
Posting Mail Using Quick Post

Quick Post enables mail to be conveniently posted by specifying a PDF or Word file that contains one or more letters.

Quick post functionality is accessible in the Quick Post interface (Fig. 1) which is opened by clicking Quick Post button in the side panel on the Home page.



Fig. 1 Quick Post interface

The following components appear in the Quick Post interface:

No.	Name	Description
1	Page area	The area where you <u>drag and drop</u> a letter file and where the content of the first letter found in the file is displayed. Up, Down, Left and Right Nudge buttons (Fig. 5) for adjusting the position of the recipient address also appear here.
2	Login/Logout flyout button	Opens the Login/Logout flyout (Fig. 2) which indicates if you are logged in or logged out. Functionality to log in is also provided if not already logged in.
3	Post Letter flyout button	Opens the Post Letter flyout (Fig. 3) where the recipient address of the first letter in the letter file and any address problems are displayed. Functionality to specify <u>posting options</u> and <u>add attachments</u> also appear here along with buttons for <u>posting</u> the file.
4	Batch Split Settings	Opens the split settings, used to identify letter boundaries when submitting a document containing multiple letters

The Post Letter Flyout

The core functionality of Quick Post is available in the Post Letter flyout (Fig. 3) which is opened by clicking the Post Letter button in the Quick Post interface (Fig. 1).

The screenshot shows the 'Post Letter' flyout interface. It has a blue header with the title 'Post Letter' and a mobile icon. Below the header, there's a section 'Address scanned from pink box' with a white box containing the address: 'Mr M A Williams, Funasset Limited, Foundry House, Foundry Road, Taunton, Somerset, TA1 1JJ'. To the right of this box is a circular arrow icon (2) and a close 'X' icon (3). Below the address box, there's a list of options: 'The address is Ok' (4), '+ Suggestions' (5), '+ Template' (6) with 'Blank' next to it, '+ Posting Options' (7) with '2nd Mon Dpx' next to it, '+ Cost Code' (8) with 'HMG4321' next to it, and '+ Add Attachments' (9) with '1' next to it. At the bottom right, there's a 'Post' button (10).

Fig. 3 Post Letter flyout

The following components appear in the Post Letter flyout:

No.	Name	Description
1	Recipient address	Displays the address of the first letter contained in the letter file.
2	Refresh button	Refreshes the content of the Post Letter flyout so an up-to-date recipient address is displayed.
3	Discard button	Removes the letter file and resets all selected options.
4	Recipient address notification	Indicates whether the recipient address is valid or invalid and, if invalid, provides instruction for correcting it. Also indicates if multiple letters have been detected in the letter file.
5	Suggestions Control	When clicked, displays valid addresses for selection. Only shown when the address of a letter is incorrect or ambiguous.
6	Template control	When clicked, displays templates available for selection. The selected template is applied to the content of all letters in the selected letter file. Also displays the name of the selected template.
7	Posting Options	When clicked, displays posting options available for selection. Also indicates the selected posting options.
8	Cost Code	When clicked, displays cost codes available for selection and an edit box for specifying a bespoke cost code. Also displays the cost code selected or specified.
9	Add Attachments	When clicked, displays a paperclip icon where an attachment file can be dropped in order to add an attachment to each letter in the letter file. A paperclip icon to remove an attachment file is also displayed. Also displays the quantity of attachments added.
10	Post button	Posts the content of the letter file. The label of this button can change to any of the following: Post Anyway, Post File as n Separate Letters, Post Entire File to the First Address.

MORE:

If the content of more than one letter file needs to be posted simultaneously, refer to [Posting Letters Using Upload Letter Files](#).

Selecting a Letter File

A PDF or Word file that contains one or more letters can be used with Quick Post.

Use Windows File Explorer to locate a letter file then drag and drop (Fig. 4) it into the Page area of the Quick Post interface (Fig. 1).

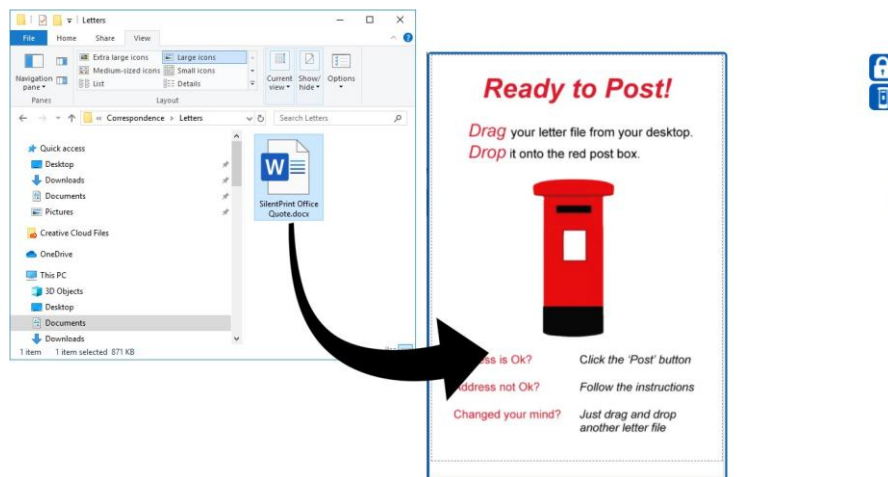


Fig. 4 Dragging and dropping a letter file

After dragging and dropping the letter file, the content of the first page appears in the Page area and the Post Letter flyout (Fig. 3) is opened.

