RICOH

RICOH TotalFlow
BatchBuilder™

User's Guide

Version 2.4

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 and General Use of this Application

- The contents of this document are subject to change without notice.

- Some illustrations or explanations in this guide may differ from your application due to improvement or change in the application.

- Some illustrations or explanations vary by product version and options selected.

- This document explains how to use the user interface using examples and illustrations.

- No part of this document may be duplicated, replicated, reproduced in any form, modified, or quoted without prior consent of the supplier.

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.

⭐ Important

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

⬇ Note

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

[Bold]

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

Italic

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

Monospace

`Monospace type` indicates computer input and output.

...

An ellipsis indicates that a series can continue.

Abbreviations

GUI

Graphical User Interface

PDF

Portable Document Format

IP

Internet Protocol

HTTP

3

Hyper Text Transfer Protocol

XML

Extensible Markup Language

XSLT

Extensible Stylesheet Language Transformations

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

• Windows 10:

Microsoft Windows 10 Pro

Microsoft Windows 10 Enterprise

- Windows 11:

  Microsoft Windows 11 Pro

  Microsoft Windows 11 Enterprise

- Windows Server 2016 (Server with Desktop Experience):

  Microsoft Windows Server 2016 Standard

- Windows Server 2019 (Server with Desktop Experience):

  Microsoft Windows Server 2019 Standard

  Microsoft Windows Server 2019 Essentials

- Windows Server 2022 (Server with Desktop Experience):

  Microsoft Windows Server 2022 Standard

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1. Overview of TotalFlow BatchBuilder

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

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

TotalFlow BatchBuilder is a web application that provides pre-printing optimization and allows operators to group job fragments into printable job batches, increasing printing efficiency. TotalFlow BatchBuilder is an efficient job management solution for middle to high end commercial printing. Orders arrive in the TotalFlow BatchBuilder system with different characteristics and in various formats. TotalFlow BatchBuilder allows you to convert order characteristics to job attributes.
TotalFlow BatchBuilder allows you to manage jobs received through input hot folders, edit the jobs, filter and group the jobs into batches based on specific characteristics, and then send them to an output destination for printing.

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

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

TotalFlow BatchBuilder Components

The TotalFlow BatchBuilder product is made up of these components:

TotalFlow BatchBuilder server

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

TotalFlow BatchBuilder user interface

The TotalFlow BatchBuilder user interface is a web browser-based interface that lets you manage the system and all job operations. Users can access the user interface from a supported web browser on a Windows or Mac workstation. The workstation must have one of these web browsers installed:

- Mozilla Firefox (http://www.mozilla.org/en-US/firefox/all.html)

- Google Chrome (https://www.google.com/intl/en/chrome/browser/)

- Microsoft Edge (https://www.microsoft.com/en-us/windows/microsoft-edge)

⬇Note

TotalFlow BatchBuilder is optimized for Mozilla Firefox and Google Chrome.

TotalFlow BatchBuilder HTML User's Guide

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

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

System Objects

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

[Orders]

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

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

[Jobs]

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

[Batches]

A batch is a system object used to group together job files with similar properties. A batch can be created manually or automatically based on predetermined filters. When a batch is created, it is automatically assigned to an output device for processing. A batch contains one or more job files from one or more received orders. You can edit the batch properties, reorder the jobs inside a batch, remove jobs, or add jobs.

[Filters]

Based on specific job attributes, filters select jobs from all the jobs in the system that are not batched. There are five predefined filters in the TotalFlow BatchBuilder system. You can create your own filters and set specific job properties as criteria to select the jobs you want to batch. You can manually create a batch from a filter or a batch is automatically created from a filter using Automation Feature. There are three types of filters: simple, combined, and proof.

[Users]

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

[Alerts]

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

[Inputs]

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

[Outputs]

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

User Interface

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

Supported browsers are:

* Mozilla Firefox (http://www.mozilla.org/en-US/firefox/all.html)

* Google Chrome (https://www.google.com/intl/en/chrome/browser/)

* Microsoft Edge (https://www.microsoft.com/en-us/windows/microsoft-edge)

🔽Note

* TotalFlow BatchBuilder is optimized for Mozilla Firefox and Google Chrome.

* The browser versions listed above are the latest versions tested with TotalFlow BatchBuilder. You can also use the previous two versions of these browsers.

To open the user interface from the server where TotalFlow BatchBuilder is installed, click the **[Start]** button, go to **All Programs** → **<Program Group>** → **TotalFlow BatchBuilder**, and select 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.

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

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

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

Tools and Menu Bar

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

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

* Click 👤 the **User menu** tab to do the following actions:

- – **[Logout...]**
- – **[Change Password...]**
- – **[Manage Job Columns...]**
- – **[Hide Dashboard Footer]**

- Click ?• the **Help** menu button to do the following actions:

  - – Click **[Help]** to view the TotalFlow BatchBuilder User's Guide in HTML format.
  - – Click **[About]** to view the About page of TotalFlow BatchBuilder.

You can do the following tasks from the menu bar:

- Switch between the available sections:

  - – Click **[Jobs]** to view all the jobs in the system.
  - – Click **[Orders]** to view all the orders in the system.
  - – Click **[Batches]** to view all the batches in the system.
  - – Click **[Filters]** to view all the filters in the system.
  - – Click **[Alerts]** to view the current alerts and alert triggers in the system.
  - – Click **[Logs]** to view the log entries with the objects in the system and their actions.
  - – Click **[Admin]** to view the administrator section.

- Search for a specific job in the system. Click in the "Find a job" text field and enter details about the job you want to find.

- Submit orders to the system. Click **[Actions]**, and select **[Submit Order]** to open the **[Submit an Order]** page.

- Scan barcodes using USB scanners. Click **[Actions]** and select **[Scan Barcodes]** to open the **[Scan Barcodes]** page.

- Reprint a job from the system. Click **[Actions]** and select **[Reprint]**.

[Jobs] section

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

The jobs can be sorted by the following columns:

[Order Number]

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

> **⬇Note**

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

[Part Number]

The code that uniquely identifies a job within an order.

[Customer]

The name of the customer who submitted the job.

[Job Name]

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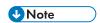
[State]

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

- **[Batched]**: The job is part of a batch. A batch is a group of jobs.

- **[Unbatched]**: The job is not part of a batch and can be batched.

- **[Held]**: The job is paused and waiting for an action from the user.

- **[Missing Imposition]** When jobs are processed by filters and do not match any imposition or imposition exclusion filters, then the jobs are set into the **[Missing Imposition]** state.

  ⬇ Note

  When a job is set to **[Do not impose]**, the jobs state becomes **[Unbatched]** and can be processed by filters.

- **[Waiting for File]**: The job is missing job file information.

- **[Sent]**: The job has been sent to an output device.

- **[Printed]**: The job has been printed on a device.

- **[Imposing]**: The job has been sent for imposition.

- **[Imposed]**: The job has been imposed.

- **[Imposition Error]**: An error occurred during job imposition or the specified imposition timer expired.

- **[Waiting for Related Jobs]**: A job is in the **[Waiting for Related Jobs]** state when another job received with the same order is in **[Waiting for File]** state and the **[Keep orders together]** setting for a hot folder is enabled.

- **[Output Error]**: When a job is in **[Batched]** state and the batch is sent to a disabled output destination or the output destination cannot be reached, the job state is changed to **[Output Error]**.

  ⬇ Note

  If an unknown error occurs after a job has been sent for printing, the job state is changed to **[Output Error]**.

- **[Preflighting]**: The job is in the preflight process and is not available for filters or batches.

- **[Queued for Preflight]**: The job is sent for preflight and is waiting to be processed.

- **[Preflight Error]**: An error occurred during Preflight or the job does not match any preflight filters.

- **[Proof Out]**: A job proof sample was sent for printing and is waiting for approval.

- **[Proof Rejected]**: The job proof was printed and rejected.
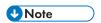
- **[Waiting for File]**: The job file cannot be found in the specified location.
- **[Awaiting Approval]**: When imposition review is enabled, the job is held and you can view and approve the imposed file before sending it to an output.

⬇ Note

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

[Location]

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

⬇ Note

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

[Status Timestamp]

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

[Batch Number]

The number of the batch where the job is assigned.

[Job File]

The original name of the input file.

[File Size]

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

[Create Date/Time]

The date and time when the job was created.

[Due Date]

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

[Pages]

The number of pages of the job.

[Pages per Side]

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

[Customer Quantity]

The quantity ordered by and delivered to the customer.

[Copies]

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

⬇ Note

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

[Sheets]

The number of sheets is determined by the system.

[Reprint Quantity]

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

[Paper Size]

The size of the paper expressed in the measurement set at installation.

[Roll Length]

The physical paper length determined by the system displayed in feet and meters.

[Run]

The estimated time the job needs to be printed.

[Document Page Size]

The width and height of the page.

[Imposition]

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

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

[Paper Name]

The name of the paper used.

[Product ID]

The ID of the product.

[Paper Type]

The type of paper used:

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

[Paper Weight]

The paper weight is expressed in grams/square meter (g/m²) in the metric system, or pounds (lbs) in the imperial system. The value varies based on the paper type and the paper size.

[Paper Color]

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

[Paper Finish]

These are the supported types of paper finish:

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

[1-Sided/2-Sided]

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

[Duplex Mode]

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

[Binding]

These are the supported binding styles:

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

[Spine Size]

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

[Colors]

There are different color printing methods:

- **[None]**
- **[Full Process (4 color)]**
- **[Black & White]**
- **[Full Process plus Spot Color]**

[Product Type]

The type of the product.

[Perforation]

Specifies if the job is perforated or not.

[Drill]

Specifies if the job is drilled or not.

[Coating]

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

[Coating Type]

The type of coating used for the job.

[Coating Surface]

The coating surface used for the job.

[Collation]

Specifies if the job is collated or not.

[Proof]

Specifies if a print sample is required.

[Proof Approval]

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

[Finisher]

The finisher name for the job.

[Output Device]

The digital printing press for the job.

[Imposition Approval]

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

[Output Tray]

1

Specifies the supported JDF values for the output tray.

[Eject Output]

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

[ISBN]

Specifies the ISBN code.

[SKU]

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

[Location]

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

[Ultimate Impostrip® Folder]

Specifies the folder name where TotalFlow BatchBuilder sends the job to be imposed.

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

To create or manage custom job sorting:

1. Click the create/edit button. The **[Sort by:]** dialog is displayed.

2. You can add up to three criteria items from the list or remove some of them. To add a new criteria, click the **[Add Criteria]** button. To remove a criteria, click the **[Remove Criteria]** button. Click the move button, and drag the selection to change the position of a row.

3. To configure a criteria item, select a value from the **[Column]** list and then specify the sorting order.

4. Enter a name for the new custom job sorting.

5. Click **[OK]**.

To rearrange the criteria items at the top of the job list, you can manually drag and drop them. To remove an item from the selected custom sorting, click , the **[Delete]** button.
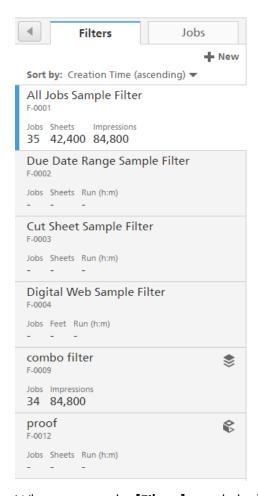
To delete one or more jobs from the list, select the jobs, right-click and select **[Delete Job...]** or **[Delete Jobs...]** from the menu. A confirmation window is displayed. Click **[Yes]** to delete the jobs or **[No]** to cancel the action.

Filters panel

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

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

[Filters]

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

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

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

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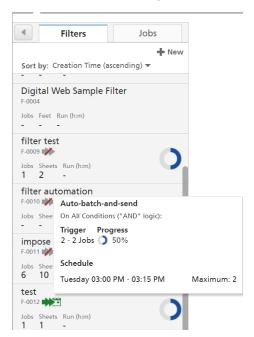
⬇ Note

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

   - ➡ for **[Auto-Batch]**.
   - ➡📅 for **[Auto-Batch]** with Schedule enabled.
   - ⏩ for**[Auto-Batch-and-Send]**.
   - ⏩📅 for**[Auto-Batch-and-Send]** with Schedule enabled.
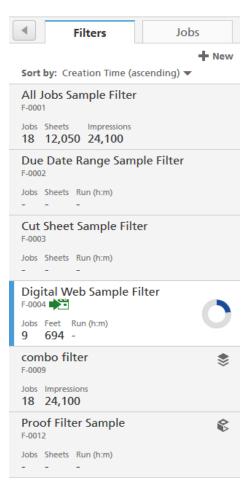
   You can pause an automated filter by clicking the automation icon and selecting **[Disable Automation]**. When an automated filter is paused, you can resume automation by clicking the appropriate icon next to the filter ID and selecting **[Enable Automation]**. The icons displayed when the automation is paused are:

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

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

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

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

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

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

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

click , the view components button.

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

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

- Select **[Properties]** to open the filter edit dialog box and modify the filter properties.

- Select **[Disable Automation]** to pause an automated filter. To resume automation for a filter, select **[Enable Automation]**.

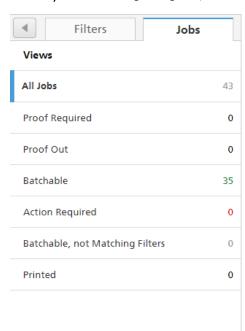- Select **[Create Batch...]** to create a new batch.

Note

- – If the output device is specified in the filter properties, the new batch is automatically created and all the filter jobs are added to the new batch.

- – If the filter output device is not specified, the **[New Batch]** dialog box appears. Select an output destination from the list and click **[OK]** to create the new batch or click **[Send Batch]** to save and send the batch.

• Select **[Duplicate Filter...]** to create a copy of the current filter. The **[New Filter]** dialog box appears. All the properties from the original filter are copied to the new filter. Click **[OK]** to create the new filter and add it to the filter list.

• Select **[Delete...]** to remove the filter from the system.

Note

For more information on the filter status icons, see Icons and Buttons, p. 265.

[Jobs]

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

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

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

The filtering options are:

[All Jobs]

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

[Proof Required]

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

[Proof Out]

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

1

[Batchable]

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

[Action Required]

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

[Batchable, not Matching Filters]

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

[Printed]

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

1. You can remove one or more jobs from a batch using the **[Unbatch]** action, allowing the jobs to display in a matching filter list or to move to another batch. The **[Unbatch]** action can be performed only on jobs that are in a **[Batched]** state and only when the batch is in the **[Batching]** state. If the batch state is changed when an **[Unbatch]** action is performed, the system displays an error.

   To unbatch one or more jobs, select the jobs from the list, right-click, and select **[Unbatch]**.

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

3. You can drag and drop unbatched jobs from the job list into a new batch or add them to an existing batch. If at least one of the selected jobs is not in **[Unbatched]** state, the system displays an error message and the jobs cannot be dropped.

4. Select a job from the list, right-click and then select **[Open Order]** to view the details for the order which contains the selected job.

5. To change the job state, select a job from the list, right-click and then point to **[Set State]**. Choose a job state from the list of system defined states: **[Sent]** or **[Printed]**, or a custom state. You can create the custom state in **[Custom States]** tab under **[Admin]** section.

   ⬇ Note

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

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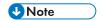
   ⬇ Note

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

7. When a job is in **[Proof Out]** state, you can right-click the job and select **Proof → Reject Proof**. The job state is set to **[Proof Rejected]** and the job is displayed in the **[Action Required]** list in the **[All Jobs]** tab.

8. You can perform these Preflight actions:

1

- Click **Preflight** → **Run Manual Preflight...** to select and apply a preflight profile and a preflight action list.

    🔽 Note

    [PitStop Server Folder]

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

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

- When a job is in **[Preflight Error]** state, you can click **Preflight** → **Ignore Preflight Error** to cancel the preflight error and enable **[Manual Preflight]**. The **[Preflight Error]** job state is removed and you can also upload a new job file.

- When a job is in **[Preflighting]** state, you can right-click the job and select **Preflight** → **Skip Preflight**. This action cancels the preflight process and the job returns to the previous state.

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

10. You can select one or more jobs from the job list.

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

    🔽 Note

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

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

[Batches] panel

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

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

The list of batches is displayed:

1

Batches (1)   **+ New**   ▶

Sort by: Creation tim | Collapse this panel

No batches are being sent.

test batch
B-0003

Jobs	Sheets	Run (H:m)
3	200	0:21

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

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

Batch states

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

- 🟡 — Batches queued at Output

- ⚪ — Batches sending

- 🔺 — Batches in error

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

🡇 **Note**

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

- ➡ for **[Auto-Batch]**.

- ➡📅 for **[Auto-Batch]** with Schedule enabled.

- ⏩ for **[Auto-Batch-and-Send]**.

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

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

- Select **[Properties]** to open the batch edit dialog box and modify the batch properties. This action is enabled only when you select one batch from the list.
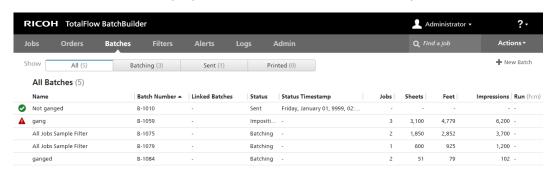
1

- Select **[Print Batch Ticket...]** to print batch details. The batch ticket file is placed as the first job in the batch and the job sequence number for the batch ticket is 0. The batch ticket file is not displayed in the batch detail dialog and does not appear as a job in the user interface. This action is enabled only when you select one batch from the list.

- Select **[Delete Batch...]** or **[Delete...]** to remove one or more batches from the system.

- Select **[Send Batch]** or **[Send]** to send one or more batches for processing to the specified outputs.

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

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

[Batches] section

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

There are four available tabs:

- **[All]** — displays a list of all the batches in the system, regardless of the batch state.

- **[Batching]** — displays a list of all the batches in the **[Batching]** state.

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

- **[Sent]** — displays a list of all the batches in the **[Sent]** state.

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

The batches can be sorted by the following columns:

[Name]

The name of the batch.

[Batch Number]

The system generated batch ID.

[Linked Batches]

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

[Status]

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

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

[Status Timestamp]

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

[Jobs]

The number of jobs in the batch.

[Sheets]

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

[Feet]

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

⬇ Note

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

[Impressions]

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

↓Note

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

[Run (h:m)]

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

[Output Destination]

The specified hot folder destination.

[Estimated Output Speed]

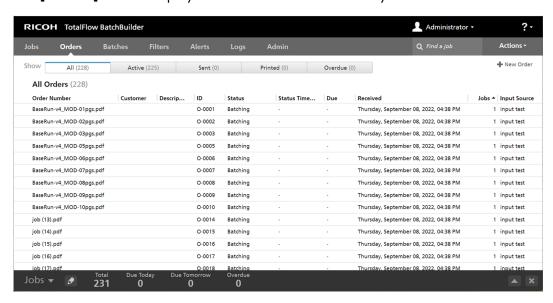The estimated output speed generated by the selected output destination.

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

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

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

[Orders] section

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

There are five available tabs:

- **[All]** — displays a list of all the orders in the system, regardless of the order state. Orders are removed from the system only when the order retention period expires.

- **[Active]** — displays a list of all the orders in the **[Waiting for Files]** and **[Batching]** states.

- **[Sent]** — displays a list of all the orders in the **[Sent]** state.

- **[Printed]** — displays a list of all the orders in the **[Printed]** state, custom states, or mixed states. An order is in **[Printed]** state when all the jobs from the order have been printed.

- **[Overdue]** — displays a list of all the orders in the system with an expired due date.

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

The orders can be sorted by the following columns:

[Order Number]

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

Note

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

[Customer]

The name of the customer.

[Description]

Additional information related to the order.

[ID]

The order ID generated by the system.

[Status]

Usually, the order inherits its status from the jobs in the order. The status displayed is the job status with the lowest importance. This list shows the possible statuses in order from highest importance to lowest.

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

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

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

- **[Held]** — When the job with the highest priority within the order is paused and waiting for an action from the user.

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

- **[Waiting for Files]** — When the job with the highest priority within the order is missing job file information.

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

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

- **[Preflighting]** — When the job with the highest priority within the order is in the preflight process and is not available for filters or batches.

- **[Batching]** — When the job with the highest priority within the order is either in **[Batched]** or **[Unbatched]** state.

- **[Unbatched]** — See Jobs section, p. 14

- **[Imposing]** — When the job with the highest priority within the order has been sent for imposition.

- **[Batched]** — When the job with the highest priority within the order is in **[Batched]** state.

- **[Imposed]** — When the job with the highest priority within the order has been imposed.

- **[Sent]** — When the job with the highest priority within the order has been sent to an output device.

- **[Printed]** — When the job with the highest priority within the order has been printed on a device.

For more details on the description of the status, see **[Batches]** section, p. 28.

⬇Note

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

[Status Timestamp]

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

[Due]
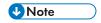
The date and time when the order is due.

[Received]

The date and time when the order was received.

[Jobs]

The number of jobs in the order.

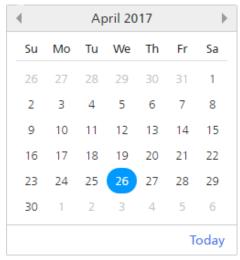**[Input Source]**

The input source for the order.

⬇Note

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

To change the due date for one or more orders:

1. Select the orders from the list.

2. Right-click and select **[Change Due Date...]**.

   The **[Change Due Date...]** window appears.

3. To set the date, type in or select the month, day, and year in the correct format.

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

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

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

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

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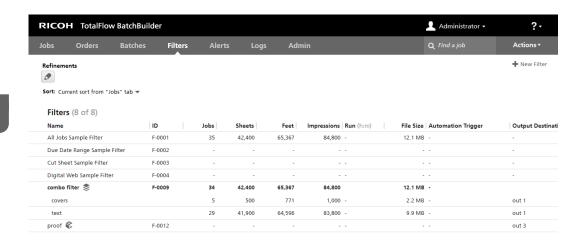
Note

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

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

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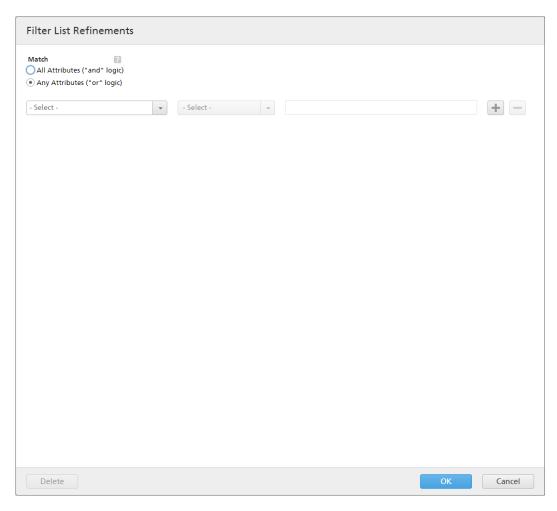
[Filters] section

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

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

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

In the **[Filter List Refinements]** window you can specify how to match the filter list results using one attribute or multiple attributes. Select one of these options:
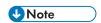
- **[All Attributes ("and" logic)]**

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

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

You can add more attributes from the list or remove some of them. To add a new attribute, click ,

the**[Add Criteria]** button. To remove an attribute, click , the **[Remove Criteria]** button.

To configure the criteria for the list of filters:

1. Select the attribute type from the first list.

    ⬇ Note

    You can select a value from two different attribute categories:

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

    2) The **[Job Properties]** category contains different job attributes.

2. From the second list, select an operator.

3. Enter or select a value for the specified attribute type to complete the criteria.

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

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

To save the configured refinements set, click **[Save Refinement Set]**, enter a name in the text field, and

click **[OK]**. You can also remove specific attributes from the selected refinement set by clicking ![x], the **[Delete]** button. Click **[Save Changes]** to save the refinement set modifications.

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

Click **[New Filter]** and select **[Simple Filter]**, **[Combined Filter]**, or **[Proof Filter]** to create a new filter. See for more information.

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

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

[Automation Icon]

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

[Name]

The name of the filter.

[ID]

The system generated filter ID.

[Jobs]

The number of jobs in the filter.

[Sheets]

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

[Feet]

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

Note

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

[Impressions]

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

[Run (h:m)]

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

[File Size]

The size of all the files from the filter.

[Automation Trigger]

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

[Output Destination]

The specified hot folder destination.

[Expected Output Speed]

The estimated output speed set by the selected output destination.

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

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

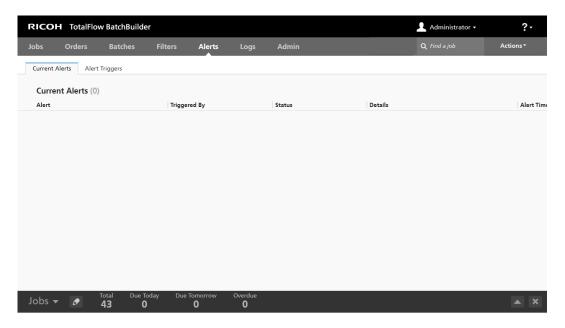To create a copy of a filter, select a filter from the list and then right-click and select **[Duplicate Filter...]**

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

[Alerts] section

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

[Current Alerts] tab

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

The alerts can be sorted by the following columns:

[Alert]

The name of the alert specified in the corresponding trigger.

[Triggered By]

The name of the object the alert was dispatched for.

[Status]

The status of the object when the alert was dispatched.

[Details]

The reason explaining why the alert was dispatched.

[Alert Time]

The date and time when the alert was dispatched.

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

Note

You can choose to open the details window of the object for which the alert was dispatched to view and edit the properties of the object.
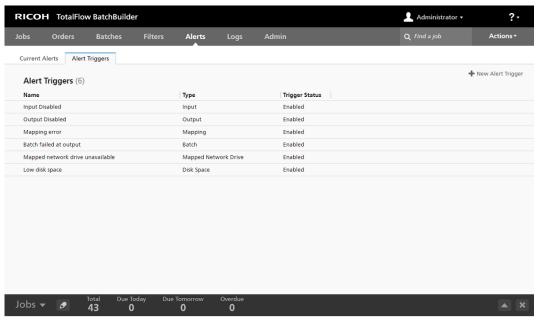
Click **[Dismiss]** to dismiss the alert manually.

To dismiss one or more alerts:

1. Select the alerts you want to remove.

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

[Alert Triggers] tab

The system displays a list of alert triggers.

You can sort the alert triggers by the following columns:

[Name]

The name of the alert trigger.

[Type]

The object type of the alert trigger.
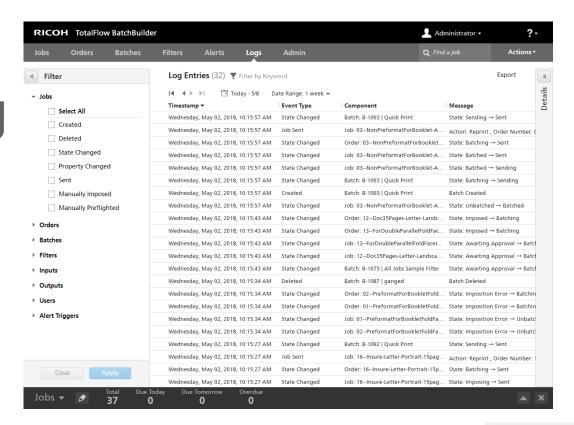
[Trigger Status]

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

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

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

[Logs] section

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

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

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

You can sort the log entries by the following columns:

[Timestamp]

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

[Event Type]

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

[Component]

The type of the object in the log.

[Message]

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

[Issued By]

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

To view the object details in the **[Logs]** section, click an object from the list, then the expand/collapse button for the **[Details]** panel.
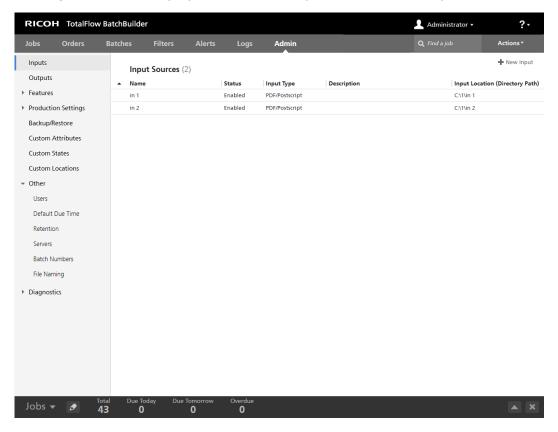
To create display filters for the **[Log Entries]** section, click the **[Logs]** section and in the **[Filter]** panel select the types of actions for the following objects: **[Jobs]**, **[Orders]**, **[Batches]**, **[Filters]**, **[Inputs]**, **[Outputs]**, **[Users]**, and **[Alert Triggers]**.

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

[Admin] section

[Inputs] window

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

[Name]

The name of the input hot folder.

[Status]

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

[Input Type]

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

[Description]

A short description of the input hot folder.

[Input Location (Directory Path)]
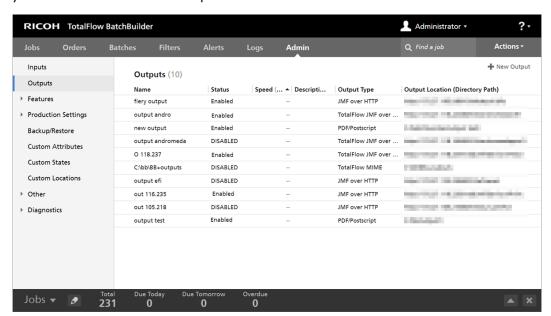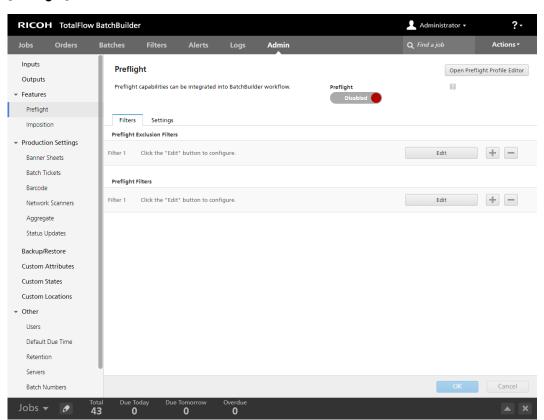
The input hot folder location.

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

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

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

[Outputs] window

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

[Name]

The name of the output hot folder.

[Status]

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

[Speed]

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

🔽 Note

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

[Description]

A short description of the output hot folder.

[Output Type]

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

[Output Location (Directory Path)]

Specifies the output folder location.

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

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

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

[Features] tab

[Preflight] Feature

Preflight capabilities can be integrated into the TotalFlow BatchBuilder workflow using the **[Preflight]** feature.

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

Note

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

[Filters] tab

[Preflight Exclusion Filters]

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

[Preflight Filters]

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

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

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

[Filter Name]

You can specify a filter name.

[Description]

You can enter a filter description.

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

[Match]

Select one of these options:

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

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

To configure the criteria for the filter:

1. Select the attribute type from the first list.

2. From the second list, select an operator.

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

You can select one or more attributes to use as criteria for the filter. To add a new attribute, click [+ icon],

the **[Add Criteria]** button. To remove an attribute from the component criteria, click [- icon], the **[Remove Criteria]** button.
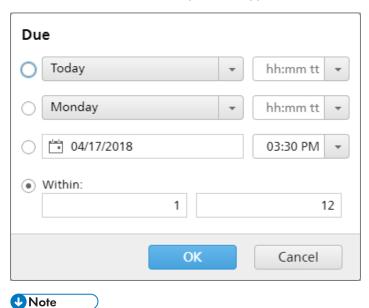
If you want to filter the jobs by a specific date and time, select the **[Due Date]** attribute from the first list. Select **[Is]** or **[Less than or equal]** as an operator from the second list.

Note

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

To set specific values for the date and time click [28 icon], the **Calendar** button. The **[Due]** dialog box appears.:

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

Note

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

2. Click **[OK]**.

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

[PitStop Server Folder]

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

[Settings] tab

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

[Concurrent Preflight Processes]

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

1

⭐**Important**

1. The maximum number of concurrent preflight processes is limited to number of available CPU cores on your machine. To run multiple concurrent Preflight processes, make sure you have the recommended hardware configuration.

2. One CPU core is reserved for the TotalFlow BatchBuilder. One CPU core is required if Ultimate Impostrip® is running on the same machine as TotalFlow BatchBuilder.

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

[Apply Profile]

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

[Action Lists]

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

[Profiles and Action Lists]

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

⬇**Note**

1. The **[Profiles/Actions]** tab is available only for **[Preflight Filters]**.

2. To run a Preflight process, you must specify a **[Preflight Profile]** and/or a **[Preflight Action List]**.

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

You can switch between the Preflight internal to TotalFlow 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 external Preflight software:

1. Access the **Program Files** → **Ricoh** → **TotalFlow BatchBuilder** → **bin**.

2. Right-click script `switch-preflight.bat file` and select `Run as Administrator`. A warning message appears.

3. If you are using the internal Preflight, type yes after the following message:`Currently, the preflight feature is using INTERNAL preflight software. Do you want to switch to the EXTERNAL preflight software (yes/no)?`.

Note

- The **[Admin]** 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.

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

[BatchBuilder-to-PitStop Server Mapping]

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

[Preflight HotFolders]

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

You can add or delete Preflight hot folders. Click the [+] button to add a new Preflight hot folder. Click

[−] button, to remove a Preflight hot folder from the list.

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

[HotFolder Name]

You can specify a hot folder name.

[Input Folder]

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

[REPORTS]

[On Success]

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

[On Error]

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

[PROCESSED DOCUMENTS]

[On Success]

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

[On Error]

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

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

⭐ Important

1. When managing Preflight hot-folders, you are not allowed to delete a preflight hot folder that is referenced by a Preflight Filter or Input.

2. Any change on the PitStop Server side must be carried over in TotalFlow BatchBuilder, otherwise the solution stops working.

3. When changes are made in the configuration of hot folders, all previous data in the **[Admin]** setup should be stored, so that if you switch back to either internal or external Preflight, you can access the previous configuration.

4. When configuring PitStop Server hot folders:

   1) You should not modify the default file-naming settings in the Processing section.

   2) Users should enable report generation for both PDF and XML in the Processing section.

   3) You should configure the hot folder using the Basic Setup option in the Folders section.

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

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

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

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

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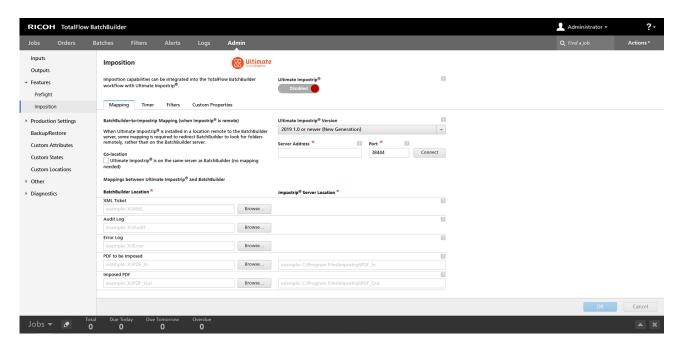
⬇ Note

1. You can define filters that direct incoming jobs to the different PitStop Server hot folders based on filter criteria.

2. Filters created in a specific mode, either internal or external Preflight, are visible only in the mode they were configured.

[Imposition] Feature

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

For information on how to configure Ultimate Impostrip® to connect with TotalFlow BatchBuilder see Configuring Ultimate Impostrip® to Connect with TotalFlow BatchBuilder, p. 95.
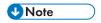
[Ultimate Impostrip®]

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

[Mapping]

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

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

⬇ Note

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

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

[Ultimate Impostrip® Version]

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

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

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

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

[Mappings between Ultimate Impostrip® and BatchBuilder]

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

1

- **[XML Ticket]**: Specify the file path where TotalFlow BatchBuilder places the generated XML Ticket file. The XML Ticket file is generated by the TotalFlow BatchBuilder system for each PDF job file sent for imposition.

- **[Audit Log]**: Specify the file path where TotalFlow BatchBuilder checks for the Audit Log file generated by Ultimate Impostrip® for each PDF job file.

- **[Error Log]**: Specify the file path where TotalFlow BatchBuilder checks for the Error Log file generated by Ultimate Impostrip® for each PDF job file.

- **[PDF to be Imposed]**: Specify the file path where TotalFlow BatchBuilder places the PDF job file sent for imposition.

- **[Imposed PDF]**: Specify the file path where TotalFlow BatchBuilder checks for the imposed PDF job file generated by Ultimate Impostrip®.

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

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

[Timer]

[Imposition Timer]

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

[Filters]

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

[Imposition Exclusion Filters]

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

[Imposition Filters]

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

You can add new imposition filters or remove some of them. Click , the **Add Filter** button to add a new imposition filter. Click , the **Remove Filter** button, to remove a imposition filter from the list.

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

[Filter Name]

You can specify a filter name.

[Description]

You can enter a filter description.

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

[Match]

Select one of these options:

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

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

To configure the criteria for the filter:

1. Select the attribute type from the first list.

2. From the second list, select an operator.

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

You can select one or more attributes to use as criteria for the filter. To add a new attribute, click

, the **[Add Criteria]** button. To remove an attribute from the component criteria, click , the **[Remove Criteria]** button.

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

↓Note

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

To set specific values for the date and time:

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

Note

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

2. Click **[OK]**.

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

[Ultimate Impostrip® Folder]

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

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

Note

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

[Pages per Side]

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

[Imposition]

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

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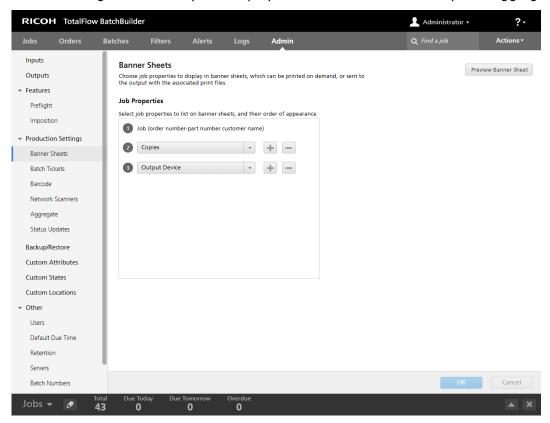
For each `PDF` job file sent for imposition, you can add job properties to the corresponding XML Ticket file. The TotalFlow BatchBuilder job data is exported to Ultimate Impostrip®= and used as Custom Data Fields. For more information, see the Ultimate Impostrip® documentation.

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

[Production Settings] tab

[Banner Sheets] window

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

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

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

Click [✛], the move button, and drag the selection to change the position of a row.
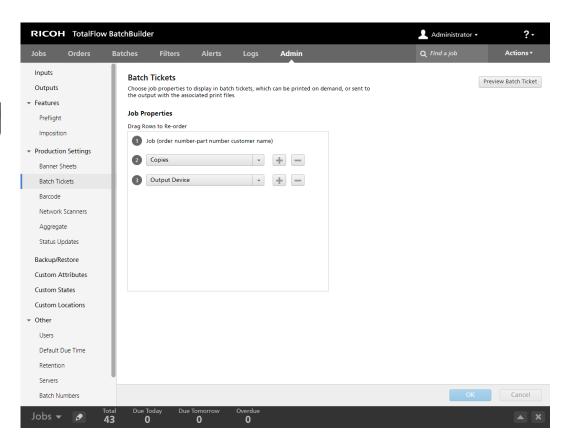
Click **[Preview Banner Sheet]** to display a preview of a job banner sheet containing the selected job properties.

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

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

[Batch Tickets] window

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

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

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

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

For more information, see .

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

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

[Barcode] window

[Barcode]

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

[Batch Number Barcodes]

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

[Custom Job Barcodes]

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

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

[Properties Delimiter]

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

- **-** — dash

- **+** — plus

- **%** — percent

- **$** — dollar

- **.** — period

[Barcode Type]

Select one of these types:

- **[Code 3 of 9]**

- **[QR Code]**

- **[Data Matrix Code]**

🔽Note

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

To save the **[Barcode]** configuration, click **[OK]**.
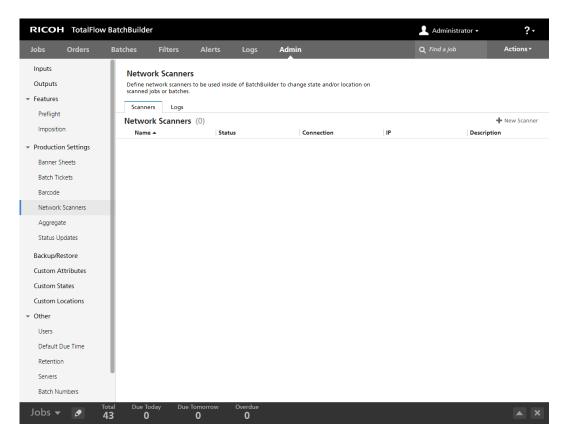
To discard the entered information, click **[Cancel]**.

