



Ship & Mail
Mailing Software

Relay Unify Reprint

User Guide

US English Edition
January 2025

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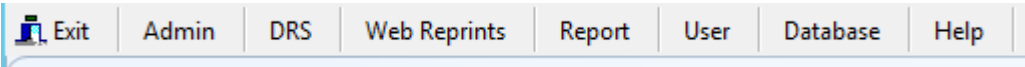
 Disable Auto Reprint 31

REPRINT REPORT 32

Relay Unify Reprint

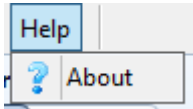
To successfully use the Relay Unify Reprint program, an administrator will need to set up the inserters that you plan to use. If you are not using inserters, you will still need to set up “virtual” inserters. Inserters are used to separate users so the reprints they are using are only for them

Menus: Some will get grayed out if the user is not an admin, or inserters are not configured.



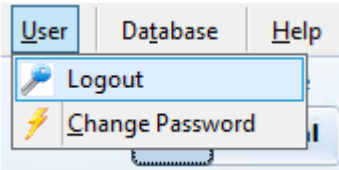
Help

This will tell you the version of the program. Under the Help menu select About.

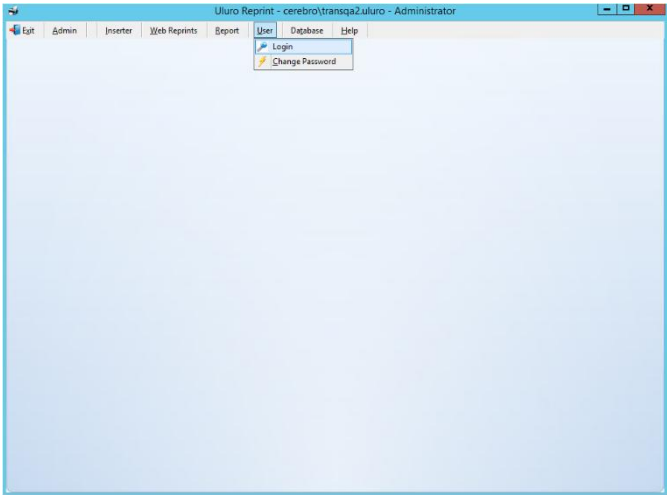
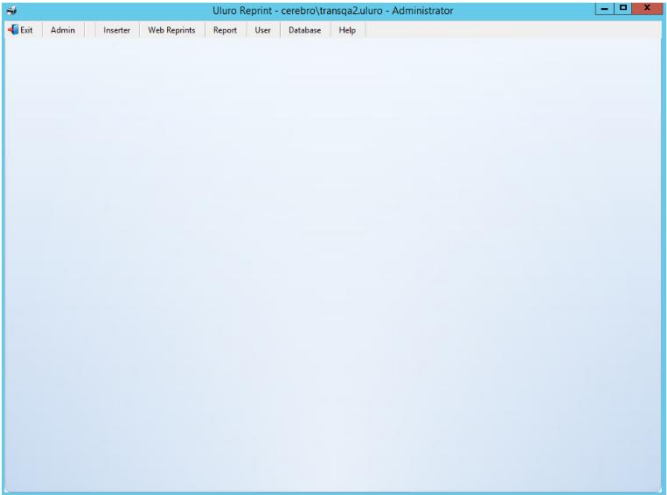


Logout

Under the User menu, select logout.

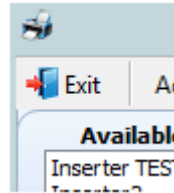


To log back in, go to the User menu, and click Login.



Exit

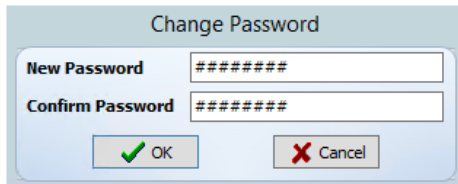
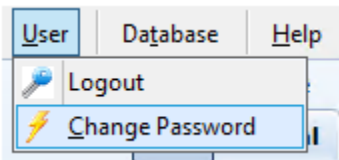
Click the Exit Menu to exit the program.



Change Password

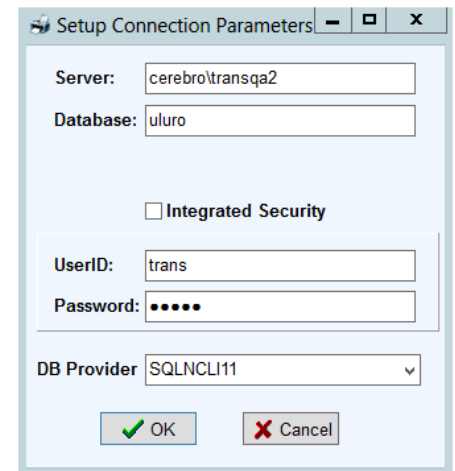
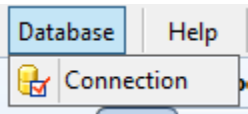
Users that have access to uControl will have access to Relay Unify Reprint; the same security settings from user maintenance are used.

Under the User menu, select Change Password. Enter the new password and click OK.



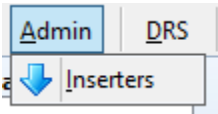
DB Connection

Enter the Database information. If you are not using TLS select SQLOLEDB. If you are using TLS 1.2 select either SQLNCLI11 or MSOLEDBSQL.



Inserter Maintenance

To add or edit inserters, click on the Admin menu and select Inserters.



Add Inserter

Enter the name of the inserter

Select a printer. This is the printer that the reprint will be sent to be printed. Printers marked as file printers will not be listed in the dropdown.

Check Active. If the inserter is not active, it will not appear in the Available Inserters list to be selected.

Click Save.

A screenshot of the 'Inserter Maintenance' dialog box. It has a title bar with standard window controls. Below the title bar are buttons for '+ Add', 'Edit', 'Save', and 'Cancel'. To the right of these are four navigation buttons: a double left arrow, a single left arrow, a single right arrow, and a double right arrow. The main area contains a form with 'Inserter Name' (text box with 'Inserter2'), 'Printer' (dropdown menu with 'HP LaserJet 9050 PCL6'), and a checked 'Active' checkbox. A note says 'If using a 3rd party inserter, use the same name.' Below the form is a table with columns 'Inserter Name', 'Printer', and 'Active'.

Inserter Name	Printer	Active
Inserter 1	Uluro Native PDF Output	☒
▶ Inserter2	HP LaserJet 9050 PCL6	☒

Selecting Inserters

A user should select which inserters they plan to use. The screen below the inserter selection will be blanked out until an inserter is selected.

Select an available inserter and click the right arrow. This will add this inserter to this user. If another user is assigned to the inserter, you will be asked if you wish to remove the other user from the inserter. Once you have been assigned an inserter, you can start doing reprints.

A screenshot of the 'Available Inserters' and 'My Inserters' interface. It consists of two main panels. The left panel, titled 'Available Inserters', contains a list box with 'Inserter TEST' and 'Inserter2'. The right panel, titled 'My Inserters', contains a list box with 'Inserter 1'. Between the two panels are two buttons with circular arrows: a right-pointing arrow (to move an inserter from available to my) and a left-pointing arrow (to move an inserter from my to available).

Available Inserters
Inserter TEST
Inserter2

→

←

My Inserters
Inserter 1

Manual Mode

Manual mode is the default way of doing inserts. Using manual mode, you can scan barcoded documents or enter in document IDs for reprint. You can also manually run DRS reprints and Web reprints from the main menu.

Scan Barcode

There are 3 types of data that can be accepted.

1. Doc ID – This is the unique document id in Relay Unify. Example - 12345678.
2. 'S'+submid+'D'+DocNo – This barcode contains 'S' plus the submission id + 'D' + the document number. Example – S12345D12.
3. DRS Inserter barcode. This is the zero-padded jobid + the zero-padded statement id. Example – 015383000205

If scanning or entering anything other than the 'S' type, you must select Doc ID or DRS barcode in the Scan group.

Print Mode

There are 3 Print Modes.

1. Create Submission – This will create a new submission for all documents of the same submission type. The submission can then be processed just as any submission can.
2. Create Print Job – This will create a new print job that can be sent to the printer. This does not create a new submission.
3. Exact Duplicate – This will create an exact duplicate of the document and send it to the printer.

Select the **Print Mode**.

Enter (or scan) the barcode into **Scan Barcode**.

