



KONICA MINOLTA

PageScope
Account Manager Ver. 2.1

User's Guide



PAGESCOPE

Account Manager



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About this product

Account Manager is a utility used to centrally manage devices, such as multifunctional peripherals, on the network. By using Account Manager in a Web browser, the usage and costs for each account or each user of network devices can be totaled and analyzed.

Account Manager is an application that runs on Device Manager. Device Manager must be installed in order to install Account Manager.

Abbreviation of product names

This manual describes product names with the following abbreviations.

Product name	Abbrev.
KONICA MINOLTA PageScope Enterprise Suite	Enterprise Suite
KONICA MINOLTA PageScope Web Connection	Web Connection
KONICA MINOLTA PageScope Net Care Device Manager	Device Manager
KONICA MINOLTA PageScope Account Manager	Account Manager
KONICA MINOLTA Print Log Tool	Print Log Tool
KONICA MINOLTA Print Log Tool for Print Server	Print Log Tool for Print Server



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Dialog boxes

The dialog boxes shown in this manual are those that appear in Windows XP.



Detail

The dialog boxes that appear in this document may differ from those that appear on your computer, depending on the installed devices and specified settings.

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1 General

1.1 Account Manager

Account Manager provides the following functions.

Counter information

Counters of the selected device can be totaled easily.

For details, refer to "Counter information" on page 3-1.

Accounting

Accounting can be performed by detail items such as user, device, account track, color, and paper size. By specifying unit prices, expenses for copies and printouts can be calculated.

The specified accounting settings can be saved so that they can later be recalled for quick calculations.

Analysis

Usage can be analyzed under the conditions specified by user, device, or account track. Creating an activities summary of analyses results or calculations of the top 10 in terms of the percentage of color printing frequency or of paper savings can be performed.

The specified analysis settings can be saved so that they can later be recalled for quick analyses.

Upper Limit Settings

When the upper limit of the number of copies or printouts per user has nearly been reached, a warning message can be sent. When the upper limit is exceeded, printing can be prohibited.

1.2 General setup operation

In order to use Device or Account Manager, configure settings in the following order.

Device Manager settings

Log on to Device Manager as a system administrator, and then specify settings for the following. These settings are required in order to specify accounting settings.

Function	Description
Device List	Refer to the Device Manager User's Guide.
User List	Refer to the Device Manager User's Guide.
Account Manager	<ul style="list-style-type: none">• Select Target Device: Select the devices for which data is to be totaled and analyzed. (page 3-133)• Counter Collection Settings: Specify a collection interval and save period for saving counters collected from each device. (page 3-137)• Print Log Tool Settings: Specify the print port name and a computer name when using Print Log Tool. Also specify the device to be managed. (page 3-140)
Server Settings	Refer to the Device Manager User's Guide.

2 Logging on

This chapter provides details on logging on to Account Manager.

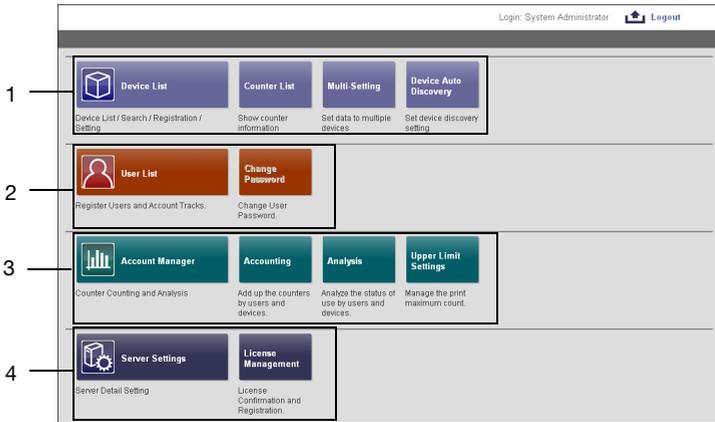
2.1 Logging on to Enterprise Suite

For details on logging on to Enterprise Suite, refer to the "Device Manager User's Guide".

2.2 Basic operations

The basic operation of Account Manager is described below.

2.2.1 Top Menu



No.	Function	Description
1	Device List	Registers and manages devices. For details, refer to the Device Manager User's Guide.  ... Reminder <i>This function can be used by the system administrator or the device list administrator.</i>
2	User List	Registers and manages users. For details, refer to the Device Manager User's Guide.  ... Reminder <i>This function can be used by the system administrator or the user list administrator.</i>
3	Account Manager	Totals counters. For details, refer to "3 Account Manager".  ... Reminder <i>When a general user is logged on, the totals for that user's counter are available.</i>

No.	Function	Description
4	Server Settings	<p>Allows you to set up the Enterprise Suite server. For details, refer to the Device Manager User's Guide.</p> <p> . . .</p> <p>Reminder <i>This function can only be used by the system administrator.</i></p>

2.2.2 Pages for the functions

The screenshot shows the Account Manager interface. At the top, there is a navigation bar with 'Login: System Administrator' (1) and a 'Logout' button (2). Below this is a 'Go to Top Menu' button (3). The main content area is titled 'Administrator Settings' and includes a search bar with a dropdown menu set to 'User Name' and a 'Display' button (7). Below the search bar are 'Add' and 'Delete' buttons (8) and a 'Select All' button (9). A summary line shows 'Total: 1-10/339' with a pagination control showing '10 | 20 | 30 | 50 | 100' (9). At the bottom, there is a table with columns 'Select', 'User Name', 'User Group Name', and 'Description' (11). The table lists users User1 through User10 and their corresponding user groups.

No.	Function	Description
1	Login user name	Displays the name of the user who is logged on.
2	[Logout] button	Click this button to log off of Account Manager and display the Login page.
3	[Go to Top Menu] button	Click this button to move to the Top Menu page.

No.	Function	Description
4	Menu	<p>Displays the menu. Click a menu item to display details on the right side of the page.</p>  <p>...</p> <p>Reminder If  appears beside the menu title, click  to display the collapsed menu. Click  to close the menu.</p> <p>If  is displayed, you cannot close the menu.</p>
5		<p>Click this button to display the page for the item one level higher in the menu.</p>  <p>...</p> <p>Note Do not use the [Back] button of the Web browser.</p>
		<p>Click this button to update the information on the current page.</p>  <p>...</p> <p>Note Do not use the [Update] button of the Web browser.</p>
		<p>Click this button to display the Help information for the current page.</p>
6	Basic help	<p>Depending on the page, the basic help information is displayed for the current page. Click [Basic help - Hide]/[Basic help - Show] to switch the display.</p>
7	Search Condition	<p>When a list is displayed in the page, the listed items can be narrowed. Select a column to be searched from the drop-down list, and then type in a character string to be searched for in the text box.</p>
8	Select All/Uncheck All	<p>When a list is displayed in the page, all items can be selected or cleared.</p>
9	Maximum number of displayed lines	<p>When a list is displayed on the page, select the number of data items displayed in the list. For example, if "10" is clicked, ten data items are displayed on the current page.</p>
10	Page selection	<p>These buttons appear when the list displayed on the page extends over multiple pages.</p> <ul style="list-style-type: none"> • Click the [<lt;] button="" li="" move="" page.<="" previous="" the="" to=""> • Click the [>] button to move to the next page. • Click the [<<] button to move to the first page. • Click the [>>] button to move to the last page. • Type the desired page number in the text box, and then click the [Go] button to move to the specified page. </lt;]>

No.	Function	Description
11	Sort	When a list is displayed in the page, click an item name in the list to sort the entire list using the item as a sort key.

3 Account Manager

3.1 Counter information

3.1.1 Selecting the device

Select the device of which you want to view the counter information.

Counter history information obtained for each device can be viewed. It can also be viewed how many times printing has been performed on the selected device.



Reminder

To total or display the counters of multiple devices at a time or display the device counter by item (By Function, By User, By Account Track, By Term, By Paper Size, By Color, No. of Originals/No. of Sheets/No. of Duplexed Sheets), refer to "Accounting by device" on page 3-24.

- 1 From the [Device Group] drop-down list, select the device group to be displayed.
 - To display all devices, select "All Devices".
 - If master and subordinate relationships are specified in the group, select the "All subgroup devices are included" check box to display all devices, including those in subordinate groups.
 - Select a column to search from the drop-down list, type in the text to be searched for in the text box, and then click the [Display] button to narrow down data to be displayed.
- 2 Click the [Display] button.

A list of devices registered in the selected group appears.

Counter Information

[Show Simple Help.](#)

Device Selection → **Term Selection** → **Result Display**

Device Selection

Device Group: All Devices

Display Details: All subgroups

Search Condition: Registered Name

Total: 1-10/100 [10] 20 30 50 100

<< < 1 /10 > >> Go

Select	Registered Name	Model Name
<input checked="" type="radio"/>	Device001/10.0.0.1	Device001
<input type="radio"/>	Device002/10.0.0.2	Device002
<input type="radio"/>	Device003/10.0.0.3	Device003
<input type="radio"/>	Device004/10.0.0.4	Device004
<input type="radio"/>	Device005/10.0.0.5	Device005
<input type="radio"/>	Device006/10.0.0.6	Device006
<input type="radio"/>	Device007/10.0.0.7	Device007
<input type="radio"/>	Device008/10.0.0.8	Device008
<input type="radio"/>	Device009/10.0.0.9	Device009
<input type="radio"/>	Device010/10.0.0.10	Device010

Next

- 3 Select the device of which you want to view the counter information, and click the [Next] button.

3.1.2 Selecting a time period

Select a time period during which you want to view the counter information.

Counter Information

Device Selection → **Term Selection** → **Result Display**

Selected Device: Device001/10.0.0.1 / Device001

Term Selection

Every 3 Months

Every Month

Every Week

Every Day

Basic Day: 05/03/2010

Account up to the Setting Date

Back Result Display

- Select the pattern for the time period and the basic day.
 - Select "Every 3 Months", "Every Month", "Every Week" or "Every Day" as the accounting period, and then select the details for the time period.
 - Select a date in the "Basic Day" list, and then select whether the data is totaled as "Account up to the Setting Date" or "Account from the Setting Date".
 - Click  to open the calendar control. Select a day in the "Basic Day" list by clicking the appropriate day in the calendar.



Reminder

The "Basic Day" list shows the date when the counters were collected. If the counter information was not collected from the devices, the dates are not displayed.

The indicated date may differ from the date displayed based on the selection for an accounting and analysis period.

3.1.3 Displaying the result

The counter information can be viewed.

Counter Information ?

Device Selection → Term Selection → Result Display

Selected Device

Term

Counter

Counter Menu

Result Display

Total: 1-10:35 [10] [20](#) [30](#) [50](#) [100](#)

<< < > >>

Counter Name	03/05/2008	04/05/2008	05/05/2008	06/05/2008
Total	47690	70560	93690	116828
Large Size Total	24001	35307	47051	58516
No. of Duplexed Sheets	4928	6746	8937	12639
No. of Sheets	42762	63814	84663	104289
No. of Originals	52618	77306	102527	129367
Copy Total	19119	28179	37369	46696
Copy Black	4786	7080	9501	11775
Copy Full Color	4847	7167	9460	11799
Copy 2 Color	4721	6945	9124	11479
Copy Single Color	4765	6987	9274	11645

Function	Details
Selected Device	Displays the registered name of the selected device.
Term	Displays the selected time period.
Date	Displays the selected date.
User	Displays the selected user.
Account Track	Displays the selected account track.



Note

Depending on the counter type selected in [Counter Menu], some items may not be displayed.

<Counter>

By selecting the counter type, the displayed results can be changed. Select the counter type, and then click the [Display] button.

Function	Details
Counter menu	Select the counter type to be displayed.
Total Counter	Displays the total counter.
Size Counter	Displays the counter by each paper size.
User Counter	Displays the counter by each user. Clicking the icon  next to the user name displays the counter information of the user in detail. Also, clicking the icon  next to the time period displays the counter information of the period in detail.
Account Track Counter	Displays the counter by each account track. Clicking the icon  next to the account name displays the counter information of the account track in detail. Also, clicking the icon  next to the time period displays the counter information of the period in detail.

<Result Display>

The counter information is displayed according to the specified settings.

Function	Details
[Export] button	Click this button to export the counter information data.
Search Condition	Specify the condition to narrow down users or account tracks to be displayed in the list.

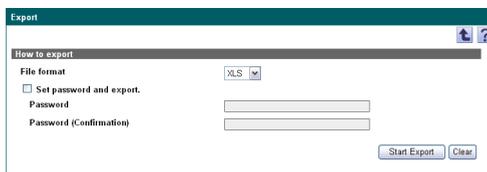
Export

The counter information data can be exported to and saved in a file of the specified format.

The following file formats can be exported.

- Excel 97-2003 Workbook format (.xls)
- Excel Workbook format (Office Excel 2007 or later)(.xlsx)
- XML spreadsheet format (XML format that can be read by Excel) (.xml)
- Text format (tab delimited) (.txt)
- CSV format (comma delimited) (.csv)

- 1 Select the format of the file you want to export from the [File Format] drop-down list.
 - To set a read password for a file you want to export, select the "Set password and export." check box and set a password.
 - A password of 1-15 characters can be set for files in the Excel 97-2003 Workbook format (.xls).
 - A password of 1-255 characters can be set for files in the Excel Workbook format (Office Excel 2007 or later) (.xlsx).
 - To clear the entered information, click the [Clear] button.
- 2 Click the [Start Export] button.



- 3 In the File Download dialog box, click the [Save] button.
- 4 Specify the location where the file is to be saved, and then click the [Save] button.
- 5 In the Download complete dialog box, click the [Close] button.

The exported data is saved in the specified location.

**Note**

The exported data can be viewed and edited in a spreadsheet application. For details, refer to "Editing the exported file" on page 3-6.

**Note**

To open a file for which a password has been set with XLS or XLSX selected in "File Format", a read password must be entered to open the file.

Editing the exported file

The exported file can be edited and saved in a spreadsheet application.

**Reminder**

To edit and save an XML file in a spreadsheet application, change the file format to "XML Spreadsheet", and then save it.

For the procedure to edit a tab-delimited text file (.txt) or a comma-delimited CSV file (.csv) in a spreadsheet application, see "Editing a text or CSV file".

Editing a text or CSV file

The following procedure describes how to edit an exported tab-delimited text or comma-delimited CSV file in Microsoft Excel.

- 1 Open Microsoft Excel.
- 2 Select "Open".
- 3 Select your desired exported file.
 - Select "All Files" or "Text Files" from the "Files of type" box. The Text Import Wizard appears.
- 4 Specify the data type that best describes your data, and then click the [Next] button.
 - For "Original data type", select "Delimited - Characters such as commas or tabs separate each field".
 - Select "1" for "Start import at row".
 - Select "UTF-8" as the character code.

- 5 Specify the field delimiter, and then click the [Next] button.
 - To edit a text file, select the "Tab" check box in the "Delimiters" section.
 - To edit a CSV file, select the "Comma" check box in the "Delimiters" section.
 - Clear the "Treat consecutive delimiters as one" check box.
 - Select [" (double quotation mark)] for "Text Qualifier".
- 6 Specify the column data format, and then click the [Finish] button.
 - Highlight the desired column in the data preview and change the "Column data format" to "Text".
 - Change data formats in all columns to "Character String".The exported file opens.
- 7 Edit the file.
- 8 Save the file.
 - To save the file as a text file, change the file format to "Text (Tab delimited)", and then save it.
 - To save the file as a CSV file, change the file format to "CSV (comma delimited)", and then save it.
- 9 Change the file character code to UTF-8.
 - Open the file saved in step 8 by selecting "Accessories" - "Notepad", and then save it as a new file. Select "UTF-8" as the character code.

3.2 Accounting by user

3.2.1 Selecting the main item

Select the users whose data is to be totaled.

- 1 From the [User Group] drop-down list, select the user group to be displayed.
 - To select all user groups and users who belong to a selected user group as the target whose data is to be totaled, select the "Automatically show each user's details when selecting the group." check box.
 - Type in the text to be searched for in the text box, and then click the [Display] button to narrow down data to be displayed.
 - To display all users, select "All Users".
 - If master and subordinate relationships are specified in the group, select the "All subgroups" check box to display all users, including those in subordinate groups.
 - To hide the user or user group in the list, clear the appropriate check boxes.
- 2 Click the [Display] button.

A list of users/user groups registered in the selected group appears.

The screenshot displays the Accounting application interface. At the top, there is a navigation bar with the following menu items: **Main Item Selection** (highlighted in red), **Sub Item Selection**, **Term Selection**, **Detail Item Selection**, and **Result Display**. A **Show Simple Help** link is also present. Below the navigation bar is the **Group Selection Setting** section, which includes a checkbox for **Automatically show each user's details when selecting the group.** The **Accounting Range** section contains a **User Group** dropdown menu set to **All Users**, a **Display Details** section with checkboxes for **All subgroups**, **User Group**, and **User**, and a **Search Condition** text box with the value **User Group Name/User Name** and a **Display** button. Below this is a **Select All** button and a **Total** display showing **1.10/1002** with a **[10]** indicator and a list of page numbers **20 30 50 100**. A pagination control shows **<< < 1 /101 > >> Go**. The main area is a table titled **Select User Group Name/User Name** with a list of users and their corresponding checkboxes:

Select	User Group Name/User Name
<input type="checkbox"/>	UserGroup1
<input type="checkbox"/>	User_001
<input type="checkbox"/>	User_002
<input type="checkbox"/>	User_003
<input type="checkbox"/>	User_004
<input type="checkbox"/>	User_005
<input type="checkbox"/>	User_006
<input type="checkbox"/>	User_007
<input type="checkbox"/>	User_008
<input type="checkbox"/>	User_009

A **Next** button is located at the bottom right of the interface.

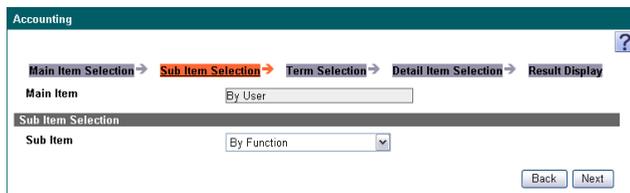
- 3 Select the check box beside the user/user group whose data is to be totaled, and then click the [Next] button.
- To select all users/user groups, click the [Select All] button.
 - To select all user groups and users who belong to a specific user group as the target whose data is to be totaled, select the "Automatically show each user's details when selecting the group." check box and select the user group in the list.

3.2.2 Selecting the sub item

Select which data for the selected user/user group is to be totaled. The following settings can be selected.

Function	Details
By Term	Select this setting to total the data according to the usage period.
By Device	Select this setting to total the data according to the device that was used.  ... Note <i>When a general user is logged on, this function does not appear.</i>
By Function	Select this setting to total the data according to the functions that were used.
By Paper Size	Select this setting to total all data and total data by "Large Size" and "Normal Size".
By Color	Select this setting to total all data, and total data by "Full Color", "2-Color", "Single Color", or "Black".
No. of Originals/No. of Sheets	Displays the No. of Originals/No. of Sheets.

- 1 Select the sub item, and then click the [Next] button.



Accounting

Main Item Selection → **Sub Item Selection** → Term Selection → Detail Item Selection → Result Display

Main Item: By User

Sub Item Selection

Sub Item: By Function

Back Next

- 2 If "By Device" was selected, select the device whose data is to be totaled.
- Select a column to search from the drop-down list, type in the text to be searched for in the text box, and then click the [Display] button to narrow down data to be displayed.

The screenshot shows the Accounting application interface. At the top, there is a navigation bar with the following steps: **Main Item Selection** → **Sub Item Selection** → **Term Selection** → **Detail Item Selection** → **Result Display**. The **Sub Item Selection** step is currently active.

Below the navigation bar, there are two input fields: **Main Item** (set to "By User") and **Sub Item** (set to "By Device").

The **Accounting Range** section includes a **Device Group** dropdown menu (set to "All Devices"), a **Display Details** checkbox (checked, labeled "All subgroups"), and a **Search Condition** dropdown menu (set to "Registered Name") with an adjacent text input field and a **Display** button.

A **Select All** button is located above the data table.

The data table shows a total of 1-10/100 items. Below the total, there are navigation controls: << < 1 /10 >> >> and a **Go** button.

Select	Registered Name	Model Name
<input type="checkbox"/>	Device001/10.0.0.1	Device001
<input type="checkbox"/>	Device002/10.0.0.2	Device002
<input type="checkbox"/>	Device003/10.0.0.3	Device003
<input type="checkbox"/>	Device004/10.0.0.4	Device004
<input type="checkbox"/>	Device005/10.0.0.5	Device005
<input type="checkbox"/>	Device006/10.0.0.6	Device006
<input type="checkbox"/>	Device007/10.0.0.7	Device007
<input type="checkbox"/>	Device008/10.0.0.8	Device008
<input type="checkbox"/>	Device009/10.0.0.9	Device009
<input type="checkbox"/>	Device010/10.0.0.10	Device010

At the bottom right of the interface, there are **Back** and **Next** buttons.

3.2.3 Selecting a time period

Select the time period of the data that is to be totaled.

- Select the starting date in the list on the left side and the ending date in the list on the right side, and then click the [Next] button.
 - Click  to open the calendar control. Select start and end days by clicking the appropriate days in the calendar.



Note

The dates when totaled counters cannot be collected do not appear in the list.

Relationship between settings of start and end days and counter collection time

Counter values are collected between the time the counter collection was performed on the start day and the time it was performed on the end day.

Example 1) When the counter collection start time is set to 23:00 in the "Specifying the counter collection" on page 3-137 for the month of June:

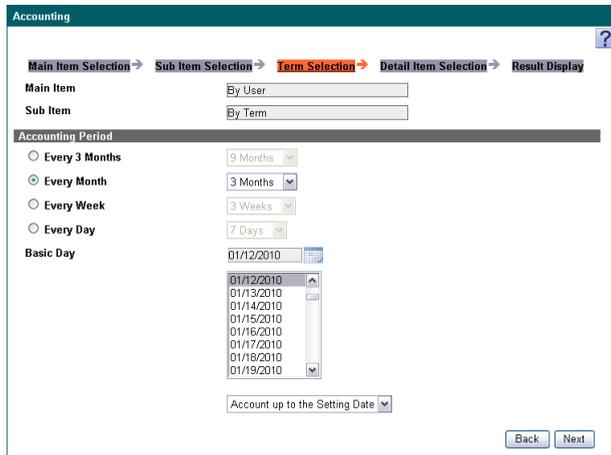
- If the start day is set to "5/31" and the end day is set to "6/30", collection is performed between 23:00 May 31 and 23:00 June 30.

Example 2) When the counter collection start time is set to 6:00 in the "Specifying the counter collection" on page 3-137 for the month of June:

- If the start day is set to "6/1" and the end day is set to "7/1", collection is performed between 06:00 June 1 and 06:00 July 1.

If "By Term" was selected

- If "By Term" was selected, select the pattern for the accounting period and the basic day.
 - Select "Every 3 Months", "Every Month", "Every Week" or "Every Day" as the accounting period, and then select the details for the accounting period.
 - Select a date in the "Basic Day" list, and then select whether the data is totaled as "Account up to the Setting Date" or "Account from the Setting Date".
 - Click  to open the calendar control. Select a day in the "Basic Day" list by clicking the appropriate day in the calendar.



Accounting

Main Item Selection → Sub Item Selection → **Term Selection** → Detail Item Selection → Result Display

Main Item: By User

Sub Item: By Term

Accounting Period

Every 3 Months (9 Months)

 Every Month (3 Months)

 Every Week (3 Weeks)

 Every Day (7 Days)

Basic Day: 01/12/2010

01/12/2010

 01/13/2010

 01/14/2010

 01/15/2010

 01/16/2010

 01/17/2010

 01/18/2010

 01/19/2010

Account up to the Setting Date

Back Next

Accounting period and counter collection

If "9 Months" is selected in the "Every 3 months" box for the accounting period, and "01/01/2008" is selected for "Basic Day", the data is totaled over the following time periods.

2008/1/1-4/1

2008/4/1-7/1

2008/7/1-10/1

The count for the difference (increment) is calculated for each time period and shown as the result. If counters were not totaled on 4/1, the counter for the nearest day is used.

3.2.4 Selecting detail items

More detail items can be selected. The following detail items can be selected.

Function	Details
None	Select this setting to select no detail items.
By Function	Select this setting to total the data according to the functions that were used.
By Paper Size	Select this setting to total all data and total data by "Large Size" and "Normal Size".
By Color	Select this setting to total all data, and total data by "Full Color", "2-Color", "Single Color", or "Black".
By Color and Paper Size	Select this setting to total the data for the counters of colors and paper used according to the selected sub item.
By Function, Color and Paper Size	Select this setting to total the data for the counters of functions, colors and paper used according to the selected sub item.
By Device, Function, Color and Paper Size	Select this setting to total the data for the counters of devices, functions, colors and paper used according to the selected sub item.  ... Note <i>When a general user is logged on, this function does not appear.</i>
No. of Originals/No. of Sheets	Select this setting to total the data for the counters of the number of originals and sheets according to the selected sub item.



Note

Some detail items may not appear, depending on the selected sub item.

- 1 Select Detail Item, and then click the [Result of Accounting is displayed.] button

Accounting

[Main Item Selection](#) → [Sub Item Selection](#) → [Term Selection](#) → [Detail Item Selection](#) → [Result Display](#)

Main Item:
 Sub Item:
 Term:

Detail Item

Detail Item: ▼

- 2 If "By Device, Function, Color and Paper Size" was selected, select the device whose data is to be totaled.
 - Select a column to search from the drop-down list, type in the text to be searched for in the text box, and then click the [Display] button to narrow down data to be displayed.

Accounting

[Main Item Selection](#) → [Sub Item Selection](#) → [Term Selection](#) → [Detail Item Selection](#) → [Result Display](#)

Main Item:
 Sub Item:
 Term:

Detail Item

Detail Item:

Accounting Range

Device Group: ▼

Display Details: All subgroups

Search Condition:

Total: 1-10/100 [10] 20 30 50 100

<< ≤ /10 ≥ >>

Select	Registered Name	Model Name
<input type="checkbox"/>	Device001/10.0.0.1	Device001
<input type="checkbox"/>	Device002/10.0.0.2	Device002
<input type="checkbox"/>	Device003/10.0.0.3	Device003
<input type="checkbox"/>	Device004/10.0.0.4	Device004
<input type="checkbox"/>	Device005/10.0.0.5	Device005
<input type="checkbox"/>	Device006/10.0.0.6	Device006
<input type="checkbox"/>	Device007/10.0.0.7	Device007
<input type="checkbox"/>	Device008/10.0.0.8	Device008
<input type="checkbox"/>	Device009/10.0.0.9	Device009
<input type="checkbox"/>	Device010/10.0.0.10	Device010

3.2.5 Displaying the result

The accounting result is displayed as shown below.

The screenshot shows the 'Accounting Result' window. At the top, there are navigation tabs: 'Main Item Selection', 'Sub Item Selection', 'Term Selection', 'Detail Item Selection', and 'Result Display'. Below these are input fields for 'Main Item' (By User), 'Sub Item' (By Function), 'Term' (01/01/2010 - 01/31/2010), and 'Detail Item' (None). A 'Display Change' section includes a 'Display Item' dropdown set to 'Counter' and a 'Display' button. The 'Accounting Result' section has a 'Create Accounting Report' button and a table of results. The table has columns: Total, Print, Copy, Scan/Fac Print, Scan/Fac Read, and Fac TX. The data is as follows:

	Total	Print	Copy	Scan/Fac Print	Scan/Fac Read	Fac TX
UserGroup1	39,642,455	15,855,626	15,854,645	7,332,184	3,961,267	3,959,700
User_001	40,197	15,918	16,126	8,153	3,909	4,126
User_002	40,457	16,259	16,419	7,779	4,073	4,123
User_003	38,423	15,565	15,183	7,675	3,797	3,893
User_004	39,931	16,042	15,805	8,084	3,928	4,073
User_005	40,043	16,001	16,115	7,927	4,093	4,087
User_006	41,442	16,736	16,529	8,177	4,134	4,102
User_007	39,308	15,822	15,728	7,998	3,943	4,078
User_008	40,239	16,146	16,062	8,031	4,165	4,155
User_009	39,947	16,262	15,841	7,824	4,144	3,996

Function	Details
Main Item	Displays "By User".
Sub Item	Displays "By Term", "By Device", "By Function", "By Paper Size", "By Color" or "No. of Originals/No. of Sheets" as sub item.
Term	Displays the selected time period.
Detail Item	Displays "None", "By Function", "By Paper Size", "By Color", or "By Color and Paper Size", "By Function, Color and Paper Size", "By Device, Function, Color and Paper Size", or "No. of Originals/No. of Sheets" as the selected detail item.

