Inview

What is Your Account?

By registering for Your Account you can:

- View and upgrade your products
- View and track your orders
- View and print your invoices
- Buy Supplies
- Monitor your Postage activity
- Get help and technical support
- Amend your details.

What is Inview?

Inview is a web based tool that allows you to run reports on your outgoing post. Inview is located within Your Account so you must first register with Your Account and then add your equipment to the My Products tab.

Setting up Your Account

You will have received an Activation Email titled 'Welcome to INVIEW - Total Meter Reporting' which will include your Activation Code and Customer Account Number. Ensure that you have this information before proceeding.

Visit **www.pitneybowes.co.uk/signin**

Enter your details into the online form to create a Your Account. Your Account Number can be found on your Activation email or any invoice. To proceed, click **Continue**.

Select an option from the pop up menu. Click **Submit** to continue.

Complete the online form then click **Submit**. You'll then receive a verification email. Click the link within the email. You will then need to sign in to Your Account to complete the process.

Activating Inview

After setting up your Your Account you will need to activate Inview. Click the link in your activation email to activate your Inview Account.

Access to Your Account

Visit **www.pitneybowes.co.uk/signin**

Select **Inview**

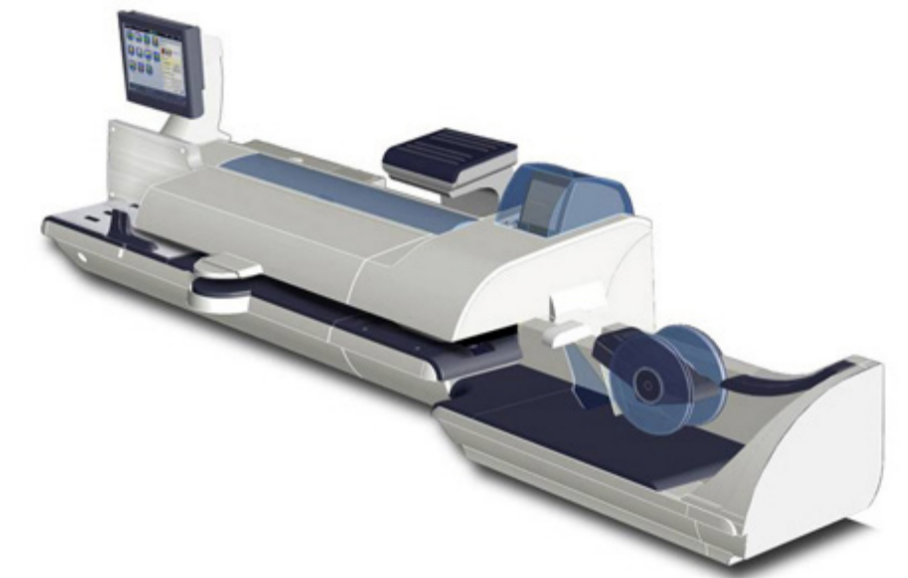# Accounting Reporting

Printing / Exporting

Select as required.

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Quick Reference Guide - Connect+®, SendPro ® P series
(Models 500W - 3000 / P1000 - P3000)

Continue reading below

Quick Reference Guide

This guide is intended to be quick reference information for a user.

It provides a quick and visual instruction on how to perform the basic operations that you may require of your Connect+, SendPro P system.

Model ....

Feeder Serial Number ....

Date of Installation ....

