RICOH

RICOH TotalFlow
BatchBuilder™

Setup Guide

Version 2.4

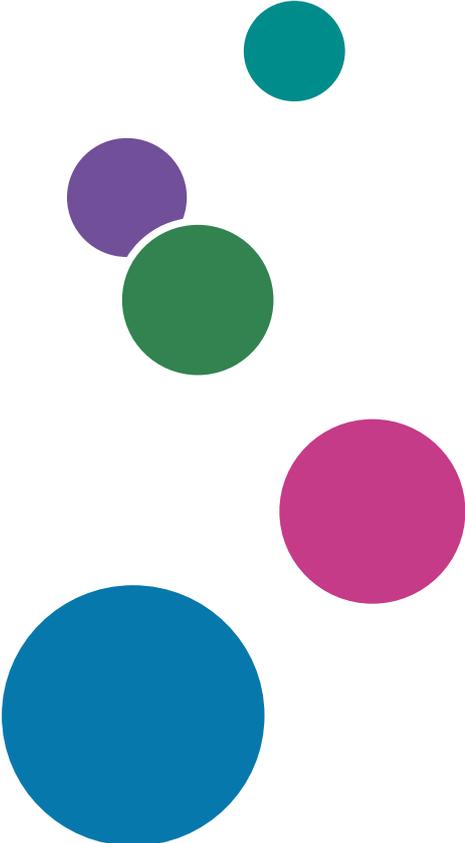|	
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For information not in this
manual, refer to the Help
System in your product. ▶

Read this manual carefully and keep it handy for future reference.

Introduction

Guides for this Application

The following guides are available for TotalFlow BatchBuilder.

Instruction Manuals

These instruction manuals are included:

- *Setup Guide* (PDF)
  This guide explains planning and installation procedures for this application.

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

- *Notify Addon Setup Guide* (PDF)
  This guide explains setup and configuration procedures for the Notify Addon application.

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

Field Help

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

How to Read the Documentation

Before Using this Application

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

How to Use the Manuals

To learn how to install and start this application

See the *Setup Guide*.

To learn about the functions and basic operations of this application

See the *User's Guide*.

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

See the on-screen balloon help.

Displaying the RICOH TotalFlow BatchBuilder Setup Guide, User's Guide, and Notify Addon Setup Guide in PDF Format

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

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

🔽Note

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

- To display the *Setup Guide* (PDF), click the **[Start]** button, go to **All Programs** → **\<Program Group>** → **TotalFlow BatchBuilder**, and select **[Setup Guide]**.

- To display the *User's Guide* (PDF), click the **[Start]** button, go to **All Programs** → **\<Program Group>** → **TotalFlow BatchBuilder**, and select **[User's Guide]**.

- To display the *Notify Addon Setup Guide* (PDF), click the **[Start]** button, go to **All Programs** → **\<Program Group>** → **TotalFlow BatchBuilder**, and select **[Notify Addon Setup Guide]**.

🔽Note

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

Displaying the User's Guide in HTML Format

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

To display the HTML *User's Guide* :

- On the top menu bar of the TotalFlow BatchBuilder user interface, click , the help menu button and select **[Help]**.

- If you are not logged in to TotalFlow BatchBuilder, enter this URL in the address bar of your browser:

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

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

Symbols

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

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

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

[Bold]

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

Italic

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

Monospace

`Monospace type` indicates computer input and output.

...

An ellipsis indicates that a series can continue.

Abbreviations

GUI

Graphical User Interface

PDF

Portable Document Format

IP

Internet Protocol

HTTP

Hyper Text Transfer Protocol

XML

Extensible Markup Language

XSLT

Extensible Stylesheet Language Transformations

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```

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The proper names of the Windows operating systems are as follows:

- Windows 8.1:

    Microsoft Windows 8.1 Pro

Microsoft Windows 8.1 Enterprise

- Windows 10:

  Microsoft Windows 10 Pro

  Microsoft Windows 10 Enterprise

- Windows Server 2012:

  Microsoft Windows Server 2012 Standard

  Microsoft Windows Server 2012 Datacenter

- Windows Server 2016 (Server with Desktop Experience):

  Microsoft Windows Server 2016 Standard

  Microsoft Windows Server 2016 Datacenter

- Windows Server 2019 (Server with Desktop Experience):

  Microsoft Windows Server 2019 Standard

  Microsoft Windows Server 2019 Datacenter

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1. Before Installation

• Computer Requirements

Computer Requirements

To run TotalFlow BatchBuilder, your computer must meet these requirements. Before setup, make sure that all the requirements are met.