<Display Change>

Display contents for the accounting result can be changed. Select a desired item, and then click the [Display] button.

Function	Details
Display Contents	Select "Difference" or "Accumulation". "Difference": Displays the counters within the specified time period. "Accumulation": Displays the counter totals from the day that Account Manager was installed or that the counters were reset to the displayed date.
Display Item	Select "Counter", "Cost", or "Counter/Cost". The currency unit can be changed when "Display Settings" is selected in the menu on the Server Settings page. For details, refer to the Device Manager User's Guide.



...

Note

Some items may not appear below "Display Change", depending on sub item or detail item.

The costs do not appear in the Account by user under the following condition.

- "No. of Originals/No. of Sheets" is included in a sub item or detail item.



...

Reminder

In order for "Cost" to appear, "Use the Settings by User" or "Use the Settings by Device" must be specified for "Setting by User" under "Pricing Setup". If "Use the Settings by Device" is selected, the calculation may not be performed correctly if, for example, the device is deleted when counters are totaled since unit prices are specified differently depending on the device.

<Accounting Result>

The accounting result is displayed according to the specified settings.

Function	Details
Create Accounting Report	The specified tabulation conditions can be registered as a report template. To register the report template, click the [Register] button. ... Note <i>When a general user is logged on, this function does not appear.</i>
[Export] button	Click this button to export the accounting result data.

Function	Details
[Show Graph] button	<p>Click this button to display the displayed accounting results in a graph. Seven graph display types are available - "Bars", "Stacked Bars", "Columns", "Stacked Columns", "Lines", "Pie", and "Radar".</p> <p> ...</p> <p>Note <i>Depending on the selected accounting item, some graphs may not be displayed.</i></p>



Note

When using the pop-up block function for the Web browser, specify "Disable (Always Allowed)". When the pop-up function is blocked, the graph may not be displayed.



Reminder

When only a user is selected in "Accounting Range", "Total" appears at the right most or bottom portion of the table. The value in "Total " is the sum of values in a column or row.

Registering an accounting report template

Accounting report templates can be registered. After specifying the following settings, click the [Apply] button to add the accounting report template.

By registering frequently used accounting report templates, they can be recalled from the Select Acct Report page for quick calculations.

Function	Details
Template Name	Type in a template name. The name same as the analysis template name cannot be used.
Term Settings	Select the accounting period.



Note

The same template names that have already been registered for the accounting report or analysis report cannot be registered.

**Reminder**

With a simple operation, accounting can be performed by using registered accounting report templates. New accounting report templates can be added or registered accounting report templates can be edited, copied or deleted. For details, refer to "Editing or copying an accounting report template" on page 3-46.

Accounting process can also be performed periodically using registered accounting report templates. For details, refer to "Report Processor Settings" on page 3-144.

Export

The data for accounting results can be exported to and saved in a file of the specified format.

Specify settings for the following parameters when exporting.

Function	Details
File Format	Select the format of the file to be saved. The following file formats can be selected. <ul style="list-style-type: none"> • Excel 97-2003 Workbook format (.xls) • Excel Workbook format (Office Excel 2007 or later)(.xlsx) • XML spreadsheet format (XML format that can be read by Excel) (.xml) • Text format (tab delimited) (.txt) • CSV format (comma delimited) (.csv) • XML (Compatible to external Reporting Tools) (.xml) The character code for the text (tab-delimited) or CSV (comma-delimited) file format is UTF-8.
Set password and export.	Select this check box when you set a read password for the file you want to export.
Password	Type in the password. <ul style="list-style-type: none"> • For Excel 97-2003 Workbook format (.xls): 1-15 characters • For Excel Workbook format (Office Excel 2007 or later)(.xlsx): 1-255 characters
Password (Confirmation)	Type in the password again for confirmation purposes.

- 1 Specify the settings necessary for exporting, and then click the [Start Export] button.

- 2 In the File Download dialog box, click the [Save] button.
- 3 Specify the location where the file is to be saved, and then click the [Save] button.
- 4 In the Download complete dialog box, click the [Close] button.
The exported data is saved in the specified location.

**Note**

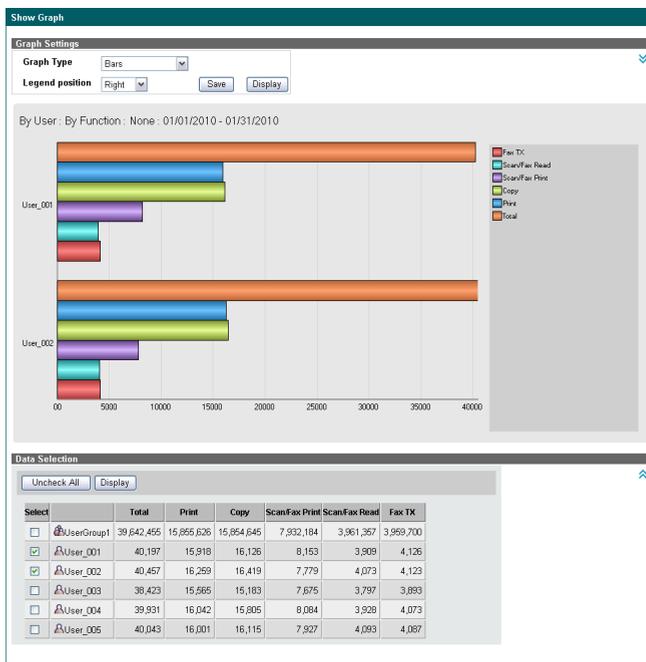
The exported data can be viewed and edited in a spreadsheet application. For details, refer to "Editing the exported file" on page 3-6.

**Note**

To open a file for which a password has been set with XLS or XLSX selected in "File Format", a read password must be entered to open the file.

Displaying a graph

Clicking the [Show Graph] button opens a separate window that displays the accounting results in a graph in the selected display format.



<Show Graph Settings>

Types of graphs can be selected or a position for displaying a legend can be changed. The following settings can be selected.

Function	Details
Graph Type	Seven graph display types are available - "Bars", "Stacked Bars", "Columns", "Stacked Columns", "Lines", "Pie", and "Radar".
Legend position	Select the position for the legend that identifies each colored graph. The options are "Top", "Bottom", "Right", "Left", and "None".
Save	Select this setting to save a displayed graph in JPEG format.
Display	Shows a graph.

<Display Data Settings>

Selecting the check box for the user or user group to be displayed on a graph and clicking the [Display] button displays a graph only for the selected user or user group.

**Note**

If the device is displayed, only the registered name is displayed. If the registered name is too long, the entire name may not be displayed.

If there are many main and sub items selected, the condition items may not be displayed correctly.

If a font not installed on the server is being used, the text may not be displayed correctly.

**Note**

Do not open multiple [Show Graph] windows at the same time. To select [Show Graph] again, close the window that was opened first.

3.3 Accounting by device

3.3.1 Selecting the main item

Select the devices whose data is to be totaled.

- 1 From the [Device Group] drop-down list, select the device group to be displayed.
 - Select a column to search from the drop-down list, type in the text to be searched for in the text box, and then click the [Display] button to narrow down data to be displayed.
 - To display all devices, select "All Devices".
 - If master and subordinate relationships are specified in the group, select the "All subgroups" check box to display all devices, including those in subordinate groups.
- 2 Click the [Display] button.

A list of devices registered in the selected group appears.

The screenshot shows the Accounting application interface. At the top, there is a navigation bar with the following steps: **Main Item Selection** (highlighted in orange), **Sub Item Selection**, **Term Selection**, **Detail Item Selection**, and **Result Display**. A **Show Simple Help** link is visible in the top right corner.

Below the navigation bar, the **Accounting Range** section contains the following controls:

- Device Group:** A dropdown menu set to "All Devices".
- Display Details:** A checked checkbox for "All subgroups".
- Search Condition:** A dropdown menu set to "Registered Name" and an adjacent text input field.
- Display:** A button to execute the search.

Below the search controls, there is a **Select All** button and a summary line: **Total: 1-10/100** with a link **[10] 20 30 50 100**.

A pagination control shows **<< < 1 /10 > >> Go**.

The main area displays a table with the following columns: **Select**, **Registered Name**, and **Model Name**. The table contains 10 rows of device data:

Select	Registered Name	Model Name
<input type="checkbox"/>	Device001/10.0.0.1	Device001
<input type="checkbox"/>	Device002/10.0.0.2	Device002
<input type="checkbox"/>	Device003/10.0.0.3	Device003
<input type="checkbox"/>	Device004/10.0.0.4	Device004
<input type="checkbox"/>	Device005/10.0.0.5	Device005
<input type="checkbox"/>	Device006/10.0.0.6	Device006
<input type="checkbox"/>	Device007/10.0.0.7	Device007
<input type="checkbox"/>	Device008/10.0.0.8	Device008
<input type="checkbox"/>	Device009/10.0.0.9	Device009
<input type="checkbox"/>	Device010/10.0.0.10	Device010

A **Next** button is located at the bottom right of the table area.

- 3 Select the check box beside the devices whose data is to be totaled, and then click the [Next] button.
 - To select all devices, click the [Select All] button.

**Note**

Data cannot be totaled by device group.

3.3.2 Selecting the sub item

Select which data for the selected device is to be totaled. The following settings can be selected.

Function	Details
By Term	Select this setting to total the data according to the usage period.
By User	Select this setting to total the data according to the user.
By Account Track	Select this setting to total the data according to the account track that was used.
By Function	Select this setting to total the data according to the functions that were used.
By Paper Size	Select this setting to total the data by paper size.
By Color	Select this setting to total all data, and total data by "Full Color", "2-Color", "Single Color", or "Black".
No. of Originals/No. of Sheets/No. of Duplexed Sheets	Displays the No. of Originals/No. of Sheets/No. of Duplexed Sheets.

- 1 Select the sub item, and then click the [Next] button.

The screenshot shows the 'Accounting' window with a navigation bar: Main Item Selection → Sub Item Selection → Term Selection → Detail Item Selection → Result Display. The 'Sub Item Selection' section is active, showing 'Main Item' as 'By Device' and 'Sub Item' as 'By Function'. A 'Next' button is visible at the bottom right.

- 2 If "By User" or "By Account Track" was selected, select the user/account track whose data is to be totaled.
 - Select a column to search from the drop-down list, type in the text to be searched for in the text box, and then click the [Display] button to narrow down data to be displayed.

- If "By User" was selected

The screenshot shows the Accounting software interface with the following settings:

- Main Item Selection**: Main Item: By Device, Sub Item: By User
- Group Selection Setting**: Automatically show each user's details when selecting the group.
- Accounting Range**: User Group: All Users, Display Details: All subgroups, User Group, User, Search Condition: User Group Name/User Name
- Select All** button
- Total**: 1-10/1002 [10] 20 30 50 100
- Navigation**: << < 1 /101 >> >> [Go]
- Select User Group Name/User Name** table:

Select	User Group Name/User Name
<input type="checkbox"/>	UserGroup1
<input type="checkbox"/>	User_001
<input type="checkbox"/>	User_002
<input type="checkbox"/>	User_003
<input type="checkbox"/>	User_004
<input type="checkbox"/>	User_005
<input type="checkbox"/>	User_006
<input type="checkbox"/>	User_007
<input type="checkbox"/>	User_008
<input type="checkbox"/>	User_009

Buttons: Back, Next

- If "By Account Track" was selected

The screenshot shows the Accounting software interface with the following settings:

- Main Item Selection**: Main Item: By Device, Sub Item: By Account Track
- Group Selection Setting**: Automatically include all Accounts when selecting an Account Group.
- Accounting Range**: Account Group: All Accounts, Display Details: All subgroups, Account Group, Account Track, Search Condition: Account Group Name/Account Name
- Select All** button
- Total**: 1-10/13 [10] 20 30 50 100
- Navigation**: << < 1 /2 >> >> [Go]
- Select Account Group Name/Account Name Description** table:

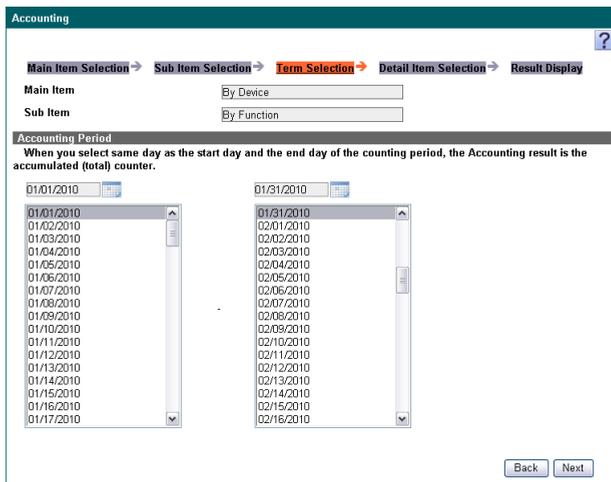
Select	Account Group Name/Account Name	Description
<input type="checkbox"/>	AccountGroup01	
<input type="checkbox"/>	Project1	
<input type="checkbox"/>	Project2	
<input type="checkbox"/>	AccountGroup02	
<input type="checkbox"/>	AccountGroup03	
<input type="checkbox"/>	AccountGroup04	
<input type="checkbox"/>	AccountGroup05	
<input type="checkbox"/>	AccountGroup06	
<input type="checkbox"/>	AccountGroup07	
<input type="checkbox"/>	AccountGroup08	

Buttons: Back, Next

3.3.3 Selecting a time period

Select the time period of the data that is to be totaled.

- Select the starting date in the list on the left side and the ending date in the list on the right side, and then click the [Next] button.
 - Click  to open the calendar control. Select start and end days by clicking the appropriate days in the calendar.
 - For details on the start and end day settings, refer to "Relationship between settings of start and end days and counter collection time" on page 3-11.



Accounting

Main Item Selection → Sub Item Selection → **Term Selection** → Detail Item Selection → Result Display

Main Item:

Sub Item:

Accounting Period

When you select same day as the start day and the end day of the counting period, the Accounting result is the accumulated (total) counter.

01/01/2010 

01/31/2010 

01/01/2010
01/02/2010
01/03/2010
01/04/2010
01/05/2010
01/06/2010
01/07/2010
01/08/2010
01/09/2010
01/10/2010
01/11/2010
01/12/2010
01/13/2010
01/14/2010
01/15/2010
01/16/2010
01/17/2010

01/31/2010
02/01/2010
02/02/2010
02/03/2010
02/04/2010
02/05/2010
02/06/2010
02/07/2010
02/08/2010
02/09/2010
02/10/2010
02/11/2010
02/12/2010
02/13/2010
02/14/2010
02/15/2010
02/16/2010

Back Next



Note

The dates when totaled counters cannot be collected do not appear in the list.

If "By Term" was selected

- If "By Term" was selected, select the pattern for the accounting period and the basic day.
 - Select "Every 3 Months", "Every Month", "Every Week" or "Every Day" as the accounting period, and then select the details for the accounting period.
 - Select a date in the "Basic Day" list, and then select whether the data is totaled as "Account up to the Setting Date" or "Account from the Setting Date".

- Click  to open the calendar control. Select a day in the "Basic Day" list by clicking the appropriate day in the calendar.

Accounting period and counter collection

If "9 Months" is selected in the "Every 3 months" box for the accounting period, and "01/01/2008" is selected for "Basic Day", the data is totaled over the following time periods.

2008/1/1-4/1

2008/4/1-7/1

2008/7/1-10/1

The count for the difference (increment) is calculated for each time period and shown as the result. If counters were not totaled on 4/1, the counter for the nearest day is used.

3.3.4 Selecting detail items

More detail items can be selected. The following detail items can be selected.

Function	Details
None	Select this setting to select no detail items.
By Function	Select this setting to total the data according to the functions that were used.
By Paper Size	Select this setting to total all data and total data by "Large Size" and "Normal Size".
By Color	Select this setting to total all data, and total data by "Full Color", "2-Color", "Single Color", or "Black".

Function	Details
By Color and Paper Size	Select this setting to total the data for the counters of colors and paper used according to the selected sub item.
By Function, Color and Paper Size	Select this setting to total the data for the counters of functions, colors and paper used according to the selected sub item.
By User, Function, Color and Paper Size	Select this setting to total the data for the counters of users, functions, colors and paper used according to the selected sub item.
By Account Track, Function, Color and Paper Size	Select this setting to total the data for the counters of account tracks, functions, colors and paper used according to the selected sub item.
No. of Originals/No. of Sheets/No. of Duplexed Sheets	Displays the No. of Originals/No. of Sheets/No. of Duplexed Sheets.
No. of Originals/No. of Sheets	Select this setting to total the data for the counters of the number of originals and sheets according to the selected sub item.



Note

Some detail items may not appear, depending on the selected sub item.

- 1 Select Detail Item, and then click the [Result of Accounting is displayed.] button

The screenshot shows the 'Accounting' window with a navigation menu at the top: Main Item Selection → Sub Item Selection → Term Selection → Detail Item Selection → Result Display. Below the menu, there are input fields for 'Main Item' (By Device), 'Sub Item' (By Term), and 'Term' (Every Month 2010/01/12). A 'Detail Item' section is highlighted with a grey bar, containing a dropdown menu currently set to 'None'. At the bottom, there are 'Back' and 'Result of Accounting is displayed.' buttons.

- 2 If "By User, Function, Color and Paper Size" or "By Account Track, Function, Color and Paper Size" was selected, select the user/account track whose data is to be totaled.
 - Select a column to search from the drop-down list, type in the text to be searched for in the text box, and then click the [Display] button to narrow down data to be displayed.

<If "By User, Function, Color and Paper Size" was selected>

Accounting

Main Item Selection → Sub Item Selection → Term Selection → Detail Item Selection → Result Display

Main Item: By Device
 Sub Item: By Term
 Term: Every Month 01/01/2010 - 01/21/2010
 Detail Item: By User, Function, Color and Paper Size

Group Selection Setting
 Automatically show each user's details when selecting the group.

Accounting Range
 User Group: All Users
 Display Details: All subgroups User Group User
 Search Condition: User Group Name/User Name [Display]

Select All

Total: 1-10/1002 [10] 20 30 50 100
 << < 1 /101 > >> [Go]

Select User Group Name/User Name

<input type="checkbox"/>	UserGroup1
<input type="checkbox"/>	User_001
<input type="checkbox"/>	User_002
<input type="checkbox"/>	User_003
<input type="checkbox"/>	User_004
<input type="checkbox"/>	User_005
<input type="checkbox"/>	User_006
<input type="checkbox"/>	User_007
<input type="checkbox"/>	User_008
<input type="checkbox"/>	User_009

Back Result of Accounting is displayed.

<If "By Account Track, Function, Color and Paper Size" was selected>

Accounting

Main Item Selection → Sub Item Selection → Term Selection → Detail Item Selection → Result Display

Main Item: By Device
 Sub Item: By Term
 Term: Every Month 2010/10/21
 Detail Item: By Account Track, Function, Color and Paper Size

Group Selection Setting
 Automatically include all Accounts when selecting an Account Group.

Accounting Range
 Account Group: All Accounts
 Display Details: All subgroups Account Group Account Track
 Search Condition: Account Group Name/Account Name [Display]

Select All

Total: 1-10/13 [10] 20 30 50 100
 << < 1 /2 > >> [Go]

Select Account Group Name/Account Name Description

<input type="checkbox"/>	AccountGroup01	
<input type="checkbox"/>	Project1	
<input type="checkbox"/>	Project2	
<input type="checkbox"/>	AccountGroup02	
<input type="checkbox"/>	AccountGroup03	
<input type="checkbox"/>	AccountGroup04	
<input type="checkbox"/>	AccountGroup05	
<input type="checkbox"/>	AccountGroup06	
<input type="checkbox"/>	AccountGroup07	
<input type="checkbox"/>	AccountGroup08	

Back Result of Accounting is displayed.

3.3.5 Displaying the result

The accounting result is displayed as shown below.

?

Accounting

[Main Item Selection](#) → [Sub Item Selection](#) → [Term Selection](#) → [Detail Item Selection](#) → [Result Display](#)

Main Item
Sub Item
Term
Detail Item

Display Change

Display Item

Accounting Result

Create Accounting Report

Total: 1-10/100 [10] 20 30 50 100

	Total	Print	Copy	Scan/Fax Print	Scan/Fax Read	Fax TX	Fax RX
Device001/10.0.0.1	412,248	165,656	164,694	81,888	40,274	41,091	40,809
Device001							
Device002/10.0.0.2	417,690	167,387	166,705	83,598	41,639	42,055	41,152
Device002							
Device003/10.0.0.3	414,729	166,767	165,414	82,528	42,260	41,782	40,847
Device003							
Device004/10.0.0.4	422,116	168,609	169,018	84,469	41,796	42,027	41,965
Device004							
Device005/10.0.0.5	415,842	166,265	165,918	83,659	41,283	42,522	41,435
Device005							
Device006/10.0.0.6	419,423	167,412	167,246	84,765	40,616	41,342	41,646
Device006							
Device007/10.0.0.7	414,474	166,458	165,368	82,648	41,779	41,703	41,466
Device007							
Device008/10.0.0.8	414,185	166,559	165,469	82,117	41,408	41,508	41,719
Device008							
Device009/10.0.0.9	416,304	167,467	166,591	82,846	41,588	41,598	41,656
Device009							
Device010/10.0.0.10	418,276	167,576	167,605	82,895	42,089	41,306	42,194
Device010							
Total	4,165,887	1,670,226	1,664,228	831,433	414,734	416,934	414,889

Function	Details
Main Item	Displays "By Device".
Sub Item	Displays "By Term", "By User", "By Account Track", "By Function", "By Paper Size", "By Color", or "No. of Originals/No. of Sheets/No. of Duplexed Sheets" as sub item.
Term	Displays the selected time period.
Detail Item	Displays "None", "By Function", "By Paper Size", "By Color", or "By Color and Paper Size", "By Function, Color and Paper Size", "By User, Function, Color and Paper Size", "By Account Track, Function, Color and Paper Size", "No. of Originals/No. of Sheets/No. of Duplexed Sheets", or "No. of Originals/No. of Sheets" as the selected detail item.

<Display Change>

Display contents for the accounting result can be changed. Select a desired item, and then click the [Display] button.

Function	Details
Display Contents	Select "Difference" or "Accumulation". "Difference": Displays the counters within the specified time period. "Accumulation": Displays the counter totals from the day that Account Manager was installed or that the counters were reset to the displayed date.
Display Item	Select "Counter", "Cost", or "Counter/Cost". The currency unit can be changed when "Display Settings" is selected in the menu on the Server Settings page. For details, refer to the Device Manager User's Guide.



...

Note

Some items may not appear below "Display Change", depending on sub item or detail item.

The costs do not appear in the Accounting By Device under the following condition.

- *"By User" or "By Account Track" is selected for the sub item and "No. of Originals/No. of Sheets" is selected for the detail item.*
- *The "By Paper Size" or "No. of Originals/No. of Sheets/No. of Duplexed Sheets" is selected for the sub item and "None" is selected for the detail item.*
- *"By Term" is selected for the sub item and "By Paper Size" or "No. of Originals/No. of Sheets/No. of Duplexed Sheets" is selected for the detail item.*



...

Reminder

In order for "Cost" to appear, "Use the Settings by Device" must be specified for "Setting By Device" under "Pricing Setup".

<Accounting Result>

The accounting result is displayed according to the specified settings.

Function	Details
Create Accounting Report	The specified tabulation conditions can be registered as a report template. To register the report template, click the [Register] button.
[Export] button	Click this button to export the accounting result data.

Function	Details
[Show Graph] button	<p>Click this button to display the displayed accounting results in a graph. Seven graph display types are available - "Bars", "Stacked Bars", "Columns", "Stacked Columns", "Lines", "Pie", and "Radar".</p> <p> ...</p> <p>Note <i>Depending on the selected accounting item, some graphs may not be displayed.</i></p>



Reminder

"Total" appears at the right end or the bottom of the table. The value in the "Total" is the sum of values in a column or row.

Registering an accounting report template

Accounting report templates can be registered. By registering frequently used accounting report templates, they can be recalled from the Select Acct Report page for quick calculations. The registration procedure is the same as that in "Accounting by user" on page 3-8. For details, refer to "Registering an accounting report template" on page 3-18.

With a simple operation, accounting can be performed by using registered accounting report templates. New accounting report templates can be added or registered accounting report templates can be edited, copied or deleted. For details, refer to "Selecting an accounting report template" on page 3-44.

Accounting process can also be performed periodically using registered accounting report templates. For details, refer to "Report Processor Settings" on page 3-144.

Export

The data for accounting results can be exported to and saved in a file of the specified format. The exporting procedure is the same as that in "Accounting by user" on page 3-8. For details, refer to "Export" on page 3-20.

Show Graph

Clicking the [Show Graph] button opens a separate window that displays the accounting results in a graph in the selected display format. The examples and precautions are the same as those in "Accounting by user" on page 3-8. For details, refer to "Displaying a graph" on page 3-22.

3.4 Accounting by account track

3.4.1 Selecting the main item

Select the account tracks whose data is to be totaled.

- 1 From the [Account Group] drop-down list, select the account group to be displayed.
 - To total all account tracks and account groups under the selected account group, select the "Automatically include all Accounts when selecting an Account Group." check box.
 - Type in the text to be searched for in the text box, and then click the [Display] button to narrow down data to be displayed.
 - To display all account tracks, select "All Accounts".
 - If master/subordinate relationships are specified in the group, select the "All subgroups" check box to display all account tracks, including those in subordinate groups.
 - To hide the account track or account group in the list, clear the appropriate check boxes.
- 2 Click the [Display] button.

A list of account tracks and account groups registered in the selected group appears.

The screenshot shows the 'Accounting' application window. At the top, there are navigation tabs: 'Main Item Selection' (active), 'Sub Item Selection', 'Term Selection', 'Detail Item Selection', and 'Result Display'. Below the tabs is a 'Group Selection: Setting' section with a checkbox for 'Automatically include all Accounts when selecting an Account Group.' The 'Accounting Range' section includes an 'Account Group' dropdown menu set to 'All Accounts', a 'Display Details' section with three checked checkboxes: 'All subgroups', 'Account Group', and 'Account Track', and a 'Search Condition' text box containing 'Account Group Name/Account Name' and a 'Display' button. Below this is a table with columns 'Select', 'Account Group Name/Account Name', and 'Description'. The table lists several account groups and projects, each with a checkbox in the 'Select' column. At the bottom right of the window is a 'Next' button.

Select	Account Group Name/Account Name	Description
<input type="checkbox"/>	AccountGroup01	
<input type="checkbox"/>	Project1	
<input type="checkbox"/>	Project2	
<input type="checkbox"/>	AccountGroup02	
<input type="checkbox"/>	AccountGroup03	
<input type="checkbox"/>	AccountGroup04	
<input type="checkbox"/>	AccountGroup05	
<input type="checkbox"/>	AccountGroup06	
<input type="checkbox"/>	AccountGroup07	
<input type="checkbox"/>	AccountGroup08	

- 3 Select the check box for the account tracks or account groups whose data is to be totaled, and then click the [Next] button.
 - To total all account tracks and account groups under a specific account group, select the "Automatically include all Accounts when selecting an Account Group." check box, and select the account group in the list.
 - To select all account tracks or account groups, click the [Select All] button.

3.4.2 Selecting the sub item

Select which data for the selected account track or account group is to be totaled. The following settings can be selected.

Function	Details
By Term	Select this setting to total the data according to the usage period.
By Device	Select this setting to total the data according to the device that was used.
By Function	Select this setting to total the data according to the functions that were used.
By Paper Size	Select this setting to total all data and total data by "Large Size" and "Normal Size".
By Color	Select this setting to total all data, and total data by "Full Color", "2-Color", "Single Color", or "Black".
No. of Originals/No. of Sheets	Displays the No. of Originals/No. of Sheets.

- 1 Select the sub item, and then click the [Next] button.