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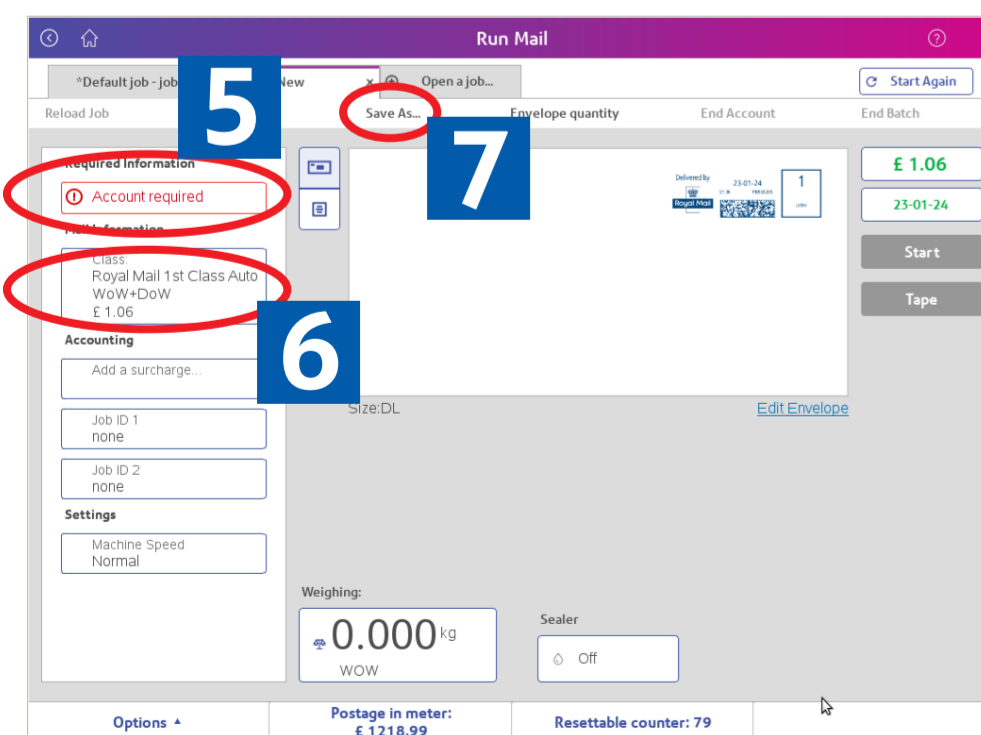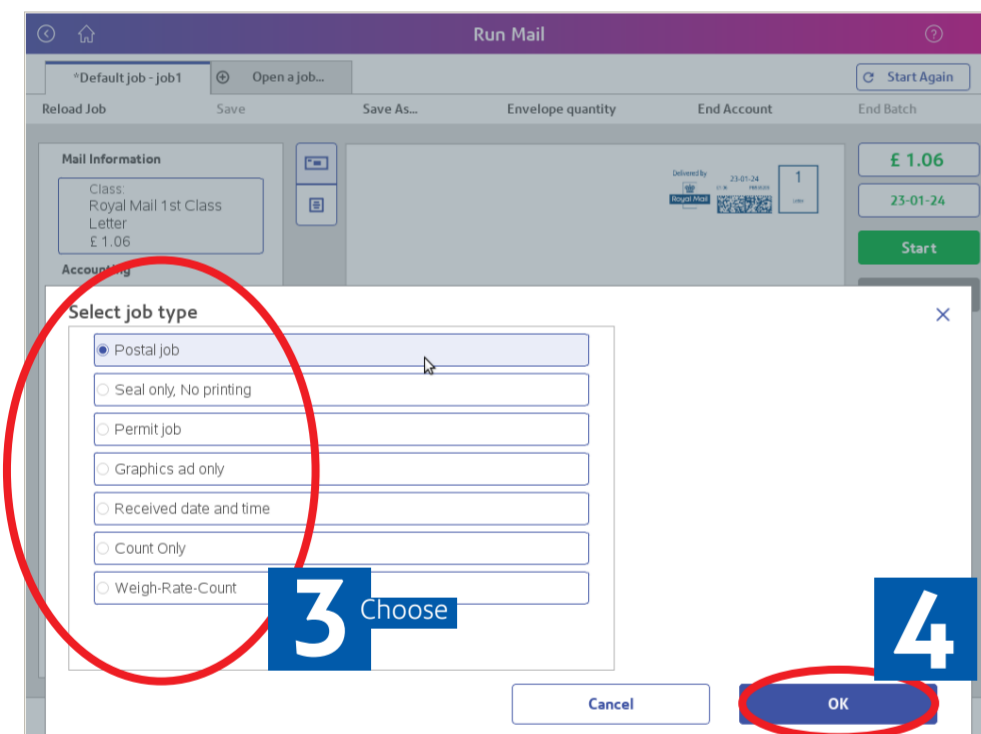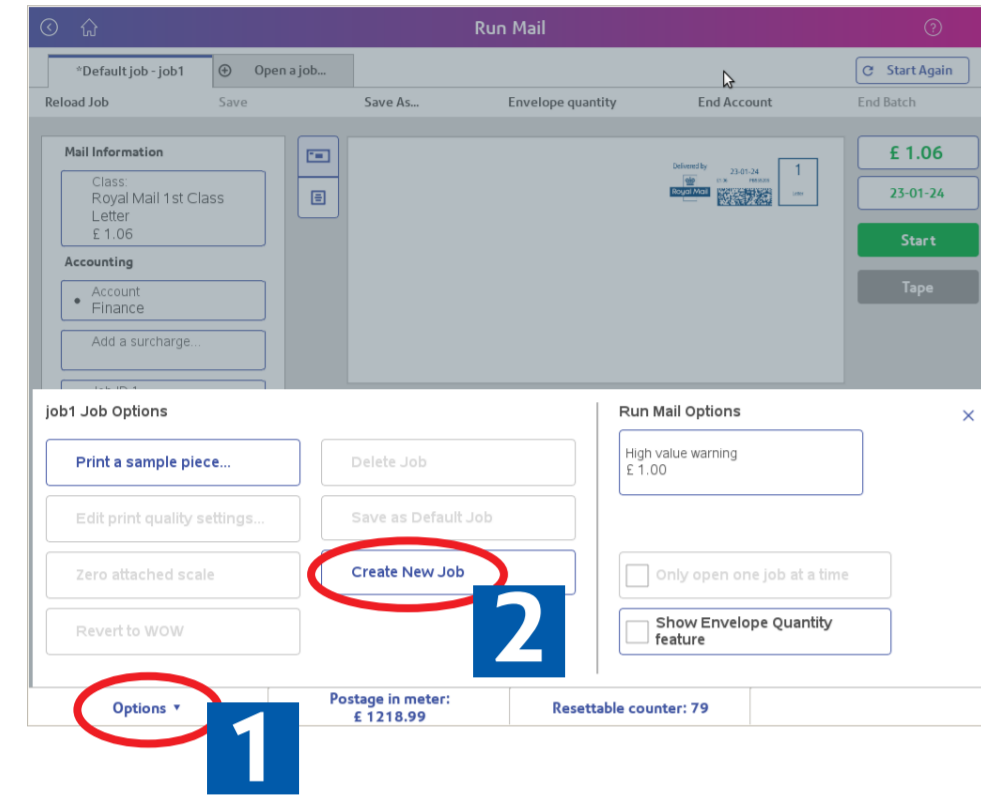
Form no: SDC2043D (2-24)
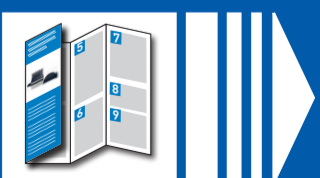
Creating & Saving a New Job