Server Requirements

This is a list of all the requirements for the computer where you want to install TotalFlow BatchBuilder:

Item	Requirements
Computer	• Server Class Computer • CPU: Quad Core Processor 2.7 GHz or higher (64–bit CPU) • Main memory: 8 GB RAM or higher (4 GB RAM minimum required)
Hard disk	We recommend 250 GB of available disk space for the initial installation and 500 GB or more, depending on usage. ⬇ **Note** The amount of space required varies greatly, depending on the size and number of orders and jobs and on the specific processes that are set within TotalFlow BatchBuilder. Using a solid state drive (SSD) is recommended for better performance.
Display	1280 × 1024 pixels or higher ⬇ **Note** Maximize the browser window when you use this application. If the size of the browser window is not large enough to display the user interface, you might experience problems with truncated display.
Operating systems	One of these: • Windows 8.1 Pro or Enterprise (64-bit) • Windows 10 Pro or Enterprise (64-bit) • Windows Server 2012 R2 Standard or Enterprise (64-bit) • Windows Server 2016 Server Standard (64–bit) • Windows Server 2019 Server Standard or Essentials (64–bit) ⭐ **Important** • Windows 10 Pro/Enterprise and its updates are supported as long as Microsoft provides mainstream support. • If you install TotalFlow BatchBuilder on an operating system that is running on VMware software, the system might experience a drop in performance. To avoid any TotalFlow BatchBuilder performance issues, make sure you allocate a separate disk drive for the VMware software.
Network	Make sure the DNS name configured on the machine where TotalFlow BatchBuilder is installed, contains only these ASCII characters: • English lower case characters a-z • English upper case characters A-Z • Numbers 0-9 • Hyphen-minus character -

Item	Requirements
TCP/IP ports	• web server: 19080 (or the port selected during installation) • Storage service port: 19580 (or the port selected during installation) ⭐**Important** If your firewall is configured to block the default ports or the ports that you set up during the installation, you must open them. See *Configuring Windows Firewall* or the documentation for the Windows firewall. If you are using a different firewall, see the documentation for the firewall that is enabled on your computer to make sure that the TotalFlow BatchBuilder ports are open.
Prerequisite programs	• A PDF Reader to view job files.
web browser	One of these: • Mozilla Firefox 85 or later (http://www.mozilla.org/en-US/firefox/all.html) • Google Chrome 88 or later (https://www.google.com/intl/en/chrome/browser/) • Microsoft Edge 88 or later (https://www.microsoft.com/en-us/windows/microsoft-edge) A supported browser is required only if you want to access the user interface from the computer where you install TotalFlow BatchBuilder. ⭐**Important** • TotalFlow BatchBuilder is optimized for Mozilla Firefox and Google Chrome. • Pop-ups must be enabled for the TotalFlow BatchBuilder application. See Configuring Client Computers, p. 22 or the documentation for your browser.
Supported languages	English, French, Italian, German, Spanish, Dutch, Japanese.

Client Computer Requirements

This is a list of all the requirements for any client computer that will access TotalFlow BatchBuilder:

Item	Requirements
Display	1280 × 1024 pixels or higher
Operating system	• Any Windows system that supports the web browsers listed below • Any Mac system that supports the web browsers listed below
Network access	Be able to access the target server by referring to the IP address or DNS host name.