[Network Scanners] window
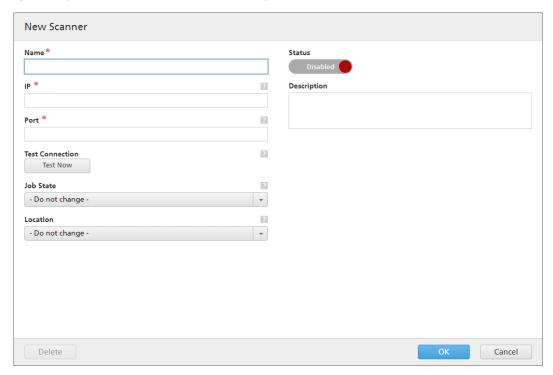
You can define network scanners to be used inside of TotalFlow BatchBuilder to change state and/or location on scanned jobs or batches.

[Scanners] tab

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

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

Enter the required information:

[Name]

Enter the new scanner name in the designated field.

1

[IP]

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

[Port]

Specify the Port number for the new scanner.

[Test Connection]

Click **[Test Now]**, the test connection, to verify if the scanner you want to use is available.

[Job State]

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

[Location]

Select a value from the list of available custom locations.

[Status]

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

[Description]
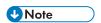
Enter a short description for the new scanner.

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

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

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

⬇ Note
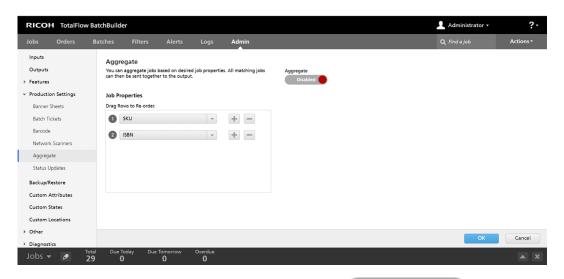
You can create an alert trigger for the **[New Scanner]** in case you scan an incorrect barcode. To create or edit an alert, see Alerts Section, p. 37.

The Network Scanner device used with TotalFlow BatchBuilder has the following specifications:

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

Aggregate window

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

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

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

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

To add a new job property, click ![+]. To remove a job property, click ![−]. You can drag rows to reorder.

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

↓Note

To create a new custom job attribute, go to **[Custom Attributes]** window, p. 64.

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

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

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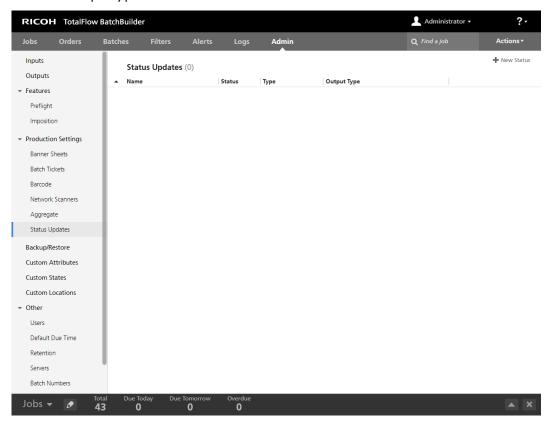
To discard the entered information, click **[Cancel]**.

1

Note

1. You can view information on jobs aggregated together and sent to an output by opening the
   Dashboard from ![up arrow], the **[Expand Dashboard]** button. Select **Output/Print Queue** → **Print Queue**. The hover information on an aggregate job displays the original data at the moment when the aggregate job was sent. To open a job list of an aggregate job from the dashboard, right-click the job bar representation and select **[View Jobs]**. The data displayed in the job list represents the current state of the job including any modifications to the jobs since the job was sent.

2. You can enable or disable job aggregation from the Batch properties dialog. Right-click an aggregate job to **[View File...]**, **[Reprint]**, **[Set State]**, or **[Set Location]**.

3. You can also enable or disable job aggregation from the **[Quick Print]** dialog and **[Reprint]** dialog.

4. You can enable aggregation in order to configure aggregation at the filter level as well. Filters can be configured to automatically aggregate matching jobs in the created batch.

[Status Updates] window

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

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

[Name]

The name of the status update.

[Status]

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

[Type]

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

[Output Format]

The output type can be: CSV or XML.

🔽Note

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

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

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

[Name]

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

[Status]

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

[Type]

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

[Output Type]

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

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

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

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

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

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

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

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

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

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

[Sample XML]

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

[Mapping File]

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

[Output XML File Extension]

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

[Output Location]

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

[CSV Output]

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

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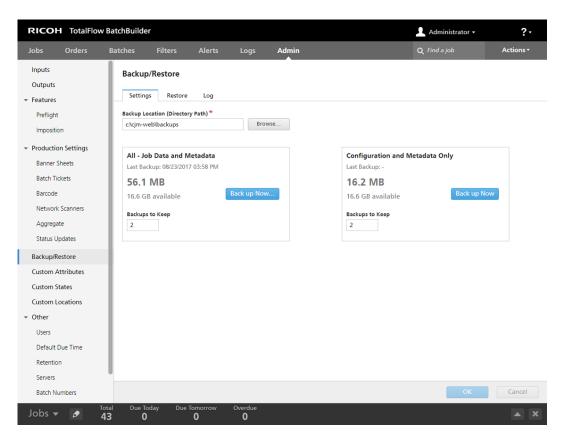
From the list of available outputs, select the outputs you want to be used as trigger for the XML or CSV properties file. When the state of a batch changes to **[Sent]**, the TotalFlow BatchBuilder system sends an XML or CSV file containing batch information to a specified location.

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

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

[Backup/Restore] window

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

You can also manually back up and restore TotalFlow BatchBuilder data. For more information, see Backing up and Restoring Data, p. 257.

[Settings] tab

> **[Backup Location (Directory Path)]**
>
> Type in or select a folder where you want to store the TotalFlow BatchBuilder data.
>
> You can choose to perform backup for either **[All - Job Data and Metadata]**, including all orders, all jobs, and all batches, or **[Configuration and Metadata Only]**, that does not include any order, job or batch. Each option displays the date of the last performed backup, the size of the selected data, the available disk space on the selected location, and the number of backups stored by the system.
>
> Click **[Back up Now...]** to perform the selected backup manually.
>
> **⬇Note**
>
> If you select back up or restore for **[All - Job Data and Metadata]**, you are logged out of the system and cannot log in until the process ends. The system shows the progress status and displays a notification message when the back-up or restore process is finished.
>
> Click **[OK]** to save any changes or click **[Cancel]** to discard changes and close the **[Backup/ Restore]** window.

[Restore] tab

> You can select from a list of all the available backups to restore TotalFlow BatchBuilder data. The list can be sorted by these columns:
>
> - **[Timestamp]** — The date and time when the backup was created.

- **[Data]** — The type of data stored.
- **[Type]** — The type of backup: Manual or Scheduled.
- **[Size]** — The size of the stored data.

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

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

2. You can restore the system to a previous state only if the backup is from the same product version as the currently installed TotalFlow BatchBuilder version.

[Log] tab
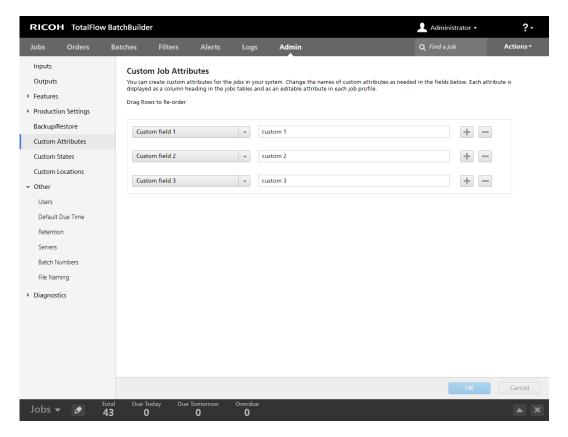
The system shows a list of all the backup actions performed:

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

⭐ Important

- Restoring **[Configuration and Metadata Only]** should be performed with caution, only in one of the following situations:

  – after a clean installation

  – when there are no batches

  – when the selected metadata is an extension of the current metadata (that is, all current inputs and outputs are included in the backup that needs to be restored)

- To avoid system errors after restoring **[Configuration and Metadata Only]**, it is important to have the following requirements:

  – any input requested by existing orders to be found in the selected metadata

  – any output requested by existing batches to be found in the selected metadata

  – any custom job attribute/state/location requested by existing jobs to be found in the selected metadata

[Custom Attributes] window

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

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

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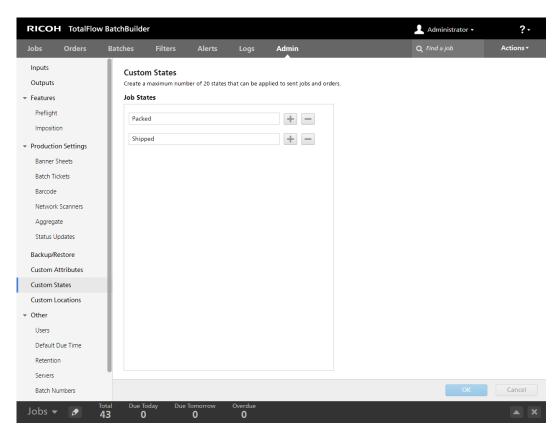
You can reorder the list of custom attributes by dragging and dropping the attribute rows.

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

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

[Custom States] window

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

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

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

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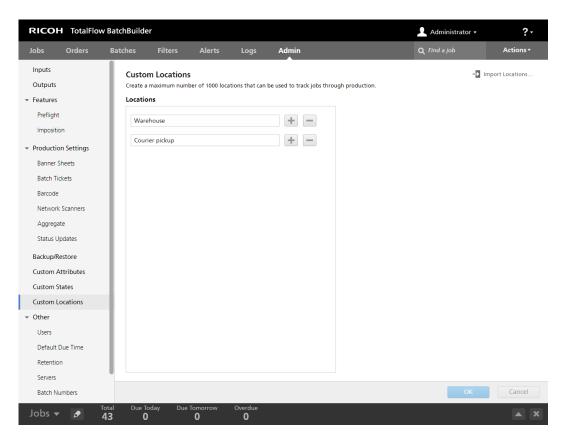
- You can select custom states only for the jobs that have been sent.

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

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

[Custom Locations] window

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

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

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

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

To import custom locations from a CSV file:

1. Click ![Import Locations icon] **Import Locations...** , the **[Import Locations]** button.

2. Click **[Browse...]** and select a CSV file you want to upload. The TotalFlow BatchBuilder system imports the custom locations from the CSV file when the **[IMPORT]** button is pressed.

3. Click the **[First Row Contains Field Names]** checkbox if the specified CSV file contains field names.

4. To save the custom changes, click **[IMPORT]** , to discard changes, click **[Cancel]**.

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

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

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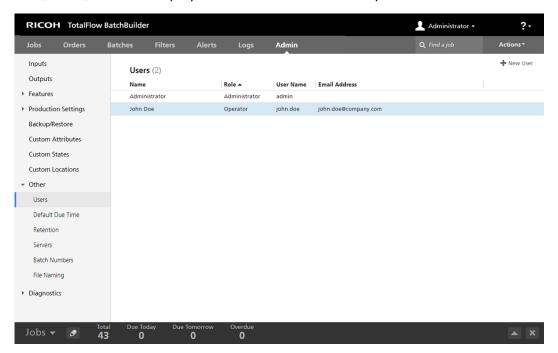
- You can select custom locations only for the jobs that have been sent.

66

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

[Other] tab

[Users] window

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

[Name]

The first name and the last name of the user.

[Role]

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

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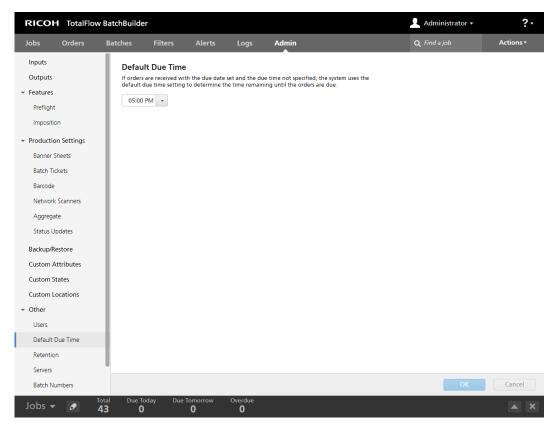
[User Name]

The **[User Name]** is used to login into TotalFlow BatchBuilder from the Graphical User Interface (GUI).

[Email Address]

The user's email address.

[Default Due Time] window

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

To set the **[Default Due Time]**:
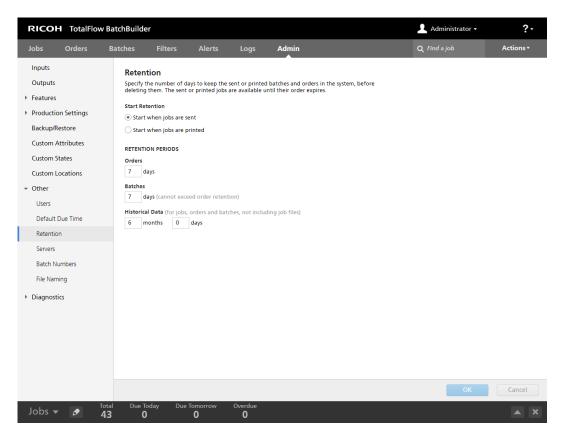
1. Click in the text field. The system displays the time selection menu.

2. You can select the hour and the minutes from the list.

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

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

[Retention] window

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

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

- 7 days for orders

- 7 days for batches

⬇ Note

- The specified retention period applies to all the current orders and batches in the system and to all the orders and batches that will be created.

- The retention period for batches must be shorter than the retention period for orders.

- If the retention period is set to 0 days, all the sent or printed orders and batches are deleted from the system.

Specify the number of months and days to set the retention period of the stored **[Historical Data]** for jobs, orders, and batches. The default value for the **[Historical Data]** retention period is 6 months. The job, order, and batch properties are stored as **[Historical Data]** in a database. The job files are not included. The information is available for viewing in the TotalFlow BatchBuilder dashboard.
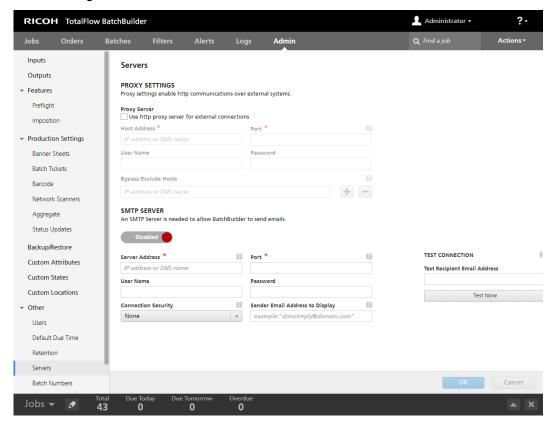
In the **[Jobs]** section, open the **[Filters]** panel and click the **[Jobs]** tab to view the list of all the jobs in the system, including the jobs from the retained orders and batches.

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

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

[Servers] window

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

[PROXY SETTINGS]

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

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

[Host Address]

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

[Port]

Specify the port number for the proxy server.

[User Name]

Enter a valid user name for the proxy server.

[Password]

Enter the password for the specified user name.

[Bypass/Exclude Hosts]

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

[SMTP SERVER]

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

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

[Server Address]

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

[Port]

Specify the port number for the SMTP server.

[User Name]

Enter a valid user name for the SMTP server.

[Password]

Enter the password for the specified user name.

[Connection Security]

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

[Sender Email Address to Display]

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

[TEST CONNECTION]

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

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

[Batch Numbers] window
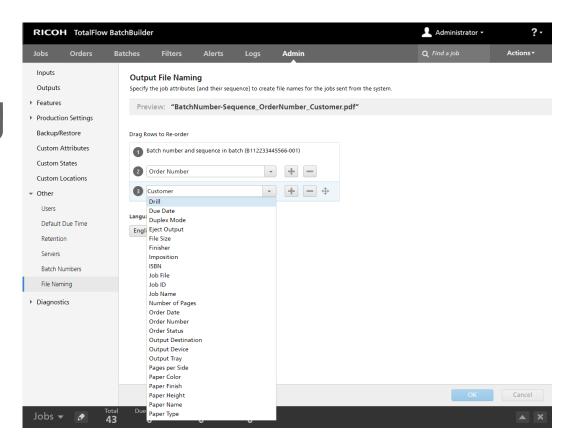
Specify a value that represents the starting batch number. The system assigns the specified number to the next batch created.

[Batch Number:]

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

[File Naming] window

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

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

[Preview:]

The system displays a preview for the job file name.

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

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

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

[Language]

You can select the language you want the system to use from the list. When generating the job file name, the system uses the selected language to apply the localization for the specified attributes. The selected language is also used when you generate batch tickets, or banner sheets.
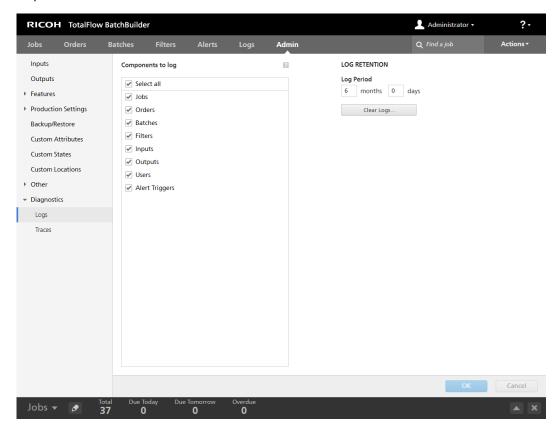
To save the **[Output File Naming]** configuration, click **[OK]**.

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

[Diagnostics] tab

[Logs] window

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

[Components to log]

You can select or deselect objects from the column.

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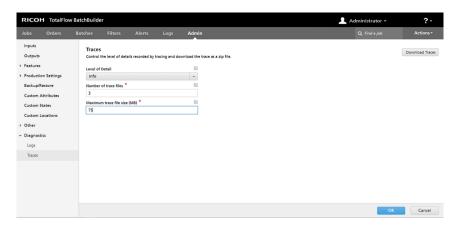
In the **[Log Period]**, select the number of months and days for the log retention.

[Clear Logs...]

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

[Traces] window

You can control the level of details recorded by tracing and download the trace as a zip file. Click the **[Traces]** window if errors occur when operating as administrator, operator, or customer.

[Level of Detail]

> You can select one of the following levels of information detail you want to record in the trace files:

> - **[Severe]**
> - **[Warning]**
> - **[Info]**
> - **[Configuration]**
> - **[All]**

> When the level of details added into the tracing file is too high, the system might experience a slow performance.

[Number of trace files]

> You can specify the number of trace files you want to maintain.

> When the maximum size is reached, the system deletes the oldest trace file from the set and creates a new one to store the information.

[Maximum trace file size (MB)]

> You can specify the maximum size for a trace file in MB.
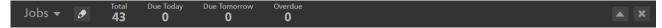
To download the trace as a zip file, click **[Download Traces]**.

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

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

Dashboard Footer

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

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

The dashboard footer displays modules containing this information:

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

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

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

Note

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

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

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

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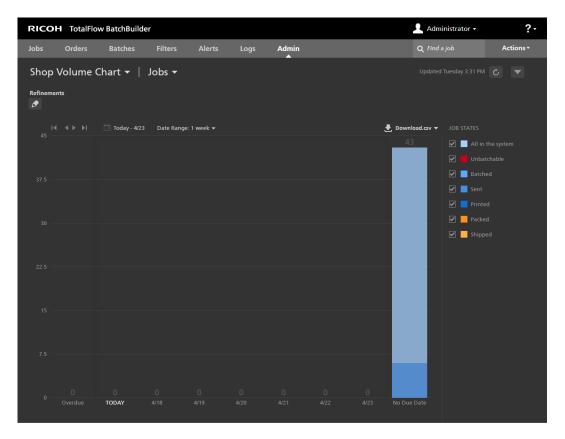
To open the Dashboard Extended Window, click , the **[Expand Dashboard]** button.

Dashboard Window

This section describes the Dashboard Extended Window.

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

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

The system displays the **[Shop Volume Chart]** in the Dashboard Extended Window. From the second

menu, click and select to view the chart information for either jobs or impressions. Each bar in the chart displays the number of jobs or impressions that are due for a specific day of the week. The number of jobs/impressions that are overdue are displayed in the first bar from the left. The number of jobs/ impressions without an assigned due date is also displayed in a separate bar on the right.

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

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

The information is refreshed automatically in the following situations:

- When you open the Dashboard Extended Window.
- When you log into TotalFlow BatchBuilder.
- When you edit the refinements.
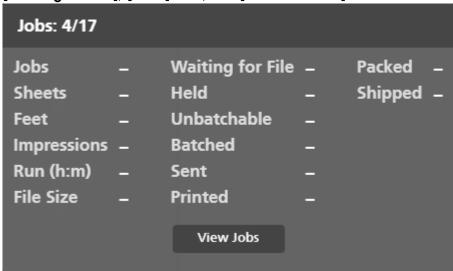
You can manually refresh the data displayed in the **[Shop Volume Chart]**, the timestamp, and footer

chart information by clicking , the **[Refresh]** button.

You can download a file containing all the job information displayed in the Shop Volume Chart by clicking **[Download.csv]**.
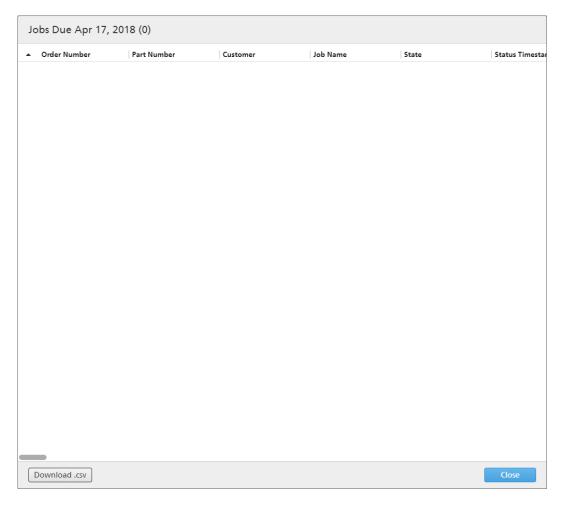
The system displays the date and time of the last chart information update.

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

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

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

1

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

Download .csv   Close

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

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

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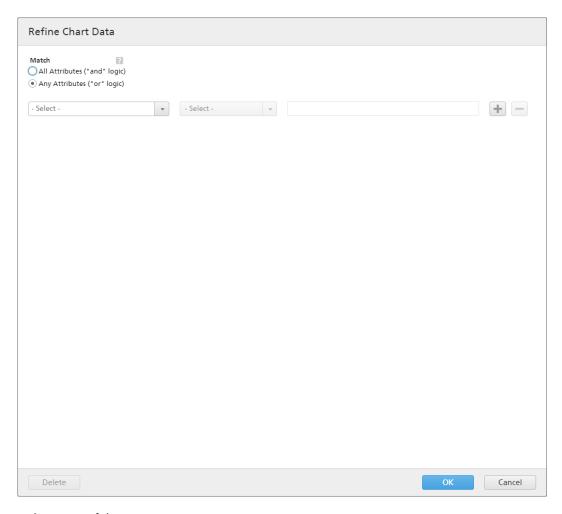
You can filter the information displayed in the Shop Volume Chart by creating refinements.

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

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

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

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

1

Refine Chart Data

Match   [?]
○ All Attributes ("and" logic)
◉ Any Attributes ("or" logic)

| - Select - | ▾ | - Select - | ▾ | | ＋ ー |

Delete   OK   Cancel

Select one of these options:

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

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

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

You can add more attributes from the list or remove some of them. To add a new attribute, click ＋,

the **[Add Criteria]** button. To remove an attribute, click ー, the **[Remove Criteria]** button.

To configure the criteria for the list of jobs:

1. Select the attribute type from the first list.

   📥 Note

   You can select a value from two different attribute categories:

   1) The **[General Properties]** category contains the **[Output Destination]** and **[Order Status]** attributes.

   2) The **[Job Properties]** category contains different job attributes.

2. From the second list, select an operator.

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

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

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

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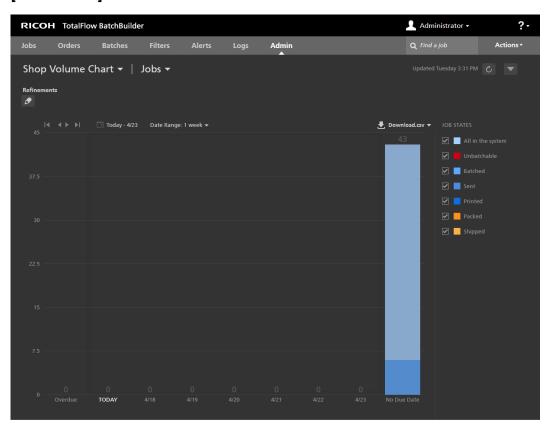
If you want to remove all the refinements and display all the information in the Shop Volume Chart, click , the **[Clear All Refinements]** button. To delete a refinement set permanently, right-click and select **[Delete Saved Refinement Set]**.

[Output/Print Queue] Chart

This section describes the Output/Print Queue Chart from the Dashboard Extended Window.
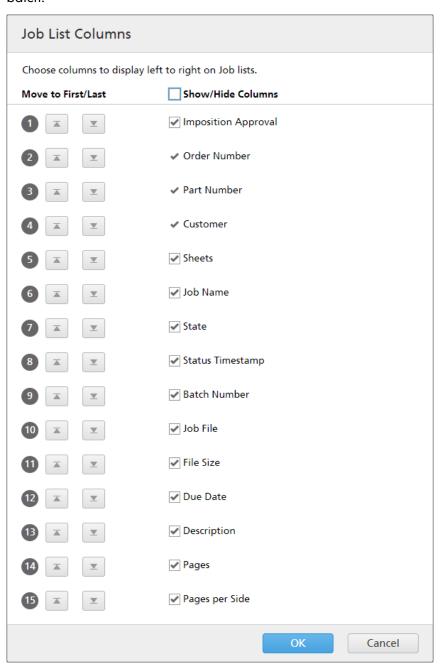
To open the Dashboard Extended Window, click , the **[Expand Dashboard]** button from the Dashboard Footer.

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

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

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jobs in the system. If there are ganged-up jobs sent to an output, the system displays the ganged-up batch.

Job List Columns

Choose columns to display left to right on Job lists.

Move to First/Last   ☐ **Show/Hide Columns**

1   ⊼   ⊻   ☑ Imposition Approval

2   ⊼   ⊻   ✔ Order Number

3   ⊼   ⊻   ✔ Part Number

4   ⊼   ⊻   ✔ Customer

5   ⊼   ⊻   ☑ Sheets

6   ⊼   ⊻   ☑ Job Name

7   ⊼   ⊻   ☑ State

8   ⊼   ⊻   ☑ Status Timestamp

9   ⊼   ⊻   ☑ Batch Number

10   ⊼   ⊻   ☑ Job File

11   ⊼   ⊻   ☑ File Size

12   ⊼   ⊻   ☑ Due Date

13   ⊼   ⊻   ☑ Description

14   ⊼   ⊻   ☑ Pages

15   ⊼   ⊻   ☑ Pages per Side

OK   Cancel

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

- You can change the order of the outputs in the list. Click ✛, the move button, and drag the selection to change the position of a row. The sequence number is updated when the rows are rearranged.

- Click ⊼, the "Move to first" button, to move the selected output name to the top of the list.

- Click ⊻, the "Move to last" button, to move the selected output name to the bottom of the list.

- Click the **[Show/Hide All]** checkbox to either display or hide all the outputs. You can click the checkbox for each output name separately to show or hide the output.

1

- Type in the name of the view in the **[Name]** field and click **[OK]**.

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

The information is refreshed automatically in the following situations:

- When you open the Dashboard Extended Window.

- When you log into TotalFlow BatchBuilder.

- When the job state changes to or from the **[Sent]** state.

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

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

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

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

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

- **[Set Location]**
- **[Delete Job...]**

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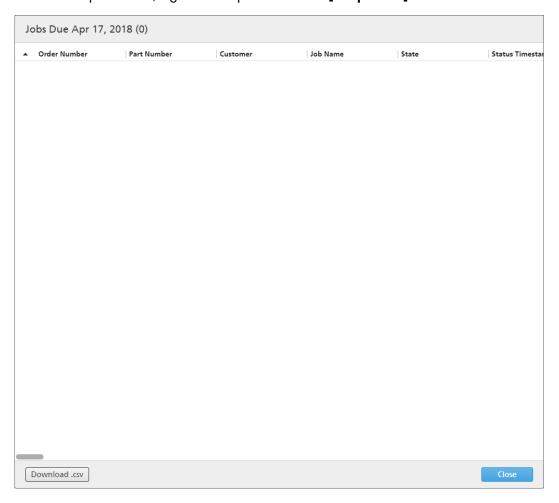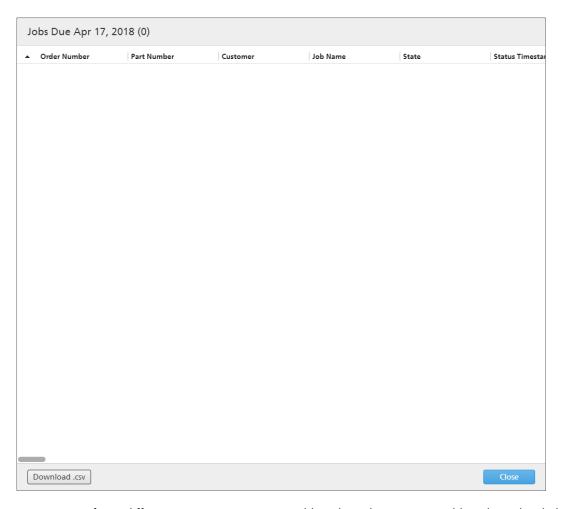
You can perform these actions on an aggregate job, except the **[Reprint...]** action.

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

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

▲ Order Number	Part Number	Customer	Job Name	State	Status Timestar

Jobs Due Apr 17, 2018 (0)

Download .csv   Close

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

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

Download .csv   Close

You can perform different actions on a ganged batch. Select a ganged batch, right-click and choose one of these actions:
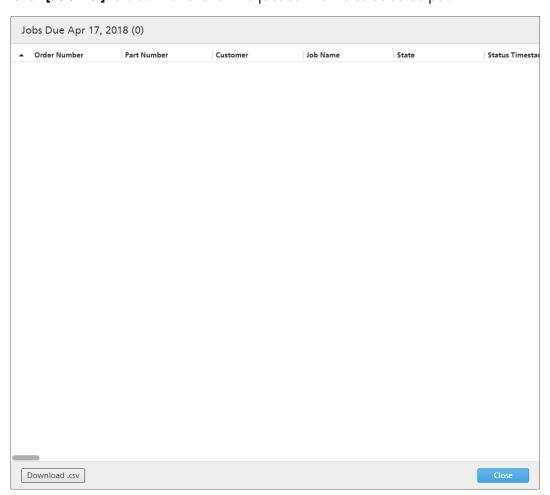
- **[Print Batch Ticket…]**
- **[Properties]**
- **[Resend Batch…]**:
- **[Cancel Send]**
- **[Delete Batch…]**
- **[Mark Batch as "Printed"]**
- **[Mark Batch as "Sent"]**

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

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

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

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

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

2. Configuration

- License Management
- Configuring Client Computers
- Configuring Ultimate Impostrip® to Connect with TotalFlow BatchBuilder

License Management

TotalFlow BatchBuilder License

There are different license types:

Trial

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

Maintenance

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

Permanent

The permanent license has an unlimited period of usage.

⭐ Important

When the host name changes, TotalFlow BatchBuilder switches from the **Maintenance** mode to the grace period mode. After the grace period expires and you want to revert to **Maintenance** mode, go to https://dl.ricohsoftware.com/ and login into the account to retrieve the new license file. After you downloaded the new license file, use the **[Manage Software Keys]** application to add it.

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

If you decide to register your TotalFlow BatchBuilder product, you must purchase a valid license key. Permanent and maintenance license keys are bundled into a single license key file.

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.

87
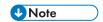
The License Key Management Application (LKMA) comes with the TotalFlow BatchBuilder base installation and handles the license types for your TotalFlow BatchBuilder software. You can select or switch between the license types available using the License Key Management Application.

● 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>**.
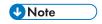
   ● Note

   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>**.

      ● 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.
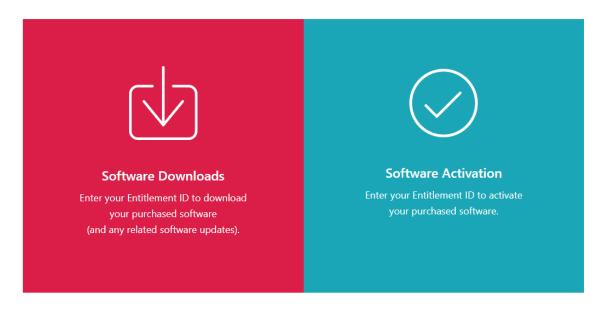
Obtaining a Permanent License File

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

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

1. Make sure that you have the e-mail containing the entitlement ID (EID) that you received from Ricoh.

2. If the computer where :TotalFlow BatchBuilder is installed does not have Internet access:

   1. Do not close the license application on the computer where TotalFlow BatchBuilder is installed.

   2. Log into a computer that has Internet access.

   3. Use the Remote Desktop Connection to connect to the computer where the TotalFlow BatchBuilder is installed.

   4. Log in with the same user name and password that you used when you started the license application.

3. On the computer that has Internet access, go to this Web site: https://dl.ricohsoftware.com.
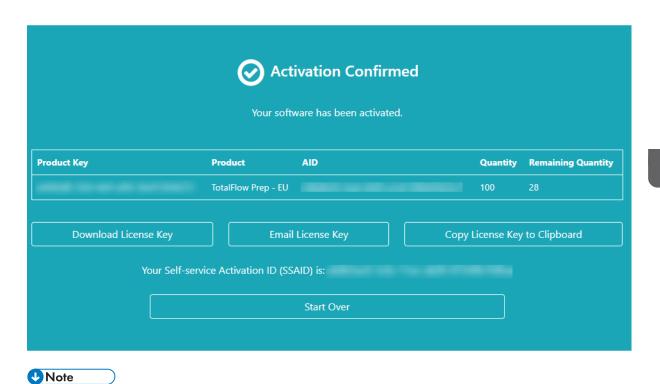
4. Click **Software Activation** on the right side of the screen.

5. In the **Software Activation** dialog, insert the EID and the system fingerprint.
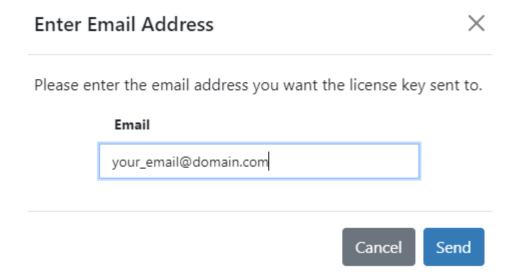
1. Copy and paste the EID from the e-mail you received from Ricoh.

2. In the TotalFlow BatchBuilder license management application, select and copy the 16-character **System fingerprint** that uniquely identifies the computer where TotalFlow BatchBuilder is installed.

3. Return to the Software Activation webpage. Paste the system fingerprint in the **Enter your System Fingerprint** field.

4. Click **Confirm Content**.

6. In the **Activation Content Confirmation** dialog:

   1. Review the confirmation information.

   2. Click **Activate**.

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

2

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

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

8. To e-mail the license key file to someone else, click **Email License Key**.

   1. Type the e-mail address.

   2. Click **Send**.

9. If you are finished, close the browser tab. To restart the process, click **Start Over**.

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

Revoking a license

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

To revoke a license:

1. Open a web browser.

2. Go to https://dl.ricohsoftware.com/.

3. Click the **Self-Service Revoke** button.

4. Under **Revoke By**, select one of the 3 available revoke methods:

    - **Entitlement ID (EID)**

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

    - **Activation ID (AID)**

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

    - **License Key File Upload**

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

5. Depending on your selection from the **Revoke By** list, enter the EID, AID, or upload the key file in the **Enter your EID**, **Enter your AID**, or **Upload Your License File (Max file size, 2 MB)** fields.

6. Enter your company name in the **Company Name** field. Make sure to use the same the company name used in the original EID email.

7. To receive the revoke details, enter your valid business email address in the **Business Email Address** field

8. Click **Submit**.

9. Agree that you have removed any infringing copies of the software and are compliant with product licensing terms.
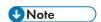
If your request to revoke the license is approved, you receive a notification on the website within the next two minutes. If your request could not be approved automatically and requires review, you receive an email from the reviewer within the next few business days.

Removing a license

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

To remove a license:

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

   🔽 Note

   The default Program Group for the TotalFlow BatchBuilder application is 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 **[Delete]** to remove a license. The **[Confirmation]** window is displayed.

4. Click **[Yes]** to delete the selected license.

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 (http://www.mozilla.org/en-US/firefox/all.html)
> * Google Chrome (https://www.google.com/intl/en/chrome/browser/)
> * Microsoft Edge (https://www.microsoft.com/en-us/windows/microsoft-edge)
>
> 🔽 Note
>
> * Cookies and pop-ups must 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 11. There are minor differences in other releases of Microsoft Edge and Windows.

To configure Microsoft Edge:

1. Click ***, the Settings and more icon, and then **[Settings]**.

2. Click ≡, the Settings menu icon in the top left corner of the page.

3. Select **Cookies and site permissions**.

4. Under **Site permissions** → **All permissions**, make sure that **JavaScript** is **Allowed**.

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 11. There are minor differences in other releases of Firefox and Windows.

To configure Mozilla Firefox:

1. Open a Mozilla Firefox page.

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

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

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

Configuring Google Chrome

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

Note

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

To configure Google Chrome:

1. Click ⋮ the configuration icon, then click **[Settings]**.

   You see the **[Settings]** page.

2. Open the **Privacy and security** tab.

3. Click **Site settings**.

4. Click **[JavaScript]** and select **[Sites can use JavaScript]**.

Configuring Ultimate Impostrip® to Connect with TotalFlow BatchBuilder

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

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

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

To enable these settings:

1. In Ultimate Impostrip® select **Preferences**.

2. Click **XML Configurator**.

3. Select **Enable XML Ticket Input** and **Generate Audit XML File For Every Hotfolder Job**.

Using Ultimate Impostrip® with a Network Driver

To use Ultimate Impostrip® with a Network Driver:

1. In the location where Ultimate Impostrip® is installed, create a network share with four sub-folders:

   - One folder for the XML tickets
   - One folder to hold the audit files generated by Impostrip
   - One folder for the jobs to be imposed
   - One folder for the imposed PDF file

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

   ↓Note

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

2. In Ultimate Impostrip® **Preferences** → **XML Configurator**, point the **Enable XML Ticket Input** and **Generate Audit XML File For Every Hotfolder Job** settings to the XML ticket and audit file sub-folders from the network share that you created at step 1 above.

3. In TotalFlow BatchBuilder, create a network drive that points to the share that you created at step 1 above.

4. On the TotalFlow BatchBuilder **[Imposition]** page:

   • If you are using Ultimate Impostrip®2019 or newer (New Generation), enter the Ultimate Impostrip® port.

   • If you are using Ultimate Impostrip® 10 or older (Legacy Version), enter the Ultimate Impostrip® Root Folder (Directory Path). If Ultimate Impostrip® is not installed on the same machine as your TotalFlow BatchBuilder, type in the network path.

5. In the **[Mapping]** tab, under **[Mappings between Ultimate Impostrip® and BatchBuilder]**, define all the settings using the network drive created a step 3 above. Use the network paths in the **[BatchBuilder Location]** fields and the local paths in the **[Impostrip® Server Location]** fields.

Using Ultimate Impostrip® with Co-location

You can install Ultimate Impostrip® on the same server as TotalFlow BatchBuilder. When you install several applications on the same machine, they must not exceed the resources of the computer.

To use Ultimate Impostrip® when it is installed on the same server as TotalFlow BatchBuilder:

1. On the TotalFlow BatchBuilder server, create these folders:

   • One folder for the XML tickets.

   • One folder to hold the audit files generated by Impostrip®.

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

   ♦Note

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

2. On the TotalFlow BatchBuilder **[Imposition]** page, enter the Ultimate Impostrip® port.

3. Click **[Connect]**.

3. Managing Objects

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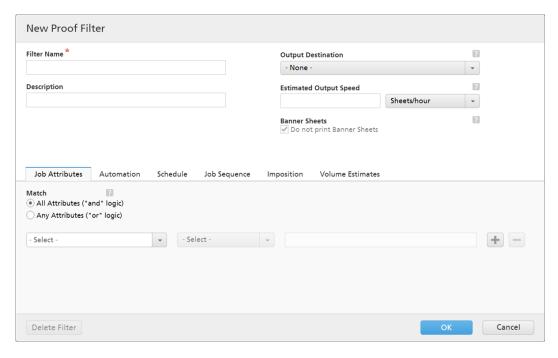
TotalFlow BatchBuilder includes a variety of system objects that you can use.

Creating a new simple filter

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

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

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

Filter properties:

[Filter Name]

Enter a filter name.

[Description]

Enter a short description for the filter.

[Proof Jobs]

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

⬇Note

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

[Aggregate]

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

[Output Destination]

You can select a hot folder destination from the list.

