.

[Print] phase

The [**Print**] phase routes and sends the job to an available printer, monitors printing status, and reports print completion. It can include a manual quality check, which can let the operator make printer adjustments before reprinting the job. It might also send the job to an external program for customized processing. The [**Print**] phase is optional.

[Complete] phase

After jobs have completed all other processing, they arrive in the **[Complete]** phase. The **[Complete]** phase manages the retention period for jobs; it deletes jobs that have no retention periods or whose retention periods have expired. During this phase, you can also invoke external programs on completed jobs. For example, an external program can copy the jobs to an archive system. All jobs must pass through the **[Complete]** phase.

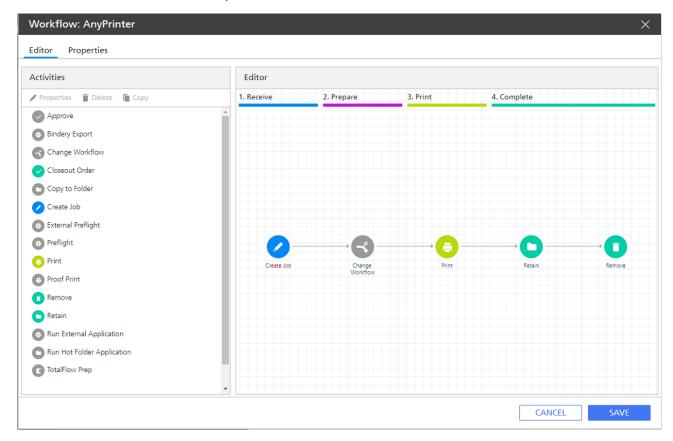
Workflow Page

The **[Workflow]** page of the TotalFlow Production Manager user interface lets administrators see the workflows and activities in the system.

The [Workflow] page contains two tabs: [Editor] and [Properties]. The [Editor] tab contains two pods: an[Activities] pod and an [Editor] pod.



Always use the page buttons to switch tabs in the user interface because using the browser's forward and back buttons can cause unexpected results.



The [Activities] pod shows the workflows and activities in TotalFlow Production Manager. It has two sections:

- The [Default] section, where the supplied activities are.
- The [Custom] section, that lists activities you create.

Use the **[Editor]** pod to view and edit the activities in a workflow.

The **[Editor]** pod is divided into areas that represent the **workflow phases**. Each area is a different color:

[Receive] phase (blue)

In the [Receive] phase, TotalFlow Production Manager accepts input files for processing. Each job is assigned to a workflow, which defines the phases and activities that process the job.

After the **[Receive]** phase queues the input file, it becomes a job in the Total Flow Production Manager. All input files must pass through the **[Receive]** phase.

[Prepare] phase (purple)

The [Prepare] phase composes and transforms the job. You can also instruct TotalFlow Production Manager to run external programs during this phase to further condition or interpret the job. The [Prepare] phase is optional.

[Print] phase (yellow)

The [Print] phase routes and sends the job to an available printer, monitors printing status, and reports print completion. It can include a manual quality check, which can let the operator make printer adjustments before reprinting the job. It might also send the job to an external program for customized processing. The [Print] phase is optional.

[Complete] phase (green)

After jobs have completed all other processing, they arrive in the **[Complete]** phase. The **[Complete]** phase manages the retention period for jobs; it deletes jobs that have no retention periods or whose retention periods have expired. During this phase, you can also invoke external programs on completed jobs. For example, an external program can copy the jobs to an archive system. All jobs must pass through the **[Complete]** phase.

An **icon** represents each activity in the workflow.

Connectors show the path from one activity to another.

Supplied Workflows

TotalFlow Production Manager supplies default workflows that you can use as examples for creating and editing other workflows.

These workflows are:

[AnyPrinter]

The default workflow that can be used as an example to build on and to revert to if necessary.

[ProofAndPrint]

A sample workflow that includes [**Proof Print**] and [**Approve**] activities. Use this workflow to show you where to put these activities.

Supplied Activities and Custom Activities

TotalFlow Production Manager supplies the basic activities that you need to print jobs. You can add these activities to workflows without changing them or copy and modify them to create your own custom activities.

Some of the supplied activities are protected. You cannot copy, modify, or delete these activities, although you can change the job defaults that they set. Others are not protected. If you want to modify these activities, copy them to custom activities and modify the custom activities.

The supplied protected activities are:

[Create Job]

Use this activity to determine the input data stream and set the values of job properties according to the workflow defaults and overrides.

[Proof Print]

Use this activity to preview a specified page range of the job.

[Print]

Use this activity to locate the beginning of each page in the job, rebuild the page information needed for accurate repositioning when a partial job is reprinted, and send the job to the printer.

[Retain]

Use this activity to store a job in the system after printing.

[Remove]

Use this activity to export audit information, then remove the job from the system.

The supplied unprotected activities are:

[TotalFlow Prep]

Use this activity to require an operator to indicate that a TotalFlow Prep operation has been completed before the job moves to the next activity in the workflow.

[Transform to PDF]

Use this activity to convert PCL and PostScript files to PDF files.

[Run External Application]

Use this activity to pass a job to an external application that uses a command-line interface for processing. You specify return codes that indicate success so that TotalFlow Production Manager can move the job to the next activity in the workflow when the external **[Run External Application]** completes.

[Copy to Folder]

Use this activity to save job files in a specified folder.

[Closeout Order]

Use this activity to closeout order jobs submitted through external web-to-print applications portals.

[Run Hot Folder Application]

Use this activity to pass a file to an external application that uses a hot folder interface for processing. TotalFlow Production Manager moves the job automatically to the next activity in the workflow when the external application returns a completed file.

[Preflight]

Use this activity to preflight PDF files using the internal TotalFlow Production Manager PitStop library.

[External Preflight]

Use this activity to preflight PDF files using PitStop Server program.

[Change Workflow]

Use this activity to move jobs to specific workflows based on defined conditions.

To be able to use this activity, make sure you define the conditions in the **[Job Defaults]** dialog of the workflow.

[Approve]

Use this activity to stop a job so that it can be approved or rejected before moving to the next activity in the workflow.

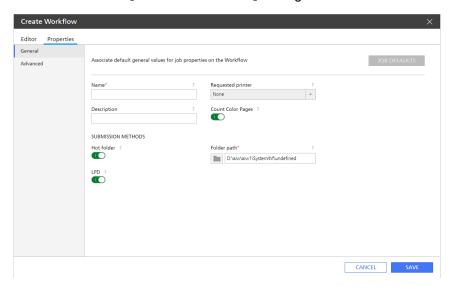
Creating Workflows

You can create a workflow and customize it according to your needs.

To create a workflow:

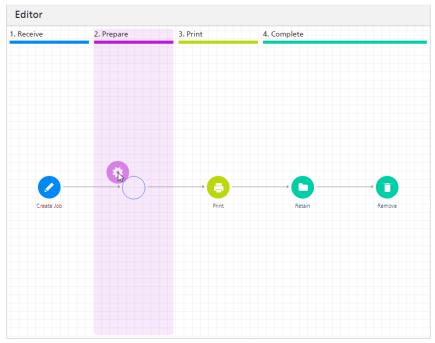
- 1. Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Operations].
- 3. In the objects pod on the left side of the page, click [Workflows].
- 4. Click [New].

You see the [Create Workflow] dialog:



- 5. Edit all the workflow properties according to your needs.
- 6. Click [OK] to save the workflow.
- 7. To add an activity to the workflow:
 - 1. Select the workflow in the objects pod, click [Editor and Properties...], then [Editor]. You see the [Editor] pod.
 - 2. In the [Default] section of the [Activities] pod, select the activity that you want to add.
 - 3. Drag and drop the activity icon from the [**Default**] pod to the appropriate position in the workflow [**Editor**] pod.

The color of the activity icon indicates the workflow phase where you can add the activity. A gray icon means that the activity can be added to more than one phase.



When you drag the activity into a phase where you cannot add it, the icon shows a red circle with a slash:

8. To save the workflow, click [Save].

Editing Workflows

You can modify a workflow by adding or deleting activities.

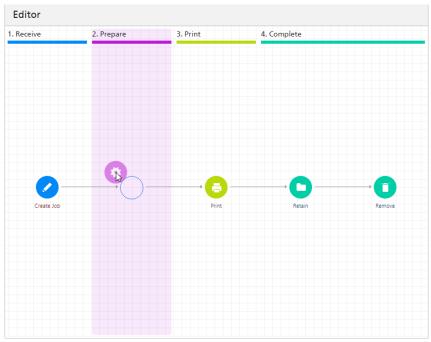


Before you edit a workflow, make sure that either there are no jobs assigned to it, or all of the jobs assigned to it are in **[Complete]** phase. You cannot save your changes if any jobs assigned to the workflow are in **[Receive]**, **[Prepare]** or **[Print]** phase.

To edit a workflow:

- 1. Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Operations].
- 3. In the objects pod on the left side of the page, click [Workflows].
- 4. Select the workflow that you want to edit, click [More], then [Editor and Properties...].
- 5. Open the [Editor] page.
- 6. To add an activity to the workflow:
 - 1. In the [Activities] pod, select the activity that you want to add.
 - 2. Drag and drop the activity icon in the appropriate position in the workflow [Editor] pod.

The color of the activity icon indicates the workflow phase where you can add the activity. A gray icon means that the activity can be added to more than one phase.



When you drag the activity into a phase where you cannot add it, the icon shows a red circle with a slash:

- 7. To delete an activity from the workflow:
 - Right-click the activity in the workflow [Editor] pod and click [Delete].
 You see a confirmation dialog.
 - 2. Click [Yes].
- 8. To save the workflow, click [Save].

Creating Custom Activities

You should create a custom activity whenever you want to change the properties of an activity or the job defaults that an unprotected activity sets.

To create a custom activity:

- Log in to TotalFlow Production Manager as an administrator.
- Select a workflow, then click [Editor and Properties...] to open a workflow editor panel. Then click [Editor].
- 3. In the workflow [Activities] pod, select an activity and click [Copy...], or right-click an activity, then select [Copy...].

You see the [Copy Activity] dialog.

- 4. Enter or select new values for any properties of job defaults that you want to change.
- 5. Click [OK].

You see the new activity in the [Custom] section of the [Activities] pod.

6

Viewing and Changing Activity Properties and Job Defaults

Activities, like other objects, have properties that you can view and modify. Some activities are also closely associated with job properties. You can modify these activities to set default values for certain job properties when the activity processes the job.

You cannot change the properties of some of the activities that TotalFlow Production Manager supplies, although you can change the job defaults that they set. You can change the properties of supplied activities that are not protected, but we do not recommend this. Copy the activity to a custom activity and change the properties of the custom activity.

To view or change the properties and job defaults of an activity:

- 1. Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Operations]., then [Workflows].
- 3. To change the properties and job defaults of all future instances of an activity:
 - 1. In the [Workflows] tab, do either of these:
 - Select a workflow, click [More], then [Properties...]
 - Right-click a workflow, then select [Properties...].



Changes made this way do not affect existing instances of the activity, including instances in the default workflow. If you create a new workflow, it is copied from the default workflow, which includes the original activity.