The screenshot shows the Accounting software interface. At the top, there is a navigation bar with the following steps: Main Item Selection → Sub Item Selection → Term Selection → Detail Item Selection → Result Display. The 'Sub Item Selection' step is currently active and highlighted in orange. Below the navigation bar, there are two input fields: 'Main Item' with the value 'By Account Track' and 'Sub Item' with a dropdown menu set to 'By Function'. At the bottom right, there are 'Back' and 'Next' buttons. A help icon (?) is visible in the top right corner of the window.

- 2 If "By Device" was selected, select the device whose data is to be totaled.

Accounting ?

Main Item Selection → **Sub Item Selection** → Term Selection → Detail Item Selection → Result Display

Main Item

Sub Item

Accounting Range

Device Group

Display Details All subgroups

Search Condition:

Total: 1-10/100 [10] 20 30 50 100

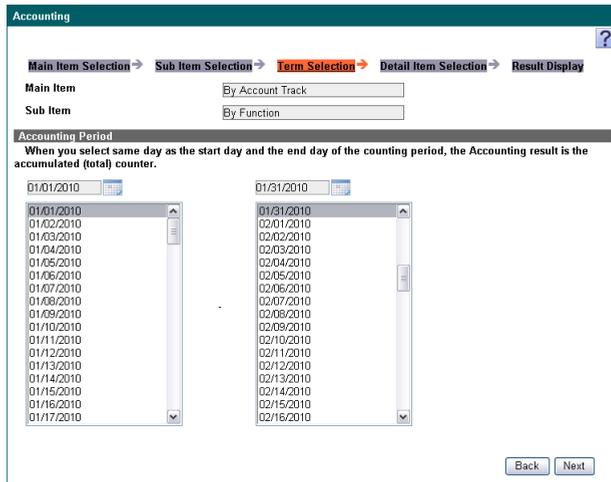
<< < 1 /10 > >>

Select	Registered Name	Model Name
<input type="checkbox"/>	Device001/10.0.0.1	Device001
<input type="checkbox"/>	Device002/10.0.0.2	Device002
<input type="checkbox"/>	Device003/10.0.0.3	Device003
<input type="checkbox"/>	Device004/10.0.0.4	Device004
<input type="checkbox"/>	Device005/10.0.0.5	Device005
<input type="checkbox"/>	Device006/10.0.0.6	Device006
<input type="checkbox"/>	Device007/10.0.0.7	Device007
<input type="checkbox"/>	Device008/10.0.0.8	Device008
<input type="checkbox"/>	Device009/10.0.0.9	Device009
<input type="checkbox"/>	Device010/10.0.0.10	Device010

3.4.3 Selecting a time period

Select the time period of the data that is to be totaled.

- Select the starting date in the list on the left side and the ending date in the list on the right side, and then click the [Next] button.
 - Click  to open the calendar control. Select start and end days by clicking the appropriate days in the calendar.
 - For details on the start and end day settings, refer to "Relationship between settings of start and end days and counter collection time" on page 3-11.



The screenshot shows the 'Accounting' window with a navigation bar: Main Item Selection → Sub Item Selection → **Term Selection** → Detail Item Selection → Result Display. Below this, there are input fields for 'Main Item' (By Account Track) and 'Sub Item' (By Function). A section titled 'Accounting Period' contains a note: 'When you select same day as the start day and the end day of the counting period, the Accounting result is the accumulated (total) counter.' Two date lists are displayed: the left list starts at 01/01/2010 and ends at 01/17/2010; the right list starts at 01/31/2010 and ends at 02/16/2010. At the bottom right, there are 'Back' and 'Next' buttons.

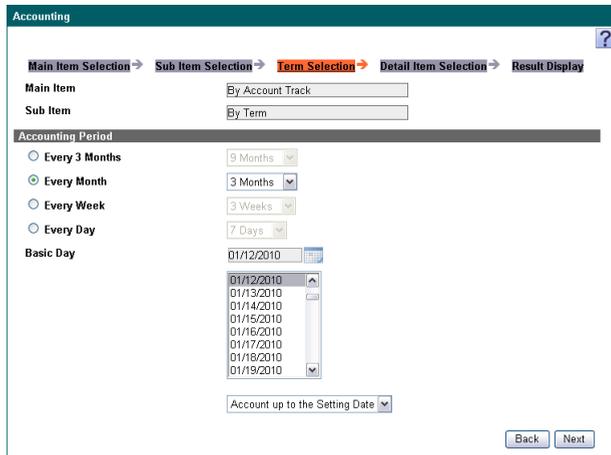


Note

The dates when totaled counters cannot be collected do not appear in the list.

If "By Term" was selected

- If "By Term" was selected, select the pattern for the accounting period and the basic day.
 - Select "Every 3 Months", "Every Month", "Every Week" or "Every Day" as the accounting period, and then select the details for the accounting period.
 - Select a date in the "Basic Day" list, and then select whether the data is totaled as "Account up to the Setting Date" or "Account from the Setting Date".
 - Click  to open the calendar control. Select a day in the "Basic Day" list by clicking the appropriate day in the calendar.



Accounting period and counter collection

If "9 Months" is selected in the "Every 3 months" box for the accounting period, and "01/01/2008" is selected for "Basic Day", the data is totaled over the following time periods.

2008/1/1-4/1

2008/4/1-7/1

2008/7/1-10/1

The count for the difference (increment) is calculated for each time period and shown as the result. If counters were not totaled on 4/1, the counter for the nearest day is used.

3.4.4 Selecting detail items

More detail items can be selected. The following detail items can be selected.

Function	Details
None	Select this setting to select no detail items.
By Function	Select this setting to total the data according to the functions that were used.
By Paper Size	Select this setting to total all data and total data by "Large Size" and "Normal Size".
By Color	Select this setting to total all data, and total data by "Full Color", "2-Color", "Single Color", or "Black".
By Color and Paper Size	Select this setting to total the data for the counters of colors and paper used according to the selected sub item.
By Function, Color and Paper Size	Select this setting to total the data for the counters of functions, colors and paper used according to the selected sub item.
By Device, Function, Color and Paper Size	Select this setting to total the data for the counters of devices, functions, colors and paper used according to the selected sub item.
No. of Originals/No. of Sheets	Select this setting to total the data for the counters of the number of originals and sheets according to the selected sub item.



Note

Some detail items may not appear, depending on the selected sub item.

- 1 Select Detail Item, and then click the [Result of Accounting is displayed.] button.

The screenshot shows the 'Accounting' window with a navigation bar at the top: Main Item Selection → Sub Item Selection → Term Selection → Detail Item Selection → Result Display. Below this, there are input fields for 'Main Item' (By Account Track), 'Sub Item' (By Term), and 'Term' (Every Month 2010/01/12). A 'Detail Item' section is highlighted with a grey background, containing a dropdown menu currently set to 'None'. At the bottom, there are two buttons: 'Back' and 'Result of Accounting is displayed.'.

- 2 If "By Device, Function, Color and Paper Size" was selected, select the device whose data is to be totaled.
- Select a column to search from the drop-down list, type in the text to be searched for in the text box, and then click the [Display] button to narrow down data to be displayed.

The screenshot shows the Accounting application interface. At the top, there are navigation tabs: Main Item Selection, Sub Item Selection, Term Selection, Detail Item Selection, and Result Display. Below these are input fields for Main Item (By Account Track), Sub Item (By Term), Term (Every Month: 2010/01/12), and Detail Item (By Device, Function, Color and Paper Size).

The Accounting Range section includes a Device Group dropdown set to 'All Devices', a Display Details checkbox for 'All subgroups', and a Search Condition dropdown set to 'Registered Name' with an adjacent text input field and a 'Display' button.

The main display area shows a table with columns 'Select', 'Registered Name', and 'Model Name'. The table contains 10 rows of device data, each with a checkbox in the 'Select' column. Below the table is a pagination control showing 'Total: 1-10/100' and a 'Go' button.

At the bottom of the window, there are 'Back' and 'Counting Result Display' buttons.

Select	Registered Name	Model Name
<input type="checkbox"/>	Device#01/10.0.0.1	Device#001
<input type="checkbox"/>	Device#02/10.0.0.2	Device#002
<input type="checkbox"/>	Device#03/10.0.0.3	Device#003
<input type="checkbox"/>	Device#04/10.0.0.4	Device#004
<input type="checkbox"/>	Device#05/10.0.0.5	Device#005
<input type="checkbox"/>	Device#06/10.0.0.6	Device#006
<input type="checkbox"/>	Device#07/10.0.0.7	Device#007
<input type="checkbox"/>	Device#08/10.0.0.8	Device#008
<input type="checkbox"/>	Device#09/10.0.0.9	Device#009
<input type="checkbox"/>	Device#10/10.0.0.10	Device#010

3.4.5 Displaying the result

The accounting result is displayed as shown below.

Description	Total	Print	Copy	Scan/Fax Print	Scan/Fax Read	Fax TX
AccountGroup01	75	25	25	25	25	25
Project1	30	10	10	10	10	10
Project2	45	15	15	15	15	15

Function	Details
Main Item	Displays "By Account Track".
Sub Item	Displays "By Term", "By Device", "By Function", "By Paper Size", "By Color" or "No. of Originals/No. of Sheets" as sub item.
Term	Displays the selected time period.
Detail Item	Displays "None", "By Function", "By Paper Size", "By Color", or "By Color and Paper Size", "By Function, Color and Paper Size", "By Device, Function, Color and Paper Size", or "No. of Originals/No. of Sheets" as the selected detail item.

<Display Change>

Display contents for the accounting result can be changed. Select a desired item, and then click the [Display] button.

Function	Details
Display Contents	Select "Difference" or "Accumulation". "Difference": Displays the counters within the specified time period. "Accumulation": Displays the counter totals from the day that Account Manager was installed or that the counters were reset to the displayed date.

Function	Details
Display Item	Select "Counter", "Cost", or "Counter/Cost". The currency unit can be changed when "Display Settings" is selected in the menu on the Server Settings page. For details, refer to the Device Manager User's Guide.



Note

Some items may not appear below "Display Change", depending on sub item or detail item.

The costs do not appear in the Accounting By Account Track under the following condition.

- "No. of Originals/No. of Sheets" is included in a sub item or detail item.



Reminder

In order for "Cost" to appear, "Use the Settings by Account Track" or "Use the Settings by Device" must be specified for "Setting by Account Track" under "Pricing Setup". If "Use the Settings by Device" is selected, the calculation may not be performed correctly if, for example, the device is deleted when counters are totaled since unit prices are specified differently depending on the device.

<Accounting Result>

The accounting result is displayed according to the specified settings.

Function	Details
Create Accounting Report	The specified tabulation conditions can be registered as a report template. To register the report template, click the [Register] button.
[Export] button	Click this button to export the accounting result data.
[Show Graph] button	Click this button to display the displayed accounting results in a graph. Seven graph display types are available - "Bars", "Stacked Bars", "Columns", "Stacked Columns", "Lines", "Pie", and "Radar". <p>Note <i>Depending on the selected accounting item, some graphs may not be displayed.</i></p>

**Reminder**

When only an account track is selected for the accounting range, "Total" appears at the right end or at the bottom of the table. The value in "Total" is the sum of values in a column or row.

Registering an accounting report template

Accounting report templates can be registered. By registering frequently used accounting report templates, they can be recalled from the [Select Acct Report] page for quick calculations. The registration procedure is the same as that in "Accounting by user" on page 3-8. For details, refer to "Registering an accounting report template" on page 3-18.

With a simple operation, accounting can be performed by using registered accounting report templates. New accounting report templates can be added or registered accounting report templates can be edited, copied or deleted. For details, refer to "Selecting an accounting report template" on page 3-44.

Accounting process can also be performed periodically using registered accounting report templates. For details, refer to "Report Processor Settings" on page 3-144.

Export

The data for accounting results can be exported to and saved in a file of the specified format. The exporting procedure is the same as that in "Accounting by user" on page 3-8. For details, refer to "Export" on page 3-20.

Show Graph

Clicking the [Show Graph] button opens a separate window that displays the accounting results in a graph in the selected display format. The examples and precautions are the same as those in "Accounting by user" on page 3-8. For details, refer to "Displaying a graph" on page 3-22.

3.5 Selecting an accounting report template

Previously registered accounting report templates can be selected to display the accounting results. New accounting report templates can be added or registered accounting report templates can be edited, copied or deleted.

3.5.1 Accounting

- Select an accounting report template, and then click the [Result of Accounting is displayed.] button.
 - Select a column to search from the drop-down list, type in the text to be searched for in the text box, and then click the [Display] button to narrow down data to be displayed.

The screenshot shows the 'Accounting' window with a search bar at the top. Below the search bar are buttons for 'Add', 'Edit', 'Copy', and 'Delete'. A 'Total: 1.44' is displayed on the left, and pagination controls '[10] 20 30 50 100' are on the right. The main area contains a table with columns: Select, Name, Main Item, Sub Item, Term, and Detail Item. The first row is selected.

Select	Name	Main Item	Sub Item	Term	Detail Item
<input checked="" type="radio"/>	AccReport1	By User	By Term	Every Day [Latest]10 Days	None
<input type="radio"/>	AccReport2	By User	By Function	[Latest]5 Weeks	None
<input type="radio"/>	AccReport3	By Device	By Function	[Latest]1 Month	By Color_By Paper Size
<input type="radio"/>	AccReport4	By Account Track	By Term	Every Month [Latest]3 Months	None

At the bottom of the window, there is a button labeled 'Result of Accounting is displayed.'



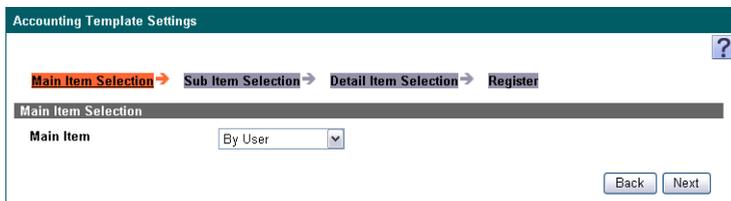
Reminder

Clicking an item name such as "Name" and "Main Item" sorts the items in ascending or descending order.

3.5.2 Adding a new accounting report template

- 1 Click the [Add] button.

- 2 Select a type from the [Main Item] drop-down list, and then click the [Next] button.
 - Select [By User], [By Device] or [By Account Track] for the type.



The screenshot shows a window titled "Accounting Template Settings" with a help icon in the top right. A breadcrumb trail at the top reads: "Main Item Selection" (highlighted in orange) → "Sub Item Selection" → "Detail Item Selection" → "Register". Below this, a sub-header "Main Item Selection" is displayed. Underneath, there is a label "Main Item" followed by a dropdown menu currently showing "By User". At the bottom right of the window, there are two buttons: "Back" and "Next".

- 3 Select the main item, and then click the [Next] button.
 - If [By User] was selected, see "Selecting the main item" on page 3-8.
 - If [By Device] was selected, see "Selecting the main item" on page 3-24.
 - If [By Account Track] was selected, see "Selecting the main item" on page 3-34.
- 4 Select the sub item, and then click the [Next] button.
 - If [By User] was selected for "Main Item", see "Selecting the sub item" on page 3-9.
 - If [By Device] was selected for "Main Item", see "Selecting the sub item" on page 3-25.
 - If [By Account Track] was selected for "Selecting the sub item" on page 3-35.
- 5 Select Detail Item, and then click the [Next] button.
 - If [By User] was selected for "Main Item", see "Selecting detail items" on page 3-13.
 - If [By Device] was selected for "Main Item", see "Selecting detail items" on page 3-28.
 - If [By Account Track] was selected for "Main Item", see "Selecting detail items" on page 3-39.
- 6 Type in a template name in the [Template Name].
- 7 Select display contents, display items and accounting period, and then click the [Apply] button.
 - The accounting report template is registered.

3.5.3 Editing or copying an accounting report template

To edit (modify) a registered accounting report template, click the [Edit] button. To copy a registered accounting report template before editing its contents, click the [Copy] button.

- 1 Select an accounting report template, and then click the [Edit] or [Copy] button.
- 2 Select the main item, and then click the [Next] button.
 - If [By User] was selected, see "Selecting the main item" on page 3-8.
 - If [By Device] was selected, see "Selecting the main item" on page 3-24.
 - If [By Account Track] was selected, see "Selecting the main item" on page 3-34.
- 3 Select the sub item, and then click the [Next] button.
 - If [By User] was selected for "Main Item", see "Selecting the sub item" on page 3-9.
 - If [By Device] was selected for "Main Item", see "Selecting the sub item" on page 3-25.
 - If [By Account Track] was selected for "Main Item", see "Selecting the sub item" on page 3-35.
- 4 Select Detail Item, and then click the [Next] button.
 - If [By User] was selected for "Main Item", see "Selecting detail items" on page 3-13.
 - If [By Device] was selected for "Main Item", see "Selecting detail items" on page 3-28.
 - If [By Account Track] was selected for "Main Item", see "Selecting detail items" on page 3-39.
- 5 Type in a template name in the [Template Name].

- 6 Select display contents, display items and accounting period, and then click the [Apply] button.
 - The accounting report template is registered.

Accounting Template Settings

Main Item Selection > Sub Item Selection > Detail Item Selection > Register

Content of Registration

Template Name: (Required) Max: 63 chars

Main Item:

Sub Item:

Detail Item:

Display Change

Display Item:

Term Settings

13 Weeks

1 Months

2 Months

3 Months

4 Months

5 Months

6 Months

7 Months

8 Months

9 Months

10 Months

11 Months

12 Months

13 Months

14 Months

15 Months

Latest Total Counter

Back Apply

3.5.4 Deleting the selected report template

- 1 Select an accounting report template, and then click the [Delete] button.
- 2 Check the message that appears, and then click the [OK] button to delete.



Note

Accounting report templates that are used with periodic processing cannot be deleted. For details on periodic processing, refer to "Report Processor Settings" on page 3-144.

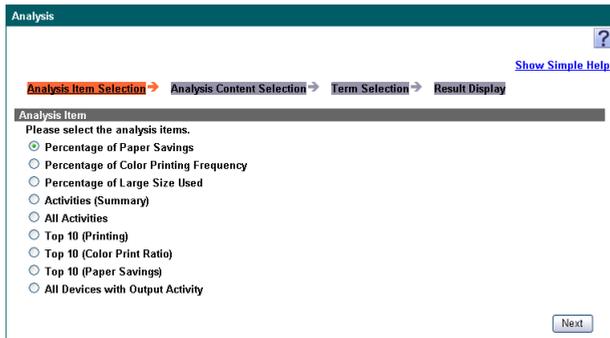
3.6 Analyzing by user

3.6.1 Selecting the analysis item

Select the data to be analyzed. The following settings can be selected.

Function	Details
Percentage of Paper Savings	Select this setting to calculate the percentage of paper conserved from the counters for the number of sheets and number of originals.
Percentage of Color Printing Frequency	Select this setting to calculate the percentage of colors used.
Percentage of Large Size Used	Select this setting to calculate the percentage of large-sized paper used.
Activities (Summary)	Select this setting to calculate the summary information for counters (Total/Color/Black/Large Size/Total Amount).
All Activities	Select this setting to calculate detail information for the counters.
Top 10 (Printing)	Select this setting to calculate the top ten users using more sheets. For users other than top ten, the total value is displayed in the "Others TTL".  . . . Note <i>When a general user is logged on, this function does not appear.</i>
Top 10 (Color Print Ratio)	Select this setting to calculate the top ten users who have a high percentage of color printing frequency. For users other than top ten, the total value is displayed in the "Others TTL".  . . . Note <i>When a general user is logged on, this function does not appear.</i>
Top 10 (Paper Savings)	Select this setting to calculate the top ten users who have a high percentage of paper savings. For users other than top ten, the total value is displayed in the "Others TTL".  . . . Note <i>When a general user is logged on, this function does not appear.</i>

Function	Details
All Devices with Output Activity	<p>Select this setting to display a list of devices used by users or user groups.</p> <p> ...</p> <p>Note <i>When a general user is logged on, this function does not appear.</i></p>



...

Note

The maximum number of users that can be selected for the target of analysis of each item is show below.

- "Percentage of Paper Savings", "Percentage of Color Printing Frequency", "Percentage of Large Size Used", "Activities (Summary)", "All Activities": 3,000 users
- "All Devices with Output Activity": 10 users
- "Top 10 (Printing)", "Top 10 (Color Print Ratio)", "Top 10 (Paper Savings)": Unlimited

3.6.2 Selecting the analysis range

Select the users whose data is to be analyzed.

- 1 From the [User Group] drop-down list, select the user group to be displayed.
 - To select all user groups and users who belong to a selected user group as the target whose data is to be analyzed, select the "Automatically show each user's details when selecting the group." check box.
 - Type in the text to be searched for in the text box, and then click the [Display] button to narrow down data to be displayed.
 - To display all users, select "All Users".
 - If master and subordinate relationships are specified in the group, select the "All subgroups" check box to display all users, including those in subordinate groups.
 - To hide the user or user group in the list, clear the appropriate check boxes.
- 2 Click the [Display] button.
 - A list of users/user groups registered in the selected group appears.
 - When "Top 10 (Printing)", "Top 10 (Color Print Ratio)" or "Top 10 (Paper Savings)" is selected in "Analysis Item", only a list of user groups is displayed.

The screenshot shows the 'Analysis' interface with the following elements:

- Analysis Item Selection:** Analysis Item Selection → Analysis Content Selection → Term Selection → Result Display
- Group Selection Setting:** Automatically show each user's details when selecting the group.
- Analysis Range:**
 - User Group: All Users
 - Display Details: All subgroups, User Group, User
 - Search Condition: User Group Name/User Name [] [Display]
- User List:**

Select	User Group Name	User Name
<input type="checkbox"/>	UserGroup1	
<input type="checkbox"/>	User_001	
<input type="checkbox"/>	User_002	
<input type="checkbox"/>	User_003	
<input type="checkbox"/>	User_004	
<input type="checkbox"/>	User_005	
<input type="checkbox"/>	User_006	
<input type="checkbox"/>	User_007	
<input type="checkbox"/>	User_008	
<input type="checkbox"/>	User_009	
- Navigation:** [Back] [Next]

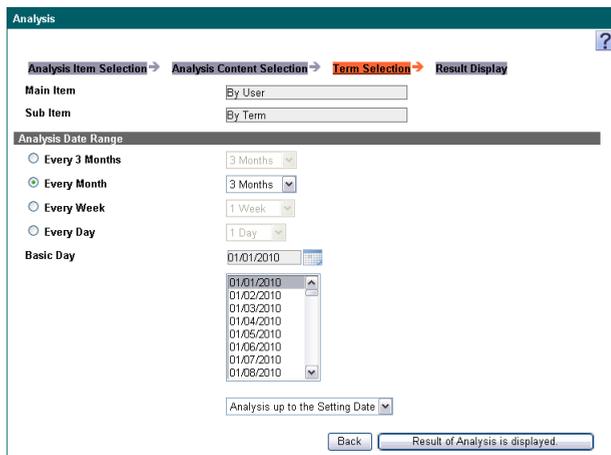
- 3 Select the check box beside the user/user group whose data is to be analyzed, and then click the [Next] button.
- To select all users/user groups, click the [Select All] button.
 - When a user group is selected with "Top 10 (Printing)", "Top 10 (Color Print Ratio)" or "Top 10 (Paper Savings)" selected in "Analysis Item", the users belonging to the user group are analyzed.

3.6.3 Selecting a time period

Select the time period of the data that is to be analyzed. The selection varies depending on the selected analysis item.

<If "Percentage of Paper Savings", "Percentage of Color Printing Frequency", "Percentage of Large Size Used", "Activities (Summary)" or "All Activities" is in "Analysis Item">

- Select the pattern for the analysis period and the basic day.
- Select "Every 3 Months", "Every Month", "Every Week" or "Every Day" as the analysis period, and then select the details for the analysis period.
 - Select a date in the "Basic Day" list, and then select whether the data is analyzed as "Analysis up to the Setting Date" or "Analysis from the Setting Date".
 - Click  to open the calendar control. Select a day in the "Basic Day" list by clicking the appropriate day in the calendar.



Analysis

Analysis Item Selection → Analysis Content Selection → **Term Selection** → Result Display

Main Item:

Sub Item:

Analysis Date Range

Every 3 Months

Every Month

Every Week

Every Day

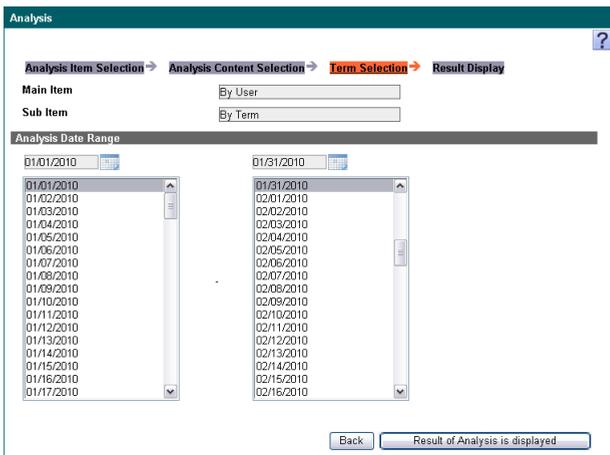
Basic Day: 

Analysis up to the Setting Date

Back Result of Analysis is displayed.

<If "All Devices with Output Activity", "Top 10 (Printing)", "Top 10 (Color Print Ratio)" or "Top 10 (Paper Savings)" is selected in "Analysis Item">

- Select the analysis period.
- Click  to open the calendar control. Select start and end days by clicking the appropriate days in the calendar.
 - For details on the start and end day settings, refer to "Relationship between settings of start and end days and counter collection time" on page 3-11.



Analysis

Analysis Item Selection → Analysis Content Selection → **Term Selection** → Result Display

Main Item

Sub Item

Analysis Date Range

01/01/2010 

01/01/2010
01/02/2010
01/03/2010
01/04/2010
01/05/2010
01/06/2010
01/07/2010
01/08/2010
01/09/2010
01/10/2010
01/11/2010
01/12/2010
01/13/2010
01/14/2010
01/15/2010
01/16/2010
01/17/2010

01/31/2010 

01/31/2010
02/01/2010
02/02/2010
02/03/2010
02/04/2010
02/05/2010
02/06/2010
02/07/2010
02/08/2010
02/09/2010
02/10/2010
02/11/2010
02/12/2010
02/13/2010
02/14/2010
02/15/2010
02/16/2010

3.6.4 Displaying the result

The analysis result is displayed as shown below.

Function	Details
Main Item	Displays "By User".
Sub Item	Displays "By Term".
Term	Displays the selected time period.

<Display Change>

Display contents for analysis result can be changed by changing analysis items. Select a desired item, and then click the [Display] button.

Function	Details
Analysis Item	"Percentage of Paper Savings", "Percentage of Color Printing Frequency" or "Percentage of Large Size Used", "Activities (Summary)", "All Activities", "Top 10 (Printing)", "Top 10 (Color Print Ratio)", "Top 10 (Paper Savings)", "All Devices with Output Activity"

**Note**

Analysis items that can be changed vary depending on the selected analysis item. If "All Devices with Output Activity" was selected, the display cannot be changed.

<Analysis Result>

The analysis result is displayed according to the specified settings.

Function	Details
Create Analysis Report	<p>The specified analysis item can be registered as a report template. To register the report template, click the [Register] button.</p>  <p>Note <i>When a general user is logged on, this function does not appear.</i></p>
[Export] button	Click this button to export the analysis result data.
[Show Graph] button	<p>Click this button to display the displayed analysis results in a graph. Seven graph display types are available - "Bars", "Stacked Bars", "Columns", "Stacked Columns", "Lines", "Pie", and "Radar".</p>  <p>Note <i>Depending on the selected analysis item, some graphs may not be displayed.</i></p>

**Note**

When using the pop-up block function for the Web browser, specify "Disable (Always Allowed)". When the pop-up function is blocked, the graph may not be displayed.

Registering an analysis report template

Analysis report templates can be registered. After specifying the following settings, click the [Apply] button to add the analysis report template.

By registering frequently used analysis report templates, they can be recalled from the [Select Analysis Report] page for quick analyses.

Function	Details
Template Name	Type in a template name. The name same as the accounting report template name cannot be used.
Term Settings	Select the analysis period.



Note

The same template names that have already been registered for the accounting report or analysis report cannot be registered.