[Estimated Output Speed]

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

[Banner Sheets]

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

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

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

[Job Attributes] tab

[Match]

Select one of these options:

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

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

To configure the criteria for the new filter:

1. Select the attribute type from the first list.

2. From the second list, select one of these operators:

   - **[Is]**
   - **[Is not]**
   - **[Between]**
   - **[Greater than]**
   - **[Less than]**

- • **[Greater than or equal]**

- • **[Less than or equal]**

3. To complete the criteria, enter or select a value for the specified attribute type.

Note

When the **[Between]** operator is selected, you can specify a starting and an ending value for the job attribute.

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

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

Note

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

To set specific values for the date and time:

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

2. Click **[OK]**.

[Automation] tab

[Automation Level]

You can choose the level of automation. Select one of these options:

- **[No Automation]** — The jobs are not batched automatically.
- **[Auto-Batch]** — The jobs are automatically batched when the target range is reached.
- **[Auto-Batch-and-Send]** — When the target range is reached, all matching jobs are automatically batched and sent to the associated output destination.

[Automation Trigger]

Select one of the two options:

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

If you select **[All Conditions ("and" logic)]**, the batch is created only when all the targets set in the **[Automation]** tab are reached. If you select **[Any Conditions ("or" logic)]**, the batch is created when at least one of the specified targets is reached.

You can add more conditions from the list or remove some of them. To add a new condition, click

![plus icon], the add condition button. To remove an attribute, click ![minus icon], the remove condition button.

To configure the conditions:

1. Select the trigger type from the list.

2. Enter a value in first text field to set the target.

3. Specify the threshold in the second field.
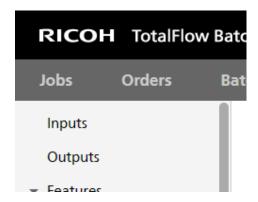
The system calculates and displays the threshold range for the selected trigger type.

⬇Note

If you select **[Day/Time]** as the target type, you can set the specific day of the week (Sunday through Saturday) and the time of day when the batch will be created.

Select a value from the **[Day]** list.

Select a value from the **[Time]** list.

When a filter is set for a **[Day/Time]** automation and the TotalFlow BatchBuilder server is down at that specified day and time, the filter does not trigger when the server starts.

[When Single Job Exceeds Volume Threshold]

You can choose the level of automation. Select one of these options:

• **[Notify, Do Not Batch]**

• **[Batch Job Separately]**

For jobs that exceed the volume limitations on automation (sheets, feet, meters, impressions, run-time), you can select **[Batch Job Separately]**. If you select **[Batch Job Separately]**, jobs are batched as single job batch. If you select **[Notify, Do Not Batch]**, the system continues to issue a warning and an alert on the filter fat-row.

[Schedule] tab

This section describes how to create a schedule that is applied to filter automation, limiting the time period the filter can run.

Note

When the **[Automation Level]** is set to **[No Automation]**, you cannot use the **[Schedule]** tab.

You can enable or disable **[Automation Schedule]** by clicking the **[Enable]** or **[Disable]** button.

Select the day of the week from the **[Day]** list. Select the hour and the minutes when the automation starts from the **[Start]** list. Select the hour and the minutes when the automation ends from the **[Stop]** list. Specify the number of **[Maximum Batches]** you want to send.

Add or remove multiple schedules using ➕ and ➖ buttons.

[Job Sequence] tab

You can set the sequence of the jobs for this filter and in the batch. The secondary attributes are used to sort the list of jobs within the primary sort.

Add or remove the sorting attributes using the and buttons. Manually sorting the attributes does not work for the filter.

Note

When the **[Automation Level]** is set to **[No Automation]** in the **[Automation]** tab, the **[Job Sequence]** tab is disabled.

[Imposition] tab

[Gang-up]

To send all the jobs together to be imposed, click **[Gang jobs together]**. When you enable this option, the **[Include copies]** option is automatically enabled. As a result, one imposition file is created for all the jobs in the filter. The imposition file contains the specified number of copies of each job and it is sent to the output with the **Copies** attribute value **1**.

[Include copies]

To apply imposition on all the copies, select **[Include copies in output]**.

When this option is enabled, the imposed file created for each job contains the specified number of job copies and is sent to the output with the **Copies** attribute value **1**.

When **[Include copies in output]** option is disabled, the imposed file contains one copy for each job and the actual value of the **Copies** attribute is sent to the output.

[Ultimate Impostrip® Folder]

You can specify the folder name where TotalFlow BatchBuilder sends the jobs to be imposed. The imposition is applied to all the jobs when creating a batch from this filter. Any predefined imposition for an individual job is overwritten.

Select a hot folder from the list or type in the name of the hot folder. You can enter a string of maximum 256 characters. The list of hot folders can only be edited from the Ultimate Impostrip® application. You can add or remove hot folders using Ultimate Impostrip®.

Click , the **[Refresh]** button to refresh the list of imposition hot folders.

⤵ Note
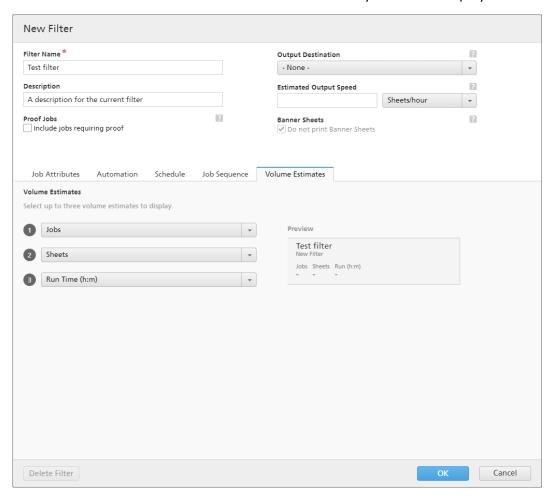
- The **[Imposition]** tab is available only when **[Ultimate Impostrip®]** is enabled in the **Admin → Features → Imposition** window.

- If you selected the option **[Include copies in output]** above, the **[Ultimate Impostrip®]** value must be other than **[Do not impose]**.

[Imposition Review]

Before sending the imposed job file to an output, you can review and approve the imposition result. To turn on this option, click the **[Disabled]** button.

[Volume Estimates] tab

This section describes how to select the volume estimates you want to display in a filter.

You can select up to three volume estimates to display in the filter information. The possible values for each menu are:

- **[Jobs]**
- **[Sheets]**
- **[Feet]**

- **[Meters]**
- **[Run Time (h:m)]**
- **[Impressions]**
- **[File Size]**

[Preview]

The system displays a preview of the filter. This information is shown in the list of filters in the **[Filters]** panel.

◆Note

If the **[Preview]** does not display the estimation, refer to Troubleshooting, p. 261.
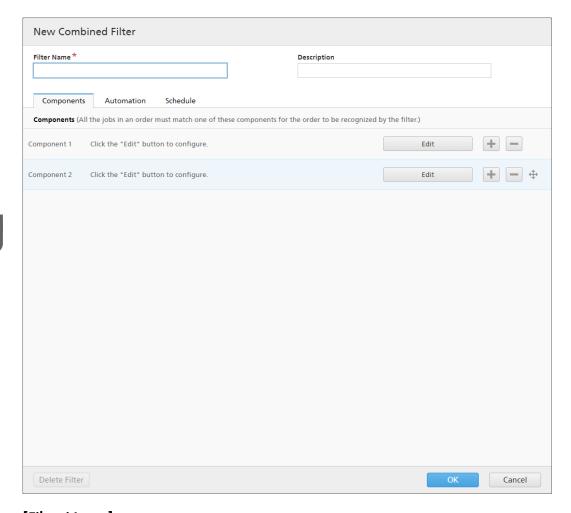
Creating a new combined filter

You can create a new combined filter and define the properties and attributes for this filter. The combined filter allows you to create multiple sets of filter criteria and batches, and send them to multiple output folders at the same time.

To create a **[New Combined Filter]**, click ✚ New , the **[Add Filter]** button, from the **[Filters]** tab and select **[Combined Filter]**.

You can also create a new combined filter from the **[Filters]** section. Click **[New Filter]** and select the **[Combined Filter]** option.

The **[New Combined Filter]** dialog is displayed.

[Filter Name]

Specify the name of the combined filter.
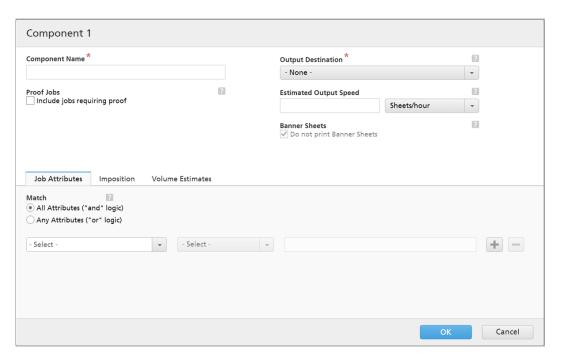
[Description]

Add a short description for the combined filter.

[Components] tab

The combined filter consists of at least two components. You can add more components or remove some of them. To add a new component, click , the add component button. To remove a component from the list, click , the remove component button.

To configure the component properties, click **[Edit]** . The **[Component]** detail dialog is displayed:

[Component Name]

Specify the name of the component.

[Proof Jobs]

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

⬇ Note

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

[Aggregate]

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

[Output Destination]

Select the hot folder destination for this component from the list.

[Estimated Output Speed]

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

[Banner Sheets]

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

You can set the job attributes, job sequence, and volume estimates settings for each component.

[Job Attributes] tab

[Match]

Select one of these options:

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

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

To configure the criteria for the new filter:

1. Select the attribute type from the first list.

2. From the second list, select one of these operators:

   - **[Is]**
   - **[Is not]**
   - **[Between]**
   - **[Greater than]**
   - **[Less than]**
   - **[Greater than or equal]**
   - **[Less than or equal]**

3. To complete the criteria, enter or select a value for the specified attribute type.

Note

When the **[Between]** operator is selected, you can specify a starting and an ending value for the job attribute.

You can select one or more attributes to use as criteria for the component. To add a new attribute, click

, the **[Add Criteria]** button. To remove an attribute from the component criteria, click , the **[Remove Criteria]** button.

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

Note

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

To set specific values for the date and time:

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

2. Click **[OK]**.

[Job Sequence] tab

You can set the sequence of the jobs for this component. The secondary attributes are used to sort the list of jobs within the primary sort.

Add or remove the sorting attributes using the ![plus] and ![minus] buttons. Manually sorting the attributes does not work for the component.

🔽 **Note**

When the **[Automation Level]** is set to **[No Automation]** in the **[Automation]** tab, the **[Job Sequence]** tab is disabled.

[Imposition] tab

[Gang-up]

To send all the jobs together to be imposed, click **[Gang jobs together]**. When you enable this option, the **[Include copies]** option is automatically enabled. As a result, one imposition file is created for all the jobs in the filter. The imposition file contains the specified number of copies of each job and it is sent to the output with the **Copies** attribute value **1**.

[Include copies]

To apply imposition on all the copies, select **[Include copies in output]**.

When this option is enabled, the imposed file created for each job contains the specified number of job copies and is sent to the output with the **Copies** attribute value **1**.

When **[Include copies in output]** option is disabled, the imposed file contains one copy for each job and the actual value of the **Copies** attribute is sent to the output.

[Ultimate Impostrip® Folder]

You can specify the folder name where TotalFlow BatchBuilder sends the jobs to be imposed. The imposition is applied to all the jobs when creating a batch from this filter. Any predefined imposition for an individual job is overwritten.

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

🔽Note

The **[Imposition]** tab is available only when **[Ultimate Impostrip®]** is enabled in the
Admin → **Features** → **Imposition** window.

Click , the **[Refresh]** button to refresh the list of hot folders.

[Imposition Review]

You can enable or disable the imposition review. Click the **[Enabled]/[Disabled]** button to switch between the enabled and disabled states. When imposition review is enabled, the job is held and you can view and approve the imposed file before sending it to an output. The default setting is **[Disabled]**.

[Volume Estimates] tab

You can select up to three volume estimates to display in the component information. The possible values for each menu are:

- **[None]**
- **[Jobs]**
- **[Sheets]**
- **[Feet]**
- **[Meters]**
- **[Run Time (h:m)]**
- **[Impressions]**
- **[File Size]**

[Preview]

The system displays a preview of the component. This information is shown in the list of filters in the **[Filters]** panel.

🔽Note

If the **[Preview]** does not display the estimation, refer to .

To save the changes and close the **[Component]** detail dialog, click **[OK]**.

[Automation] tab

[Automation Level]

You can choose the level of automation. Select one of these options:

- **[No Automation]** — The jobs are not batched automatically.
- **[Auto-Batch]** — The jobs are automatically batched when the target range is reached.
- **[Auto-Batch-and-Send]** — When the target range is reached, all matching jobs are automatically batched and sent to the associated output destination.

[Automation Trigger]

Select one of the two options:

- **[On All Conditions ("AND" logic):]**
- **[On Any Condition ("OR" logic):]**

If you select **[On All Conditions ("AND" logic):]**, the batch is created only when all the specified targets are reached. If you select **[On Any Condition ("OR" logic):]**, the batch is created when at least one of the specified targets is reached.

You can add more conditions from the list or remove some of them. To add a new condition, click

, the add condition button. To remove an attribute, click , the remove condition button. To change the position of a row, click , the move button, and drag the selection.

When you configure the trigger conditions, you must specify a component for each volume-based trigger. To configure the conditions:

1. Select the target type from the list.

2. Select a component from the list.

3. To change the position of a row, enter a value in first text field to set the target.

4. Specify the threshold in the second field.

The system calculates and displays the threshold range for the selected target type.

↓ Note

If you select **[Day/Time]** as the target type, you can set the specific day of the week (Sunday through Saturday) and the time of day when the batch is created.

Select a value from the **[Day]** list.

Select a value from the **[Time]** list.
When a filter is set for a **[Day/Time]** automation and the TotalFlow BatchBuilder server is down at that specified day and time, the filter does not trigger when the server starts.

[Schedule] tab

This section describes how to create a schedule that is applied to filter automation, limiting the time period the filter can run.

Note

When the **[Automation Level]** is set to **[No Automation]**, you cannot use the **[Schedule]** tab.

You can enable or disable **[Automation Schedule]** by clicking the **[Enable]** or **[Disable]** button.

Note

[Maximum Batches] limits the number of times this filter is automated per period, by the selected component.

Select the day of the week from the **[Day]** list. Select the hour and the minutes when the automation starts from the **[Start]** list. Select the hour and the minutes when the automation ends from the **[Stop]** list. Specify the number of **[Maximum Batches]** you want to send.

Note

- When setting **[Maximum Batches]** for a scheduled period, you can choose the component filter that is monitored for the number of batches.

- If one or more scheduled periods have a maximum number of batches specified, the **[Maximum Batches]** component filter selection is enabled.

- If **[Maximum Batches]** for a component are achieved for one active period, but the other time periods have not met their **[Maximum Batches]**, they will continue to send batches.

Add or remove multiple schedules using and buttons.

[Automation trigger component]

If any of the **[Maximum Batches]** are set, select a **[Component]** from the list. The default value of the **[Automation trigger component]** is **[Select]**.

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

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

Creating a new proof filter

This topic describes how to create a proof filter. The proof filter allows you to identify multiple jobs that require proof and send them for proof printing. The proof filter selects only jobs that have the Proof Jobs setting.

To create a new proof filter, click ✚ New , the **[Add Filter]** button, from the **[Filters]** tab, and select **[Proof Filter]**.

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

Filter properties:

[Filter Name]

Enter a filter name.

[Description]

Enter a short description for the filter.

[Output Destination]

You can select a hot folder destination from the list.

[Estimated Output Speed]

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

[Job Attributes] tab

[Match]

Select one of these options:

• **[All Attributes ("and" logic)]**

• **[Any Attributes ("or" logic)]**

To configure the criteria for the new filter:

1. Select the attribute type from the first list.

2. From the second list, select one of these operators:

    • **[Is]**

    • **[Is not]**

    • **[Between]**

    • **[Greater than]**

    • **[Less than]**

    • **[Greater than or equal]**

    • **[Less than or equal]**

3. To complete the criteria, enter or select a value for the specified attribute type.

🔽Note

When the **[Between]** operator is selected, you can specify a starting and an ending value for the job attribute.

You can select one or more attributes to use as criteria for the filter. To add a new attribute, click ,

the **[Add Criteria]** button. To remove an attribute from the filter criteria, click , the **[Remove Criteria]** button.

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

🔽Note

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

To set specific values for the date and time:

1. Click 28 , the calendar button. The **[Due]** dialog box appears. Select one of the available options or type in to set the date and time when the job is due.

2. Click **[OK]**.

[Automation] tab

[Automation Level]

> You can choose the level of automation. Select one of these options:
>
> *   **[No Automation]** — The jobs are not batched automatically.
> *   **[Auto-Batch]** — The jobs are automatically batched when the target range is reached.
> *   **[Auto-Batch-and-Send]** — When the target range is reached, all matching jobs are automatically batched and sent to the associated output destination.

[Automation Trigger]

> Select one of the two options:
>
> *   **[On All Conditions ("AND" logic):]**
> *   **[On Any Condition ("OR" logic):]**
>
> If you select **[On All Conditions ("AND" logic):]**, the batch is created only when all the targets set in the **[Automation]** tab are reached. If you select **[On Any Condition ("OR" logic):]**, the batch is created when at least one of the specified targets is reached.
>
> You can add more conditions from the list or remove some of them. To add a new condition, click
>
> , the add condition button. To remove an attribute, click , the remove condition button.
>
> To configure the conditions:
>
> 1. Select the target type from the list.
> 2. To set the target, enter a value in first text field.
> 3. Specify the threshold in the second field.
>
> The system calculates and displays the threshold range for the selected target type.

↓Note

> If you select **[Day/Time]** as the target type, you can set the specific day of the week (Sunday through Saturday) and the time of day when the batch is created.
>
> Select a value from the **[Day]** list and a value from the **[Time]** list.
>
> When a filter is set for a **[Day/Time]** automation and the TotalFlow BatchBuilder server is down at that specified day and time, the filter does not trigger when the server starts.

[When Single Job Exceeds Volume Threshold]

> You can choose the level of automation. Select one of these options:
>
> - **[Notify, Do Not Batch]**
> - **[Batch Job Separately]**
>
> For jobs that exceed the volume limitations on automation (sheets, feet, meters, impressions, run-time), you can select **[Batch Job Separately]**. If you select **[Batch Job Separately]**, jobs are batched as single job batch. If you select **[Notify, Do Not Batch]**, the system continues to issue a warning and an alert on the filter fat-row.

[Schedule] tab

This section describes how to create a schedule that is applied to filter automation, limiting the time period the filter can run.

↓Note

> When the **[Automation Level]** is set to **[No Automation]**, you cannot use the **[Schedule]** tab.
>
> You can enable or disable **[Automation Schedule]** by clicking the **[Enable]** or **[Disable]** button.
>
> Select the day of the week from the **[Day]** list. Select the hour and the minutes when the automation starts from the **[Start]** list. Select the hour and the minutes when the automation ends from the **[Stop]** list. Specify the number of **[Maximum Batches]** you want to send.
>
> Add or remove multiple schedules using ➕ and ➖ buttons.

[Job Sequence] tab

You can set the sequence of the jobs for this filter and in the batch. The secondary attributes are used to sort the list of jobs within the primary sort.

Add or remove the sorting attributes using the ➕ and ➖ buttons. Manually sorting the attributes does not work for the filter.

↓Note

> When the **[Automation Level]** is set to **[No Automation]** in the **[Automation]** tab, the **[Job Sequence]** tab is disabled.

[Imposition] tab

[Gang-up]

To send all the jobs together to be imposed, click **[Gang jobs together]**. When you enable this option, the **[Include copies]** option is automatically enabled.As a result, one imposition file is created for all the jobs in the filter. The imposition file contains the specified number of copies of each job and it is sent to the output with the **Copies** attribute value **1**.

[Include copies]

To apply imposition on all the copies, select **[Include copies in output]**.

When this option is enabled, the imposed file created for each job contains the specified number of job copies and is sent to the output with the **Copies** attribute value **1**.

When **[Include copies in output]** option is disabled, the imposed file contains one copy for each job and the actual value of the **Copies** attribute is sent to the output.

[Ultimate Impostrip® Folder]

You can specify the folder name where TotalFlow BatchBuilder sends the jobs to be imposed. The imposition is applied to all the jobs when creating a batch from this filter. Any predefined imposition for an individual job is overwritten.

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

⬇ Note

The **[Imposition]** tab is available only when **[Ultimate Impostrip®]** is enabled in the **Admin** → **Features** → **Imposition** window.

To refresh the list of hot folders, click ![refresh icon] , the **[Refresh]** button.

[Imposition Review]

You can enable or disable the imposition review. Click the **[Enabled]**/**[Disabled]** button to switch between the enabled and disabled states. When imposition review is enabled, the job is held and you can view and approve the imposed file before sending it to an output. The default setting is **[Disabled]**.

[Volume Estimates] tab

You can select volume estimates to display in the filter information. The possible values for each menu are:

- **[None]**
- **[Jobs]**
- **[Sheets]**
- **[Feet]**
- **[Meters]**
- **[Run Time (h:m)]**
- **[Impressions]**
- **[File Size]**

[Preview]

The system displays a preview of the filter. This information is shown in the list of filters in the **[Filters]** panel.

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

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

Editing a simple filter

This section describes how to edit filter properties for a simple filter.

To edit a simple filter:

- To open the **[Filters]** panel, click ![expand button], the **[Expand/Collapse]** button.
- From the list of filters, select the simple filter you want to edit. Double-click the filter or right-click the filter and select **[Properties]**.

The filter edit simple filter dialog is displayed.

[Filter Name]
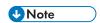
You can edit the filter name.

[Description]

You can edit the filter short description.

[Proof Jobs]

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

⬇ Note

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

[Aggregate]

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

[Output Destination]

You can select a hot folder destination from the list.

[Estimated Output Speed]

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

[Banner Sheets]

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

[Job Attributes] tab

[Match]

Select one of these options:

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

To configure the criteria for the new filter:

1. Select the attribute type from the first list.

2. From the second list, select one of these operators:

    - **[Is]**
    - **[Is not]**
    - **[Between]**
    - **[Greater than]**
    - **[Less than]**
    - **[Greater than or equal]**
    - **[Less than or equal]**

3. To complete the criteria, enter or select a value for the specified attribute type.

🔽Note

When the **[Between]** operator is selected, you can specify a starting and an ending value for the job attribute.

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

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

🔽Note

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

To set specific values for the date and time:

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

2. Click **[OK]**.

[Automation] tab

[Automation Level]

You can choose the level of automation. Select one of these options:

- **[No Automation]** — The jobs are not batched automatically.
- **[Auto-Batch]** — The jobs are automatically batched when the target range is reached.
- **[Auto-Batch-and-Send]** — When the target range is reached, all matching jobs are automatically batched and sent to the associated output destination.

[Automation Trigger]

Select one of the two options:

- **[On All Conditions ("AND" logic):]**
- **[On Any Condition ("OR" logic):]**

If you select **[On All Conditions ("AND" logic):]**, the batch is created only when all the targets set in the **[Automation]** tab are reached. If you select **[On Any Condition ("OR" logic):]**, the batch is created when at least one of the specified targets is reached.

You can add more conditions from the list or remove some of them. To add a new condition, click

, the add condition button. To remove an attribute, click , the remove condition button.

To configure the conditions:

1. Select the target type from the list.
2. To set the threshold number, enter a value in first text field.
3. Specify the target range in the second field.
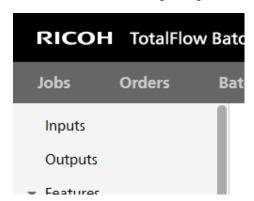
The system calculates and displays the threshold range for the selected target type.

Note

If you select **[Day/Time]** as the target type, select one of the following: **[Daily]**, **[Weekdays]**, **[Weekends]**, or a specific day of the week (Monday through Sunday), then the time of day when the batch is created.

Select a value from the **[Day]** list.

Select a value from the **[Time]** list.

When a filter is set for a **[Day/Time]** automation and the TotalFlow BatchBuilder server is down at that specified day and time, the filter does not trigger when the server starts.

[When Single Job Exceeds Volume Threshold]

You can choose the level of automation. Select one of these options:

- **[Notify, Do Not Batch]**
- **[Batch Job Separately]**

For jobs that exceed the volume limitations on automation (sheets, feet, meters, impressions, run-time), you can select **[Batch Job Separately]**. If you select **[Batch Job Separately]**, jobs are batched as single job batch. If you select **[Notify, Do Not Batch]**, the system continues to issue a warning and an alert on the filter fat-row.

[Schedule] tab

This section describes how to create a schedule that is applied to filter automation, limiting the time period the filter can run.

Note

When the **[Automation Level]** is set to **[No Automation]**, you cannot use the **[Schedule]** tab.

You can enable or disable **[Automation Schedule]** by clicking the **[Enable]** or **[Disable]** button.

Select one of the following options: **[Daily]**, **[Weekdays]**, **[Weekends]**, or the day of the week from the **[Day]** list. Select the hour and the minutes when the automation starts from the **[Start]** list. Select the hour and the minutes when the automation ends from the **[Stop]** list. Specify the number of **[Maximum Batches]** you want to send.

Add or remove multiple schedules using and buttons.

[Job Sequence] tab

You can set the sequence of the jobs for this filter and in the batch. The secondary attributes are used to sort the list of jobs within the primary sort.

Add or remove the sorting attributes using the [image] and [image] buttons. Manually sorting the attributes does not work for the filter.

⬇Note

When the **[Automation Level]** is set to **[No Automation]** in the **[Automation]** tab, the **[Job Sequence]** tab is disabled.

[Imposition] tab

[Gang-up]

To send all the jobs together to be imposed, click **[Gang jobs together]**. When you enable this option, the **[Include copies]** option is automatically enabled. As a result, one imposition file is created for all the jobs in the filter. The imposition file contains the specified number of copies of each job and it is sent to the output with the **Copies** attribute value **1**.

[Include copies]

To apply imposition on all the copies, select **[Include copies in output]**.

When this option is enabled, the imposed file created for each job contains the specified number of job copies and is sent to the output with the **Copies** attribute value **1**.

When **[Include copies in output]** option is disabled, the imposed file contains one copy for each job and the actual value of the **Copies** attribute is sent to the output.

[Ultimate Impostrip® Folder]

You can specify the folder name where TotalFlow BatchBuilder sends the jobs to be imposed. The imposition is applied to all the jobs when creating a batch from this filter. Any predefined imposition for an individual job is overwritten.

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

⬇Note

The **[Imposition]** tab is available only when **[Ultimate Impostrip®]** is enabled in the **Admin → Features → Imposition** window.

Click [image], the **[Refresh]** button to refresh the list of hot folders.

[Imposition Review]

You can enable or disable the imposition review. Click the **[Enabled]/[Disabled]** button to switch between the enabled and disabled states. When imposition review is enabled, the job is held and you can view and approve the imposed file before sending it to an output. The default setting is **[Disabled]**.

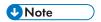**[Volume Estimates] tab**

You can select volume estimates to display in the filter information. The possible values for each menu are:

- **[None]**
- **[Jobs]**
- **[Sheets]**
- **[Feet]**
- **[Meters]**
- **[Run Time (h:m)]**
- **[Impressions]**
- **[File Size]**

[Preview]

The system displays a preview of the filter. This information is shown in the list of filters in the **[Filters]** panel.

To save the changed properties, click **[OK]**. If you want to close the filter edit dialog and discard the changes, click **[Cancel]**.

To delete the filter, click **[Delete]**. For more information, see Deleting a filter, p. 133.
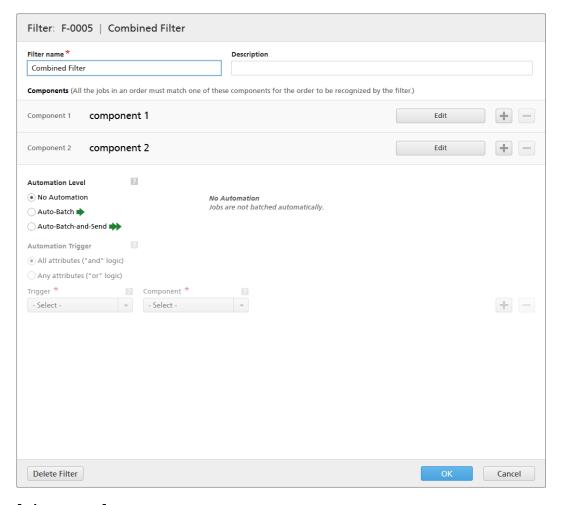
Editing a combined filter

This section describes how to edit filter properties for a combined filter.

To edit a combined filter:

- To open the **[Filters]** panel, click ▶, the **[Expand/Collapse]** button.

- From the list of filters, select the combined filter you want to edit. Double-click the filter or right-click the filter and select **[Properties]**.

The **[Combined Filter]** dialog is displayed.

[Filter Name]

> You can change the name of the combined filter.
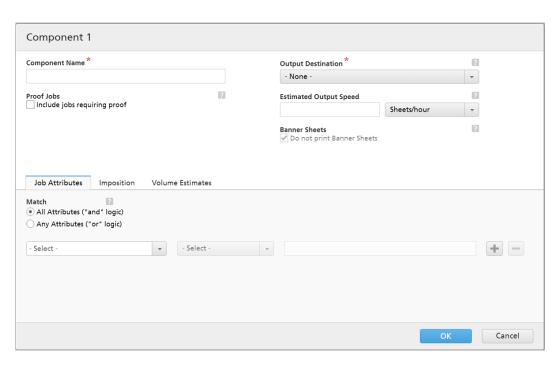
[Description]

> You can edit the short description for the combined filter.

[Components] tab

The combined filter consists of at least two components. You can add more components or remove some of them. To add a new component, click , the add component button. To remove a component from the list, click , the remove component button.

To configure the component properties, click **[Edit]** . The **[Component]** detail dialog is displayed:

[Component Name]

Specify the name of the component.

[Proof Jobs]

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

⬇Note

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

[Aggregate]

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

[Output Destination]

Select the hot folder destination for this component from the list.

[Estimated Output Speed]

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

[Banner Sheets]

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

You can set the job attributes, job sequence, and volume estimates settings for each component.

[Job Attributes] tab

[Match]

Select one of these options:

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

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

To configure the criteria for the new filter:

1. Select the attribute type from the first list.

2. From the second list, select one of these operators:

- **[Is]**
- **[Is not]**
- **[Between]**
- **[Greater than]**
- **[Less than]**
- **[Greater than or equal]**
- **[Less than or equal]**

3. To complete the criteria, enter or select a value for the specified attribute type.

Note

When the **[Between]** operator is selected, you can specify a starting and an ending value for the job attribute.

You can select one or more attributes to use as criteria for the component. To add a new attribute, click

, the **[Add Criteria]** button. To remove an attribute from the component criteria, click , the **[Remove Criteria]** button.

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

Note

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

To set specific values for the date and time:

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

2. Click **[OK]**.

[Job Sequence] tab

You can set the sequence of the jobs for this component. The secondary attributes are used to sort the list of jobs within the primary sort.

Add or remove the sorting attributes using the and buttons. Manually sorting the attributes does not work for the component.

🡇 Note

When the **[Automation Level]** is set to **[No Automation]** in the **[Automation]** tab, the **[Job Sequence]** tab is disabled.

[Volume Estimates] tab

You can select up to three volume estimates to display in the component information. The possible values for each menu are:

- **[None]**
- **[Jobs]**
- **[Sheets]**
- **[Feet]**
- **[Meters]**
- **[Run Time (h:m)]**
- **[Impressions]**
- **[File Size]**

[Preview]

The system displays a preview of the component. This information is shown in the list of filters in the **[Filters]** panel.

❖Note

If the **[Preview]** does not display the estimation, refer to Troubleshooting, p. 261.

To save the changes and close the **[Component]** detail dialog, click **[OK]**.

[Automation] tab

[Automation Level]

You can choose the level of automation. Select one of these options:

- **[No Automation]** — The jobs are not batched automatically.
- **[Auto-Batch]** — The jobs are automatically batched when the target range is reached.
- **[Auto-Batch-and-Send]** — When the target range is reached, all matching jobs are automatically batched and sent to the associated output destination.

[Automation Trigger]

Select one of the two options:

- **[On All Conditions ("AND" logic):]**
- **[On Any Condition ("OR" logic):]**

If you select **[On All Conditions ("AND" logic):]**, the batch is created only when all the specified targets are reached. If you select **[On Any Condition ("OR" logic):]**, the batch is created when at least one of the specified targets is reached.

You can add more conditions from the list or remove some of them. To add a new condition, click

, the add condition button. To remove an attribute, click , the remove condition button. To

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

When you configure the trigger conditions, you must specify a component for each volume-based trigger. To configure the conditions:

1. Select the target type from the list.
2. Select a component from the list.
3. To change the position of a row, enter a value in first text field to set the target.
4. Specify the threshold in the second field.

The system calculates and displays the threshold range for the selected target type.

↓ Note

If you select **[Day/Time]** as the target type, you can set the specific day of the week (Sunday through Saturday) and the time of day when the batch is created.

Select a value from the **[Day]** list.

Select a value from the **[Time]** list.

When a filter is set for a **[Day/Time]** automation and the TotalFlow BatchBuilder server is down at that specified day and time, the filter does not trigger when the server starts.

[Schedule] tab

This section describes how to create a schedule that is applied to filter automation, limiting the time period the filter can run.

↓ Note

When the **[Automation Level]** is set to **[No Automation]**, you cannot use the **[Schedule]** tab.

You can enable or disable **[Automation Schedule]** by clicking the **[Enable]** or **[Disable]** button.

⬇Note

[Maximum Batches] limits the number of times this filter is automated per period, by the selected component.

Select the day of the week from the **[Day]** list. Select the hour and the minutes when the automation starts from the **[Start]** list. Select the hour and the minutes when the automation ends from the **[Stop]** list. Specify the number of **[Maximum Batches]** you want to send.

⬇Note

* When setting **[Maximum Batches]** for a scheduled period, you can choose the component filter that is monitored for the number of batches.

* If one or more scheduled periods have a maximum number of batches specified, the **[Maximum Batches]** component filter selection is enabled.

* If **[Maximum Batches]** for a component are achieved for one active period, but the other time periods have not met their **[Maximum Batches]**, they will continue to send batches.

Add or remove multiple schedules using ➕ and ➖ buttons.

[Automation trigger component]

If any of the **[Maximum Batches]** are set, select a **[Component]** from the list. The default value of the **[Automation trigger component]** is **[Select]**.

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

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

To save the changed properties, click **[OK]**. If you want to close the filter edit dialog and discard the changes, click **[Cancel]**.

To delete the filter, click **[Delete]**. For more information, see Deleting a filter, p. 133.

Using Combined Filters

This section describes the combined filter behavior and how to create batches from combined filters.

A combined filter is group of minimum two component filters designed to generate and send batches to different output destinations. This allows you to create multiple linked batches with separate output devices and send them for printing at the same time.

You can configure the filtering criteria for each separate component of the combined filter. A job from a received order is selected for a component of the combined filter only when:

1. The job attributes match the user defined component criteria and the job is in an **[Unbatched]** state.

2. All the other jobs from the order match one or more components from the combined filter.

3. All the other jobs from the order are in either an **[Unbatched]**, **[Batched]**, **[Printed]**, **[Sent]**, or custom state.

⭐**Important**

- A combined filter component cannot be used separately from other components.

- A combined filter component is not displayed individually in any list of filters and cannot be shared with another combined filter.

- An alert is sent when a job matches the criteria of a combined filter and at least one other automated filter. The filters select the job but only the first filter that reaches the automation threshold will process the job.

Creating batches from a combined filter

You can manually create multiple batches from one combined filter or you can set the **[Automation Level]** to either create batches, or create and send the batches for processing.

The system creates a batch for each component of the combined filter that contains jobs. The result is a group of linked batches. This linked batch information is displayed in the Batch ID throughout the TotalFlow BatchBuilder system. When the combined filter's automation is triggered by the specified volume threshold, all the jobs are added to new batches according to the filter component they belong to.

Creating batches manually from a combined filter

You can manually drag and drop the combined filter to the batches panel to create a group of linked batches. You can also right-click the combined filter and select **[Create Batch...]**.

You can select a component from a combined filter in the **[Filters]** panel, right-click the component, and select **[Create Batch...]**. This action creates a batch from the selected component of the combined filter. The system also creates a batch from each component that contains jobs from the same orders as the selected component.

Select one or more jobs from the list of jobs of a combined filter and then drag and drop the jobs to the batches panel to create new batches. The jobs from the same orders as the selected jobs are also submitted to new batches, each job is placed into a batch according to the filter component they belong to. This allows you to keep all the jobs from an order synchronized when they are sent for processing.

In the **[Automation Level]** tab, you can also add a single job from a combined filter to an existing batch or a new batch. The system displays a warning informing you that the job is part of a combined filter and the other jobs from the same order will not be added to any batches.

When you try to delete a batch which is linked to other batches, the system displays a warning. You can choose to continue and the system updates the other linked batches to reflect the change.

Deleting a filter

This section describes how to delete a filter.

To remove a filter:

1. Click ▶, the **[Expand/Collapse]** button, to open the **[Filters]** panel.

2. From the list of filters, select the filter you want to edit.

3. Double-click the filter and from the filter edit dialog, select **[Delete Filter]**, or right-click a filter from the filter list and select **[Delete...]**.
   A confirmation message is displayed.
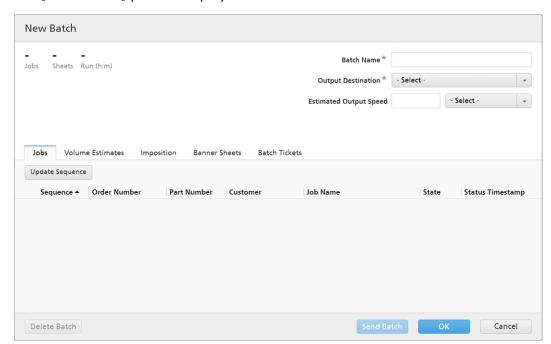
4. Click **[Yes]** to delete the filter or **[No]** to cancel the action.

Creating a new batch

This section describes how to create a new batch of jobs and set different properties for the batch.

There are various methods to create a new batch:

1. Click ![plus icon], the **[New Batch]** button, from the **[Batches]** panel.
   The **[New Batch]** panel is displayed:

[Volume Estimates]

The system displays the estimated values for jobs, sheets, and run time.

[Batch Name]

You can specify the name of the new batch.

[Output Destination]

You can select a hot folder destination from the list.

[Estimated Output Speed]

The system displays the estimated output speed set for the selected output destination. You can edit the output speed and select the measurement unit from the list.

[Aggregate]

Click the checkbox if you want to enable the job aggregation for this batch. You can enable or disable job aggregation from **Admin** → **Production Settings** → **Aggregate**.

⬇ **Note**

After a batch is sent, the **[Banner Sheets]** and **[Aggregate]** checkboxes appear disabled.

[Jobs] tab

A list of all the jobs from the batch are displayed. You can sort the jobs using one or more columns.
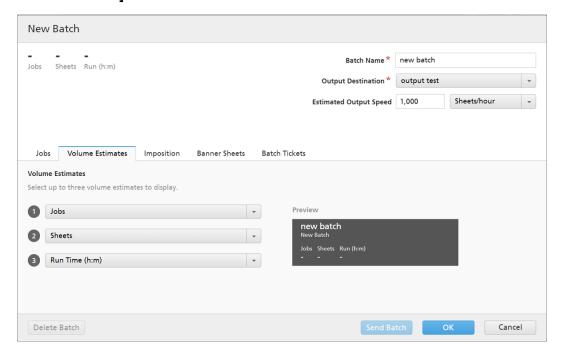
If **[Aggregate]** is enabled, you can view all the aggregate jobs.

To reorder the list of jobs, click **[Update Sequence]**.

⬇ Note

When a job is in the **[Awaiting Approval]** state, you can right-click the job, and select **Impose** → **Approve Imposition** or **[Reject Imposition]**.

[Volume Estimates] tab

You can select volume estimates to display in the batch information. The possible values for each menu are:

- **[None]**
- **[Jobs]**
- **[Sheets]**
- **[Feet]**
- **[Meters]**
- **[Run (h:m)]**
- **[Impressions]**
- **[File Size]**

[Preview]

The system displays a preview of the volume estimates of the batch. This information is shown in the list of batches in the **[Batches]** panel.

> **↓Note**
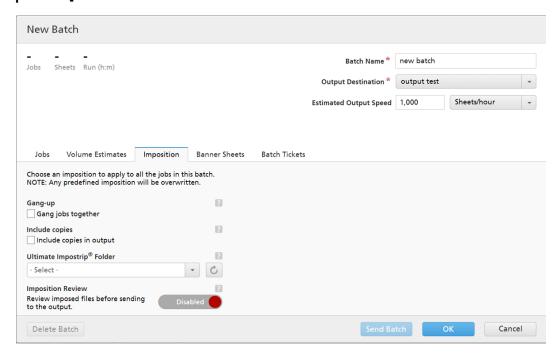
If the **[Preview]** does not display the estimation, refer to Troubleshooting, p. 261.