Note- If your system has Supervisor Settings enabled you will require Supervisor Access to create or save a job. Enter your password and select **OK.**

From the **Home Screen**

Select **Run Mail**

and then follow the numbered steps below.
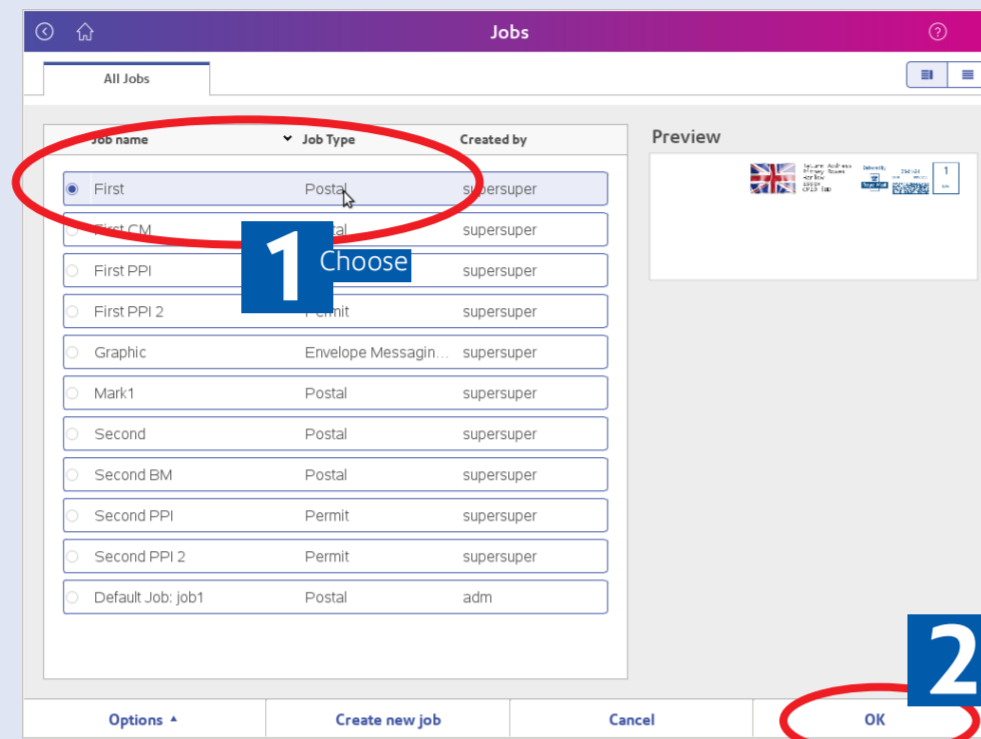