Reminder

With a simple operation, an analysis can be performed by using registered analysis report templates. New analysis report templates can be added or registered analysis report templates can be edited, copied or deleted. For details, refer to "Selecting an analysis report template" on page 3-74.

Export

The data for analysis results can be exported to and saved in a file of the specified format.

Specify settings for the following parameters when exporting.

Function	Details
File Format	<p>Select the format of the file to be saved. The following file formats can be selected.</p> <ul style="list-style-type: none"> • Excel 97-2003 Workbook format (.xls) • Excel Workbook format (Office Excel 2007 or later)(.xlsx) • XML spreadsheet format (XML format that can be read by Excel) (.xml) • Text format (tab delimited) (.txt) • CSV format (comma delimited) (.csv) • XML (Compatible to external Reporting Tools) (.xml) <p>The character code for the text (tab-delimited) or CSV (comma-delimited) file format is UTF-8.</p>
Set password and export.	Select this check box when you set a read password for the file you want to export.
Password	<p>Type in the password.</p> <ul style="list-style-type: none"> • For Excel 97-2003 Workbook format (.xls): 1-15 characters • For Excel Workbook format (Office Excel 2007 or later)(.xlsx): 1-255 characters
Password (Confirmation)	Type in the password again for confirmation purposes.

- 1 Specify the settings necessary for exporting, and then click the [Start Export] button.

- 2 In the File Download dialog box, click the [Save] button.
- 3 Specify the location where the file is to be saved, and then click the [Save] button.
- 4 In the Download complete dialog box, click the [Close] button.
The exported data is saved in the specified location.



Note

The exported data can be viewed and edited in a spreadsheet application. For details, refer to "Editing the exported file" on page 3-6.

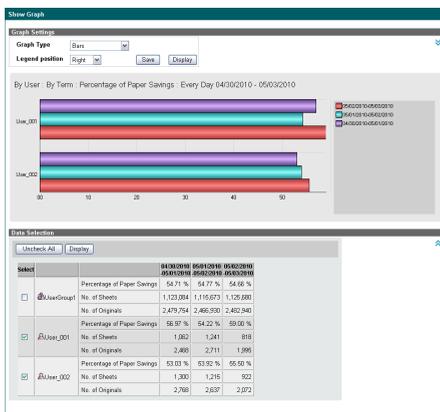


Note

To open a file for which a password has been set with XLS or XLSX selected in "File Format", a read password must be entered to open the file.

Displaying a graph

Clicking the [Show Graph] button opens a separate window that displays the analysis results in a graph in the selected display format.



<Show Graph Settings>

Types of graphs can be selected or a position for displaying a legend can be changed. The following settings can be selected.

Function	Details
Graph Type	Seven graph display types are available - "Bars", "Stacked Bars", "Columns", "Stacked Columns", "Lines", "Pie", and "Radar".
Legend position	Select the position for the legend that identifies each colored graph. The options are "Top", "Bottom", "Right", "Left", and "None".
Save	Select this setting to save a displayed graph in JPEG format.
Display	Shows a graph.

<Display Data Settings>

Selecting the check box for the user or user group to be displayed on a graph and clicking the [Display] button displays a graph only for the selected user or user group.

**Note**

If the device is displayed, only the registered name is displayed. If the registered name is too long, the entire name may not be displayed.

If there are many main and Analysis items selected, the condition items may not be displayed correctly.

If a font not installed on the server is being used, the text may not be displayed correctly.

**Note**

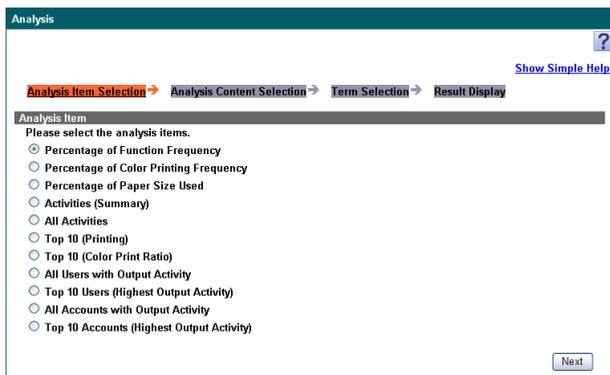
Do not open multiple [Show Graph] windows at the same time. To select [Show Graph] again, close the window that was opened first.

3.7 Analyzing by device

3.7.1 Selecting the analysis item

Select the data to be analyzed. The following settings can be selected.

Function	Details
Percentage of Function Frequency	Select this setting to calculate the percentage of use for each function, such as copying, printing or scanning.
Percentage of Color Printing Frequency	Select this setting to calculate the percentage of colors used for the number of pages printed.
Percentage of Paper Size Used	Select this setting to calculate the percentage of use for each paper size.
Activities (Summary)	Select this setting to calculate the summary information for counters (Total/Color/Black/Large Size/Total Amount).
All Activities	Select this setting to calculate detail information for the counters.
Top 10 (Printing)	Select this setting to calculate the top ten devices that use more sheets. For devices other than top ten, the total value is displayed in the "Others TTL".
Top 10 (Color Print Ratio)	Select this setting to calculate the top ten devices that have a high percentage of color printing frequency. For devices other than top ten, the total value is displayed in the "Others TTL".
All Users with Output Activity	Select this setting to display a list of users who used devices.
Top 10 Users (Highest Output Activity)	Select this setting to calculate the top ten users using more sheets for each device. For users other than top ten, the total value is displayed in the "Others TTL".
All Accounts with Output Activity	Select this setting to display a list of account tracks that used devices.
Top 10 Accounts (Highest Output Activity)	Select this setting to calculate the top ten account tracks using more sheets for each device. For account tracks other than top ten, the total value is displayed in the "Others TTL".



Note

The maximum number of devices that can be selected for the target of analysis of each item is show below.

- "Percentage of Color Printing Frequency", "Percentage of Function Frequency", "Percentage of Paper Size Used", "Activities (Summary)", "All Activities": 3,000
- "All Users with Output Activity", "All Accounts with Output Activity", "Top 10 Users (Highest Output Activity)", "Top 10 Accounts (Highest Output Activity)": 10
- "Top 10 (Printing)", "Top 10 (Color Print Ratio)": Unlimited

3.7.2 Selecting the analysis range

Select the device whose data is to be analyzed.

- 1 From the [Device Group] drop-down list, select the device group to be displayed.
 - To display all devices, select "All Devices".
 - If master and subordinate relationships are specified in the group, select the "All subgroup devices are included" check box to display all devices, including those in subordinate groups.
 - Select a column to search from the drop-down list, type in the text to be searched for in the text box, and then click the [Display] button to narrow down data to be displayed.

- Click the [Display] button.
A list of devices registered in the selected group appears.

Analysis

Analysis Item Selection → Analysis Content Selection → Term Selection → Result Display

Analysis Range

Device Group: All Devices

Display Details: All subgroups

Search Condition: Registered Name

Select All

Total: 1-10/100 [10] 20 30 50 100

<< < 1 /10 > >> Go

Select	Registered Name	Model Name
<input type="checkbox"/>	Device001/10.0.0.1	Device001
<input type="checkbox"/>	Device002/10.0.0.2	Device002
<input type="checkbox"/>	Device003/10.0.0.3	Device003
<input type="checkbox"/>	Device004/10.0.0.4	Device004
<input type="checkbox"/>	Device005/10.0.0.5	Device005
<input type="checkbox"/>	Device006/10.0.0.6	Device006
<input type="checkbox"/>	Device007/10.0.0.7	Device007
<input type="checkbox"/>	Device008/10.0.0.8	Device008
<input type="checkbox"/>	Device009/10.0.0.9	Device009
<input type="checkbox"/>	Device010/10.0.0.10	Device010

Back Next

- Select the check box beside the devices whose data is to be analyzed, and then click the [Next] button.
 - To select all devices, click the [Select All] button.



Note

Data cannot be analyzed by device group.

3.7.3 Selecting a time period

Select the time period of the data that is to be analyzed. The selection varies depending on the selected analysis item.

<If "Percentage of Function Frequency", "Percentage of Color Printing Frequency", "Percentage of Paper Size Used", "Activities (Summary)", and "All Activities" are selected for the analysis items>

- Select the pattern for the analysis period and the basic day.
 - Select "Every 3 Months", "Every Month", "Every Week" or "Every Day" as the analysis period, and then select the details for the analysis period.
 - Select a date in the "Basic Day" list, and then select whether the data is analyzed as "Analysis up to the Setting Date" or "Analysis from the Setting Date".
 - Click  to open the calendar control. Select a day in the "Basic Day" list by clicking the appropriate day in the calendar.

<If "Top 10 (Printing)", "Top 10 (Color Print Ratio)", "All Users with Output Activity", "Top 10 Users (Highest Output Activity)", "All Accounts with Output Activity", and "Top 10 Accounts (Highest Output Activity)" are selected for analysis items>

- Select the analysis period.
 - Click  to open the calendar control. Select start and end days by clicking the appropriate days in the calendar.

- For details on the start and end day settings, refer to "Relationship between settings of start and end days and counter collection time" on page 3-11.

The screenshot displays the 'Analysis' application window. At the top, there is a navigation bar with four steps: 'Analysis Item Selection', 'Analysis Content Selection', 'Term Selection' (highlighted in red), and 'Result Display'. Below this, there are two input fields: 'Main Item' with the value 'By Device' and 'Sub Item' with the value 'By Term'. A section titled 'Analysis Date Range' contains two date range selection lists. The left list is for the start date, ranging from 01/01/2010 to 01/17/2010. The right list is for the end date, ranging from 01/31/2010 to 02/16/2010. At the bottom of the window, there are two buttons: 'Back' and 'Result of Analysis is displayed'.

Start Date Range	End Date Range
01/01/2010	01/31/2010
01/02/2010	02/01/2010
01/03/2010	02/02/2010
01/04/2010	02/03/2010
01/05/2010	02/04/2010
01/06/2010	02/05/2010
01/07/2010	02/06/2010
01/08/2010	02/07/2010
01/09/2010	02/08/2010
01/10/2010	02/09/2010
01/11/2010	02/10/2010
01/12/2010	02/11/2010
01/13/2010	02/12/2010
01/14/2010	02/13/2010
01/15/2010	02/14/2010
01/16/2010	02/15/2010
01/17/2010	02/16/2010

3.7.4 Displaying the result

The analysis result is displayed as shown below.

Analysis ?

[Analysis Item Selection](#) →
 [Analysis Content Selection](#) →
 [Term Selection](#) →
 [Result Display](#)

Main Item
Sub Item
Term

Display Change

Analysis Item

Analysis Result

Create Analysis Report

Total: 1.22 [10] 20 30 50 100

		02/03/2010 -03/03/2010	03/03/2010 -04/03/2010	04/03/2010 -05/03/2010
Device001/10.0.0.1 Device001	Print	30.91 % (155,895)	30.88 % (173,224)	30.57 % (166,695)
	Copy	30.59 % (154,298)	30.82 % (172,891)	30.88 % (168,409)
	Scan/Fax Print	15.50 % (78,195)	15.19 % (85,194)	15.41 % (84,040)
	Scan/Fax Read	7.65 % (38,595)	7.70 % (43,200)	7.65 % (41,730)
	Fax TX	7.56 % (38,135)	7.69 % (43,125)	7.71 % (42,031)
	Fax RX	7.78 % (39,258)	7.72 % (43,294)	7.77 % (42,375)
Device002/10.0.0.2 Device002	Print	30.69 % (154,038)	30.88 % (174,184)	30.71 % (166,636)
	Copy	30.88 % (155,008)	30.81 % (173,796)	30.77 % (166,934)
	Scan/Fax Print	15.42 % (77,406)	15.25 % (86,029)	15.35 % (83,274)
	Scan/Fax Read	7.78 % (39,023)	7.62 % (42,952)	7.74 % (42,020)
	Fax TX	7.66 % (38,431)	7.76 % (43,757)	7.71 % (41,820)
	Fax RX	7.57 % (37,392)	7.68 % (43,326)	7.72 % (41,871)

Function	Details
Main Item	Displays "By Device".
Sub Item	Displays "By Term".
Term	Displays the selected time period.

<Display Change>

Display contents for analysis result can be changed by changing analysis items. Select a desired item, and then click the [Display] button.

Function	Details
Analysis Item	"Percentage of Function Frequency", "Percentage of Color Printing Frequency", "Percentage of Paper Size Used", "Activities (Summary)", "All Activities", "Top 10 (Printing)", "Top 10 (Color Print Ratio)", "All Users with Output Activity", "Top 10 Users (Highest Output Activity)", "All Accounts with Output Activity", "Top 10 Accounts (Highest Output Activity)"

**Note**

Analysis items that can be changed vary depending on the selected analysis item. If the "All Users with Output Activity" or "All Accounts with Output Activity" was selected, the display cannot be changed.

<Analysis Result>

The analysis result is displayed according to the specified settings.

Function	Details
Create Analysis Report	The specified analysis item can be registered as a report template. To register the report template, click the [Register] button.
[Export] button	Click this button to export the analysis result data.
[Show Graph] button	Click this button to display the displayed analysis results in a graph. Seven graph display types are available - "Bars", "Stacked Bars", "Columns", "Stacked Columns", "Lines", "Pie", and "Radar".  <p>Note <i>Depending on the selected analysis item, some graphs may not be displayed.</i></p>

Registering an analysis report template

Analysis report templates can be registered. By registering frequently used analysis report templates, they can be recalled from the [Select Analysis Report] page for quick analyses. The registration procedure is the same as that in "Analyzing by user" on page 3-48. For details, refer to "Registering an analysis report template" on page 3-55.

Export

The data for analysis results can be exported to and saved in a file of the specified format. The exporting procedure is the same as that in "Analyzing by user" on page 3-48. For details, refer to "Export" on page 3-56.

Show Graph

Clicking the [Show Graph] button opens a separate window that displays the analysis results in a graph in the selected display format. The examples and precautions are the same as those in "Analyzing by user" on page 3-48. For details, refer to "Displaying a graph" on page 3-57.

3.8 Analyzing by account track

3.8.1 Selecting the analysis item

Select the data to be analyzed. The following settings can be selected.

Function	Details
Percentage of Paper Savings	Select this setting to calculate the percentage of paper conserved from the counters for the number of sheets and number of originals.
Percentage of Color Printing Frequency	Select this setting to calculate the percentage of colors used for the number of pages printed.
Percentage of Large Size Used	Select this setting to calculate the percentage of large-sized paper used for the number of pages printed.
Activities (Summary)	Select this setting to calculate the summary information for counters (Total/Color/Black/Large Size/Total Amount).
All Activities	Select this setting to calculate detail information for the counters.
Top 10 (Printing)	Select this setting to calculate the top ten account tracks using more sheets. For account tracks other than top ten, the total value is displayed in the "Others TTL".
Top 10 (Color Print Ratio)	Select this setting to calculate the top ten account tracks that have a high percentage of color printing frequency. For account tracks other than top ten, the total value is displayed in the "Others TTL".
Top 10 (Paper Savings)	Select this setting to calculate the top ten account tracks that have a high percentage of paper savings. For account tracks other than top ten, the total value is displayed in the "Others TTL".
All Devices with Output Activity	Select this setting to display a list of devices used by account tracks or account groups.

Analysis ?

[Show Simple Help.](#)

Analysis Item Selection → **Analysis Content Selection** → **Term Selection** → **Result Display**

Analysis Item

Please select the analysis items.

- Percentage of Paper Savings
- Percentage of Color Printing Frequency
- Percentage of Large Size Used
- Activities (Summary)
- All Activities
- Top 10 (Printing)
- Top 10 (Color Print Ratio)
- Top 10 (Paper Savings)
- All Devices with Output Activity



Note

The maximum number of account tracks that can be selected for the target of analysis of each item is show below.

- *"Percentage of Paper Savings", "Percentage of Color Printing Frequency", "Percentage of Large Size Used", "Activities (Summary)", "All Activities": 3,000 users*
- *"All Devices with Output Activity": 10 users*
- *"Top 10 (Printing)", "Top 10 (Color Print Ratio)", "Top 10 (Paper Savings)": Unlimited*

3.8.2 Selecting the analysis range

Select the account whose data is to be analyzed.

- 1 From the [Account Group] drop-down list, select the account group to be displayed.
 - To analyze all account groups and account tracks under the selected account group, select the "Automatically include all Accounts when selecting an Account Group." check box.
 - Type in the text to be searched for in the text box, and then click the [Display] button to narrow down data to be displayed.
 - To display all account tracks, select "All Accounts".
 - If master/subordinate relationships are specified in the group, select the "All subgroups" check box to display all account tracks, including those in subordinate groups.
 - To hide the account track or account group in the list, clear the appropriate check boxes.
- 2 Click the [Display] button.

A list of account tracks and account groups registered in the selected group appears.

When "Top 10 in No. of Sheets", "Top 10 in Percentage of Color Printing Frequency" or "Top 10 in Percentage of Paper Savings" is selected in "Analysis Item", only a list of account groups is displayed.

The screenshot shows the 'Analysis' application window. The 'Analysis Range' section is active, showing the following settings:

- Group Selection Setting:** Automatically include all Accounts when selecting an Account Group.
- Analysis Range:**
 - Account Group: All Accounts
 - Display Details: All subgroups, Account Group, Account Track
 - Search Condition: Account Group Name/Account Name
 - [Display] button

Below the settings, there is a table with the following columns: Select, Account Group Name/Account Name, and Description.

Select	Account Group Name/Account Name	Description
<input type="checkbox"/>	AccountGroup01	
<input type="checkbox"/>	Project1	
<input type="checkbox"/>	Project2	
<input type="checkbox"/>	AccountGroup02	
<input type="checkbox"/>	AccountGroup03	
<input type="checkbox"/>	AccountGroup04	
<input type="checkbox"/>	AccountGroup05	
<input type="checkbox"/>	AccountGroup06	
<input type="checkbox"/>	AccountGroup07	
<input type="checkbox"/>	AccountGroup08	

At the bottom of the window, there are 'Back' and 'Next' buttons.

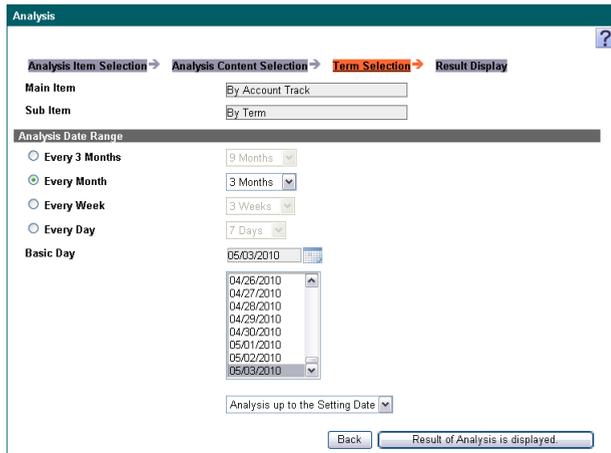
- 3 Select the check box for the account tracks or account groups whose data is to be analyzed, and then click the [Next] button.
- To select all account tracks or account groups, click the [Select All] button.
 - When "Top 10 in No. of Sheets", "Top 10 in Percentage of Color Printing Frequency" or "Top 10 in Percentage of Paper Savings" is selected in "Analysis Item", account tracks in the account group are to be analyzed if an account group is specified.

3.8.3 Selecting a time period

Select the time period of the data that is to be analyzed. The selection varies depending on the selected analysis item.

<If "Percentage of Paper Savings", "Percentage of Color Printing Frequency", "Percentage of Large Size Used", "Activities (Summary)", and "All Activities" are selected for the analysis items>

- Select the pattern for the analysis period and the basic day.
 - Select "Every 3 Months", "Every Month", "Every Week" or "Every Day" as the analysis period, and then select the details for the analysis period.
 - Select a date in the "Basic Day" list, and then select whether the data is analyzed as "Analysis up to the Setting Date" or "Analysis from the Setting Date".
 - Click  to open the calendar control. Select a day in the "Basic Day" list by clicking the appropriate day in the calendar.



Analysis

Analysis Item Selection → Analysis Content Selection → **Term Selection** → Result Display

Main Item: By Account Track

Sub Item: By Term

Analysis Date Range

Every 3 Months (9 Months)

 Every Month (3 Months)

 Every Week (3 Weeks)

 Every Day (7 Days)

Basic Day: 05/03/2010

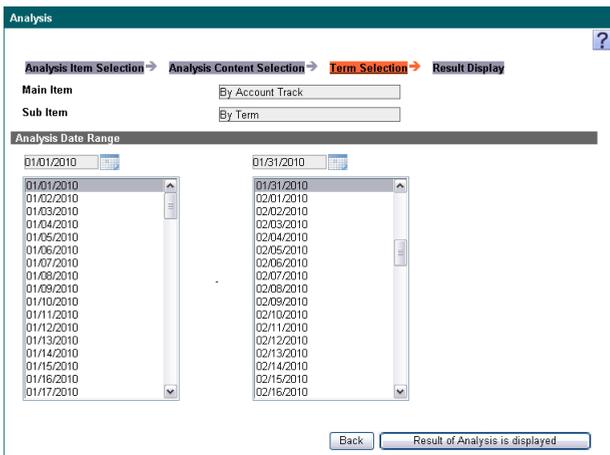
04/26/2010
 04/27/2010
 04/28/2010
 04/29/2010
 04/30/2010
 05/01/2010
 05/02/2010
 05/03/2010

Analysis up to the Setting Date

Back Result of Analysis is displayed.

<If "Top 10 (Printing)", "Top 10 (Color Print Ratio)", "Top 10 (Paper Savings)" and "All Devices with Output Activity" are selected for analysis items>

- Select the analysis period.
 - Click  to open the calendar control. Select start and end days by clicking the appropriate days in the calendar.
 - For details on the start and end day settings, refer to "Relationship between settings of start and end days and counter collection time" on page 3-11.



Analysis

Analysis Item Selection → Analysis Content Selection → **Term Selection** → Result Display

Main Item

Sub Item

Analysis Date Range

01/01/2010 

01/01/2010
01/02/2010
01/03/2010
01/04/2010
01/05/2010
01/06/2010
01/07/2010
01/08/2010
01/09/2010
01/10/2010
01/11/2010
01/12/2010
01/13/2010
01/14/2010
01/15/2010
01/16/2010
01/17/2010

01/31/2010 

01/31/2010
02/01/2010
02/02/2010
02/03/2010
02/04/2010
02/05/2010
02/06/2010
02/07/2010
02/08/2010
02/09/2010
02/10/2010
02/11/2010
02/12/2010
02/13/2010
02/14/2010
02/15/2010
02/16/2010

3.8.4 Displaying the result

The analysis result is displayed as shown below.

	Description	10/21/2010
AccountGroup01	Total	250
	Color	175
	Black	75
	Large Size	25
	Cost	-
Project1	Total	100
	Color	70
	Black	30
	Large Size	10
	Cost	-
Project2	Total	150
	Color	105
	Black	45
	Large Size	15
	Cost	-

Function	Details
Main Item	Displays "By Account Track".
Sub Item	Displays "By Term".
Term	Displays the selected time period.

<Display Change>

Display contents for analysis result can be changed by changing analysis items. Select a desired item, and then click the [Display] button.

Function	Details
Analysis Item	"Percentage of Paper Savings", "Percentage of Color Printing Frequency" or "Percentage of Large Size Used", "Activities (Summary)", "All Activities", "Top 10 (Printing)", "Top 10 (Color Print Ratio)", "Top 10 (Paper Savings)", "All Devices with Output Activity"

**Note**

Analysis items that can be changed vary depending on the selected analysis item. If the "All Devices with Output Activity" was selected, the display cannot be changed.

<Analysis Result>

The analysis result is displayed according to the specified settings.

Function	Details
Create Analysis Report	The specified analysis item can be registered as a report template. To register the report template, click the [Register] button.
[Export] button	Click this button to export the analysis result data.
[Show Graph] button	Click this button to display the displayed analysis results in a graph. Seven graph display types are available - "Bars", "Stacked Bars", "Columns", "Stacked Columns", "Lines", "Pie", and "Radar".  Note <i>Depending on the selected analysis item, some graphs may not be displayed.</i>

Registering an analysis report template

Analysis report templates can be registered. By registering frequently used analysis report templates, they can be recalled from the [Select Analysis Report] page for quick analyses. The registration procedure is the same as that in "Analyzing by user" on page 3-48. For details, refer to "Registering an analysis report template" on page 3-55.

Export

The data for analysis results can be exported to and saved in a file of the specified format. The exporting procedure is the same as that in "Analyzing by user" on page 3-48. For details, refer to "Export" on page 3-56.

Show Graph

Clicking the [Show Graph] button opens a separate window that displays the analysis results in a graph in the selected display format. The examples and precautions are the same as those in "Analyzing by user" on page 3-48. For details, refer to "Displaying a graph" on page 3-57.

3.9 Selecting an analysis report template

Previously registered analysis report templates can be selected to display the analysis results. New analysis report templates can be added or registered analysis report templates can be edited, copied or deleted.

3.9.1 Analyzing

- Select an analysis report template, and then click the [Result of Analysis is displayed.] button.
 - Select a column to search from the drop-down list, type in the text to be searched for in the text box, and then click the [Display] button to narrow down data to be displayed.

The screenshot shows the 'Analysis' window with a search bar and a table of analysis report templates. The search bar has a dropdown menu set to 'Name' and a 'Display' button. Below the search bar are buttons for 'Add', 'Edit', 'Copy', and 'Delete'. The table has columns for 'Select', 'Name', 'Main Item', 'Sub Item', 'Term', and 'Analysis Item'. The 'Total' is 1:44 and there are 10 items displayed.

Select	Name	Main Item	Sub Item	Term	Analysis Item
<input checked="" type="radio"/>	AnalysisReport1	By User	By Term	Every Week [Latest]5 Weeks	Percentage of Paper Savings
<input type="radio"/>	AnalysisReport2	By User	By Term	[Latest]10 Days	Top 10 (Printing)
<input type="radio"/>	AnalysisReport3	By Device	By Term	[Latest]1 Month	Top 10 (Printing)
<input type="radio"/>	AnalysisReport4	By Account Track	By Term	Every Week [Latest]3 Weeks	All Activities

At the bottom of the window is a button labeled 'Result of Analysis is displayed.'



Reminder

Clicking an item name such as "Name" and "Main Item" sorts the items in ascending or descending order.

3.9.2 Adding a new analysis report template

- 1 Click the [Add] button.
- 2 Select the check boxes for the desired main items.
 - Specify main items from [By User], [By Device], and [By Account Track].

- 3 Select an analysis item from the [Analysis Item] drop-down list, and then click the [Next] button.
 - The analysis items to be displayed differ depending on the selected main item.

Analysis Template Settings

Analysis Item Selection → Analysis Content Selection → Register

Analysis Item

Select the desired contents for the Analysis

By User
Percentage of Paper Savings

By Device
Percentage of Function Frequency

By Account Track
Percentage of Paper Savings

Back Next

- 4 Specify the analysis range, and then click the [Next] button.
 - If [By User] was selected for "Main Item", see "Selecting the analysis range" on page 3-50.
 - If [By Device] was selected for "Main Item", see "Selecting the analysis range" on page 3-60.
 - If [By Account Track] was selected for "Main Item", see "Selecting the analysis range" on page 3-69.
- 5 Type in a template name in the [Template Name].
- 6 Select the analysis period, and then click the [Apply] button.
 - The analysis report template is registered.

3.9.3 Editing or copying an analysis report template

To edit (modify) a registered analysis report template, click the [Edit] button. To copy a registered analysis report template before editing its contents, click the [Copy] button.

- 1 Select an analysis report template, and then click the [Edit] or [Copy] button.

- 2 Select the check box for the items to be analyzed, and then click the [Next] button.
 - The analysis items to be displayed differ depending on the selected main item.

Analysis Pattern Setting

Analysis Item Selection → Analysis Content Selection → Register

Analysis Item

Please select the analysis items.

- Percentage of Paper Savings
- Percentage of Color Printing Frequency
- Percentage of Large Size Used
- Activities (Summary)
- All Activities
- Top 10 (Printing)
- Top 10 (Color Print Ratio)
- Top 10 (Paper Savings)
- All Devices with Output Activity

Back Next

- 3 Specify the analysis range, and then click the [Next] button.
 - If [By User] was selected for "Main Item", see "Selecting the analysis range" on page 3-50.
 - If [By Device] was selected for "Main Item", see "Selecting the analysis range" on page 3-60.
 - If [By Account Track] was selected for "Main Item", see "Selecting the analysis range" on page 3-69.
- 4 Type in a template name in the [Template Name].
- 5 Select the analysis period, and then click the [Apply] button.
 - The analysis report template is registered.