[Imposition] tab

New Batch

- - -
Jobs Sheets Run (h:m)

Batch Name * new batch

Output Destination * output test

Estimated Output Speed 1,000 Sheets/hour

| Jobs | Volume Estimates | Imposition | Banner Sheets | Batch Tickets |

Choose an imposition to apply to all the jobs in this batch.
NOTE: Any predefined imposition will be overwritten.

Gang-up
☐ Gang jobs together

Include copies
☐ Include copies in output

Ultimate Impostrip® Folder
- Select -

Imposition Review
Review imposed files before sending to the output.   Disabled 🔴

Delete Batch   Send Batch   OK   Cancel

[Gang-up]

To send all the jobs together to be imposed, click **[Gang jobs together]**. When you enable this option, the **[Include copies]** option is automatically enabled. As a result, one imposition file is created for the entire batch. The imposition file contains the specified number of copies of each job and it is sent to the output with the **Copies** attribute value **1**.

[Include copies]

To apply imposition on all the copies, select **[Include copies in output]**.

When this option is enabled, the imposed file created for each job contains the specified number of job copies and is sent to the output with the **Copies** attribute value **1**.

When **[Include copies in output]** option is disabled, the imposed file contains one copy for each job and the actual value of the **Copies** attribute is sent to the output.

[Ultimate Impostrip® Folder]

You can specify the folder name where TotalFlow BatchBuilder sends the jobs to be imposed. The imposition is applied to all the jobs from this batch. Any predefined imposition for an individual job is overwritten.

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

Click ⟳ , the **[Refresh]**, button to refresh the list of hot folders.

[Imposition Review]

You can enable or disable the imposition review. To switch between the enabled and disabled states, click the **[Enabled]/[Disabled]** button. When imposition review is enabled, the job is held and you can view and approve the imposed file before sending it to an output. The default setting is **[Disabled]**.

[Banner Sheets] tab

Click the checkbox if you want to include banner sheets for job files in the output folder.

[Paper]

If you select the **[Banner Sheets]** checkbox, the **[Paper]** presets are available. Properties set here become banner sheets defaults;

- **[Match Job]** — disables the controls that configure media and uses default settings.
- **[Custom]** — enables the controls that configure media, any setting specified are included in banner sheets XML/JDF/CSV.

If you select **[Custom]** value, you can type in or select a media from the output **[Paper Catalog]** list. To add a paper type, click the **[Add Paper]** button.

[Paper Name]

You can edit the name of the paper used. You can enter a string of maximum 256 characters. This field is mandatory.

[Product ID]

You can edit the product ID. You can enter a string of maximum 256 characters.

[Paper Type]

You can edit or select the type of paper used from a list:

- **[Bond]**
- **[Offset Text]**

- • **[Cover]**
- • **[Tag]**
- • **[Index]**

[Paper Weight]

The paper weight varies based on the paper type and the paper size. You can edit the paper weight.

[Paper Color]

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

[Paper Finish]

You can type in or select the paper finish from a list:

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

[Paper Height]

The height of the paper.

[Paper Width]

The width of the paper.

[Batch Tickets] tab

Specify if you want to print the batch details and the location where to send the batch ticket. The system generates a batch ticket file containing the batch details.

[Batch Ticket Printer]

[Send Batch Tickets to a Printer]

Select this option to send the batch ticket to a printer. Choose a printer from an existing list of printers mapped to the TotalFlow BatchBuilder server. You can also specify the number of copies of batch tickets you want to print.

[Send Batch Tickets to Output Device]

Select this option to send the batch ticket to the specified output device. The batch ticket file is placed as the first job in the batch and the job sequence number for the batch ticket is 0. The batch ticket file is not displayed in the batch detail dialog and does not appear as a job in the user interface.

[Paper]

Specify which job properties you want to use for the batch ticket media:

- **[A4]** — Uses the default media settings for job properties.

- **[Custom]** — Allows you to specify media settings for job properties.

  ⬇ Note

  - The first value for the **[Paper]** properties is displayed based on installation settings. **[A4]** is displayed for metric system and **[Letter]** is displayed for imperial system.

  [Paper Name]

  You can edit the name of the paper used. You can enter a string of maximum 256 characters.

  [Paper Type]

> You can select the type of paper used from a list:
>
> – **[Bond]**
> – **[Offset Text]**
> – **[Cover]**
> – **[Tag]**
> – **[Index]**
>
> ### [Paper Weight]
>
> The paper weight varies based on the paper type and the paper size. You can edit the paper weight.
>
> ### [Paper Color]
>
> You can type in or select the paper color form a list.
>
> ### [Paper Finish]
>
> You can type in or select the paper finish from a list:
>
> – **[Uncoated]**
> – **[Coated]**
> – **[Glossing Finish]**
> – **[Ink Jet Finish]**
> – **[High Gloss Finish]**
> – **[Matte Finish]**
> – **[Polymer Finish]**
> – **[Satin Finish]**
> – **[Semigloss Finish]**
> – **[Silver Finish]**
>
> ### [Paper Height]
>
> You can specify the height of the paper.
>
> ### [Paper Width]
>
> You can specify the width of the paper.

2. You can create a new batch using an existing filter.

   Select a filter from the **[Filters]** panel. Drag and drop the filter into the **[Batches]** panel. You can also right-click the filter and select **[Create Batch...]**.

   You can select a component from a combined filter in the **[Filters]** panel, right-click the component, and select **[Create Batch...]**. This action creates a batch from the selected component of the combined filter. The system also creates a batch from each component that contains jobs from the same order as the selected component.

   If the selected filter has an **[Output Destination]** set, a new batch is automatically created and the jobs from the filter are added to the new batch. If the filter does not have an **[Output Destination]**

set, the **[New Batch]** panel is displayed and the **[Output Destination]** field is highlighted as required. Select a destination from the list and click **[OK]**.

⬇ Note

The new batch inherits the filter properties:

1) The new batch name uses the filter name.

2) The filter **[Output Destination]**, **[Speed]**, **[Estimated Output Speed]**, and **[Run Time]** are used for the new batch properties.

3) If a sorting criteria is set on the filter, the order of the jobs in the filter is inherited through the sequence in the new batch. The sorting criteria is not inherited.

3. You can select a number of jobs from a job list and move them to a new batch.

   From a filtered list of jobs, select the jobs you want to move to a new batch. Drag and drop the jobs to the **[Batches]** panel. The new batch loads the properties from the filter containing the selected jobs.

   ⬇ Note
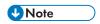
   1) When you select one or more jobs, an information bar is displayed at the bottom of the window. This information consists of the number of jobs selected, the number of sheets, the number of feet, and the number of impressions for the selected jobs. When you start the drag and drop action, the system displays the information bar in the dragging animation.

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

   2) If the selected jobs are included in a filter, the information displayed matches the one set in the **[Volume Estimates]** tab.

   To create the new batch, click **[OK]**.

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

4. You can select one or more jobs from the job list.

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

   ⬇ Note

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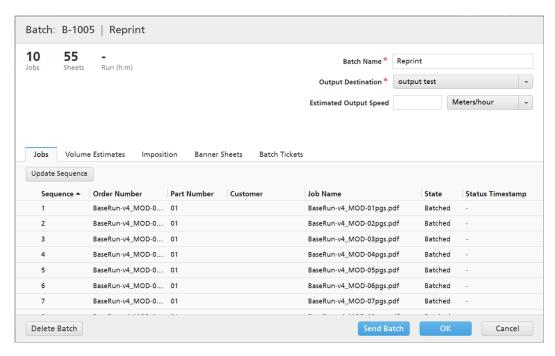
Editing a batch

This section describes how to edit the batch properties.

To edit a batch:

1. Open the **[Batches]** panel by clicking ◀ , the **[Expand/Collapse]** button or go to the **[Batches]** section in the menu bar and select a batch from the list.

2. Double-click the batch you want to edit or right-click the batch and select **[Properties]**.

The system displays the **[Batch]** details window:

[Batch] | [Batch Name]

The header displays the system generated batch ID and the batch name.

[Volume Estimates]

The system displays the estimated values for the selected volume estimates.

[State]

If the batch has been sent or printed, the system displays the status of the batch and the date and time when the batch was sent or printed.

[Batch Name]

You can edit the name of the batch.

[Output Destination]

You can select the hot folder destination from the list.

[Estimated Output Speed]

The system displays the estimated output speed set for the selected output destination. You can edit the output speed and select the measurement unit from the list.

[Banner Sheets]

Click the **[Banner Sheets]** checkbox if you do not want to print banner sheets for the jobs in this batch.

[Aggregate]
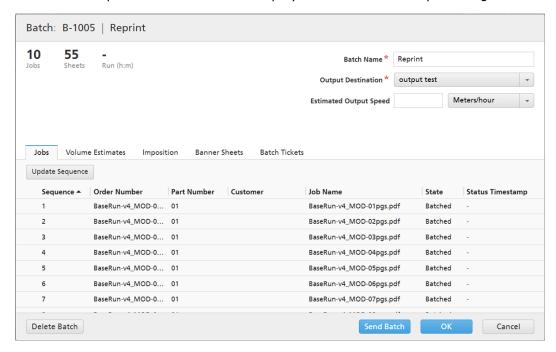
Click the checkbox if you want to enable the job aggregation for this batch. You can enable or disable job aggregation from **Admin** → **Production Settings** → **Aggregate**.

⬇Note

After a batch is sent, the **[Banner Sheets]** and **[Aggregate]** checkboxes appear disabled.

[Jobs] tab

A list of all the jobs from the batch are displayed. You can sort the jobs using one or more columns.

Batch: B-1005 | Reprint

10 Jobs	55 Sheets	- Run (h:m)		

Batch Name * Reprint

Output Destination * output test

Estimated Output Speed ___ Meters/hour

Jobs | Volume Estimates | Imposition | Banner Sheets | Batch Tickets

Update Sequence

Sequence ▲	Order Number	Part Number	Customer	Job Name	State	Status Timestamp
1	BaseRun-v4_MOD-0...	01		BaseRun-v4_MOD-01pgs.pdf	Batched	-
2	BaseRun-v4_MOD-0...	01		BaseRun-v4_MOD-02pgs.pdf	Batched	-
3	BaseRun-v4_MOD-0...	01		BaseRun-v4_MOD-03pgs.pdf	Batched	-
4	BaseRun-v4_MOD-0...	01		BaseRun-v4_MOD-04pgs.pdf	Batched	-
5	BaseRun-v4_MOD-0...	01		BaseRun-v4_MOD-05pgs.pdf	Batched	-
6	BaseRun-v4_MOD-0...	01		BaseRun-v4_MOD-06pgs.pdf	Batched	-
7	BaseRun-v4_MOD-0...	01		BaseRun-v4_MOD-07pgs.pdf	Batched	-

Delete Batch | Send Batch | OK | Cancel
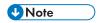
Click **[Update Sequence]** to reorder the list of jobs.

3

⭐ Important

1. You can remove one or more jobs from a batch using the **[Unbatch]** action. This allows the jobs to be displayed in a matching filter list or to be manually moved to another batch. The **[Unbatch]** action can be performed only on jobs that are in a **[Batched]** state and only when the batch is in the **[Batching]** state. If the batch state is changed when an **[Unbatch]** action is performed, the system displays an error.

   To unbatch one or more jobs, select the jobs from the list, right-click and select **[Unbatch]**.

2. To edit the properties of a job, double-click a job from the job list or right-click the job and select **[Properties]**.

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

4. Select a job from the list, right-click and then select **[Open Order]** to view the details for the order which contains the selected job.

5. To change the job state, select a job from the list, right-click and then point to **[Set State]**. Choose a job state from the list of system defined states: **[Sent]** or **[Printed]**, or custom state. You can create the custom state in **[Custom States]** tab under **[Admin]** section.

   ⬇ Note

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

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

   ⬇ Note

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

7. When a job is in **[Proof Out]** state you can right-click the job and select **[Reject Proof]**. The job state is set to **[Proof Rejected]** and the job is displayed in the **[Action Required]** list in the **[All Jobs]** tab.

8. When a job is in the **[Awaiting Approval]** state, you can right-click the job, and select **Impose → Approve Imposition** or **[Reject Imposition]**.

[Volume Estimates] tab

New Batch

- - -
Jobs   Sheets   Run (h:m)

Batch Name * new batch

Output Destination * output test

Estimated Output Speed   1,000   Sheets/hour

Jobs   **Volume Estimates**   Imposition   Banner Sheets   Batch Tickets

Volume Estimates

Select up to three volume estimates to display.

① Jobs

② Sheets

③ Run Time (h:m)

Preview

new batch
New Batch

Jobs   Sheets   Run (h:m)
-        -   -

Delete Batch   Send Batch   OK   Cancel

You can select up to three volume estimates to display in the batch information. The possible values for each menu are:

- **[None]**
- **[Jobs]**
- **[Sheets]**
- **[Feet]**
- **[Meters]**
- **[Run (h:m)]**
- **[Impressions]**
- **[File Size]**

[Preview]

The system displays a preview of the volume estimates of the batch. This information is shown in the list of batches in the **[Batches]** panel.

[Imposition] tab

[Gang-up]

To send all the jobs together to be imposed, click **[Gang jobs together]**. When you enable this option, the **[Include copies]** option is automatically enabled. As a result, one imposition file is created for the entire batch. The imposition file contains the specified number of copies of each job and it is sent to the output with the **Copies** attribute value **1**.

[Include copies]

To apply imposition on all the copies, select **[Include copies in output]**.

When this option is enabled, the imposed file created for each job contains the specified number of job copies and is sent to the output with the **Copies** attribute value **1**.

When **[Include copies in output]** option is disabled, the imposed file contains one copy for each job and the actual value of the **Copies** attribute is sent to the output.

[Ultimate Impostrip® Folder]

You can specify the folder name where TotalFlow BatchBuilder sends the jobs to be imposed. The imposition is applied to all the jobs from this batch. Any predefined imposition for an individual job is overwritten.

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

Click [C] , the **[Refresh]** button to refresh the list of imposition hot folders.

[Imposition Review]

You can enable or disable the imposition review. To switch between the enabled and disabled states, click the **[Enabled]**/**[Disabled]** button. When imposition review is enabled, the job is held and you can view and approve the imposed file before sending it to an output. The default setting is **[Disabled]**.

[Banner Sheets] tab

Click the checkbox if you want to include banner sheets for job files in the output folder.

[Paper]

If you select the **[Banner Sheets]** checkbox, the **[Paper]** presets are available. Properties set here become banner sheets defaults;

- **[Match Job]** — disables the controls that configure media and uses default settings.
- **[Custom]** — enables the controls that configure media, any setting specified are included in banner sheets XML/JDF/CSV.

If you select **[Custom]** value, you can type in or select a media from the output **[Paper Catalog]** list. To add a paper type, click the **[Add Paper]** button.

[Paper Name]

You can edit the name of the paper used. You can enter a string of maximum 256 characters. This field is mandatory.

[Product ID]

You can edit the product ID. You can enter a string of maximum 256 characters.

[Paper Type]

You can select the type of paper used from a list:

- **[Bond]**
- **[Offset Text]**
- **[Cover]**
- **[Tag]**
- **[Index]**

[Paper Weight]

The paper weight varies based on the paper type and the paper size. You can edit the paper weight.

[Paper Color]

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

[Paper Finish]

You can type in or select the paper finish from a list:

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

[Paper Height]

The height of the paper.

[Paper Width]

The width of the paper.

[Batch Tickets] tab

Specify if you want to print the batch details and the location where to send the batch ticket. The system generates a batch ticket file containing the batch details.

[Batch Ticket Printer]

[Send Batch Tickets to a Printer]

Select this option to send the batch ticket to a printer. Choose a printer from an existing list of printers mapped to the TotalFlow BatchBuilder server. You can also specify the number of copies of batch tickets you want to print.

[Send Batch Tickets to Output Device]

Select this option to send the batch ticket to the specified output device. The batch ticket file is placed as the first job in the batch and the job sequence number for the batch ticket is 0. The batch ticket file is not displayed in the batch detail dialog and does not appear as a job in the user interface.

[Presets]

Specify which job properties you want to use for the batch ticket media:

- **[Default]**: Uses the default media settings for job properties.
- **[Custom]**: Allows you to specify media settings for job properties.

✪ Note

– The first value for the **[Paper]** properties is displayed based on installation settings. **[A4]** is displayed for metric system and **[Letter]** is displayed for imperial system.

[Paper Name]

You can edit the name of the paper used. You can enter a string of maximum 256 characters.

[Product ID]

You can edit the product ID. You can enter a string of maximum 256 characters.

[Paper Type]

You can edit or select the type of paper used from a list:

– **[Bond]**

– **[Offset Text]**

– **[Cover]**

– **[Tag]**

– **[Index]**

[Paper Weight]

The paper weight varies based on the paper type and the paper size. You can edit the paper weight.

[Paper Color]

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

[Paper Finish]

You can type in or select the paper finish from a list:

– **[Uncoated]**

– **[Coated]**

– **[Glossing Finish]**

– **[Ink Jet Finish]**

– **[High Gloss Finish]**

– **[Matte Finish]**

– **[Polymer Finish]**

– **[Satin Finish]**

– **[Semigloss Finish]**

– **[Silver Finish]**

[Paper Height]

You can specify the height of the paper.

[Paper Width]

You can specify the width of the paper.

To save the changed properties, click **[OK]**. If you want to close the batch edit panel and discard the changes, click **[Cancel]**.

To delete the batch, click **[Delete]**.
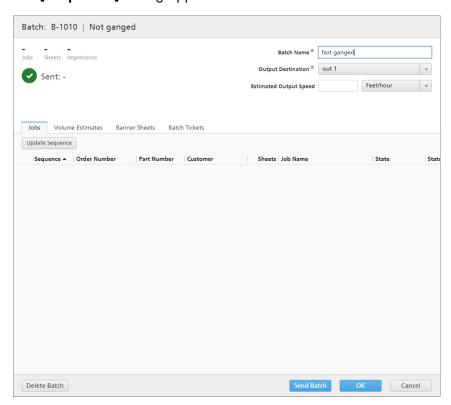
Resend a batch

When a batch enters an error state, you can resend the batch to the same output or select a different output.

You can only resend a batch when it is in error, sent, or printed state. The Resend action allows you to submit the batch to the same output or select a different output. A new batch is not created in the process.

To resend a batch:

1. In the menu bar, click **[Batches]** to open a list of all the batches in the system.

2. From the list of batches, select the batch you want to resend. The jobs in the batch may have the following states:

   - **[Sent]**: jobs successfully sent.

   - **[Output Error]**: jobs where the sending process failed.

   - **[Batched]**: jobs not yet sent.

   - **[Printed]**: jobs are printed.

3. Right-click and select **[Resend Batch...]**.
   The **[Properties]** dialog appears.

Note

You can select a different output from the **[Output Destination]** menu.

4. Click **[Resume Sending]** to resend only jobs that are in **[Output Error]** and **[Batched]**. Click **[Resend All]** to resend all jobs.
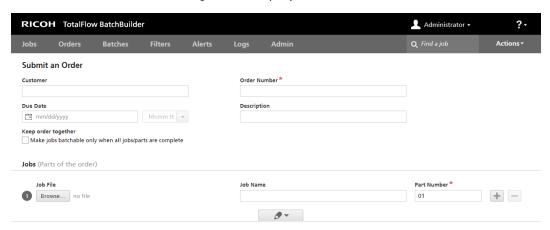
The batch is re-queued up to the output destination and the batch state changes to **[Batching]**.

Submit an order

This topic describes how to submit an order into TotalFlow BatchBuilder without using input hot folders.

To submit an order:

1. In the menu bar, click **[Actions]**, and select **[Submit Order]** from the menu. You can also go to the **[Orders]** section and click **[New Order]**.
   The **[Submit an Order]** dialog box is displayed.

2. Enter the necessary information in the **[Order Details]** section.
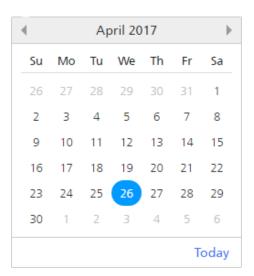
   The available order properties are:

   [Customer]

   Enter the name of the customer. You can enter a string of maximum 256 characters.

   [Due Date]

   To set the date, select or type in the day, month, and year in the correct format.

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

[Keep order together]

Enable this option if you want all the jobs to be ready for batching when all the jobs/parts within the same order are complete.

Click **[Make jobs batchable only when all jobs/parts are complete]** to enable the **[Keep order together]** option. If there are any jobs in a **[Waiting for Files]** state, all the other jobs containing print files are set to a **[Waiting for Files]** state. The jobs cannot be batched until all the jobs from the order are complete.

[Order Number]

Enter an order number.

[Description]

Enter a short description.

[Preflight]

You can click , the **[Disabled]** button, to enable and use Preflight on the jobs submitted in the TotalFlow BatchBuilder system. The system applies the preflight settings configured and enabled in **Admin → Features → Preflight** tab.

3. Add jobs as parts of the order in the **[Jobs]** section.

To add a job:

1. Click , to add a new job part.

2. Click **[Browse...]** to select a job file.

3. Enter a job name in the **[Job Name]** field.

4. Enter a number as a unique identifier within the order in the **[Part Number]** field.

5. To set the job properties, click , the **[All Job Properties]** button.
   The job row expands to display the job details tabs. You can edit the job properties in the **[General]**, **[Job]**, **[Paper]**, **[Imposition]**, **[Finishing]**, and **[Custom]** tabs.

To collapse the job row, click [icon], the **[All Job Properties]** button.

Note

1. To remove a job from the order, click [icon].

2. If there are any input errors in the **[Jobs]** section, an error icon is displayed: [icon]. Click the **[All Job Properties]** button to expand the job details tab and correct the input errors.

4. Click **[OK]** to submit the order.

A confirmation message that the order was created is displayed.

Changing the order due date

To change the due date for one or more orders:

1. From the main menu bar, click the **[Orders]** section.

2. Select the orders from the list.

3. Right-click and select **[Change Due Date]**.
   The **[Change Due Date]** window appears.

4. To set the date, type in the day, month, and year in the correct format. You can also select the date using the date selection menu. To open the date selection menu, click in the text field.

   Use the navigation buttons to select the month and then select a day from the calendar. To select the current date, click **[Today]**.

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

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

Duplicate an order and make it new

This topic describes how to duplicate an order and make it new.

To duplicate an order and make it new:

1. From the main menu bar, click the **[Orders]** section.
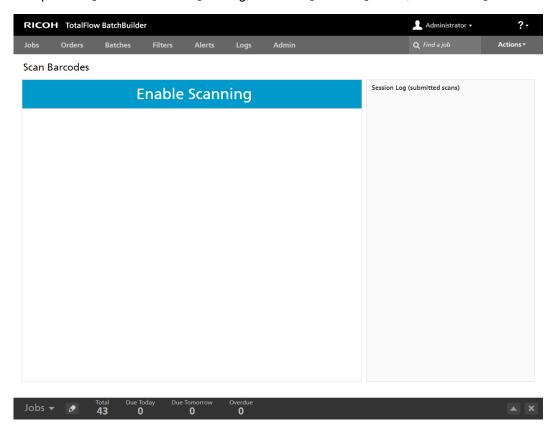
2. Select a single order from the list.

3. Right-click the order and select **[Duplicate Order...]** from the menu.
    A new dialog window appears with the order settings and jobs from the original. The dialog window opens on the **[Properties]** tab, with the focus on **[Order Number]**.

4. Insert order details for the **[Customer]** and **[Description]** dialog boxes.

5. To save the changes, click **[OK]**. To discard the changes and close the dialog window, click **[Cancel]**.

Scan Barcodes

TotalFlow BatchBuilder allows you to scan barcodes using USB scanners. You can either scan batch barcodes or jobs barcodes. A scanned job barcode indicates that the job has been printed.
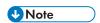
To open the **[Scan Barcodes]** dialog, click the **[Actions]** menu, and select **[Scan Barcodes]**.

The default state displayed is **[Enable Scanning]**. To scan individual jobs which are added to the list displayed in the **[Scan Barcodes]** dialog, click the **[Enable Scanning]** button. The state changes into **[Ready to Scan]**.

[Location]
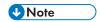
>   Select a value from the list of available custom locations.

>   ⬇Note
>
>   You can create custom locations in the **Admin** → **Custom Locations** window.

[State]

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

⬇Note

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

When the **[Location]** is set to a specific value, you can select "- Do not change -" from the **[State]** list. When the **[Location]** and **[State]** values are set, the "- Do not change -" value cannot be selected anymore.

Using **[Scan Barcodes]** allows you to track a jobs locations and status after it was sent for printing from the TotalFlow BatchBuilder system.

The scanned jobs are ready to be submitted. When a batch is scanned, all the jobs from that batch are added to the list displayed in the **[Scan Barcodes]** dialog.

Click **[Submit]** to send the scanned jobs to the **[Session Log (submitted scans)]** and change the state of the submitted jobs to the selected state.

To remove the recently scanned jobs from the list, right-click and select **[Undo Scan]**.

Reprint

This topic describes how to reprint an order into TotalFlow BatchBuilder.

To reprint an order:
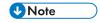
1. In the menu bar, click **[Actions]**, and select **[Reprint]** from the menu.
   The **[Reprint]** dialog box is displayed.

2. To search for a job, scan a barcode or enter the job name in the **[Select a Job]** text field. The system displays a list of jobs eligible for printing. Select the job you want to reprint from the list.

3. When a job is selected, the system displays the added job. You can set up reprint settings or choose to show the entire order.

4. If you select **[Show Order]**, you can view the jobs inside of the order, grouped into two categories: **[Jobs Eligible for Reprint]** and **[Unsent Jobs]**. Jobs checked for reprint are shown in a blue border.

5. Click **[OK]** to reprint the order.

Order detail dialog
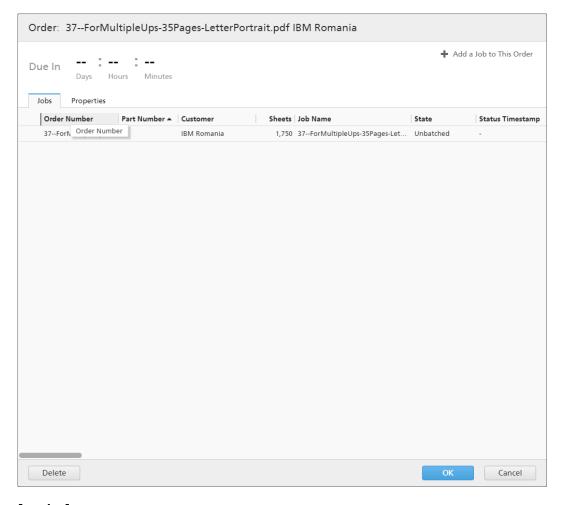
This topic describes how to open the order detail dialog. You can view the jobs and the status of an order and how to edit the order properties.

To open the order detail dialog:

1. Double-click the order row or right-click the order row and select **[Properties]**.

   ⬇Note

   You can also view the order detail dialog by right-clicking a job and then selecting **[Open Order]**. This allows you to view the details for the order which contains the selected job.

[Order]

The title bar displays the system order number and the customer.

[Due In]

The system displays the time remaining until the order is due.

[Add a Job to This Order]

You can add a new job to an existing order. The **[Add a Job to This Order]** dialog opens and you can add the job file and the job properties.

[Jobs] tab
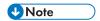
The system displays a list of all the jobs in the order.
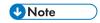
⬇ Note

1. You can remove a job from a batch using the **[Unbatch]** action. This allows the job to be displayed in a matching filter list or to be manually moved to another batch. The **[Unbatch]** action can be performed only on jobs that are in a **[Batched]** state and only when the batch is in the **[Batching]** state. If the batch state is changed when an **[Unbatch]** action is performed, the system displays an error.

   To unbatch a job, right-click a job from the job list and select **[Unbatch]**.

2. If a job has been printed by a device and is in a **[Sent]** state, you can right-click the job and set the state to **[Printed]**.

3. To edit the properties of a job, double-click a job from the job list or right-click the job and select **[Properties]**.

4. To delete a job from the list, right-click a job and select **[Delete Job...]**. A confirmation window is displayed. Click **[Yes]** to delete the job or **[No]** to cancel the action.

5. To change the job state, select a job from the list, right-click and then point to **[Set State]**. Choose a job state from the list of system defined states: **[Sent]** or **[Printed]**, or custom state. You can create the custom state in **[Custom States]** tab under **[Admin]** section.

   ⬇ Note

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

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

   ⬇ Note

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

7. When a job is in **[Proof Out]** state, you can right-click the job and select **Proof → Reject Proof**. The job state is set to **[Proof Rejected]** and the job is displayed in the **[Action Required]** list in the **[All Jobs]** tab.

8. You can select one or more jobs from the job list, right-click, and select an existing batch or select the **Batch → New Batch** to create a new batch. A confirmation message appears on the right panel to confirm that the new batch has been created successfully. If the selected jobs are unbatchable, the right-click is disabled.

[Properties] tab

The system displays the order properties:

[Order Number]

You can edit the order number.

[Customer]

You can edit the name of the customer. You can enter a string of maximum 256 characters.

[Description]

You can add useful information related to the order.

[Received]

The date and time when the order was received. This information cannot be changed.

[Due]

You can edit the date and time when the order is due.

[Keep order together]

Enable this option if you want all the jobs to be ready for batching when all the jobs/parts within the same order are complete.

Click **[Make jobs batchable only when all jobs/parts are complete]** to enable the **[Keep order together]** option. If there are any jobs in a **[Waiting for Files]** state, all the other jobs containing print files are set to a **[Waiting for Files]** state. The jobs cannot be batched until all the jobs from the order are complete.

To save the changed properties, click **[OK]**. If you want to close the order detail dialog and discard the changes, click **[Cancel]**.

To delete the order, click **[Delete]**.

Creating a new alert trigger
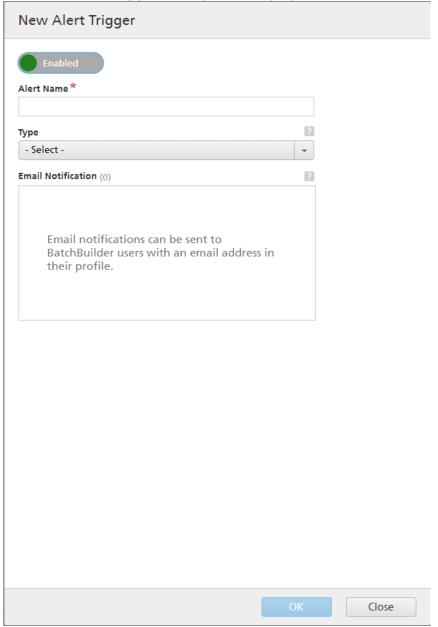
This topic describes how to create a new alert trigger.

An alert trigger is used to configure the conditions to when a specific type of alert is dispatched.

To create a new alert trigger:
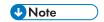
1. From the menu bar, click **[Alerts]**.
2. In the **[Alerts]** section, click the **[Alert Triggers]** tab.
3. Click **[New Alert Trigger]**.

The **[New Alert Trigger]** dialog box is displayed.

4. In the **[New Alert Trigger]** dialog box:

    1. The default state of the new trigger is enabled. You can change the state of the trigger.

    2. Enter a name for the new alert trigger in the **[Alert Name]** field.

    3. Select the object type of the alert trigger from the **[Type]** list.

    4. Depending on the selected object type, the object status specifies the condition that must be met for the alert to be triggered. Select a value from the **[Status]** list.

    5. In the **[Trigger Alert After]** you can choose a time period to delay the alert.

    6. In the **[Auto-Dismiss Alert After (hours)]** field, specify the number of hours the triggered alert is retained in the system.

    7. Select one or more users from the **[Email Notification]** list. The specified users receive an email notification each time the alert is triggered.

✎Note

> You can click any of the selected users to remove them from the **[Email Notification]** list.

8. Click **[OK]**.

Default Alert Triggers

This is a list of alert triggers present in the TotalFlow BatchBuilder system.

[Input Disabled]
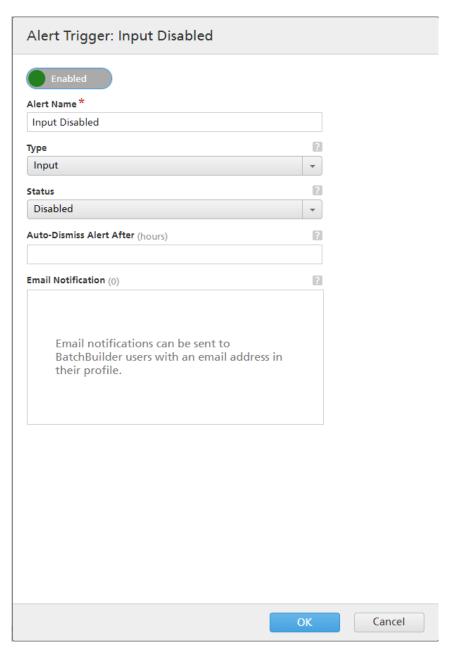
The **[Input Disabled]** alert trigger is used to send an alert every time an input is disabled in the TotalFlow BatchBuilder system. You can view the active alerts in the **[Current Alerts]** tab.

An input is disabled by the system in the following situations:

- If the underlying hot folder is no longer present on the local or mapped drive.

- If the hot folder is on a mapped drive and connectivity to the mapped drive was not successful.

To edit the **[Input Disabled]** alert trigger, double-click the alert trigger or right-click and select **[Properties]**.

This dialog is displayed:

Alert Trigger: Input Disabled

Enabled

Alert Name *

Input Disabled

Type ?

Input

Status ?

Disabled

Auto-Dismiss Alert After (hours) ?

Email Notification (0) ?

Email notifications can be sent to BatchBuilder users with an email address in their profile.

OK   Cancel

[State]

You can switch between the two options: **[Enabled]** or **[Disabled]**. The default state is **[Enabled]**. Only enabled triggers can send alerts.

[Alert Name]

The name of the alert trigger.

[Type]

The object type of the alert trigger.

[Status]

The condition that must be met for the alert to be triggered. For the **[Input Disabled]** alert trigger, the available condition is:

[Disabled] — The alert is sent when the input is disabled by the TotalFlow BatchBuilder system.

[Auto-Dismiss Alert After (hours)]

The time when the alert is automatically removed from the system. Alerts can also be manually dismissed from the **[Current Alerts]** tab.

[Email Notification]

Select one or more users from the list. The list contains all the TotalFlow BatchBuilder users with an email address specified in their user profile. The selected users receive an email notification each time the alert is triggered.

You can also click any of the selected users to remove them from the email notifications list.

To receive email notifications, make sure you configure your **[SMTP SERVER]** settings in the **Admin** → **Other** → **Servers** window.

You can enable, disable, edit, or delete the trigger using the right-click menu.

[Mapping error]

The **[Mapping error]** alert trigger is used to send an alert every time a mapping file error occurs. You can view the enabled alerts in the **[Current Alerts]** tab.

To edit the **[Mapping error]** alert trigger, double-click the alert trigger or right-click and select **[Properties]**.

The trigger alert edit dialog is displayed.

[State]

You can switch between the two options: **[Enabled]** or **[Disabled]**. The default state is **[Enabled]**. Only enabled triggers can send alerts.

[Alert Name]

The name of the alert trigger.

[Type]

The object type of the alert trigger.

[Status]

The condition that must be met for the alert to be triggered. For the **[Mapping error]** alert trigger, the only available condition is:

[Error] — The alert is sent when an error occurs for a mapping file.

[Auto-Dismiss Alert After (hours)]

The time when the alert is automatically removed from the system. Alerts can also be manually dismissed from the **[Current Alerts]** tab.

[Email Notification]

Select one or more users from the list. The list contains all the TotalFlow BatchBuilder users with an email address specified in their user profile. The selected users receive an email notification each time the alert is triggered.

You can also click any of the selected users to remove them from the email notifications list.

To receive email notifications, make sure you configure your **[SMTP SERVER]** settings in the **Admin** → **Other** → **Servers** window.

You can enable, disable, edit, or delete the trigger using the right-click menu.

[Output Disabled]

The **[Output Disabled]** alert trigger is used to send an alert every time an output is disabled by the TotalFlow BatchBuilder system. You can view the enabled alerts in the **[Current Alerts]** tab.

An output is disabled by the system in the following situations:

- When a batch is sent to the output and the folder cannot be reached.

- When a batch could not be copied because of an error.

To edit the **[Current Alerts]** alert trigger, double-click the alert trigger or right-click and select **[Properties]**.

The trigger alert edit dialog is displayed.

[State]

You can switch between the two options: **[Enabled]** or **[Disabled]**. The default state is **[Enabled]**. Only enabled triggers can send alerts.

[Alert Name]

The name of the alert trigger.

[Type]

The object type of the alert trigger.

[Status]

The condition that must be met for the alert to be triggered. For the **[Output Disabled]** alert trigger, the only available condition is:

[Disabled] — The alert is sent when the output is disabled by the TotalFlow BatchBuilder system.

[Auto-Dismiss Alert After (hours)]

The time when the alert is automatically removed from the system. Alerts can also be manually dismissed from the **[Current Alerts]** tab.

[Email Notification]

Select one or more users from the list. The list contains all the TotalFlow BatchBuilder users with an email address specified in their user profile. The selected users receive an email notification each time the alert is triggered.

You can also click any of the selected users to remove them from the email notifications list.

To receive email notifications, make sure you configure your **[SMTP SERVER]** settings in the **Admin** → **Other** → **Servers** window.

You can enable, disable, edit, or delete the trigger using the right-click menu.

[Batch failed at output]

The **[Batch failed at output]** alert trigger is used to send an alert every time a batch enters **[Error]** state. You can view the active alerts in the **[Current Alerts]** tab.

To edit the **[Batch failed at output]** alert trigger, double-click the alert trigger or right-click and select **[Properties]**.

The trigger alert edit dialog is displayed.

[State]

You can switch between the two options: **[Enabled]** or **[Disabled]**. The default state is **[Enabled]**. Only enabled triggers can send alerts.

[Alert Name]

The name of the alert trigger.

[Type]

The object type of the alert trigger.

[Status]

The condition that must be met for the alert to be triggered. For the **[Batch failed at output]** alert trigger, the available condition is:

[Failed at Output] — The alert is sent when the batch enters **[Output Error]** state.

[Auto-Dismiss Alert After (hours)]

The time when the alert is automatically removed from the system. Alerts can also be manually dismissed from the**[Current Alerts]** tab.

[Email Notification]

Select one or more users from the list. The list contains all the TotalFlow BatchBuilder users with an email address specified in their user profile. The selected users receive an email notification each time the alert is triggered.

You can also click any of the selected users to remove them from the email notifications list.

To receive email notifications, make sure you configure your **[SMTP SERVER]** settings in the **Admin** → **Other** → **Servers** window.

You can enable, disable, edit, or delete the trigger using the right-click menu.

[Mapped Network Drive] **is** [Unavailable]

The **[Mapped Network Drive]** is **[Unavailable]** alert trigger is used to send an alert when any mapped drive is no longer available. You can view the active alerts in the **[Current Alerts]** tab.

To edit the **[Mapped Network Drive]** is **[Unavailable]** alert trigger, double-click the alert trigger or right-click and select **[Properties]**.

The trigger alert edit dialog is displayed.

[State]

You can switch between the two options: **[Enabled]** or **[Disabled]**. The default state is **[Enabled]**. Only enabled triggers can send alerts.

[Alert Name]

The name of the alert trigger.

[Type]

The object type of the alert trigger.

[Status]

The condition that must be met for the alert to be triggered. For the **[Mapped Network Drive]** is **[Unavailable]** alert trigger, the only available condition is:

[Unavailable] — The alert is sent when any mapped drive is no longer available.

[Auto-Dismiss Alert After (hours)]

The time when the alert is automatically removed from the system. Alerts can also be manually dismissed from the **[Status]** tab.

[Email Notification]

Select one or more users from the list. The list contains all the TotalFlow BatchBuilder users with an email address specified in their user profile. The selected users receive an email notification each time the alert is triggered.

You can also click any of the selected users to remove them from the email notifications list.

To receive email notifications, make sure you configure your **[SMTP SERVER]** settings in the **Admin** → **Other** → **Servers** window.

You can enable, disable, edit, or delete the trigger using the right-click menu.

[Low disk space]

The **[Low disk space]** alert trigger is used to send an alert when the available disk space reaches a specified threshold. You can view the active alerts in the **[Current Alerts]** tab.

To edit the **[Low disk space]** alert trigger, double-click the alert trigger or right-click and select **[Properties]**.

The trigger alert edit dialog is displayed.

[State]

You can switch between the two options: **[Enabled]** or **[Disabled]**. The default state is **[Enabled]**. Only enabled triggers can send alerts.

[Alert Name]

The name of the alert trigger.

[Type]

The object type of the alert trigger.

[Threshold]

Specify the value in **[GB]** that must be reached for the alert to be triggered. The alert is sent when the remaining disk space reaches the specified threshold. The default threshold value is 10 GB.

⬇ Note

The alert is sent only once, when the available disk space drops below the specified threshold. If the available disk space rises above the specified value plus 1 GB and then drops again below the threshold, a new instance of the alert is sent.