- 2. In the [Properties for Workflow] dialog, click [Job Defaults]. Or, right-click the workflow, then select [Job Defaults and Overrides...]
- 4. To change the properties and job defaults of a single instance of an activity:
 - 1. In the objects pod on the left side of the screen, click [Workflows].
 - 2. Select the workflow that includes the instance of the activity that you want to edit and click [More], then [Edit Workflow].

The workflow is displayed in the [Editor] pod.

3. Select the activity in the [Default] section and click [Properties]

You see the [Properties for Activity] dialog.

- 5. Enter or select new values for any properties of job defaults that you want to change.
- 6. Click [OK].

Configuring Workflows to Receive Jobs from Streamline

You can configure a workflow to manage jobs received through Streamline.

Streamline NX is a suite of document management applications that help you control the document printing process. For more information on configuring Streamline NX with TotalFlow Production Manager, refer to the Streamline NX Administrator Guide.

To configure a workflow to receive jobs from Streamline:

1. Log in to TotalFlow Production Manager as an administrator.

- 2. In the menu bar, click [Operations], then [Workflows].
- 3. Select a workflow, click [More], then [Editor and Properties...]. You see the [Workflow] dialog.
- 4. On the [General] page, turn on [Count Color Pages].
- 5. Click [OK].
- 6. The same workflow selected, click [More], then [Editor and Properties...].
- 7. Add a [Transform To PDF] activity to the workflow. For more information about adding activities to workflows, see Editing Workflows, p. 216.
- 8. Open the properties dialog of the [Transform To PDF] activity that you added.
- 9. On the [Job defaults] tab, select [Read job ticket attributes].
- 10. Click [OK].

Configuring Workflows to Merge Jobs in Hot Folder

You can configure a workflow to merge PDF file in Hot Folder, using the Hot Folder polling activity, according to rules that you define.

- Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Operations], then [Workflows].
- 3. Select a workflow, click [More], then [Editor and Properties...]. You see the [Workflow] dialog.
- 4. Click [Properties].
- On the [General] page, turn on [Hot folder].
- 6. On the [Advanced] page, in the HOT FOLDER section, set a polling interval. When deciding the polling interval value you must take into consideration the size of the PDF files that you intend to merge.
- 7. In [File Types], select [Documents].
- Select a [Merge Method] and, if necessary, a [Merge Number].
- 9. Click [OK].



- Files that are still being copied at the time of the polling will be passed to the next polling.
- If the merge tool cannot process all files, due to corrupted or password protected files, the unmerged files will be saved in the Hotfolder/Merging/FailedMerges folder, cataloged by timestamp of merge. For information about the error, look into the workflow log.

External Activities

You can add activities that run an application outside TotalFlow Production Manager. The external application can do special job-processing tasks. It must run on the same computer where TotalFlow Production Manager is installed.

Because the processing is external to the processing that the activities provided by TotalFlow Production Manager do, this type of processing is called an external activity.

TotalFlow Production Manager includes these external activities:

[Run External Application]

Invokes an external application using a command-line interface. You can configure the activity so that the external application reads the job from the unique spool directory created for the job, $installation_drive:\aiw\aiw1\spool\default\JobID$, processes it, and writes the output to the spool directory.

[Run Hot Folder Application]

Puts the job in a hot folder that another application monitors. That application picks up the print job, processes it, and puts it into an output folder. TotalFlow Production Manager monitors that output folder and retrieves the job when it is ready.

Choosing which activity to use depends primarily on how the external application can accept jobs. If the external application has a command-line interface, the workflow can include [Run External Application]. If the external application monitors hot folders for input, the workflow can include [Run Hot Folder Application]. If the external application has both interfaces, you can decide which activity to use.

Consider these points when deciding which activity to use:

6

[Run External Application]	[Run Hot Folder Application]
Requires you to write a command and specify all of the necessary options. If you are not familiar with writing commands or do not have the syntax of the command to run the external application, this activity might be more difficult to configure.	Requires you to configure the sending and retrieval folders correctly. The sending folder and retrieval folder can be the same one, if the file name of the file to send does not match the retrieval pattern. The retrieval pattern is a pattern-matching string used to identify a returned job.
	For example, if the external application converts files from PCL to PDF, the retrieval pattern could look for a file with the extension . PDF. The activity can copy printfile.pcl into the hot folder and not mistake it for the converted file, because it is looking for printfile.PDF.
	However, if you use the hot folder to send a PDF file to an application that returns another PDF file, the sending and retrieving folders must be different locations.
Lets you specify the code page and language to be sent to the external application.	Does not let you specify the code page and language to be sent to the external application.
Lets you specify the return codes that the external application can provide without sending the job into an error state.	Does not provide the option to specify valid return codes. If the external application returns the expected file, the step picks up the file and moves the process to the next step without checking for errors. As a result, the external application should be configured so it does not copy a file with errors to the output directory. If the hot folder is set to time out, the job eventually goes into an error state and the issue can be resolved; if the hot folder is configured to wait indefinitely, the job continues to wait until an operator intervenes.

Setting up External Applications

Before you create an external activity, you need to set up the external application that the external activity calls.

To set up an external application:

Install the external application on the same system as TotalFlow Production Manager.
 Follow the installation instructions provided with the external application.

- 2. Make sure that TotalFlow Production Manager can find and execute the external application. Do either of these:
 - Include the full path to the external application in the command that you create.
 - Add the folder where the external application is installed to the [PATH] system environment
 variable.
- 3. Verify that the external application runs without errors.
- 4. If the external application uses a command-line interface, record the command that you use to run the external application.

You will use this command as a basis for the value of the **[External command]** property when you create the **[Run External Application]** activity.

Creating [Run External Application] Activities

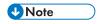
To process a job with an external application that uses a command-line interface, you must create a [Run External Application] activity and add it to the workflow.

To create a [Run External Application] activity:

- 1. Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Operations].
- 3. In the objects pod on the left side of the page, click [Workflows].
- 4. Select the workflow that you want to edit, click [More], then [Editor and Properties...].

The workflow is displayed in the [Editor] pod.

- 5. In the [Default] section of the [Activities] pod, select the [Run External Application] activity and click [Copy...]
- 6. In the [Copy Activity] dialog, set values for all required properties.



- 1. If you use [Run External Application] activity to transform a PostScript or PCL job into PDF, use one of these commands in [External command] field:
 - To transform PCL files:

copy \${getFileName(print,pdf,read)} \${getFileName(print,pcl,write)}

• To transform PostScript files:

copy \${getFileName(print,pdf,read)} \${getFileName(print,ps,write)}

For more information see Transforming PostScript and PCL Jobs to PDF Using an External Transform Application, p. 181.

- 2. For help with specifying file names in the **[External command]** property, see Specifying File Names in Symbol Notation, p. 269.
- 3. For help with specifying job attributes in the **[External command]** property, see Using Job Attributes Symbols in Commands, p. 270.

7. Click [OK].

You see the new activity in the [Custom] section of the [Activities] pod.

8. Add the new activity to the workflow where you plan to submit jobs for processing with the external application.

Creating [Run Hot Folder Application] Activities

To process a job with an external application that uses a hot folder interface, you must create a [Run Hot Folder Application] activity and add it to the workflow.

To create a [Run Hot Folder Application] activity:

- 1. Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Operations].
- 3. In the objects pod on the left side of the page, click [Workflows].
- 4. Select the workflow that you want to edit, click [More], then [Editor and Properties...]. Or, select a workflow and click the edit workflow icon.

The workflow is displayed in the [Editor] pod.

- 5. In the [Default] section of the [Activities] pod, select the [Run Hot Folder Application] activity and click [Copy...].
- 6. In the [Copy Activity] dialog, set values for all required properties.

For help with specifying file names in the [Retrieved file] and [File to send] properties, see Specifying File Names in Symbol Notation, p. 269.

To specify a value for the [Retrieval pattern] property, use a regular expression. You can use the \${Job.Id}\$ symbol in this regular expression to represent the job ID. Because the job ID begins the file name of job files in the spool folder, if you use the getFileName or getAbsoluteFileName method to specify the value of the [File to send] property, the job ID will be at the beginning of that file name. If the hot folder application returns a file with the same file name as the input file, the job ID will also be at the beginning of the file name of the returned file. The default value of [Retrieval pattern], \${Job.Id}.*, matches any file name that begins with the job ID. A value of \${Job.Id}.*[Pp][Dd][Ff] matches any file name that begins with the job ID when the file extension is PDF, in any case.

For more information about regular expressions, see Regular Expressions, p. 268.

7. Click **[OK]**.

You see the new activity in the [Custom] section of the [Activities] pod.

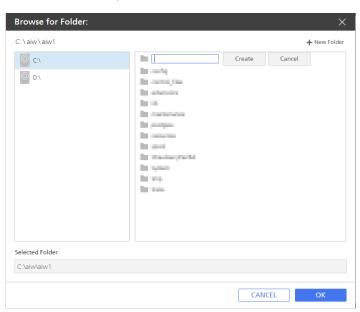
8. Add the new activity to the workflow where you plan to submit jobs for processing with the hot folder application.

Creating [Copy to Folder] Activities

In order to copy the job files to a specified folder, you must create a [Copy to Folder] activity and add it to the workflow.

To create a [Copy to Folder] activity:

- 1. Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Operations].
- 3. In the objects pod on the left side of the page, click [Workflows].
- 4. Select the workflow that you want to edit, click [More], then [Editor and Properties...]. Or, select a workflow and click the edit workflow icon.
 - The workflow is displayed in the [Editor] pod.
- 5. In the [Default] section of the [Activities] pod, select the [Copy to Folder] activity and click [Copy...].
- 6. In the [Copy Activity] dialog, set values for all required properties.
 - 1. Check the [Overwrite files] option, if the file name already exists in the folder you specified, and you want to replace it.
 - 2. Select [On error, enable copy to folder] and use the [Browse] button to specify the name and location of the folder you want the files to be copied into. The files will be copied on the server. Make sure that the destination folder has write permission. If the folder is not yet created, use the add icon to create a new folder.



7. Click [OK].

You will see the new activity in the [Custom] section of the [Objects] pod.

Deleting Activities

Administrators can delete custom activities.

To delete activities:

- 1. Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Operations].
- 3. In the [Workflows] tab, right-click the workflow and select [Editor and Properties...].
- 4. Open the **[Editor]** page.
- 5. Expand the [Custom] section.
- 6. Right-click the activity that you want to delete, and then click [Delete].

7. Working with Reports

- Supplied Reports
- Viewing Reports
- Setting the Time Range for a Report
- Saving Reports
- Exporting Reports
- Deleting Reports

TotalFlow Production Manager provides reports that you can use for capacity planning, production efficiency measurement and optimization, and problem determination.

TotalFlow Production Manager collects data about job events and printer activity, and then generates reports based on the data. You can use any of the reports that TotalFlow Production Manager supplies; or you can customize the reports to create your own.

TotalFlow Production Manager lets you:

- View reports
- Modify the supplied reports to create your own customized reports
- Save and delete reports
- Export reports as PDF or comma-separated value (CSV) files so you can print them or manipulate the data in spreadsheets or other application.
- Create custom reports.

€ Important

All reports provide information based on data received from printers and controllers. Therefore, TotalFlow Production Manager does not guarantee the reporting values to be accurate. User actions such as imposition, page exceptions, deleting jobs while printing, and others might affect the actual numbers. Also, printer operations, such as jam recovery, might affect accuracy.

Supplied Reports

TotalFlow Production Manager provides standard reports that you can modify to create your own customized reports.