Analysis Template Settings

Analysis Item Selection → Analysis Content Selection → Register

Content of Registration

Template Name: AnalysisReport1 (Required) Max: 63 chars

Main Item: By User

Sub Item: By Term

Analysis Item: Percentage of Paper Savings

Term

- Every 3 Months 9 Months
- Every Month 3 Months
- Every Week 3 Weeks
- Every Day 7 Days

Back Apply

3.9.4 Deleting the selected report template

- 1 Select an analysis report template, and then click the [Delete] button.
- 2 Check the message that appears, and then click the [OK] button to delete.

**Note**

Analysis report templates that are used with periodic processing cannot be deleted. For details on periodic processing, refer to "Report Processor Settings" on page 3-144.

3.10 Output Report

Counter information is output to a report in the PDF format according to the specified configuration. If necessary, report configuration or periodic processing settings can be saved in a template. A template can be edited or deleted.

3.10.1 Creating a report

Specify the required items, and click the [Download] button to output a report. Clicking the [Apply] button saves report configuration or periodic processing settings in a template.

Report Creation [Show Simple Help](#)

Report Basic Settings

Select Template: New Template

Term: Unit:

Included Users/Groups Select All

Included Devices Select All

Included Accounts/Groups Select All

Component Selection

- Summary
 - Output Summary
 - Device Summary
 - User Summary
 - Account Summary
- Color Analysis
 - Summary
 - By Color
 - Top 10 Color Usage - Users
 - Top 10 Color Usage - User Groups
 - Top 10 Color Usage - Devices
 - Top 10 Color Usage - Account Tracks
 - Top 10 Color Usage - Account Groups
- Function Analysis
 - Summary
 - Top 10 Users
 - Top 10 Users Groups
 - Top 10 Devices
 - Top 10 Account Tracks
 - Top 10 Account Groups
- Trend Analysis
 - Weekly (last 8 weeks)
 - By Color
 - By Paper Size
 - By Function
 - Top 10 Users
 - Top 10 Users Groups
 - Top 10 Devices
 - Top 10 Account Tracks
 - Top 10 Account Groups
 - Monthly (last 12 months)
 - By Color
 - By Paper Size
 - By Function
 - Top 10 Users
 - Top 10 Users Groups
 - Top 10 Devices
 - Top 10 Account Tracks
 - Top 10 Account Groups
- Detail Breakdowns
 - Detailed Report by User
 - Detailed Report by User Group
 - Detailed Report by Device
 - Detailed Report by Account Track
 - Detailed Report by Account Group

Template Setting

Template Name: [Required] Max: 255 chars

Report Processor Settings

Term Settings Previous: 1 Month 1-63 chars

File Name:

Language: English

Password Protection

Password:

Password (Confirmation):

File Type

File Saving Place to save: C:\Program Files\Enterprise Suite\Appl 1-241 chars

E-mail Send E-mail Address: 1-129 chars

Processing Interval

Every 6 Months January, July 1st 0:00

Every 3 Months January, April, July, October 1st 0:00

Every Month 1st 0:00

Every Week Sunday 0:00

Every Day 0:00

<Report Basic Setting>

Function	Details
Select Template	Select a template from the drop-down list, and click the [Display] button to display the settings. Select "New Template" to create a new template.
Term	Specify the time period to output to a report. Click  to open the calendar control. Select start and end days by clicking the appropriate days in the calendar.
Range	Specify users, devices, and account tracks to be reported. For details, refer to "Selecting a user to be reported" on page 3-81, "Selecting a device to be reported" on page 3-82, or "Selecting an account track to be reported" on page 3-83. To select all report targets, select the [Select All] check box. If a part of report targets is selected,  appears. If a template is selected, the template settings are displayed.

<Component Selection>

Select the check box, and specify the configuration of a report to be output.

Function	Details
Summary	The following settings can be selected. Output Summary, Device Summary, User Summary, Account Summary
Color Analysis	The following settings can be selected. Summary, By Function, Top 10 Color Usage - Users, Top 10 Color Usage - User Groups, Top 10 Color Usage - Devices, Top 10 Color Usage - Account Tracks, Top 10 Color Usage - Account Groups
Function Analysis	The following settings can be selected. Summary, Top 10 Users, Top 10 User Groups, Top 10 Devices, Top 10 Account Tracks, Top 10 Account Groups
Trend Analysis	The following settings can be selected based on Weekly (last 8 weeks) or Monthly (last 13 months) time period. By Color, By Paper Size, By Function, Top 10 Users, Top 10 User Groups, Top 10 Devices, Top 10 Account Tracks, Top 10 Account Groups
Detail Breakdowns	The following settings can be selected. Detailed Report by User, Detailed Report by User Group, Detailed Report by Device, Detailed Report by Account Track, Detailed Report by Account Group
Download	Click this button to display the download page for setting the read password to a report file. To specify a password, select the "Specify a password." check box. If the [Download] button is clicked in the download page, a report in the PDF format is output according to the specified configuration, and a dialog box is displayed to prompt you to select whether to display or save a report.

<Template Setting>

Function	Details
Template Name	Type in the name of the template to be saved.
Report Processor Settings	Configures periodic processing. Select the check boxes for the required items.
Term Settings	Specify the time period to maintain a template to be registered. Select from 1 Week, 2 Weeks, 1 Month, 2 Months, 3 Months, 6 Months, 12 Months, or 13 Months.
File Name	Type in the file name of a report to be output. The file name is "file-name_date.pdf".
Language	Select the language to be used in the report file to be output.
Password Protection	When specifying a read password for a report file to be output, select the [Password Protection] check box, and type in a password.
File Type	Specify the processing method for a report file to be output. To save a file, select the [File Saving] check box, and type in the name of the folder where the file is saved. To send it as an attachment file by e-mail, select the [E-mail Send] check box, and type in the e-mail address of the destination.
Processing Interval	Specify the interval to perform periodic processing. Select the time period from Every 6 Months, Every 3 Months, Every Month, Every Week, or Every Day to perform the periodic processing for each item.

Selecting a user to be reported

- 1 Click the [Select] button.
The Select User page appears.

- 2 From the [User Group] drop-down list, select the user group to be displayed.
 - Type in the text to be searched for in the text box, and then click the [Display] button to narrow down data to be displayed.
 - To display all users, select "All Users".
 - If master and subordinate relationships are specified in the group, select the "All subgroups" check box to display all users, including those in subordinate groups.
 - To hide the user or user group in the list, clear the appropriate check boxes.
- 3 Click the [Display] button.
A list of users/user groups registered in the selected group appears.
- 4 Select the check box for the user or user group to be reported, and then click the [Apply] button.
 - To select all users/user groups, click the [Select All] button.
 - To select all user groups and users who belong to a specific user group as the target whose data is to be totaled, select the "Automatically include all Group Users when selecting a User Group." check box and select the user group in the list.

Selecting a device to be reported

- 1 Click the [Select] button.
The Select Device page appears.

Select Device

Range

Device Group: All Devices

Display Details: All subgroups

Search Condition: Registered Name

Display

Select All

Total: 1-1086 [10] 20 30 50 100

Select	Registered Name	Model Name
<input type="checkbox"/>	Device001/10.0.0.1	Device001
<input type="checkbox"/>	Device002/10.0.0.2	Device002
<input type="checkbox"/>	Device003/10.0.0.3	Device003
<input type="checkbox"/>	Device004/10.0.0.4	Device004
<input type="checkbox"/>	Device005/10.0.0.5	Device005
<input type="checkbox"/>	Device006/10.0.0.6	Device006
<input type="checkbox"/>	Device007/10.0.0.7	Device007
<input type="checkbox"/>	Device008/10.0.0.8	Device008
<input type="checkbox"/>	Device009/10.0.0.9	Device009
<input type="checkbox"/>	Device010/10.0.0.10	Device010

Apply Clear

- 2 From the [Device Group] drop-down list, select the device group to be displayed.
 - Select a column to search from the drop-down list, type in the text to be searched for in the text box, and then click the [Display] button to narrow down data to be displayed.
 - To display all devices, select "All Devices".
 - If master and subordinate relationships are specified in the group, select the "All subgroups" check box to display all devices, including those in subordinate groups.
- 3 Click the [Display] button.
A list of devices registered in the selected group appears.
- 4 Select the check box for the device to be reported, and then click the [Apply] button.
 - To select all devices, click the [Select All] button.

Selecting an account track to be reported

- 1 Click the [Select] button.

The Select Account Track page appears.

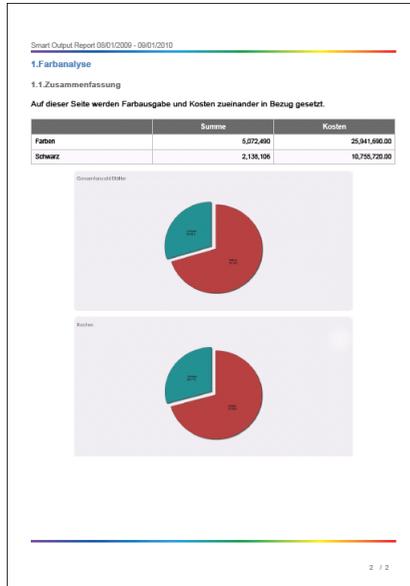
The screenshot shows the 'Select Account Track' interface. It features a 'Group Settings' section with a checkbox for 'Automatically include all Accounts when selecting an Account Group.' Below this is a 'Range' section containing a dropdown menu for 'Account Track' (currently set to 'All Account Tracks'), checkboxes for 'All subgroups', 'Account Track', and 'Account Group', and a 'Search Condition' text box with a 'Display' button. A 'Select All' button is located below the search section. The main area displays a table with columns for 'Select Account Group Name', 'Account Name', and 'Description'. The table lists several account tracks and groups, each with a checkbox. At the bottom right of the table area are 'Apply' and 'Clear' buttons.

- 2 From the [Account Track] drop-down list, select the account group to be displayed.
 - Type in the text to be searched for in the text box, and then click the [Display] button to narrow down data to be displayed.
 - To display all account tracks, select "All Account Tracks".
 - If master/subordinate relationships are specified in the group, select the "All subgroups" check box to display all account tracks, including those in subordinate groups.
 - To hide the account track or account group in the list, clear the appropriate check boxes.
- 3 Click the [Display] button.

A list of account tracks and account groups registered in the selected group appears.
- 4 Select the check box for the account track or account group to be reported, and then click the [Apply] button.
 - To select all account tracks or account groups, click the [Select All] button.
 - To total all account tracks and account groups under a specific account group, select the "Automatically include all Accounts when selecting an Account Group." check box, and select the check boxes for these account groups in the list.

3.10.2 Report file

A report file is created in PDF format. The following items are displayed in the report page area.



No.	Function	Details
1	Header	Header text, logo
2	Contents of Report	Counter information (listing/graph) and others are displayed according to the selected component selection.
3	Footer	Footer text, Page No.

3.10.3 Template list

The template list of saved reports is displayed, allowing you to edit or delete a template.

Template List

Search Condition: Template Name

Total: 1-5/5 [10] 20 30 50 100

Select	Template Name
<input type="checkbox"/>	ReportTemplate1
<input type="checkbox"/>	ReportTemplate2
<input type="checkbox"/>	ReportTemplate3
<input type="checkbox"/>	ReportTemplate4
<input type="checkbox"/>	ReportTemplate5

Editing a template

- 1 Select a template, and click the [Edit] button.
 - Type in the text to be searched for in the text box, and then click the [Display] button to narrow down templates to be displayed.
- 2 Edit the contents of a template, and click the [Apply] button.



Reminder

For details on how to edit the contents of a template, refer to "Creating a report" on page 3-78.

Deleting a template

- 1 Select a template, and click the [Delete] button.
 - Type in the text to be searched for in the text box, and then click the [Display] button to narrow down templates to be displayed.
 - To select all templates, click the [Select All] button.
- 2 Check the message that appears, and then click the [OK] button.

3.11 Upper Limit Settings

3.11.1 Specifying the basic settings

Upper limits can be specified for usage. Specify the settings, and then click the [Apply] button.

<Enable/Disable Upper Limit Settings>

Function	Details
Upper Limit Settings	Select whether or not upper limits are applied.

<Basic Settings>

Function	Details
Time of Upper Warning	Select when a warning appears, indicating that the upper limit is nearly reached.

Function	Details
Notification of Upper Warning	Select who is to be given the warning about the upper limit. Administrator: The warning about the upper limit is sent to the administrator. User: The warning about the upper limit is sent to the corresponding user. Other (E-mail Address): The warning about the upper limit is sent to the specified e-mail address. Multiple e-mail addresses can be specified. Edit E-Mail Contents: Click this button to type in contents of the e-mail to be sent. For details, refer to "Editing e-mail content at the time of limit warning" on page 3-87.
Operation when value of Upper Limit was reached	Select the operation that is performed (for example, printing is prohibited) when the upper limit is reached.
Notification when value of Upper Limit was reached	Select who is to be given the notification when the upper limit is reached. Administrator: The notification e-mail is sent to the administrator. User: The notification e-mail is sent to the corresponding user. Other (E-mail Address): The notification e-mail is sent to the specified e-mail address. Multiple e-mail addresses can be specified. Edit E-Mail Contents: Click this button to type in contents of the e-mail to be sent. For details, refer to "Editing e-mail content when the value of upper limit was reached" on page 3-88.
Send Language	Select the text language of e-mail messages that are sent.
Clear the current value.	Click the [Clear] button to reset to 0 all values currently displayed in the Setting by User page.

Editing e-mail content at the time of limit warning

The subject and text of the warning about the upper limit to be sent can be edited. Specify the settings, and then click the [Apply] button.

The screenshot shows a dialog box titled "Limit Warning e-mail contents". Inside, there is a section "Edit E-Mail Contents" with the following elements:

- Subject:** A text input field with a character count of "0-129 chars". Below it is a checkbox labeled "Add Black/Color/Total at the end of subject text".
- Text:** A large text area for editing the warning content. Below it is a label "Max 1000 chars" and a "Display" button.
- Preview:** A preview area for the edited content.
- Buttons:** "Apply" and "Clear" buttons are located at the bottom right of the dialog.

Function	Details
Subject	Type in a subject for the e-mail.
Add Black/Color/Total at the end of subject text	Select this check box to add the corresponding counter name such as "Total Counter" or "Black Counter" at the end of the subject text.
Text	As e-mail contents, items that indicate the warning about the upper limit such as "Date", "Term", and "User Name" are previously specified. To add some sentences before these items, type them in.
Preview	After typing in the subject and text, click the [Display] button to display the e-mail send example of the entered contents.



...

Note

Warnings about the upper limit are sent by e-mail. If the "Use E-mail Function" check box is cleared for "E-mail Server Settings" on the Server Settings page, all settings related to sending warning notifications are not available.



...

Note

When the settings for "Device List" - "Device Information Settings" are different from the settings for the device or the settings in "Device List" - "Device Information Settings" - "OpenAPI Settings" are not displayed for a device, printing prohibition cannot be specified.

Editing e-mail content when the value of upper limit was reached

The subject and text of the e-mail when the upper limit was reached to be sent can be edited. Specify the settings, and then click the [Apply] button.

Function	Details
Subject	Type in a subject for the e-mail.
Add Black/Color/Total at the end of subject text	Select this check box to add the corresponding counter name such as "Total Counter" or "Black Counter" at the end of the subject text.
Text	As e-mail contents, items indicating that the upper limit was reached such as "Date", "Term", and "User Name" are previously specified. To add some sentences before these items, type them in.
Preview	After typing in the subject and text, click the [Display] button to display the e-mail send example of the entered contents.



Reminder

When "Prohibit Printing" is specified for "Operation when value of Upper Limit was reached", printing prohibition is not released immediately even if the current value is cleared.

Notification of upper limit warning, notification when value of upper limit was reached, and printing prohibition are performed after the accounting counter collection specified on the Counter Collection Settings page or upper limit counter collection specified on the Upper Limit Settings - Basic Settings page is performed.

<Auto Reset Settings>

Function	Details
Auto Reset Settings	Select the measurement units for the cut-off day and the time period. If a cut-off day is specified, all of the values currently displayed in the Setting by User page are reset to 0 at 0:00 on the cut-off day.

<Interval of counter collection for Upper Limit>

Function	Details
Interval of counter collection for Upper Limit	Specify the time interval for collecting upper limit counters. Same as counter collection for Tabulation: Select this setting to also perform the operation with totaled counters. Every Time: Select this setting to collect the upper limit counters at the specified time. If this setting is selected, specify the collection time.

**Reminder**

The upper limit counters mentioned here are the counters that appear in the Setting by User page. The data that is collected is different from the counters used for accounting and analysis.

If a counter template is assigned by Device Manager, data is collected based on the information specified for the counter template. For details on the counter template, refer to the Device Manager User's Guide.

Operation when upper limit setting is enabled

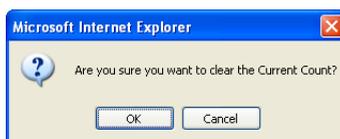
If "Upper Limit Settings" is set to "Enable", the upper limit counters are collected and an operation is performed, for example, printing is prohibited or a warning is sent by e-mail when the upper limit specified in the Setting by User page is nearly reached.

Operation when upper limit setting is disabled

If "Upper Limit Settings" is set to "Disable", printing is allowed after the upper limit counter or totaled counter is collected.

When changed from "Disable" to "Enable"

When "Upper Limit Settings" is changed from "Disable" to "Enable" and the [Apply] button is clicked, the message shown below appears.



To clear all counters in the Setting by User page, click the [OK] button. To change the setting to "Enable" without clearing all counters in the Setting by User page, click the [Cancel] button.

**Reminder**

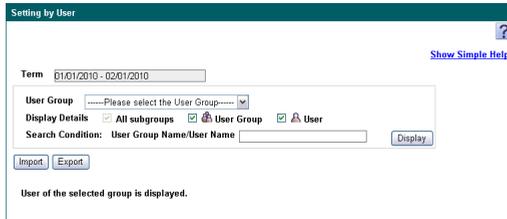
It may take some time to clear all values.

When "Prohibit Printing" is specified for "Operation when value of Upper Limit was reached", printing prohibition is not released immediately even if the current value is cleared.

3.11.2 Setting by user

"Setting by User" page

Settings in the Setting by User page can be specified with the following.



Function	Details
Term	The previous date when the current values were cleared and the next cut-off date specified below "Auto Reset Settings" in the Basic Settings page are displayed. If the current values have never been cleared, only the next cut-off date is displayed.
[Import] button	Click this button to import the data for the selected user or user group. For details, refer to "Importing/exporting" on page 3-95.
[Export] button	Click this button to export the data for the selected user or user group. For details, refer to "Importing/exporting" on page 3-95.



Note

If "Upper Limit Settings" in the Basic Settings page is set to "Disable", the [Import] / [Export] button is not available.

Displaying the users

Upper limits can be specified for each user.

- 1 From the [User Group] drop-down list, select the user group to be displayed.
 - Type in the text to be searched for in the text box, and then click the [Display] button to narrow down data to be displayed.
 - To display all users, select "All Users".
 - If master and subordinate relationships are specified in the group, select the "All subgroups" check box to display all users, including those in subordinate groups.
 - To hide a list of users or user groups, clear the appropriate check box.
- 2 Click the [Display] button.

A list of users/user groups registered in the selected group appears.

Setting by User ?

Term: [Show Simple Help.](#)

User Group:

Display Details: All subgroups User Group User

Search Condition:

Total: **1-10/1002** [10] 20 30 50 100

Select	User Group Name/User Name	Total Counter (Upper Limit Counter) (Current Counter) (Number of remainder)	Color Counter (Upper Limit Counter) (Current Counter) (Number of remainder)	Black Counter (Upper Limit Counter) (Current Counter) (Number of remainder)
<input type="checkbox"/>	UserGroup1	162531886 -	113759280 -	48772606 -
<input type="checkbox"/>	User_001	100000 160791 0	112925 -	47866 -
<input type="checkbox"/>	User_002	164874 -	100000 115100 0	49774 -
<input type="checkbox"/>	User_003	160137 -	100000 111972 0	100000 48166 51835
<input type="checkbox"/>	User_004	163089 -	113901 -	49188 -
<input type="checkbox"/>	User_005	163223 -	114320 -	48903 -
<input type="checkbox"/>	User_006	170069 -	119237 -	50822 -
<input type="checkbox"/>	User_007	163761 -	115155 -	48606 -
<input type="checkbox"/>	User_008	163292 -	114041 -	49251 -
<input type="checkbox"/>	User_009	162793 -	113206 -	49587 -

- 3 Select the user/user group whose settings are to be changed, and then click the [Update] button.
 - Multiple users or user groups can be selected to update the settings at the same time.
 - To select all users/user groups, click the [Select All] button.
 - Click [Update] to display the Update page appears.



...

Reminder

The [Term] displays the previous date when the current values were cleared and the next cut-off date specified below "Auto Reset Settings" in the Basic Settings page. If the current values have never been cleared, only the next cut-off date is displayed.



...

Reminder

When the current value reaches the upper limit (the number of remainder reaches zero), the value is displayed in red.

The counter values show the increment from the previous values in the following cases. The counter values first collected from the device are not displayed.

- *When counter values are collected according to the settings specified below "Counter Collection Interval" in the Counter Collection Settings page (displayed by clicking "Counter Collection Settings" below "Initial Settings").*
- *When counter values are collected according to the settings specified below "Interval of counter collection for Upper Limit" in the Basic Settings page (displayed by clicking "Basic Settings" below "Upper Limit Settings").*
- *When the counter information is collected from the client software*

3.11.3 Changing settings

The upper limit settings for the selected user/user group can be specified or changed. Settings can be specified for the following parameters.

<If one user or user group was selected>

Update
↑ ?

User Information

User Name

Description

Upper Limit Count Settings

Term

Upper Limit Settings

	Total Counter	Color Counter	Black Counter	
Upper Limit Counter	<input type="text" value="100000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Only Number: 1-99999999
Current Counter	160791	112925	47866	
Number of remainder	0	0	0	

<If multiple users or user groups were selected>

Update
↑ ?

Upper Limit Count Settings

Term

Upper Limit Settings

	Total Counter	Color Counter	Black Counter	
Upper Limit Counter	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Only Number: 1-99999999

Function	Details
User Name/User Group Name	Displays the selected user name or user group name according to the selected setting.
Description	Displays the description of the selected user or user group name.
Term	Displays the time period for calculating the upper limit. The previous date when the current values were cleared and the next cut-off date specified below "Auto Reset Settings" in the Basic Settings page are displayed. If the current values have never been cleared, only the next cut-off date is displayed.

Function	Details
Upper Limit Settings	Select the counter whose upper limit is managed. Disable: The upper limit is not managed. Enable (Total Counter): The upper limit is managed for the total counter. Enable (Color Counter): The upper limit is managed for the color counter. Enable (Black Counter): The upper limit is managed for the black counter. Enable (Color/Black Counter): The upper limit is managed for the color counter and the black counter.
Clear the current value	Clears the current value of the displayed user or user group.
Upper Limit Counter	Type in the upper limit.
Current Counter*	Displays the current counter value.
Number of remainder*	Displays the value obtained by subtracting the current limit from the upper value.

* It is not displayed if multiple users or user groups were selected.

- 1 From the "Upper Limit Settings" box, select the counter to be managed.
- 2 Specify the upper limits for the total counter, color counter or black counter, and then click the [Apply] button.



Note

Settings specified for a counter not selected in the "Upper Limit Settings" box are not applied.

3.11.4 Importing/exporting

The information for users and upper limits can be exported to a file. Information can also be registered by temporarily saving the registered information or adding user information in the correct format, then importing it.

Exporting

The upper limit data specified for the selected user group or user will be exported.

If an export operation is performed without a user group or user selected, the upper limit data for all users is exported.

Specify settings for the following parameters when exporting.

Function	Details
File Format	Select the format of the file to be saved. The following file formats can be selected. <ul style="list-style-type: none"> • Excel 97-2003 Workbook format (.xls) • Excel Workbook format (Office Excel 2007 or later)(.xlsx) • XML spreadsheet format (XML format that can be read by Excel) (.xml) • Text format (tab delimited) (.txt) • CSV format (comma delimited) (.csv) The character code for the text (tab-delimited) or CSV (comma-delimited) file format is UTF-8.
Set password and export.	Select this check box when you set a read password for the file you want to export.
Password	Type in the password. <ul style="list-style-type: none"> • For Excel 97-2003 Workbook format (.xls): 1-15 characters • For Excel Workbook format (Office Excel 2007 or later)(.xlsx): 1-255 characters
Password (Confirmation)	Type in the password again for confirmation purposes.

- 1 Specify the settings necessary for exporting, and then click the [Start Export] button.

- 2 In the File Download dialog box, click the [Save] button.
- 3 Specify the location where the file is to be saved, and then click the [Save] button.
- 4 In the Download complete dialog box, click the [Close] button.
The exported data is saved in the specified location.



...

Note

The exported data can be viewed and edited in a spreadsheet application. For details, refer to "Editing the exported file" on page 3-6.



...

Note

To open a file for which a password has been set with XLS or XLSX selected in "File Format", a read password must be entered to open the file.

Data configuration of a file

The data of the exported file is configured as described below. Use a spreadsheet application to edit the data, and then import it. Be sure to enter data for the items marked as "Required".



...

Reminder

An import file can also be created by clicking the [Export] button to export a file, then entering the data.



...

Note

The first eight rows contain basic information for the data. Do not change the data in these rows. Enter the data by starting with the ninth row.

The screenshot shows an Excel spreadsheet with the following data table:

##TableName	##DispName	##DataName	(Date)	(Upper Limit Settings)	##TableName	##DispName	##DataName
User Group Name	User Name	Upper Limit Settings	Total Counter	Color Counter	Black Counter		
UserGroup	User	Limit	Total	Color	Black		
UserGroup1	User_001	1	100000				
	User_002	2		100000			
	User_003	3			100000		
	User_004	4				100000	
	User_005	5					100000
	User_006	6					
	User_007	7					
	User_008	8					
	User_009	9					
	User_010	0					
	User_011	1					
	User_012	2	100000				
	User_013	3		200000		300000	
	User_014	4			200000		300000
	User_015	5				300000	
	User_016	6			400000		10000
	User_017	7					
	User_018	8					
	User_019	9					
	User_020	0					

No.	Re-quired	Function	Details
1		##TableName	Displays "##TableName" and "Information" to the right of the first column of the first row.
2		##DispName	Displays "##DispName", "Date", and "Upper Limit Settings" to the right of the first column of the second row.
3		##DataName	Displays "##DataName", "Date", and "Note" to the right of the first column of the third row.
4		(Date)	Displays the export date in the second column of the fourth row.
5		(Upper Limit Settings)	Displays "0: Disable/1: Enable (Total Counter), 2: Enable (Color Counter), 3: Enable (Black Counter), 4: Enable (Color/Black Counter)" and the parameter for the upper limit in the third column of the fourth row.
6		##TableName	Displays "##TableName" and "DataTable" to the right of the first column of the sixth row.
7		##DispName	Displays "##DispName", "User Group Name", "User Name", "Upper Limit Settings", "Total Counter", "Color Counter", and "Black Counter" to the right of the first column of the seventh row.
8		##DataName	Displays "##DataName", "UserGroup", "User", "Limit", "Total", "Color", and "Black" to the right of the first column of the eighth row.
9	○*	User Group Name	Type in the user group name. Do not type in the user name in the same row.
10	○*	User Name	Type in the user name.

No.	Re-quired	Function	Details
11	<input type="radio"/>	Upper Limit Settings	Type in the number for the type of upper limit applied to the user group and user. 0: The upper limit is not managed. 1: The upper limit is managed for the total counter. 2: The upper limit is managed for the color counter. 3: The upper limit is managed for the black counter. 4: The upper limit is managed for the color counter and the black counter.
12		Total Counter	Type in the maximum number allowed when the upper limit is managed for the total counter.
13		Color Counter	Type in the maximum number allowed when the upper limit is managed for the color counter.
14		Black Counter	Type in the maximum number allowed when the upper limit is managed for the black counter.