[Auto-Dismiss Alert After (hours)]

The time when the alert is automatically removed from the system. Alerts can also be manually dismissed from the **[Status]** tab.

[Email Notification]

Select one or more users from the list. The list contains all the TotalFlow BatchBuilder users with an email address specified in their user profile. The selected users receive an email notification each time the alert is triggered.

You can also click any of the selected users to remove them from the email notifications list.

To receive email notifications, make sure you configure your **[SMTP SERVER]** settings in the **Admin** → **Other** → **Servers** window.

You can enable, disable, edit, or delete the trigger using the right-click menu.

Job Alert Triggers

This section describes how to create and edit alert triggers for jobs.

To create a new job alert trigger:

1. From the menu bar, click **[Alerts]**.

2. In the **[Alerts]** section, click the **[Alert Triggers]** tab.

3. Click **[New Alert Trigger]**.

4. Select **[Job]** as the type of the alert trigger from the **[Type]** list.

You can create different types of alert triggers for jobs. From the **[Status]** list, select the job condition that must be met for the alert to be triggered.

The job alert trigger types are:

[Does not match any filters]
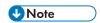
An alert is sent when the system receives a new job that can be batched and does not match any existing filters.

[Does not match any imposition filters]

This alert is sent when new jobs are received, through an input or manual submission, only when the Impostrip is enabled. The imposition filters are defined, including the exclusion filters. Alerts are not issued when the imposition feature is disabled.

[Due]

An alert is sent when the job due date has expired.

Note

If the due date of the order containing the job has been changed and is overdue, the "Job due by:" alert can be sent more than once.

You can configure the alert trigger to send an alert at a specific time before the job due date expires. To set the time when the alert is displayed, type in the hours and minutes in the **[Display Alert Prior to Due Time]** text fields.

[Waiting for File]

An alert is sent when a job enters the system and is in **[Incomplete]** status.

[Is too big for matching automated filter]

An alert is sent when a job matches an automated filter but it exceeds the target range of the filter.

[Matches a combined filter and an automated filter]

An alert is sent when a job is selected for a combined filter and also matches the criteria of a different automated filter (either a combined filter or a simple filter).

[Preflight Error]

An alert is sent when a job is in **[Preflight]** state and the preflight process fails. When an error occurs during the preflight process, TotalFlow BatchBuilder receives a report from the Preflight Database. The **[Preflight Error]** alert is sent in these situations:

- When a job is in preflight and the selected profile or action list is deleted.

- When the job preflight fails because of a process crash.

- When errors are identified in the preflighted job file.

- When a job is received through an input and does not match any preflight filters.

Note

The job state changes to **[Preflight Error]** and is shown in the **[Action Required]** list from the **[Jobs]** tab. You can right-click the job and select **[Ignore Preflight Error]** to change the job state to **[Unbatched]**.

[Requires proof]

An alert is sent when the job attribute **[Proof]** is set to **[Proof Required]**.

[Waiting for files]

An alert is sent when a job enters the system and is in **[Waiting for File]** state.

Note

You can configure the alert trigger to send the alert only after a specific period of time has passed. In the **[Trigger Alert After]** text field, specify the number of hours that must pass after the job state has been set to **[Waiting for File]**, before the alert is sent.

Note

1. Any of the job alert trigger types can be configured to be sent for all customers or for a specific customer.

2. You can set the time when the alert is automatically removed from the system by specifying the number of hours in the **[Auto-Dismiss Alert After (hours)]** text field. Alerts can also be manually dismissed from the **[Current Alerts]** tab.

3. You can specify which users receive an email notification each time an alert is triggered by clicking the **[Email Notification]** list and manually selecting the users. To receive email notifications, make sure that you configure your **[SMTP SERVER]** settings in the **Admin → Other → Servers** window.

You can view the active alerts in the **[Current Alerts]** tab. Double-click an alert or right-click and select **[Properties]** to view the alert details.

In the alert details dialog, click **[Open Job...]** to view and edit the job properties.

Order Alert Triggers

This section describes how to create and edit alert triggers for orders.

To create a new order alert trigger:

1. From the menu bar, click **[Alerts]**.
2. In the **[Alerts]** section, click the **[Alert Triggers]** tab.
3. Click **[New Alert Trigger]**.
4. Select **[Order]** as the type of the alert trigger from the **[Type]** list.

You can create different types of alert triggers for orders. From the **[Status]** list, select the order condition that must be met for the alert to be triggered.

The order alert trigger types are:

[Due]

An alert is sent when the order's due date is about to expire.

> 🔽 Note

The **[Due]** alert can be sent more than once if the due date of the order has been changed and is overdue.

You can configure the alert trigger to send an alert at a specific time before the order's due date expires. To set the time when the alert will be displayed, type in the hours and minutes in the **[Display Alert Prior to Due Time]** text fields.

> 🔽 Note

If no value is specified for **[Display Alert Prior to Due Time]**, the system sends an alert when the job becomes **[Overdue]**.

[Duplicate Order]

An alert is sent when an order is received and has the same order number as an existing order.

> 🔽 Note

When the system receives a duplicate order, TotalFlow BatchBuilder appends a numeric suffix to the duplicate order number.

[Partial Match of Combined Filter]

An alert is sent when an order is received and only some of the jobs match a combined filter.

For more information about combined filters, see Using Combined Filters, p. 132.

> 🔽 Note

You can set the time when the alert is automatically removed from the system by specifying the number of hours in the **[Auto-Dismiss Alert After (hours)]** text field. Alerts can also be manually dismissed from the **[Current Alerts]** tab.

You can specify which users receive an email notification each time an alert is triggered by clicking on the **[Email Notification]** list and manually selecting the users. To receive email notifications, make sure you configure your **[SMTP SERVER]** settings in the **Admin** → **Other** → **Servers** window.

You can view the active alerts in the **[Current Alerts]** tab. Double-click an alert or right-click and select **[Properties]** to view the alert details.

In the alert details dialog, click **[Open Order]** to view and edit the order properties.

Batch Alert Trigger

You can create a batch alert trigger for all the possible imposition error types.

To create a new batch alert trigger:

1. From the menu bar, click **[Alerts]**.

2. In the **[Alerts]** section, click the **[Alert Triggers]** tab.

3. Click **[New Alert Trigger]**.

4. Select **[Batch]** as the type of the alert trigger from the **[Type]** list.

5. From the **[Status]** list, select **[Imposition error]**. This is the condition that must be met for the alert to be triggered.

↓Note

The possible imposition errors that trigger the alert:

• An automated filter containing both jobs with a specified imposition hot folder and jobs with no specified imposition hot folder creates a batch with the **[Imposition Error]** state.

• TotalFlow BatchBuilder fails to send the imposition XML file to the Ultimate Impostrip XML hot folder.

• A job fails to be imposed within the time specified in the
  Admin → **Features** → **Imposition** → **Timer** tab.

• A job fails to be imposed because of an Ultimate Impostrip error.

You can set the time when the alert is automatically removed from the system by specifying the number of hours in the **[Auto-Dismiss Alert After (hours)]** text field. Alerts can also be manually dismissed from the **[Current Alerts]** tab.

You can specify which users receive an email notification each time an alert is triggered by clicking on the **[Email Notification]** list and manually selecting the users. To receive email notifications, make sure you configure your **[SMTP SERVER]** settings in the **Admin** → **Other** → **Servers** window.

You can view the active alerts in the **[Current Alerts]** tab. Double-click an alert or right-click and select **[Properties]** to view the alert details.

In the alert details dialog, click **[Open Batch]** to view and edit the batch properties.

Creating an input hot folder

To create a new input hot folder, click the **[New Input]** button in the **[Inputs]** window. The **[New Input]** window dialog is displayed:

Enter the required information:

[State]

You can click , the **[Enabled]** button, or , the **[Disabled]** button, to switch between the two states.

[Name]

Enter the input hot folder name in the designated field.

[Description]

Enter a short description for the new hot folder.

[Keep orders together]

Enable this option if you want all the jobs to be ready for batching when all the jobs/parts within the same order are complete.

Click **[Make jobs batchable only when all jobs/parts are complete]** to enable the **[Keep orders together]** option. If there are any jobs in a **[Waiting for Files]** state, all the other jobs containing print files are set to a **[Waiting for Files]** state. The jobs cannot be batched until all the jobs from the order are complete.

[Default Due Time]

Specify the number of days, hours and minutes to set the default due time for all the jobs received through the input hot folder.

[Input Type]

Select the input type from the list. These are the possible values:

- **[PDF/Postscript]**. The input hot folder can receive orders containing only files in PDF format.

    Note

    You can add a `.zip` file containing multiple files in PDF format to a **[PDF/Postscript]** input hot folder. The system creates an order containing a job for each `.pdf` file from the `.zip` package. The name of the `.zip` file is used as the order number.

- **[XML/Control File]**. The input hot folder can receive orders containing both XML files and the print files referenced in the XML files. The XML file associated to an order contains one or more job references to print files present in that order.

    If one or more print files are not found in the received order, the missing jobs are set to **[Waiting for files]** state.

    If jobs that are not present at the location where the print file is specified, they are set to **[Waiting for files]** state.

    The order XML file can use `http://` type file references. This file reference points to an URL on a web server.

    Important

    The XML files received must have one of these extensions: `.xml` or `.jdf`. The `.jdf` file extension is processed by the TotalFlow BatchBuilder system as a standard XML file and must match the TotalFlow BatchBuilder internal schema.

    You must use an XSL mapping file to transform other XML type files to the TotalFlow BatchBuilder internal schema.

- **[JMF over HTTP]**. The input folder can receive jobs via the URL, resulted by concatenating the system's specific Target URL and the generated Target Device, as MIME packages. The MIME package contains a JMF message, a JDF file, and a PDF job file. The JDF file is converted into the TotalFlow BatchBuilder job settings based on the provided mapping file.

    Note

    When the state of a job received from an **[JMF over HTTP]** type input hot folder is set to **[Printed]**, the TotalFlow BatchBuilder system send a status update notification to the Management Information System (MIS).

- **[CSV]**. The input hot folder can receive CSV files containing one or multiple orders. You can configure the TotalFlow BatchBuilder system to convert the CSV files to XML files.

- In case the **[PDF/Postscript]** format does not contain valid information, TotalFlow BatchBuilder cannot retrieve the page count and size. You must insert manually the required information.

- **[TotalFlow JMF over HTTP]**. The input folder can receive jobs via the URL, resulted by concatenating the system's specific Target URL and the specified Target Device, as MIME packages. The MIME package contains a JMF message, a JDF file, and a PDF job file. The JDF file is converted into TotalFlow BatchBuilder job settings via Ricoh JTAPI library.

⬇Note
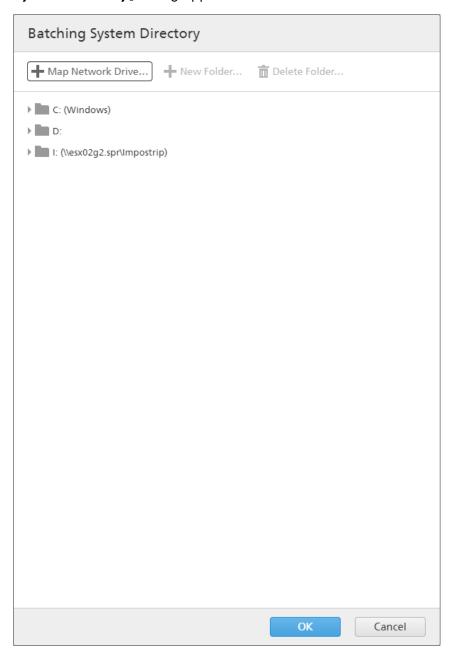
When the input type is **[PDF/Postscript]**, the TotalFlow BatchBuilder does not process incoming jobs where the file name starts with ".", the period character.

[Input Location (Directory Path)]

Type in the path or click **[Browse…]** to select the folder location. If the specified folder does not exist, a new folder is created.

To select an existing folder or create a new folder manually, click **[Browse…]**. The **[Batching System Directory]** dialog appears.

Navigate through the existing local or external drives, select the folder you want to use and then click **[OK]**.

To create a new folder, click **[New Folder…]** in the menu bar.
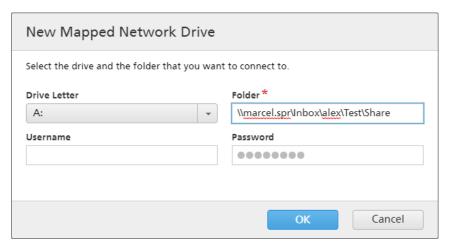
To modify the name of an existing folder, right-click the folder and select **[Edit Folder Name]**.

To delete an existing folder, right-click the folder and select **[Delete Folder...]**.

⬇Note

You can drag and drop folders to re-order or to move them from one parent folder into another. You can only drag and drop empty folders and within the same network drive.

To add a new network location, click **[Map Network Drive...]** in the menu bar. The **[New Mapped Network Drive]** dialog box appears.

Select the **[Drive Letter]** from the list and enter the folder path in the **[Folder]** field. You have the option to enter a user name and a password.

★Important

If the computer where you want to map the new network drive, and the folder you want to connect to are on different domains, you must specify the remote host in the **[Username]** field.

Example: `<remote_host\username>`

Click **[OK]**. A confirmation message is displayed and the new drive is added to the list.

If you want to edit an existing mapped network location, right-click the network drive you want to modify and select **[Edit Mapped Network Drive...]**. The drive selection dialog box is displayed.

You can change the drive letter and edit the folder path. To save the changes, you must enter the password again and click **[OK]**. The system displays a confirmation message that the changes have been saved.

If you want to disconnect a mapped network location:

1. Right-click the network drive and select **[Edit Mapped Network Drive...]**. The drive dialog box is displayed.

2. Click **[Disconnect]**. You can also right-click the network drive and select **[Disconnect]**. A confirmation window is displayed.

3. Click **[OK]** to disconnect the drive or **[Cancel]** to cancel the action.

[Mapping File]

The XSL mapping file transforms the attributes of incoming orders and jobs into TotalFlow BatchBuilder order and job attributes. Using the XSL mapping file, the input hot folder is configured to transform received orders to the TotalFlow BatchBuilder internal schema. This option is available only when the input type is **[XML/Control File]**, **[JMF over HTTP]**, or **[CSV]**. The default mapping file is `inputJDF.xsl` when the input type is **[JMF over HTTP]**.

[Target URL]

Specifies the folder location where an Input System sends the MIME package containing a JMF message, JDF file, and PDF file. You must copy and paste the specified URL to your MIS system.

The **[Target URL]** is read-only and contains a Unique Input ID generated by the TotalFlow BatchBuildersystem.

Click , the **[Expand/Collapse]** button, to open the **[General]** section.

[Keep orders together]

Enable this option if you want all the jobs to be ready for batching when all the jobs/parts within the same order are complete.

Click **[Make jobs batchable only when all jobs/parts are complete]** to enable the **[Keep orders together]** option. If there are any jobs in a **[Waiting for Files]** state, all the other jobs containing print files are set to a **[Waiting for Files]** state. The jobs cannot be batched until all the jobs from the order are complete.

[Default Due Time]

Specify the number of days, hours and minutes to set the default due time for all the jobs received through the input hot folder.

[Input Location (Directory Path)]

You can edit the path or click **[Browse...]** to select the folder location. If the specified folder does not exist, a new folder is created.

⭐ **Important**

If you map a network drive with a read only root directory, make sure the specified folder location on the selected network drive has write access.
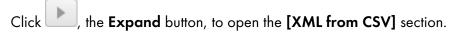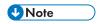
[Mapping File]

The XSL mapping file transforms the attributes of incoming orders and jobs into TotalFlow BatchBuilder order and job attributes. Using the XSL mapping file, the input hot folder is configured to transform received orders to the TotalFlow BatchBuilder internal schema. This option is available only when the input type is **[XML/Control File]**, **[JMF over HTTP]**, or **[CSV]**. The default mapping file is `inputJDF.xsl` when the input type is **[JMF over HTTP]**.

[Target URL]

Specifies the folder location where an Input System sends the MIME package containing a JMF message, JDF file, and PDF file. You must copy and paste the specified URL to your MIS system.

The **[Target URL]** is read-only and contains a Unique Input ID generated by the TotalFlow BatchBuilder system.

Click ▶, the **[Expand/Collapse]** button, to open the **[File References - Inbound XML Files]** section.

When the incoming order XML file contains file references for job files that are located on another machine, you must provide a new file path.

To replace the file path:

1. In the **[XML Order File Path]** field, type the file location provided in the received order XML file.

2. Click **[Browse...]** and select the file location from a mapped network drive or another drive.

3. Click **[OK]**.

↓Note

You can replace multiple file references from an order XML file:

- To add a new file reference, click the add file reference button.

- To remove a file reference, click the remove file reference button.

- To rearrange the file references, click the drag and drop button.

Click ▶, the **[Expand/Collapse]** button, to open the **[Default Job Attributes]** section.

In the **[Default Job Attributes]** section, you can specify the default job properties for the input hot folder.

★Important

The TotalFlow BatchBuilder system uses the following sources for the properties of the incoming jobs:

1. The XML order file.

2. The job properties specified in the **[Default Job Attributes]** section or in the default hot folder properties file.

3. The job properties retrieved from the PDF job file.

If the information is not found in the first source, TotalFlow BatchBuilder uses the next available one.

★Important

If you map a network drive with a read only root directory, make sure the specified folder location on the selected network drive has write access.

Click , the **[Expand/Collapse]** button, to open the **[Send Job Properties in Inbound File Names]** section.

When the input hot folder type is set to **[PDF/Postscript]**, you can configure TotalFlow BatchBuilder system to read specific job properties from the name of the job file received.

Click the **[Extract from Filenames]** checkbox to use the **[Send Job Properties in Inbound File Names]** option. The system extracts the values from the file name and adds them as job properties for each job.
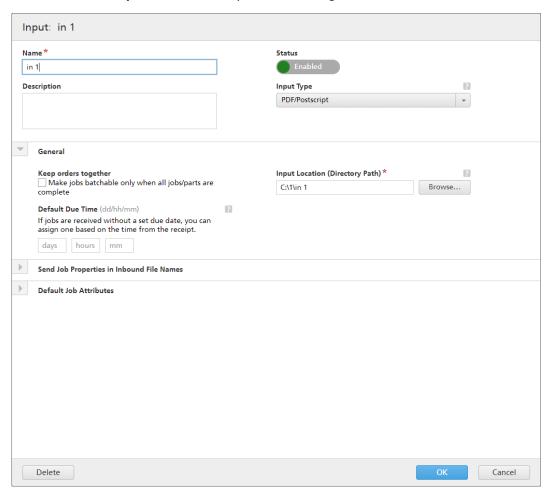
To separate the values from the file name, you must select a separator type from the list. The available separator types are:

* **[_ Underscore]**, the default value
* **[- Hyphen]**
* **[+ Plus]**
* **[= Equals]**
* **[% Percent]**
* **[$ Dollar sign]**
* **[~ Tilde]**

Each row specifies a segment from the file name and the job property represented. To add a new attribute, click , the "Add a row beneath this one" button. To remove a attribute, click , the "Delete this row" button.

Click , the **[Expand/Collapse]** button, to open the **[Preflight]** section.

In the **[Preflight]** section, you can click [Disabled] to enable the Preflight process. The system performs PDF Preflight checks and fixes on the incoming jobs using the Profiles and Actions Lists.

[Preflight Settings]

Select the type of Preflight Settings you want to use. You can either use the Preflight Filters defined in **Admin → Features → Preflight** tab, or create and use Custom Preflight Settings.

[Apply Profile]

Click **[Browse...]** to open the Select Profile dialog. In the Select Profile dialog you can select a

Preflight Profile from the list of Available Profiles. Click [icon], the **[Refresh]** button to update the list of Preflight Profiles from the Preflight database.

Click **[OK]** to save the changes and close the Select Profile dialog.

To clear the current selection, click [icon], the **[Clear]** button.

[Action Lists]

From the menu, select the Action List you want to apply to incoming jobs. Click [icon] to open the **[Select Action Lists]** window.

In the **[Select Action Lists]** window you can edit an existing Action List or create a new one. Click

[icon], the **[Refresh]** button to update the list of Available Action Lists from the Preflight database.

You can specify a unique **[Name]** for the new set of Action Lists, if the name is not specified.

Click **[OK]** to save the changes and close the **[Select Action Lists]** dialog.

To delete the selected action list, click ⊗, the **[Clear]** button.

↓Note

To run a Preflight process, you must specify a Preflight Profile and/or a Preflight Action List.

To create the new hot folder, click **[OK]**.

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

↓Note

You can also create a new input by duplicating an existing input hot folder.

To create a copy of an existing input hot folder:

1. From the list of input sources, select an input hot folder.

2. Right click and select **[Duplicate]**. An edit window with the copy of the existing input is displayed. All input properties are copied including mapping attributes, file references and default job attributes.

3. Edit the input properties and click **[OK]**.

[PitStop Server Folder]

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

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

↓Note

If inputs with Preflight are currently setup in TotalFlow BatchBuilder, they become disabled if you run the script to switch to or from internal TotalFlow BatchBuilder Preflight to an external PitStop Server.

For the first switch from internal TotalFlow BatchBuilder Preflight to an external PitStop Server, you must enable again the Preflight in the **[Admin]** section and adjust setup and filters.
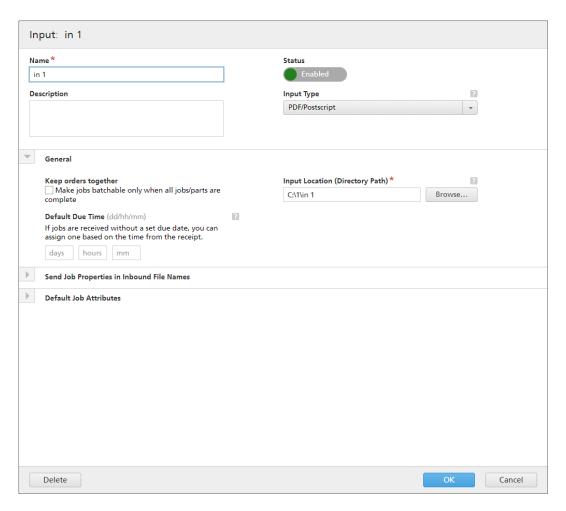
To enable the input again, you must change the Preflight settings.

Edit hot folder properties and default job properties of an input hot folder

This section describes how to edit hot folder properties and the default job properties associated with an input source.

You can edit the default job properties of an input hot folder. This allows all the jobs entering through that input device to inherit those default job attributes.

To open the **[Input]** dialog, you can either right-click a hot folder row and select **[Properties]** or double-click a row in the **[Inputs]** list.

[Input]

The system displays the input name.

[Name]

You can edit the hot folder name.

[Description]

You can edit the hot folder short description.

[State]

You can click , the **[Enabled]** button, or , the **[Disabled]** button, to switch between the two states.

[Input Type]

Select the input type from the list. There are four possible values:

- **[PDF/Postscript]**. The input hot folder can receive orders containing only files in PDF/ PostScript format.

3

⬇ Note

You can add a `.zip` file containing multiple files in PDF format to a **[PDF/Postscript]** input hot folder. The system creates an order containing a job for each `.pdf` file from the `.zip` package. The name of the `.zip` file is used as the order number.

- **[XML/Control File]**. The input hot folder can receive orders containing both XML files and the print files referenced in the XML files. The XML file associated to an order contains one or more job references to print files present in that order.

  If one or more print files are not found in the received order, the missing jobs are set to **[Waiting for files]** state.

  If jobs that are not present at the location where the print file is specified, they are set to **[Waiting for files]** state.

  The order XML file can use `http://` type file references. This file reference points to an URL on a web server.

  ⭐ Important

  The XML files received must have one of these extensions: `.xml` or `.jdf`. The `.jdf` file extension is processed by the TotalFlow BatchBuilder system as a standard XML file and must match the TotalFlow BatchBuilder internal schema.

  You must use a XSL mapping file to transform other XML type files to the TotalFlow BatchBuilder internal schema.

- **[CSV]**. The input hot folder can receive CSV files containing one or multiple orders. You can configure the TotalFlow BatchBuilder system to convert the CSV files to XML files.

- **[JMF over HTTP]**. The input folder can receive jobs into a specified URL as MIME packages. The MIME package contains a JMF message, a JDF file, and a PDF job file.

  ⬇ Note

  When the state of a job received from an **[JMF over HTTP]** type input hot folder is set to **[Printed]**, the TotalFlow BatchBuilder system send a status update notification to the Management Information System (MIS).

- **[TotalFlow JMF over HTTP]**. The input folder can receive jobs via the URL, resulted by concatenating the system's specific Target URL and the specified Target Device, as MIME packages. The MIME package contains a JMF message, a JDF file, and a PDF job file. The JDF file is converted into TotalFlow BatchBuilder job settings via Ricoh JTAPI library.

Click ▶ , the **Expand** button, to open the **[General]** section.

[Keep orders together]

Enable this option if you want all the jobs to be ready for batching when all the jobs/parts within the same order are complete.

Click **[Make jobs batchable only when all jobs/parts are complete]** to enable the **[Keep orders together]** option. If there are any jobs in a **[Waiting for Files]** state, all the other jobs containing print files are set to a **[Waiting for Files]** state. The jobs cannot be batched until all the jobs from the order are complete.

[Default Due Time]

Specify the number of days, hours and minutes to set the default due time for all the jobs received through the input hot folder.

[Input Location (Directory Path)]

You can edit the path or click **[Browse...]** to select the folder location. If the specified folder does not exist, a new folder is created.

⭐**Important**

If you map a network drive with a read only root directory, make sure the specified folder location on the selected network drive has write access.

[Mapping File]

The XSL mapping file transforms the attributes of incoming orders and jobs into TotalFlow BatchBuilder order and job attributes. Using the XSL mapping file, the input hot folder is configured to transform received orders to the TotalFlow BatchBuilder internal schema. This option is available only when the input type is **[XML/Control File]**, **[JMF over HTTP]**, or **[CSV]**. The default mapping file is `inputJDF.xsl` when the input type is **[JMF over HTTP]**.

[Target URL]

Specifies the folder location where an Input System sends the MIME package containing a JMF message, JDF file, and PDF file. You must copy and paste the specified URL to your MIS system.

The **[Target URL]** is read-only and contains a Unique Input ID generated by the TotalFlow BatchBuilder system.

Click ▶, the **Expand** button, to open the **[XML from CSV]** section.

[Sample CSV File]

Click **[Browse...]** and select a CSV file you want to upload.

⬇**Note**

Click the **[First Row Contains Field Names]** checkbox if the specified CSV file contains field names.

[Convert to XML]

Click **[Generate]** to convert the CSV file to an XML file. To download the generated XML file, click the file name link.

When the input hot folder type is set to **[CSV]**, you can upload CSV files containing one or multiple orders and configure the TotalFlow BatchBuilder system to convert the CSV files to XML files.

Click ▶, the **Expand** button, to open the **[File References - Inbound XML Files]** section.

When the incoming order XML or CSV file contains file references for job files that are located on another machine, you must provide a new file path.

To replace the file path:

1. In the **[XML Order File Path]** field, type the file location provided in the received order XML or CSV file.

2. Click **[Browse...]** and select the file location from a mapped network drive or another drive.

3. Click **[OK]**.

⬇️**Note**

You can replace multiple file references from an order XML or CSV file.

*   Click ➕, the **Add** button to add a new file reference.

*   Click ➖, the **Remove** button to remove a file reference.

*   Click ✥, the **Move** button to rearrange the file references.

Click ▶, the **Expand** button, to open the **[Default Job Attributes]** section.

In the **[Default Job Attributes]** section, you can specify the default job properties for the input hot folder.

⭐**Important**

The TotalFlow BatchBuilder system uses the following sources for the properties of the incoming jobs:

1. The XML order file.

2. The job properties specified in the **[Default Job Attributes]** section or in the default hot folder properties file.

3. The job properties retrieved from the PDF job file.

If the information is not found in the first source, TotalFlow BatchBuilder uses the next available one.

Click ▶, the **Expand** button, to open the **[Send Job Properties in Inbound File Names]** section.

When the input hot folder type is set to **[PDF/Postscript]**, you can configure TotalFlow BatchBuilder system to read specific job properties from the name of the job file received.

Click the **[Extract from Filenames]** checkbox to use the **[Send Job Properties in Inbound File Names]** option. The system extracts the values from the file name and adds them as job properties for each job.

To separate the values from the file name, you must select a separator type from the list. The available separator types are:

*   **[_ Underscore]**, the default value
*   **[- Hyphen]**
*   **[+ Plus]**
*   **[= Equals]**
*   **[% Percent]**
*   **[$ Dollar sign]**
*   **[~ Tilde]**

Each row specifies a segment from the file name and the job property represented. To add a new attribute, click ➕, the **Add** button. To remove a attribute, click ➖, the **Remove** button.

Click ![Expand button], the **Expand** button, to open the **[Preflight]** section.

In the **[Preflight]** section you can click ![Disabled button] to enable the Preflight process. The system performs PDF Preflight checks and fixes on the incoming jobs using the Profiles and Actions Lists.

[Preflight Settings]

Select the type of Preflight Settings you want to use. You can either use the Preflight Filters defined in **Admin → Features → Preflight** tab, or create and use Custom Preflight Settings.

[Apply Profile]

Click **[Browse...]** to open the Select Profile dialog. In the Select Profile dialog you can select a

Preflight Profile from the list of Available Profiles. Click ![Refresh button], the **[Refresh]** button to update the list of Preflight Profiles from the Preflight Database.

Click **[OK]** to save the changes and close the Select Profile dialog.

To clear the current selection, click ![Clear button], the **Clear** button.

[Action Lists]

From the menu, select the Action List you want to apply to incoming jobs. Click ![open button] to open the **[Select Action Lists]** window.

In the **[Select Action Lists]** window you can edit an existing Action List or create a new one. Click

, the **[Refresh]** button to update the list of Available Action Lists from the Preflight Database.

You can specify a unique **[Name]** for the new set of Action Lists, if the name is not specified.

Click **[OK]** to save the changes and close the **[Select Action Lists]** dialog.

To delete the selected action list, click ⊗, the **Clear** button.

⤵ Note

To run a Preflight process, you must specify a Preflight Profile and/or a Preflight Action List.

To save the changed properties, click **[OK]**. If you want to close the **[Input]** dialog and discard the changes, click **[Cancel]**.

To delete the hot folder, click **[Delete]**. For more information, see .

[PitStop Server Folder]

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

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

⤵ Note

If inputs with Preflight are currently setup in TotalFlow BatchBuilder, they become disabled if you run the script to switch to or from internal TotalFlow BatchBuilder Preflight to an external PitStop Server.

For the first switch from internal TotalFlow BatchBuilder Preflight to an external PitStop Server, you must enable again the Preflight in the **[Admin]** section and adjust setup and filters.

To enable the input again, you must change the Preflight settings.

Delete one or more input hot folders

As an administrator, you can delete an input hot folder from the system. From the **[Inputs]** list, choose the hot folder you want to delete, right-click and select **[Delete...]** from the menu. You can also delete a hot folder from the **[Input]** window dialog by clicking **[Delete]**. A confirmation message is displayed.

Default hot folder properties file
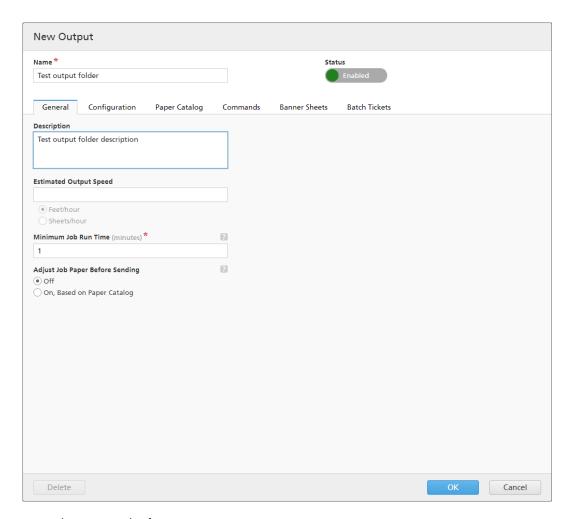
The hot folder properties file is used to configure the properties attached to a new hot folder.

When creating a hot folder, a set of default properties are loaded from a properties file and saved with the hot folder definition. As an administrator, you can edit the hot folder properties file. If the new hot folder is saved and enabled, the jobs from any order received by the new hot folder acquire the attached default properties.

Creating an output

An output folder is a folder that can be monitored by other applications.

If you want to create a new output folder, click the **[New Output]** button in the **[Outputs]** window. The **[New Output]** dialog is displayed:

New Output

Name *
Test output folder

Status
Enabled

General | Configuration | Paper Catalog | Commands | Banner Sheets | Batch Tickets

Description
Test output folder description

Estimated Output Speed

○ Feet/hour
○ Sheets/hour

Minimum Job Run Time (minutes) *
1

Adjust Job Paper Before Sending
● Off
○ On, Based on Paper Catalog

Delete

OK | Cancel

Enter the required information:

[State]

You can click ● Enabled , the **[Enabled]** button, or Disabled ● , the **[Disabled]** button, to switch between the two states.

[Name]

Enter the output folder name in the designated field.

[General] tab

[Description]

Enter a short description for the new output folder.

[Estimated Output Speed]

You can specify the output speed in either **[Feet/hour]** or **[Sheets/hour]**.

⬇ Note

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

[Minimum Job Run Time]

Specify a number of minutes as the default minimum runtime for each job placed in the output folder. This **[Minimum Job Run Time]** is added to the existing runtime for each job from a filter or a batch, that has this output folder as the specified output device.

When you want to determine the total runtime for a batch, a filter, or a group of jobs, the **[Minimum Job Run Time]** is added to the runtime of each job.

[Adjust Job Paper Before Sending]

Specifies whether the job paper properties should match or not a Paper Catalog entry, before sending the job to the Output Device.

Select one of these options:

[Off]

Select this option in order to send the job to the Output Device, without changing the paper properties. This is the default option.

[On, Based on Paper Catalog]

Select this option if you want to adjust the job paper properties, so that they match a paper catalog entry, before sending the job to the Output Device.

[Configuration] tab

[Output Type]

Select the output type from the list. There are these possible values:

[PDF/Postscript]

Select this option if you want TotalFlow BatchBuilder to place a PDF/PostScript file in the output hot folder for each job in the batch.

[PDF/Postscript and XML]

Select this option if you want TotalFlow BatchBuilder to place a PDF/PostScript file and an XML file in the output hot folder for each job in the batch.

Note

You can specify different output hot folder locations for the PDF/PostScript files and for the XML files.

[PDF/PostScript and CSV]

Select this option if you want TotalFlow BatchBuilder to place the PDF/PostScript file and the generated CSV file in the output hot folder for the each job in the batch.

The Sample XML file is a TotalFlow BatchBuilder internal XML file that is converted to a CSV file using a specified mapping file.

From **[CSV Output]** :

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

- Click the **[One CSV per Batch]** checkbox if you want to generate one CSV file for all the jobs in the batch.

[TotalFlow MIME]

3

Select this option if you want TotalFlow BatchBuilder to place a Multipurpose Internet Mail Extensions (MIME) package in the output hot folder for each job in the batch. The MIME package contains a JMF file, a JDF file, and the job file. The JDF file is generated by the TotalFlow BatchBuilder system using an internal XSL mapping file.

The MIME package file name is the same as the job file name.

[PDF/Postscript and RPD List File]

Select this option if you want TotalFlow BatchBuilder to create a RICOH ProcessDirector list file in addition to the PDF files for the jobs in the batch. The RICOH ProcessDirector list file is a text file containing the ordered list of file names from the batch. The RICOH ProcessDirector list file is placed in the output hot folder at the last position.

[JMF over HTTP]

Select this option if you want TotalFlow BatchBuilder to send a MIME package to a virtual printer. A JMF file is sent through an HTTP protocol for each job in the output folder. You must specify the URL and the name of the virtual printer. The MIME package contains a JMF message, a JDF file, and a PDF job file. TotalFlow BatchBuilder converts the job settings into the JDF file through the specified mapping file.

[TotalFlow JMF over HTTP]

Select this option if you want TotalFlow BatchBuilder to send a MIME package to a virtual printer. A JMF file is sent through an HTTP protocol for each job in the output folder. You must specify the URL and the name of the virtual printer. The MIME package contains a JMF message, a JDF file, and a PDF job file. TotalFlow BatchBuilder converts job settings into the JDF file through Ricoh JTAPI library.

[Mapping File]

You can use XSL mapping files to configure output devices in TotalFlow BatchBuilder to generate various XML files based on the TotalFlow BatchBuilder schema. Using the XSL mapping file, the output hot folder is configured to generate an XML file based on your custom target schema. This option is available only when the output type is either **[PDF/Postscript and XML]**, **[TotalFlow MIME]**, **[JMF over HTTP]**, or **[PDF/PostScript and CSV]**.

The XSLT conversion process uses the TotalFlow BatchBuilder internal schema as an input to generate the XML output for a job.

When the selected output type is **[TotalFlow MIME]** or **[JMF over HTTP]**, the default XSL mapping file is `TotalFlowJTAPI.xsl`.

[Output XML File Extension]

Specify the extension type for the generated output XML file. When the selected output type is **[PDF/Postscript and XML]**, you can set the extension for the output XML file.

⭐Important

Make sure the specified XML file extension is different than the corresponding job file extension.

[MIME File Extension]

Specify the extension type for the generated output MIME package file. When the selected output type is **[TotalFlow MIME]**, you can set the extension for the output MIME package file. The default file extension is `.mjm`.

[Output Location (Directory Path)]

Specify the path or click **[Browse...]** to select the folder location. If the specified folder does not exist, a new folder is created.

↓Note

If the selected output type is **[PDF/Postscript and XML]** you can specify different locations for the PDF files and for the XML files.

[Output Location (XML files)]

Type in the path or click **[Browse...]** to select the output hot folder location for the XML files.

[Output Location (PDF files)]

Select the **[Use same location as XML]** option if you want to use the same output hot folder location for both XML files and PDF files.

[Output Location]

Type in the path or click **[Browse...]** to select the output hot folder location for the PDF files.

[PDF file location to specify in the XML file]

When the PDF files and the XML files are placed in different output hot folder locations, you must specify the path for the PDF files.

The specified path is used as a file reference to the PDF job file in the corresponding XML file.

⭐Important

If you map a network drive with a read only root directory, make sure the specified folder location on the selected network drive has write access.

[Target Device]

If the selected output type is **[JMF over HTTP]**, you must specify the name of the device where you want to send the JMF file or select from a list of available devices. The device means every virtual printer, printer, or input device that supports the **[JMF over HTTP]** protocol.

[Target URL]

If the selected output type is **[JMF over HTTP]**, you must specify the address of the server where you want to send the JMF file over HTTP.

The URL might be different depending on the server. To retrieve the exact path for the server, read the specific documentation about the **[JMF over HTTP]** protocol for each server.

Examples

1. For RICOH TotalFlow Path, the URL can be `http://<ServerHostAddress>:28464/<sufix>` where *<ServerHostAddress>* is the host name or the IP address of the computer where the virtual printer is located and `sufix` is the path configured in the JMF input extension.

2. For RICOH ProcessDirector, you can use this URL: `http://<ServerHostAddress>:15080/aiwservices/v1/jmf` where *<ServerHostAddress>* is the host name or the IP address of the computer where the virtual printer is located.

↓Note

Make sure that the device where you want to send the jobs supports JDF input.

3. For RICOH TotalFlow Production Manager, you can use this URL: `http://` `<ServerHostAddress>:15080/aiwservices/v2/jmf` where *<ServerHostAddress>* is the host name or the IP address of the computer where the virtual printer is located.

4. For several Ricoh TotalFlow Print Server printers, you can use this URL: `http://` `<ServerHostAddress>/webJmf/Device1` where the target device is a virtual printer and *<ServerHostAddress>* is the host name or the IP address of the computer where the virtual printer is located.

5. For several printers with EFI Fiery Controllers, you can use this URL: `Http://` `<ServerHostAddress>:8010/` where the target device is a virtual printer and *<ServerHostAddress>* is the host name or the IP address of the computer where the virtual printer is located.

[Job Status]

Select one of these options:

- **[Automatic Replies Only]**: The TotalFlow BatchBuilder system receives the state of the job sent for printing automatically from the printer.

- **[Automatic Replies and Poll for Job Status]**: If a printer does not automatically return the state of the job sent for printing, you can use this option to request **[Job Status]** information directly from the printer. Depending on the **[Job Status]** information received, the TotalFlow BatchBuilder updates the state of the job to **[Printed]** or**[Output Error]**.

[Test Connection]

If the selected output type is **[JMF over HTTP]**, you can click **[Test Now]** to verify if the server where you want to send the JMF file is available or if the specified virtual printer is valid.

⬇️Note

1. Make sure that the printer has a proper network configuration (including DNS, gateway, and network mask), in order to have the job state updated correctly. Status updates are sent by the printer, make sure that the Firewall is not blocking communication with the printer.

2. Sending jobs to the device might fail even when the connection test succeeds. This usually depends on the device protocol implementation. Check the device configuration and resubmit the job.