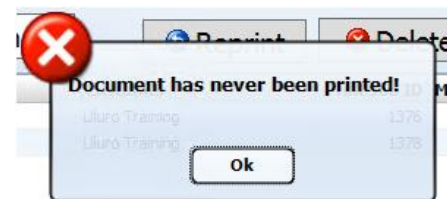
Once you have scanned/entered all documents you want to reprint, click Reprint and each will be created based on the Print Mode.

N-up documents will reprint n-up.

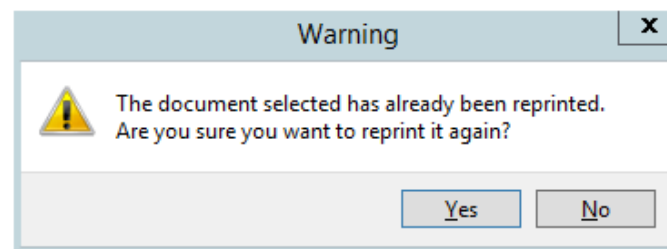
Banner and/or separator pages will be in reprint print files.

If a document has never been printed, an error will pop up and you will not be able to create the reprint.

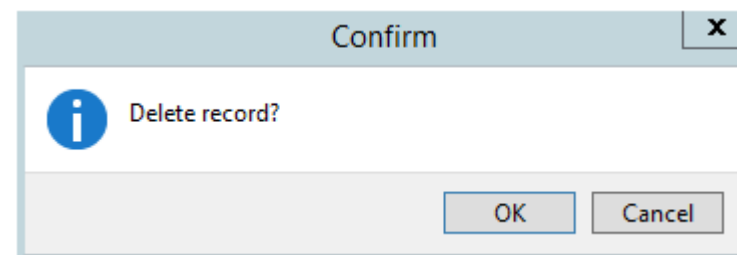
Merged documents cannot be reprinted as one document. Each document from the submission(s) must be individually reprinted.



If a document has already been printed, there will be a warning message to alert you to the fact that it has been reprinted. If you say yes, it will reprint the document again.



If you click on the **Delete** button, you will be asked to confirm that the reprint record listed in the dashboard (selected prior to clicking the Delete button) should be removed from the reprint list. Once you click OK, the record will no longer appear in the list of reprints.



Create Submission

This option is for tracking reprints separately as a new submission. This will assign the document a new piece number, but if you are not presorting that won't be an issue.

Doc ID	Subm ID	Doc #	Job ID	Sub Type	Customer	Print Job ID	Mode	Auto Disabled	Description
25270832	15704	5	10203	RU_Energy	Pitney Bowes	8189	S	☐	
25270833	15704	6	10203	RU_Energy	Pitney Bowes	8189	S	☐	
25270828	15704	1	10203	RU_Energy	Pitney Bowes	8189	S	☐	
25270831	15704	4	10203	RU_Energy	Pitney Bowes	8189	S	☐	

Once the reprints have been entered, click Reprint. You will be asked to confirm. Click Yes. Select the Inserter. The reprints will process to Relay Unify Print Manager status or be manually reprinted from uControl. The printer assigned to the inserter will not be used for Create Submission reprints.

Confirm

This will create reprints.
Is this OK?

Yes No

Select Inserter

Inserter Name: Inserter 1

OK Cancel

If the submission was set to go to Job Select, the reprints will do the same. If the submission was set up to use Relay Unify Print Manager, the reprint submission will do the same. All reprints will be marked with the reprint icon in uControl.

SETTINGS

☐ Auto Refresh

Interval 10

Refresh

Records to Display

Total 50

Apply

Status Colors

Submission Tickets

	Job ID		Id	Customer	Submission	Status	SubType	# of Docs	BP %	Received	Location	Presort
☐	10203		15704	Pitney Bowes	Relay Unify Electric	Print Complete	34223	6	100	4/11/2025 10:49:12 AM	Connecticut	
☐	10209		15713	Pitney Bowes	Relay Unify Electric	Print Manager	34223	4		4/11/2025 10:49:12 AM	Connecticut	
☐	10214		15718	Pitney Bowes	Relay Unify Electric	Print Manager	34223	1		4/11/2025 10:49:12 AM	Connecticut	
☐	10217		15723	Pitney Bowes	Relay Unify Electric	Print Manager	34223	1		4/11/2025 10:49:12 AM	Connecticut	
☐	10201		15702	Pitney Bowes	Relay Unify Electric	Print Manager	34223	6	100	4/10/2025 3:28:43 PM	Connecticut	
☐	10200		15701	CRM Integration Testing	NCOA to Presort Standard	Error	34191	25	100	4/10/2025 3:15:36 PM		CRM Presort Only
☐	10198		15699	CRM Integration Testing	CASS To Presort Standard Mail	Ready to Print	34190	567	100	4/10/2025 2:05:28 PM		CRM Presort Auto
☐	10197		15698	CRM Integration Testing	NCOA to Presort Standard	Error	34191	25	100	4/10/2025 1:56:34 PM		CRM Presort Only
☐	10196		15697	CRM Integration Testing	NCOA to Presort Standard	Ready to Print	34191	25	100	4/10/2025 1:48:18 PM		CRM Presort Only
☐	10195		15696	CRM Integration Testing	NCOA to Presort Standard	Ready to Print	34191	25	100	4/10/2025 1:44:02 PM		CRM Presort Only
☐	10194		15695	CRM Integration Testing	NCOA to Presort Standard	Error	34191	25	100	4/10/2025 1:13:00 PM		
☐	10194		15694	CRM Integration Testing	NCOA to Presort Standard	Ready to Print	34191	25	100	4/10/2025 1:01:30 PM		CRM Presort Auto
☐	10193		15693	CRM Integration Testing	CASS To Presort Standard Mail	Ready to Print	34190	567	100	4/10/2025 12:57:26 PM		CRM Presort Auto
☐	10192		15692	CRM Integration Testing	NCOA AND PRESORT TOGETHER	Ready to Print	34189	567	100	4/10/2025 12:53:36 PM		CRM CLEANSEPP
☐	10191		15691	CRM Integration Testing	CASS To Presort Standard Mail	Ready to Print	34190	567	100	4/10/2025 12:50:07 PM		CRM Presort Auto

First

Prev

1

2

3

4

Next

Last

Reprints in uControl will also be stated in the Transaction Audit Log for Create Submission reprints.

FILE INFORMATION

DATE RECEIVED:4/11/2025 10:49:11 AM

RECEIVED VIA:FTP

FILE NAME:20250411104911241RU_Energy

ORIG FILE NAME:RUElectricData_overflowdetails.csv

MD5 SUM:68A2FFAD24DFB713421D5AA43AB4DC62

TOTAL DOCS:4

TOTAL CLEANSED:0

TOTAL PAGES:6

JOB & PRINT INFORMATION

JOB STATUS:Print Manager

PS JOB ID:10209

FORM:Standard 24 lb paper blank

WEB APPROVAL

APPROVED:

DATE APPROVED:

APPROVED BY:

APPROVAL REASON:

SUBMISSION TRANSACTION DETAIL

Select Details

Transaction Audit Log

TRANSACTIONS

ID	DATE	TRANSACTION DESCRIPTION	USER NAME
14523552	4/11/2025 1:52:24 PM	Reprint	System
14523555	4/11/2025 1:52:41 PM	Ready to Print	System
14523562	4/11/2025 1:53:06 PM	Print Manager	System

The reprint submission can then be printed from uControl or Relay Unify Print Manager (if the submission type was set up for Relay Unify Print Manager).

The reprints that were part of multiple submissions could have been combined to create one job and print job if the submission types were set up for Job Select status.