* Type in either the user group name or the user name.

Importing

Data for users and upper limits previously saved in a file can be imported to register the information. Specify settings for the following parameters when importing.

Function	Details
Import File Path	Type in the path to the file to be imported. The file path can also be specified by clicking the [Browse] button.
Import the file which is secured by password.	Select this check box to import a file that has a password.
Password	Type in the defined password.

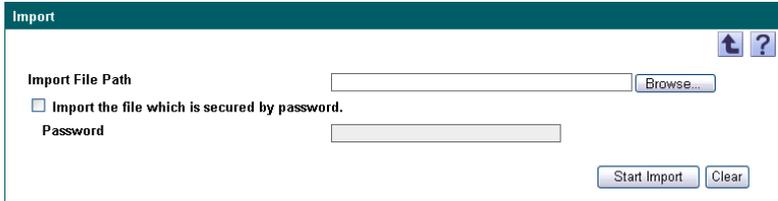


Reminder

The formats of files that can be imported are shown below.

- Excel 97-2003 Workbook format (.xls)
- Excel Workbook format (Office Excel 2007 or later) (.xlsx)
- XML spreadsheet format (XML format that can be read by Excel) (.xml)
- Text (tab-delimited) format (.txt)
- CSV (comma-delimited) format (.csv)

- Specify the settings necessary for importing, and then click the [Start Import] button.



The screenshot shows a dialog box titled "Import". It has a dark teal header bar with the title "Import" and two icons (a close button and a help button) on the right. The main area contains the following elements:

- Import File Path**: A label followed by a text input field and a "Browse..." button.
- Import the file which is secured by password.**: A checkbox with a label.
- Password**: A label followed by a text input field.
- Start Import** and **Clear**: Two buttons at the bottom right.

The result of the import operation appears.



Note

For details on the result page, refer to "Checking the import result" on page 3-101.

If the user data already exists, it is automatically overwritten.

Checking the import result

The results of the import operation can be viewed.

Result	User Group Name	User Name	Upper Limit Settings	Total Counter	Color Counter	Black Counter
Update	UserGroup1		Enable(Total Counter)	100000	-	-
Update		User1	Enable(Color/Black Counter)	-	15000	20000
Update		User2	Enable(Color/Black Counter)	-	25000	30000
Update		User3	Enable(Total Counter)	30000	-	-
Update		User4	Enable(Color/Black Counter)	-	12500	10000
Update		User5	Enable(Color/Black Counter)	-	1000	5000
Update	UserGroup2		Enable(Total Counter)	200000	-	-
Update		User6	Enable(Total Counter)	25000	-	-
Update		User7	Enable(Total Counter)	25000	-	-
Update		User8	Enable(Color/Black Counter)	-	25000	30000

Function	Details
Result	Displays whether the registration operation was successfully completed from importing. Update: Appears when the information of the upper limit management, total counter, color counter, and black counter was normally updated. Error: Appears when the information was not registered since the entered information was inappropriate. Check the contents of the file to be imported again.
User Group Name	Displays the user group name.
User Name	Displays the user name.
Upper Limit Settings	Displays the counter whose upper limit is being managed.
Total Counter	Displays the specified upper limit.
Color Counter	
Black Counter	

3.12 Pricing Setup

3.12.1 Specifying the basic settings

Settings can be specified for calculating unit price according to the number of pages used, for example, in the totals. Settings can be specified for the following parameters.

Basic Settings
?

[Show Simple Help.](#)

Standard Settings

Standard Unit Price UnitPriceTemplate1 ▾

Number of display digits after decimal point 6 ▾ digit

Unit Price Template Settings

Total: 1-2/2 [5] 10 15 25 50

Select	Name	Color/Size	Copy	Print	Scan/Fax Print	Scan/Fax Read	Fax TX
<input checked="" type="radio"/>	UnitPriceTemplate1	Black (Normal Size)	10.000000	10.000000	10.000000		
		Black (Large Size)	10.000000	10.000000	10.000000		
		Color (Normal Size)	10.000000	10.000000	10.000000		
		Color (Large Size)	10.000000	10.000000	10.000000		
<input type="radio"/>	UnitPriceTemplate2	Black (Normal Size)	10.100000	20.200000	30.300000	40.400000	50.500000
		Black (Large Size)	60.600000	70.700000	80.800000	90.900000	
		Color (Normal Size)	100.010000	200.020000	300.030000		
		Color (Large Size)	400.040000	500.050000	600.060000		

Degression Template Settings

Total: 1-3/3 [5] 10 15 25 50

Select	Name	Standard Unit Price	Degression Type	Degression Point	Unit Price
<input checked="" type="radio"/>	DegressionTemplate1	10.000000	None		
<input type="radio"/>	DegressionTemplate2	10.000000	Batch	100	9.000000
				200	8.000000
				300	7.000000
<input type="radio"/>	DegressionTemplate3	10.000000	Phased	500	20.000000
				1,000	30.000000
				2,000	40.000000
				3,000	50.000000

Function	Details
Standard Unit Price	Select the unit price calculation template to be used when displaying cost for the accounting result. If no unit price is specified by the user, device, or account track, the unit price specified here is used for calculations.
Number of display digits after decimal point	Select to what number of decimal places cost is to be displayed when the accounting result is displayed. Cost is displayed rounded down to the specified number of decimal places.

Function	Details
Unit Price Template Settings	Unit price templates for functions, paper sizes and color are listed. Unit price templates can be added, edited or deleted.
Degression Template Settings	Reference values for unit price calculations can be specified. In addition, degression templates of falling unit prices can be specified according to the number of pages used. Degression templates can be added, edited or deleted.

- 1 From the "Standard Unit Price" list, select a unit price template.
- 2 Select the number of digits to display from "Number of display digits after decimal point".
- 3 Click the [Apply] button.



Reminder

When a Unit Price Template or Standard Unit Price is not registered, you cannot register the Pricing Setup on the Setting by User page, the Setting by Device page, or the Setting by Account Track page. Register a Unit Price Template and Standard Unit Price first to display cost for accounting.

Adding and editing unit price templates

New unit price templates can be added, or current templates can be edited. Settings can be specified for the following parameters.

Function	Details
Enter the Unit Price directly.	Select this setting to specify the unit price by item.
Use Degression.(Assign the degression template)	Select this setting to create the unit price template by assigning the degression template you have specified in advance.
Assign the Unit Price to each output function.	Select this setting to assign the unit price to each of copy, print, and scan/fax print functions.
Assign the Unit Price to 2 Color/Single Color.	Select this setting to assign the unit price to each of 2-color and single color.
Assign the Unit Price to Scan/Fax Read and Fax TX.	Select this setting to assign the unit price to scan/fax read and fax TX.
Unit Price Template Name	Specify the name of the unit price template. It cannot be changed when editing.
Unit Price Template	Type in the unit price template for each of specified settings.

Function	Details
Degression Template	Displays the list of specified degression templates. This item appears when "Use Degression.(Assign the degression template)" is selected.

<Setting page when "Enter the Unit Price directly." is selected>

Create/Edit Unit Price Template ↑ ?

Enter the Unit Price directly.
 Use Degression.(Assign the degression template)
 Assign the Unit Price to each output function.
 Assign the Unit Price to 2 Color/Single Color.
 Assign the Unit Price to Scan/Fax Read and Fax TX.

Unit Price Template

Unit Price Template Name

Color Size	Copy	Print	Scan/Fax Print
Black (Normal Size)	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text" value="10"/>
Black (Large Size)	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text" value="10"/>
Full Color (Normal Size)	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text" value="10"/>
Full Color (Large Size)	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text" value="10"/>
2-Color (Normal Size)	<input type="text" value="10"/>	<input type="text" value="10"/>	
2-Color (Large Size)	<input type="text" value="10"/>	<input type="text" value="10"/>	
Single Color (Normal Size)	<input type="text" value="10"/>	<input type="text" value="10"/>	
Single Color (Large Size)	<input type="text" value="10"/>	<input type="text" value="10"/>	

[Required] Only Number: 0-9999,999999

<Setting page when "Use Degression. (Assign the degression template)" is selected>

Create/Edit Unit Price Template

Enter the Unit Price directly.
 Use Degression.(Assign the degression template)

Assign the Unit Price to each output function.
 Assign the Unit Price to 2 Color/Single Color.
 Assign the Unit Price to Scan/Fax Read and Fax TX.

Unit Price Template

Unit Price Template Name:

Color/Size	Copy	Print	Scan/Fax Print
Black (Normal Size)	DegressionTemplate1	DegressionTemplate1	DegressionTemplate1
Black (Large Size)	DegressionTemplate1	DegressionTemplate1	DegressionTemplate1
Full Color (Normal Size)	DegressionTemplate1	DegressionTemplate1	DegressionTemplate1
Full Color (Large Size)	DegressionTemplate1	DegressionTemplate1	DegressionTemplate1
2-Color (Normal Size)	DegressionTemplate1	DegressionTemplate1	
2-Color (Large Size)	DegressionTemplate1	DegressionTemplate1	
Single Color (Normal Size)	DegressionTemplate1	DegressionTemplate1	
Single Color (Large Size)	DegressionTemplate1	DegressionTemplate1	

Degression Template

Total: 1.33 [5] 10 15 25 50

Name	Standard Unit Price	Degression Type	Degression Point	Unit Price
DegressionTemplate1	10.000000	None		
DegressionTemplate2	10.000000	Batch	100	9.000000
			200	8.000000
			300	7.000000
DegressionTemplate3	10.000000	Phased	500	20.000000
			1,000	30.000000
			2,000	40.000000
			3,000	50.000000

- 1 Select the type and items of the unit price template, and then click the [Display] button.
- 2 In the "Unit Price Template Name" box, type in the name of the template.
- 3 Specify the unit price template settings, and then click the [Apply] button.

Deleting a unit price template

Unnecessary unit price templates can be deleted.

- 1 Select the unit price template to be deleted, and then click the [Delete] button.
- 2 Check the message that appears, and then click the [OK] button to delete.

The unit price template is deleted.



...

Note

A unit price template specified for "Standard Unit Price" cannot be deleted. To delete a unit price template specified for "Standard Unit Price", select "Disable Unit Price calculation" in "Unit Price calculation" on the Setting by User page, the Setting by Device page, and the Setting by Account Track page.

If a unit price template specified for "Pricing Setup" with "Setting by User", "Setting by Device" and "Setting by Account Track" is deleted, the unit price pattern for the users, devices or account tracks for which that unit price pattern was specified is reflected in "Standard Unit Price (Same as Upper Group Settings)".

Adding and editing depression templates

New depression templates can be added or current templates can be edited. Use a specified depression template to specify a unit price template. Specify the settings, and then click the [Apply] button.

Settings can be specified for the following parameters.

Function	Details
Degression Template Name	Specify the name of the depression template.
Currency Unit	Displays the currency unit. The measurement unit specified in the page displayed when "Display Settings" is selected in the menu of Server Settings is displayed. For details, refer to the Device Manager User's Guide.
Decimal Point	Displays the decimal symbol. For details, refer to the Device Manager User's Guide.
Standard Unit Price	Specify the standard unit price before depression.
Degression Type	Select the level of depression.
Degression Point	Specify the usage to be used as the depression point and the unit price when it is exceeded. If "Degression Type" is set to "Phased" or "Batch", up to five depression points can be specified.

Deleting a degression template

Unnecessary degression templates can be deleted.

- 1 Select the degression template to be deleted, and then click the [Delete] button.
- 2 Check the message that appears, and then click the [OK] button to delete.
The degression template is deleted.



Note

Degression templates used with unit price templates cannot be deleted.

3.12.2 Setting by user

A unit price calculation method for accounting by user can be specified. If "Use the Settings by User" is selected, a unit price calculation method can be specified for each registered user.

- 1 Select a method for unit price calculations.
 - To perform unit price calculations using the unit price specified for each user, select [Use the Settings by User].
 - To perform unit price calculations using the unit price specified by device, select [Use the Settings by Device].
 - If unit price calculations are not to be performed for accounting by user, select [Disable Unit Price calculation]
- 2 If "Use the Settings by User" is selected, select a user group to be displayed from the [User Group] drop-down list.
 - Type in the text to be searched for in the text box, and then click the [Display] button to narrow down data to be displayed.
 - To display all users, select "All Users".
 - If master and subordinate relationships are specified in the group, select the "All subgroups" check box to display all users, including those in subordinate groups.
 - To hide the user or user group in the list, clear the appropriate check boxes.
 - To export the pricing setup data specified for users or user groups, click the [Export] button. For details, refer to "Importing/exporting" on page 3-109.
 - To export the pricing setup data that is to be specified for users or user groups from an external, click the [Import] button. For details, refer to "Importing/exporting" on page 3-109.

3 Click the [Display] button.

A list of users/user groups registered in the selected group appears.

The screenshot shows the 'Setting by User' interface. At the top, there is a 'Unit Price calculation' section with three radio buttons: 'Use the Settings by User' (selected), 'Use the Settings by Device', and 'Disable Unit Price calculation'. Below this is the 'Pricing Setup' section, which includes a 'User Group' dropdown menu set to 'All Users', 'Display Details' checkboxes for 'All subgroups', 'User Group', and 'User', and a 'Search Condition' field with the text 'User Group Name/User Name'. There are 'Import' and 'Export' buttons. The main area displays a table with columns 'User Group Name/User Name' and 'Pricing Setup'. The table lists users from 'UserGroup1' to 'User_009' with their respective pricing setups. At the bottom right, there are 'Apply' and 'Clear' buttons.

User Group Name/User Name	Pricing Setup
UserGroup1	Same as Standard Unit Price
User_001	UnitPriceTemplate1
User_002	Same as Upper Group Settings
User_003	Same as Upper Group Settings
User_004	Same as Upper Group Settings
User_005	Same as Upper Group Settings
User_006	Same as Upper Group Settings
User_007	Same as Upper Group Settings
User_008	Same as Upper Group Settings
User_009	Same as Upper Group Settings

4 Select the unit price template from the "Pricing Setup" list, and then click the [Apply] button.

3.12.3 Importing/exporting

The information for users/user groups and pricing setups can be exported to a file. Information can also be registered by temporarily saving the registered information or adding user information in the correct format, then importing it.

Exporting

The pricing setup data specified for the selected user group or user will be exported.

If an export operation is performed without a user group being selected, the pricing setup data for all users or user groups is exported.

Specify settings for the following parameters when exporting.

Function	Details
File Format	Select the format of the file to be saved. The following file formats can be selected. <ul style="list-style-type: none"> • Excel 97-2003 Workbook format (.xls) • Excel Workbook format (Office Excel 2007 or later)(.xlsx) • XML spreadsheet format (XML format that can be read by Excel) (.xml) • Text format (tab delimited) (.txt) • CSV format (comma delimited) (.csv) The character code for the text (tab-delimited) or CSV (comma-delimited) file format is UTF-8.
Set password and export.	Select this check box when you set a read password for the file you want to export.
Password	Type in the password. <ul style="list-style-type: none"> • For Excel 97-2003 Workbook format (.xls): 1-15 characters • For Excel Workbook format (Office Excel 2007 or later)(.xlsx): 1-255 characters
Password (Confirmation)	Type in the password again for confirmation purposes.

- 1 Specify the settings necessary for exporting, and then click the [Start Export] button.

- 2 In the File Download dialog box, click the [Save] button.
- 3 Specify the location where the file is to be saved, and then click the [Save] button.
- 4 In the Download complete dialog box, click the [Close] button.
The exported data is saved in the specified location.

**Note**

The exported data can be viewed and edited in a spreadsheet application. For details, refer to "Editing the exported file" on page 3-6.

**Note**

To open a file for which a password has been set with XLS or XLSX selected in "File Format", a read password must be entered to open the file.

Data configuration of a file

The data of the exported file is configured as described below. Use a spreadsheet application to edit the data, and then import it. Be sure to enter data for the items marked as "Required".

**Reminder**

An import file can also be created by clicking the [Export] button to export a file, then entering the data.



Note

The first eight rows contain basic information for the data. Do not change the data in these rows. Enter the data by starting with the ninth row.

		1		5		6							
		A	B	C	D	E	F	G	H	I	J		
CON 1-8	1	##TableName	Information										
	2	##DispName	Type	Date	Pricing Setup								
	3	##DataName	Type	Date	Note								
	4		(By User)	201/07/12 18:28	Same as Standard Unit Price (Same as Upper Group Settings) / Exclude 0 Separate Settings								
	5		(Date)										
	6	##TableName	DataTable										
	7	##DispName	User Group Name	User Name	Pricing Setup	Unit Price Template Name							
	8	##DataName	User Group	User	Unit Price	Pattern Name							
	9		UserGroup0	0									
	10		User_001	0	UnitPriceTemplate1								
	11		User_002	0									
	12		User_003	0									
	13		User_004	0									
	14		User_005	0									
	15		User_006	0									
	16		User_007	0									
	17		User_008	0									
	18		User_009	0									
	19		User_010	0									
	20		User_011	0									
	21		User_012	0									
	22		User_013	0									
	23		User_014	0									
	24		User_015	0									
	25		User_016	0									
	26		User_017	0									
	27		User_018	0									
	28		User_019	0									
	29		User_020	0									
	30												
			10	11	12	13							

No.	Re-quired	Function	Details
1		##TableName	Displays "##TableName" and "Information" to the right of the first column of the first row.
2		##DispName	Displays "##DispName", "Type", "Date", and "Pricing Setup" to the right of the first column of the second row.
3		##DataName	Displays "##DataName", "Type", "Date", and "Note" to the right of the first column of the third row.
4		(Type)	Displays the type of data (By User) in the second column of the fourth row.
5		(Date)	Displays the export date in the third column of the fourth row.
6		(Pricing Setup)	Displays the parameters for "0: Same as Standard Unit Price (Same as Upper Group Settings)/Excluding 0: Separate Settings" and the pricing setup in the fourth column of the fourth row.
7		##TableName	Displays "##TableName" and "DataTable" to the right of the first column of the sixth row.

No.	Re-quired	Function	Details
8		##DispName	Displays "##DispName", "User Group Name", "User Name", "Pricing Setup", and "Unit Price Template Name" to the right of the first column of the seventh row.
9		##DataName	Displays "##DataName", "UserGroup", "User", "Unit-Price", and "PatternName" to the right of the first column of the eighth row.
10	<input type="radio"/> *	User Group Name	Type in the user group name. Do not type in the user name in the same row.
11	<input type="radio"/> *	User Name	Type in the user name.
12	<input type="radio"/>	Pricing Setup	Type in the number for the type of pricing setup applied to the user group and user. 0: The standard unit price or the same setting as that of the upper group is used. Excluding 0: The unit price template specified separately is used.
13		Unit Price Template Name	If "Excluding 0" was specified for the pricing setup, type in the name of the unit price template that is used.

* Type in either the user group name or the user name.

Importing

Data for users and track and pricing setup previously saved in a file can be imported to register the information. Specify settings for the following parameters when importing.

Function	Details
Import File Path	Type in the path to the file to be imported. The file path can also be specified by clicking the [Browse] button.
Import the file which is secured by password.	Select this check box to import a file that has a password.
Password	Type in the defined password.



Reminder

The formats of files that can be imported are shown below.

- Excel 97-2003 Workbook format (.xls)
- Excel Workbook format (Office Excel 2007 or later) (.xlsx)
- XML spreadsheet format (XML format that can be read by Excel) (.xml)
- Text (tab-delimited) format (.txt)
- CSV (comma-delimited) format (.csv)

- Specify the settings necessary for importing, and then click the [Start Import] button.

The result of the import operation appears.



Note

For details on the result page, refer to "Checking the import result" on page 3-114.

If the user data already exists, it is automatically overwritten.

Checking the import result

The results of the import operation can be viewed.

Result	User Group Name	User Name	Pricing Setup	Unit Price Template Name
Update	UserGroup1			UnitPriceTemplate1
Update		User1		UnitPriceTemplate1
Update		User2		UnitPriceTemplate1
Update		User3		UnitPriceTemplate1
Update		User4		UnitPriceTemplate1
Update		User5		UnitPriceTemplate1
Update	UserGroup2		Same as Standard Unit Price	
Update		User6	Same as Upper Group Settings	
Update		User7	Same as Upper Group Settings	
Update		User8	Same as Upper Group Settings	

Function	Details
Result	<p>Displays whether the registration operation was successfully completed from importing.</p> <p>Update: Appears when the information of the pricing setup was normally updated.</p> <p>Error: Appears when the information was not registered since the entered information was inappropriate. Check the contents of the file to be imported again.</p>

Function	Details
User Group Name	Displays the user group name.
User Name	Displays the user name.
Pricing Setup	Displays the pricing setups.
Unit Price Template Name	Displays the name of the specified unit price template.

3.12.4 Setting by device

A unit price calculation method for accounting by device can be specified. If "Use the Settings by Device" is selected, a unit price calculation method can be specified by managed device.

- 1 Select a method for unit price calculations.
 - To perform unit price calculations using the unit price specified by device, select [Use the Settings by Device].
 - If unit price calculations are not to be performed for accounting by device, select [Disable Unit Price calculation].
- 2 If [Use the Settings by Device] is selected, select a device group to be displayed from the [Device Group] drop-down list.
 - Select a column to search from the drop-down list, type in the text to be searched for in the text box, and then click the [Display] button to narrow down data to be displayed.
 - To display all devices, select "All Devices".
 - To export the pricing setup data specified for devices or device groups, click the [Export] button. For details, refer to "Importing/exporting" on page 3-117.
 - To export the pricing setup data that is to be specified for devices or device groups from an external, click the [Import] button. For details, refer to "Importing/exporting" on page 3-117.
- 3 Click the [Display] button.

A list of devices/device groups registered in the selected group appears.

Setting by Device

[Show Simple Help.](#)

Unit Price calculation

Select the unit price calculation method in Accounting By Device.

Use the Settings by Device
 Disable Unit Price calculation

Pricing Setup

Device Group:

Search Condition:

Total: 1-10/102 [10] 20 30 50 100

Device Group Name / Registered Name	Model Name	Pricing Setup
DeviceGroup1		Same as Standard Unit Price
Device001/10.0.0.1	Device001	Same as Upper Group Settings
Device002/10.0.0.2	Device002	Same as Upper Group Settings
Device003/10.0.0.3	Device003	Same as Upper Group Settings
Device004/10.0.0.4	Device004	Same as Upper Group Settings
Device005/10.0.0.5	Device005	Same as Upper Group Settings
Device006/10.0.0.6	Device006	Same as Upper Group Settings
Device007/10.0.0.7	Device007	Same as Upper Group Settings
Device008/10.0.0.8	Device008	Same as Upper Group Settings
Device009/10.0.0.9	Device009	Same as Upper Group Settings

- 4 Select the unit price template from the "Pricing Setup" list, and then click the [Apply] button.

3.12.5 Importing/exporting

The information for devices/device groups and pricing setups can be exported to a file. Unit price information can also be registered by temporarily saving the registered information or adding unit price information in the correct format, then importing it.

Exporting

The unit price data specified for the selected device group or device will be exported.

If an export operation is performed without a device group selected, the pricing setup data for all devices/device groups is exported.

Specify settings for the following parameters when exporting.

Function	Details
File Format	Select the format of the file to be saved. The following file formats can be selected. <ul style="list-style-type: none"> • Excel 97-2003 Workbook format (.xls) • Excel Workbook format (Office Excel 2007 or later)(.xlsx) • XML spreadsheet format (XML format that can be read by Excel) (.xml) • Text format (tab delimited) (.txt) • CSV format (comma delimited) (.csv) The character code for the text (tab-delimited) or CSV (comma-delimited) file format is UTF-8.
Import the file which is secured by password.	Select this check box when you set a read password for the file you want to export.
Password	Type in the password. <ul style="list-style-type: none"> • For Excel 97-2003 Workbook format (.xls): 1-15 characters • For Excel Workbook format (Office Excel 2007 or later)(.xlsx): 1-255 characters
Password (Confirmation)	Type in the password again for confirmation purposes.

- 1 Specify the settings necessary for exporting, and then click the [Start Export] button.

- 2 In the File Download dialog box, click the [Save] button.

- 3 Specify the location where the file is to be saved, and then click the [Save] button.
- 4 In the Download complete dialog box, click the [Close] button.
The exported data is saved in the specified location.

**Note**

The exported data can be viewed and edited in a spreadsheet application. For details, refer to "Editing the exported file" on page 3-6.

To open a file for which a password has been set with XLS or XLSX selected in "File Format", a read password must be entered to open the file.

Data configuration of a file

The data of the exported file is configured as described below. Use a spreadsheet application to edit the data, and then import it. Be sure to enter data for the items marked as "Required".



Reminder

An import file can also be created by clicking the [Export] button to export a file, then entering the data.



Note

The first eight rows contain basic information for the data. Do not change the data in these rows. Enter the data by starting with the ninth row.

		1	2	5	6				
1	##TableName	Information							
2	##DispName	Type	Date	Pricing Setup					
3	##DataName	Type	Date	Note					
4		By Device	201.07.12.13.43	(Same as Standard Unit Price (Same as Upper Group Settings)) / Excluding OS (Separate Settings)					
5									
6	##TableName	##TableID	##TableName	Model Name	Phone Setup	Unit Price	Template Name		
7	##DataName	##DeviceGroup	##DeviceName	Model	Unit Price	##DataName			
8		DeviceGroup	Device001 / 1.0.0.1	Device001	0				
9			Device002 / 1.0.0.2	Device002	0				
10			Device003 / 1.0.0.3	Device003	0				
11			Device004 / 1.0.0.4	Device004	0				
12			Device005 / 1.0.0.5	Device005	0				
13			Device006 / 1.0.0.6	Device006	0				
14			Device007 / 1.0.0.7	Device007	0				
15			Device008 / 1.0.0.8	Device008	0				
16			Device009 / 1.0.0.9	Device009	0				
17			Device010 / 1.0.0.10	Device010	0				
18			Device011 / 1.0.0.11	Device011	0				
19			Device012 / 1.0.0.12	Device012	0				
20			Device013 / 1.0.0.13	Device013	0				
21			Device014 / 1.0.0.14	Device014	0				
22			Device015 / 1.0.0.15	Device015	0				
23			Device016 / 1.0.0.16	Device016	0				
24			Device017 / 1.0.0.17	Device017	0				
25			Device018 / 1.0.0.18	Device018	0				
26			Device019 / 1.0.0.19	Device019	0				
27			Device020 / 1.0.0.20	Device020	0				
28									
29									

No.	Re-quired	Function	Details
1		##TableName	Displays "##TableName" and "Information" to the right of the first column of the first row.
2		##DispName	Displays "##DispName", "Type", "Date", and "Pricing Setup" to the right of the first column of the second row.
3		##DataName	Displays "##DataName", "Type", "Date", and "Note" to the right of the first column of the third row.
4		(Type)	Displays the type of data (By Device) in the second column of the fourth row.

No.	Re-quired	Function	Details
5		(Date)	Displays the export date in the third column of the fourth row.
6		(Pricing Setup)	Displays the parameters for "0: Same as Standard Unit Price (Same as Upper Group Settings)/Excluding 0: Separate Settings" and the pricing setup in the fourth column of the fourth row.
7		##TableName	Displays "##TableName" and "DataTable" to the right of the first column of the sixth row.
8		##DispName	Displays "##DispName", "Device Group Name", "Registered Name", "Model Name", "Pricing Setup", and "Unit Price Template Name" to the right of the first column of the seventh row.
9		##DataName	Displays "##DataName", "DeviceGroup", "Registered", "Model", "UnitPrice", and "PatternName" to the right of the first column of the eighth row.
10	<input type="radio"/> *	Device Group Name	Type in the name of the device group. Do not type the model name or registered name in the same row.
11	<input type="radio"/> *	Registered Name	Type in the registered name of the device.
12		Model Name	Type in the model name of the device.
13	<input type="radio"/>	Pricing Setup	Type in the number for the type of unit price setting specified for the device group and device. 0: The standard unit price or the same setting as that of the master group is used. Excluding 0: The unit price template specified separately is used.
14		Unit Price Template Name	If "Excluding 0" was specified for the pricing setup, type in the name of the unit price template that is used.

* Type in either the "Device Group Name" or the "Registered Name".

Importing

Data for devices and unit pricing setup previously saved in a file can be imported to register the information. Specify settings for the following parameters when importing.

