Bing EasyPost & BingMail

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EasyPost (Bing) is a separate application that is integrated with StrataMax. The following article provides information about how to configure printing to the Bing 'EasyPost Mailroom' printer, as well as how to configure StrataMax to use the 'EasyPost API'. Bing acts as a virtual printer for printing levy and arrears notices, as well as correspondence sent from *Merge Letters* and the distribution of notices and minutes from *Meeting Hub*. For installation of the software and to troubleshoot specific areas of Bing please use the below details to contact Bing directly:

- Mail Help webpage: https://help.bingmail.com.au/
- Email Address: customerservice@bingmail.com.au
- Phone Number: 1300 309 800

If needing to add additional attachments to a Levy Notice in Bing, you must print to the BING EasyPost Mailroom to access this functionality.

Levy Notices and Merge letters **must** be configured to print to the Bing Easy Post API as address information is sent as data rather than relying on text extraction. Printing Levy Notices from Distribute Levies and Merge Letters to the Mailroom will result in address information not being available to extract.

Bing EasyPost API

StrataMax can be configured to utilise the new Bing EasyPost API when printing levies or correspondence, rather than use the EasyPost Mailroom software. By using this feature, StrataMax will group all Levy Notices printed for each building and quickly upload them to the BingMail Customer Portal for review.

The BingMail Customer Portal will automatically detect the addresses and collate all documents intended for the same recipient into a single envelope, reducing postage costs. You can find further information regarding the BingMail Customer Portal on their *Bing Customer Portal page*. For additional information please contact the Bing Customer Service department.

In order to configure StrataMax to use the Bing EasyPost API, you will first need the below Bing EasyPost credentials, which you can obtain directly from Bing:

- Account ID
- Portal Account Username
- Portal Account Password

In order for the Bing 'StrataMax BingEasy Post API' printer to work when using it to*distribute notices and minutes in Meeting Hub*, you <u>must</u> configure StrataMax to use the Bing EasyPost API. See this article for more info: *https://smhelp.stratamax.com/help/meeting-notices-minutes#distribution-with-bing*

Bing EasyPost Settings

Please ensure that when using the BingMail EasyPost API that you have the 'StrataMax Bing Easy Post API' printer selected on the PC you will be using.

The credentials saved in this screen will apply to all StrataMax users. Once this area has been configured by one user, there is no need to repeat these steps. If you have previously configured BingMail for Levy Notices, you will not need to re-enter the details in other areas, including GLMax.

Levy Notice Method

- 1. Search or select *Levy Notice/Reports*.
 - This screen is also available from the *Tools* menu in any area where printing from StrataMax is an option.
- 2. Click the *ellipsis* button next to the printer.
- 3. In the *Printer Setup* window, click *Tools* > *BingMail Settings.*

File Options Goto	Tools Help	
🔿 Printer 🔊 🔤	Template LNOTE171 Multi State+Extra Printer Setup - Multi State+Extra Fools Adjust Letterhead	2nd DEPOS 2 X Copies 1
Deposit Reference	Set Default Printer ISO6 B7A SM Propertie Clear Printer 506 B7A SM Training Clear All Printer Settings	
Select Lots Select Lev	View Log	Change Building
Account Code 3	BingMail Settings Copies Number of copies: 1 Save as Default 1	Proceed Close
Message: This is an example of a me	OK Cancessage.	el

- 4. In the *BingMail Settings* window, enter the details provided by Bing Customer Service; *Account ID*, *Portal User*, and *Portal Password*.
- 5. Tick the *Duplex* box to configure the BingMail Portal to print multiple page documents on both sides of the paper. This can help reduce printing costs.
- 6. Tick the Hold For Approvalbox for documents to remain on the BingMail Portal with the status "On Hold". This allows for an internal review, or approval process prior to issuing Levy Notices to lot owners. Any uploaded documents will be included in the next print run at BingMail if this setting is switched off.
- 7. Select the required colour setting from the *Colour Model* drop-down menu.
- 8. When finished, click Close.