[Paper Catalog] tab

In the **[Paper Catalog]** dialog you can manually import a paper catalog from one output to another. To import a paper catalog, click the **[Import Paper]** button. The **[Import Paper]** dialog is displayed.

[Output:]
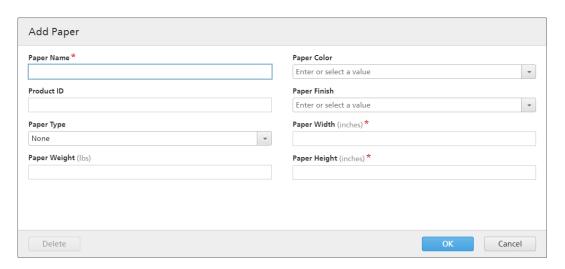
> Browse the list and select the paper catalog of an output in the system. The papers displayed in the output are checked by default, uncheck the papers you do not want to import.

> Click **[OK]**. A confirmation message is displayed with the number of imported papers.

You can manually enter a media catalog into TotalFlow BatchBuilder, that is selectable for jobs, batch tickets, and banner sheets. To edit properties, duplicate or delete a paper, select one paper from the list and right-click. To add a new paper, click the **[Add Paper]** button. The **[Add Paper]** dialog is displayed.

Add Paper	
Paper Name *	Paper Color
	Enter or select a value ▾
Product ID	Paper Finish
	Enter or select a value ▾
Paper Type	Paper Width (inches) *
None ▾	
Paper Weight (lbs)	Paper Height (inches) *

Delete   OK   Cancel

[Paper Name]

You can edit the name of the paper used. You can enter a string of maximum 256 characters. This field is mandatory.

[Product ID]

You can edit the product ID. You can enter a string of maximum 256 characters.

[Paper Type]

You can edit or select the type of paper used from a list:

- **[Bond]**
- **[Offset Text]**
- **[Cover]**
- **[Tag]**
- **[Index]**

[Paper Weight]

The paper weight varies based on the paper type and the paper size. You can edit the paper weight.

[Paper Color]

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

[Paper Finish]

You can type in or select the paper finish from a list:

- **[Uncoated]**
- **[Coated]**
- **[Glossing Finish]**
- **[Ink Jet Finish]**
- **[High Gloss Finish]**
- **[Matte Finish]**

- **[Polymer Finish]**
- **[Satin Finish]**
- **[Semigloss Finish]**
- **[Silver Finish]**

[Paper Width]

The width of the paper.

[Paper Height]

The height of the paper.

Note

- The **[Input Type]** column displays either the **[Local Paper]** or the **[Paper Catalog]** from **[JMF over HTTP]** and **[TotalFlow JMF over HTTP]**. You can edit, duplicate or delete a **[Local Paper]**. You can duplicate a paper received via **[JMF over HTTP]** and **[TotalFlow JMF over HTTP]** **[Paper Catalog]**. The duplicated paper is created as **[Local Paper]**. The system displays the **[Update Paper]** button in the **[Paper Catalog]** tab only for **[JMF over HTTP]** and **[TotalFlow JMF over HTTP]** printers.
- The system refreshes the **[Paper Catalog]** once a day. If the printer is offline while TotalFlow BatchBuilder is auto refreshing the paper catalog, the existing catalog remains unchanged. When a new or an edited JMF is defined, the system automatically updates the paper catalog, right after the output save. The paper catalog is automatically refreshed only if and after you click first the **[Import Paper]** button.

[Commands] tab

You can create one or more custom commands using batch, order, or job attributes. The TotalFlow BatchBuilder system creates a `.bat` file containing the specified commands. When a batch is sent to the output, the print files, the banner sheets, the batch tickets, and the `xml` files are copied to the output folder and then the commands are executed.

[Command Timeout]

Specify the number of minutes TotalFlow BatchBuilder must wait before the command is timed out and the process it terminated. When a command is timed out, the job state is set to **[Output Error]** and an alert is sent.

[Command Field]

Enter one or more commands separated by line breaks. In each command syntax you can specify batch, order, or job properties using these variables: `${batch.[propName]}`, `${order.[propName]}`, `${job.[propName]}`.

[Insert Attributes]

You can add job attributes, batch attributes, or order attributes to the custom command syntax. Select the values you want to insert from the available attributes lists.

↓Note

- When you cancel a batch in **[Sent]** state and there are commands running, the TotalFlow BatchBuilder system terminates the processes.

- Make sure the specified custom commands are in a correct format. The TotalFlow BatchBuilder system sends and alert when an error occurs.

[Banner Sheets] tab

[Banner Sheets]

Click the **[First sheet]** and/or **[Last sheet]** checkboxes if you want to include banner sheets for job files in the output folder.

[File Handling]

Click the checkbox if you want to insert the banner sheets into the PDF job file.

[Sheet Location of Banner Content]

Specify the location of the content on the banner sheet. You can select one of these options: **[Front]**, **[Back]** , or **[Front and back]**.

[Banner Content Offset]

Specifies the top or left position of the Banner Sheet content relative to the top or left corner of the page.

[Paper]

If you select the **[Banner Sheets]** checkboxes, the paper presets are available. Properties set here become banner sheets defaults;

- **[Match Job]** — disables the controls that configure media and uses default settings.

- **[Custom]** — enables the controls that configure media, any setting specified are included in banner sheets XML/JDF/CSV.

If you select **[Custom]** value, you can type in or select a media from the output **[Paper Catalog]** list. To add a paper type, click the **[Add Paper]** button.

[Border/Sheet Color]

Click the checkbox if you want to print color on the document sheet edges.

Select the **[Color Location]**;

- **[Entire sheet]** — applies the color to the whole sheet.

- **[From sheet edge]** — specify the distance from the sheet edge where you want to apply the color.

[Custom Colors]

You can set custom border/sheet depending on job properties. To choose the desired color, click any color rectangle. The color picker opens. To close the color picker, click any side of the screen.

To configure the criteria for the banner sheet:

1. Select the attribute type from the first list.

2. From the second list, select one of these operators:

- [Is]

- [Is not]

- [Between]

- [Greater than]

- [Less than]

- [Greater than or equal]

- [Less than or equal]

3. To complete the criteria, enter or select a value for the specified attribute type.

Specify a percentage value from 0 to 100 for each color from the CMYK color model:

- C — cyan

- M — magenta

- Y — yellow

- K — key (black)

[Color Preview] displays the color created with the specified CMYK values.

You can select one or more attributes to use as criteria for the banner sheet. To add a new attribute,

click , the [Add Criteria] button. To remove an attribute, click , the [Remove Criteria] button.

[Batch Tickets] tab

Specify if you want to print the batch details and the location where to send the batch ticket. The system generates a batch ticket file containing the batch details.
[Batch Ticket Printer]

[Send Batch Tickets to a Printer]

Select this option to send the batch ticket to a printer. Choose a printer from an existing list of printers mapped to the TotalFlow BatchBuilder server. You can also specify the number of copies of batch tickets you want to print.

[Send Batch Tickets to Output Device]

Select this option to send the batch ticket to the specified output device. The batch ticket file is placed as the first job in the batch and the job sequence number for the batch ticket is 0. The batch ticket file is not displayed in the batch detail dialog and does not appear as a job in the user interface.

[Paper]

Properties set here become batch ticket defaults. Specify which job properties you want to use for the batch ticket media:

- **[A4]**: Uses the default media settings for job properties.

- **[Custom]**: Allows you to specify media settings for job properties.

⬇Note

- The first value for the **[Paper]** properties is displayed based on installation settings. **[A4]** is displayed for metric system and **[Letter]** is displayed for imperial system.

[Paper Name]

You can edit the name of the paper used. You can enter a string of maximum 256 characters.

[Product ID]

You can edit the product ID. You can enter a string of maximum 256 characters.

[Paper Type]

You can select the type of paper used from a list:

- **[Bond]**
- **[Offset Text]**
- **[Cover]**
- **[Tag]**
- **[Index]**

[Paper Weight]

The paper weight varies based on the paper type and the paper size. You can edit the paper weight.

[Paper Color]

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

[Paper Finish]

You can type in or select the paper finish from a list:

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

[Paper Height]

You can specify the height of the paper.

[Paper Width]

You can specify the width of the paper.

To create the new output hot folder, click **[OK]**.

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

⬇Note
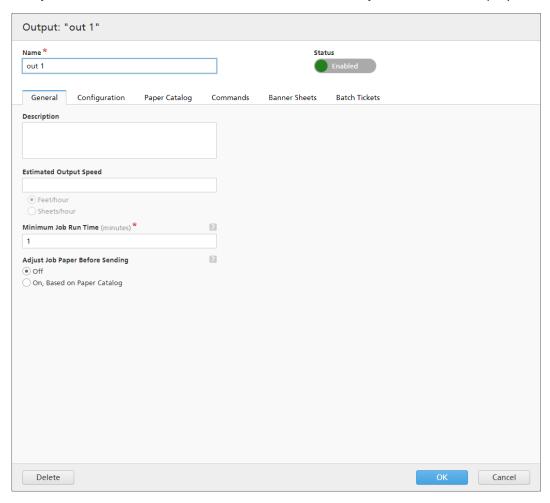
You can also create a new output by duplicating an existing output folder.

To create a copy of an existing output hot folder:

1. From the list of output sources, select an output folder.

2. Right-click and select **[Duplicate...]**. An edit window with the copy of the existing output is displayed. All output properties are copied including mapping attributes.

3. Edit the output properties and click **[OK]**.

Editing output folder properties

To edit the properties of an output folder, you can either right-click a output folder row and select **[Properties]** or double-click the hot folder row. The **[Output:]** window is displayed:

You can change the following properties:

[State]

You can click ⬤ Enabled , the **[Enabled]** button, or Disabled ⬤ , the **[Disabled]** button, to switch between the two states.

[Name]

You can edit the output folder's name.
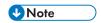
[General] tab

[Description]

You can edit the output folder's short description.

[Estimated Output Speed]

You can edit the printer output speed. Select **[Feet/hour]** or **[Sheets/hour]** to change the measurement unit.

🔽 Note

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

[Minimum Job Run Time]

Specify a number of minutes as the default minimum runtime for each job placed in the output folder. This **[Minimum Job Run Time]** is added to the existing runtime for each job from a filter or a batch, that has this output folder as the specified output device.

When you want to determine the total runtime for a batch, a filter, or a group of jobs, the **[Minimum Job Run Time]** is added to the runtime of each job.

[Adjust Job Paper Before Sending]

Specifies whether the job paper properties should match or not a Paper Catalog entry, before sending the job to the Output Device.

Select one of these options:

[Off]

Select this option in order to send the job to the Output Device, without changing the paper properties. This is the default option.

[On, Based on Paper Catalog]

Select this option if you want to adjust the job paper properties, so that they match a paper catalog entry, before sending the job to the Output Device.

[Configuration] tab

[Output Type]

Select the output type from the list. The following values are available:

[PDF/Postscript]

Select this option if you want TotalFlow BatchBuilder to place a PDF/PostScript file in the output hot folder for each job in the batch.

[PDF/Postscript and XML]

Select this option if you want TotalFlow BatchBuilder to place a PDF/PostScript file and an XML file in the output folder for each job in the batch.

◆Note

You can specify different output hot folder locations for the PDF/PostScript files and for the XML files.

[PDF/PostScript and CSV]

Select this option if you want TotalFlow BatchBuilder to place the PDF/PostScript file and the generated CSV file in the output hot folder for the each job in the batch.

The Sample XML file is a TotalFlow BatchBuilder internal XML file that is converted to a CSV file using a specified mapping file.

From **[CSV Output]** :

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

* Select the **[One CSV per Batch]** checkbox if you want to generate one CSV file for all the jobs in the batch.

[TotalFlow MIME]

Select this option if you want TotalFlow BatchBuilder to place a Multipurpose Internet Mail Extensions (MIME) package in the output hot folder for each job in the batch. The MIME package contains a JMF file, a JDF file, and the job file. The JDF file is generated by the TotalFlow BatchBuilder system using an internal XSL mapping file.

The MIME package file name is the same as the job file name.

[PDF/Postscript and RPD List File]

Select this option if you want TotalFlow BatchBuilder to create a RICOH ProcessDirector list file in addition to the PDF files for the jobs in the batch. The RICOH ProcessDirector list file is a text file containing the ordered list of file names from the batch. The RICOH ProcessDirector list file is placed in the output hot folder on the last position.

[JMF over HTTP]

Select this option if you want TotalFlow BatchBuilder to send a MIME package to a virtual printer. A JMF file is sent through an HTTP protocol for each job in the output folder. You must specify the URL and the name of the virtual printer. The MIME package contains a JMF message, a JDF file, and a PDF job file. TotalFlow BatchBuilder converts the job settings into the JDF file through the specified mapping file.

[TotalFlow JMF over HTTP]

Select this option if you want TotalFlow BatchBuilder to send a MIME package to a virtual printer. A JMF file is sent through an HTTP protocol for each job in the output folder. You must specify the URL and the name of the virtual printer. The MIME package contains a JMF message, a JDF file, and a PDF job file. TotalFlow BatchBuilder converts job settings into the JDF file through Ricoh JTAPI library.

[Mapping File]

You can use XSL mapping files to configure output devices in TotalFlow BatchBuilder to generate various XML files based on the TotalFlow BatchBuilder schema. Using the XSL mapping file, the

output hot folder is configured to generate an XML file based on your custom target schema. This option is available only when the output type is either **[PDF/Postscript and XML]**, **[TotalFlow MIME]**, or **[JMF over HTTP]**.

The XSLT conversion process uses the TotalFlow BatchBuilder internal schema as an input to generate the XML output for a job.

When the selected output type is **[TotalFlow MIME]** or **[JMF over HTTP]**, the default XSL mapping file is `TotalFlow JTAPI.xsl`.

[Output XML File Extension]

Specify the extension type for the generated output XML file. When the selected output type is **[PDF/Postscript and XML]**, you can set the extension for the output XML file.

⭐ Important

Make sure the specified XML file extension is different than the corresponding job file extension.

[MIME File Extension]

Specify the extension type for the generated output MIME package file. When the selected output type is **[TotalFlow MIME]**, you can set the extension for the output MIME package file. The default file extension is `.mjm`.

[Output Location (Directory Path)]

Type in the path or click **[Browse...]** to select the folder location.If the specified folder does not exist, a new folder is created.

To select an existing folder or create a new folder manually, click **[Browse...]**. The **[Batching System Directory]** dialog appears.

Batching System Directory

＋ Map Network Drive...　　＋ New Folder...　　🗑 Delete Folder...

▸ 📁 C: (Windows)
▸ 📁 D:
▸ 📁 I: (\\esx02g2.spr\Impostrip)

OK　　Cancel

Navigate through the existing local or external drives, select the folder you want to use, and then click **[Select]**.

To create a new folder, click **[New Folder...]** in the menu bar.
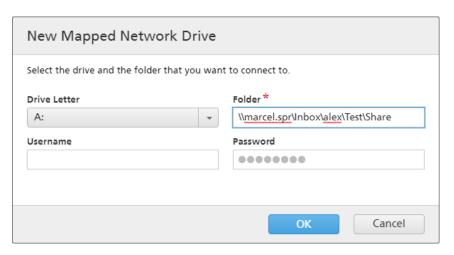
To modify the name of an existing folder, right-click the folder and select **[Edit Folder Name]**.

To delete an existing folder, right-click the folder and select **[Delete...]**.

⬇ Note

You can drag and drop folders to reorder or to move them from one parent folder into another. You can only drag and drop empty folders and within the same network drive.

To add a new network location, click **[Map Network Drive...]** in the menu bar. The **[New Mapped Network Drive]** dialog box appears.

Select the **[Drive Letter]** from the list and enter the folder path in the **[Folder]** field. You have the option to enter a user name and a password. Click **[OK]**. A confirmation message is displayed and the new drive is added to the list.

If you want to edit an existing mapped network location, right-click the network drive you want to modify and select **[Edit Mapped Network Drive...]**. The drive dialog box is displayed.

You can change the drive letter and edit the folder path. To save the changes, you must enter the password again and click **[OK]**. The system displays a confirmation message that the changes have been saved.

If you want to disconnect a mapped network location:

1. Right-click the network drive and select **[Edit Mapped Network Drive...]**. The **[Drive: "{0}"]** dialog box is displayed.

2. Click **[Disconnect]**. You can also right-click the network drive and select **[Disconnect]**. A confirmation window is displayed.

3. Click **[Yes]** to disconnect the drive or **[No]** to cancel the action.

⬇ Note

If the selected output type is **[PDF/Postscript and XML]** you can specify different locations for the PDF files and for the XML files.

[Output Location (XML files)]

Type in the path or click **[Browse...]** to select the output hot folder location for the XML files.

[Output Location (PDF files)]

Select the **[Use same location as XML]** option if you want to use the same output hot folder location for both XML files and PDF files.

[Output Location]

Type in the path or click **[Browse...]** to select the output hot folder location for the PDF files.

[PDF file location to specify in the XML file]

When the PDF files and the XML files are placed in different output hot folder locations, you must specify the path for the PDF files.

The specified path is used as a file reference to the PDF job file in the corresponding XML file.

⭐ Important

If you map a network drive with a read only root directory, make sure the specified folder location on the selected network drive has write access.

[Target Device]

If the selected output type is **[JMF over HTTP]** or **[TotalFlow JMF over HTTP]**, you must specify the name of the device where you want to send the JMF file or select from a list of available devices. The device means every virtual printer, printer, or input device that supports the **[JMF over HTTP]** and **[TotalFlow JMF over HTTP]** protocol.

[Target URL]

If the selected output type is **[JMF over HTTP]** or **[TotalFlow JMF over HTTP]**, you must specify the address of the server where you want to send the JMF file over HTTP.

The URL might be different depending on the server. To retrieve the exact path for the server, read the specific documentation about the **[JMF over HTTP]** or **[TotalFlow JMF over HTTP]** protocol for each server.

Examples

1. For RICOH TotalFlow Path, the URL can be `http://<ServerHostAddress>:28464/<sufix>` where *<ServerHostAddress>* is the host name or the IP address of the computer where the virtual printer is located and `sufix` is the path configured in the JMF input extension..

2. For RICOH ProcessDirector, you can use this URL: `http://<ServerHostAddress>:15080/aiwservices/v1/jmf` where *<ServerHostAddress>* is the host name or the IP address of the computer where the virtual printer is located.

⬇ Note

Make sure that the device where you want to send the jobs supports JDF input.

3. For RICOH TotalFlow Production Manager, you can use this URL: `http://<ServerHostAddress>:15080/aiwservices/v2/jmf` where *<ServerHostAddress>* is the host name or the IP address of the computer where the virtual printer is located.

4. For several RICOH TotalFlow Print Server printers, you can use this URL: `http://<ServerHostAddress>/webJmf/Device1` where the target device is a virtual printer and *<ServerHostAddress>* is the host name or the IP address of the computer where the virtual printer is located.

5. For several printers with EFI Fiery Controllers, you can use this URL: `Http://<ServerHostAddress>:8010/` where the target device is a virtual printer and *<ServerHostAddress>* is the host name or the IP address of the computer where the virtual printer is located.

[Job Status]

Select one of these options:

- **[Automatic Replies Only]**: The TotalFlow BatchBuilder system receives the state of the job sent for printing automatically from the printer.

- **[Automatic Replies and Poll for Job Status]**: If a printer does not automatically return the state of the job sent for printing, you can use this option to request **[Job Status]** information directly from the printer. Depending on the **[Job Status]** information received, the TotalFlow BatchBuilder updates the state of the job to **[Printed]** or**[Output Error]**.

[Test Connection]

If the selected output type is **[JMF over HTTP]** or **[TotalFlow JMF over HTTP]**, you can click **[Test Now]** to verify if the server where you want to send the JMF file is available or if the specified virtual printer is valid.

⬇ Note

Sending jobs to the device might fail even when the connection test succeeds. This usually depends on the device protocol implementation. Check the device configuration and resubmit the job.

[Paper Catalog] tab

In the **[Paper Catalog]** dialog you can manually import a paper catalog from one output to another. To import a paper catalog, click the **[Import Paper]** button. The **[Import Paper]** dialog is displayed.

[Output:]

Browse the list and select the paper catalog of an output in the system. The papers displayed in the output are selected by default. Clear the papers that you do not want to import.

Click **[OK]**. A confirmation message is displayed with the number of imported papers.

You can manually enter a media catalog into TotalFlow BatchBuilder, that is selectable for jobs, batch tickets, and banner sheets. To edit properties, duplicate or delete a paper, select one paper from the list and right-click. To add a new paper, click the **[Add Paper]** button. The **[Add Paper]** dialog is displayed with the following options:

[Paper Name]

You can edit the name of the paper used. You can enter a string of maximum 256 characters. This field is mandatory.

[Product ID]

You can edit the product ID. You can enter a string of maximum 256 characters.

[Paper Type]

You can edit or select the type of paper used from a list:

- **[Bond]**
- **[Offset Text]**
- **[Cover]**
- **[Tag]**
- **[Index]**

[Paper Weight]

The paper weight varies based on the paper type and the paper size. You can edit the paper weight.

[Paper Color]

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

[Paper Finish]

You can type in or select the paper finish from a list:

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

[Paper Width]

The width of the paper.

[Paper Height]

The height of the paper.

> **Note**

- The **[Input Type]** column displays either the **[Local Paper]** or the **[Paper Catalog]** from **[JMF over HTTP]** and **[TotalFlow JMF over HTTP]**. You can edit, duplicate or delete a **[Local Paper]**. You can duplicate a paper received via **[JMF over HTTP]** and **[TotalFlow JMF over HTTP]** **[Paper Catalog]**. The duplicated paper is created as **[Local Paper]**. The system displays the **[Update Paper]** button in the **[Paper Catalog]** tab only for **[JMF over HTTP]** and **[TotalFlow JMF over HTTP]** printers.

- The system refreshes the **[Paper Catalog]** once a day. If the printer is offline while TotalFlow BatchBuilder is auto refreshing the paper catalog, the existing catalog remains unchanged. When a new or an edited JMF is defined, the system automatically updates the paper catalog, right after the output save. The paper catalog is automatically refreshed only if and after you click first the **[Import Paper]** button.

[Commands] tab

You can create one or more custom commands using batch, order, or job attributes. The TotalFlow BatchBuilder system creates a `.bat` file containing the specified commands. When a batch is sent to the output, the print files, the banner sheets, the batch tickets, and the `xml` files are copied to the output folder and then the commands are executed.

[Command Timeout]

Specify the number of minutes TotalFlow BatchBuilder must wait before the command is timed out and the process it terminated. When a command is timed out, the job state is set to **[Output Error]** and an alert is sent.

[Command Field]

Enter one or more commands separated by line breaks. In each command syntax you can specify batch, order, or job properties using these variables: `${batch.[propName]}`, `${order.[propName]}`, `${job.[propName]}`.

[Insert Attributes]

You can add job attributes, batch attributes, or order attributes to the custom command syntax. Select the values you want to insert from the available attributes lists.

> **Note**

- When you cancel a batch in **[Sent]** state and there are commands running, the TotalFlow BatchBuilder system terminates the processes.

- Make sure the specified custom commands are in a correct format. The TotalFlow BatchBuilder system sends and alert when an error occurs.

[Banner Sheets] tab

[Banner Sheets]

Select the **[First sheet]** or/and **[Last sheet]** checkboxes if you want to include banner sheets for job files in the output folder.

[File Handling]

Select the checkbox if you want to insert the banner sheets into the PDF job file.

[Sheet Location of Banner Content]

Specify the location of the content on the banner sheet. You can select one of these options: **[Front]**, **[Back]** , or **[Front and back]**

[Banner Content Page]

Specify the location of the banner content page. You can select one of these options: **[First sheet]** or **[Last sheet]**.

[Paper]

If you select the **[Banner Sheets]** checkbox, the **[Paper]** presets are available. Properties set here become banner sheets defaults;

- **[Match Job]** — disables the controls that configure media and uses default settings.
- **[Custom]** — enables the controls that configure media, any setting specified are included in banner sheets XML/JDF/CSV.

If you select **[Custom]** value, you can type in or select a media from the output **[Paper Catalog]** list. To add a paper type, click the **[Add Paper]** button.

[Border/Sheet Color]

Select the checkbox if you want to print color on the document sheet edges.

Select the **[Color Location]**;

- **[Entire sheet]** — applies the color to the whole sheet.
- **[From sheet edge]** — specify the distance from the sheet edge where you want to apply the color.

[Custom Colors]

You can set custom border/sheet depending on job properties. To choose the desired color, click any color rectangle. The color picker opens. To close the color picker, click any side of the screen.

To configure the criteria for the banner sheet:

1. Select the attribute type from the first list.
2. From the second list, select one of these operators:
   - **[Is]**
   - **[Is not]**
   - **[Between]**
   - **[Greater than]**
   - **[Less than]**
   - **[Greater than or equal]**
   - **[Less than or equal]**
3. To complete the criteria, enter or select a value for the specified attribute type.

Specify a percentage value from 0 to 100 for each color from the CMYK color model:

- C — cyan
- M — magenta

- Y — yellow
- K — key (black)

[Color Preview] displays the color created with the specified CMYK values.

[Batch Tickets] tab

Specify if you want to print the batch details and the location where to send the batch ticket. The system generates a batch ticket file containing the batch details.
[Batch Ticket Printer]

[Send Batch Tickets to a Printer]

Select this option to send the batch ticket to a printer. Choose a printer from an existing list of printers mapped to the TotalFlow BatchBuilder server. You can also specify the number of copies of batch tickets you want to print.

[Send Batch Tickets to Output Device]

Select this option to send the batch ticket to the specified output device. The batch ticket file is placed as the first job in the batch and the job sequence number for the batch ticket is 0. The batch ticket file is not displayed in the batch detail dialog and does not appear as a job in the user interface.

[Paper]

Specify which job properties you want to use for the batch ticket media:

- **[A4]**: Uses the default media settings for job properties.
- **[Custom]**: Allows you to specify media settings for job properties.

  ⬇Note

  – The first value for the **[Paper]** properties is displayed based on installation settings. **[A4]** is displayed for metric system and **[Letter]** is displayed for imperial system.

  [Paper Name]

  You can edit the name of the paper used. You can enter a string of maximum 256 characters.

  [Product ID]

  You can edit the product ID. You can enter a string of maximum 256 characters.

  [Paper Type]

  You can edit or select the type of paper used from a list:

  – **[Bond]**
  – **[Offset Text]**
  – **[Cover]**
  – **[Tag]**
  – **[Index]**

  [Paper Weight]

3

3

The paper weight varies based on the paper type and the paper size. You can edit the paper weight.

[Paper Color]

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

[Paper Finish]

You can type in or select the paper finish from a list:

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

[Paper Height]

You can specify the height of the paper.

[Paper Width]

You can specify the width of the paper.

To save the changed properties, click **[OK]**. If you want to close the **[Output:]** window and discard the changes, click **[Cancel]**.

To delete the hot folder, click **[Delete]**. For more information, see Delete one or more output folders, p. 208.

How to delete one or more output folders

As an administrator, you can delete an output folder from the system. From the **[Outputs]** list, choose the output folders you want to delete, right-click and select **[Delete...]** from the menu. You can also delete an output folder from the **[Output]** window dialog by clicking **[Delete]**.

Creating a list file for RICOH ProcessDirector

You can create a list file for any batch used by **RICOH ProcessDirector**. The list file is a text file containing the names of all the files in a batch in the same order as in the batch.

To create the RICOH ProcessDirector list file:

1. Go to **Admin** → **Outputs**.

2. Click the **[New Output]** button.

3. In the **[New Output]** dialog, go to the **[Configuration]** tab.

4. Click **[Output Type]** and select **[PDF/Postscript and RPD List File]**.

5. Specify a valid **[Output Location (Directory Path)]**.

6. Click **[OK]**.

When the output folder is used, TotalFlow BatchBuilder generates the list file containing the names of all the jobs placed in the hot folder. The list file is placed at the bottom of the hot folder.

3

3

4. Managing Jobs

- View a list of jobs
- Job Preview
- File Viewer
- View and edit job details
- Imposing a job using Ultimate Impostrip®
- Manual Job Imposition
- Add a Job to an Order
- Reprinting one or more retained jobs
- Unbatching an Active Job
- Upload a job file
- Search for a job
- Deleting a job
- Manage job columns
- Print batch ticket
- Quick print one or more jobs
- Creating a print proof for one or more jobs
- View Print File
- View Imposed File
- Hold or release one or more jobs

View a list of jobs

This topic describes how to view different lists of jobs in the system.

To view a list of all the jobs in the system:

1. In the menu bar, click **[Jobs]**.

2. In the **[Filters]** panel, click the **[Jobs]** tab.

⬇ Note

You can search for one or more jobs in the system using the "Find a job" option. For more information, see .

To view all the jobs from a batch:

1. In the menu bar, click **[Jobs]**.

2. In the **[Batches]** panel, double-click a batch or right-click the batch and select **[Properties]**.

3. In the batch detail dialog, click the **[Jobs]** tab.

You can also view the jobs in a batch from the **[Batches]** section:

1. In the menu bar, click **[Batches]**.

2. From the list of orders, double-click an order or right-click and select **[Properties]** from the menu to open the batch detail dialog.

3. In the batch detail dialog, click the **[Jobs]** tab.

To view the jobs from an order:

1. In the menu bar, click **[Orders]**.

2. From the list of orders, double-click an order or right-click and select **[Properties]** from the menu to open the order detail dialog.
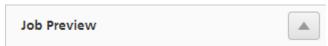
3. In the order detail dialog, click the **[Jobs]** tab.

Job Preview

This topic describes how to view the job thumbnail from any job grid in the system. The job preview is not available if the `thumbnail.method` parameter from the `conf.properties` is set to OFF.

To preview a job:
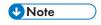
1. Select individually each job you want to view from any job list.

2. If the **[Job Preview]** frame is in the collapsed form, press the **[Job Preview]** expand button, in the right bottom corner.

3. To open the job file in the File Viewer, p. 212, click the link displayed in the **[Job Preview]** frame.

Note

- The **[Job Preview]** is unavailable for unsupported file types. For multiple selections of jobs, the system displays a preview of the last job selected.

- In order to configure the generation of the job preview thumbnail, the `conf.properties` file in your installation folder contains a parameter named `thumbnail.method` that accepts the following values:

  1. OFF - to turn the feature off.

  2. WHEN_RECEIVED - to have the thumbnails generated when jobs enter into the system, this is the default value.

  3. WHEN_SELECTED - to have the thumbnail generated when jobs are selected for the first time in the user interface.

  Note

  – To apply the changes made in the settings for the **[Job Preview]** thumbnail configuration, you must restart the TotalFlow BatchBuilder services.

File Viewer

You can use the File Viewer tools by opening a job from the **[Job Preview]**, by right-clicking on a job and selecting **[View File...]**, or by selecting **[View Imposed File...]** with imposed files.

To zoom in or out:

1. Select , the zoom tool, from the toolbar.

2. You can select from the list different zoom percentages available.

3. To zoom-in to a specific area, click and drag the cursor on the image. With each click, the Viewer will zoom-in, focusing on the center point of where you clicked. You can also increase or decrease zoom by selecting , the zoom-in tool, and , the zoom-out tool.

4. If you hold the Ctrl key, the cursor changes to zoom-out.

5. To fit image to window, click , the expand button.

6. To switch between 1-up and imposed view, select , the imposition tool from the tool bar. If the job is not imposed, the imposition button is disabled.

7. When the image is zoomed-in, you can select , the Navigator tool to view the zoomed section of the image. You can move the Navigator dialog to any part of the page. Select , the pan tool, to navigate through the zoomed image.

To use the rulers:

1. Select , the rulers tool from the toolbar, to see the vertical and horizontal rulers.

2. Click again on the button to hide the ruler.

3. The ruler displays the measurements chosen during installation.

4. To reset the rulers, click the 0 corners of the image.

To measure distance or marks in jobs:

1. Select , the distance tool from the toolbar. The cursor changes into crosshair and the distance tool modal is displayed.

2. You can measure the distance between two points by clicking and dragging between the two points or by clicking on the first point and then on the second point.

3. Values displayed in the distance tool are updated as you click the job. When you set the first point, X and Y are updated in the modal. When you set the second point, width, height, distance, and angle are updated in the modal.

4. To view the last measurement, select again the distance tool.

5. To move the distance tool on different parts of the screen, hover the mouse over the tool, click and drag the modal.

6. To close or hide the distance tool, click again on the button.

7. To reset the distance tool, click the 0 corners of the image.
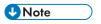
To view information on the job, click , the information tool from the toolbar.

In the job information grid , you can select from the list of jobs within the batch the job or the ganged imposition file for viewing. If you are viewing the original files, the system displays a list of jobs. If you are viewing imposed files, the system displays a table. The first column shows the imposition approval state and the second column represents the list of imposed

jobs. Approved jobs have a green check mark icon, rejected jobs have a red x icon, and **[Awaiting**

```
job (116).pdf-01 Ricoh                          ▼
  ✓ job (112).PDF-1 Ricoh
  ✓ job (113).pdf-1 Ricoh
  ✗ job (114).pdf-1 Ricoh
     job (115).pdf-1 Ricoh
  ✗ job (116).pdf-1 Ricoh
     job (111).PDF-1 Ricoh
```

Approval] jobs display no icons.

↓Note
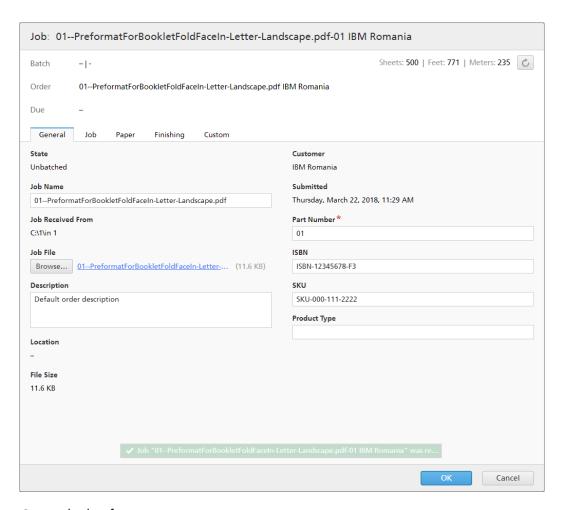
- If ganging is enabled on a batch, you cannot perform manual imposition for jobs inside of batch. This action applies inside of batch detail and all jobs view.

- If one or more jobs from ganged batch are unbatched, no imposition is kept or available to be viewed.

- If one or more jobs from ganged batch are unbatched, no imposition is kept or available to be viewed.

- If any job is edited during the review process, you can reimpose the job and the entire batch is resent.

- If one job is approved or rejected with a ganged imposition, all jobs will inherit that state.

To download the file, click [icon], the download tool in the toolbar.

View and edit job details

You can view and edit the details and information for a specific job in the **[Job]** window. To open the **[Job]** window, select a job from the list of jobs displayed in the **[Jobs]** section, double-click or right-click the job and select **[Properties]**.

General job information:

[Batch]

The name and the number of the batch this job belongs to.

[Order]

The name of the order containing the job.

[Due]

The date and time when the job is due to be processed.
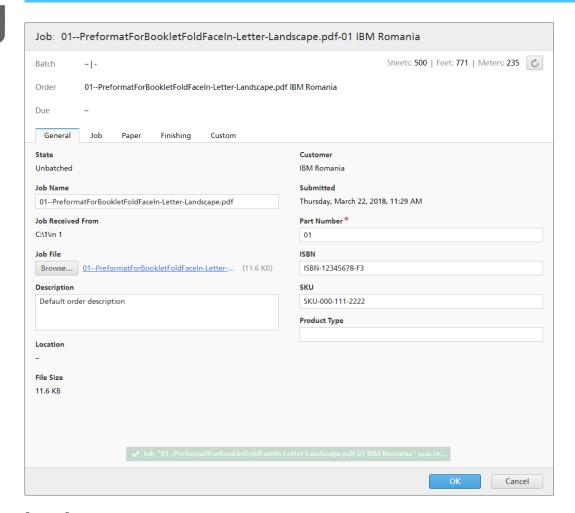
[Sheets:] | [Feet:][Meters:]

The number of sheets determined by the system and the length of the roll of paper measured in feet and meters.

🔽**Note**

1. To save the changes you made, click **[OK]**. If you want to close the **[Job]** window and discard the changes, click **[Cancel]**.

2. You can remove a job from a batch using the **[Unbatch]** action. This allows the job to be displayed in a matching filter list or to be manually moved to another batch. The **[Unbatch]** action can be performed only on jobs that are in a **[Batched]** state and only when the batch is in the **[Batching]** state. If the batch state is changed when an **[Unbatch]** action is performed, the system displays an error.

   To unbatch a job, right-click and select **[Unbatch]**.

[General] tab

[State]:

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

- **[Unbatched]**: The job is not part of a batch.
- **[Batched]**: The job is part of a batch.
- **[Held]**: The job is unbatched and locked to be taken into a batch.
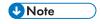
- **[Missing Imposition]**: When jobs are processed by filters and do not match any imposition or imposition exclusion filters, then the jobs are set into the **[Missing Imposition]** state.

- **[Incomplete]**: The information received about the job is not complete. This is the default state of the job.

- **[Sent]**: The job has been sent for processing.

- **[Printed]**: The job has been printed on a device.

- **[Imposing]**: The job has been sent for imposition.

- **[Imposed]**: The job has been imposed.

- **[Imposition Error]**: An error occurred during job imposition or the specified imposition timer expired.

- **[Waiting for File]**: The job file is not present in the specified location.

- **[Output Error]**: When a job is in **[Batched]** state and the batch is sent to a disabled output destination or the output destination cannot be reached, the job state is changed to **[Output Error]**.

  Note

  If an unknown error occurs after a job has been sent for printing, the job state is changed to **[Output Error]**.

- **[Proof Out]**: A job proof sample was sent for printing and is waiting for approval.

- **[Proof Rejected]**: The job proof was printed and rejected.

- **[Preflighting]**: The job is in the preflight process and is not available for filters or batches.

- **[Preflight Error]**: An error occurred during Preflight or the job does not match any preflight filters.

- **[Waiting for Related Jobs]**: A job is in the **[Waiting for Related Jobs]** state when another job received with the same order is in **[Waiting for File]** state and the **[Keep orders together]** setting for a hot folder is enabled.

Note

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

[Job Name]
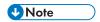
The job name is used to help identify jobs. The default is the input file name. You can edit the job name. You can enter a string of maximum 256 characters.

[Job Received From]

The system displays the job original file path.

[Job File]

The name of the file associated with the job. You can replace an existing file or, if the file is missing, you can upload a new file. Click **[Browse...]** and select a file to upload from your system directory.

⬇Note

You can upload a job file only when the job is in **[Incomplete]**, **[Waiting for File]**, **[Held]**, **[Unbatched]**, **[Imposition Error]**, **[Proof Rejected]**, **[Preflight Error]**, or **[Waiting for Related Jobs]**.

If the uploaded file has a different document size, the system displays a warning message. When a new PDF or Postscript file has been uploaded to existing job and the document width, height, and page count do not match the original values, you can choose between the existing values or the new values. For the **[Document size]** and **[Pages]**, choose one of these actions: **[Keep previous settings.]** or **[Use new settings.]**.
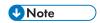
Click the file name to download the original job file to your machine.

[Description]

You can edit the job short description.

[Location]

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

⬇Note

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

[File Size]

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

[Customer]

You can edit the name of the customer. You can enter a string of maximum 256 characters.

[Submitted]

The date and time when the job was submitted.

[Part Number]

You must specify a unique job identification number within the order.

[ISBN]

The ISBN code if it exists.
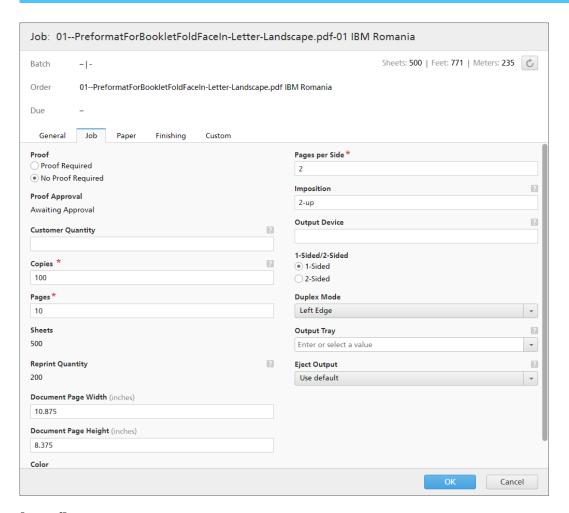
[SKU]

A number containing the product attributes, such as manufacturer, product description, size and so on.

[Product Type]

The type of the product.