Item	Requirements
Recommended programs	• A PDF Reader required for viewing TotalFlow BatchBuilder job files. • Enfocus PitStop Server https://www.enfocus.com/en/products/pitstop-server is recommended for the external preflight software. Other options, like the PitStop Pro, desktop version, are unsupported.
web browser	One of these: • Mozilla Firefox 85 or later (http://www.mozilla.org/en-US/firefox/all.html) • Google Chrome 88 or later (https://www.google.com/intl/en/chrome/browser/) • Microsoft Edge 88 or later (https://www.microsoft.com/en-us/windows/microsoft-edge) A supported browser is required only if you want to access the user interface from the computer where you install TotalFlow BatchBuilder. ⭐**Important** • Pop-ups must be enabled for the TotalFlow BatchBuilder application. See Configuring Client Computers, p. 22 or the documentation for your browser. ⬇**Note** TotalFlow BatchBuilder is optimized for Mozilla Firefox and Google Chrome.
Supported languages	English, French, Italian, German, Spanish, Dutch, Japanese.

2. Installation

- **Installing TotalFlow BatchBuilder**
- **Migrating to the latest version of TotalFlow BatchBuilder**

Installing TotalFlow BatchBuilder

To install TotalFlow BatchBuilder, you need the TotalFlow BatchBuilder installation media.

To install TotalFlow BatchBuilder:

1. Log in to Windows as an Administrator.

2. Insert the TotalFlow BatchBuilder installation media in the drive.
   The installation should start automatically.

   �️ **Note**

   If it is not automatically launched, go to the **Setup** folder on the installation disk and run **setup_x64.exe** .

3. On Windows operating systems, the **[User Account Control]** dialog appears. Click **[OK]**.
   The TotalFlow BatchBuilder splash screen is displayed.

4. Select a language for the installer and click **[OK]**.
   The **[Introduction]** dialog is displayed.

5. Click **[Next]**.
   The **[Try or Register]** dialog is displayed.

6. In the **[Try or Register]** dialog, select one of the two options:

   - I have bought this product and I want to register it.
     Select this option if you have purchased the TotalFlow BatchBuilder software and want to install the permanent license.

     ⭐ **Important**

     Make sure that you have the email with the Entitlement ID (EID) that you received from your service representative.

   - I want to try this product.
     Select this option if you want to use the TotalFlow BatchBuilder software in trial mode. You have 60 days to evaluate the product before it stops working. At any time during trial mode or after the trial mode ends, you can purchase and register the TotalFlow BatchBuilder software.

   The **[License Agreement]** dialog is displayed.

7. In the **[License Agreement]** dialog:

   1. Read the license agreement.

   2. Click **[I accept the terms of the License Agreement]**.

   3. Click **[Next]**.

8. If you choose to try the product, the **[Try]** dialog is displayed. Click **[Next]**.

   If you choose to register the product, the **[Register]** dialog is displayed.

   You can register the TotalFlow BatchBuilder software manually using the self-service website:

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1. Go to the EMS website at https://www.ricohsoftware-entitlements.com/ems/customerLogin.html.

2. In the **[Login Using]** field select **[EID]**, if it is not already selected.

3. In the **[EID]** field, enter the **EID** that you received from your service representative by email.

4. Click **[Login]**.

   You see the license activation program under **[Associated Product and Features]**.

5. Expand the **[Associated Product and Features]** section.

   To see all the extensions that you will activate, also expand the **[List of features associated]** section.

6. Click **[Activate]**.
   You see the **[Activate Product(s)]** dialog box.

7. Enter or paste the system fingerprint for the computer where TotalFlow BatchBuilder is installed into the **[Client 1 info]** field and click **[Generate]**.
   A license key is generated. It is displayed on the screen and sent to the email address in the **[Contact]** field.

8. Click **[Save to file]** to save the license key on your computer.

   The license key is called `lservc`. The save procedure and the file type are different depending on the browser.

   Make sure that you remember the folder where you saved the license key file.

9. To send the license key to someone else by email, click **[E-mail]**, enter the email address of the recipient and click **[Send]**.

10. Click **[Close]**.

11. Log out of the license activation website.

12. In the **[Register]** dialog, click **[Browse]**, navigate to the license key file, and click **[Open]**.

13. Click **[Next]**.

The **[Choose install folder]** dialog is displayed.