The reports that TotalFlow Production Manager supplies are:

[Job Performance] report

This report shows the activities that jobs pass through and the time that jobs spend in each activity. You can use the report to answer questions such as:

- Which workflows process jobs most efficiently?
- In which activities do jobs spend most time queued?
- In which activities are jobs most likely to fail?
- How much time is being taken by long-running activities, resource-intensive activities, and manual activities to process jobs?

[Jobs Printed] report

This report shows the jobs that have been printed. You can use the report to answer questions such as:

- How many jobs are being printed?
- How many copies of each job are being printed?
- How many pages are in these jobs?
- How many sheets of a certain paper type are being printed?
- How many times have jobs been reprinted?
- How many color or black and white pages are being printed?

[Printer Usage] report

This report shows the amount of work that the printers do. You can use the report to answer questions such as:

- Which printers are kept the busiest?
- Which printers have the most problems?

[Job Performance] Report

The [Job Performance] report shows the activities that jobs pass through and the amount of time they spend in each activity.

The columns in this report are:

Column heading	Description
[Activity name]	The name of the activity.
[Phase name]	The workflow phase in which the activity occurs.
[Workflow]	The name of the workflow in which the activity occurs.
[Number of jobs processed]	The number of jobs that the activity has processed.
[Number of jobs successful]	The number of jobs that completed the activity successfully.
[Number of jobs failed]	The number of jobs that completed the activity in error.
[Failure percentage]	The percentage of jobs processed that completed the activity in error.
[Average job size]	The average size of all jobs that have passed through an activity, expressed in bytes.
[Number of jobs rerun]	The number of jobs that were restarted at an activity in the [Print] phase after completing this activity.

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[Jobs Printed] Report

The [Jobs Printed] report shows information about the jobs that have been printed.

The columns in this report are:

Column heading	Description	
[ID]	The job ID.	
[Name]	The job name.	
[User code]	The code set on the job to allow its printing only on certain printers.	
[User name]	The name of the user that created the job. The displayed name can be different depending on the job submission method or platform.	
[Customer]	The customer for whom the job was printed.	
[Print end time]	The date and time when the job finished printing.	
[Printer]	The printer that printed the job.	
[Pages printed]	The total number of pages printed (the number of pages in the job multiplied by the number of copies printed).	
[Copies printed]	The number of copies printed.	
[Statement Sheets]	The number of Statement sheets that were printed.	
[A5 Sheets]	The number of A5 sheets that were printed.	
[Legal Sheets]	The number of Legal sheets that were printed.	
[Letter Sheets]	The number of Letter sheets that were printed.	
[A4 Sheets]	The number of A4 sheets that were printed.	
[Tabloid Sheets]	The number of Tabloid sheets that were printed.	
[A3 Sheets]	The number of A3 sheets that were printed.	
[12x18in Sheets]	The number of 12x18in sheets that were printed.	
[SRA3 Sheets]	The number of SRA3 sheets that were printed.	
[Color pages]	The number of color pages of the job.	
[BW pages]	The number of black and white pages of the job.	
[Other Sheets]	The number of sheets printed that are of other types than the default sheets.	

The [Printer Usage] report shows the amount of work that the printers do.

The columns in this report are:

Column heading	Description	Notes
[Printer]	Name of the printer that printed the job.	
[Type]	The type of printer: Job Ticket or Passthrough.	
[Model]	Printer model, such as ProC901. For the report to summarize these, the value specified for each printer's [Model] property must match exactly.	
[% Disabled time]	Percentage of the reporting period that the printer was disabled.	
[% Print time]	Percentage of the reporting period that the printer was in the [Printing] state.	This value is misleading for Passthrough printers because the time in the [Printing] state reflects the time for the lpr command to complete and return, not the actual print time.
[% Needs attention time]	Percentage of the reporting period that the printer required intervention while jobs were active during the reporting period .	This value might not be correct if SNMP is disconnected or disabled. Its accuracy depends on the length of the SNMP polling interval.
		For Passthrough printers, this value is not reliable if no value is specified for the [TCP/IP address or host name] property.
[Cumulative pages printed]	Total number of pages printed during the reporting period.	
[Cumulative sheets printed]	Total number of sheets printed during the reporting period.	
[Reprints]	Total number of Print steps that were rerun during the reporting period.	

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Viewing Reports

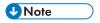
Administrators can view the data for any report listed in the [Reports] pod.

To view a report:

- 1. Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Reports].
- 3. In the **[Reports]** pod, select the report that you want to view. You see the selected report in the **[Report_name]** pod.
- 4. To see recent changes, click C, the refresh icon.

Setting the Time Range for a Report

By default, reports show data for today, starting at midnight local time. You can change this time range.



Reports are truncated at 10,000 records. To avoid truncation, set the time range short enough so that the report includes fewer than 10,000 records.

To set the time range for a report:

1. In the title bar of the [Report_name] pod, click , the search icon. You see this area below the title bar:



- 2. In the [Select a time range] field, do either of these:
 - Select one of the preset time ranges.
 - To set your own time range:
 - 1. Select [Custom].
 - 2. Enter values in the [Start time] and [End time] fields, in this format: mm/dd/yyyy hh:mm.
- 3. Click [Apply].

Saving Reports

You can create your own reports by modifying the supplied reports and saving copies with different names. You can then modify and save your own reports. You cannot modify the supplied reports and save your changes with the names of the supplied reports.

To save a report:

- To save your own report with the same name, click , the save icon.
- To save a copy of a report with a different name:
 - 1. Click , the save as icon.
 - 2. In the [Save Report Options] dialog, enter the new name and a description, then click [OK]. When a report supplied by TotalFlow Production Manager is selected, the
 save icon is disabled.

Exporting Reports

You can export reports as CSV or PDF files.

This procedure shows how to export a report in Firefox. The procedure varies in other browsers.

To export a report:

- Select the report in the [Reports] pod.
 You see the contents of the report in the [Report_name] pod.
- 2. In the tool bar of either pod, click , the export CSV icon, or , the export PDF icon. You see the file in the **Save** dialog. The default file name is TotalFlow_Production_Manager_ reportName_YYYY-MM-DD HH-MM-SS.csv or TotalFlow_Production_Manager_ reportName_YYYY-MM-DD HH-MM-SS.pdf.

If you chose to export the report as PDF and the columns exceed the size of the paper, you receive a message that says you should clear some of the columns and a list of columns opens.

- 3. Select the paper type and orientation for the report PDF file.
- 4. Clear as many columns as necessary, then click [Export].

Deleting Reports

Administrators can delete their own reports. You cannot delete the reports that TotalFlow Production Manager supplies.

To delete reports:

- 1. Log in to TotalFlow Production Manager as an administrator.
- 2. In the menu bar, click [Reports].
- In the [Reports] pod, right-click the report that you want to delete, and then select [Delete].
 When a report supplied by TotalFlow Production Manager is selected, the [Delete] option is disabled.

8. Backup and Restore

- Backing up Data
- Restoring Data

To prevent loss of data from a system failure or to recover data, TotalFlow Production Manager provides backup and restore programs.

The backup program saves this data:

- · System data, such as users, workflows, and printers stored in the database
- · Control files, such as those used for header pages
- User data, such as job files in the spool directory

Then, if you need to reinstall TotalFlow Production Manager, you can run a restore program to recover your data. System data and control files are always backed up and restored. As an option, you can back up and restore user data.



- 1. You cannot use the backup and restore programs to copy or move TotalFlow Production Manager from one computer to another unless the two computers have the same host name. You can copy objects from one computer to another with a different host name by exporting them from the first computer and importing them to the second.
- 2. You cannot use the backup and restore programs to back up data from one version of TotalFlow Production Manager and restore it to another version.

Backing up Data

You can use the **aiwbackup** program to archive a copy of your TotalFlow Production Manager configuration, or allow the uninstall program to do the data backup.

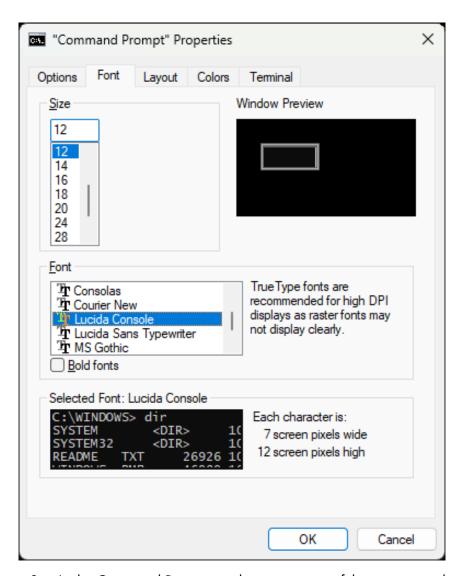


The **aiwbackup** program stops TotalFlow Production Manager automatically. If you use any other backup program, stop TotalFlow Production Manager first.

To do the data backup during the uninstall process, click **[Yes]** in the **[Back up Data]** dialog window, then specify the archive where you want the data to be stored.

To back up TotalFlow Production Manager data from the command-line interface:

- 1. Log in to Windows as a local administrator.
- 2. For an optimal display of language characters, set the font to Consolas or Lucida Console.
 - 1. Open a new Command Prompt window as an administrator.
 - 2. Right-click , the command line icon, then click [Properties].
 - 3. In the Font tab, select either Consolas or Lucida Console to change the default font, then click **[OK]** to save the new setting.



- 3. In the Command Prompt window, enter one of these commands:
 - To save system data, control files, jobs, input files, and job files (the files in the spool directory that contain job information, including copies of input files):

installation_drive:\installation_folder\bin\aiwbackup.bat

The default location where the backup data is saved is installation_drive:
\installation_folder\bin\migrateData.zip

• To save system data, control files, and so on, but not jobs or job files:

installation_drive:\installation_folder\bin\aiwbackup.bat -r



If you use the **-r** option when you back up TotalFlow Production Manager, you should also use it when you restore the system.

- On aiwbackup, the -r option does not save jobs or job files.
- On aiwrestore, the -r option does not restore jobs.
- To specify a name and location of the archive where you want to store the backup data:

installation_drive:\Installation_folder\bin\aiwbackup.bat -r -f archive_name.zip

The **-f** option specifies the name and location of the archive that contains the restored data.

You see a confirmation message.

4. Press **Enter** to proceed with the backup.

The backup might take several minutes to complete, depending on the number and size of files to be backed up. Some status updates appear in the command prompt window while the backup is running. When it completes, you can see the backup file in the folder you specified or the default location: installation_drive:\installation_folder\bin\migrateData.zip.

Restoring Data

If you used the **aiwbackup** program to back up TotalFlow Production Manager, use either the **aiwrestore** program or the restoration procedure in the TotalFlow Production Manager installer to return to the configuration that you stored in a backup archive.



The **aiwrestore** program stops TotalFlow Production Manager automatically. If you use any other program to restore backed-up data, stop TotalFlow Production Manager first.