Function	Details
Import File Path	Type in the path to the file to be imported. The file path can also be specified by clicking the [Browse] button.
Import the file which is secured by password.	Select this check box to import a file that has a password.
Password	Type in the defined password.



Reminder

The formats of files that can be imported are shown below.

- Excel 97-2003 Workbook format (.xls)
- Excel Workbook format (Office Excel 2007 or later) (.xlsx)
- XML spreadsheet format (XML format that can be read by Excel) (.xml)
- Text (tab-delimited) format (.txt)
- CSV (comma-delimited) format (.csv)

- Specify the settings necessary for importing, and then click the [Start Import] button.

The result of the import operation appears.



Note

For details on the result page, refer to "Checking the import result" on page 3-122.

If the device data already exists, it is automatically overwritten.

Checking the import result

The results of the import operation can be viewed.

Import Result					
Result	Device Group Name	Registered Name	Model Name	Pricing Setup	Unit Price Template Name
Update	DeviceGroup1			Same as Standard Unit Price	
Update		Device001/10.0.0.1	Device001		UnitPriceTemplate1
Update		Device002/10.0.0.2	Device002		UnitPriceTemplate1
Update		Device003/10.0.0.3	Device003		UnitPriceTemplate1
Update		Device004/10.0.0.4	Device004		UnitPriceTemplate1
Update		Device005/10.0.0.5	Device005	Same as Upper Group Settings	
Update	DeviceGroup2			Same as Standard Unit Price	
Update		Device006/10.0.0.6	Device006	Same as Upper Group Settings	
Update		Device007/10.0.0.7	Device007	Same as Upper Group Settings	
Update		Device008/10.0.0.8	Device008	Same as Upper Group Settings	

Function	Details
Result	Displays whether the registration operation was successfully completed from importing. Update: Appears when the information of the pricing setup was normally updated. Error: Appears when the information was not registered since the entered information was inappropriate. Check the contents of the file to be imported again.
Device Group Name	Displays the name of the device group.
Registered Name	Displays the registered name of the device.
Model Name	Displays the model name of the device.
Pricing Setup	Displays the pricing setups.
Unit Price Template Name	Displays the name of the specified unit price template.

3.12.6 Setting by account track

A unit price calculation method for accounting by account track can be specified. If "Use the Settings by Account Track" is selected, a unit price calculation method can be specified by registered account track.

- 1 Select a method for unit price calculations.
 - To perform unit price calculations using the unit price specified by account track, select [Use the Settings by Account Track].
 - To perform unit price calculations using the unit price specified by device, select [Use the Settings by Device].
 - If unit price calculations are not to be performed for accounting by account track, select [Disable Unit Price calculation].

- 2 If "Use the Settings by Account Track" is selected, select an account group to be displayed from the [Account Group] drop-down list.
 - Type in the text to be searched for in the text box, and then click the [Display] button to narrow down data to be displayed.
 - To display all account tracks, select "All Accounts".
 - If master/subordinate relationships are specified in the group, select the "All subgroups" check box to display all account tracks, including those in subordinate groups.
 - To hide the account track or account group in the list, clear the appropriate check boxes.
 - To export the pricing setup data specified for account tracks or account groups, click the [Export] button. For details, refer to "Importing/exporting" on page 3-124.
 - To import the pricing setup data that is to be specified for account tracks or account groups from an external file, click the [Import] button. For details, refer to "Importing/exporting" on page 3-124.

3 Click the [Display] button.

A list of account tracks and account groups registered in the selected group appears.

Setting by Account Track

[Show Simple Help.](#)

Unit Price calculation

Select the unit price calculation method in Accounting By Account Track.

Use the Settings by Account Track
 Use the Settings by Device
 Disable Unit Price calculation

Pricing Setup

Account Group: All Accounts

Display Details: All subgroups Account Group Account Track

Search Condition: Account Group Name/Account Name

Total: 1-10/13 [10] 20 30 50 100

<< < 1 / 2 > >> Go

Account Group Name/Account Name	Description	Pricing Setup
AccountGroup01		UnitPriceTemplate
Project1		Same as Upper Group Settings
Project2		Same as Upper Group Settings
AccountGroup02		Same as Standard Unit Price
AccountGroup03		Same as Standard Unit Price
AccountGroup04		Same as Standard Unit Price
AccountGroup05		Same as Standard Unit Price
AccountGroup06		Same as Standard Unit Price
AccountGroup07		Same as Standard Unit Price
AccountGroup08		Same as Standard Unit Price

4 Select a unit price pattern from the "Pricing Setup" list, and then click the [Apply] button.

3.12.7 Importing/exporting

The information for account tracks or account groups and pricing setup can be exported to a file. Information can also be registered by temporarily saving the registered information or adding account track information in the correct format, then importing it.

Exporting

The unit price data specified for the selected account group or account track will be exported.

If an export operation is performed with no account group selected, the pricing setup data for all account tracks or account groups is exported.

Specify settings for the following parameters when exporting.

Function	Details
File Format	Select the format of the file to be saved. The following file formats can be selected. <ul style="list-style-type: none"> • Excel 97-2003 Workbook format (.xls) • Excel Workbook format (Office Excel 2007 or later)(.xlsx) • XML spreadsheet format (XML format that can be read by Excel) (.xml) • Text format (tab delimited) (.txt) • CSV format (comma delimited) (.csv) The character code for the text (tab-delimited) or CSV (comma-delimited) file format is UTF-8.
Import the file which is secured by password.	Select this check box when you set a read password for the file you want to export.
Password	Type in the password. <ul style="list-style-type: none"> • For Excel 97-2003 Workbook format (.xls): 1-15 characters • For Excel Workbook format (Office Excel 2007 or later)(.xlsx): 1-255 characters
Password (Confirmation)	Type in the password again for confirmation purposes.

- 1 Specify the settings necessary for exporting, and then click the [Start Export] button.

- 2 In the File Download dialog box, click the [Save] button.
- 3 Specify the location where the file is to be saved, and then click the [Save] button.
- 4 In the Download complete dialog box, click the [Close] button.
The exported data is saved in the specified location.



Note

The exported data can be viewed and edited in a spreadsheet application. For details, refer to "Editing the exported file" on page 3-6.



Note

To open a file for which a password has been set with XLS or XLSX selected in "File Format", a read password must be entered to open the file.

Data configuration of a file

The data of the exported file is configured as described below. Use a spreadsheet application to edit the data, and then import it. Be sure to enter data for the items marked as "Required".



Reminder

An import file can also be created by clicking the [Export] button to export a file, then entering the data.



Note

The first eight rows contain basic information for the data. Do not change the data in these rows. Enter the data by starting with the ninth row.

		1		5		6	
2	##TableName	Information					
3	##DispName	Type	Date		Pricing Setup		
4	##DispName	Type	Date		Note		
5		By Account Track	10/21/2010 0:20:00:22		CSame as Standard Unit Price / Excluding CSeparate Settings		
6							
7	##TableName	Data Table					
8	##TableName	Account Group Name	Account Name		Pricing Setup		Unit Price Template Name
9	##TableName	Project Group	Project		Unit Price		Unit Price Template
10		AccountGroup01			0		
11		Project			0		
12		AccountGroup02	Project02		0		
13		AccountGroup03			0		
14		AccountGroup04			0		
15		AccountGroup05			0		
16		AccountGroup06			0		
17		AccountGroup07			0		
18		AccountGroup08			0		
19		AccountGroup09			0		
20		AccountGroup0			0		
21		OT-SEP			0		

No.	Re-quired	Function	Details
1		##TableName	Displays "##TableName" and "Information" to the right of the first column of the first row.
2		##DispName	Displays "##DispName", "Type", "Date", and "Pricing Setup" to the right of the first column of the second row.

No.	Re-quired	Function	Details
3		##DataName	Displays "##DataName", "Type", "Date", and "Note" to the right of the first column of the third row.
4		(Type)	Displays the type of data (By Account Track) in the second column of the fourth row.
5		(Date)	Displays the export date in the third column of the fourth row.
6		(Pricing Setup)	The parameters for 0: Same as Standard Unit Price (Same as Upper Group Settings)/Excluding 0: Separate Settings and the pricing setup appear in the fourth column of the fourth row.
7		##TableName	Displays "##TableName" and "DataTable" to the right of the first column of the sixth row.
8		#DispName	Displays "##DispName", "Account Group Name", "Account Name", "Pricing Setup", and "Unit Price Template Name" to the right of the first column of the seventh row.
9		##DataName	Displays "##DataName", "ProjectGroup", "Project", "UnitPrice", and "PatternName" to the right of the first column of the eighth row.
10	<input type="radio"/> *	Account Group Name	Type in an account group name. Do not type in an account track name in the same row.
11	<input type="radio"/> *	Account Name	Type in the account name.
12	<input type="radio"/>	Pricing Setup	Type in the number for the type of unit price setting specified for the account group and account track. 0: The standard unit price or the same setting as that of the upper group is used. Excluding 0: The unit price template specified separately is used.
13		Unit Price Template Name	If "Excluding 0" was specified for the pricing setup, type in the name of the unit price template that is used.

* Type in either the "Account Group Name" or "Account Name".

Importing

Data for account tracks and pricing setup previously saved in a file can be imported to register the information. Specify settings for the following parameters when importing.

Function	Details
Import File Path	Type in the path to the file to be imported. The file path can also be specified by clicking the [Browse] button.
Import the file which is secured by password.	Select this check box to import a file that has a password.
Password	Type in the defined password.



Reminder

The formats of files that can be imported are shown below.

- Excel 97-2003 Workbook format (.xls)
- Excel Workbook format (Office Excel 2007 or later) (.xlsx)
- XML spreadsheet format (XML format that can be read by Excel) (.xml)
- Text (tab-delimited) format (.txt)
- CSV (comma-delimited) format (.csv)

- 1 Specify the settings necessary for importing, and then click the [Start Import] button.

The result of the import operation appears.



Note

For details on the result page, refer to "Checking the import result" on page 3-129.

If the account data already exists, it is automatically overwritten.

Checking the import result

The results of the import operation can be viewed.

Import Result				
Total: 1-10/13		[10] 20 30 50 100		
<< < 1 /2 > >> Go				
Result	Account Group Name	Account Name	Pricing Setup	Unit Price Template Name
Update	AccountGroup01			UnitPriceTemplate
Update		Project1	Same as Upper Group Settings	
Update		Project2	Same as Upper Group Settings	
Update	AccountGroup02		Same as Standard Unit Price	
Update	AccountGroup03		Same as Standard Unit Price	
Update	AccountGroup04		Same as Standard Unit Price	
Update	AccountGroup05		Same as Standard Unit Price	
Update	AccountGroup06		Same as Standard Unit Price	
Update	AccountGroup07		Same as Standard Unit Price	
Update	AccountGroup08		Same as Standard Unit Price	

Function	Details
Result	Displays whether the registration operation was successfully completed from importing. Update: Appears when the information of the pricing setup was normally updated. Error: Appears when the information was not registered since the entered information was inappropriate. Check the contents of the file to be imported again.
Account Group Name	Displays the account group name.
Account Name	Type in the account name.
Pricing Setup	Displays the pricing setups.
Unit Price Template Name	Displays the name of the specified unit price template.

3.13 Initial settings

Devices to be managed by Counter Reader and Account Manager can be specified.

3.13.1 Counter Reader: Select Target Devices

Select the devices whose counters are to be collected by Counter Reader.

If the "Manage" check box is cleared, the data is not displayed in the Counter Collection or Counter Information page. If a new device is searched for or added, it is included in the target devices of the counter reader and the "Manage" check box is selected. To not collect counters or display counter information, do not select the check box.

- 1 Click the [Next] button for "Counter Reader: Select Target Devices".

Select Target Devices

[Show Simple Help.](#)

Counter Reader: Select Target Devices
The device to which counter information is displayed with the Counter Reader is selected.

Account Manager: Select Target Devices
Select the devices whose accounting, analysis, and upper limit management are executed by Account Manager.

- 2 From the [Device Group] drop-down list, select the device group to be displayed.
 - To display all devices, select "All Devices".
 - If master and subordinate relationships are specified in the group, select the "All subgroup devices are included" check box to display all devices, including those in subordinate groups.
 - Select a column to search from the drop-down list, type in the text to be searched for in the text box, and then click the [Display] button to narrow down data to be displayed.

- 3 Click the [Display] button.
A list of devices registered in the selected group and for which counters can be collected appears.

Select Target Devices

Device Group: All Devices

Display Details: All subgroups

Search Condition: Registered Name

Total: 1-10/100 [10] 20 30 50 100

<< < 1 /10 >>

Manage	Registered Name	Model Name
<input checked="" type="checkbox"/>	Device001/10.0.0.1	Device001
<input checked="" type="checkbox"/>	Device002/10.0.0.2	Device002
<input checked="" type="checkbox"/>	Device003/10.0.0.3	Device003
<input checked="" type="checkbox"/>	Device004/10.0.0.4	Device004
<input checked="" type="checkbox"/>	Device005/10.0.0.5	Device005
<input checked="" type="checkbox"/>	Device006/10.0.0.6	Device006
<input checked="" type="checkbox"/>	Device007/10.0.0.7	Device007
<input checked="" type="checkbox"/>	Device008/10.0.0.8	Device008
<input checked="" type="checkbox"/>	Device009/10.0.0.9	Device009
<input checked="" type="checkbox"/>	Device010/10.0.0.10	Device010

- 4 Select the "Manage" check box for the devices to be managed, and then click the [Apply] button.
 - Select a column to search from the drop-down list, type in the text to be searched for in the text box, and then click the [Display] button to narrow down data to be displayed.
 - To select all devices, click the [Select All] button.

- To not manage the device, clear the "Manage" check box.

Select Target Devices

[Show Simple Help.](#)

Device Group: All Devices

Display Details: All subgroups

Search Condition: Registered Name

Total: 1-10/100 [10] [20](#) [30](#) [50](#) [100](#)

<< < 1 /10 > >>

Manage	Registered Name	Model Name
<input type="checkbox"/>	Device001/10.0.0.1	Device001
<input type="checkbox"/>	Device002/10.0.0.2	Device002
<input type="checkbox"/>	Device003/10.0.0.3	Device003
<input checked="" type="checkbox"/>	Device004/10.0.0.4	Device004
<input checked="" type="checkbox"/>	Device005/10.0.0.5	Device005
<input checked="" type="checkbox"/>	Device006/10.0.0.6	Device006
<input checked="" type="checkbox"/>	Device007/10.0.0.7	Device007
<input checked="" type="checkbox"/>	Device008/10.0.0.8	Device008
<input checked="" type="checkbox"/>	Device009/10.0.0.9	Device009
<input checked="" type="checkbox"/>	Device010/10.0.0.10	Device010

3.13.2 Account Manager: Select Target Devices

Select the devices whose counters are to be collected, totaled and analyzed by Account Manager.

Settings can be specified and viewed for the following parameters.

Function	Details
Total Licence Count	Displays the number of registered device licenses.
Unused Licence Count	Displays the number of unused device licenses.
Select Target Device	Specify the device to be managed by Account Manager.

Select Target Device



Note

If the "Manage" check box is cleared, the counters for the device will not be totaled or analyzed by Account Manager.

When "Manage" is selected in the Counter Reader: Select Target Devices page even if the "Manage" check box is cleared, counters are collected and the Counter Collection Result page is displayed.

When the "Manage" check box is cleared in the Account Manager: Select Target Devices page, the following functions are not available.

- Display in the Accounting page
- Display in the Analysis page
- Prohibit Printing for Upper Limit Settings
- Pricing Setup in the Setting by Device page for Pricing Setup
- Report Processing in the Report Processor Settings page

To specify the device as an Account Manager management target, a device license is required. Even if a new device is searched for or added, it will not be automatically included in the management target. If a new device was added, select the "Manage" check box on this page to include the device in the target devices.

In the Select Target Devices page of Account Manager, only the devices that require device licenses are displayed. For a device to collect information from client software, specify settings on the Print Log Tool Settings page to include it in the target devices.

- 1 Click the [Next] button in Account Manager: Select Target Devices page.

Select Target Devices

[Show Simple Help.](#)

Counter Reader: Select Target Devices
The device to which counter information is displayed with the Counter Reader is selected.

Next

Account Manager: Select Target Devices
Select the devices whose accounting, analysis, and upper limit management are executed by Account Manager.

Next

- 2 From the [Device Group] drop-down list, select the device group to be displayed.
 - Select a column to search from the drop-down list, type in the text to be searched for in the text box, and then click the [Display] button to narrow down data to be displayed.
 - To display all devices, select "All Devices".
 - If master and subordinate relationships are specified in the group, select the "All subgroup devices are included" check box to display all devices, including those in subordinate groups.

- 3 Click the [Display] button.
A list of devices registered in the selected group appears.

Select Target Devices

[Show Simple Help.](#)

Account Manager: Licence Count

Total Licence Count: 100

Unused Licence Count: 90

Select Target Device

Device Group: All Devices

Display Details: All subgroups

Search Condition: Registered Name

Total: 1-10/100 [10] 20 30 50 100

<< < 1 /10 > >>

Manage	Registered Name	Model Name
<input type="checkbox"/>	Device001/10.0.0.1	Device001
<input type="checkbox"/>	Device002/10.0.0.2	Device002
<input type="checkbox"/>	Device003/10.0.0.3	Device003
<input type="checkbox"/>	Device004/10.0.0.4	Device004
<input type="checkbox"/>	Device005/10.0.0.5	Device005
<input checked="" type="checkbox"/>	Device006/10.0.0.6	Device006
<input checked="" type="checkbox"/>	Device007/10.0.0.7	Device007
<input checked="" type="checkbox"/>	Device008/10.0.0.8	Device008
<input checked="" type="checkbox"/>	Device009/10.0.0.9	Device009
<input checked="" type="checkbox"/>	Device010/10.0.0.10	Device010

- 4 Select the "Manage" check box for the devices to be managed, and then click the [Apply] button.

- To select all devices, click the [Select All] button.

Select Target Devices

[Show Simple Help.](#)

Account Manager: Licence Count

Total Licence Count

Unused Licence Count

Select Target Device

Device Group

Display Details All subgroups

Search Condition:

Total: 1-10/100 [10] [20](#) [30](#) [50](#) [100](#)

<< < 1 /10 > >>

Manage	Registered Name	Model Name
<input checked="" type="checkbox"/>	Device001/10.0.0.1	Device001
<input checked="" type="checkbox"/>	Device002/10.0.0.2	Device002
<input checked="" type="checkbox"/>	Device003/10.0.0.3	Device003
<input checked="" type="checkbox"/>	Device004/10.0.0.4	Device004
<input checked="" type="checkbox"/>	Device005/10.0.0.5	Device005
<input checked="" type="checkbox"/>	Device006/10.0.0.6	Device006
<input checked="" type="checkbox"/>	Device007/10.0.0.7	Device007
<input checked="" type="checkbox"/>	Device008/10.0.0.8	Device008
<input checked="" type="checkbox"/>	Device009/10.0.0.9	Device009
<input checked="" type="checkbox"/>	Device010/10.0.0.10	Device010



Reminder

Devices exceeding the number of device licenses cannot be included in the management target.

3.13.3 Specifying the counter collection

Counters are collected from the devices at the specified time.

Specify the basic settings for counter collection. Specify the settings, and then click the [Apply] button.

<Counter Collection Interval>

Function	Details
Counter Collection Interval	Select "Every Month", "Every Week", "Every Day" or "Do Not Collect" as the interval for collecting the totaled counters. After selecting the interval, select the details for the collection period.
Start Now	Click the button to immediately collect the totaled counters.
Interval of Retry	Specify the time interval to retry collecting totaled counters if the counters were not collected due to an error or other problems.
Send Notification E-mail when the counter collection fails.	Select this check box to send notification e-mail when counter collection fails.
E-mail Address	Specify the e-mail address to send notification e-mail when counter collection fails.
Language	Select the language of e-mail messages that are sent.
Save Counter Data for:	Specify the time period that totaled counter data is saved. The counters are cleared after the specified length of time.

Function	Details
Counter Clear	Click these buttons to clear the counters. The data is cleared when the [All Clear], [Clear (A month)] or [Clear (3 months)] button is clicked. The counter for the last day is not cleared.



...

Reminder

If "31st" is specified for "Every Month", the process is performed at the end of the month in months that do not have 31 days. (Example: April 30)



...

Reminder

To collect counters from the device, the information specified in the Device List - Device Information Settings page must be same as the settings for the device.

There may be a few minutes difference between the counter value collected from the device and the latest counter value.

For details on the device information settings, refer to the Device Manager User's Guide.



...

Note

In order to collect counters for users and account tracks registered in Account Manager, the users and account tracks to be used with counter collection must first be registered.

If the settings in the Device Information Settings page are not specified correctly, the counters may only be collected by device.

When the firmware version of the device is not latest, some counters may not be collected. For details, contact your service representative.

When user authentication is disabled for the device, counters will be collected as a public user.

When multiple user names and account names are registered for the device, counters are collected for one of them. To register a user and account track, do not use any existing name.

Use a global address for IPv6 address. Counter information may not be obtained if an address other than the global address is used.



...

Reminder

If a counter template is assigned by Device Manager, data is collected based on the information specified for the counter template. For details on the counter template, refer to the Device Manager User's Guide.

3.13.4 Specifying the paper size and color

For "Paper Size Settings", select whether each paper size used is considered to be a large size or a normal size. The settings for "Paper Size Settings" affect the following values.

- Additions to the counter when the counters are collected using the client software

For "Single Color / 2 Color Display Setting", select whether to display single color/2 color in the Accounting/Analysis Result. The settings for "Single color / 2 color display settings" affect the following views.

- "By Color", "By User, Function, Color and Paper Size", "By Device, Function, Color and Paper Size", "By Account Track, Function, Color and Paper Size", "By Function, Color and Paper Size", and "By Color and Paper Size" for Accounting
- "All Activities" for Analysis
- Unit Price Template Settings

For "Single color / 2 color output control settings", select whether the number of single color/2 color output pages is counted by color or by black. The settings for "Single color / 2 color output control settings" affect the following values.

- "Current Counter" for Upper Limit Settings
- "Unit Price Calculation" for Accounting
- "By Color", "By User, Function, Color and Paper Size", "By Device, Function, Color and Paper Size", "By Account Track, Function, Color and Paper Size", "By Function, Color and Paper Size" for Accounting
- "Activities (Summary)", "All Activities", "Percentage of Color Printing Frequency" and "Top 10 (Color Print Ratio)" for Analysis
- Unit price calculation using a unit price template for which the unit price is not assigned to single color/2 color.

**Note**

Information in the "Single Color / 2 Color Display Setting" is not applied to the counter information.

**Note**

The setting in "Single color / 2 color output control settings" is applied only when the device is provided with the "Single color / 2 color Output Management" function. Specify settings for Account Manager according to the settings for the device.

If the management target devices include ones with and without the "Single color / 2 color Output Management" function, select "Color".

- 1 Select the size to be set from the list of paper sizes.

- 2 If desired, specify the number of counts for sizes set to "Large Size".
- 3 To hide "Single color / 2 color" in the Accounting or Analysis Results, clear the appropriate check box.
- 4 For single color/2 color, select a counter to be added.
- 5 Click the [Apply] button.

3.13.5 Specifying settings for Print Log Tool

Using the client software, counters can be collected from devices whose counters cannot normally be collected, such as from devices of other manufacturers. In Account Manager, print information is saved using the print port name being sent from the client software.

- 1 From the [Device Group] drop-down list, select the device group to be displayed.
 - To display all devices, select "All Devices".
 - If master and subordinate relationships are specified in the group, select the "All subgroup devices are included" check box to display all devices, including those in subordinate groups.

- Specifying setting for "Search Condition" can narrow down data to be displayed. Select a column to be searched from the drop-down list, and then type in a character string to be searched for in the text box.

2 Click the [Display] button.

A list of devices registered in the selected group and for which print port names can be registered appears.

Select	Manage	Registered Name	Model Name	Print Port Name	Computer Name
<input type="checkbox"/>		Generic1/10.128.35.10	Generic1	10.128.35.10 IP_10.128.35.10	
<input type="checkbox"/>		Generic2/10.128.35.11	Generic2	10.128.35.11 IP_10.128.35.11	
<input type="checkbox"/>		Generic3/10.128.35.12	Generic3	10.128.35.12 IP_10.128.35.12	
<input type="checkbox"/>		Generic4/10.128.35.13	Generic4	10.128.35.13 IP_10.128.35.13	
<input type="checkbox"/>		Generic5/10.128.35.14	Generic5	10.128.35.14 IP_10.128.35.14	
<input type="checkbox"/>		VirtualDevice1	VirtualDevice1		
<input type="checkbox"/>		VirtualDevice2	VirtualDevice2		
<input type="checkbox"/>		VirtualDevice3	VirtualDevice3		
<input type="checkbox"/>		VirtualDevice4	VirtualDevice4		
<input type="checkbox"/>		VirtualDevice5	VirtualDevice5		

3 Select the device to be managed or not to be managed.

4 To manage the device, click the [Manage] button. To not manage the device, click the [Do Not Manage] button.

The display in "Manage" changes.

5 To specify the print port name, select the device, and then click the [Setting of Print Port Name] button.



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Note

If the print port name is not correctly specified, print information cannot be obtained.



Note

The devices with "Do Not Manage" specified are not displayed in the device list. In addition, print information is not collected.

Specifying the print port name

Specify the print port name for the selected device.

The screenshot shows a web interface titled "Update". It contains two main sections:

- Device Information:**
 - Registered Name: Generic1/10.128.35.10
 - Model Name: Generic1
- Registration of Print Port Name:**
 - A "Delete" button is present.
 - Total: 1-22 [10] 20 30 50 100
 - A table with columns "Select" and "Print Port Name":

Select	Print Port Name
<input type="checkbox"/>	10.128.35.10
<input type="checkbox"/>	IP_10.128.35.10
 - Print Port Name: (Required) Max: 255 chars
 - An "Add" button is located below the input field.

Function	Details
Registered Name	Displays the registered name for the device.
Model Name	Displays the model name for the device.
Registration of Print Port Name	Displays a list of print port names.
[Delete] button	The selected print port name can be deleted. Select an item from the list of print port names, and then click the [Delete] button.
Print Port Name	New print port names can be added. Type in the print port name to be added, and then click the [Add] button.

<For devices not connected to the network>

For a device that is not connected to the network (a local printer connected to a computer with Print Log Tool installed), specify the print port name and a computer name.

Function	Details
Registered Name	Displays the registered name for the device.
Model Name	Displays the model name for the device.
Print Port Name	Displays a list of print port names and computer names.
[Delete] button	The selected print port name or computer name can be deleted. Select an item from the list of print port names or computer names, and then click the [Delete] button.
Print Port Name	New print port names can be added.
Computer Name	New computer names can be added.

3.14 Option

3.14.1 Report Processor Settings

Specify settings to periodically perform accounting and analysis processes. The results of the specified accounting/analysis operations are saved in a file or sent to the specified e-mail address as an attached file.



Note

The process may not be performed at the specified time in the following cases.

- *When it will take a long time to process the registered accounting report template/analysis report template*
- *When multiple accounting/analysis processes are specified at the same time*

Function	Details
Report Processor Settings	Displays the list of processes to be performed periodically. Periodic processes can be added, edited, or deleted.

Size of saved files

Depending on the registered accounting report template/analysis report template, the size of the created file may become extremely large. Examples of conditions and file sizes are shown below. Be careful that the file size is not too large when settings for e-mail notification have been specified.

Condition	File size
Accounting by user Sub Item: By Device Number of users: 1000 Number of devices: 50 Detail Item: By Function Display Item: Counter/Cost	TXT: Approx. 2 MB CSV: Approx. 2 MB XLS: Approx. 19 MB XLSX: Approx. 14 MB XML: Approx. 263 MB XML (Compatible to external Reporting Tools): Approx. 63 MB



Reminder

Increasing the number of characters in the user name and device name also increases the size of the file.

Adding and editing the settings for periodic processing

New periodic processes can be added. Settings can be specified for the following parameters. Specify the settings, and then click the [Apply] button.