9. In the **[Choose install folder]** dialog:

   1. **Optional:** To change the default installation folder, click **[Choose]**. Navigate to the folder where you want to install TotalFlow BatchBuilder and click **[OK]**.

      Note

      - If you accept the default installation folder and `C:\Program Files\RICOH\TotalFlow BatchBuilder` does not exist, the installer creates it.

      - If you want to restore the default installation folder, click **[Restore Default Folder]**.

      - Make sure that the install path for TotalFlow BatchBuilder contains only characters from the same code page as the operating system.

      - Make sure the specified install location contains the recommended disk space for installing and running TotalFlow BatchBuilder. For more information, see "Computer Requirements", p. 9

   2. Click **[Next]**.

The **[Choose shortcut folder]** dialog is displayed.

10. In the **[Choose shortcut folder]** dialog:

    1. Select where you want to create the product icons:

        In a new Program Group

        You can edit the name of the new program group.

        In an existing Program Group

        Select the program group from the list.

        In the Start Menu

        Select this option if you want to place a shortcut icon in the Start Menu.

        On the Desktop

        Select this option if you want to place a shortcut icon on the Desktop.

        In the Quick Launch Bar

        Select this option if you want to place a shortcut icon in the Quick Launch Bar.

        Other

        Type in the folder path where you want to place the shortcut icon or click **[Choose]** and manually select a folder.

        Do not create icons

        Select this option if you do not want to create any shortcut icons.

        ⬇️Note

        If you want to create icons for all the users, select the **[Create Icons for All Users]** checkbox.

    2. Click **[Next]**.

    The **[Configure ports]** dialog is displayed.

11. In the **[Configure ports]** dialog, you can change the default port numbers for the TotalFlow BatchBuilder web server and the database server. Click **[Next]**.

    The **[Choose Units of Measure]** dialog is displayed.

12. In the **[Choose Units of Measure]** dialog, you can set the Measurement System you want TotalFlow BatchBuilder to use. Select the Imperial Measurement System or the Metric Measurement System from the list. Click **[Next]**.

    The **[Preflight setup]** dialog is displayed.

13. In the **[Preflight setup]** dialog, you can select between the preflight internal to TotalFlow BatchBuilder and an external preflight software.

    1. The **[Preflight setup]** dialog is displayed.

    2. Select one of the following configurations: **[Preflight files using Batch Builder's internal Preflight Software]** or **[Preflight files using external preflight software]**.

🔸**Note**

The preflight feature is available for purchase or by using a trial version.

    3. Click **[Next]**. The **[Input default user information]** dialog is displayed.

14. In the **[Input default user information]** dialog:

    1. Enter a user name, a password, and the password confirmation for the default user.

    2. Click **[Next]**.

    The **[Pre-installation summary]** dialog is displayed.

15. Review the information in the **[Pre-installation summary]** dialog and click **[Install]**. The TotalFlow BatchBuilder software is installed and activated.

16. The **[Install complete]** dialog displays the installation report. Click **[Done]** to finish the installation procedure of TotalFlow BatchBuilder.

The default web browser opens and you can see the TotalFlow BatchBuilder user interface.

★ Important

- If you install multiple software on the same server where TotalFlow BatchBuilder is installed, make sure you increase the system hardware so that the system satisfies the sum of all individual hardware requirements. To view the system requirements, go to Computer Requirements, p. 9.

- The maximum amount of jobs retained within the system is currently approximately 30000. If you exceed this value, the system might experience delays in displaying information. Adjust the retention time properly for batches and orders.

- Due to file system security constraints, if you intend to use TotalFlow BatchBuilder with **[Ultimate Impostrip®]** on the same server, it is recommended to install these two applications on a different location than the one where **[Program Files]** and Windows folders are located. For example, use a **D:** drive for these two programs if you have Windows operating system installed on **C:** drive. To complete the configuration process, after installing TotalFlow BatchBuilder, go to **Admin → Features → Imposition**, insert or browse the directory path where **[Ultimate Impostrip® Root Folder (Directory Path)]** is installed, enable the **[Ultimate Impostrip®]** toggle and, in the **[Mapping]** tab, select the **[Co-location]** checkbox.