Enter new job name and select **OK.**

Recalling a Job

Option 1

From the **Home Screen**
Select **Jobs**
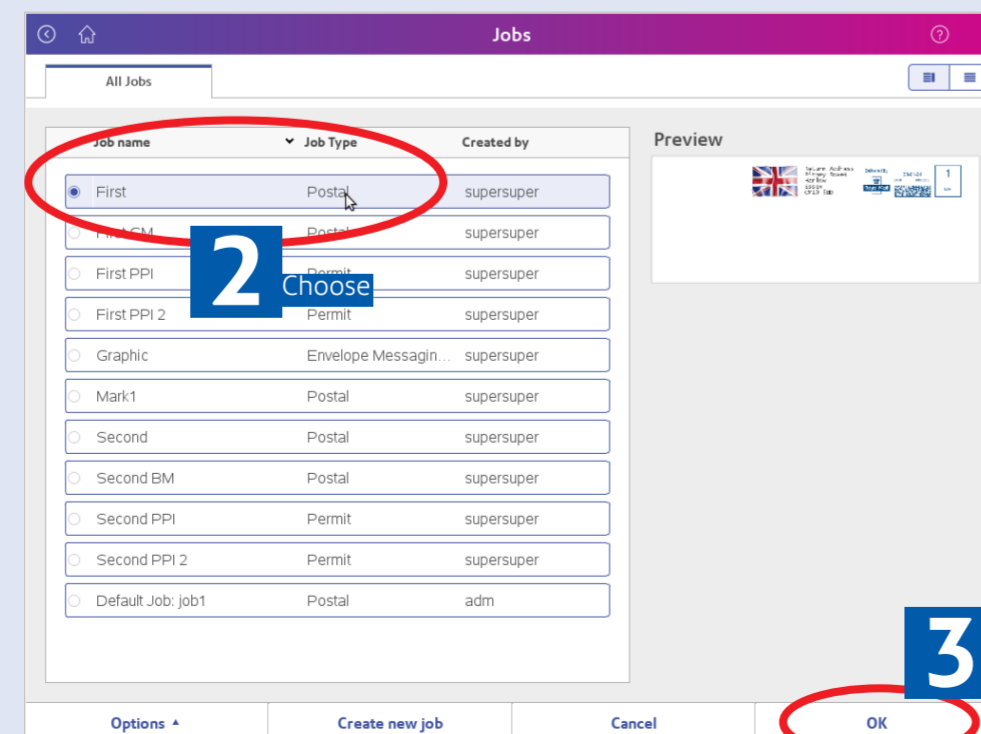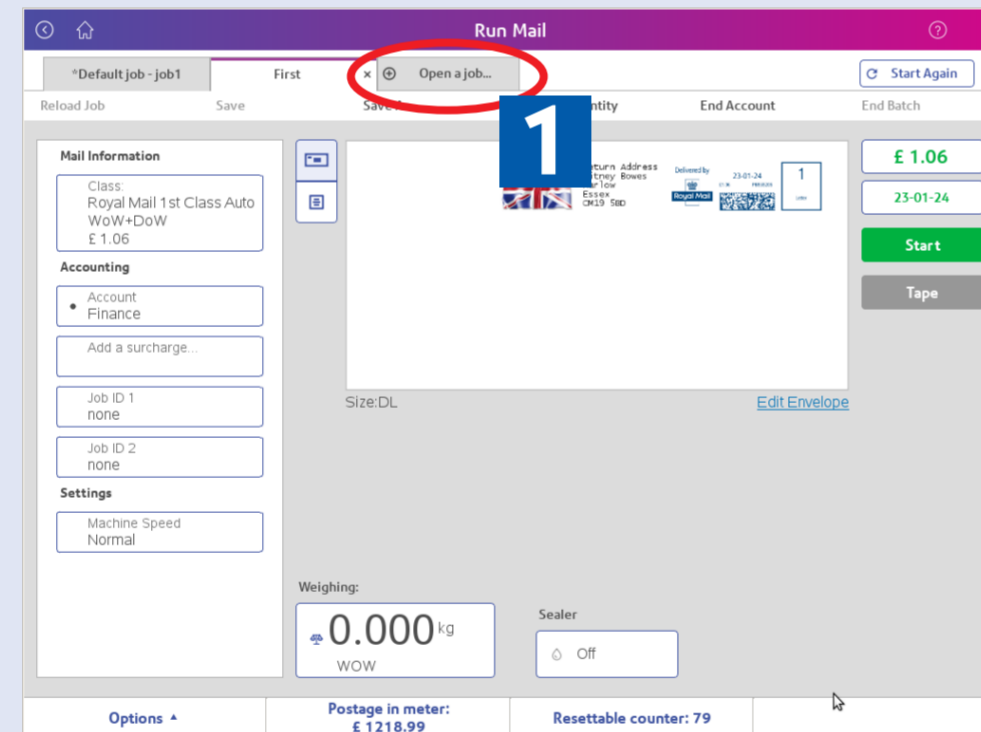and then follow the numbered steps below.