[Job] tab

Job: 01--PreformatForBookletFoldFaceIn-Letter-Landscape.pdf-01 IBM Romania

Batch   – | -   Sheets: **500** | Feet: **771** | Meters: **235**

Order   01--PreformatForBookletFoldFaceIn-Letter-Landscape.pdf IBM Romania

Due   –

General   **Job**   Paper   Finishing   Custom

Proof
○ Proof Required
● No Proof Required

Proof Approval
Awaiting Approval

Customer Quantity
[ ]

Copies *
[100]

Pages *
[10]

Sheets
500

Reprint Quantity
200

Document Page Width (inches)
[10.875]

Document Page Height (inches)
[8.375]

Color

Pages per Side *
[2]

Imposition
[2-up]

Output Device
[ ]

1-Sided/2-Sided
● 1-Sided
○ 2-Sided

Duplex Mode
[Left Edge]

Output Tray
[Enter or select a value]

Eject Output
[Use default]

[OK]   [Cancel]

[Proof]

If proof is required, select **[Proof Required]**, otherwise select **[No Proof Required]**.

Jobs that go through a **[Proof Approval]** process can have the following states:

- **[Awaiting Approval]** - A job is waiting for proof approval.
- **[Proof Approved]** - Proof is approved for a job.
- **[Proof Rejected]** - Proof for a job is rejected.

⬇ Note

- If **[Proof]** is set to **[No Proof Required]**, the system does not display any proof state.
- The information displayed is read-only. To change the proof state of a job manually, right-click a job from a list of jobs and select a proof state. You can also edit the job and modify the **[Proof]** attribute.

[Copies]

You can edit the number of copies to be printed.

Note

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

[Pages]

You can edit the number of pages.

[Sheets]

The number of sheets cannot be edited and is determined by the system.

[Reprint Quantity]

The reprint quantity cannot be edited and represents the cumulative number of print copies that were sent for a job, except for the print proof copies.

[Document Page Width]

The width of the page.

[Document Page Height]

The height of the page.

[Color]

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

[Pages per Side]

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

[Imposition]

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

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

[Output Device]

Specify the digital printing press used for the job.

[1-Sided/2-Sided]

You can choose one of these two options:

- **[1-Sided]**
  The simplex method allows printing on only one side of a sheet of paper.
- **[2-Sided]**
  The duplex method allows printing on both sides of a sheet of paper.

[Duplex Mode]

You can choose one of these options:

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

[Output Tray]

The **[Output Tray]** control allows you to configure the JDF options. Enter or select a supported JDF value from the list. If you select the default value, do not create an entry in the JDF file for the **[Output Tray]**. The **[Output Tray]** matches the Binding settings. Make sure that the requested device is available on the printer.

[Eject Output]

Specifies whether the output is ejected face down or face up in the **[Output Tray]**.

[Use default]

Uses the printer default settings.

[Face-down]

Select this option to eject the sheets starting with the first page facing down at the bottom of the stack.

[Face-up]

Select this option to eject the sheets starting with the first page facing up at the bottom of the stack.
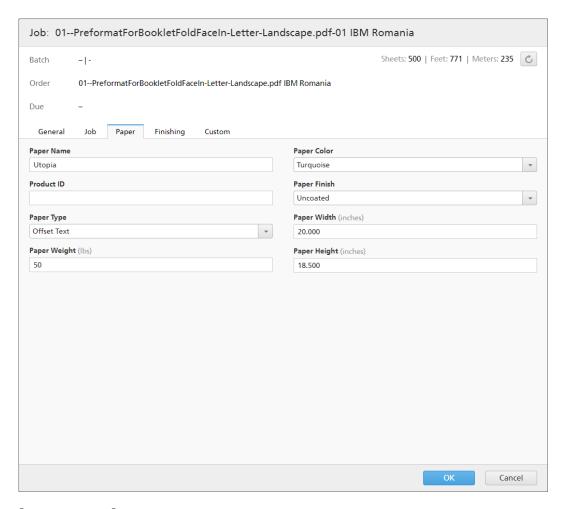
[Face-down, reverse order]

Select this option to eject the sheets ending with the first page facing down on top of the stack.

[Face-up, reverse order]

Select this option to eject the sheets ending with the first page facing up on top of the stack.

[Paper] tab

Job: 01--PreformatForBookletFoldFaceIn-Letter-Landscape.pdf-01 IBM Romania

Batch   – | –   Sheets: **500** | Feet: **771** | Meters: **235**   ⟳

Order   01--PreformatForBookletFoldFaceIn-Letter-Landscape.pdf IBM Romania

Due   –

General   Job   Paper   Finishing   Custom

Paper Name   **Paper Color**

Utopia   Turquoise   ▾

Product ID   **Paper Finish**

                                                            Uncoated   ▾

Paper Type   **Paper Width** (inches)

Offset Text   ▾   20.000

Paper Weight (lbs)   **Paper Height** (inches)

50   18.500

OK   Cancel

[Paper Name]

You can edit the name of the paper used. You can enter a string of maximum 256 characters.

[Product ID]

You can edit the product ID. You can enter a string of maximum 256 characters.

[Paper Type]

You can edit or select the type of paper used from a list:

- **[Bond]**
- **[Offset Text]**
- **[Cover]**
- **[Tag]**
- **[Index]**

[Paper Weight]

The paper weight varies based on the paper type and the paper size. You can edit the paper weight.

[Paper Color]

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

[Paper Finish]

> You can type in or select the paper finish from a list:
>
> - **[Uncoated]**
> - **[Coated]**
> - **[Glossing Finish]**
> - **[Ink Jet Finish]**
> - **[High Gloss Finish]**
> - **[Matte Finish]**
> - **[Polymer Finish]**
> - **[Satin Finish]**
> - **[Semigloss Finish]**
> - **[Silver Finish]**

[Paper Height]

> The height of the paper.

[Paper Width]

> The width of the paper.

[Preflight] tab

This tab displays the job preflight results. You can also apply job preflight manually.

Job: 01--PreformatForBookletFoldFaceIn-Letter-Landscape.pdf-01 IBM Romania

Batch	–	Sheets: **500**	Feet: **771**	Meters: **235**

Order	01--PreformatForBookletFoldFaceIn-Letter-Landscape.pdf IBM Romania
Due	–

General Job Paper Finishing Custom

State
Unbatched

Job Name
01--PreformatForBookletFoldFaceIn-Letter-Landscape.pdf

Job Received From
C:\1\in 1

Job File
Browse... 01--PreformatForBookletFoldFaceIn-Letter-... (11.6 KB)

Description
Default order description

Location
–

File Size
11.6 KB

Customer
IBM Romania

Submitted
Thursday, March 22, 2018, 11:29 AM

Part Number *
01

ISBN
ISBN-12345678-F3

SKU
SKU-000-111-2222

Product Type

OK   Cancel

[Results]

Shows the number of **[Errors]**, **[Warnings]**, and **[Fixes]** resulted from the preflight process.

⬇ Note

When an error is displayed, you can click **[Ignore Preflight Error]** to cancel the preflight error and enable **[Manual Preflight]**. The **[Preflight Error]** job state is removed. You can upload a job in the **[Preflight Error]** state.

[Input Source]

Shows the type of the Input Source.

[Preflight Profile Applied]

Shows the name of the Preflight Profile applied to the job.

[Action Lists Applied]

Shows the number and list of applied actions.

[Preflight Report]

Click the link displayed to download a PDF file containing a report for the applied preflight.

Click **[Run manual preflight]** to manually apply the preflight for the job.

[Apply Profile]

Click **[Browse...]** to open the Select Profile dialog. In the Select Profile dialog you can select a

Preflight Profile from the list of Available Profiles. Click [icon], the **[Refresh]** button to update the list of Preflight Profiles from the **Preflight Database**.

Click **[OK]** to save the changes and close the Select Profile dialog.

To delete the selected profile, click [icon], the **[Clear]** button.

[Action Lists]

From the menu, select the Action List you want to apply to incoming jobs. Click [icon] to open the **[Select Action Lists]** window.

In the **[Select Action Lists]** window you can edit an existing Action List or create a new one. Click

[icon], the **[Refresh]** button to update the list of Available Action Lists from the **Preflight Database**.

You can specify a unique **[Name]** for the new set of Action Lists. If the name is not specified for the Action List, select **[None Selected]**.

Click **[OK]** to save the changes and close the **[Select Action Lists]** dialog.

To clear the current selection, click [icon], the **[Clear]** button.

🔽 Note

To run a Preflight process, you must specify a Preflight Profile and/or a Preflight Action List.

[PitStop Server Folder]

When switching from internal to external Preflight, you can reconfigure your job Preflight settings.
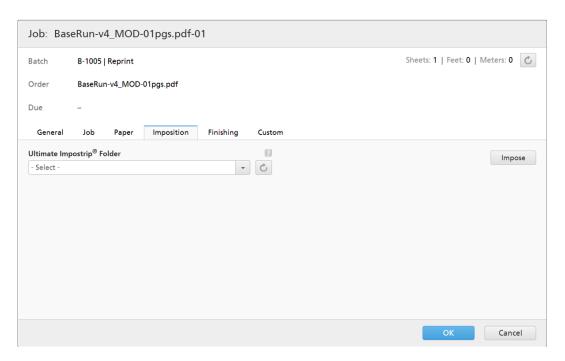
Select a Preflight hot folder from the list, where TotalFlow BatchBuilder sends the jobs for preflighting.

Click **[OK]** to save the changes, close the **[Run manual preflight]** dialog.

[Imposition] tab
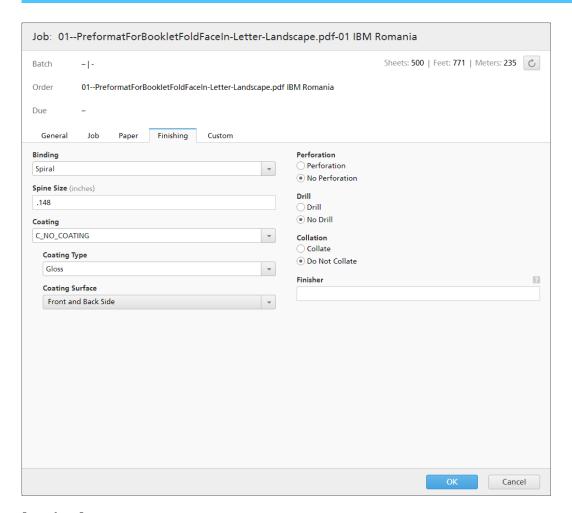
[Ultimate Impostrip® Folder]

You can specify the folder name where TotalFlow BatchBuilder sends the job to be imposed. Select a hot folder from the list or type in the name of the hot folder. The list of hot folders can only be edited from the Ultimate Impostrip® application. You can add or remove hot folders using Ultimate Impostrip®.

Click [ ], the **[Refresh]** button to refresh the list of hot folders.

[Finishing] tab

[Binding]

    You can type in or select the binding style from a list:

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

[Spine Size]

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

[Coating]

> You can type in or select **[Lamination]**, **[UV]** (Ultra Violet), or **[No Coating]** from the menu. If **[No Coating]** is selected, the **[Coating Type]** and **[Coating Surface]** menus are disabled.

[Coating Type]

> You can type in or select the coating type from the menu.

[Coating Surface]

> You can type in or select the coating surface used for the job from the menu.

[Perforation]

> If perforation is required, select **[Perforation]**, otherwise select **[No Perforation]**.

[Drill]

> If drill is required, select **[Drill]**, otherwise select **[No Drill]**.

[Collation]
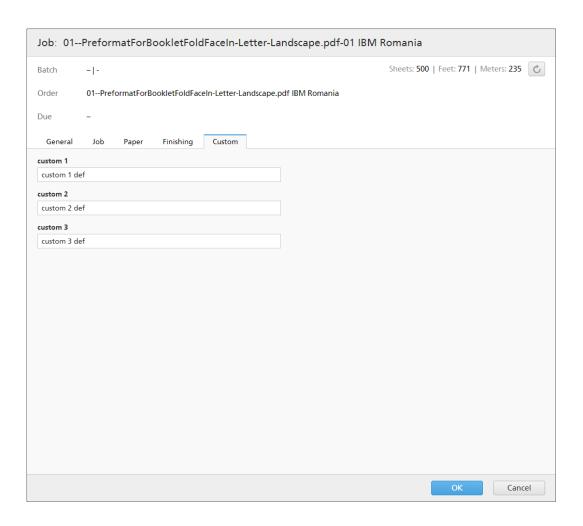
> If collation is required, select **[Collate]**, otherwise select **[Do Not Collate]**.

[Finisher]

> The finisher name for the job.

[Custom] tab

The system displays a list of all the custom attributes.

Job: 01--PreformatForBookletFoldFaceIn-Letter-Landscape.pdf-01 IBM Romania

Batch	–	-	Sheets: **500**	Feet: **771**	Meters: **235**

Order   01--PreformatForBookletFoldFaceIn-Letter-Landscape.pdf IBM Romania

Due   –

General   Job   Paper   Finishing   **Custom**

custom 1

custom 1 def

custom 2

custom 2 def

custom 3

custom 3 def

OK   Cancel

Imposing a job using Ultimate Impostrip®
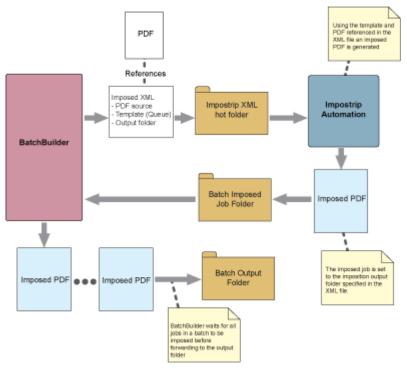
In TotalFlow BatchBuilder you can apply imposition on one or more jobs using Ultimate Impostrip®. Imposing a job allows you to specify the page arrangement on the printer's sheet.

Examples of imposition values:

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

To use Ultimate Impostrip® on TotalFlow BatchBuilder jobs, you must have Impostrip® installed either on the same machine as your TotalFlow BatchBuilder system or on a shared remote folder.

BatchBuilder Job Imposition using Impostrip Automation

If imposition is enabled in TotalFlow BatchBuilder, you can specify which jobs you want to impose. You can also apply imposition to all jobs from a specific batch. When you want to send a batch for processing and imposition is enabled, TotalFlow BatchBuilder sends the jobs to an Impostrip XML hot folder to apply the set imposition. The Ultimate Impostrip Application returns the imposed jobs to a TotalFlow BatchBuilder hot folder.

⭐️**Important**
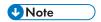
Only the Administrator user can enable or disable job imposition in TotalFlow BatchBuilder.

To use job imposition:

1. Go to **Admin** → **Features** → **Imposition**.

2. If **[Ultimate Impostrip®]** is disabled, click the **[Enable]** button.

3. Select the Ultimate Impostrip® version that you prefer to use.

4. Under **[Server Address]** and **[Port]** enter the hostname or IP address of the server where Ultimate Impostrip® is installed and the port of the Ultimate Impostrip® server.

5. Specify the imposition timer. In the **[Timer]** tab you can set a timer for batches sent into imposition by specifying the number of hours and minutes. If the timer expires before the imposition is complete, the batch is set to an **[Imposition Error]** state. The imposition process continues.

TotalFlow BatchBuilder allows you to specify the folder name where the jobs are sent for imposition. You can select the location from an existing list of hot folders for each individual job or for all the jobs in a filter, a batch, or an order.

- If a job is sent for imposition the job state and the batch state are changed to **[Imposing]**. When job imposition has successfully finished, the job's state is set to **[Imposed]**.

- If a batch is sent for printing and contains jobs that require imposition, the batch is not processed until all those jobs are successfully imposed.

If an error occurred during job imposition, or if the specified imposition timer expires, or the imposition XML file was not sent to the Ultimate Impostrip® hot folder, the job and batch states are changed to **[Imposition Error]**.

If one or more of the jobs are in the **[Imposition Error]** state, then the batch is not sent. Jobs are held until all the jobs that require imposition have been successfully imposed.

Important

- Even if Ultimate Impostrip® is configured to split imposed job files into multiple parts, TotalFlow BatchBuilder will merge back the split parts into a single imposed job file, because TotalFlow BatchBuilder supports only one job file for a single job.

- If a job is in **[Imposed]** or **[Imposition Error]** state, TotalFlow BatchBuilder allows you to resubmit the job for imposition. Select one or more jobs from a list of jobs, right-click and select **Imposition** → **Reimpose Jobs**.

- If a batch is in **[Imposing]**, **[Imposition Error]**,**[Sending]**, or **[Output Queue]** state, you can stop the batch from being sent. Select a batch in the one of the specified states, right-click and select **[Cancel Send]**.

Manual Job Imposition

You can manually apply imposition on one or more jobs. Imposing a job allows you to specify the page arrangement on the printer sheet.

Running Manual Job Imposition from Job Details

To trigger manual imposition from any of the job views, right-click the job from the job list. If there is no imposition running, select **Imposition** → **Impose** or **Imposition** → **Reimpose**. When the imposition is complete, the job returns from the imposing state to its original state.

Note

If an error occurs, the job enters the **[Imposition Error]** state. In case the job is in a batch, the error of the job propagates to the batch. All orders receive the error from the job.

Running Manual Job Imposition from Batches

When batches are in the **[Awaiting Approval]** state, right-click the batch to reimpose all jobs. You can open batch details, select one or more jobs, right-click **Imposition** → **Reimpose**. When jobs or batches reimpose, they have the same state transitions as the first time they impose **Imposing** → **Imposed** → **Awaiting Approval**.

Note

When you right-click a job or a batch to impose or reimpose, a dialogue opens that allows you to change the imposition hot folder. If there are no changes in the selection or the text field, the existing imposition hot folder is held for each job. After being reimposed, the batch returns into the **[Imposing]** state. After all jobs have finished imposing, the batch returns into **[Awaiting Approval]** state.

Imposing Jobs

During imposition all jobs have the following requirements:

1. Job attributes and job file cannot be modified.

2. Job are removed from filter when imposing, similar to when jobs are being preflighted.

3. Jobs cannot be batched if they are not already batched.

4. Imposition can be canceled and the job reverts to its initial state.

5. If a user manually imposes a job in a batch, all jobs in that batch must be imposed before the batch is sent.+

Imposing

The **[Impose]** right-click option and the modal title **[Impose]** are available in the following cases:

1. No imposition is currently available for single job.

2. No imposition is currently available for the selected group of jobs.

3. Jobs in a group having or not having imposition available.

4. When imposing an entire batch that has not been sent through imposition yet.

Reimposing

The **[Reimpose]** right-click option and the modal title **[Reimpose]** are available in the following cases:

1. Imposition is currently available for a single job.

2. One or more impositions are currently available for a selected group of jobs.

3. When imposing a whole batch that has gone through imposition already.

Add a Job to an Order

1. From the **Menu Bar**, click the **[Orders]** section.

2. Double-click an order to open the **[Order Details]** dialog and then click **[Add a Job to This Order]** to add a new job to the selected order.

   You can also select a job from the list, right-click and select **[Add a Job]**.
   The system opens the **[Add a Job to This Order]** dialog.

3. In the **[Add a Job to This Order]** dialog:

   [Job File]

   Click **[Browse...]** and select a file to upload from your system directory.

   [Name]

Specify the name of the job.

[Part Number]

Specify a unique part number for the job.

Specify the required and optional job properties in the **[General]** tab, **[Job]** tab, **[Paper]** tab, **[Finishing]** tab, and **[Custom]** tab. For more information about job properties, see View and edit job details, p. 214.

4. To save the specified information, click **[OK]**. If you want to close the **[Add a Job to This Order]** dialog and discard the information, click **[Cancel]**.

A confirmation message is displayed and the system adds the job to the selected order.
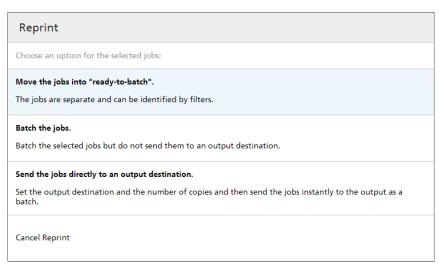
Reprinting one or more retained jobs

If different errors occur and not all the copies of a job are printed, you can use the **[Reprint...]** action to reprint the retained job.

You can only reprint jobs that are in the **[Sent]**, **[Printed]**, or **[Custom]** states.

To reprint one or more jobs:

1. Open one of these dialogs to view a list of available jobs:

   - In the **[Jobs]** section, open the **[Filters]** panel and click the **[Jobs]** tab to view all the jobs in the system.

   - In the **[Jobs]** section, open the **[Batches]** panel. Double-click the batch you want to edit or right-click the batch and select **[Properties]**. Click the **[Jobs]** tab to view a list of all the jobs from the batch.

   - In the **[Orders]** section, right-click an order row and select **[Properties]** from the menu. In the order detail dialog, click the **[Jobs]** tab to view a list of all the jobs in the order.

   - In the **[Batches]** section, right-click a batch row and select **[Properties]** from the menu. In the batch detail dialog, click the **[Jobs]** tab to view a list of all the jobs in the batch.

2. From the list of jobs, select the jobs you want to reprint.

3. Right-click the jobs and select **[Reprint...]**.
   The reprint choice dialog is displayed.

4. In the reprint choice dialog box:

You can perform one of three actions:
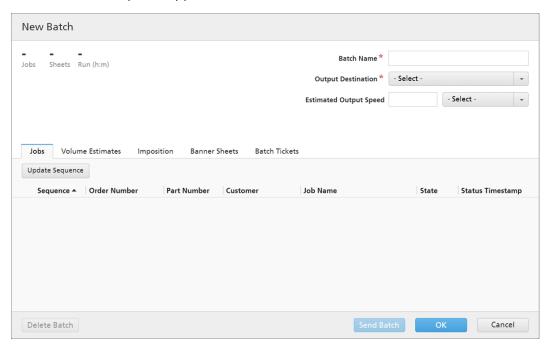
[Move the jobs into "ready-to-batch".]

The state of each job is changed from **[Sent]**,**[Printed]**, or custom states to **[Unbatched]** and the jobs can be picked up by filters.

[Batch the jobs.]

Batch the selected jobs but do not send them to an output destination.

The **[New Batch]** panel appears:
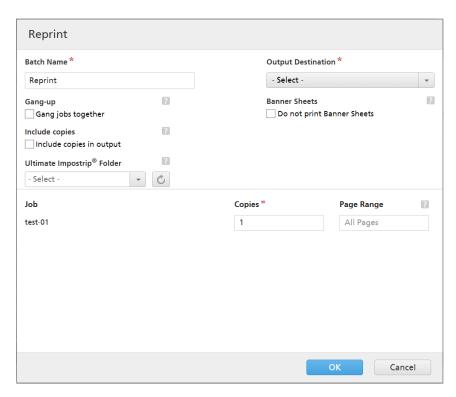
You can modify the **[Batch Name]** and select the **[Output Destination]** from the menu.

Click **[OK]** to create the new batch.

[Send the jobs directly to an output destination.]

Set the output destination, enter the number of copies and then send the jobs directly to the output as a batch.

The **[Reprint]** panel appears:

Enter the **[Batch Name]**, select the **[Output Destination]** from the menu and then enter the number of copies for each job.

Note

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

[Gang-up]

To send all the jobs together to be imposed, click **[Gang jobs together]**. When you enable this option, the **[Include copies]** option is automatically enabled. As a result, one imposition file is created for the entire batch. The imposition file contains the specified number of copies of each job and it is sent to the output with the **Copies** attribute value **1**.

[Include copies]

To apply imposition on all the copies, select **[Include copies in output]**.

When this option is enabled, the imposed file created for each job contains the specified number of job copies and is sent to the output with the **Copies** attribute value **1**.

When **[Include copies in output]** option is disabled, the imposed file contains one copy for each job and the actual value of the **Copies** attribute is sent to the output.

From the **[Ultimate Impostrip® Folder]** menu, specify the folder name where TotalFlow BatchBuilder sends the jobs to be imposed. The imposition is applied only to the jobs you want to reprint and any predefined imposition for an individual job is overwritten.

Note

If you do not want to select a hot folder from the **[Ultimate Impostrip® Folder]** list, the existing imposition settings for each job are applied.

The list of hot folders can only be edited from the Ultimate Impostrip® application. You can add or remove hot folders using Ultimate Impostrip®.

Click , the **[Refresh]** button to refresh the list of hot folders.

Under **[Banner Sheets]**, click the **[Do not print Banner Sheets]** checkbox if you do not want to print banner sheets for the jobs in this batch. This overrides the Banner Sheets Enabled setting from the selected Output Destination. This option disables the printing of banner sheets for all the jobs in this batch.

Under **[Aggregate]**, click the checkbox if you want to enable the job aggregation for this batch. You can enable or disable job aggregation from **Admin** → **Production Settings** → **Aggregate**.

Insert the number of **[Copies]** after the **[Job]** name. You can insert the **[Page Range]** for each job.

↓Note

If you insert a page range value for **[PDF/Postscript]** output, the system extracts the specified pages or range and merges them into a new PDF job.

Click **[OK]**.

The system displays a confirmation message.

Unbatching an Active Job

You can remove one or more jobs from a batch using the **[Unbatch]** action. This allows the jobs to be displayed in a matching filter list or to be manually moved to another batch.

The **[Unbatch]** action can be performed only on jobs that are in a **[Batched]** state and only when the batch is in the **[Batching]** state. If the batch state is changed when an **[Unbatch]** action is performed, the system displays an error.

To unbatch one or more jobs:

1. Open one of these dialogs to view a list of available jobs:

   • In the **[Jobs]** section, open the **[Filters]** panel and click the **[Jobs]** tab to view all the jobs in the system.

   • In the **[Jobs]** section, open the **[Batches]** panel. Double-click the batch you want to edit or right-click the batch and select **[Properties]**. Click the **[Jobs]** tab to view a list of all the jobs from the batch.

   • In the **[Orders]** section, right-click an order row and select **[Properties]** from the menu to open the **[Order Details]** dialog. In the **[Order Details]** dialog, click the **[Jobs]** tab to view a list of all the jobs in the order.

2. From the list of jobs, select the jobs you want to unbatch.

3. Right-click the jobs and select **[Unbatch]**.

The system displays a confirmation message.

Upload a job file

This section describes how to upload a job file.

You can upload a job file only when the job is in **[Waiting for File]**, **[Held]**, **[Unbatched]**, **[Imposition Error]**, **[Proof Rejected]**, **[Preflight Error]** or **[Waiting for Related Jobs]**

To upload a job file:

1. In the **[Jobs]** section, select a job from the list of available jobs and double-click to open the **[Job]** window.

   You can also right-click the job and select **[Properties]**.

2. In the **[Job]** window, on the **[General]** tab, go to the **[Job File]** field and click **[Browse...]**.

3. Select a file to upload from your system directory.

4. When the upload is completed, click **[OK]** to save the changes or **[Cancel]** to ignore the changes.

The file associated with the job is updated.

⬇Note
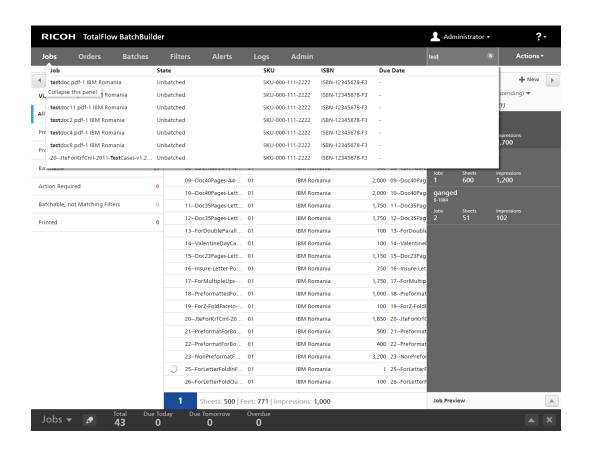
• If the job file was replaced successfully, the job returns to its previous state.

• When a new PDF or postscript file has been uploaded to an existing job and document width, document height, and page count do not match original values, you can select whether you want to use the existing values or the new values.

Search for a job

This topic describes how to search for a specific job in the system.

To search for a job:

1. In the menu bar, click in the "Find a job" text field.

2. Enter a value in the text field.
   The system displays a list of jobs with attributes matching the specified value. The job attributes used in the job search are **Job**, **State**, **SKU**, and **ISBN**. These attributes, together with the **Due Date**, are displayed as the columns in the search results list.

Note

From the list of search results, you can right-click a job and select an option from the menu. Depending on the state of the selected job, you can:

- [View File...]
- [View Imposed File...]
- [Properties]
- [Open Order]
- [Batch]
- [New Batch]
- [Unbatch]
- [Quick Print]
- [Reprint]
- [Proof]
- [Print Proof...]
- [Approve Proof]
- [Approve Proof and Send...]
- [Reject Proof]
- [Imposition]
- [Approve Imposition]
- [Reject Imposition]
- [Ignore Imposition Error]
- [Hold Job]
- [Set State]
- [Set Location]
- [Delete Job...]

3. Click the job you want to view.
   The [Job] window appears. You can view or edit the job properties.

Deleting a job

You can remove a job from the system using the [Delete Job...] action.

A job in [Sending] state cannot be deleted. The system displays a warning that the job is being sent to an output device and cannot be deleted.

To delete a job:

1. Open one of these dialogs to view a list of available jobs:

   - In the [Jobs] section, open the [Filters] panel and click the [Jobs] tab to view all the jobs in the system.

- In the **[Jobs]** section, open the **[Batches]** panel. Double-click the batch you want to edit or right-click the batch and select **[Properties]**. Click the **[Jobs]** tab to view a list of all the jobs from the batch.

- In the **[Orders]** section, right-click an order row and select **[Properties]** from the menu to open the **[Order Details]** dialog. In the **[Order Details]** dialog, click the **[Jobs]** tab to view a list of all the jobs in the order.

2. From the list of jobs, select the job you want to delete.

3. Right-click the job and select **[Delete Job...]**.
   A confirmation window is displayed.

4. Click **[Yes]** to delete the job or **[No]** to cancel the action.

The job is deleted from the system and any references from the containing batches and orders are removed.

Note

If all the jobs that are in **[Waiting for Files]** state are deleted from an order, the order state is changed from **[Waiting for Files]** to **[Batching]**.
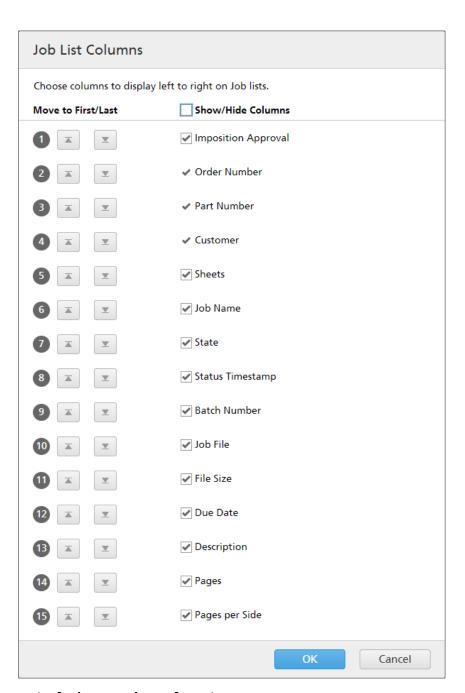
Manage job columns

This topic describes how to select which job columns to display and in what sequence.

To manage the job list columns:

1. Click , the administrator menu button.

2. Select **[Manage Job Columns...]** from the menu.
   The **[Job List Columns]** window appears.

3. In the **[Job List Columns]** window:

   - You can change the order of the columns in a list of jobs by rearranging the column name sequence. Click ⊕, the **Move** button, and drag the selection to change the position of a row. The sequence number is updated when the rows are rearranged.

   - Click ⯭, the "Move to first" button, to move the selected column name to the top of the list.

   - Click ⯯, the "Move to last" button, to move the selected column name to the bottom of the list.

   - Click the **[Show/Hide Columns]** checkbox to either display or hide all the columns. You can click the checkbox for each column name separately to show or hide the column.

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

Print batch ticket

This topic describes how to print the batch details.

To print a batch ticket:

1. In the **[Jobs]** section, open the **[Batches]** panel and select a batch from the list.

2. Right-click and select **[Print Batch Ticket…]**.
   Depending on the type of browser used, the batch ticket appears in a new print dialog.

3. Click the print button.

⭐**Important**

To set a preferred language for the system generated PDF batch ticket file, you must:

1. Go to the **Admin** → **Other** section.

2. In the **[File Naming]** window, under **[Language]**, select the language from the list.

The system uses the selected language to apply the localization and generate the PDF batch ticket file.

Send the batch ticket with the print files

You can set an option in a batch or a filter to send the batch details with the print files.

• To set the **[Send batch ticket with print files]** option in a new batch or an existing batch:

  1. Open a **[New Batch]** dialog box or the batch details dialog box for an existing batch.

  2. Select the **[Send batch ticket with print files]** checkbox.

  The system generates a batch ticket file containing the batch details. The batch ticket file is placed in the output folder together with the print files. The name of the batch ticket file contains the **[Batch]** and the sequence in batch, followed by the attributes set up in the **[Output File Naming]** section under the **[Admin]** panel. The batch ticket file is not displayed in the batch detail dialog and does not appear as a job in the user interface.

• To set the **[Send batch ticket with print files]** option in a new filter or an existing filter:

  1. Open a **[New Filter]** dialog box or the edit dialog box for an existing filter.

  2. Select the **[Send batch ticket with print files]** checkbox.

  When a batch is created and sent to an output device, the system generates a batch ticket file containing the batch details. The batch ticket file is placed in the output folder together with the print files. The name of the batch ticket file contains the **[Batch]** and the sequence in batch, followed by the attributes set up in the **[Output File Naming]** section under the **[Admin]** panel. The batch ticket file is not displayed in the batch detail dialog and does not appear as a job in the user interface.

Quick print one or more jobs

If one or more jobs need to be printed right away, you can use the **[Quick Print…]** action.
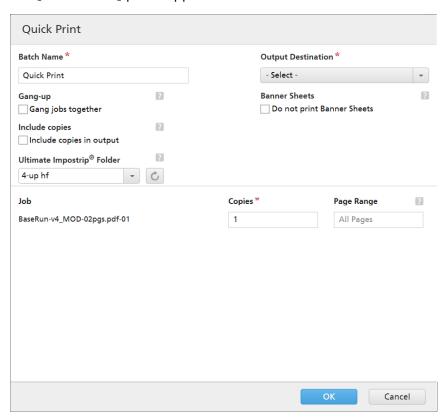
You can only use quick print for **[Unbatched]** jobs or **[Batched]** jobs from a batch in **[Batching]** state.

To quick print one or more jobs:

1. Open one of these dialogs to view a list of available jobs:

   - In the **[Jobs]** section, open the **[Filters]** panel and click the **[Jobs]** tab to view all the jobs in the system.

   - In the **[Jobs]** section, open the **[Batches]** panel. Double-click the batch you want to edit or right-click the batch and select **[Properties]**. Click the **[Jobs]** tab to view a list of all the jobs from the batch.

   - In the **[Orders]** section, right-click an order row and select **[Properties]** from the menu. In the order detail dialog, click the **[Jobs]** tab to view a list of all the jobs in the order.

   - In the **[Batches]** section, right-click a batch row and select **[Properties]** from the menu. In the batch detail dialog, click the **[Jobs]** tab to view a list of all the jobs in the batch.

2. From the list of jobs, select the jobs you want to quick print.

3. Right-click the jobs and select **[Quick Print...]**.

   The **[Quick Print]** panel appears:

4. Enter the **[Batch Name]**, select the **[Output Destination]** from the menu and then enter the number of copies for each job.

   ⬇ **Note**

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

   [Gang-up]

4 Managing Jobs

To send all the jobs together to be imposed, click **[Gang jobs together]**. When you enable this option, the **[Include copies]** option is automatically enabled. As a result, one imposition file is created for the entire batch. The imposition file contains the specified number of copies of each job and it is sent to the output with the **Copies** attribute value **1**.

[Include copies]

To apply imposition on all the copies, select **[Include copies in output]**.

When this option is enabled, the imposed file created for each job contains the specified number of job copies and is sent to the output with the **Copies** attribute value **1**.

When **[Include copies in output]** option is disabled, the imposed file contains one copy for each job and the actual value of the **Copies** attribute is sent to the output.

From the **[Ultimate Impostrip® Folder]** menu, specify the folder name where TotalFlow BatchBuilder sends the jobs to be imposed. The imposition is applied only to the jobs you want to quick print and any predefined imposition for an individual job is overwritten.

↓Note

If you do not want to select a hot folder from the **[Ultimate Impostrip® Folder]** list, the existing imposition settings for each job are applied.

The list of hot folders can only be edited from the Ultimate Impostrip® application. You can add or remove hot folders using Ultimate Impostrip®.

Click , the **[Refresh]** button to refresh the list of hot folders.

Under **[Banner Sheets]**, click the **[Do not print Banner Sheets]** checkbox if you do not want to print banner sheets for the jobs in this batch. This overrides the Banner Sheets Enabled setting from the selected Output Destination. This option disables the printing of banner sheets for all the jobs in this batch.

Under **[Aggregate]**, click the checkbox if you want to enable the job aggregation for this batch. You can enable or disable job aggregation from **Admin** → **Production Settings** → **Aggregate**.

5. Insert the number of **[Copies]** after the **[Job]** name. You can insert the **[Page Range]** for each job.

↓Note

If you insert a page range value for **[PDF/Postscript]** output, the system extracts the specified pages or range and merges them into a new PDF job.

6. Click **[OK]**.
The system displays a confirmation message.

Creating a print proof for one or more jobs
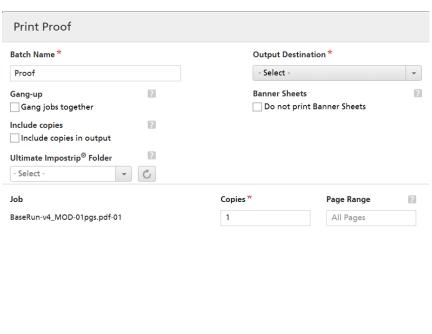
If you need to create a print proof for one or more jobs, you can use the **[Print Proof...]** action.

You can use print proof for any job, except the jobs in **[Held]**, or **[Waiting for File]**, **[Preflight Error]**, **[Sent]**, **[Printed]**, or any of the custom states.
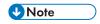
To create print proof for one or more jobs:

1. Open one of these dialogs to view a list of available jobs:

   - In the **[Jobs]** section, open the **[Filters]** panel and click the **[Jobs]** tab to view all the jobs in the system.

   - In the **[Jobs]** section, open the **[Batches]** panel. Double-click the batch you want to edit or right-click the batch and select **[Properties]**. Click the **[Jobs]** tab to view a list of all the jobs from the batch.

   - In the **[Orders]** section, right-click an order row and select **[Properties]** from the menu. In the order detail dialog, click the **[Jobs]** tab to view a list of all the jobs in the order.

   - In the **[Batches]** section, right-click a batch row and select **[Properties]** from the menu. In the batch detail dialog, click the **[Jobs]** tab to view a list of all the jobs in the batch.

2. From the list of jobs, select the jobs you want to print proof.

3. Right-click the jobs and select **[Print Proof...]**.

   The **[Print Proof]** panel appears:

4. Enter the **[Batch Name]**, select the **[Output Destination]** from the menu and then enter the number of copies for each job.

   ⬇ **Note**

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

   [Gang-up]

   To send all the jobs together to be imposed, click **[Gang jobs together]**. When you enable this option, the **[Include copies]** option is automatically enabled. As a result, one imposition file is created for the entire batch. The imposition file contains the specified number of copies of each job and it is sent to the output with the **Copies** attribute value **1**.

[Include copies]

To apply imposition on all the copies, select **[Include copies in output]**.

When this option is enabled, the imposed file created for each job contains the specified number of job copies and is sent to the output with the **Copies** attribute value **1**.

When **[Include copies in output]** option is disabled, the imposed file contains one copy for each job and the actual value of the **Copies** attribute is sent to the output.

From the **[Ultimate Impostrip® Folder]** menu, specify the folder name where TotalFlow BatchBuilder sends the jobs to be imposed. The imposition is applied only to the jobs you want to print proof for and any predefined imposition for an individual job is overwritten.

⬇ Note

If you do not want to select a hot folder from the **[Ultimate Impostrip® Folder]** list, the existing imposition settings for each job are applied.

The list of hot folders can only be edited from the Ultimate Impostrip® application. You can add or remove hot folders using Ultimate Impostrip®.

Click ⟳ , the **[Refresh]** button, to refresh the list of hot folders.

5. Insert the number of **[Copies]** after the **[Job]** name. You can insert the **[Page Range]** for each job.

   ⬇ Note

   If you insert a page range value for **[PDF/Postscript]** output, the system extracts the specified pages or range and merges them into a new PDF job.

6. Click **[OK]**.
   The system displays a confirmation message.

View Print File

You can view the file associated with a job using the **[View File...]** action.

To view a print file:

1. Open one of these dialogs to view a list of available jobs:

   • In the **[Jobs]** section, open the **[Filters]** panel and click the **[Jobs]** tab to view all the jobs in the system.

   • In the **[Jobs]** section, open the **[Batches]** panel. Double-click the batch you want to edit or right-click the batch and select **[Properties]**. Click the **[Jobs]** tab to view a list of all the jobs from the batch.

   • In the **[Orders]** section, right-click an order row and select **[Properties]** from the menu to open the order detail dialog. In the order detail dialog, click the **[Jobs]** tab to view a list of all the jobs in the order.