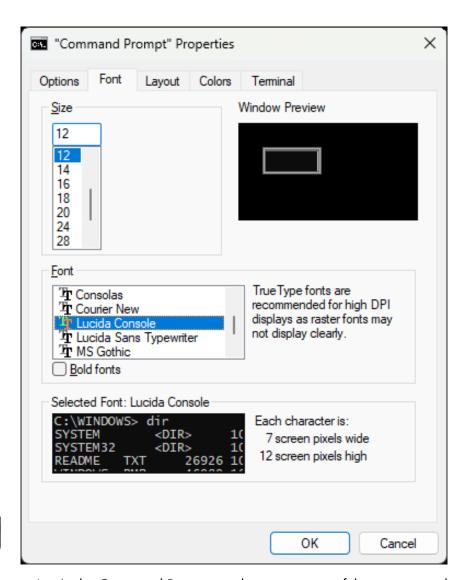
To restore the data during the installation process, click **[Yes]** in the **[Restore Data]** dialog window, then specify the archive that contains the data to be restored.

To restore TotalFlow Production Manager data from the command line:

- 1. Log in to Windows as an administrator.
- 2. Reinstall TotalFlow Production Manager.

See the TotalFlow Production Manager Setup Guide for instructions.

- 3. For an optimal display of language characters, set the font to Consolas or Lucida Console.
 - 1. Open a new Command Prompt window as an administrator.
 - 2. Right-click ", the command line icon, then click [Properties].
 - 3. In the Font tab, select either Consolas or Lucida Console to change the default font, then click **[OK]** to save the new setting.



- 4. In the Command Prompt window, enter one of these commands:
 - To restore system data, control files, jobs, input files, and job files (the files in the spool directory that contain job information, including copies of input files):

$installation_drive: \verb|\| installation_folder \verb|\| bin \verb|\| aiwrestore.bat|$

The default location where the backup data is restored is $installation_drive$: \installation_folder \bin\migrateData.zip

To restore system data, control files, and so on, but not jobs or job files:

installation_drive:\installation_folder\bin\aiwrestore.bat -r



If you used the **-r** option when you backed up TotalFlow Production Manager, you should also use it when you restore the system.

- On **aiwbackup**, the **-r** option does not save jobs or job files.
- On **aiwrestore**, the **-r** option does not restore jobs.
- To specify a name and location of the archive where you want to restore the data:

```
drive_name:\folder_name\bin\aiwrestore.bat -r -f archive_name.zip
```

The **-f** option specifies the name and location of the archive that contains the restored data.

You see a confirmation message.

- Enter Y to proceed with the restore.
 You see a message saying that the operating system must be restarted.
- 6. Restart your operating system.
- 7. Start TotalFlow Production Manager.

See the TotalFlow Production Manager Setup Guide for instructions.



If you restore your data on a trial or basic version of TotalFlow Production Manager, make sure that the maximum number of printers allowed on that version is not exceeded. Otherwise, the printers are restored but they cannot be enabled.

9. Troubleshooting

- RICOH TotalFlow PM service Does Not Start
- Cannot Access TotalFlow Production Manager
- Cannot Install a Higher Version of TotalFlow Production Manager
- Cannot upload files
- Job Submission Session Stopped with Job Properties Editor Error
- Cannot Communicate with Printer Device
- TotalFlow PM PDF Print Driver not able to communicate with the server
- Cannot Enable Workflows
- Cannot View Job Status
- File Names or Job Names Are Displayed or Printed with Wrong Characters
- Input Files with Errors
- Japanese Values Are Not Saved
- Job Input Values Are Automatically Corrected
- Job Properties Are Not Updated
- Total sheets is 0
- Jobs Are Displayed or Printed with Wrong Characters
- Jobs Are Not Scheduled to Print
- Jobs or Input Files Cannot be Deleted
- Jobs Print Out of Order
- Jobs Are in Printing State for Too Long
- Job is Rejected with PitStop Server Error
- Wrong Local Profiles are Shown in Preflight Database
- Messages Are in Different Language from User Interface
- Paper Is Not Available for Mapping
- Performance Problems
- User Interface Does Not Respond After Dialog Is Closed
- The Browser Does Not Respond
- Print Dialog Does not Synchronize with Job Properties in TotalFlow PM PDF Print Driver
- Print Dialog Settings are Modified in TotalFlow Production Manager
- [Print Entire Workbook] option creates multiple jobs
- Troubleshooting the [Properties for Job] Dialog

If you encounter problems while you are working with TotalFlow Production Manager, you might be able to use these topics to help solve them.

RICOH TotalFlow PM service Does Not Start

If the RICOH TotalFlow Production Manager service does not start, make sure that the supporting services RICOH Printer Connector and Postgres TotalFlow PM are running. If any of them is not running, start it manually.

Cannot Access TotalFlow Production Manager

If remote computers cannot access TotalFlow Production Manager, there are several possible reasons.

- The TotalFlow Production Manager server is not running on the computer where TotalFlow Production Manager is installed. See the Setup Guide for instructions for starting TotalFlow Production Manager.
- The network connection between the remote computers and the TotalFlow Production Manager server has failed. Restore the connection and have users refresh their browsers.

- A firewall is blocking access. Make sure that the firewall does not block the TotalFlow Production Manager ports. By default, these ports are 15080 for the user interface and 15888 for the User's Guide in HTML format.
 - If you are trying to connect to TotalFlow Production Manager server during the installation of TotalFlow PM PDF Print Driver and receive the message Cannot connect to TotalFlow PM Server, make sure that you can access TotalFlow Production Manager from your browser.
- If you can log in to TotalFlow Production Manager, but you cannot use it and the interface is not accessible, the trial license might have expired. In this case, contact your marketing representative.
- If you cannot access TotalFlow Production Manager after you updated your operating system to Windows 10, restart your computer, then log in to TotalFlow Production Manager.

Cannot Install a Higher Version of TotalFlow Production Manager

If you cannot install TotalFlow Production Manager, there are several possible reasons.

- You are logged in as a user that does not have enough privileges. If this is the case, you will receive
 this error message: You are trying to install the application with a user that does not
 have enough privileges. Log in as a different user with Administrator rights, then
 try the action again. Log out of Windows and log in again with a user that has Administrator
 rights. Then try again to install TotalFlow Production Manager.
- You are trying to install TotalFlow Production Manager over a version earlier than 3.1. You need to upgrade to 3.1 first, then try to install the product update that you want. For example, if you have version 2.1 and want to install 4.2, you must first install version 3.1, then upgrade to 4.2.

Cannot upload files

If you are trying to upload files for submission or for a transform operation, make sure that the files are within the size, type and format requirements.

For information about these requirements, see the *Notes on input files* section of the TotalFlow Production Manager Readme file.

Also, the maximum supported file size might differ, depending on the browser.

Job Submission Session Stopped with Job Properties Editor Error

If a TotalFlow Production Manager Job Submission session stops unexpectedly there are several possible reasons:

- 1. You refreshed the browser or closed it instead of using the [Close] button to end the previous session.
- 2. Data was accidentally deleted from the session folder.
- 3. Your browser is using an invalid session.

If your job submission session stopped with this error message: **S00103E**: **Job Properties Editor encountered an error**: *filepath* (The system cannot find the path specified), do these:

- 1. Click **[OK]**.
- 2. Close the TotalFlow Production Manager Job Submission session using the [Close] button.

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3. Open a new TotalFlow Production Manager Job Submission session.

Cannot Communicate with Printer Device

If TotalFlow Production Manager cannot communicate with a printer device using SNMP, the printer properties that indicate the print and finishing options might not be correct. As a result, jobs might be assigned to printers that cannot print them correctly.

TotalFlow PM PDF Print Driver not able to communicate with the server

TotalFlow PM PDF Print Driver cannot receive jobs from TotalFlow Production Manager if HTTPS is enabled on the TotalFlow Production Manager server.

TotalFlow PM PDF Print Driver does not support HTTPS connections.

Disable the HTTPS on the TotalFlow Production Manager before configuring TotalFlow PM PDF Print Driver to submit jobs.

Cannot Enable Workflows

If you see this message: "AIWI6030E": "Error return code: $\{0\}$ from command: $\{1\}$.", where $\{0\}$ is 1 and $\{1\}$ is VerifyLPD.p1 System "system_name", another LPD service might be using the LPD port. Stop the other LPD service:

- 1. In the Windows [Control Panel], double-click [Administrative Tools], and then [Services].
- 2. Select the LPD service:
 - The LPD service supplied with the base operating system of some Windows releases is called **[TCP/IP Print Server]**.
 - The LPD service available as an optional feature of other Windows releases is called [LPD Service].
 - Other print programs might install their own LPD service.
- 3. Click [Stop].

Cannot View Job Status

If both a Job Ticket printer and a Passthrough printer represent the same printer device, you might not be able to view the status of jobs assigned to the Job Ticket printer when the Passthrough printer is processing a large job.

To correct this problem, enable only one of the printers that represent the same printer device at a time.

File Names or Job Names Are Displayed or Printed with Wrong Characters

If a file name or job name uses characters that are not available in the fonts installed on the TotalFlow Production Manager server, those names are illegible in the user interface.

If you try to print these names on a job separator sheet (banner page), the job separator sheet is illegible.

Input Files with Errors

If the input files that a workflow receives have errors, you see error messages in the workflow log.

Fix the error that prevented the file from being printed and reprocess the file.

Japanese Values Are Not Saved

The TotalFlow Production Manager user interface does not support Unicode supplementary characters (code points from U+10000 through U+10FFFF). This range includes some rare Japanese characters. If you enter a value that includes supplementary characters, TotalFlow Production Manager cannot save it.

Enter a value that does not include supplementary characters.

Job Input Values Are Automatically Corrected

You might see this error message when you view the properties of jobs that have been migrated from TotalFlow PM 1.0.2 or earlier: The input values are not valid. The values have been automatically corrected. Verify the displayed results before saving the changes.

This means that the job ticket does not specify a value for either the number of pages to be printed on a sheet or the paper size, although one or the other is required. In this case, TotalFlow Production Manager supplies a default of 1 for the [Pages per sheet] in the job [Job Setup] property. Click [OK] to close the message and continue working.

Job Properties Are Not Updated

If two users on different client computers change properties of the same job at the same time, one of the changes might not be done.

This happens because whenever you change a job property, the entire set of job properties is updated, not just the one you change. For example:

1. Two job properties have these values:

[Copies]: 1 [Store]: [Off]

2. User A changes the value of the **[Store]** job property. This change submits a new set of job properties with these values:

[Copies]: 1

[Store]: [Store indefinitely]

3. Before TotalFlow Production Manager can process User A's set of job properties, User B changes the number of copies. User B's set of job properties still has the original value for the [Store] property, so it has these values:

[Copies]: 3 [Store]: [Off]

4. TotalFlow Production Manager processes User A's set of job properties. Because TotalFlow Production Manager has not yet received and processed User B's set of job properties, the new set of job properties has these values:

[Copies]: 1

a

[Store]: [Store indefinitely]

5. TotalFlow Production Manager processes User B's set of job properties. Because User B submitted a set of job properties with the old value of the **[Store]** property, that value changes back to the old value. The set of job properties now has these values:

[Copies]: 3 [Store]: [Off]

User B expects, and gets, three copies of the job. User A expects the job to be stored, but it is not stored.

Total sheets is 0

If the size of a job that was submitted from an FTP server to a workflow that uses the hot folder protocol is 0, the workflow might not have been able to determine when the input file was completely submitted.

To correct this problem, set the [Completion method] property of the workflow to [Check size] or [Trigger] and resubmit the job. Because of the way files are downloaded from FTP servers, the [File open] and [None] completion methods fail.