Add/Edit Report

[Show Simple Help.](#)

Report Name (Required) Max: 255 chars

Regular Processing

File Saving
Place to save 1-241 chars

E-mail Send
E-mail Address 1-129 chars

File Type

File Name (Required) Max: 63 chars

Registration Template

Language

File format

Password Protection

Password

Password (Confirmation)

Processing Interval

Every 6 Months

Every 3 Months

Every Month

Every Week

Every Day

Accounting Report

Total: 1-44 [5] 10 15 25 50

Name	Main Item	Sub Item	Term	Detail Item
AccReport1	By User	By Term	Every Day [Latest]10 Days	None
AccReport2	By User	By Function	[Latest]5 Weeks	None
AccReport3	By Device	By Function	[Latest]1 Month	By Color and Paper Size
AccReport4	By Account Track	By Term	Every Month [Latest]3 Months	None

Analysis Report

Total: 1-44 [5] 10 15 25 50

Name	Main Item	Sub Item	Term	Analysis Item
AnalysisReport1	By User	By Term	Every Week [Latest]5 Weeks	Percentage of Paper Savings
AnalysisReport2	By Device	By Term	[Latest]7 Weeks	Top 10 (Printing)
AnalysisReport3	By Account Track	By Term	Every Month [Latest]3 Months	Activities (Summary)
AnalysisReport4	By User	By Term	Every Month [Latest]3 Months	Activities (Summary)

Function	Details
Report Name	Type in the name of a periodic process.
Regular Processing	Select "File Saving" or "E-mail Send". If "E-mail Send" is selected, the saved file will be sent as an e-mail attachment to the e-mail address of the person to be notified. Specify the e-mail address of the person to be notified. If the "Use E-mail Function" check box is cleared for "E-mail Server Settings" on the Server Settings page, "E-mail Send" is not available.
File Name	Type in the name of the file to be saved.
Registration Template	Select the accounting or analysis report template.

Function	Details
Language	Select the language that accounting results appear in.
File Format	Select the format of the file to be saved. The following file formats can be selected. <ul style="list-style-type: none"> • Excel 97-2003 Workbook format (.xls) • Excel Workbook format (Office Excel 2007 or later)(.xlsx) • XML spreadsheet format (XML format that can be read by Excel) (.xml) • Text format (tab delimited) (.txt) • CSV format (comma delimited) (.csv) • XML (Compatible to external Reporting Tools) (.xml) The character code for the text (tab-delimited) or CSV (comma-delimited) file format is UTF-8.
Password Protection	Select this check box when you set a read password for the file you want to output.
Password	Type in the password. <ul style="list-style-type: none"> • For Excel 97-2003 Workbook format (.xls): 1-15 characters • For Excel Workbook format (Office Excel 2007 or later)(.xlsx): 1-255 characters
Password (Confirmation)	Type in the password again for confirmation purposes.
Processing Interval	Select Every 6 Months, Every 3 Months, Every Month, Every Week or Every Day as the period for performing the periodic process. After selecting the interval, select the details for the period for performing the periodic process.
Accounting Report	Displays a list of registered accounting report templates.
Analysis Report	Displays a list of registered analysis report templates.



Note

To save the file in the save destination specified for "File Saving", access privileges are required.

Deleting a periodic process

Unnecessary periodic processes can be deleted.

- 1 Select the periodic process to be deleted, and then click the [Delete] button.
- 2 Check the message that appears, and then click the [OK] button to delete.
The periodic process is deleted.

3.14.2 Specifying the administrator settings

Users who can use Account Manager with Administrator privileges can be specified.

Adding an administrator

- 1 Click the [Add] button.
- 2 From the [User Group] drop-down list, select the user group to be displayed.
 - Select a column to search from the drop-down list, type in the text to be searched for in the text box, and then click the [Display] button to narrow down data to be displayed.
 - To display all users, select "All Users".
 - If master and subordinate relationships are specified in the group, select the "All subgroups" check box to display all users, including those in subordinate groups.
- 3 Click the [Display] button.

A list of users registered in the selected group appears.
- 4 From the user list, select the check box for the user to be added.
 - To cancel the selected settings, click the [Clear] button.

Select Additional Users

User Group: All Users

Display Details: All subgroups

Search Condition: User Name [] [Display]

[Select All]

Total: 1-10/1001 [10] 20 30 50 100

<< < 1 / 101 > >> [Go]

Select	User Name	User Group Name	Description
<input type="checkbox"/>	User_001	UserGroup1	1
<input type="checkbox"/>	User_002	UserGroup1	2
<input type="checkbox"/>	User_003	UserGroup1	3
<input type="checkbox"/>	User_004	UserGroup1	4
<input type="checkbox"/>	User_005	UserGroup1	5
<input type="checkbox"/>	User_006	UserGroup1	6
<input type="checkbox"/>	User_007	UserGroup1	7
<input type="checkbox"/>	User_008	UserGroup1	8
<input type="checkbox"/>	User_009	UserGroup1	9
<input type="checkbox"/>	User_010	UserGroup1	10

[Apply] [Clear]

- 5 Click the [Apply] button.

The selected user is added as an administrator.



Reminder

Multiple users can be selected at the same time.

Deleting an administrator

- 1 In the Administrator Settings page, select the check box for the user to be deleted.

The screenshot shows the 'Administrator Settings' interface. At the top, there is a search bar with 'User Name' selected and a 'Display' button. Below the search bar are 'Add', 'Delete', and 'Select All' buttons. A table lists users with columns for 'Select', 'User Name', 'User Group Name', and 'Description'. The table contains 10 rows of users, all belonging to 'UserGroup1'. The 'Total' is 1-10/1001. Navigation controls include '<< < 1 /01 > >> Go' and a page indicator '[10] 20 30 40 100'. A 'Show Simple Help.' link is visible in the top right.

Select	User Name	User Group Name	Description
<input type="checkbox"/>	User_001	UserGroup1	
<input type="checkbox"/>	User_002	UserGroup1	
<input type="checkbox"/>	User_003	UserGroup1	
<input type="checkbox"/>	User_004	UserGroup1	
<input type="checkbox"/>	User_005	UserGroup1	
<input type="checkbox"/>	User_006	UserGroup1	
<input type="checkbox"/>	User_007	UserGroup1	
<input type="checkbox"/>	User_008	UserGroup1	
<input type="checkbox"/>	User_009	UserGroup1	
<input type="checkbox"/>	User_010	UserGroup1	

- 2 Click the [Delete] button.

- 3 Check the message that appears, and then click the [OK] button to delete.

The selected user is deleted from the administrator list.



Reminder

Multiple users can be selected at the same time.

3.14.3 Counter collection results

The results of the counter information collected from the devices can be displayed.

As a result of counter collection, the following information is displayed.

Function	Details
Availability	<p>Displays the counter collection result or the status of current counter collection.</p> <p>The status is indicated as follows.</p> <p>Success: The counter collection was successfully completed.</p> <p>Uncollected: No counter collection was performed.</p> <p>Waiting: Device is waiting for counter collection.</p> <p>Time Out: Failed to communicate with a device. Check the power supply of the device or the settings in the Device List - Device Information Settings page.</p> <p>Error (SNMP): An error occurred when collecting information on counters. Check the SNMP settings for the device or the settings in the Device List - Device Information Settings page.</p> <p>Error (HTTP): An error occurred when collecting information on counters. Check the HTTP settings for the device, Web-DAV settings for the device, or the settings in the Device List - Device Information Settings page.</p> <p>Error (FTP): An error occurred when collecting information on counters. Check the FTP settings for the device or the settings in the Device List - Device Information Settings page.</p> <p>Error (Other): An error occurred when collecting information on counters. Execute counter collection again.</p>
Last Success Date	<p>Displays the latest date and time when counter collection was performed successfully.</p> <p>For the device for which no counter collection has been performed or no counter collection has been succeeded, nothing will be displayed.</p>
Registered Name	Displays the registered name for the device.
Model Name	Displays the model name for the device.



Reminder

For details on the device information settings, refer to the Device Manager User's Guide.

- 1 From the drop-down list, select the device group to be displayed.
 - Select a column to search from the drop-down list, type in the text to be searched for in the text box, and then click the [Display] button to narrow down data to be displayed.
 - To display all devices, select "All Devices".

- If master and subordinate relationships are specified in the group, select the "All subgroup devices are included" check box to display all devices, including those in subordinate groups.
- To display the devices for which the collection of the counter information failed, select the "Only the devices whose collection has failed are displayed." check box.

2 Click the [Display] button.

A list of devices registered in the selected group and for which counters can be collected appears.

The screenshot shows the 'Counter Collection Result' window. At the top, there are refresh and help icons, and a link to 'Show Simple Help.'. Below this is a form with the following fields:

- Device Group:** A dropdown menu set to 'All Devices'.
- Only the devices whose collection has failed are displayed.**
- Display Details:** **All subgroups**
- Search Condition:** A dropdown menu set to 'Registered Name' and an empty text input field.
- Display:** A button.

Below the form is a 'Counter Collection Retry' section with a 'Start' button. Underneath is a table with the following data:

Availability	Last Success Date	Registered Name	Model Name
Success	12/17/2009 10:47:42	Device001/10.0.0.1	Device001
Success	12/17/2009 10:47:46	Device002/10.0.0.2	Device002
Success	12/17/2009 10:47:50	Device003/10.0.0.3	Device003
Success	12/17/2009 10:47:54	Device004/10.0.0.4	Device004
Success	12/17/2009 10:47:58	Device005/10.0.0.5	Device005
Success	12/17/2009 10:48:02	Device006/10.0.0.6	Device006
Success	12/17/2009 10:48:06	Device007/10.0.0.7	Device007
Success	12/17/2009 10:48:09	Device008/10.0.0.8	Device008
Success	12/17/2009 10:48:13	Device009/10.0.0.9	Device009
Success	12/17/2009 10:48:17	Device010/10.0.0.10	Device010

At the bottom of the table, there is a pagination control showing 'Total: 1-10/100' and a 'Go' button.

3 Check the results of counter collection.

- Click the [Start] button, and then the device for which "Timeout" or "Error" is displayed for "Availability" starts to collect counter information again.
- Counter is not collected from devices for which "Availability" indicates "Success" or "Uncollected".

3.14.4 Client software

Using the client software, counters can be collected from devices whose counters cannot normally be collected, such as from devices of other manufacturers. After being installed on a computer on the network, the client software can collect information, such as the number of printed pages, and automatically send it to Account Manager. The client software can be downloaded from the Client Software page.



Reminder

In order to obtain print information, the print port name and computer name used by each computer must be specified in Account Manager. For details, refer to "Specifying settings for Print Log Tool" on page 3-140.



Note

*Even if the device fails to print data due to an error or other problems, the client software may count the number since printing information is collected from computers and sent to Account Manager.
The counter information sent to Account Manager from the client software can be counted by paper size based on the settings specified in the Paper Size Settings page.*



Note

*Two-color printing selected when printing with a color printer driver is counted as full-color printing.
Grayscale printing selected when printing with a color printer driver may be counted as full-color printing.*



Note

*When printing multiple copies, the number of copies may not be counted correctly, depending on the application being used.
Example 1) With Microsoft Word 2003: Multiple printed copies are counted as one copy.
Example 2) With Microsoft Excel: When multiple copies are printed, the same number of logs as the number of copies are retrieved.*



Note

Double-sided printing may not be counted correctly depending on the printer driver being used. Double-sided prints may appear as single-sided prints.

Function	Details
Name	Displays the name of the client software.
Download	Click this to download the most recent version of the client software. Specify where it is to be saved to save it in an appropriate location.
Server Address	Displays the IP address or DNS host name of the server where the application is installed.
Port Number	Displays the number of the port used by the application.
Alias Name	Displays the alias name used to access the application.
SSL/TLS Settings	Displays whether or not SSL is applied to the server where the application is installed.



Detail

For details on using the downloaded client software, refer to "Print Log Tool" on page 3-154.

3.14.5 Version

The version information is displayed.

3.15 Print Log Tool

Using the Print Log Tool software that can be downloaded from the Client Software page, print job information can be sent to Account Manager. The procedures for installing and using Print Log Tool are described below.

3.15.1 Installation

Install the Print Log Tool software directly on the user's computer that will use the Print Log Tool software.

Before starting the installation, make sure Windows is logged on to with Administrator privileges.



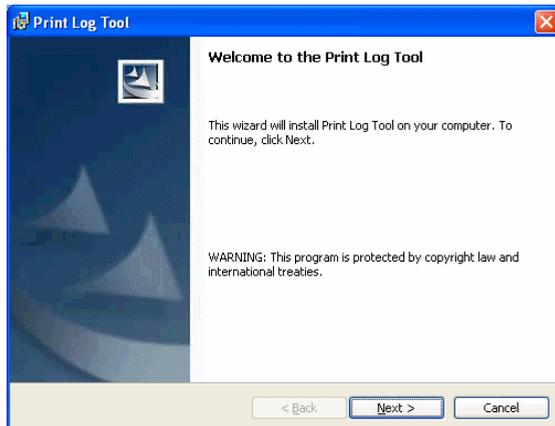
Reminder

The installation can be performed if the user name and server information are not entered in steps 7 and 8. If it is performed without entering the user name and server information, enter them after starting Print Log Tool.

- 1 Double-click the Setup icon for the downloaded Print Log Tool.
- 2 Select a setup language, and then click the [OK] button.



- 3 On the setup window that appears, click the [Next] button.



- 4 Select "I accept the terms in the license agreement.", and then click the [Next] button.



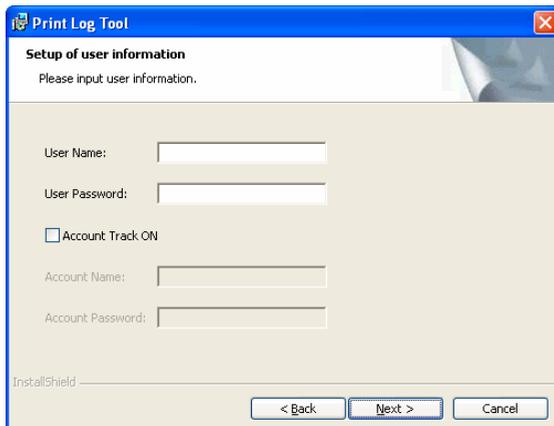
- 5 Check the installation destination folder, and then click the [Next] button.

- To change the installation destination folder, click the [Change] button.

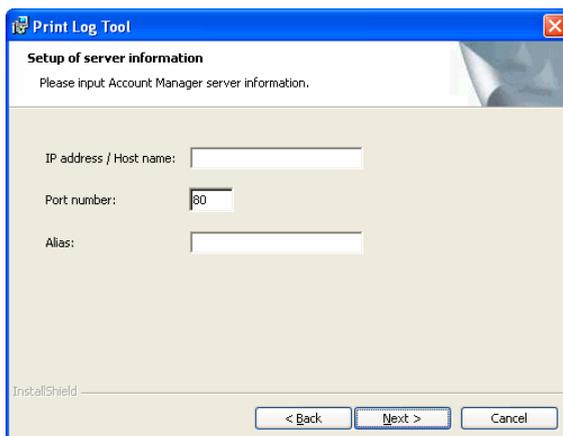


6 Specify the necessary settings, and then click the [Next] button.

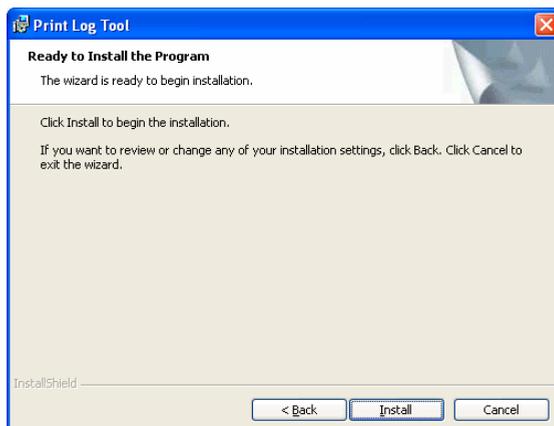
- User Name: User name to be used in the Login page for Account Manager.
- User Password: Password to be used in the Login page for Account Manager.
- To manage account tracks, select the "Account Track ON" check box, and then type in the account name and account password.



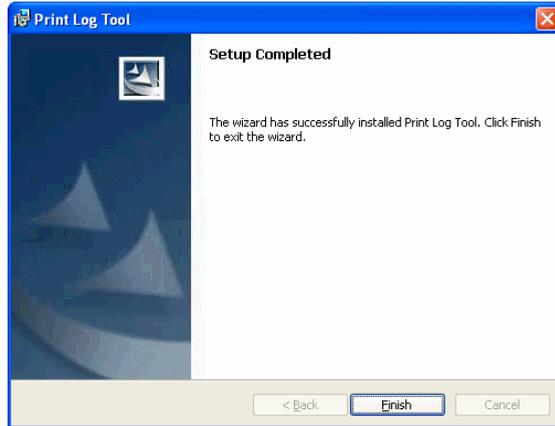
- 7 Specify the necessary settings, and then click the [Next] button. Type in the information same as the server information entered in the Client Software page.
- "IP address / Host name": The IP address or host name of Account Manager
 - Port Number: Port number used for Account Manager
 - Alias Name: Alias for the Enterprise Suite site specified for IIS using Enterprise Suite



- 8 Check the settings on the window, and then click the [Install] button. Installation starts.



- 9 Click the [Finish] button.



3.15.2 Uninstallation

Uninstall the Print Log Tool software directly from the user's computer.

Before starting the uninstallation, make sure Windows is logged on to with Administrator privileges.

- 1 From Control Panel, open "Add or Remove Programs" ("Add/Remove Programs" for Windows 2000).
- 2 Select [KONICA MINOLTA Print Log Tool], and then delete it.

3.15.3 Using Print Log Tool

Starting Print Log Tool opens the window for specifying settings for connecting to the server. The page shows the settings typed in for installation. If new entries or some changes are required, follow the procedures below.

Function	Details
User Name	Type in the user name for connecting to Account Manager.
User Password	Type in the user password for connecting to Account Manager.
Manage Account Tracks	To manage account tracks, select this setting.
Account Name	Type in the account name for connecting to Account Manager.
Account Password	Type in the password for the account for connecting to Account Manager.
Account Manager Server IP Address/Host Name	Type in the IP address or host name for Account Manager.
Port Number	Type in the port number used for Account Manager.
Alias	Type in the alias for the Enterprise Suite site specified for IIS using Enterprise Suite.
Sending Interval	"Immediate Sending": Select this setting to send information immediately. "Periodic Sending": Select this setting to send information at regular intervals, and then specify a time interval for sending information.

- 1 From the [Start] menu, select [All Programs] - [KONICA MINOLTA] - [Print Log Tool].

The System Settings window opens.

2 Specify the necessary settings.

- If the information is not to be sent automatically, click the [Manual Sending] button.



The screenshot shows a dialog box titled "System Settings" with a blue title bar and a close button (X) in the top right corner. The dialog contains several input fields and checkboxes:

- User Name: user01
- User Password: [masked]
- Account Track ON
- Account Name: IT
- Account Password: [masked]
- Account Manager Server IP Address/Host Name: PSES
- Port number: 80
- Alias: PSES
- Sending interval:
 - Immediate Sending
 - Periodic Sending (with a spinner box set to 1 and the unit "Hourly")

At the bottom of the dialog, there are three buttons: "Manual Sending", "Apply", and "Close". A "Version..." button is also present in the bottom right area.

3 Click the [Apply] button.

Depending on the specified contents, perform user authentication and account authentication to Account Manager.

3.16 Print Log Tool for Print Server

Using Print Log Tool for Print Server installed in the print server also allows you to collect counter information of local devices and network devices that are not managed by Account Manager.

Print Log Tool for Print Server obtains device information from the Account Manager server, and collects counter information from print information for each user. It also calculates a difference based on the MIB counter value of a device to be obtained using SNMP before or after printing, and collects counter information. The collected counter information is sent from the print server to Account Manager. The procedures for using Print Log Tool for Print Server are described below.



...

Reminder

For details on how to install and uninstall Print Log Tool for Print Server, refer to Enterprise Suite Installation Guide.



...

Note

Local devices or network devices that are not managed by Account Manager must be managed in "Print Log Tool Settings". For details, refer to "Specifying settings for Print Log Tool" on page 3-140.



...

Note

With Print Log Tool for Print Server, print information cannot be collected for each account track.



...

Note

Counter information obtained from print information may differ from the actual count if printing fails due to a device error or print cancellation.



...

Note

Counter information obtained from the MIB counter value of a device may differ from the actual count if, for example, a copy is made during printing.



...

Reminder

If counter information obtained from print information differs from that obtained from the MIB counter value of a device, the latter counter information is used.



...

Reminder

If pages are printed in the color or black and white mode, counter information is obtained from print information.



...

Reminder

For devices registered in Account Manager, counter information of Print Log Tool for Print Server is not used because the counter is managed by Account Manager.



...

Reminder

Do not use this function together with Print Log Tool.

3.16.1 Using Print Log Tool for Print Server

Starting Print Log Tool for Print Server opens the window for specifying settings for connecting to the server. Settings can be specified for the following parameters.

Function	Details
User Name	Type in the user name of the Account Manager administrator.
Password	Type in the password of the Account Manager administrator.
IP Address / DNS Host Name	Type in the IP address or DNS host name for Account Manager.
Port number	Type in the port number used for Account Manager.
Alias	Type in the alias for the Enterprise Suite site specified for IIS using Enterprise Suite.
Test Connection	Check the connection with the server.

Function	Details
Sending Interval	"Immediate Sending": Select this setting to send information immediately. "Periodic Sending": Select this setting to send information at regular intervals, and then specify a time interval for sending information. If the information is not to be sent automatically, click the [Manual Sending] button.
Get the Counter Data by using SNMP	To enable the function for obtaining the MIB counter value of a device using SNMP, select this check box, and click the [Synchronize now] button. Clicking the [Synchronize now] button obtains the device information from the Account Manager server. When a new device is added, you must click this button again after setting and registering the device.

- 1 In the [Start] menu, select [All Programs] - [KONICA MINOLTA] - [Print Log Tool for Print Server].

The System Settings window opens.

- 2 Specify the necessary settings.

Account Manager Server
Account Manager Administrator

User Name:
Password:

Server Information
IP Address / DNS Host Name:
Port Number:
Alias Name:
Check Connection

Sending Interval
 Immediate Sending
 Periodic Sending Hourly
Manual Sending

Settings
 Get the Counter Data by using SNMP
SNMP Settings Synchronization
Last Synchronization:
Synchronize now

Apply Version Cancel

- 3 Click the [Apply] button.

4 Setting for each purpose

4.1 To find out usage status (for example, the number of sheets printed) for each user or account track:

Counter readings can be totaled based on information that is collected from devices for each user, device and account track.

- From the Top Menu, select [Accounting], select [By User], [By Device], or [By Account Track], and then select the conditions for accounting by following the wizard.
 - For details, refer to the relevant help file or User's Guide.

4.2 To analyze the usage status (for example, the percentage of color printing frequency or percentage of paper savings) for each user or device.

Usage such as the percentage of color printing frequency can be analyzed based on information that is collected from devices for each user, device and account track.

- From the Top Menu, select [Analysis], select [By User], [By Device], or [By Account Track], and then follow the wizard to select the analysis item.
 - For details, refer to the relevant help file or User's Guide.

4.3 To restrict the number of pages printed for each user:

You can specify the upper limit of the number of pages printed for each user or user group.

Use the following steps to specify the upper limit.

- 1 From the Top Menu, select [Upper Limit Settings] - [Basic Setting]. In the "Basic Settings" page, enable "Upper Limit Settings" and specify appropriate values in "Basic Settings", "Auto Reset Settings", and "Interval of counter collection for Upper Limit".
- 2 From the Top Menu, select [Upper Limit Settings] - [Setting by User], select the user or user group for whom you want to restrict the number of pages printed, and then click the [Update] button.
- 3 In the "Update" page, select "Upper Limit Settings" and specify the upper limit.
 - For details, refer to the relevant help file or User's Guide.

4.4 To display the accounting result in terms of cost:

By specifying a cost (unit price) of copy, print, scan or fax print for each user, device or account track, the result of accounting is displayed in terms of cost.

Use the following steps to specify a unit cost.

- 1 From the Top Menu, select [Account Manager] - [Pricing Setup] - [Basic Settings]. In the "Basic Settings" page, select "Unit Price Template" and specify the unit price template settings that were added to "Standard Unit Price".
- 2 Specify the unit price template for a user for whom you want to specify a cost, or a device or account for which you want to specify a cost.
 - For details, refer to the relevant help file or User's Guide.

4.5 To total the costs under the same conditions every time and to receive the accounting results by e-mail every month:

Accounting can be performed periodically by creating an accounting report template and making report processor settings. The result of accounting is automatically saved in a file by a server or sent by e-mail as an attachment.

Use the following steps to create an accounting report template, and then make report processor settings.

- 1 From the Top Menu, select [Accounting] - [Accounting Report]. Click [Add], specify the conditions for accounting by following the wizard, and then register the accounting report template.
 - The accounting report template can also be registered by clicking [Register] on the screen of Accounting Result containing the data totaled by user, device or account track.
- 2 From the Top Menu, select [Account Manager] - [Option] - [Report Processor Settings]. In the "Report Processor Settings" page, make settings in "Report Processor Settings", "File Type", and "Processing Interval".
 - For details, refer to the relevant help file or User's Guide.

5 Troubleshooting

5.1 Problems related to Upper Limit Settings

Description of problem	Action
<p>A device managed with Account Manager can no longer print.</p>	<p>With "Prohibit Printing" specified for "Operation when value of Upper Limit was reached", when the number of pages printed reaches the upper limit specified for a specific user, the user will no longer be able to print.</p> <p>Printing can be enabled again by changing the upper limit using the following steps.</p> <ol style="list-style-type: none"> (1) From the Top Menu, select [Upper Limit Settings] - [Setting by User], select the user for whom restrictions are to be removed, and then click the [Update] button. (2) In the "Update" page, change the upper limit, and then click the [Apply] button. (3) The settings are applied the next time the upper limit counters are collected, at which time restrictions are removed.

5.2 Problems related to accounting (result display)

Description of problem	Action
<p>The accounting result totaled for each user (or account track) does not match that totaled for each user/device (or account track/device).</p>	<p>Counters are collected from the appropriate devices even if the "Manage" is selected in the Counter Reader: Select Target Devices.</p> <p>In the following cases, totaled values of counters may differ.</p> <ul style="list-style-type: none"> • If "By User" or "By Account Track" is specified, the counters for users or account tracks that are collected from a device that manages only the counter reader are collected. This can cause a difference in the totaled value. • If a device is deleted from Enterprise Suite when Account Manager is running, the counter information for the device is removed, but the counter information for users and account tracks are not. This can cause a difference in the totaled value.

5.3 Problems related to Report Processing

Description of problem	Action
<p>When "E-mail Send" is selected with the Report Processor Settings, e-mail is not sent.</p>	<p>Use the following steps to check that the settings were correctly entered.</p> <p>(1) From the Top Menu, select [Server Settings] and check that the settings were correctly entered in the [E-mail Server Settings].</p> <p>(2) From the Top Menu, select [Account Manager] - [Option] - [Report Processor Settings]. In the "Report Processor Setting" page, check that the "E-mail Send" check box was selected and the correct address was entered in the "E-mail Address".</p>

5.4 Problems related to accounting report (result display)

Description of problem	Action
<p>If a new user was added to Enterprise Suite after creation of an accounting report template, the accounting result for that user is not displayed.</p>	<p>User groups or users added after the creation of accounting report templates can be considered for accounting.</p> <p>Use the following steps to change the settings for the accounting report template.</p> <p>(1) From the Top Menu, select [Accounting] - [Accounting Report]. In the "Accounting Report" page, select an accounting report template you want to change, and then click the [Edit] button.</p> <p>(2) Select the "Apply accounting or analysis to all users in the selected user group or all user groups" check box and edit the accounting report template.</p>

5.5 Problems related to Print Log Tool settings

Description of problem	Action
<p>Counters of devices of other manufacturers that are managed using the client software are not collected.</p>	<p>To collect the counters using a client software (Print Log Tool), use the following steps to check that the computer name or print port name was correctly entered.</p> <p>(1) From the Top Menu, select [Account Manager] - [Initial Settings] - [Print Log Tool Settings]. In the "Print Log Tool Settings" page, select the device for which counter collection has not been performed, and then click [Setting of Print Port Name].</p> <p>(2) In the "Update" page, check that the computer name or print port name was correctly entered.</p>



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