Relay™ Unify
Powered by Transformations

SETTINGSVIEW SUBMISSIONSVIEW JOBSVIEW PRINT JOBSPRODUCTION SCHEDULE

James Smith

ControlJobs Management
Manage Jobs & Submissions

Uluro North America | Transqa2_QC serverChange Context

FILTERS

COMMON FILTERS

Status

<ALL OPEN>

Presort Type

<ALL>

Location

<ALL>

Job Id

Apply FilterReset Filter

Save SettingsReset Settings

SETTINGS

Auto RefreshInterval10Refresh

Records to DisplayTotal50Apply

Status ColorsReports

Id	Submission Type	Created Date	Status	# Docs	Max sheets	# Before Household	# Household	# UnHousehold	# Trays	Max Pic
10216	MRDF01	4/11/2025 2:00:00 PM	Print Manager	2	1	2	0	2	0	2
10217	Relay Unify Electric	4/11/2025 1:55:20 PM	Print Manager	1	1	1	0	1	0	1
10216	Testing01_Custom Status_All levels	4/11/2025 1:55:20 PM	Print Manager	1	1	1	0	1	0	1
10214	Relay Unify Electric	4/11/2025 1:55:00 PM	Print Manager	1	1	1	0	1	0	1
10213	Testing01_Custom Status_All levels	4/11/2025 1:55:00 PM	Print Manager	1	1	1	0	1	0	1
10212	MRDF01	4/11/2025 1:55:00 PM	Print Manager	2	1	2	0	2	0	2
10210	MRDF01	4/11/2025 1:55:00 PM	Print Manager	2	1	2	0	2	0	2
10209	Relay Unify Electric	4/11/2025 1:52:40 PM	Print Manager	4	2	4	0	4	0	4
10208	Testing01_Custom Status		Print Manager	1	1	1	0	1	0	1
10206	MRDF01		Print Manager	2	1	2	0	2	0	2
10205	Testing01_Custom Status		Print Manager	1	1	1	0	1	0	1
10203	Relay Unify Electric		Print Complete	6	2	6	0	6	0	6
10202	Relay Unify Electric		Print Manager	6	2	6	0	6	0	6
10201	Relay Unify Electric	4/10/2025 3:29:00 PM	Print Manager	6	2	6	0	6	0	6
10199	Relay Unify Electric	4/10/2025 3:12:40 PM	Print Manager	6	2	6	0	6	0	6

FirstPrev1234NextLast

JOBSDetails

JOB ID:10209

STATUS:Print Manager

UNPRINTED:0

PRESORT TYPE:None

JOB DATE:04/11/2025

LOCATION:Connecticut

JOB TRANSACTION DETAIL

Select Details

Print Jobs

PRINT JOBS

Prt Job Id	Printer Name	Status	Filter	Page Cnt Filter	Order	Print File
8196	Uluro Native PDF Output	Print Manager	isnull(mailtype6,) = ' ' and (isnull(eStatement,N') = 'N')	paperpagecnt >= 1 and paperpagecnt <= 999999	Cast(Pieceno as integer)	\\Transqa2\SUBMIT\PR\<#SubDescription>_s<

FirstPrev1NextLast

Create submissions where the submission was set up to go to Relay Unify Print Manager initially will show up on the Relay Unify Print Manager dashboard as well. There will be a reprint icon to mark those print jobs.

Print Jobs

Status: Ready To Print

Location: <ALL>

Max Recs: 100

☐ Auto Refresh every 30 sec

Sort Order: Main Sort Order / 1

Filter By

Customer: <ALL>

Sub Type: <ALL>

Refresh

CRI Report

Add Print Job

CreateDate desc, Primf, Secf, Env, RetEnv, InsNum

⏪

⏴

⏵

⏩

Cute PDF Writer

PS

PS for Training

c900 LPR

MP C6004

HP Downstairs

virtual

Qd	R	ID	Prt Job ID	Job ID	Primary Form	Secondary Form	Envelope	Return Envelope	Insert #	# Docs	Paper Pgs	Status	# Printed
		22052	3229	2897	Standard 24 lb paper blank	Standard 24 lb paper blank	Number 10 Window	BRE (#9)		1	2	Ready to Print	0
		22051	3228	2896	Standard 24 lb paper blank	Standard 24 lb paper blank	Number 10 Window	BRE (#9)		1	1	Ready to Print	0
		22050	3227	2895	Standard 24 lb paper blank	Standard 24 lb paper blank	Number 10 Window	BRE (#9)		1	1	Ready to Print	0
		22046	3223	2888	Standard 24 lb paper blank	Red Paper	Number 10 Window	BRE (#9)		8	14	Ready to Print	0
		22044	3221	2887	Standard 24 lb paper blank	Red Paper	Number 10 Window	BRE (#9)		16	28	Ready to Print	0
		22043	3217	2881						2519	5469	Ready to Print	0
		22042	3188	2861						12000	12000	Ready to Print	0
		22041	3188	2861						12000	12000	Ready to Print	0
		22040	3195	2868						1	1	Ready to Print	0
		22039	3195	2868						1	1	Ready to Print	0
		22038	3195	2868						1	1	Ready to Print	0
		22037	3195	2868						1	1	Ready to Print	0
		22036	3195	2868						1	1	Ready to Print	0
		22035	3177	2852						500	1000	Ready to Print	0
		22034	3188	2861						12000	12000	Ready to Print	0

Ready To Print

Printed

Complete

Cancelled

One of the submissions has been RESUBMITTED or CANCELLED

Printing

Deleted

Queued

Reprint

Create Print Job

A print job will automatically be created in uControl using the printer assigned to the inserter in Relay Unify Reprint. All print job IDs will be created again.

Doc ID	Subm ID	Doc #	Job ID	Sub Type	Customer	Print Job ID	Mode	Auto Disabled	Description
1246340	7737	1	3169	PB_Camp	Pitney Bowes	1712	P	☐	
1246341	7737	2	3169	PB_Camp	Pitney Bowes	1712	P	☐	
1246342	7737	3	3169	PB_Camp	Pitney Bowes	1712	P	☐	

Once the reprints have been entered, click Reprint. You will be asked to confirm. Click Yes. Select the Inserter. The reprints will be sent to the printer assigned to the inserter selected. If the original print job was printed from R.U.P.M., then the reprint will not go to R.U.P.M. unless Send Reprints to R.U.P.M. is enabled in the admin menu.

Confirm

This will create reprints.
Is this OK?

Yes No

Select Inserter

Inserter Name: Inserter 1

OK Cancel

The new print job will be listed in uControl.

JOB DETAILS

REFRESH

JOBS ▶ JOB 10209

JOB DETAILS

JOB ID:10209

STATUS:Print Manager

UNPRINTED:0

PRESORT TYPE:None

JOB DATE:04/14/2025

LOCATION:Connecticut

JOB TRANSACTION DETAIL

Select Details

Print Jobs

PRINT JOBS

Prt Job Id	Printer Name	Status	Filter	Page Cnt Filter	Order	Print File
8196	Uluro Native PDF Output	Print Manager	isnull(mailtype6,"") = " and (isnull(eStatement,'N') = 'N')	paperpagecnt >= 1 and paperpagecnt <= 999999	Cast(Pieceno as integer)	\\Transqa2\SUBMIT\PRIT\<#SubDescription>_s<#Submid>_p_<#
8230	Uluro Native PDF Output	Print Manager			Cast(Pieceno as integer)	

First

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Last

The print job will contain only the reprinted document(s).

PRINT JOBS ▶ PRINT JOB 8230

PRINT JOB DETAILS

PRINT JOB ID:8230

STATUS:Print Manager

FILTER:

ORDER:Cast(Pieceno as integer)

JOB ID:10209

PRINTER NAME:Uluro Native PDF Output

PAGE CNT FILTER:

PAGE FILE:

PRINT JOB TRANSACTION DETAIL

Select Details

Documents

DOCUMENTS

Display Last

Total50

Refresh

DOCUMENT #	ACCOUNT	NAME	PIECE #
1	71698	Matthew Aaron	1

Exact Duplicate

This option allows for reprinting where no IDs or values for the document will be recalculated or reassigned.

Doc ID	Subm ID	Doc #	Job ID	Sub Type	Customer	Print Job ID	Mode	Auto Disabled	Description
25270828	15704	1	10203	RU_Energy	Pitney Bowes	8189	D	☐	
25270830	15704	3	10203	RU_Energy	Pitney Bowes	8189	D	☐	
25270832	15704	5	10203	RU_Energy	Pitney Bowes	8189	D	☐	

Once the reprints have been entered, click Reprint. You will be asked to confirm. Click Yes. Select the Inserter. The reprints will be sent to the printer assigned to the inserter selected. If the original print job was printed from R.U.P.M., then the reprint will not go to R.U.P.M. unless Send Reprints to R.U.P.M. is enabled in the admin menu.

Confirm

This will create reprints.
Is this OK?