Jobs Are Displayed or Printed with Wrong Characters

In order to preview and print a job correctly, TotalFlow Production Manager needs to access the fonts that the job uses.

These fonts must be embedded in the job. If a required font is not available, the job is illegible.

Jobs Are Not Scheduled to Print

If a job that is not in the **[Error]** progress category is not scheduled to print, check the values of the **[Paper settings]** job property.

If asterisks appear after any paper names, those papers could not be found in the **[Paper catalog]**, although different papers with the same names might have been found. You might have to select a different paper on the **[Paper]** page of the **[Properties for Job]** dialog before the job can be scheduled to print.

Jobs or Input Files Cannot be Deleted

If you cannot delete a job or delete the job's input file from a workflow, the job might be in the hold queue of a printer with the EFI Fiery controller option.

To remove the job from TotalFlow Production Manager, do these steps at the printer console:

- 1. On the [Held] tab of the [Jobs] list, select the job.
- 2. Press [Print] to release the job to print or [Delete] to remove it from the hold queue without printing.

Jobs Print Out of Order

It might be because more than one TotalFlow Production Manager printer represents the same printer device

When more than one TotalFlow Production Manager printer represents the same printer device, jobs might print out of order. In extreme cases, a job assigned to one TotalFlow Production Manager printer might print between the header sheet and body of a job assigned to another printer.

To correct this problem, enable only one of the TotalFlow Production Manager printers that represent the same printer device at a time.

Jobs Are in Printing State for Too Long

If some jobs remain in printing state for too long, there are several possible reasons.

- Several jobs are submitted to a printer on which the JDF Printer language is activated with the default settings.
 - When multiple jobs are assigned to the same printer, all jobs might be kept in **Held** state, although they appear to be in **Printing** state.
 - Check if the jobs are held on the printer. See the printer's documentation for releasing the jobs and set up the printer to directly print the jobs instead of putting them in **Held** state.
- Jobs with a large number of copies or jobs that contain both text and images are submitted through TotalFlow PM PDF Print Driver.
 - When this is the case, wait until the printing process is complete.

Job is Rejected with PitStop Server Error

When you print a job file through a workflow that contains the **[External Preflight]** activity, the job might get into error state with the error message: "AlWI6073E": "The job finished with error return code {1}.". "AlWI0017I 349: Job x was rejected because PitStop Server is not allowed to run."

Usually, this happens when PitStop Server is started for the first time.

Stop the PitStop Server application, including the background jobs processing, then restart it.

Wrong Local Profiles are Shown in Preflight Database

When multiple Windows users with Administrator rights use Preflight Database, and each user saved their own local preflight profiles, TotalFlow Production Manager displays the local profiles of the last user that opened the Preflight Database.

If multiple users need to configure the Preflight Database, create a new Database that is not local, so it can be accessed by several users.

Messages Are in Different Language from User Interface

Most messages are in the language of the TotalFlow Production Manager user interface, but under certain conditions some may be in a different language.

Messages issued by the TotalFlow Production Manager server are in the server language, no matter what the language of the user interface is. These messages include job status messages received by the TotalFlow Production Manager Job Submission utility.

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Paper Is Not Available for Mapping

If the paper that you want to map to an input tray is not listed in the [Input Tray Settings] dialog, you must add it to the list of supported papers for the printer.

On the [Scheduling] page of the [Properties] dialog for the printer, update the [Type] field:

- To make all defined papers available to the printer, select [All].
- To make specific papers available to the printer:
 - 1. Select [Selected].
 - 2. In the [Supported] list, select one or more papers and clickOK.

Performance Problems

TotalFlow Production Manager has been tested with up to 2,500 stored jobs and 750 active jobs at one time. However, if you submit the maximum number of jobs, performance might be slow. To improve performance, submit fewer jobs and let them finish printing before you submit another group of jobs.

User Interface Does Not Respond After Dialog Is Closed

When you open a dialog from the TotalFlow Production Manager user interface, the user interface page in the background is grayed out.

You can perform actions only in the dialog. As soon as you close the dialog, you should be able to work in the user interface again.

If the user interface remains grayed out and does not respond to mouse clicks, refresh the web browser.

The Browser Does Not Respond

When you access TotalFlow Production Manager user interface from any browser and it becomes unresponsive, close the browser, then open it again.

Print Dialog Does not Synchronize with Job Properties in TotalFlow PM PDF Print Driver

When you submit a PDF file from an external application through TotalFlow PM PDF Print Driver and then modify the number of copies in the **[Job Properties for Printer]** dialog in TotalFlow PM PDF Print Driver, the value you set for the number of copies might not change in the **[Print]** dialog of the external application.

This happens because some applications might not synchronize the value of [Copies] setting from their [Print] dialog with the number of copies set in the [Job Properties for Printer] dialog of TotalFlow PM PDF Print Driver.

In this case, TotalFlow Production Manager prints the number of copies you set in the **[Print]** dialog of the external application.

Print Dialog Settings are Modified in TotalFlow Production Manager

When the **[Number of copies]** in the Print dialog of an external application is higher than 1 and you submit the job through TotalFlow PM PDF Print Driver, that might cause the job settings to convert in TotalFlow Production Manager into one copy with multiplied pages.

For example, if you have a document of 10 pages and set the **[Number of copies]** to 3, then submit it, TotalFlow Production Manager Jobs pod displays a document of 1 copy and 30 pages.

In this case, submit only one copy of the document, then set the Number of Copies in the TotalFlow Production Manager Jobs pod. For more information on changing the number of copies, see Changing the Number of Copies for a Job, p. 147.

[Print Entire Workbook] option creates multiple jobs

When you modify an .xls file properties in **[Job Properties for Printer]** dialog, then submit the file through TotalFlow PM PDF Print Driver, the new values might not apply to all file sheets.

This happens because the external application creates a separate job for each group of sheets that share the same properties, even if you select [Print Entire Workbook] in the [Print] dialog.

In this case, follow this procedure:

- 1. Select the .xls worksheets that you want to print.
- 2. If you want to print an entire workbook, right-click any worksheet, then click [Select All Sheets].
- 3. In the [Print] dialog, modify the job properties according to your needs.
- 4. Under [Settings], select [Print Active Sheets].
- 5. To apply the changes that you made to all selected worksheets, click [Page Setup], then [OK].
- 6. Click [Print].

Troubleshooting the [Properties for Job] Dialog

If you encounter problems with the **[Properties for Job]** dialog, you might be able to use this topic to help resolve them.

9

Problem or symptom	Possible meanings or solutions	
Job is not punched. Job is not ring bound. Job is not perfect bound. Job is not booklet folded. Job is not Z-folded.	 The printer might not be able to do the selected finishing operation (staple, punch, bind, fold, and so on) because of other properties of the job. Possible causes can be: incompatible finishing settings, too many pages to be stapled together, only certain paper sizes that can be ring bound, or the job uses a different paper size. If the printer cannot correctly finish a simple job, check the printer documentation for information about other restrictions that apply to that type of finishing. The printer might not have the correct finishing equipment installed. For example, if the printer does not have a perfect binder installed, it does not do any jobs requiring the perfect bind option. Resend the job to a printer that has the required finisher installed. The overall job finishing options cannot be processed together with subset finishing. If you have selected subset finishing for certain pages in the job, any job finishing selections are removed. The option of [Z-fold] is not supported when [Binding edge] is set to [Bottom]. The [Staple/Bind] option is not supported when [Binding edge] is set to [Bottom]. 	
Job is not booklet folded. Job is not booklet stapled.	Booklet finishing is incompatible with printing on only one side of the page, printing multiple ups side by side, printing more than two ups on a page, and inserted tabs. Set the [Printing side] property to [Both sides (2 sided)]. When you change the [Printing side] property, either at the job or page level, to a one-sided option, the booklet formatting is removed.	

10. Error Messages

- AIWFnnnn Messages
- AIWInnnn Messages
- AIWPnnnn Messages
- AIWRnnnn Messages
- AIWSnnnn Messages
- AIWXnnnn Messages
- AIWXMRnnnn Messages
- AIWXNOTnnnn Messages
- AIWWnnnn Messages

This chapter lists the error messages that TotalFlow Production Manager can issue, and the action that should be taken when they appear.

It describes what the system does after an error occurs, and suggests what you should do to correct the problem. The message entries in this section provide:

Error:

The first line provides the error code and the description of the error.

Explanation:

The explanation gives more information about the condition that caused TotalFlow Production Manager to issue the message.

System Action:

The system action describes how the system responds to the condition.

User Response:

The user response provides actions for recovering from the error condition. Often this part of the entry gives more than one recovery action, or a series of related recovery actions; this means that more than one problem might have caused the error.



The **Explanation** and **System action** fields show only if they contain information that is useful to the user.

AIWFnnnn Messages

AIWF6013E: TotalFlow Production Manager cannot move file {0} to {1} while processing job {3}.

User response: Wait for the job to complete processing then try again to move file.

AIWF6018E: Job {0} was not found.

User response: Job is already deleted. Refresh the web browser window.

AIWF6020E: The interface lost the connection to the server.

User response: The server is not running. An administrator might have stopped the server, or it might have stopped because of a problem. Determine why the server is not running, and use Windows services to stop and restart the TotalFlow Production Manager service.

AIWF6022E: A general error has occurred: {0} - {1}.

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User response: Contact software support.

AIWF6028E: The value {0} is not a valid page number.

User response: Specify a valid page number and try the action again.

AIWF6029E: The first page, {0}, must come before the last page, {1}, in a page range.

User response: Correct the page range and try the action again.

AIWF6030E: The character {0} is not valid for property {1}.

User response: The following characters are invalid: {2}. Use valid characters, and try the action again.

AIWF6037E: The first character in the job total sheets value must be < or >, not {0}.

User response: Valid Total sheets values begin with a greater than symbol or a less than symbol, followed by a numeric value. For example, <1000 and >1000 are valid values. Correct the value and try the action again.

AIWF6038E: An integer must appear after the first character in the job total sheets value. {0} is not a valid integer.

User response: Valid Total sheets values begin with a greater than symbol or a less than symbol, followed by a numeric value. For example, <1000 and >1000 are valid values. Correct the value and try the action again.

AIWF6041E: The first character in the printer name cannot be -.

User response: Valid printer names cannot begin with a dash. A dash can be included later in the printer name. For example, Printer-A is a valid value. Correct the printer name and try the action again.

AIWF6043E: The password does not meet requirements.

User response: The new password cannot be the same as the previous password. Enter a new password and try the action again.

AIWF6044E: Too many unsuccessful login tries. User name {0} is locked out for five minutes.

User response: The user name unsuccessfully tried to log in too many times and is now locked out for five minutes. The most likely cause is a password that is not valid. Wait five minutes and retry the login action with a valid user name and password combination, or ask the administrator to change the password for the user name.

AIWF6045E: Change password.

User response: The password has expired or you are logging in for the first time with a temporary password. Change the password for the current account.

AIWF6070E: TotalFlow Production Manager cannot connect to server {0}.

User response: The IP address or host name might be incorrect in the server system object. An administrator might have stopped the server, or it might have stopped because of a problem. Check the connection with the TotalFlow Production Manager server and make sure that the IP address is valid.

AlWInnn Messages

AIWI0007I I: TotalFlow Production Manager created job {0} from input file {1} that was received by workflow {2} previously. However, not all tasks were completed successfully. TotalFlow Production Manager is reprocessing this job because the input file was resubmitted.