- If you installed TotalFlow BatchBuilder and **[Ultimate Impostrip®]** on the same drive where the **[Program Files]** and Windows folders are located, do not select the **[Co-location]** checkbox. First, configure **[Ultimate Impostrip®]** to have the input hot folders and **[Impostrip\XmlInput]**, **[Impostrip\AuditFiles]** saved on a separate drive from the one containing the **[Program Files]** and Windows folders. Secondly, in TotalFlow BatchBuilder, go to **Admin → Features → Imposition → Mapping** and make sure that **[PDF to be Imposed]** and **[Imposed PDF]** are saved on a separate drive from the one containing **[Program Files]** and Windows folders.

- The interaction implemented between TotalFlow BatchBuilder and **[Ultimate Impostrip®]** relies completely on file exchange, without API, as follows:

1. TotalFlow BatchBuilder prepares the PDF file into the PDF input folder of **[Ultimate Impostrip®]**, using the service user account.

2. TotalFlow BatchBuilder writes an XML ticket file into the XML hot folder of **[Ultimate Impostrip®]**, using the service user account.

3. **[Ultimate Impostrip®]** reads the XML ticket, reads the PDF and starts processing, placing the output into the PDF output location. All these actions are performed under the user that created the **[Ultimate Impostrip®]** account.

4. When the process is complete, **[Ultimate Impostrip®]** writes an Audit file that provides an evaluation of the process.

5. **[Ultimate Impostrip®]** monitors the Audit folder and whenever the expected Audit file is ready, TotalFlow BatchBuilder reads the file and takes the imposed PDF from the PDF output location.

- To view more information on **[Ultimate Impostrip®]** go to https://imposition.com/support/.

- To view information on the **Enfocus PitStop Server** version number:

  1. Go to the **[Admin]** section, **[Preflight]** tab, enable and properly configure the **[Preflight]** feature.

  2. In the **[Jobs]** tab, double-click a job to open job properties. In the **[Preflight]** tab, open the document under the **[Preflight Report]** field. If there is no report available, click the **[Run manual preflight]** button.

3. In the generated preflight report, see the **Enfocus PitStop Server** version in the footer of every page and under the **[General File Information]** section.

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

Migrating to the latest version of TotalFlow BatchBuilder

If you already have TotalFlow BatchBuilder installed, you can upgrade to a higher version without uninstalling your existing software.

Before migrating from a previous version of TotalFlow BatchBuilder, it is strongly recommended that you back up the current TotalFlow BatchBuilder installation. For detailed instructions on backing up your TotalFlow BatchBuilder objects and system settings, see the *TotalFlow BatchBuilder User's Guide*.

To upgrade to the latest version of TotalFlow BatchBuilder:

1. Log in to Windows as an administrator.

2. Insert the TotalFlow BatchBuilder installation media in the drive.
   The installation should start automatically.

   ↓Note

   If it is not automatically launched, go to the **Setup** folder on the installation disk and run **setup_ x64.exe** .

3. On Windows operating systems, the **[User Account Control]** dialog appears. Click **[OK]**.
   The TotalFlow BatchBuilder splash screen is displayed.

4. Select a language for the installer and click **[OK]**.
   You see the update confirmation screen. Click **[Continue]**.

5. The **[Introduction]** dialog is displayed. Click **[Next]**.

   If your previous TotalFlow BatchBuilder version was in trial mode, the installation continues and you must choose if you want to try or register the latest version of TotalFlow BatchBuilder. For more information, see "Installing ", p. 13 section of the *TotalFlow BatchBuilder Setup Guide*.

6. If you try to install a new version on the current version where the previous TotalFlow BatchBuilder version is introduced, the installer displays a warning informing you to back up your current TotalFlow BatchBuilder installation. If you already created a back-up, select **[Yes]**, and click **[Next]**.