🔀 Configuration			_		×
BingMail Settings					
Account ID	ABC	123			
Portal User	4 man	ager@abcstrata.com			
5 Portal Password	****	****			
Duplex					
Hold For Approval					
6 Colour Model	Full co	blour			~
	7			Clos	e

9. Click *OK* back in the *Printer Setup* window, then close the *Levy Notice/Reports* menu.

Merge Letter Method

- 1. Search or select *Merge Letters*.
- 2. Click the *ellipsis* button next to the printer.
- 3. In the *Printer Setup* window, click *Tools* > *BingMail Settings.*

Report Distribution - OCEANIA H	KEEP 101023					_	
Merge Letter							0
Building: OCEANIA KEEP 101023							
Report Set: v	Page Numbers 🗸	Consolidate by	Contact	Distributior			_
	+ Report			V 🖶 Post U	oload to Bing E	asyMail	‡
	Printer Setup		_		ort		¢
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Recipient Type: Owner 🗡	Set Default Printer Clear Printer	PDF	∽ ⊖ Dupl	Properties ex			
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Account Lot Unit Name O2100001 1 1	BingMail Settings	v t	Number of copies 1	÷		Sms	■ Q ^
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📀 02100007 7 7 🕹		-					🗎 🔍 🗸
Please add a report				Log	Proc	eed	Close

- 4. In the *BingMail Settings* window, enter the details provided by Bing Customer Service; *Account ID*, *Portal User*, and *Portal Password*.
- 5. Tick the *Duplex* box to configure the BingMail Portal to print multiple page documents on both sides of the paper. This can help reduce printing costs.
- 6. Tick the Hold For Approvalbox for documents to remain on the BingMail Portal with the status "On Hold". This allows for an internal review, or approval process prior to issuing Levy Notices to lot owners. Any uploaded documents will be included in the next print run at BingMail if this setting is switched off.
- 7. Select the required colour setting from the Colour Model drop-down menu.
- 8. When finished, click Close.

💥 Configuration		_) X
BingMail Settings				
Account ID ABC123				
Portal User 4 manager@	abcstrata.com			
5 Portal Password				
Duplex				
Hold For Approval				
6 Colour Model Full colour				~
7			(Close

Once the above configuration is completed, StrataMax will use the BingMail EasyPost API to upload the documents as long as the 'StrataMax Bing EasyPost API' printer is selected in the *Printer Setup*. The documents can then be reviewed on the BingMail Customer Portal. If needing to add additional attachments to a Levy Notice in Bing, you must print to the BING EasyPost Mailroom to access this functionality - see below section, *Bing EasyPost Mailroom Process (Mailroom Instructions)*.

Bing EasyPost API Printer Setup

To use the Bing API when printing any documents in StrataMax (merge letters, reports, levies, arrears notices, etc.), you <u>must</u> make sure that you select the printer called 'StrataMax Bing Easy Post API' in the *Printer Setup* screen.

Levy Notice window configuration:

Levy Notice STRAT	A PLAN	01 October 2021	×
File Options G	oto Tools I	Help	
Screen	Templat	te LNOTE84 Levy Notice+Qld 1997+GST StrataPay 2nd sup - Levy Notice+Qld 1997+GST StrataPay	deposit
O Printer 🥃	Tools Printer		Copies 1
🗹 Deposit Reference	Driver	Samsung C460 Series (redirected 2) Vfsint \Building 7 SM Training Fax	
Select Lots Select Let		Fax (redirected 2) Foxit PhantomPDF Printer (redirected 2) Microsoft Print to PDF	Change Building
Report Order	Auto Select	Microsoft Print to PDF (redirected 2) Microsoft XPS Document Writer Microsoft XPS Document Writer (redirected 2)	Proceed
Process Fees and	Save as I		Close
Message:		Snagit 2019 StrataMax Bing Easy Post API	💓 View Log

Merge Letter window configuration:

Report Distribution - OCEANIA KEEP 101023					—	x I
Merge Letter Building: OCEANIA KEEP 101023						0
Report Set: 🗸 🗸 Page	Numbers 🔽 Consolidate by C	Contact	Distribution	Method		
+ Report	ttachment	-	✔ 🖶 Post Up	oload to Bing E	asyMail	¢
Printer Setup				ort		\$
Tools				nces	Levy Notic	
Set Default Pr	inter PDF	~	Properties	-		
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Please add a report			Log	Proc	eed	Close

Levy Arrears Notice configuration:

Select each notice in the schedule and apply - File / Page Setup / Select*StrataMax BING Easy Post API* printer.

Arrears Notice Setup STRATA	MAX ONLINE H	HELP KEEP 300621
File Help	_	Printer Setup - Levy Arrears Notice ADBC 1 ×
Arrears Fees Setup View Log Archive	g up a schedule Ar	. 1005
Page Setup	2nd Templa	
View Setup Edit Log Arrears Manager Close	DEPOSIT DEPOSIT DEPOSIT NONE	Driver: StrataMax Bing Easy Post API
Insert Edit Use earliest due date for overdue Include Journal arrears in Not Due Print Notice only if there are Levy Default Overdue Days (used for Othe	e calculation 🗹 Arrears	Paper Source Copies Save as Default I I I OK Cancel

Report Distribution - Distribute Levies

Report Distribution - STRATAMAX ONLINE HELP KEEP 300621	- 0	× EFeedback
Levy Notice Building: STRATAMAX ONLINE HELP KEEP 300621		0
Report Set: Page Numbers Consolidate by Contact Levy Notice /Inote 107/ Levy Notice with Direct Debit Notice Image: Consolidate by Contact	Distribution Method	Viscount
Levy Notice Indie_107 Levy Notice with Direct Debit Notice	Email Levy Notice	Printer:
	Save Report Levy Notices Use Preferences Levy Notice	Use BING for Print Duplex Hold For Approval
✓ Filters T₀		Full colour Y

Bing EasyPost API Name and Address Extraction

When using the Bing API; Levy Notices, Arrears Notices, Invoices, Merge Letters and Meeting Hub documentation can be sent to Bing, including data in a file relating to the name and address of the recipient. While the function is not activated, Bing will use the usual text extraction method to identify the name and address.

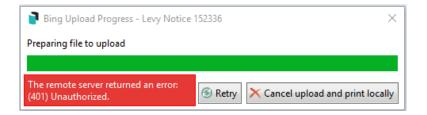
To use this method of identifying the name and address, Merge Letters and Meeting Hub cover letters must use the special Merge Field titled "Name And Address Auto", which outputs as <<NameAndAddressAuto>> in the documentation.

When relying on text extraction to identify the Name and Address of the recipient, the name and address fields should be located in a similar position on Merge Letters to where they are located on Levy Notices. That is approximately 3.14cm from the left margin and 6cm from the top of the page.

This function is activated by StrataMax if required; please email requests to support@stratamax.com.

Bing EasyPost API Troubleshooting

If the API is not able to accept the document uploads (i.e internet dropout, or a typo in the username and/or password), StrataMax will provide the below message along with an option to "Cancel upload and print locally". This will redirect your current print run to the EasyPost Mailroom software locally installed on your computer.



Bing EasyPost Mailroom Process (Mailroom Instructions)

Only reports and documents not distributed via the Report Distribution screen are compatible with the

Merge letters cannot be printed to the Mailroom; merge letters must be set to print to the Bing Easy Post API so address information can be used. Mailroom will not be able to identify an address from a merge letter.

Bing EasyPost API Log Viewer

When a mailing is distributed from StrataMax, *Log Viewer* will contain information in the *ExternIntgn* category for confirmation. If there is an error, such as incorrect BingMail Settings credentials, the information will be available in the *Reports* category. The screenshots below confirm what these look like.

Log Viewer category: ExternIntgn and confirms successful distribution.