User response: This is an informational message that requires no response.

AIWI00271 I: Job {0} is in error state because of a printer shutdown.

User response: Restart the printer.

AIWI00571 I: Job {0} has completed the command {1} with valid return code {2}.

User response: This is an informational message that requires no response.

AIWI6001E: An unknown error occurred: {0}

User response: Contact software support.

AIWI6053E: An internal error occurred while TotalFlow Production Manager was processing job {1}. It received an incorrect fileMode parameter {2} from the getFileName () method.

User response: Report this error to software support.

AIWI6073E: The job finished with error return code {1}.

User response: Report the error to software support.

AIWI6106E: TotalFlow Production Manager cannot find activity {0} for the current workflow.

User response: Make sure that the activity exists, and verify that the workflow requires this activity. If problem continues, report this error to software support.

AIWI6109E: The value for {0} cannot contain spaces. TotalFlow Production Manager cannot create printer {1}.

User response: Correct the value and try to create the printer again.

AIWI6111E E: An external command has failed. TotalFlow Production Manager cannot create printer {0}.

System action: TotalFlow Production Manager does not support this printer device or the printer might be currently stopped or in error state.

User response: Make sure that the printer is on and is running. Or, if the printer is not stopped, call your marketing representative.

AIWI6128E: Job {0} failed to print on printer {1} because of an internal error. Try to print the job again.

System action: An internal error has occurred while trying to print the current job.

User response: Check the log files for more information. Try to print the job again, either on the same printer or on a different printer. If it still does not work, report this error to software support.

AIWI6446E: Job {0} failed to print to printer {1} because of a printer error.

User response: Check the printer for errors, correct any errors, and try to print the job again.

AIWI6453E: TotalFlow Production Manager cannot find the file $\{0\}$. TotalFlow Production Manager cannot print the banner page for the job.

User response: Make sure that the file exists or enter the correct file name, then try to print the job again.

AIWI6475E: Failed to print special instructions sheet for job or paper change {0}.

User response: Verify or change special instructions sheet for change paper {0}.

AIWI6484E: Failed to print special instructions sheet for job {0} on printer {1}.

User response: Verify or change special instructions sheet for job {0}.

AIWI6485E: Failed to print special instructions sheet for paper change {0} on printer {1}.

User response: Verify or change special instructions sheet for job {0}.

AIWI6488E: Failed to print job separator sheet (before) for job {0} on printer {1}.

User response: Verify or change special instructions sheet for job {0}.

AIWI6489E E: Failed to print job {0} on printer {1}.

System action: The job is not completed.

User response: Check the printer connectivity and status, and try to print the job again. If the problem continues, contact Customer Support.

AIWI6490E: Failed to print job separator sheet (after) for job {0} on printer {1}.

User response: Verify or change special instructions sheet for job {0}.

AIWI6497E E: Errors processing media: {0}, errors: {1}

User response: Make sure that the content of the import file is valid. Export the resources again, then try to import them one more time.

AIWI6498E E: Maximum error count was reached while trying to get resources for this printer.

User response: Check the printer JMF interface and make sure that it is up and running and that the printer is connected to a network.

AIWPnnnn Messages

AIWP0012I I: User {0} already exists in group {1}.

User response: Specify a different group and try the action again.

AIWP00171 I: Printer {0} already exists.

User response: Specify a different printer name and try the action again.

AIWP00571 I: An object that is named {0} already exists.

User response: Specify a different name and try the action again.

AIWP0068I I: Printer {0} is already disabled.

User response: Refresh the web browser window.

AIWP00691 I: Printer {0} is already enabled.

User response: Refresh the web browser window.

AIWP3001W W: TotalFlow Production Manager cannot cancel these jobs: {0}.

User response: Refresh the web browser window.

AIWP3003W W: TotalFlow Production Manager cannot delete these jobs: {0}.

User response: Refresh the web browser window.

AIWP3007W W: TotalFlow Production Manager cannot delete {0}. It is in use by {1}.

User response: Delete all from {1} before deleting it from {0}. If the problem continues, report this error to software support.

AIWP3010W W: Another object of the same type or a related type with the name {0} already exists.

Explanation: Two objects of the same type cannot have the same name; and an activity cannot have the same name as a workflow.

User response: Specify a different name and try the action again. If the problem continues, report this error to software support.

AIWP3020W W: TotalFlow Production Manager did not update workflow {0} because of an active job count of {1}.

User response: Wait until TotalFlow Production Manager removes all the jobs that specify this job type and try again. If the problem continues, report this error to software support.

AIWP3051W W: {1} property value: {2} of workflow {0} does not have read and write access to folder {3}.

User response: Specify a different value for the property and try the action again.

AIWP3061W W: TotalFlow Production Manager cannot delete {0}. It is protected.

User response: {0} cannot be deleted from TotalFlow Production Manager. Verify the user rights over {0}. Try the action again. If the problem continues, report this error to software support.

AIWP3070W W: TotalFlow Production Manager did not establish an SNMP connection with the printer {0} because the printer is unreachable.

User response: Make sure that the printer is visible in the network and working.

AIWP3071W W: {0}: {1}.

System action: There is a warning on the printer that needs to be addressed. This message is not generated by TotalFlow Production Manager but received through SNMP from the printer device.

User response: Check the printer for warnings.

AIWP6070E I: User {0} already exists.

User response: Specify a different user name and try the action again.

AIWP6126E E: TotalFlow Production Manager cannot change the property value while a job is assigned to printer {0}.

User response: Clear all jobs from the printer. Then make the change to the property value again.

AIWP6137E E: TotalFlow Production Manager cannot restart job {0} when the job is in an active state ({1}).

User response: Make sure that the job is inactive before you try to restart the job.

AIWP6154E E: TotalFlow Production Manager cannot delete printer {0} while a job is active on the printer. Job {1}.

User response: Remove the active job from the printer and try to delete the printer again.

AIWP6157E E: TotalFlow Production Manager cannot stop job {0} because it is in the {1} state.

User response: Use the override error action to move the job from the error state.

AIWP6210E E: {0}: {1}.

System action: There is an error message on the printer which needs to be addressed. This message is not generated by TotalFlow Production Manager but received through SNMP from the printer device.

User response: Check the printer for errors.

AIWP6219E E: Cannot delete paper {0}. The paper is used by printer {1}.

User response: Remove paper from the printer and try to delete again.

AIWP6220E E: Cannot delete paper {0}. The paper is used by printer {1}.

User response: Remove paper from the printer and try to delete again.

AIWP6224E E: Printer {0} must have output trays selected from {1}.

User response: Make sure that the selected output tray is ready on the printer.

AIWP6225E E: Printer {0} must have {1} as supported paper.

User response: Add paper {1} as supported paper on printer {0}.

AIWP6226E E: TotalFlow Production Manager cannot connect to the printer through SNMP.

User response: Check the printer IP address and network connection, then try again.

AIWP6234E E: SNMP connection cannot be established after trying for several hours.

System action: Printer or network may be down.

User response: Check the IP address and network connection. Disable and enable SNMP from the printer property notebook to connect again.

AIWP6250E E: Maximum number of allowed printers ({0}) exceeded.

User response: Remove one or several printers, then try again.

AIWP6258E E: The paper change cannot have the same name as a printer: {0}.

User response: Enter a different name for the paper change, then try to create the paper change again.

AIWP6260E E: The passwords do not match.

User response: Enter again your new password and the confirmation, and make sure that they are the same.

AIWP6284E E: Printer Connector cannot properly connect to the requested IP address.

System action: TotalFlow Production Manager cannot connect to the printer through the network.

User response: Check the network status, verify that the printer is accessible through your network. If the problem continues, contact your network administrator.

AIWP6290E E: Unable to delete paper: {0} paper is used by paper change {1}.

User response: Delete the paper change, then try to delete the paper again.

AIWP62931 I: The workflow {0} was deleted.

User response: This is an informational message. No user response is required.

AIWP6296E E: The Print Again action cannot be performed on job {0} because the job is processing.

User response: Wait for the job to complete processing and repeat the Print Again action.

AIWP6297E E: The Delete action cannot be performed on job {0} because the job is printing.

User response: Wait for the job to complete printing and repeat the Delete action.

AIWP6299W W: Hard disk space has fallen below the required level of {0}MB. As a precaution all workflows have been disabled.

User response: Free at least {0} MB of disk space by deleting either unnecessary jobs from TotalFlow Production Manager or any unnecessary files from the operating system. Workflows can then be enabled again.

AIWP6302E E: Cannot move job to printer {0} because it is in recovery mode.

User response: Move the job to another printer or fix the problems on the printer so the printer gets out of recovery, then move the job on the printer again.

AIWP6303E E: Cannot delete printer because the following printers use this printer as backup printer: {0}

User response: Unset the printer as backup for any other printer and try to delete it again.

AIWP6307E E: Printer pool {0} cannot be created because a printer with the same name already exists.

User response: Specify a different name for the printer pool.

AIWP6308E E: Printer {0} cannot be created because a printer pool with the same name already exists.

User response: Specify a different name for the printer.

AIWP6309E E: Invalid SNMP parameters for printer: {0}: {1}.

User response: Verify SNMP parameters

AIWP6311E E: Printer pool {0} cannot be deleted because it is used by one or more workflows.

User response: Assign the workflows to other printer pools or printers.

AIWP6312E E: Printer pool {0} cannot be deleted because it is used by one or more jobs.

User response: Move the jobs to other printer pools or printers.

AIWP6314E E: Printer pool {0} could not be created or updated because printer {1} does not exist on the system and the printer pool depends on the printer.

User response: Make sure that you have all of the needed objects and try again.

AIWP6315E E: Workflow {0} could not be created or updated because printer {1} does not exist on the system and the workflow depends on it.

User response: Make sure that you have all of the needed objects and try again.

AIWP6316E E: A paper with the descriptive name {0} already exists.

User response: Specify a different descriptive name for the paper.

AIWP6321W W: TotalFlow Production Manager Printer Connector failed on SNMPv3 and has switch to SNMPv1.

User response: Check the SNMP settings on the printer.

AIWP6323W W: Your trial license will expire in {0} days.

User response: The system will stop working if the license expires. To avoid any disruptions purchase and install a full license. Start the license application from the Windows Start menu on the system where TotalFlow Production Manager is installed, then follow the instructions in the license application help.

AIWP6324W W: Your license has expired. Jobs will not process until a valid license is installed.

User response: Purchase and install a full license. Start the license application from the Windows Start menu on the system where TotalFlow Production Manager is installed, then follow the instructions in the license application help.

AIWP6325E E: The operation is not available at this time for printer "{0}". Please make sure that the printer's interface is up and is running.

User response: Check the printer JMF interface and make sure it is up and running. Also, check the printer's network connectivity.

AIWP6326E E: Notification {0} could not be created or updated because printer {1} does not exist on the system and the notification depends on it.

User response: Make sure that you have all of the needed objects and try again.

AIWP6327E E: Notification {0} could not be created or updated because printer {1} does not exist on the system and the notification depends on it.

User response: Make sure that you have all of the needed objects and try again.

AIWP6332E E: Job {0} is in error state because child job {1} is in error state.

User response: Try to fix the error with the child job or contact software support.

AIWP63291 I: Printer pool {0} created {1} child jobs from job {2}.