Recipient Address Checks

If only a single letter is contained in the letter file, the recipient address is immediately checked to see if it is valid and whether it falls within the address box in the Page area. If either of these checks fail, notification is provided and correction will be necessary before the letter can be posted.

If multiple letters are contained in the letter file, the recipient address of each letter is checked to see if it is valid and whether it falls within the address box in the Page area after clicking a post button.

MORE:

For further details about correcting recipient address problems, refer to [Dealing with an Invalid Recipient Address](#).

Letter Files Containing Multiple Letters

If a letter file containing multiple letters is placed in the Page area, notification is provided and the All Addresses control appears in the Post Letter flyout (Fig. 3).

To view the recipient address of all letters in the letter file, click the All Addresses control. Following this, the All Addresses panel (Fig. 6) is opened.



Fig. 5 All Addresses panel

Click an address to show the associated letter in the Page area.

Selecting a Template

Prior to posting mail, a template can be selected. This is then applied to all letters contained in the letter file.

To view and select templates, click the Template control in the Post Letter flyout (Fig. 3). Following this, the Template panel (Fig. 8) is opened.

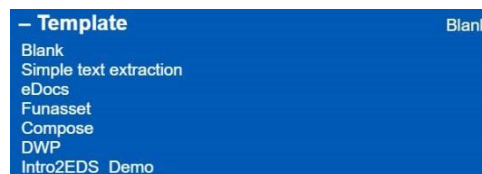


Fig. 6 Template panel

To select a template, click it.

If no template is required, click the Blank option.

The selected template is displayed to the right of the Template control.

Selecting Posting Options

Prior to posting mail, posting options must be selected or the defaults used.

To view and select posting options, click the Posting Options control in the Post Letter flyout (Fig. 3). Following this, the Posting Options panel (Fig. 7) is opened.



Fig. 7 Posting Options panel

The following posting options are provided:

Option	Description
First Class	Determines whether a letter is posted second class (off) or first class (on).
Colour	Determines whether a letter is printed in mono (off) or colour (on).
Single-sided	Determines whether a letter is printed duplex (off) or single-sided (on).

To select an option, click the associated radio button.

Selected posting options are displayed to the right of the Posting Options control.

Selecting or Specifying a Cost Code

Prior to posting mail, a cost code can be selected or specified. The cost code can then be used in Hybrid Mail reports for an internal billing process such as cross charging costs to different departments.

To view, select or specify a cost code, click the Cost Codes control in the Post Letter flyout (Fig. 3). Following this, the Cost Codes panel (Fig. 7) is opened.



Fig. 8 Cost Code panel

To select a cost code, click it.

To specify a cost code, click inside the edit box then type the desired cost code.

The selected or specified cost code is displayed to the right of the Cost Codes control.

NOTE:

The Cost Codes control will only appear for systems that have it enabled.

Adding Attachments

PDF or Word files can be added as attachments to each letter contained in a letter file. This is useful if you need to include items such as maps and leaflets with the letters to post.

To add one or more attachments, click the Add Attachments control in the Post Letter flyout (Fig. 3). Following this, the Add Attachments panel (Fig. 8) is opened.



Fig. 9 Add Attachments panel

Use Windows File Explorer to locate the required PDF or Word file then drag and drop (Fig. 4) it on to the paperclip of the Add Attachments panel. Following this, the name of the file appears below.

Add as many attachments as required but consider the capacity of the envelope.

The quantity of attachments added is displayed to the right of the Add Attachments control.

Removing Attachments

To remove an attachment, drag and drop the associated file name displayed in the Add Attachments panel (Fig. 8) on to the paperclip with an \.

Posting

If the address of a single letter is valid, and when the template, posting options, cost code and attachments have been selected or specified, the content of the letter file can be posted.

How the content of the letter file is posted is dependent on whether it contains a single letter or multiple letters.

Single Letter

If there is only a single letter in the letter file, click the Post button in the Post Letter flyout (Fig. 3).

Multiple Letters

If there are multiple letters in the letter file, click either the Post File as n Separate Letters button or the Post Entire File to the First Address button in the Post letter flyout (Fig. 3).*

If your letter batch has not correctly split on each new letter, please use the Setting menu to manually configure required split settings

***CAUTION**

To avoid letters being posted to the wrong recipient, it is important the correct button is used.