   ↓Note

   If you do not want to back up your current TotalFlow BatchBuilder installed version, you can still continue with the installation process. Select **[No, but continue anyway]** and click **[Next]**.
   The installation process continues with the next steps. For more information, see "Installing">, p. 13 section of the *TotalFlow BatchBuilder Setup Guide*.

   Before starting the new installed TotalFlow BatchBuilder version, make sure you clear the web browser cache.

⭐**Important**

If you upgraded TotalFlow BatchBuilder to a higher version and you want to restore the system to a previous version on the upgraded system:

1. Uninstall the upgraded version of TotalFlow BatchBuilder.

2. Install the previous version where you created the backup.

3. Use the Restore option to revert to the saved system configuration.

4. Reinstall the upgraded version without uninstalling the previous version.

For more information on Backup/Restore, see the "Backing up and Restoring Data" chapter in the *TotalFlow BatchBuilder User's Guide*.

2

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3. After Installation

- **Installing the License**
- **Configuring Client Computers**
- **Logging into TotalFlow BatchBuilder**
- **Uninstalling TotalFlow BatchBuilder**

Installing the License

When installing TotalFlow BatchBuilder, you can select between the trial license or the permanent license. The trial license lets you use TotalFlow BatchBuilder for 60 days. To continue using TotalFlow BatchBuilder after the trial license expires, you must install a permanent license on the computer where you installed TotalFlow BatchBuilder. The permanent license is valid only on this computer.

⭐ Important

Before you try to install the license, make sure that you have the e-mail with the entitlement ID (EID) that you received from your service representative. You can obtain the license file manually using the self-service website.

The License Key Management Application (LKMA) comes with the TotalFlow BatchBuilder base installation and handles the license types for your TotalFlow BatchBuilder software. You can select or switch between the license types available using the License Key Management Application.

⬇ Note

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

To install the permanent license:

1. Click **Start** → **All programs** → **<Program Group>**TotalFlow BatchBuilder.

   ⬇ Note

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

2. Right-click **[Manage Software Keys]** and select **[Run as Administrator]** to open the application.

3. In the TotalFlow BatchBuilder Licenses main window, click **[Add...]** to add a new license. The "Deploy Software Keys" window is displayed.

4. In the "Deploy Software Keys" dialog, click **[Browse...]**, navigate to the license key file, and click **[Open]**.

5. Click **[Next]**.
   An information message is displayed:

   - Registration successful if the registration process is successful.

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

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

   1. Click **Start** → **All programs** → **<Program Group>**TotalFlow BatchBuilder.

⬇Note

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

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

⬇Note

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

Configuring Client Computers

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

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

web browser configuration

> To access the user interface, you must install and configure a web browser on each system, including the one where you install TotalFlow BatchBuilder. The following browsers are supported:
>
> - Mozilla Firefox 85 or later (http://www.mozilla.org/en-US/firefox/all.html)
> - Google Chrome 88 or later (https://www.google.com/intl/en/chrome/browser/)
> - Microsoft Edge 88 or later (https://www.microsoft.com/en-us/windows/microsoft-edge)
>
> **⬇Note**
>
> - TotalFlow BatchBuilder is optimized for Mozilla Firefox and Google Chrome.
> - Pop-ups must be enabled for the TotalFlow BatchBuilder application.
> - A PDF reader is required for viewing TotalFlow BatchBuilder job files.
>
> **⭐Important**
>
> If more than one locale is available for a language, for example, English (United Kingdom) [en-GB] and English (United States) [en-US], it does not matter which locale you choose.

URL for accessing the user interface

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

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

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

User login name and password

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

Rights

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

Configuring Microsoft Edge

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

⤓Note

This procedure shows how to configure Microsoft Edge on Windows 10. There are minor differences in other releases of Microsoft Edge and Windows.

To configure Microsoft Edge:

1. Go to **Windows Control Panel** → **Network and Internet** and select **[Internet Options]**.

   You see the Internet Options dialog. It is open to the General tab.

2. Under **[Browsing history]**, click **[Settings]**.

   You see the **[Website Data Settings]** dialog and **[Temporary Internet Files]** tab.

3. Under **[Check for newer versions of stored pages]**, select **[Every time I visit the Web page]** and click **[OK]**.