Yes No

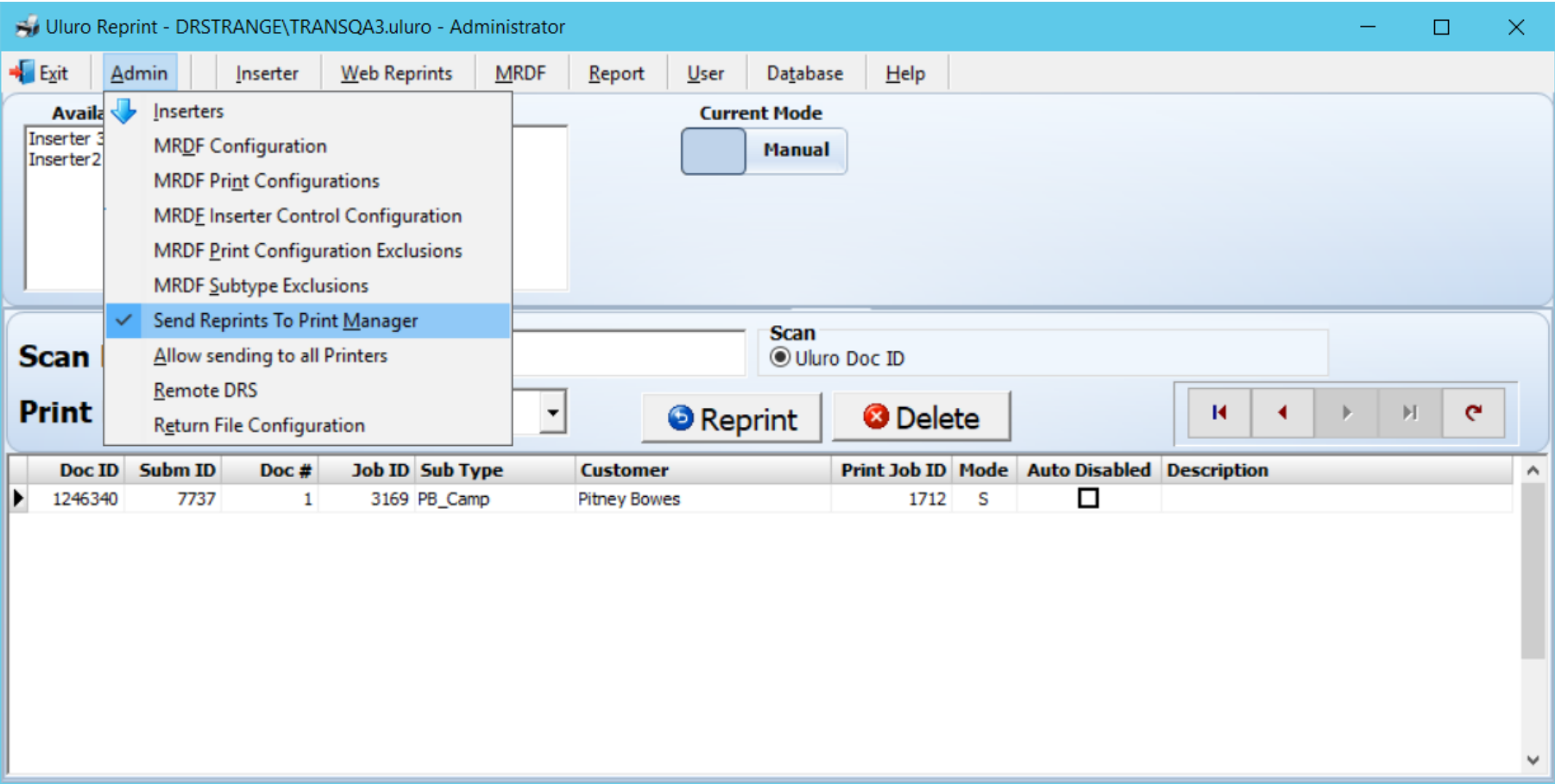
Select Inserter

Inserter Name: Inserter 1

OK Cancel

Send Reprints to Relay Unify Print Manager

Select the Send Reprints to Relay Unify Print Manager option in Relay Unify Reprint. If it is enabled, there will be a check next to it.



Create Submission

If the initial submission ran through R.U.P.M., then the same print configurations that were initially used will apply to this new submission. All new submission, job, and print job IDs will be assigned. Reprints will be marked in the Relay Unify Print Manager dashboard with a Reprint icon.

Print Jobs

Status: **Ready To Print** Location: **<ALL>** Max Recs: **100** ☒ Auto Refresh every **30** sec Sort Order: **Main Sort Order / 1**

Filter By Customer: **<ALL>** Sub Type: **<ALL>** [Refresh](#) [CRI Report](#) [Add Print Job](#)

CreateDate desc, Primf, Secf, Env, RetEnv, InsNum

	Qd	R	ID	Prt Job ID	Job ID	Primary Form	Secondary Form	Envelope	Return Envelope	Insert #	# Docs	Paper Pgs	Status	# Print
Cute PDF Writer PS PS for Training  c900 LPR  MP C6004  HP Downstairs virtual			22054	3237	2899	Standard 24 lb paper blank	Red Paper	Number 10 Window	BRE (#9)		1	2	Ready to Print	
			22052	3229	2897	Standard 24 lb paper blank	Standard 24 lb paper blank	Number 10 Window	BRE (#9)		1	2	Ready to Print	
			22051	3228	2896	Standard 24 lb paper blank	Standard 24 lb paper blank	Number 10 Window	BRE (#9)		1	1	Ready to Print	
			22050	3227	2895	Standard 24 lb paper blank	Standard 24 lb paper blank	Number 10 Window	BRE (#9)		1	1	Ready to Print	
			22046	3223	2888	Standard 24 lb paper blank	Red Paper	Number 10 Window	BRE (#9)		8	14	Ready to Print	
			22044	3221	2887	Standard 24 lb paper blank	Red Paper	Number 10 Window	BRE (#9)		16	28	Ready to Print	
			22043	3217	2881						2519	5469	Ready to Print	
			21997	3164	2840	Standard 24 lb paper blank	Standard 24 lb paper blank	Number 10 Window			1	2	Ready to Print	
			21996	3163	2840	Standard 24 lb paper blank	Standard 24 lb paper blank	Number 10 Window			3	6	Ready to Print	
			21995	3162	2840	Standard 24 lb paper blank	Standard 24 lb paper blank	Number 10 Window			3	6	Ready to Print	
			21994	3161	2840	Standard 24 lb paper blank	Standard 24 lb paper blank	Number 10 Window			3	6	Ready to Print	
			21993	3160	2840	Standard 24 lb paper blank	Standard 24 lb paper blank	Number 10 Window			3	6	Ready to Print	
			21992	3158	2839	Standard 24 lb paper blank	Standard 24 lb paper blank	Number 10 Window			1	2	Ready to Print	
			21991	3157	2839	Standard 24 lb paper blank	Standard 24 lb paper blank	Number 10 Window			3	6	Ready to Print	
			21990	3156	2839	Standard 24 lb paper blank	Standard 24 lb paper blank	Number 10 Window			3	6	Ready to Print	

 Ready To Print
  Printed
  Complete
  Cancelled
  One of the submissions has been RESUBMITTED or CANCELLED
  Printing
  Deleted
  Queued
  Reprint

Double click on the print job to see the details and print files.

Print Job Details

ID

30936

Primary Form

standard 24 C fold perf.

Secondary Form

Envelope

Number 10 Window

Return Envelope

Insert #

Docs

1

Paper Pgs

1

Status

Ready to Print

Printed

0

Unprinted

1

Location

Nashville

Date Created

04/14/2025 15:23:03

Customer

Pitney Bowes

Submission Type

Pitney Bowes Customize

* Double-click on grid for list of documents *

Submission has been RESUBMITTED or CANCELLED

Splitting a file will move ALL files with the same filename.

Print Job...

File Name

File Location

Date Created

of Docs

P

30936

7815_AllDocsPDF.pdf

\\Trans-qa3\SUBMIT\PRT\

4/14/2025 3:23:03 PM

1

The information will be in uControl as well:

JOB DETAILS

JOB ID:

3205

STATUS:

Print Manager

UNPRINTED:

0

PRESORT TYPE:

None

JOB DATE:

04/14/2025

LOCATION:

NYC

JOB TRANSACTION DETAIL

Select Details

Print Jobs

PRINT JOBS

Prt Job Id

Printer Name

Status

Filter

Page Cnt Filter

Order

Print File

1748

Uluro Native PDF Output

Print Manager

isnull(mailtype6,'') = '' and (isnull(eStatement;'N') = 'N')

paperpagecnt >= 1 and paperpagecnt <= 999999

Cast(Pieceneno as integer)