User response: This is an informational message. No user response is required.

AIWP6330I I: Printer pool {0} moved job {1} to printer {2}.

User response: This is an informational message. No user response is required.

AIWP63311 I: Printer pool $\{0\}$ created job $\{1\}$ as a child of job $\{2\}$, with the number of copies set to $\{3\}$.

User response: This is an informational message. No user response is required.

AIWP6328E E: The content of imported resource is invalid because the following error occurred: {0}

User response: Make sure that the content of the import file is valid. Export the resources again, then try to import them one more time.

AIWP6335W W: The selected page range is out of the page range for job {0}.

User response: Select a correct page range and try the action again.

AlWRnnnn Messages

AIWR6006E: The End time specified must occur after the Start time.

User response: Change the End time to a time that occurs after the Start time, and generate the query again.

AIWR6007E: The End time specified cannot be the same as the Start time.

User response: Change the End time to a time that occurs after the Start time, and generate the query again.

AIWR6008E: A report named {0} already exists.

User response: Save the report with a different name.

AlWSnnnn Messages

AIWS6086E E: Unsupported PDF type of {0} for job {1}.

User response: Delete the job.

AIWXnnnn Messages

AIWX00101 I: Job {0} passed its preflight check in activity {1}.

User response: This is an informational message. No user response is required.

AIWX0010E E: Job {0} has an unsupported data type that cannot be converted to PDF. Jobs must be either PCL or PostScript to be converted.

User response: Submit only jobs whose data type is PCL or PostScript.

AIWX0013E E: Job {0} could not be converted to PDF.

User response: If the PostScript driver that generated the PostScript file allows, make sure that the file contains ASCII data, not binary data.

AIWX6003E E: Workflow not found: {0}

User response: Workflow is already deleted. Refresh the web browser window.

AIWX6004E E: Workflow {0} already exists

User response: A workflow with the name {0} already exists. Specify a different name for this printer.

AIWX6011E E: Workflow {0} must be disabled first

User response: Disable workflow {0} and try again.

AIWX6020E E: Workflow cannot be deleted because of an existing job.

User response: Remove all jobs from this workflow before deleting it.

AIWX6026E E: Workflow {0} cannot be imported because of the existing jobs.

User response: Remove all jobs from this workflow {0} before importing it again or do not select it

in Imported files.

AIWXMRnnnn Messages

AIWXMR0003E E: The job was put in error state from TotalFlow Prep with the following description: {0}.

User response: Process the job again.

AIWXMR00041 I: The job was moved to the TotalFlow Prep Waiting state.

User response: Launch TotalFlow Prep for this job.

AIWXMR0006E E: The job was put in error state from TotalFlow Prep.

User response: Process the job again.

AIWXNOTnnn Messages

AIWXNOT0001E E: The notification cannot be created because it contains two or more rules for the same attribute.

User response: Choose one rule for each attribute, then try again to create notification.

AIWWnnnn Messages

AIWW60311 I: Imported paper "{0}" already exists with the same properties.

User response: Deselect paper {0} from the Imported object.

11. Reference

Paper Property Values

JDF Paper Properties for JobDirect Orders

Regular Expressions

Specifying File Names in Symbol Notation

Using Job Attributes Symbols in Commands

Printer Attributes Symbols to Use in Commands

Use reference information to help you with configuring and managing TotalFlow Production Manager.

Paper Property Values

When you create a TotalFlow Production Manager paper to represent a paper in a printer paper catalog, set its properties to the values in these tables.

For details about supported paper types, how to load paper into the trays, and other information about paper types, see the documentation provided with your printer device.

Printing on Thin, Plain, or Thick Paper

In this table, printer devices are classified by type. If a printer device type has no value for a paper type, the printer device does not support that paper type.

If you print on any of the paper types listed in this table, set the [Weight (gsm)] property in the TotalFlow Production Manager [Properties for Paper] dialog according to your printer device. Accept the defaults for these properties:

- [Paper type]
- [Color]
- [Recycled content (%)]
- [Preprinted]
- [Prepunched]
- [Texture]
- [Coating (front side)]
- [Opacity]

Changing the default can override the value of the [Weight (gsm)] property.

Printer paper							- 0		
type	Type A	Type B	Type C	Type D	Type E	Type F	Type G	Type H	Type I
Thin Paper		40–51	52–65	52–65	60–75	60–63	52.3- 63		60–63
Plain Paper	52–90	52– 105	66–80	66–80	76- 100	64–80	64–80	52.3- 104	64–80
Plain Paper 2			81–99	81– 100		81– 105	81– 105		81– 105
Middle Thick		106- 163	100- 127	101– 127	101– 126	106– 163	106– 163		106– 163
Thick Paper 1	91– 216	164- 216	128- 163	128- 169	127– 156	164– 220	164– 220	52.3- 104	164- 220
Thick Paper 2		21 <i>7</i> – 256	164- 249	170- 249	1 <i>57</i> – 220	221– 256	221– 256		221– 256
Thick Paper 3		257- 300	250– 300	250– 300	221- 300	2 <i>57</i> – 300	257- 300		257- 350

Printing on Other Paper Types

For paper types other than the ones listed in the previous table, set the properties in the TotalFlow Production Manager [Properties for Paper] dialog according to this table. If the table does not show a value, accept the default. Changing the default can override the values of other properties, especially [Weight (gsm)].

Part 1 of table

Printer paper type	TotalFlow Production Manager [Paper type]	[Weight (gsm)]	[Color]	[Recycled content (%)]	[Preprinted]
Color Paper 1	[Plain]		Any color except [Blue], [Gray], [Green], [Ivory], [Orange], [Pink], [Purple], [Red], or [Yellow]		
Blue	[Plain]		[Blue]		
Gray	[Plain]		[Gray]		
Green	[Plain]		[Green]		

Printer paper type	TotalFlow Production Manager [Paper type]	[Weight (gsm)]	[Color]	[Recycled content (%)]	[Preprinted]
lvory	[Plain]		[Ivory]		
Orange	[Plain]		[Orange]		
Pink	[Plain]		[Pink]		
Purple	[Plain]		[Purple]		
Red	[Plain]		[Red]		
Yellow	[Plain]		[Yellow]		
Recycled Paper	[Plain]			1-100	
Preprinted	[Plain]				[Yes]
Prepunched	[Plain]				
Special Paper	[Plain]				
Special Paper 1	[Plain]				
Special Paper 2	[Plain]				
Special Paper 3	[Plain]				
Special Paper 4	[Plain]				
Special Paper 5	[Plain]				
Special Paper 6	[Plain]				
Coated Paper	[Plain]				
Coated Paper 1	[Plain]				
Coated Paper 2	[Plain]				
Coated Paper 3	[Plain]				
Translucent Paper	[Plain]				
ОНР	[Transparen- cy]				

Printer paper type	TotalFlow Production Manager [Paper type]	[Weight (gsm)]	[Color]	[Recycled content (%)]	[Preprinted]
Envelope	[Envelope]				
Label Paper	[Labels]				
Letterhead	[Letterhead]				
Tab Stock	[Tab stock], [Full cut tabs], or [Pre- cut tabs]				

Part 2 of table

Printer paper type	[Prepunched]	[Texture]	[Coating (front side)]	[Opacity]
Color Paper 1			[None]	
Blue			[None]	
Gray			[None]	
Green			[None]	
lvory			[None]	
Orange			[None]	
Pink			[None]	
Purple			[None]	
Red			[None]	
Yellow			[None]	
Recycled Paper			[None]	
Preprinted			[None]	
Prepunched	[Yes]		[None]	
Special Paper		[Light cockle]	[None]	
Special Paper 1		[Light cockle]	[None]	
Special Paper 2		[Machine finished]	[None]	
Special Paper 3		[Mottled]	[None]	

Printer paper type	[Prepunched]	[Texture]	[Coating (front side)]	[Opacity]
Special Paper 4		[Traditional laid]	[None]	
Special Paper 5		[Calendered]	[None]	
Special Paper 6		[English]	[None]	
Coated Paper			[Coated]	
Coated Paper 1			[Coated]	
Coated Paper 2			[Glossy]	
Coated Paper 3			[Matted]	
Translucent Paper			[None]	[Translucent]
OHP			[None]	[Transparent]
Envelope			[None]	
Label Paper			[None]	
Letterhead			[None]	
Tab Stock			[None]	

JDF Paper Properties for JobDirect Orders

For each media type value, as defined in the JobDirect media type text list, there are a number of JDF paper attributes that can be set.

JobDirect paper attributes and values		TotalFlow Production Manager paper property	Notes
[PrePrinted] [NO]		[Preprinted]	
	[YES]		
[Weight]		[Weight]	
[Media Type]		[Paper]	[Transparency] value is not currently supported.
[Color]	[Black]	[Color]	
	[Blue]		
	[Brown]		

JobDirect paper attr	ibutes and values	TotalFlow Production Manager paper property	Notes
Jose Fapor am	[Buff]	paper property	ivores
	[Cyan]		
	[Dark Black]		
	[Dark Blue]		
	[Dark Brown]		
	[Dark Buff]		
	[Dark Cyan]		
	[Dark Gold]		
	[Dark Goldenrod]		
	[Dark Gray]		
	[Dark Green]		
	[Dark Ivory]		
	[Dark Magenta]		
	[Dark MultiColor]		
	[Dark Mustard]		
	[Dark Orange]		
	[Dark Pink]		
	[Dark Red]		
	[Dark Silver]		
	[Dark Turquoise]		
	[Dark Violet]		
	[Dark White]		
	[Dark Yellow]		
	[Gold]		
	[Goldenrod]		
	[Gray]		
	[Green]		
	[Ivory]		
	[Light Blue]		
	[Light Brown]		

JobDirect paper attributes and values		TotalFlow Production Manager paper property	Notes
	[Light Buff]		
	[Light Cyan]		
	[Light Gold]		
	[Light Goldenrod]		
	[Light Gray]		
	[Light Green]		
	[Light Ivory]		
	[Light Magenta]		
	[Light MultiColor]		
	[Light Mustard]		
	[Light Orange]		
	[Light Pink]		
	[Light Red]		
	[Light Silver]		
	[Light Turquoise]		
	[Light Violet]		
	[Light White]		
	[Light Yellow]		
	[Magenta]		
	[MultiColor]		
	[Mustard]		
	[None]		
	[Orange]		
	[Pink]		
	[Red]		
	[Silver]		
	[Turquoise]		
	[Violet]		
	[White]		

JobDirect paper attributes and values		TotalFlow Production Manager paper property	Notes
	[Yellow]		
[Hole Type]		[None]	[S - generic] value is not currently supported.
[Opacity]	[Opaque]	[None]	
	[Transparent]		
	[Translucent]		
[Texture]	[Antique]	[Texture]	The default value to be used for jobs with no
	[Calendared]		used tor jobs with no special texture is
	[Cockle]		[Smooth]. • [Smooth] is mapped
	[Dull]		to [None] in the
	[Eggshell]		TotalFlow Production Manager interface.
	[Embossed]		Trianager interraces.
	[Embossed Linen]		
	[English]		
	[Felt]		
	[Laid]		
	[Light Cockle]		
	[Linen]		
	[Luster]		
	[Machine Finished]		
	[Mottled]		
	[Parchment]		
	[Semi Vellum]		
	[Silk]		
	[Smooth]		
	[Stipple]		
	[Suede]		
	[Super Calendared]		
	[Super Smooth]		
	[Traditional Laid]		

JobDirect paper attr	JobDirect paper attributes and values		Notes
	[Ultra Smooth]		
	[Uncalendared]		
	[Vellum]		
	[Velvet]		
	[Wove]		
[Front Coatings]		[None]	
[Media Type	[Cardboard]	[Type]	The default value to be
Details]	[ContinuosLong]		used for jobs with no special texture is
	[ContinuousShort]		[Stationery]
	[Envelope]		[Stationery] is mapped to [Plain] in the TotalFlow Production Manager interface.
	[EnvelopePalin]		
	[EnvelopeWindow]		
	[FullCutTabs]]	
	[Labels]		
	[Letterhead]		
	[MultiPartForm]		
	[Photographic]		
	[PreCutTabs]		
	[Stationery]		
	[TabStock]		
	[Tractor]		
	[infoprint:Artificial]		
	[infoprint: PlasticFolder]		
	[infoprint: NoCarbonRequired]		
	[infoprint: CustomMediaType_ Type]		

Regular Expressions

Use regular expressions to specify file identification patterns in TotalFlow Production Manager.