4. In the Internet Options dialog, click **[Security]**.

   You see the Security tab.

5. In the Security tab, select the **[Internet]** zone and click **[Custom level]**.

   You see the Security Settings – Internet Zone dialog.

6. Make sure that **[Enable]** is selected for **[Allow META REFRESH]** in the Miscellaneous section.

7. Make sure that **[Enable]** is selected for **[Active scripting]** in the Scripting section.

8. Make sure that **[Enable]** is selected for **[Font download]** in the Downloads section.

9. Click **[OK]**.

10. In the Internet Options dialog, click **[OK]**.

Configuring Mozilla Firefox

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

⤓Note

This procedure shows how to configure Firefox on Windows 10. There are minor differences in other releases of Firefox and Windows.

To configure Mozilla Firefox:

1. Open a Mozilla Firefox page.

2. In the address bar enter `about:config` and press **Enter**.

3. Click **Accept the Risk and Continue**

4. In the search bar at the top of the page type `javascript` and make sure that `javascript.enabled` is `true`.

Configuring Google Chrome

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

⬇Note

This procedure shows how to configure Google Chrome on Windows 10. There are minor differences in other releases of Google Chrome and Windows.

To configure Google Chrome:

1. Go to **Settings** → **Privacy and Security**.
2. Click **Cookies and other site data**.
3. Under **Sites that can always use cookies**, click **Add** and enter the TotalFlow Batch Builder web address.
4. Click **Site Settings**.
5. Under **Content** make sure that **[JavaScript]** is allowed.

Switching to External or Internal Preflight

After installing TotalFlow BatchBuilder, you can switch between the preflight internal to TotalFlow BatchBuilder and an external preflight software.

Before switching to external or internal preflight, make sure all data in the **[Admin]** section, **Preflight** tab is stored when changes are made.

To switch to internal preflight software or external preflight software:

1. Access the **Program Files** → **RICOH** → **TotalFlow BatchBuilder** → **bin**.
2. Run script **switch- preflight.bat file**.
   A warning message appears.
3. If you are using the external preflight, type **[Yes]** after the following message:

   • **[Currently, the preflight feature is using EXTERNAL preflight software. Do you want to switch to the INTERNAL preflight software (yes/no)?]**
4. If you are using the internal preflight, type **[Yes]** after the following message:

   • **[Currently, the preflight feature is using INTERNAL preflight software. Do you want to switch to the EXTERNAL preflight software (yes/no)?]**

↓Note

- The **[Admin]** tab for the Preflight displays the appropriate settings based on configuration.

- If you switch configuration, the Preflight feature becomes disabled. You must re-enable the Preflight after the switch.

- Before switching to internal or external Preflight, all the data in the **[Admin]** setup should be stored in order to keep all the previous configurations.

- During the Preflight switch, TotalFlow BatchBuilder is restarted.