\\Trans-qa3\SUBMIT\PRT\<#Submid>_AllDocsP

First

Prev

1

Next

Last

Pitney Bowes

Relay Unify Reprint User Guide

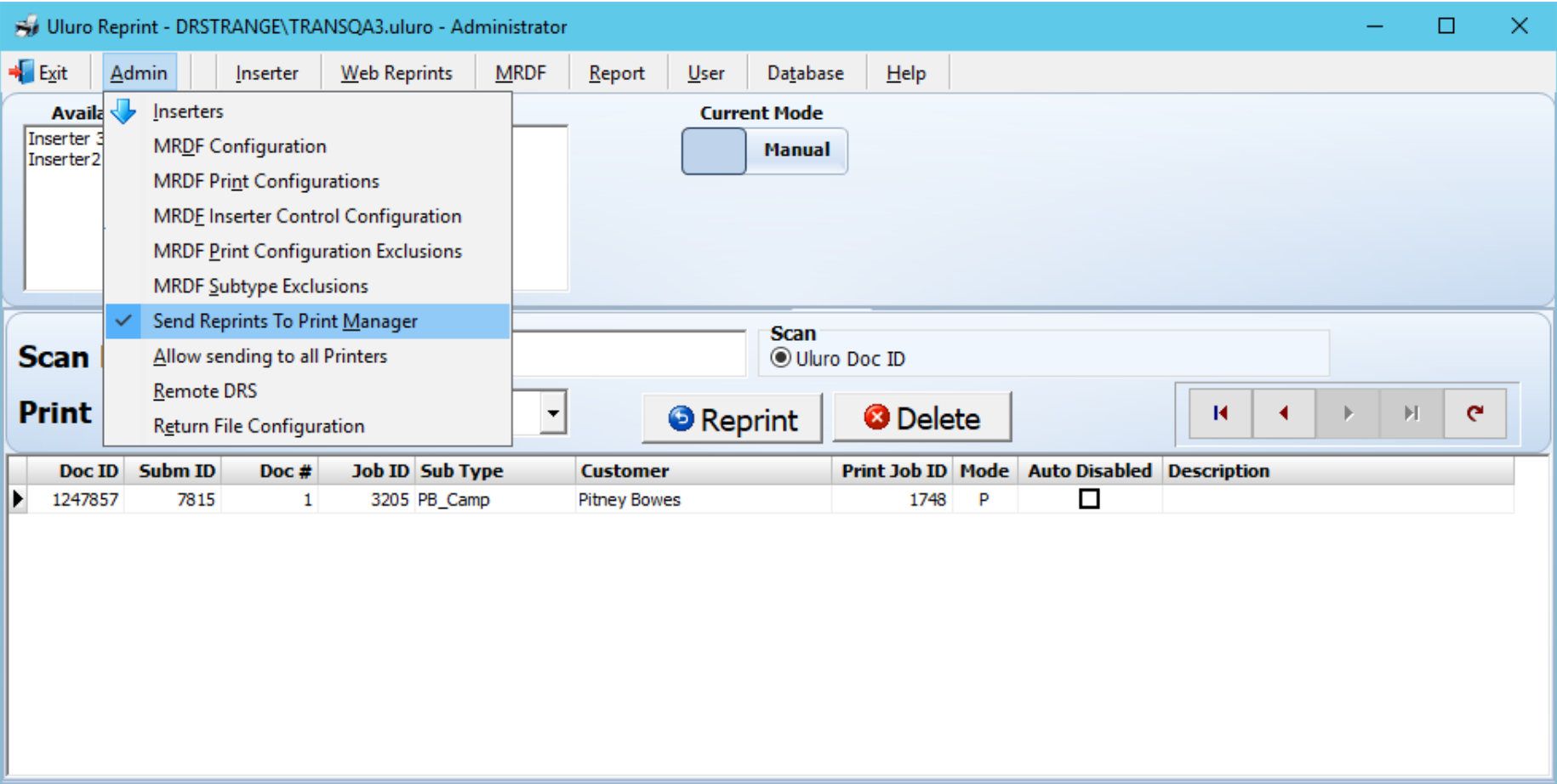
January 2025

Page 17 of 33

Pitney Bowes - Confidential

Create Print Job

If the initial submission ran through R.U.P.M., then the previous print file will be sent to the R.U.P.M.



The PrintJobID will be new, but the JobID will remain the same (2898 in this example).

Status: <ALL>
Location: <ALL>
Max Recs: 100
Auto Refresh every 30 sec
Sort Order: Main Sort Order / 1

Filter By
Customer: <ALL> **Sub Type:** <ALL>

Refresh
 CRI Report
 Add Print Job

Create Date desc, Primf, Secf, Env, RetEnv, InsNum

	Qd	R	ID	Prt Job ID	Job ID	Primary Form	Secondary Form	Envelope	Return Envelope	Insert #	# Docs	Paper Pgs	Status	# Print
Cute PDF Writer PS PS for Training c900 LPR MP C6004 HP Downstairs virtual			22056	3239	2898	Standard 24 lb paper blank	Red Paper	Number 10 Window	BRE (#9)		1	2	Ready to Print	
			22055	3238	2898	Standard 24 lb paper blank	Red Paper	Number 10 Window	BRE (#9)		1	1	Ready to Print	
			22054	3237	2899	Standard 24 lb paper blank	Red Paper	Number 10 Window	BRE (#9)		1	2	Ready to Print	
			22053	3236	2898	Standard 24 lb paper blank	Red Paper	Number 10 Window	BRE (#9)		8	14	Complete	
			22052	3229	2897	Standard 24 lb paper blank	Standard 24 lb paper blank	Number 10 Window	BRE (#9)		1	2	Ready to Print	
			22051	3228	2896	Standard 24 lb paper blank	Standard 24 lb paper blank	Number 10 Window	BRE (#9)		1	1	Ready to Print	
			22050	3227	2895	Standard 24 lb paper blank	Standard 24 lb paper blank	Number 10 Window	BRE (#9)		1	1	Ready to Print	
			22049	3226	2892	Standard 24 lb paper blank	Standard 24 lb paper blank	Number 10 Window	BRE (#9)		6	7	Complete	
			22048	3225	2891	Standard 24 lb paper blank	Standard 24 lb paper blank	Number 10 Window	BRE (#9)		6	7	Complete	
			22047	3224	2890	Standard 24 lb paper blank	Standard 24 lb paper blank	Number 10 Window	BRE (#9)		6	7	Complete	
		22046	3223	2888	Standard 24 lb paper blank	Red Paper	Number 10 Window	BRE (#9)		8	14	Ready to Print		
		22045	3222	2887	Standard 24 lb paper blank	Red Paper	Number 10 Window	BRE (#9)		16		Cancelled		
		22044	3221	2887	Standard 24 lb paper blank	Red Paper	Number 10 Window	BRE (#9)		16	28	Ready to Print		
		22043	3217	2881						2519	5469	Ready to Print		
		21997	3164	2840	Standard 24 lb paper blank	Standard 24 lb paper blank	Number 10 Window			1	2	Ready to Print		

Ready To Print
 Printed
 Complete
 Cancelled
 One of the submissions has been RESUBMITTED or CANCELLED

Printing
 Deleted
 Queued
 Reprint

Double click on the print job to see the details and print files.

Print Job Details

ID30939

Primary Formstandard 24 C fold perf.

Secondary Form

EnvelopeNumber 10 Window

Return Envelope

Insert #

Docs1

Paper Pgs1

StatusReady to Print

Printed0

Unprinted1

LocationNashville

Date Created04/14/2025 20:45:33

CustomerPitney Bowes

Submission TypePitney Bowes Customize

Trans Log

Split

Audit Report

* Double-click on grid for list of documents *

Submission has been RESUBMITTED or CANCELLED

Splitting a file will move ALL files with the same filename.

Print Job...	File Name	File Location	Date Created	# of Docs	Paper Pgs
30939	7737_AllDocsPDF.pdf	\\Trans-qa3\SUBMIT\PR\	4/14/2025 8:45:33 PM	1	1

This information will be in uControl as well. You will see the new print job under the Print Jobs Dropdown tab at the bottom. If you view the print job it will show it only contains document 2 from the original print job.