In regular expressions:

Literal characters	Any character that does not have a special meaning matches itself. Literal characters are case-sensitive. For example, A does not match a.
	The dot matches any single character. For example, .at matches cat, rat, or bat.
()	Parentheses identify a group of characters. For example, (ABC) matches ABC.
-	The hyphen defines a range of characters. For example, 0-9 matches any single digit.
*	The asterisk matches the preceding character zero or more times. For example, N* matches nothing (zero copies of N), N, NN, NNN, etc* matches any string of one or more characters.
+	The plus sign matches the preceding character one or more times. For example, N+ matches N, NN, NNN, etc+ matches any string of one or more characters.
{ }	A number in curly brackets indicates the number of times to match the preceding character. For example, x{3} matches xxx.
Ś	The question mark means that the preceding character is optional. For example, jpe?g matches jpeg or jpg.
[]	Square brackets enclose a character set. The character set matches any one of the characters in the set. For example, [ABC] matches A, B, or C.
[^]	As the first character inside square brackets, the caret negates a character set. For example, [^ABC] matches any single character except A, B, or C.
1	The vertical bar separates alternatives. For example, A a matches A or a.
۸	At the beginning of a regular expression, the caret marks the beginning of the string. For example, ^A.*\.ps matches ABC.ps.
\$	At the end of a regular expression, the dollar sign marks the end of the string. For example, .*ps\$ matches any file name with the extension ps.
\	The backslash means that the next character is a literal character. For example, \((ABC\)) matches (ABC).

Examples

Any of these examples matches any file with a file extension of PDF, PDF, PdF, PdF, pDF, pDF, pdF, or pdf:

```
.*PDF$)|(.*PDf$)|(.*PdF$)|(.*pDF$)|(.*pDf$)|(.*pdF$)
(.*pdf$)
.*(PDF|PDf|PdF|Pdf|pDF|pDf|pdF|pdf)$
.*[(PDF)(PDf)(PdF)(pDf)(pdF)(pdf)]$
.*(P|p)(D|d)(F|f)$
.*(P|p)(D|d)(F|f)
.*[Pp][Dd][Ff]$
.*[Pp][Dd][Ff]
```

Specifying File Names in Symbol Notation

Sometimes you need to specify a file in the spool directory even though you do not know the file name. Use the **getFileName**, **getAbsoluteFileName**, or **getOperInst** method to return the name of the file.

For example, when you create a Passthrough printer, you need to specify the command that submits jobs to the printer device. This command has to specify the name of the print file, which is different for each job. Use the **getFileName** or **getAbsoluteFileName** methods to return the name of the print file. As an option, you can specify a command that prints special instructions on a separator sheet before the job is printed. Use the **getOperInst** method to return the name of the file that contains the special instructions.

getFileName and getAbsoluteFileName Syntax

Use the **getFileName** and **getAbsoluteFileName** methods to return the name of a specific print file. The difference between the two methods is that **getAbsoluteFileName** fails if a file of the requested data type or types does not exist, but **getFileName** continues to search. If it finds a print file of data type **unknown**, it returns the name of that file.

Use one of these syntaxes:

To search for a print file when you know the data type:

```
${getFileName(print, Datatype, read)}
${getAbsoluteFileName(print, Datatype, read)}
```

To search for a print file when the data type might be one of several data types:

```
${getFileName(print,(Datatype1,Datatype2...),read)}
${getAbsoluteFileName(print,(Datatype1,Datatype2...),read)}
```

where:

print

This keyword specifies that you are searching for a printable file.

Datatype or (Datatype1, Datatype2...)

These keywords specify the datatype of the file that you want to find. Values for Datatype are:

pcl

pdf

ps

tiff

png

ipeg

unknown Use **unknown** for any datatype that does not have a keyword.

read

This keyword specifies that the print command reads the job file from the print spool.

getOperInst Syntax

The **getOperInst** method to return the name of a file that contains printable special instructions.

Use this syntax to search for a special instructions file:

\${getOperInst(pdf)}

Examples

These examples show commands that you can specify as values for the **[Command]** or **[Command for special instructions]** property of a Passthrough printer. They submit files from TotalFlow Production Manager to the Passthrough printer. Do not use these commands to submit files to a TotalFlow Production Manager workflow.

This Windows **Ipr** command reads a PCL, PostScript, or PDF file from the print spool and sends it to a Passthrough printer called officeprinter.acme.com with a print gueue called PASS:

```
lpr -S officeprinter.acme.com -P PASS -o l
${getAbsoluteFileName(print,(pcl,ps,pdf),read)}
```

The **-o** I flag indicates that the file is binary.

This command reads a PDF file that contains special instructions and sends it to officeprinter:

```
lpr -S officeprinter.acme.com -P PASS -o l
${get0perInst(pdf)}
```

Using Job Attributes Symbols in Commands

The job attributes can be used as symbols in commands of passthrough printers or the [Run external application] activity. When the command is executed the symbol is replaced with the value of the specified property of the job that is being printed on a passthrough printer or processed by a [Run external application] activity.

For example, this command copies the print file of the job to the c:\test folder:

```
copy ${getAbsoluteFileName(print,(pcl,ps,pdf),read)} c:\test\${Job.Name}
```

The name of the destination file will be the value of the [Name] property of the job.

Job Attribute Symbols in Commands

Symbol for the job attribute in commands	Name of the property displayed
\${Job.Name}	[Name]
\${Job.ID}	[ID]
\${Job.SumaryPhase}	[Current phase]
\${Job.PhaseProgress}	[Progress]
\${Job.State}	[State]
\${Job.UserName}	[User name]
\${Job.PredictedPrinter}	[Predicted printer]
\${Job.JobSize}	[Total sheets]

Symbol for the job attribute in commands	Name of the property displayed
\${Job.SubmitTime}	[Submitted]
\${Job.DueDate}	[Due]
\${Job.DueDateCategory}	[Due date category]
\${Job.Copies}	[Copies]
\${Job.ColorPages}	[Color Pages]
\${Job.BwPages}	[BW Pages]
\${Job.UserCode}	[User Code]
\${Job.Duplex}	[1 sided / 2 sided]
\${Job.Media}	[Paper settings]
\${Job.OutputBin}	[Output tray]
\${Job.Punch}	[Punch]
\${Job.RequestedPrinter}	[Requested printer]
\${Job.Staple}	[Staple]
\${Job.RetainUntil}	[Store until]
\${Job.CustomerName}	[Customer]
\${Job.OrderNumber}	[Order number]
\${Job.Connection}	[Connection]
\${Job.Description}	[Description]
\${Job.InputDatastream}	[Input data format]
\${Job.PDF.Format}	[PDF format]
\${Job.InputFile.Size}	[Input file size (bytes)]
\${Job.WaitReason}	[Wait reason]
\${Job.TotalPages}	[Pages]
\${Job.TotalSheets}	[Sheets]
\${Job.PagesStacked}	[Pages printed]
\${Job.SheetsStacked}	[Sheets printed]
\${Job.CopiesStacked}	[Copies printed]
\${Job.Print.CumulativePagesStacked}	[Cumulative pages printed]
\${Job.Print.CumulativeSheetsStacked}	[Cumulative sheets printed]
\${Job.CurrentPrinter}	[Current printer]

Symbol for the job attribute in commands	Name of the property displayed
\${Job.Print.AssignPrintTime}	[Assigned to printer]
\${Job.PageRange}	[Page range]
\${Job.ReleaseToPrint}	[Hold until]
\${Job.PrintControl}	[Print mode]
\${Job.FoldOptions}	[Folding]
\${Job.RetainStartTime}	[Storage start time]
\${Job.JobType}	[Workflow]
\${Job.StepAlias}	[Current activity]
\${Job.ColorMode}	[Color/Black and white]
\${Job.Priority}	[Priority]
\${Job.ReprintCount}	[Number of reprints]

Printer Attributes Symbols to Use in Commands

The printer attributes can be used as symbols in commands of passthrough printers or the [Run external application] activity.

Printer Attribute Symbols in Commands

Symbol for the printer attribute	Name of the property displayed on the user interface
\${Printer.ColorMode}	[Color mode]
\${Printer.CommunicationProtocol}	[Printer language]
\${Printer.CommunityName}	[Community name]
\${Printer.CustomerName}	[Customer name]
\${Printer.Description}	[Description]
\${Printer.Enabled}	[Enabled]
\${Printer.EnableOnRestart}	[Keep printer state after restart]
\${Printer.FoldingCapable}	[Folding]
\${Printer.ID}	[Name]
\${Printer.JobSize}	[Job total sheets supported]
\${Printer.Language}	[Messages language]
\${Printer.LoadedPapers}	[Loaded papers]
\${Printer.MaxConcurrentJobs}	[Maximum concurrent jobs]

Symbol for the printer attribute	Name of the property displayed on the user interface
\${Printer.Model.Specific}	[Model]
\${Printer.OperatorInstInputTrayName}	[Input tray for separator pages]
\${Printer.PagesPerMin}	[Printer speed (pages per minute)]
\${Printer.PunchCapable}	[Punch]
\${Printer.Recovery.Delay}	[Recovery delay]
\${Printer.Recovery.Printer}	[Backup printer]
\${Printer.SerialNumber}	[Serial number]
\${Printer.SNMPActiveVersion}	[Active version]
\${Printer.SNMPAuthPasswd}	[Medium security password]
\${Printer.SNMPAuthType}	[Authentication type]
\${Printer.SNMPContextName}	[Context name]
\${Printer.SNMPPrivacyPasswd}	[Maximum security password]
\${Printer.SNMPPrivacyType}	[Privacy type]
\${Printer.SNMPSecurityLevel}	[Security level]
\${Printer.SNMPStatus}	[SNMP status]
\${Printer.SNMPUsername}	[User name]
\${Printer.SNMPVersion}	[Version requested]
\${Printer.SNMPVersionFallback}	[Version fallback]
\${Printer.StapleCapable}	[Staple]
\${Printer.Status}	[Status]
\${Printer.TCPIP.Address}	[TCP/IP address or host name]
\${Printer.Type}	[Type]
\${Printer.UseSNMP}	[Use SNMP]
\${Printer.Version}	[Version]

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