Logging into TotalFlow BatchBuilder

After the installation procedure is completed, you can log into TotalFlow BatchBuilder from the server or from client workstations using a web browser.
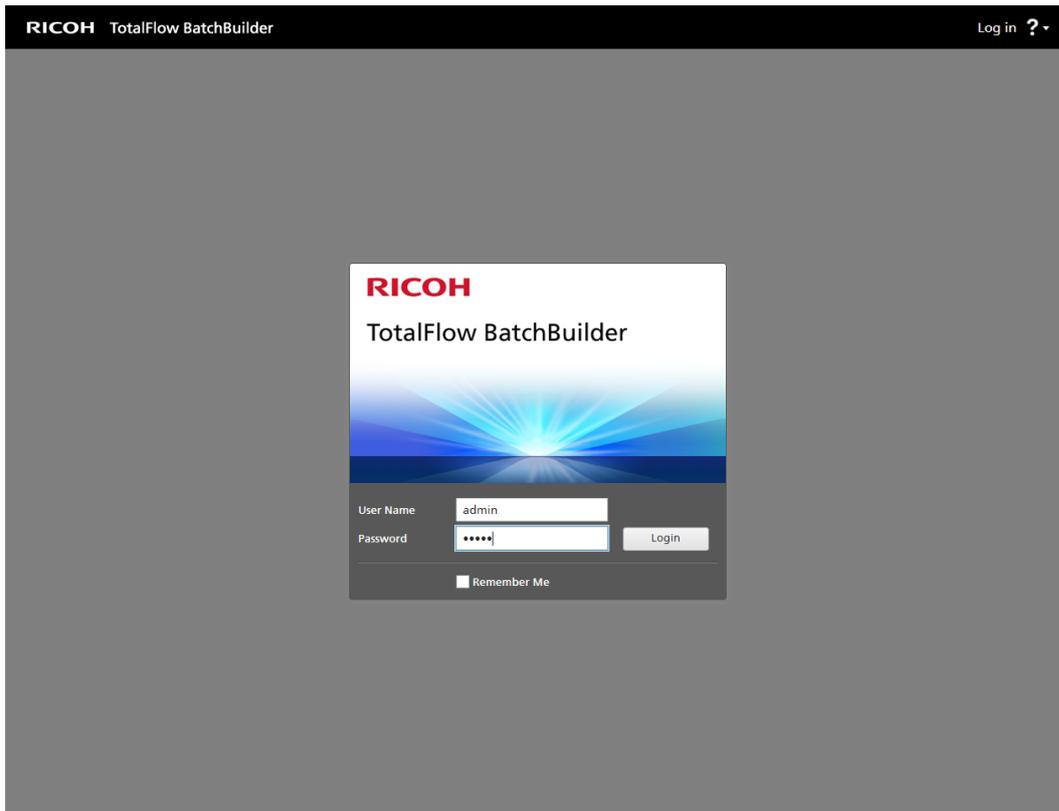
Before you try to log in:

- Make sure that a supported web browser is installed and configured.

- Refresh you web browser.

- Make sure that your firewall is not blocking the ports that you set during the installation.

Logging in from the server

To log into TotalFlow BatchBuilder from the server:

1. Log in to Windows.

2. Go to **Start** → **All Programs** → **RICOH** → **TotalFlow BatchBuilder**.

3. Select TotalFlow BatchBuilder.
   The default web browser opens and you see the TotalFlow BatchBuilder login dialog.

4. Enter your user name in the **[User Name]** field.

   ⭐**Important**

   User names are case-sensitive.

5. Enter your password in the **[Password]** field.

   ⭐**Important**

   Passwords are case-sensitive.

6. **Optional:** To save your login credentials on your preferred web browser, select the **[Remember Me]** checkbox.

7. Click **[Login]**.

Logging in from a client computer

To log in to TotalFlow BatchBuilder from a client computer in your network:

1. Open a supported browser window.

2. Enter this URL in the address bar of your browser:

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

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

3. Enter your user name in the **[User Name]** field.

   ⭐**Important**

   User names are case-sensitive.

4. Enter your password in the **[Password]** field.

   ⭐**Important**

   Passwords are case-sensitive.

5. **Optional:** To save your login credentials, select the **[Remember Me]** checkbox.

6. Click **[Login]**.

Uninstalling TotalFlow BatchBuilder

To remove TotalFlow BatchBuilder:

1. Log in to Windows as an Administrator.

2. Go to **Start** → **All Programs** → **RICOH TotalFlow BatchBuilder**.

3. Select **[Uninstall RICOH TotalFlow BatchBuilder]**.
   You see the **[Uninstall RICOH TotalFlow BatchBuilder]** screen:

4. Click **[Next]**.

5. Select **[Yes]** if you want to keep the data collected by TotalFlow BatchBuilder for further reference or if you reinstall TotalFlow BatchBuilder at a later date. Select **[No]** to delete the collected data. Click **[Uninstall]**.
   You see the **[Uninstall complete]** screen:

6. Select one of these options:

   • **[Yes, restart my system]**, if you want to restart Windows immediately.

     ⬇**Note**

     This option depends on the operating system installed.

   • **[No, I will restart my system myself]**, if you want to restart Windows later.

7. Click **[Done]**.

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