PRINT JOB DETAILS

PRINT AUDIT REPORT

PRINT JOBS

PRINT JOB 1751

PRINT JOB DETAILS

PRINT JOB ID:1751

STATUS:Print Manager

FILTER:

ORDER:Cast(Pieceno as integer)

JOB ID:3169

PRINTER NAME:Uluro Native PDF Output

PAGE CNT FILTER:

PAGE FILE:

PRINT JOB TRANSACTION DETAIL

Select Details

Documents

DOCUMENTS

Display Last

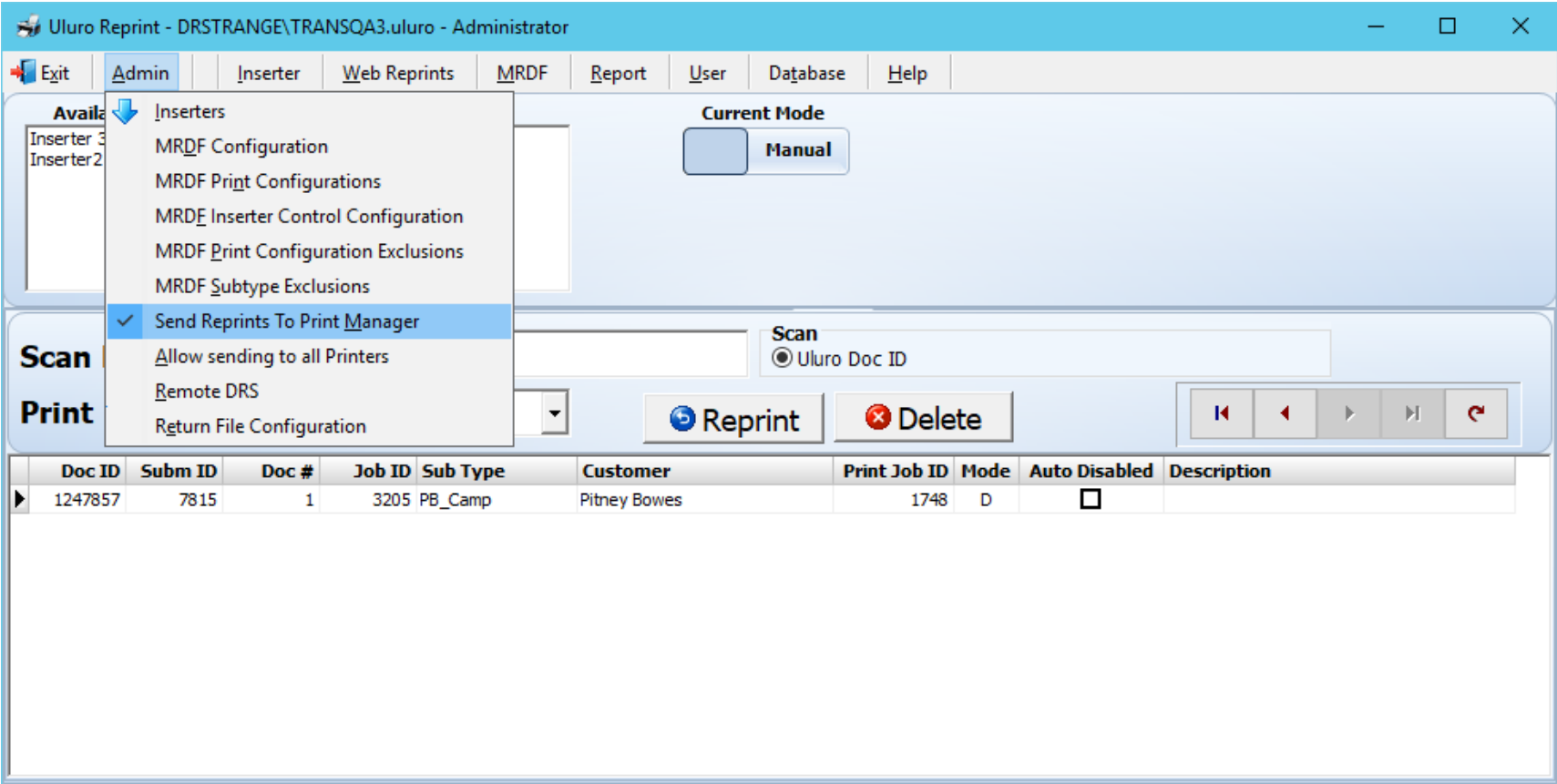
Total50

Refresh

DOCUMENT #	ACCOUNT	NAME	PIECE #
2		CIARA RICE	2

Exact Duplicate

If the initial submission ran through R.U.P.M., then the previous print file will be sent to the R.U.P.M.



The PrintJobID will be new, but the JobID will remain the same (2898 in this example). The piece number, barcode, unique DocID will not change from the original print job. The new printjobID is only for tracking purposes in this scenario.

Print Jobs

Status: <ALL> Location: <ALL> Max Recs: 100 Auto Refresh every 30 sec Sort Order: Main Sort Order / 1
 Filter By Customer: <ALL> Sub Type: <ALL>

Refresh CRI Report Add Print Job

CreateDate desc, Primf, Secf, Env, RetEnv, InsNum

	Qd	R	ID	Prt Job ID	Job ID	Primary Form	Secondary Form	Envelope	Return Envelope	Insert #	# Docs	Paper Pgs	Status	# Prints
	●	●	22056	3239	2898	Standard 24 lb paper blank	Red Paper	Number 10 Window	BRE (#9)		1	2	Ready to Print	
	▶	●	22055	3238	2898	Standard 24 lb paper blank	Red Paper	Number 10 Window	BRE (#9)		1	1	Ready to Print	
		●	22054	3237	2899	Standard 24 lb paper blank	Red Paper	Number 10 Window	BRE (#9)		1	2	Ready to Print	
	✓	●	22053	3236	2898	Standard 24 lb paper blank	Red Paper	Number 10 Window	BRE (#9)		8	14	Complete	
		●	22052	3229	2897	Standard 24 lb paper blank	Standard 24 lb paper blank	Number 10 Window	BRE (#9)		1	2	Ready to Print	
		●	22051	3228	2896	Standard 24 lb paper blank	Standard 24 lb paper blank	Number 10 Window	BRE (#9)		1	1	Ready to Print	
		●	22050	3227	2895	Standard 24 lb paper blank	Standard 24 lb paper blank	Number 10 Window	BRE (#9)		1	1	Ready to Print	
	✓	●	22049	3226	2892	Standard 24 lb paper blank	Standard 24 lb paper blank	Number 10 Window	BRE (#9)		6	7	Complete	
	✓	●	22048	3225	2891	Standard 24 lb paper blank	Standard 24 lb paper blank	Number 10 Window	BRE (#9)		6	7	Complete	
	✓	●	22047	3224	2890	Standard 24 lb paper blank	Standard 24 lb paper blank	Number 10 Window	BRE (#9)		6	7	Complete	
		●	22046	3223	2888	Standard 24 lb paper blank	Red Paper	Number 10 Window	BRE (#9)		8	14	Ready to Print	
		○	22045	3222	2887	Standard 24 lb paper blank	Red Paper	Number 10 Window	BRE (#9)		16		Cancelled	
		●	22044	3221	2887	Standard 24 lb paper blank	Red Paper	Number 10 Window	BRE (#9)		16	28	Ready to Print	
		●	22043	3217	2881						2519	5469	Ready to Print	
		●	21997	3164	2840	Standard 24 lb paper blank	Standard 24 lb paper blank	Number 10 Window			1	2	Ready to Print	

● Ready To Print
● Printed
✓ Complete
○ Cancelled
● One of the submissions has been RESUBMITTED or CANCELLED
● Printing
● Deleted
● Queued
● Reprint

Double click on the print job to see the details and print files.

Print Job Details

ID

30941

Primary Form

standard 24 C fold perf.

Secondary Form

Envelope

Number 10 Window

Return Envelope

Insert #

Docs

1

Paper Pgs

1

Status

Ready to Print

Printed

0

Unprinted

1

Location

Nashville

Date Created

04/14/2025 21:04:06

Customer

Pitney Bowes

Submission Type

Pitney Bowes Customize

* Double-click on grid for list of documents *

Submission has been RESUBMITTED or CANCELLED

Splitting a file will move ALL files with the same filename.

Print Job...

File Name

File Location

Date Created

of Docs

Paper Pgs

30941

7737_AllDocsPDF.pdf

\\Trans-qa3\SUBMIT\PR\

4/14/2025 9:04:06 PM

1

1

Pi

Trans Log

Split

Audit Report

This information will be in uControl as well. You will see the new print job under the Print Jobs Dropdown tab at the bottom. If you view the print job it will show it only contains document 2 from the original print job.

PRINT JOB DETAILS

PRINT AUDIT REPORT

PRINT JOBS

PRINT JOB 1753

PRINT JOB DETAILS

PRINT JOB ID:

1753

STATUS:

Print Manager

FILTER:

ORDER:

Cast(Pieceno as integer)

JOB ID:

3169

PRINTER NAME:

Uluro Native PDF Output

PAGE CNT FILTER:

PAGE FILE:

PRINT JOB TRANSACTION DETAIL

Select Details

Documents

DOCUMENTS

Display Last

Total

50

Refresh

DOCUMENT #	ACCOUNT	NAME	PIECE #
2		CIARA RICE	2

For all these scenarios, you will see the Reprint icon next to the print jobs that are reprints.