Search Logs					-	o ×
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Columns 🗖 Da	ite/Time		▼ is on ▼ Specific Dates 30/10/2024 ▼			
Sort Order						
Advanced						
30225 records displaye	ed				Find First	Find Next
Date/Time	Log Level	Username	Description	Building	Category	,
30/10/2024 6:38:49 PM	Info		Raised charge for SentEmail		Recovery	~
0/10/2024 6:38:49 PM	Info		Raised charge for SentEmail		Recovery	
0/10/2024 6:38:49 PM	Info		Raised charge for SentEmail		Recovery	
0/10/2024 6:38:49 PM	Info		Raised charge for SentEmail		Recovery	
0/10/2024 6:38:49 PM	Info		Raised charge for SentEmail		Recovery	
0/10/2024 6:38:49 PM	Info		Raised charge for SentEmail		Recovery	
0/10/2024 6:38:49 PM	Info		Raised charge for SentEmail		Recovery	
0/10/2024 6:38:49 PM	Info		Raised charge for SentEmail	100	Recovery	
0/10/2024 6:38:47 PM	Trace		EasyMail session ending T4VTHV		ExternIntgn	
30/10/2024 6:38:47 PM	Trace		EasyMail upload started of size 2.6 MB in session T4VTHV		ExternIntgn	
30/10/2024 6:38:47 PM 30/10/2024 6:38:47 PM	Trace Trace		EasyMail upload started of size 2.6 MB in session T4VTHV EasyMail session started T4VTHV			

The first 6 digits are the mailing ID that can be located on the Bingmail Portal.

Bing	н	OME	ACCOUNT -	MAILI	NGS 🔫	REPORTS UPL	OAD DOCUMENTS -	VERIFY ADDRESS	LOG OUT	
E Levy Notice		0	1 Oct 2024 1	6:51	X7C			1	\$1.75	
E Levy Notice		0	1 Oct 2024 1	6:10	86Y	1000		3	\$5.25	
Levy Notice		0	1 Oct 2024 1	6:06	твн	1000		1	\$1.75	
		0	1 Oct 2024 1	6:05	J2J	1.000		1	\$1.75	
Levy Notice		0	1 Oct 2024 1	5:52	9HD	1000		1	\$1.75	
Levy Notice		0	1 Oct 2024 1	5:45	TR6	100		2	\$3.50	
Subject/Title:	Levy Notice					Mailing ID:	TR6	Lette	ers:	;
Department:	No.					Received:	01 Oct 2024 15:45	Post	al:	
								Emai		
Purchase Order: User:	BCMAX UPLOAD					Profile: Colour Model:	Black & White	SMS: Fax:		
Customer Email:	BEMAX OPEOAD					Duplex:	Yes		View:	
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Log Viewer category: Reports confirms if there are any errors with the distribution.

Search Logs							
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Description		•	contains	•	excep 🗙		
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05/06/2024 11:40:14 AM	Error	michelle		at System.Net at StrataMax. at StrataMax. at StrataMax. at StrataMax.	bException: The remote server returned an error: (401) Unauthorized. LHttpWebRequest.GetResponse() App.UI.8CMaxModules.ExternalIntegration.BingEasyMail.BingReportUploader.GetRequest(String un) in C:\Agents\ App.UI.8CMaxModules.ExternalIntegration.BingEasyMail.BingReportUploader.StartSession() in C:\Agents\Agent66 App.UI.8CMaxModules.ExternalIntegration.BingEasyMail.BingReportUploader.Upload() in C:\Agents\Agent66B_v App.UI.8CMaxModules.ExternalIntegration.BingEasyMail.BingReportUploader.Upload() in C:\Agents\Agent66B_v App.UI.8CMaxModules.ReportDistribution.PublishProvider.PublishBingEasyMail.Publish() c:\Agents\Agent66B_v App.UI.8CMaxModules.ReportDistribution.PublishProvider.PublishProviderBase.RunPublish() in C:\Agents\Agent66B_v	1	Reports