Page Splitting

If the automatic identification of each letter within a batched fails to correctly split each letter in the document, please use the following settings.

Settings

– Split Method Address

- ☒ **Address Detection**
 The start page of each letter within the multi-letter is defined by the presence of a postal address, as determined by a valid postcode or known town name or county name.
 Ignore address if it contains _____
- ☐ **Fixed Number of Pages**
 The start page of each letter within the multi-letter is defined to be
 every _____ pages.
- ☐ **Keyword Found on Page**
 The start page of each letter within the multi-letter is defined by the presence of:
 the keyword _____

No.	Name	Description
1	Automatic Detection	Selects the use of intelligent 'Heuristic' software, scanning each page looking to identify the start of a new letter and splitting. Based on presence of a postal address within scan area on each page
2	Fixed No. of pages	Splits the document batch based on a fixed number of pages per letter
3	Keyword detection	Allows a 'keyword' test string to be used for the identification of each new letter. The chosen keyword text must appear within a fixed area on page one only of each letter. You will be prompted to enter X,Y, coordinates of scan area

After Post Process

After clicking a post button, what happens next is determined by whether there is a single letter or multiple letters in the letter file.

Number of Letters	What Happens
Single	The letter is sent to the Hybrid Mail server for printing and a Post Successful pop-up (Fig. 10) is opened.
Multiple	<p>A confirmation pop-up is opened asking for confirmation of the post. If agreed, the recipient address of each letter is checked to see if it is valid and in the correct position.</p> <p>If all checks are successful, the letters are sent to the Hybrid Mail server for printing and a Post Successful pop-up (Fig. 10) is opened.</p> <p>If one or more recipient checks fail, notification is provided and correction will be necessary before the letters are posted.</p> <p>For further details about correcting recipient address problems, refer to Dealing with an Invalid Recipient Address.</p>

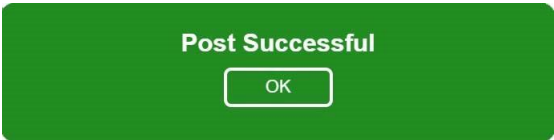


Fig. 10 Post Successful pop-up

If the Post Successful pop-up does not close automatically, click the OK button.

NOTE:

Successfully posted letters can be viewed using the view mail buttons in the Quick Post panel and options on the Mail menu.

Dealing with an Invalid Recipient Address

When a recipient address in a letter file is found to be incorrect or not in the correct position, notification is provided in the Post Letter flyout (Fig. 3). Depending on the problem indicated, the recipient address will need to be changed or moved or, if using a letter file containing multiple letters, each problematic letter will need to be moved to the Rejected queue or deleted.

If only a single letter appears in a letter file, notification is provided immediately after selection of the letter file.

If multiple letters appear in a letter file, an Address Error Warning pop-up (Fig. 11) is opened after a post button is clicked.



Fig. 11 Address Error Warning pop-up

Click the required button in the warning pop-up to perform the associated action.

Changing the Address

To select a valid address for the letter shown in the Page area then post the letter, perform the following actions:

1. If necessary, click the Show me the failed letters one at a time button in the Address Error Warning pop-up (Fig. 11).
2. Click the Suggestions control to open the Suggestions panel (Fig. 12).
3. Click the required address in the Suggestions panel.
4. Click the Post button.



Fig. 12 Suggestions panel

If applicable, repeat the actions from step 3 for each letter that appears in the Page area.

Moving the Address Box

To move the area where the Hybrid Mail system looks for a recipient address then post the letter, perform the following actions:

1. If necessary, click the Show me the failed letters one at a time button in the Address Error Warning pop-up (Fig. 11).

2. Click the up, down, left and right nudge buttons (Fig. 11) until the address in the Page area is positioned inside the address box.
3. Click the tick button to apply the change.
4. Click the Post button.



Fig. 13 Nudge buttons

Click the cross button to cancel the change to the address box position and return it to its original position.

If applicable, repeat the actions from step 2 for each letter that appears in the Page area.

Moving Associated Letters to the Rejected Queue

If invalid addresses are found in a letter file containing multiple letters, the associated letters can be moved to the Rejected queue while all other letters are posted.

To move the letters containing invalid addresses to the Rejected queue, click the Move the failed letters to my Rejected queue button in the Address Error Warning pop-up (Fig. 11).

Deleting Associated Letters

If invalid addresses are found in a letter file containing multiple letters, the associated letters can be deleted while all other letters are posted.

To delete the letters containing invalid addresses, click the Delete the failed letters button in the Address Error Warning pop-up (Fig. 11).

Alternatively, remove any letter containing an invalid recipient address from the letter file then select the letter file again.