Print Jobs

Status: <ALL>

Location: <ALL>

Max Recs: 100

☒ Auto Refresh every 30 sec

Sort Order: Main Sort Order / 1

Filter By

Customer: <ALL>

Sub Type: <ALL>

Refresh

CRI Report

Add Print Job

CreateDate desc, Primf, Secf, Env, RetEnv, InsNum

◀

◀

▶

▶

	Qd	R	ID	Prt Job ID	Job ID	Primary Form	Secondary Form	Envelope	Return Envelope	Insert #	# Docs	Paper Pgs	Status	# Print
Cute PDF Writer PS PS for Training c900 LPR MP C6004 HP Downstairs virtual	●	🖨️	22056	3239	2898	Standard 24 lb paper blank	Red Paper	Number 10 Window	BRE (#9)		1	2	Ready to Print	
	●	🖨️	22055	3238	2898	Standard 24 lb paper blank	Red Paper	Number 10 Window	BRE (#9)		1	1	Ready to Print	
	●	🖨️	22054	3237	2899	Standard 24 lb paper blank	Red Paper	Number 10 Window	BRE (#9)		1	2	Ready to Print	
	●	🖨️	22053	3236	2898	Standard 24 lb paper blank	Red Paper	Number 10 Window	BRE (#9)		8	14	Complete	
	●	🖨️	22052	3229	2897	Standard 24 lb paper blank	Standard 24 lb paper blank	Number 10 Window	BRE (#9)		1	2	Ready to Print	
	●	🖨️	22051	3228	2896	Standard 24 lb paper blank	Standard 24 lb paper blank	Number 10 Window	BRE (#9)		1	1	Ready to Print	
	●	🖨️	22050	3227	2895	Standard 24 lb paper blank	Standard 24 lb paper blank	Number 10 Window	BRE (#9)		1	1	Ready to Print	
	●	🖨️	22049	3226	2892	Standard 24 lb paper blank	Standard 24 lb paper blank	Number 10 Window	BRE (#9)		6	7	Complete	
	●	🖨️	22048	3225	2891	Standard 24 lb paper blank	Standard 24 lb paper blank	Number 10 Window	BRE (#9)		6	7	Complete	
	●	🖨️	22047	3224	2890	Standard 24 lb paper blank	Standard 24 lb paper blank	Number 10 Window	BRE (#9)		6	7	Complete	
	●	🖨️	22046	3223	2888	Standard 24 lb paper blank	Red Paper	Number 10 Window	BRE (#9)		8	14	Ready to Print	
	●	🖨️	22045	3222	2887	Standard 24 lb paper blank	Red Paper	Number 10 Window	BRE (#9)		16		Cancelled	
	●	🖨️	22044	3221	2887	Standard 24 lb paper blank	Red Paper	Number 10 Window	BRE (#9)		16	28	Ready to Print	
	●	🖨️	22043	3217	2881						2519	5469	Ready to Print	
●	🖨️	21997	3164	2840	Standard 24 lb paper blank	Standard 24 lb paper blank	Number 10 Window			1	2	Ready to Print		

● Ready To Print

● Printed

● Complete

● Cancelled

● One of the submissions has been RESUBMITTED or CANCELLED

● Printing

● Deleted

● Queued

🖨️ Reprint

If the initial print job didn't run through Relay Unify Print Manager, and the Send Reprints to R.U.P.M. is enabled, then the reprints will not show up in the R.U.P.M. Dashboard.

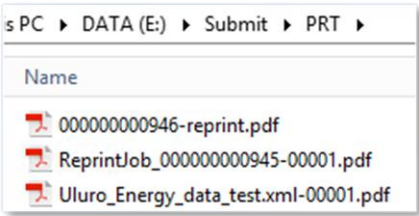
A submission was run, and a print job was created manually in uControl that produced the RelayUnify_Energy_data_est.xml-00001.pdf file.

A reprint was generated to create a print job (PrtJobID 945) that produced the print file ReprintJob_000000000945-00001.pdf.

A reprint for Exact duplicate (PrtJobID 946) was generated to create the print file 000000000946-reprint.pdf.

The create print job and exact duplicate print files go to the directory (Submit\PRT) that the original print job went to.

The reprints will use the printer assigned to the inserter in Relay Unify Reprint to generate the reprint print files.

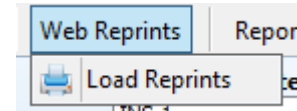


Load Reprints

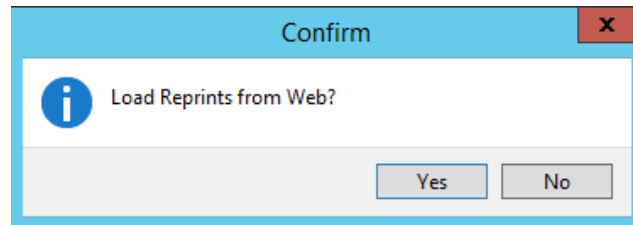
Web

An API call can be used to select documents to be reprinted. A stored procedure is used to retrieve the DocID and web username for the documents and flag those to be reprinted. Those documents are listed in the WebReprintQueue table until loaded into Relay Unify Reprint to be reprinted.

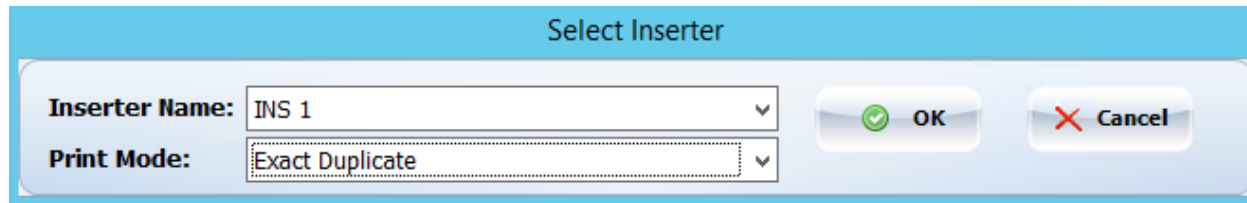
To load the documents listed in that table select Load Reprints from the Web Reprints menu.



Click Yes to load the reprints.

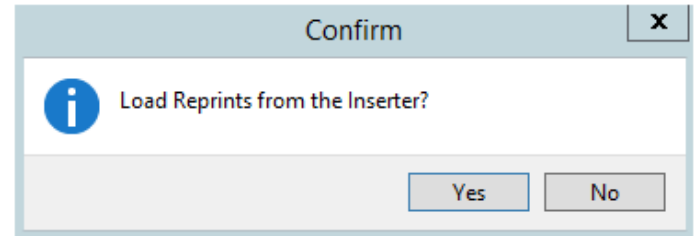
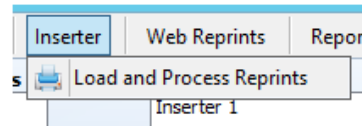


Select the inserter and Print Mode. Click OK.

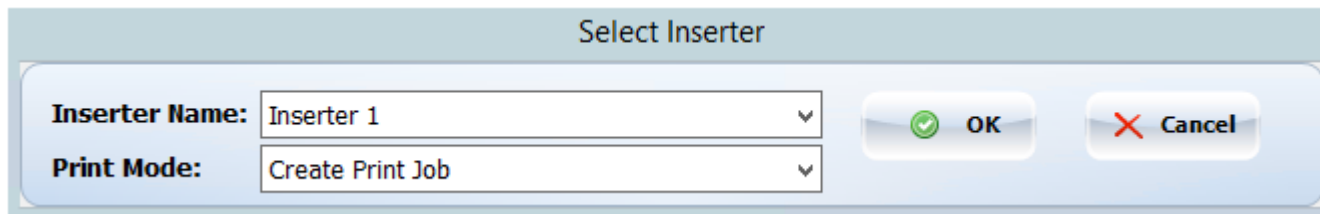


Insertter

Automatically load in reprints that have been scanned. Click Yes to load the reprints.



Select the inserter and Print Mode. Click OK. The reprints flagged by the inserter system will be imported for the print mode type selected.



The reprints will now follow the print mode selection and a new submission, print job, or duplicate will be created and printed.

Automatic Mode

You can enter automatic mode by toggling the current mode to Auto.

The screenshot displays the 'Automatic Mode' configuration interface. On the left, a table lists inserters and their corresponding Print and Retrieval modes. The main panel on the right contains settings for the selected inserter (INS1).

Inserter	Print Mode	Retrieval Mode
INS1	Create Submission	Pull from DRS

Print Mode: Create Submission (dropdown menu)

Retrieval Mode: Pull from DRS (dropdown menu)

Set Interval: A numeric keypad showing 02:00 (Hours: 0, Minutes: 2, Seconds: 0). The label 'Seconds' is next to the keypad.

Auto Processing: A toggle switch labeled 'off'.