   • In the **[Batches]** section, right-click an order row and select **[Properties]** from the menu to open the batch detail dialog. In the batch detail dialog, click the **[Jobs]** tab to view a list of all the jobs in the batch.

2. From the list of jobs, select a job to view the associated file.

3. Right-click the job and select **[View File...]**. The File Viewer opens in a new tab.

⭐**Important**

If the file is not a valid PDF file, an error message is displayed.

View Imposed File

You can view the imposition file associated with a job using the **[Imposition]** action.

To view an imposed file:

1. Open one of these dialogs to view a list of available jobs:

    *   In the **[Jobs]** section, open the **[Filters]** panel and click the **[Jobs]** tab to view all the jobs in the system.

    *   In the **[Jobs]** section, open the **[Batches]** panel. Double-click the batch you want to edit or right-click the batch and select **[Properties]**. To view a list of all the jobs from the batch, click the **[Jobs]** tab.

    *   In the **[Orders]** section, right-click an order row and select **[Properties]** from the menu to open the order detail dialog. In the order detail dialog, click the **[Jobs]** tab to view a list of all the jobs in the order.

    *   In the **[Batches]** section, right-click an order row and select **[Properties]** from the menu to open the batch detail dialog. In the order detail dialog, click the **[Jobs]** tab to view a list of all the jobs in the order.

2. From the list of jobs, select a job to view the associated file.

3. Right-click the job and select **[View Imposed File...]**.

The File Viewer opens in a new tab.

⭐**Important**

If the file is not a valid PDF file, an error message is displayed.

Hold or release one or more jobs

You can hold one ore more jobs if the jobs are not ready to be sent. If one or more jobs are held and they are ready to be sent you can release the jobs.

You can only hold or release jobs that are in one of these states: **[Unbatched]**, **[Batched]**, **[Waiting for Related Jobs]**, **[Waiting for File]**, **[Missing Imposition]**,**[Preflighting]**, or **[Queued for Preflight]**.

⬇**Note**

When a job is in **[Held]** state, any job properties can be modified, including adding or changing a file.

To hold one or more jobs:

1. Open one of these dialogs to view a list of available jobs:

    *   In the **[Jobs]** section, open the **[Filters]** panel and click the **[Jobs]** tab to view all the jobs in the system.

- In the **[Jobs]** section, open the **[Batches]** panel. Double-click the batch you want to edit or right-click the batch and select **[Properties]**. Click the **[Jobs]** tab to view a list of all the jobs from the batch.

- In the **[Orders]** section, right-click an order row and select **[Properties]** from the menu to open the **[Order Details]** dialog. In the **[Order Details]** dialog, click the **[Jobs]** tab to view a list of all the jobs in the order.

- In the **[Batches]** section, right-click a batch row and select **[Properties]** from the menu to open the batch detail dialog. In the batch detail dialog, click the **[Jobs]** tab to view a list of all the jobs in the batch.

2. From the list of jobs, select one or more jobs you want to hold.

3. Right-click the job and select **[Hold Job]**.

The state of the selected jobs is changed to **[Held]** and the jobs cannot be sent.

Release one or more jobs

To release one or more jobs:

1. Open one of these dialogs to view a list of available jobs:

   - In the **[Jobs]** section, open the **[Filters]** panel and click the **[Jobs]** tab to view all the jobs in the system.

   - In the **[Jobs]** section, open the **[Batches]** panel. Double-click the batch you want to edit or right-click the batch and select **[Properties]**. Click the **[Jobs]** tab to view a list of all the jobs from the batch.

   - In the **[Orders]** section, right-click an order row and select **[Properties]** from the menu to open the **[Order Details]** dialog. In the **[Order Details]** dialog, click the **[Jobs]** tab to view a list of all the jobs in the order.

   - In the **[Batches]** section, right-click a batch row and select **[Properties]** from the menu to open the batch detail dialog. In the batch detail dialog, click the **[Jobs]** tab to view a list of all the jobs in the batch.

2. From the list of jobs, select on or more jobs in **[Held]** state you want to release.

3. Right-click the job and select **[Release Job]**.

The state of the selected jobs is changed from **[Held]** to one of these states: **[Unbatched]**, **[Batched]**, **[Waiting for File]**, or **[Waiting for Related Jobs]**.
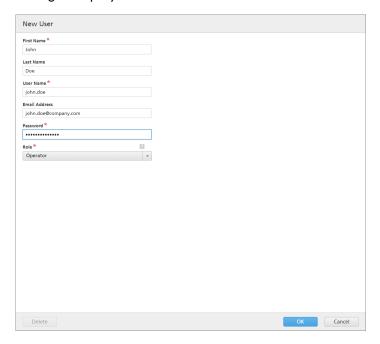
5. Security

- **Creating a new user**
- **Editing user properties**
- **Deleting one or more users**
- **User roles**
- **Changing user password**
- **Configuring TotalFlow BatchBuilder to use HTTPS protocol**

Security of your TotalFlow BatchBuilder system includes determining who can access TotalFlow BatchBuilder and what functions they can do. You use TotalFlow BatchBuilder user names, groups, and access rights to control security.

Creating a new user

To create a new user, click the **[New User]** button, in the **[Users]** window. The **[New User]** window dialog is displayed:

Enter the required information:

[First Name]

The user's first name.

[Last Name]

The user's last name.

[User Name]

The **[User Name]** must be unique and it is used as a credential to login into the GUI. If the **[User Name]** is already being used, an error message is displayed when you try to save the setting by clicking the **[OK]** button.

[Email Address]

You can specify an **[Email Address]**.

[Role]

Select a type of user from the list. There are three options available:

- **[Operator]**
- **[Viewer]**
- **[Administrator]**
- **[Custom]**

[Password]
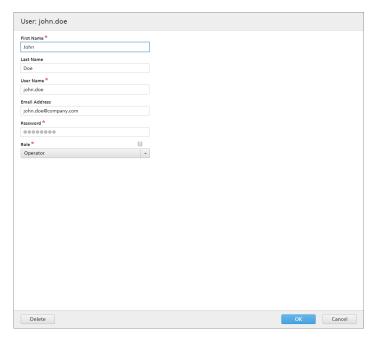
The entered password is used as a credential to login in to the application.

To create the new user, click **[OK]**. If the provided information is not valid, error messages are displayed to the left of the highlighted fields.

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

Editing user properties

To edit a user's properties, you can either right-click a user row and select **[Properties]** or double-click the user row. The **[User:]** window dialog is displayed:

You can change the following properties:

[First Name]

The user's first name.

[Last Name]

The user's last name.

[Email Address]

You can specify an **[Email Address]**.

[Role]

Select a type of user from the list. There are three options available:

- **[Operator]**
- **[Viewer]**
- **[Administrator]**
- **[Custom]**

[Password]

The entered password is used as a credential to login in to the application.

To save the changed properties, click **[OK]**. If you want to close the **[Users]** window dialog and discard the changes, click **[Cancel]**.

To delete the user, click **[Delete]**. For more information, see .

Deleting one or more users

As an administrator, you can delete one or more users from the system. From the **[Users]** list, choose the users you want to delete, then right-click and select **[Delete...]**. You can also delete a user from the **[Users]** window dialog by clicking **[Delete]**.

◆Note

1. You cannot delete your own account.

2. If the deleted user is already logged on, that user session is terminated.

User roles

The TotalFlow BatchBuilder system provides a user controlled access. When a user account is defined or edited, you can specify a role for that user.

There are user types available:

[Administrator]

The administrator role has full access rights throughout the TotalFlow BatchBuilder system. The administrator can perform any action and can assign a role to another user.

[Operator]

The **[Operator]** can perform a set of allowed actions:

- Can view only the Inputs and the Outputs on the **[Admin]** tab, but cannot define or edit them. The **[Operator]** can also enable or disable the Inputs and Outputs from the **[Admin]** tab.
- Can view and dismiss existing alerts, but cannot define or edit alert triggers.
- Can create, define, or edit: orders, jobs, and batches.
- Can view filters.
- Can send batches for processing.

[Viewer]
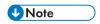
The **[Viewer]** cannot edit any system object and has read-only access to the TotalFlow BatchBuilder system. The **[Viewer]** role permissions and restrictions:

- Can only view the **[Orders]**, **[Jobs]**, **[Filters]**, and **[Batches]** and cannot perform any other actions in these sections.

- Can open the job properties dialog. The **[Viewer]** user can right-click a job and select **[Properties]** to view the job properties but cannot edit them.

- Can open the order properties dialog. The **[Viewer]** user can right-click a job and select **[Properties]** to view the order properties but cannot edit them.

- Can view alerts but cannot dismiss them.

- Can set a job's state to **[Printed]**.

- Cannot view or edit any sections from the **[Admin]** tab.

- Cannot view, define, or edit alert triggers.

[Custom]

The **[Custom]** role permissions and restrictions:

- Can have access or no access to filters. When the **[Custom]** user has access to filters you can edit, delete, duplicate, and create a new filter. When the **[Custom]** user has no access to filters, you can double-click to open the filter properties to view them but you cannot edit the filter properties.

- Can have access or no access to alert trigger. When the **[Custom]** user has access to alert trigger, you can enable/disable, delete, and create new triggers. When the **[Custom]** user has no access to alert trigger, the alert trigger is not visible.

- If the **[Admin]** creates the **[Custom]** user, you can select any of the **[Admin]** sub tabs to allow access for new user.

- When you select the **[Custom]** user, permissions start from administration level, all permissions are set to **[Edit]**.

- Each **[Custom]** account is unique regarding the settings and options to view sections of the application.

Note

The existing permissions and restrictions for each user role cannot be edited and are predefined when TotalFlow BatchBuilder is installed.

Changing user password

You can change your TotalFlow BatchBuilder user password.

To change your password:

1. Log in to TotalFlow BatchBuilder.

2. Click , the administrator menu button and select **[Change Password...]**.
   You see the **[Change Password]** dialog box.

3. In the **[Change Password]** dialog box:

    1. Enter your current password.

    2. Enter a new password.

       The maximum allowed length of the password is 50 characters.

3. Re-enter the new password to confirm it.

4. Click **[OK]**.

Configuring TotalFlow BatchBuilder to use HTTPS protocol

TotalFlow BatchBuilder provides support for using the HTTPS security protocol. The HTTPS protocol facilitates secure network communication by establishing an encrypted link between the server and the web browser user interface and ensures the privacy and integrity of all transmitted data.

This is the procedure for enabling HTTPS on Windows 10. There might be minor differences in other versions of Windows.

To enable HTTPS, you need a digital certificate. You can use a certificate signed by a certificate authority (CA) or a self-signed certificate.

⭐Important

- This procedure uses the Java `keytool` command. For details about using `keytool`, see the Java documentation or the documentation provided by the certificate authority.

- If you changed the default installation path, make sure that you replace `C:\Program Files\RICOH \TotalFlow BatchBuilder\` with the path where TotalFlow BatchBuilder is installed everywhere in the procedure.

- Save copies of these files in a safe location in case you need to restore them in the future:

    – `C:\Program Files\RICOH\TotalFlow BatchBuilder\apache-tomcat\conf\server.xml`

    – `C:\Program Files\RICOH\TotalFlow BatchBuilder\apache-tomcat\conf\web.xml`

    – `C:\Program Files\RICOH\TotalFlow BatchBuilder\conf.properties`

1. Obtain the digital certificate and store it on the computer where TotalFlow BatchBuilder is installed.

    - To use a certificate signed by a certificate authority, follow the instructions provided by the certificate authority for obtaining a signed certificate and importing it into a keystore file.

    - To create a self-signed certificate:

        1. On the computer where TotalFlow BatchBuilder is installed, open a Command Prompt window as an administrator.

        2. Go to the folder that contains the Java keytool, using this command:

            – `cd "C:\Program Files\RICOH\TotalFlow BatchBuilder\jre\bin"`

        3. Generate a local keystore file and a self-signed certificate using this command:

            – `keytool.exe -genkey -keyalg RSA -alias selfsigned -keystore keystore.jks -storepass password -validity certificate_validity -keysize 2048 -ext san=dns:localhost`

        Replace `storepass password` with the password that you want to set for the keystore file.

        Replace `certificate_validity` with the number of valid days for the certificate. For example, enter 90 for 90 days.

For Java certificate to acknowledge non HTTPS components add the necessary information to the "-ext san: ..." parameter. For example:

- – Variants for localhost covering home address for IPv4 and IPv6: `ip:127.0.0.1, ip:::1`

- – Variants for hostname: `dns:USER`

- – IPv4 and/or IPv6 addresses of the computer using the IP format: ip:*User_IPv4,User_IPv6*

4. Export and import the generated keystore file into Java security certificate by running these two commands:

- – `keytool -export -alias selfsigned -keystore "C:\Program Files\RICOH\TotalFlow BatchBuilder\jre\bin\keystore.jks" -`*storepass password*` -file "C:\Program Files\RICOH\TotalFlow BatchBuilder\jre\bin\selfsigned.crt"`

- – `keytool -import -alias selfsigned -keystore "C:\Program Files\RICOH\TotalFlow BatchBuilder\jre\lib\security\cacerts" -storepass "changeit" -file "C:\Program Files\RICOH\TotalFlow BatchBuilder\jre\bin\selfsigned.crt"`

Replace *storepass password* with the password that you set for the keystore file.

2. Configure the XML and .properties files

1. Modify the `C:\Program Files\RICOH\TotalFlow BatchBuilder\apache-tomcat\conf\server.xml` file as follows:

1) Change the lines

```
<Connector port="19080"
URIEncoding="UTF-8"
protocol="HTTP/1.1"
connectionTimeout="20000"
redirectPort="19080"/>
```

into

```
<Connector port="19080"
URIEncoding="UTF-8"
protocol="HTTP/1.1"
connectionTimeout="20000"
redirectPort="19443"/>
```

2) Add the following section after the paragraph modified at the above step 1):

```
<Connector port="19443"
protocol="HTTP/1.1"
SSLEnabled="true"
enableLookups="true"
maxThreads="150"
scheme="https"
secure="true"
keystoreFile="LOCATION_OF_KEYSTORE_FILE"
keystorePass="KEYSTORE_PASSWORD"
clientAuth="false"
sslProtocol="TLS"
sslEnabledProtocols="TLSv1.2"/>
```

2. Modify the `C:\Program Files\RICOH\TotalFlow BatchBuilder\apache-tomcat\conf\web.xml` file as follows:

Add the following section before </web app> (which is at the end of the file):

```
<security-constraint>
<web-resource-collection>
<web-resource-name>Secured</web-resource-name>
<url-pattern>/*</url-pattern>
</web-resource-collection>

<user-data-constraint>
<transport-guarantee>CONFIDENTIAL</transport-guarantee>
</user-data-constraint>
</security-constraint>
```

3. Modify the `C:\Program Files\RICOH\TotalFlow BatchBuilder\conf.properties` file as follows:

   1) replace `http` with `https`

   2) replace `19080` with `19443`

3. Restart the TotalFlow BatchBuilder service.

4. Verify that requests are forwarded to the secure connection:

   1. Open a supported web browser window.

   2. Enter this URL in the address bar:

      `http://server_address:port_number/BatchBuilder`

      where `server_address` is the hostname or the IP address of the computer where Ricoh TotalFlow BatchBuilder is installed and `port_number` is the web service port.

      When the page loads, the address should change to `https://server_address:19443/BatchBuilder`.

Make sure that you repeat the procedure for enabling HTTPS whenever the certificate is about to expire. You must also repeat this procedure each time you run the installation process to reinstall, upgrade, or repair TotalFlow BatchBuilder.

After you repair TotalFlow BatchBuilder, if you no longer want to enable HTTPS, you must change the internal server address back to HTTP:

1. Go to `C:\Program Files\RICOH\TotalFlow BatchBuilder` and edit the `conf.properties` file as an administrator.

2. Replace the line "web.address": "https://server_address:19443/BatchBuilder" with "webAddress": "http://server_address:19080/BatchBuilder".

3. Save and close the file.

4. Restart the TotalFlow BatchBuilder service.

🔻Note

- When dealing with other products some functions, such as status tracking, might not work and would require to either have a valid CA approved certificate for both or to import the certificate files of the products inside their respective "cacerts" files if both are served over HTTPS.

- When users access the system, they are redirected to the secure protocol without having to take any action themselves. However, if you use a self-signed certificate or if the certificate is not specifically tied to the server, the web browser issues a warning that the certificate is not trusted.

5

6. Backing up and Restoring Data

- **Backing up Data**
- **Restoring Data**

To prevent loss of data from a system failure or to recover data, you can backup and restore all your TotalFlow BatchBuilder objects and system settings.

You can backup and restore:

- Inputs
- Outputs
- Filters
- Users
- Groups
- System settings

  - %APP_HOME%\dbengine\storage.properties
  - %APP_HOME%\apache-tomcat\conf*.*
  - %APP_HOME%\fop\fop_cfg.xml
  - %APP_HOME%\conf.properties
  - %APP_HOME%\default_hot_folder.properties
  - %APP_HOME%\ski.properties

- Notification triggers
- Mounted Drives
- Orders
- Batches
- Jobs, including print files
- Referenced XSLT files
- User Preferences

For more information on backing up and restoring data, see **[Backup/Restore]** window, p. 61.

Backing up Data

You can back up all current TotalFlow BatchBuilder objects and system settings.

To back up TotalFlow BatchBuilder data:
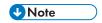
1. Click the **[Backup TotalFlow Batch Builder]** shortcut on the desktop.
2. When prompted, enter Y in the command-line interface to continue with the back-up process.

   The command syntax is:

   ```
   backup [-Y] [-?] [directory]
   ```

   Y

   Specifies that the default answer for all the future prompts is **Yes**. There is no further action required from you. This argument is optional.

📥Note
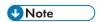
If you do not specify **-Y**, you are notified that the TotalFlow BatchBuilder server is shutting down and the users will be logged off. Enter **Y** to continue the backup program.

?

Specifies that the help text should be displayed and the program exits. This argument is optional.

directory

Specifies the directory where the backup data directory is created. This directory must initially exist on the specified drive. The default path is *<install_path>*\Backup directory. This argument is optional.

📥Note

If you specify the directory name but the specified directory does not exist, you are notified that the specified directory does not exist and the program exits.

📥Note

During either back up or restore, you are logged out of the system and cannot log in until the process ends. The system shows the progress status and displays a notification message when the back-up or restore process is finished.

3. You can also perform a back-up of all your TotalFlow BatchBuilder objects, job files, and system settings using the **[Backup/Restore]** window. For more information, see **[Backup/Restore]** window, **[Backup/Restore]** window, p. 61.

Restoring Data

You can restore the system to a previous state that you saved as a backup. All the saved system settings can be restored, including jobs.

To restore TotalFlow BatchBuilder data:

1. Open a command-line interface and enter the command to switch to the folder where the restore utility is located.
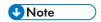
   `cd <install_path>\bin`

   where *<install_path>* is the installation directory of TotalFlow BatchBuilder.

2. You can also perform a back-up of all your TotalFlow BatchBuilder objects, job files, and system settings using the **[Backup/Restore]** window. For more information, see **[Backup/Restore]** window, **[Backup/Restore]** window, p. 61.

3. Enter the restore command followed by the arguments you need to use. The command syntax is:

   `restore [-Y] [-?] backup_directory`

   Y

   Specifies that the default answer for all the future prompts is **Yes**. There is no further action required from you. This argument is optional.

Note

If you do not specify **-Y**, you are notified that the application data from the TotalFlow BatchBuilder system is permanently removed and the server is shutting down. During the restore process, all users are logged off. Enter **Y** to continue restoring.

?

Specifies that the help text should be displayed and the program exits. This argument is optional.

backup_directory

Specifies the existing backup directory created during the backup process. This argument is required.

Note

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

2. You can restore the system to a previous configuration only if the backup is from the same product version as the currently installed TotalFlow BatchBuilder version.

3. Restore the system when the system services are off from the **Admin** → **Backup/Restore**.

Important

- Restoring **[Configuration and Metadata Only]** should be performed with caution, only in one of the following situations:

    – after a clean installation

    – when there are no batches

    – when the selected metadata is an extension of the current metadata (that is, all current inputs and outputs are included in the backup that needs to be restored)

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7. Troubleshooting

If you encounter problems while using TotalFlow BatchBuilder, you might be able to solve them by using the information in this section.

Incorrect display of a page

The page was not correctly loaded. Clean the browser cache and reload the page. Refer to your browser documentation for instructions on how to clean the cache and reload a page.

Cannot access the application

Possible causes and solutions:

* The IP address is not accessible. Use a shell command interface to ping the IP address. If no result is returned, contact the system administrator to check if the IP address is not blocked.

* The port number is blocked. Check the port permission in the firewall settings or contact the system administrator.

* Restart the TotalFlow BatchBuilder services and check if they are actually running.

Cannot launch the application

After a system restart, the TotalFlow BatchBuilder application cannot be launched. Reinstall and start again the TotalFlow BatchBuilder application.

The Print Batch Ticket dialog is not launched

The browser blocks the pop-up windows. Refer to the browser documentation to configure the pop-up blocking settings.

Cannot display a PDF file

Possible causes and solutions:

* Adobe Acrobat Reader is not installed on your system. Go to the Adobe Web page to download the latest version of Adobe Acrobat Reader. Follow the on-screen instructions to install it on your system.

* The Adobe Acrobat Reader browser plug-in is not enabled. Check the browser settings to enable the PDF viewer.

The mapped network drives are not accessible

Possible causes and solutions:

* You might not have permission to access the network resource. Contact the system administrator to verify if you have permission to access the network drive.

* Check if the drive mapping can be done manually.

Cannot access the trace collector with the `getLogs` command

Possible causes and solutions:

* The command shell interface is not run with administrator privileges. Start the command shell interface using the **[Run as Administrator]** option.

- You are trying to run the command from the client machine. Connect to the host machine and run the command.

Cannot restart the application services

Possible causes and solutions:

- You need administrator privileges to restart the services.

    1. Go to **Start**→**All programs**→**RICOH**→**TotalFlow BatchBuilder**.

    2. Right-click **[Restart Services]** and select **[Run as Administrator]**.

- You are trying to restart the services from the client machine. Connect to the host machine and select **[Restart Services]** with administrator privileges.

The online restore failed and the application cannot be launched

After an online restore attempt, the TotalFlow BatchBuilder application cannot be launched. Open a command-line interface, manually restore the system, and start again the TotalFlow BatchBuilder application.

Application cannot connect to the server

After an online restore attempt, the TotalFlow BatchBuilder application cannot connect to the server and you receive an error. Verify if the TotalFlow BatchBuilder services are running. Open a command-line interface, manually restart the services from the `<install_path>\bin` using the **[Run as Administrator]** option.

I lost my password

To reset your administrator password, reinstall the application on the host machine. Before starting to update the files, you are prompted to enter the default user name and password. At this stage, you can reset the password.

TotalFlow BatchBuilder reverts to grace period

The TotalFlow BatchBuilder host name was changed after registration. Go to https://dl.ricohsoftware.com/ and login into the account to retrieve the new license file. After you downloaded the new license file, use the **Manage Software Keys** application to add it.

TotalFlow BatchBuilder cannot determine the number of pages in a file from an input hot folder

The hot folder name contains double-byte characters and the operating system language does not have DBCS support. Rename the folder using non-DBCS characters if the operating system is not installed in a language with DBCS support.

The TotalFlow BatchBuilder mapped network drives are not visible in My Computer

You are logged in with a user account different than the account used for initially mapping the network drive. Make sure that you are logged in using the same user account you used when you mapped the network drive. Some operating systems do not start the same services for different users. By default all services are running under the system credentials that are different than any other user account. A

service that manages the mapping drives may create mappings that might or might not be visible to the other users, depending on the operating system.

The [Volume Estimates] section does not display the estimation

Some of the TotalFlow BatchBuilder job attributes are not correctly specified or they are missing. Each job within a batch must contain values for these attributes:

To calculate the speed in feet/hour or meters/hour

- **[Paper Height]**
- **[Pages]**
- **[Copies]**
- **[Pages per Side]**
- **[1-Sided/2-Sided]**

↓ Note

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

To calculate the speed in sheets/hour

- **[Pages]**
- **[Copies]**
- **[Pages per Side]**
- **[1-Sided/2-Sided]**

To calculate the total run time

- **[Sheets]**
- **[Paper Height]**
- **[Estimated Output Speed]** from `select.filter/batch`

Received and unknown error when running the Preflight option

Cancel the current Preflight process and run the Preflight option again using a different profile.

Printer status updates are not displayed

Make sure that the printer has a proper network configuration (including DNS, gateway, and network mask), in order to have the job state updated correctly. Status updates are sent by the printer, make sure that the firewall is not blocking communication with the printer.

The system stops running while performing a full backup, and the [Dismiss] button cannot be used:

1. Stop TotalFlow BatchBuilder services (TotalFlow BatchBuilder - Apache Tomcat web Server and RICOH TotalFlow BatchBuilder – Storage) by opening the folder where TotalFlow BatchBuilder is installed. Go to the **bin** folder, right-click **stop.bat** file and select **[Run as Administrator]**.

2. Delete the files: **backup.pid**, **backup_progress.txt**, and **backup_persistence.txt**.

3. Right-click **start.bat** file and select **[Run as Administrator]**.

4. If TotalFlow BatchBuilder is not accessible after running the **start.bat** file, restart the operating system.

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8. Reference Information

- **Icons and Buttons**
- **TotalFlow BatchBuilder Schema**

This section provides additional information that you can use when you configure and manage TotalFlow BatchBuilder.

Icons and Buttons

This section lists important icons and buttons displayed on the TotalFlow BatchBuilder user interface.

	Help/About
	Administrator
	Expand
	Collapse
	New
	Enabled
	Disabled
	Error state
	Sending state
	Queued state/Waiting for action
	Sent state
	Held, Incomplete, or Waiting for file
	Move to top
	Move to bottom
	Drag and drop
	Auto-batch
	Auto-batch and Send
	Auto-batch with Schedule
	Auto-batch and Send with Schedule

	Proof Filter
	Combined Filter
	Refresh
	Edit
	Field Help
	Calendar

TotalFlow BatchBuilder Schema

The TotalFlow BatchBuilder schema is an XSD file that describes TotalFlow BatchBuilder orders.

Using a mapping XSL file, you can configure an input device to transform all the orders received to the TotalFlow BatchBuilder schema and from TotalFlow BatchBuilder schema to schema corresponding to an output. If the order XML file structure does not match the TotalFlow BatchBuilder internal schema, the order is not accepted and an alert is displayed.

Various order XML formats can be converted to the TotalFlow BatchBuilder schema using an XML mapper.

The structure of the TotalFlow BatchBuilder schema is based on the internal TotalFlow BatchBuilder attributes.

The XML file must contain these fields:

number

> The order number.

version

> The order version.

<file>

This is an example of a minimal valid XML file:

```
<order xmlns="http://www.ricoh.com/TotalFlowBatchBuilder"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.ricoh.com/TotalFlowBatchBuilder
C:\temp\hotFolderSchema.xsd"
name="Custom"  number="1234" version="1.0">
<jobList>
<job>
<file/>
</job>
</jobList>
</order>
```

This is an example of a valid XML file, containing multiple job details:

```
<order xmlns="http://www.ricoh.com/TotalFlowBatchBuilder"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.ricoh.com/TotalFlowBatchBuilder
C:\temp\hotFolderSchema.xsd"
```

```
name="Custom"  number="1234" receiveDate="2014-01-01"
receiveTime="14:20:00-05:00" jobNumber="0611" version="1.0">
<customer name="CustomerOne"/>
<jobList>
<job name="Job1" copies="50" simplexDuplex="Simplex"
plex="Normal" perforation="1" drilling="1" collation="1"
proofing="1" color="C_PROCESS" productType="Book"
isbn="980-2-17-158510-1" sku="F256" subPartNo="43"
finisher="Binder" press="PrinterCX">
<file ref="C:\temp\test\file1.pdf"
dataStream="DS_PDF"/><description>Sample file</description>
<document pages="1"><size units="in" width="0" height="0"/>
</document>
<media name="A4" type="MT_BOND" color="MC_WHITE"
finish="MF_NONE"><size units="in" width="3.14159265358979"
height="3.14159265358979"/><weight value="3.14159265358979"
units="gr"/>
</media>
<imposition name="Front" positionsPerSide="1"/>
<binding style="BS_NONE"><spine size="3.14159265358979"
unit="in"/>
</binding>
<coating name="CN_UV" side="LS_FRONT" type="LT_ANTIQUE"/>
</job>
</jobList>
</order>
```

For a complete list of optional fields, see .

When submitting an XML order, make sure you validate the XML file structure against the TotalFlow BatchBuilder schema.

⭐ **Important**

You can find the `hotFolderSchema.xsd` schema file, sample `.xml` files, and other supported `.xsd` files in the `Mapping` folder under the directory where TotalFlow BatchBuilder is installed.

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Using XSL mapping files

You can use XSL mapping files to configure input or output devices in TotalFlow BatchBuilder to generate various XML files based on the TotalFlow BatchBuilder schema.

When selecting the **[PDF/Postscript and XML]** output type from the output device properties, you can use an XSL mapping file to generate the XML file. The XSLT conversion process uses the TotalFlow BatchBuilder internal schema as an input to generate an XML output based on your custom target schema.

To convert your XML file you need to use an XML conversion tool. The XML conversion tool helps you generate an XML file based on the TotalFlow BatchBuilder schema. After the TotalFlow BatchBuilder compliant XML file is generated, you can open it in TotalFlow BatchBuilder to process the job.

TotalFlow BatchBuilder Hot Folder Schema
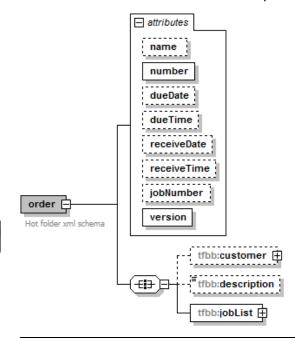
This section describes all the job attributes required for an XML order file to match the TotalFlow BatchBuilder schema.

Overview

The diagrams offer you a graphical representation of the nodes and attributes that you could use for mapping XML values. The dotted lines represent an optional attribute of a node and the continuous lines represent a mandatory attribute.

Order node attributes

The table lists the order node attributes you can insert in the XML file.
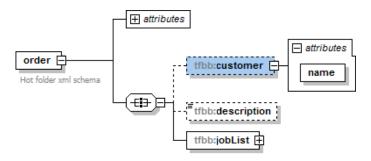
Attribute	Object Type	Allowed Values	Description
name	**Character**	Enter 1–32 characters.	The input filename.
number	**Character**	Enter 1–256 characters.	The number of the order.
dueDate	**Character**	yyyy-mm-dd Example: 2014–04–21	Expiry date of the order.
dueTime	**Character**	hh:min:ss +/- hh:mm Example: 18:26:59 + 03:00 The first time values represent the GMT time and the last values represent the time zone offset.	Expiry time of the order.

receieveDate	Character	yyyy-mm-dd Example: 2014–04–21	Date the order was received.
receiveTime	Character	hh:min:ss +/- hh:mm Example: 18:26:59 + 03:00 The first time values represent the GMT time and the last values represent the time zone offset.	Time the order was received.
jobNumber	Character	Enter 1–32 characters.	The number assigned for the job.
version	Character	1.0	This is a fixed value and must be entered as specified.
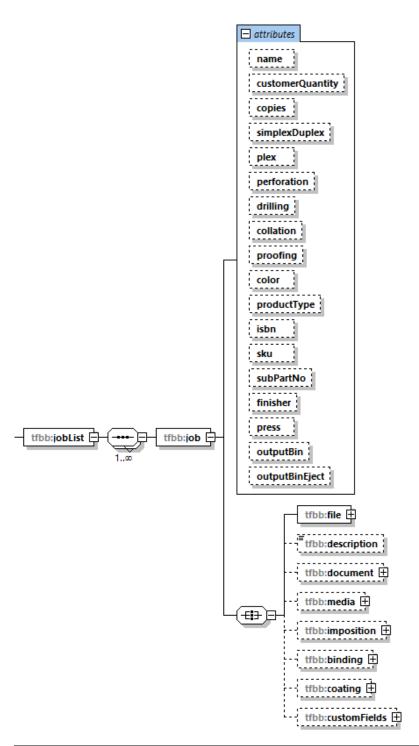
Customer node attributes

Hot folder xml schema

Attribute	Object Type	Allowed Values	Description
name	Character	Enter 1–256 characters.	The customer name.

Job node attributes

The table lists the optional job attributes you can insert in the XML file.
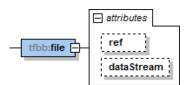
Attribute	Object Type	Allowed Values	Description
name	**Character**	Enter 1–256 characters.	The input filename.
copies	**Unsigned long**	Enter 1–5.000.000 copies.	The number of copies.
simplexDu-plex	**SimplexDu-plexEnumera-tor**	• Simplex • Duplex	Specifies if the job is printed 1-sided or 2-sided.

plex	PlexEnum	• BE_LEFT • BE_TOP • BE_RIGHT • BE_BOTTOM	Specifies which edge to print on in duplex mode.
perforation	Boolean	• 1 • 0 • true • false	Specifies if the job is perforated or not.
drilling	Boolean	• 1 • 0 • true • false	Specifies if the job is drilled or not.
collation	Boolean	• 1 • 0 • true • false	Specifies if the job is collated or not.
proofing	Boolean	• 1 • 0 • true • false	Specifies if a sample is required.
color	Character	• C_NONE • C_PROCESS • C_BW • C_PROCESS_PLUS.SPOT ⬇ Note Besides the predefined values, you can enter any custom value from 1 to 32 characters.	Specifies color printing methods.
productType	Character	Enter 1–32 characters.	The type of the product.
description	Character	Enter 1–128 characters.	Description of the product.
isbn	Character	Enter 1–20 characters.	The ISBN code if it exists.
sku	Character	Enter 1–32 characters.	A number containing the product attributes, such as manufacturer, product description, size and so on.
subPart-Number	Character	Enter1 –32 characters.	The code that uniquely identifies an item.
finisher	Character	Enter 1–32 characters.	The name of the finisher installed.
press	Character	Enter 1–32 characters.	The name of the output device.

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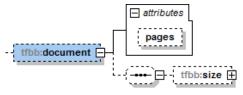
description	Character	Enter 1–128 characters.	Description of the file.
outputBin	**Character**	• OB_TRIMMER • OB_FOLDING • OB_PERFECT_BINDER • OB_RING_BINDER • OB_EWIRE_BINDER • OB_BOOKLET • OB_SHIFT • OB_COPY • OB_MAILBOX_1 • OB_MAILBOX_2 • OB_MAILBOX_3 • OB_MAILBOX_4 • OB_MAILBOX_5 • OB_MAILBOX_6 • OB_MAILBOX_7 • OB_MAILBOX_8 • OB_MAILBOX_9 • OB_FINISHER • OB_STACKER • OB_SECOND_STACKER • OB_UPPER • OB_ROLL • OB_LEFT_EXIT • OB_EXTENDED_OPTIONS • OB_ANY_STACKER • OB_BANNER_STACKER ⊙ Note Besides the predefined values, you can enter any custom value from 1 to 32 characters.	Specifies the output tray for the job when printed.
outputBinE-ject	**Enumeration**	• OE_NONE • OE_FACE_DOWN • OE_FACE_UP • OE_FACE_DOWN_REVERSE • OE_FACE_UP_REVERSE	Specifies whether the output is ejected face down or face up in the Output Bin.

File **node attributes**
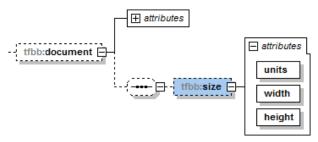
Attribute	Object Type	Allowed Values	Description
ref	Character	Enter 1–1024 characters.	The file path and name.
dataStream	DataStreamE-num	• DS_PDF • DS_PS • DS_AFP • DS_UNKNOWN	The type of the data stream. ⬇ Note If you want the TotalFlow BatchBuilder system to identify the number of pages or the document size of a PDF job, you must insert the dataStream attribute in the XML file with the DS_PDF value.

Document node attributes
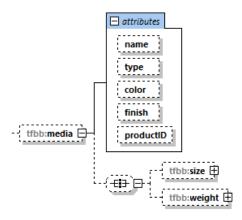
Attribute	Object Type	Allowed Values	Description
pages	Unsigned long	Enter integer values from 0–1.000.000.	The number of pages in the document.

Document size node attributes

Attribute	Object Type	Allowed Values	Description
units	Enumeration	• in • mm	The measurement units for the document size.
width	Double	0.1– 200 inches or 1– 6.000 millimeters.	The width of the document.
height	Double	0.1–200 inches or from 1–6.000 millimeters.	The height of the document.

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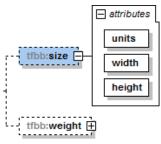
Media node attributes

Attribute	Object Type	Allowed Values	Description
name	**Character**	Enter 1–256 characters.	The name of the paper.
type	**Enumeration + Character**	• MT_NONE • MT_BOND • MT_OFFSET • MT_COVER • MT_TAG • MT_INDEX ⬇ Note Besides the predefined values, you can enter any custom value from 1 to 32 characters.	The type of the paper.
color	**Enumeration + Character**	• MC_BLACK • MC_BLUE • MC_BROWN • MC_BUFF • MC_GOLD • MC_GOLDENROD • MC_GRAY • MC_GREEN • MC_IVORY • MC_MAGENTA • MC_MULTICOLOR • MC_MUSTARD • MC_NO_COLOR • MC_ORANGE • MC_PINK • MC_RED • MC_SILVER • MC_TURQUOISE • MC_VIOLET • MC_WHITE • MC_YELLOW	The color of the paper.

8
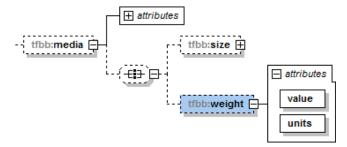
		Note	
		Besides the predefined values, you can enter any custom value from 1 to 32 characters.	
finish	Enumeration + Character	• MF_NONE • MF_COATED • MF_GLOSSY • MF_INKJET • MF_HIGHGLOSS • MF_MATTE • MF_POLYMER • MF_SATIN • MF_SEMIGLOSS • MF_SILVER Note Besides the predefined values, you can enter any custom value from 1 to 32 characters.	The finishing method of the paper.
productID	Character	Enter 1–256 characters.	The ID of the product.

Media size node attributes
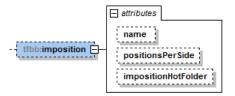
Attribute	Object Type	Allowed Values	Description
units	PaperSizeUnitsEnum	• in • mm	The size of the paper.
width	Unsigned long	0.1–200 inches or 1–6.000 millimeters.	The width of the paper.
height	Unsigned long	0.1–200 inches or 1–6.000 millimeters.	The height of the paper.

Media weight node attributes
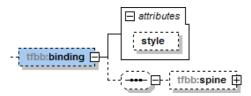
Attribute	Object Type	Allowed Values	Description
value	Double	1–133 lb or 1–500 gr.	Paper weight name.
units	PaperWeightUnitsEnum	• gr • lb	The measurement units for the paper weight.

Imposition node attributes

Attribute	Object Type	Allowed Values	Description
name	Character	Enter 1–256 characters.	Specifies the imposition description.
positionsPerSide	Integer	Enter integer value from 1 to 1.000.	The number of pages per one side.
impositionHotFolder	Character	Enter 1–32 characters.	Specifies the folder name where the jobs are sent to be imposed.
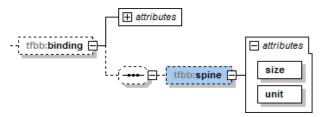
Binding node attributes
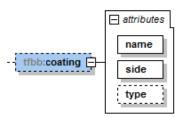
Attribute	Object Type	Allowed Values	Description
binding	Enumeration + Character	• BS_NONE • BS_CUTONLY • BS_CUTFOLD • BS_PERFECTBIND • BS_CASEBOUND • BS_COIL • BS_SPIRAL • BS_3HOLEDRILL • BS_SADDLESTITCH ⬇ Note Besides the predefined values, you can enter any custom value from 1 to 32 characters.	The binding style for the job

Spine node attributes
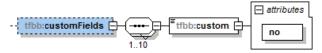
Attribute	Object Type	Allowed Values	Description
size	FloatFloat	0–12 inches or 0–300 millimeters	The spine size is based on the number of pages in your job.
unit	PaperSizeUnitsEnum	• in • mm	Measurement units for the spine.

Coating node attributes

Attribute	Object Type	Allowed Values	Description
name	Enumeration + Character	• CN_LAMINATION • CN_UV	Specifies the name of the coating.

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		↓Note Besides the predefined values, you can enter any custom value from 1 to 32 characters.	
side	**Enumeration**	• LS_FRONT • LS_BACK • LS_BOTH	The side the coating is applied.
type	**Enumeration + Character**	• LT_ANTIQUE • LT_CALENDARED • LT_GRAIN • LT_LINEN • LT_MATTE • LT_SMOOTH • LT_STIPPLE • LT_VELLUM ↓Note Besides the predefined values, you can enter any custom value from 1 to 32 characters.	The type of coating used.

Custom fields nodes attributes

Attribute	Object Type	Allowed Values	Description
no	**Unsigned integer**	Enter integer value from 1 to 50.	Ordinal number of the custom field.

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