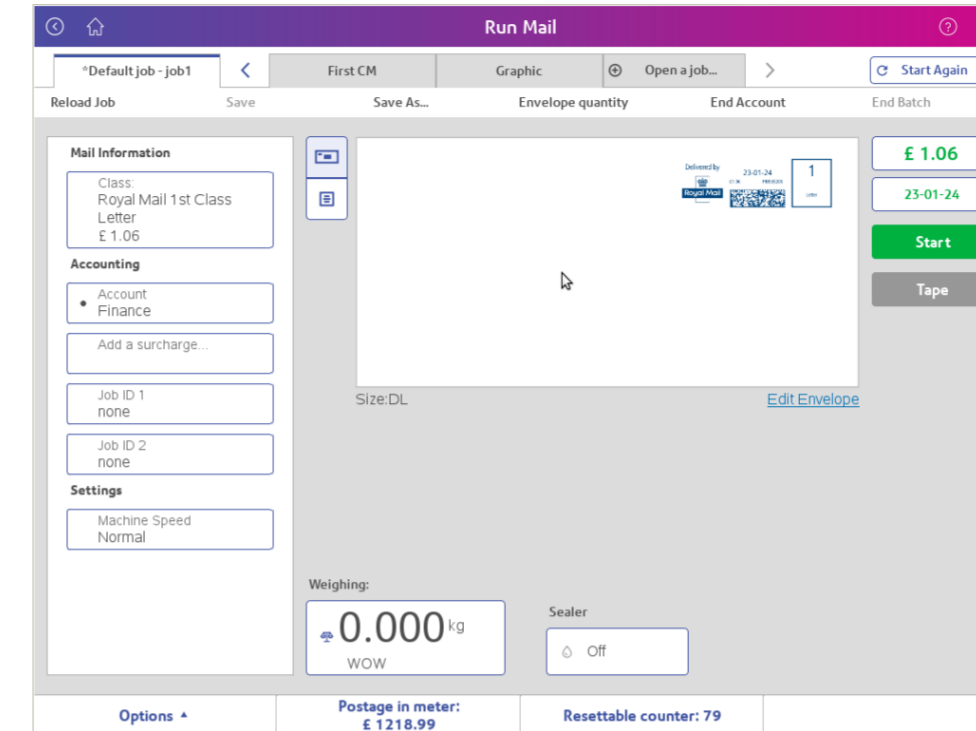## Option 2

From the **Home Screen**
Select **Run Mail**
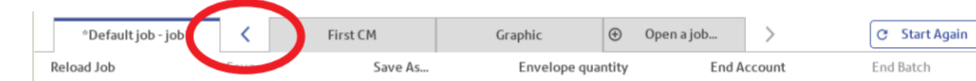and then follow the numbered steps below.

Switching between Jobs

Note- A maximum of 5 jobs can be open at any one time.

Open jobs appear as a tab across the Run Mail Screen. Select the relevant tab to switch between jobs.

When you have multiple jobs open, you may see the following tab icon. Press the arrow to view open jobs not displayed on this page, or close some jobs.

Job Types

To switch between different job types (i.e. Graphics Only or PPI) either select an existing job or create a new job with the desired job type.

Apps

Connect with PB — Priority contact with the right Pitney Bowes department to get queries answered quickly.

Buy Supplies — Buy supplies directly from your Connect+, SendPro P system.

Apps — Plans and execute effective marketing campaigns. Source new and cleanse existing data for improved targeting.

Parcels — Unique multi-carrier service to ship and track your parcels plus exclusive competitive international mail tariffs.

News & Offers — Get regular updates on the latest mailing news as well as exclusive access to special promotions.

Royal Mail — Direct access to Post services. find an address, check a postcode or log a sales order.

Creating an Account

Note- If you system has Supervisor Settings enabled you will require Supervisor Access to manage Accounts. Enter your password and select **OK.**

From the **Home Screen**
Select **Manage Accounts**
and then follow the numbered steps below.