Starts in: 02:00 (digital display)

Current Mode: A yellow button labeled 'Auto' is highlighted, indicating the current mode is Automatic.

Once in auto mode, you can set up what you want to do. You can set up different Print and Retrieval modes for each inserter.

- Select a Print Mode.
- Select a Retrieval Mode. There are 2 retrieval modes: Stored Proc or Manual. Stored Proc or manual will process any documents manually scanned or loaded into the reprint table using a stored procedure.
- Save your settings.

You can set your interval using the spinner.

Flip the Auto Processing toggle to begin automatic processing.

Each interval will display the results at the bottom.

Uluro Reprint - DRSTRANGE\TRANSQA3.uluro - Administrator

Exit Admin Inserter Web Reprints MRDF Report User Database Help

Available Inserters
Inserter 3
Inserter2
Test

My Inserters
Inserter 1

Current Mode
Auto

Inserter	Print Mode	Retrieval Mode
Inserter 1	Create Submission	Pull from Inserter

Print Mode
Create Submission

Retrieval Mode
Pull from Inserter

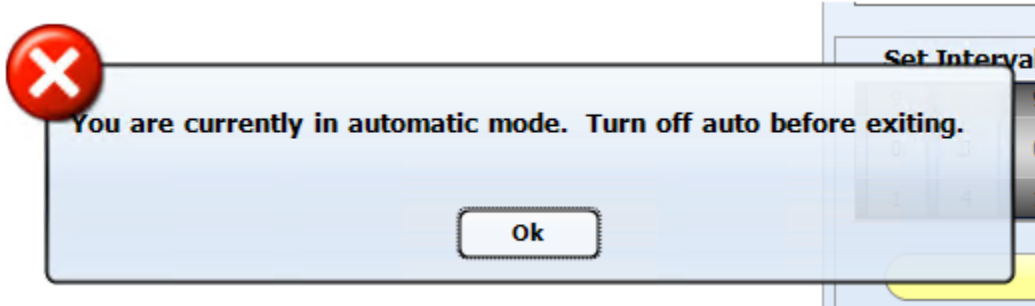
Set
Interval Time
HH:MM:SS
00:00:30

Auto Processing
On
Starts in 028

0%

Doc ID	Subm ID	Doc #	Job ID	Sub Type	Customer	Print Job ID	Mode	Auto Disabl...	Description
1247857	7815	1	3205	PB_Camp	Pitney Bowes	1748	S	☐	
1246340	7737	1	3169	PB_Camp	Pitney Bowes	1712	S	☐	
1246341	7737	2	3169	PB_Camp	Pitney Bowes	1712	S	☐	

Before closing the program there will be a message to turn off Auto Mode.



Disable Auto Reprint

If the **Disable Auto Reprint** setting is a submission type is enabled, reprints in Auto Mode will not be allowed. The **Disabled Reason** will be given and displayed in Relay Unify Reprint.

Reprints for that submission type can still be done using Manual Mode.

PRINT MANAGER

☒ Enable

☒ Automatically Combine Job Settings

Minimum # of Documents

0

Combine ID

AUTOMATIC REPRINTS

☒ Disable Auto Reprint

Reason for Disabling

Disable Reprint Custom Reason

Uluro Reprint - Trans-QA-SQL\transqa2.uluro - Administrator

ExitAdminInserterWeb ReprintsMRDFReportUserDatabaseHelp

Available Inserters

Inserter 3
Inserter TEST
Inserter2

My Inserters

Inserter 1

Current Mode

Manual

Scan Barcode:

Scan

Uluro Doc ID

Print Mode:

Create Print Job

Reprint

Delete

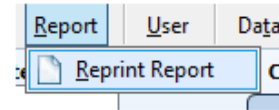
Doc ID	Subm ID	Doc #	Job ID	Sub Type	Customer	Print Job ID	Mode	Auto Disabled	Description
▶ 25270873	15713	2	10209	RU_Energy	Pitney Bowes	8196	P	☒	Disable Reprint Custom Reason

Reprint Report

From the report menu select Reprint Report to generate a report of all reprinted documents.

Enter the dates for the report and whether it should be reprints generated from all users or just the current user logged into Relay Unify Reprint.

Click Run Report to generate the report.



Example:

From: 4/7/2025
To: 4/15/2025
User: All Users

Reprint Document Report

IP Address User ID	Status Option	Customer Submission Type	Sub ID Job ID	Doc # Doc ID	Piece # Pages	Created Date Updated Date	New Sub ID Status	Doc #	New Job ID Status
192.168.1.204 Administrator	C S	Pitney Bowes PB_Camp	7737 3169	1 1246340	1 1	4/14/2025 11:44:11 4/14/2025 3:22:16 PM	7815 Print Manager	1	3205 Print Manager
192.168.1.204 Administrator	C S	Pitney Bowes PB_Camp	7737 3169	1 1246340	1 1	4/15/2025 11:53:12 4/15/2025 11:56:43	7819 Print Manager	1	3206 Print Manager
192.168.1.204 Administrator	C S	Pitney Bowes PB_Camp	7737 3169	2 1246341	2 1	4/15/2025 11:53:36 4/15/2025 11:56:43	7819 Print Manager	2	3206 Print Manager
192.168.1.204 Administrator	C P	Pitney Bowes PB_Camp	7737 3169	2 1246341	2 1	4/14/2025 8:45:21 PM 4/14/2025 8:45:31 PM			
192.168.1.204 Administrator	C D	Pitney Bowes PB_Camp	7737 3169	2 1246341	2 1	4/14/2025 9:03:58 PM 4/14/2025 9:04:05 PM			
192.168.1.204 Administrator	C P	Peter Parker Glider	7814 3204	2 1247852	2 1	4/14/2025 8:48:17 PM 4/14/2025 8:48:22 PM			
192.168.1.204 Administrator	C S	Pitney Bowes PB_Camp	7815 3205	1 1247857	1 1	4/15/2025 11:40:15 4/15/2025 11:56:43	7820 Print Manager	1	3207 Print Manager

Page: 1

IP Address User ID	Status Option	Customer Submission Type	Sub ID Job ID	Doc # Doc ID	Piece # Pages	Created Date Updated Date	New Sub ID Status	Doc #	New Job ID Status
192.168.1.100 Administrator	C S	2025 QC Testing 01 MRDF01	15450 10007	6 2518890	6 1	4/11/2025 1:52:24 PM 4/11/2025 1:52:24 PM	15712 Print Manager	2	10210 Print Manager
192.168.1.100 Administrator	C S	2025 QC Testing 01 MRDF01	15450 10007	6 2518890	6 1	4/11/2025 1:46:15 PM 4/11/2025 1:46:16 PM	15708 Print Manager	1	10206 Print Manager
192.168.1.100 Administrator	C S	2025 QC Testing 01 MRDF01	15450 10007	6 2518890	6 1	4/11/2025 1:46:15 PM 4/11/2025 1:46:16 PM	15708 Print Manager	2	10206 Print Manager
192.168.1.100 Administrator	C P	Pitney Bowes PB_Gas	15661 10166	1 2525754	1 1	4/14/2025 11:09:34 4/14/2025 11:09:49			
192.168.1.100 Administrator	C D	Pitney Bowes RU_Energy	15704 10203	4 2527083	4 2	4/11/2025 1:17:12 PM 4/11/2025 1:46:16 PM			
192.168.1.100 Administrator	C S	Pitney Bowes RU_Energy	15704 10203	4 2527083	4 2	4/11/2025 1:51:49 PM 4/11/2025 1:52:25 PM	15713 Print Manager	2	10209 Print Manager
192.168.1.100 Administrator	C D	Pitney Bowes RU_Energy	15704 10203	6 2527083	6 1	4/11/2025 1:17:34 PM 4/11/2025 1:46:16 PM			
192.168.1.100 Administrator	C S	Pitney Bowes RU_Energy	15704 10203	6 2527083	6 1	4/11/2025 1:51:34 PM 4/11/2025 1:52:25 PM	15713 Print Manager	4	10209 Print Manager
192.168.1.100 Administrator	C S	Pitney Bowes RU_Energy	15704 10203	6 2527083	6 1	4/11/2025 1:54:49 PM 4/11/2025 1:54:53 PM	15718 Print Manager	1	10214 Print Manager
192.168.1.100 Administrator	I P	Pitney Bowes RU_Energy	15713 10209	2 2527087	2 2	4/15/2025 12:08:43			
192.168.1.100 Administrator	C P	Pitney Bowes RU_Energy	15713 10209	3 2527087	3 1	4/14/2025 4:32:03 PM 4/14/2025 4:32:16 PM			