KONICA MINOLTA

PageScope

Account Manager Ver. 1.1

User's Guide

PAGESCOPE

Account Manager

Contents

3 Account Manager

About this product

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

KONICA MINOLTA PageScope Account Manager is a function that runs from the Server for PageScope Enterprise Suite. The Server for PageScope Enterprise Suite must be installed in order to install PageScope Account Manager.

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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.

Note

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1 General

1.1 Account Manager

PageScope Account Manager is an application that runs on the Server for PageScope Enterprise Suite. The number of copies and printouts for each registered device or for each user can be totaled. To use Account Manager, the following prerequisites must be satisfied.

- The server on which the Server for PageScope Enterprise Suite has been installed is running.
- Account Manager has been installed.
- The required number of licenses have been obtained and registered.

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Reminder

For details on the functions, refer to "Function descriptions" on page 1-2.

1.2 Function descriptions

1.2.1 Account Manager

PageScope 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, and account track. 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.

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

Max. Allowance Set

When the upper limit of the number of copies or printouts is nearly reached, a waning can be sent, or when the upper limit is exceeded, printing can be prohibited.

1.2.2 PageScope Enterprise Suite functions

PageScope Enterprise Suite provides the following functions. For details, refer to the "Server for PageScope Enterprise Suite Ver. 1.1 User's Guide".

- User List
  Manages user information.
- Device List
  Manages device information.
- Server Settings
  Sets up the Server for PageScope Enterprise Suite to register the license.
- Admin Console
  Specifies database connection settings for the Server for PageScope Enterprise Suite, restores a backup copy of the database, and changes the password for the system administrator.

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Reminder

On PageScope Enterprise Suite, add-on (extension) applications other than Account Manager are available. For details on each add-on application, refer to the User's Guide that comes with the relevant application.

1.3 System requirements

1.3.1 Network environment

For details on the network environment required for running Account Manager, refer to the "Server for PageScope Enterprise Suite Ver. 1.1 User's Guide".

1.3.2 Server for PageScope Enterprise Suite

The following operating systems, hardware and software are required to run PageScope Enterprise Suite.

Operating system	Microsoft Windows 2000 Server/Advanced Server Service Pack 4 or later Microsoft Windows Server 2003 Standard Edition Service Pack 1 or later* Microsoft Windows 2000 Professional Service Pack 4 or later Microsoft Windows XP Professional Service Pack 2 or later* Microsoft Windows Vista Business/ Enterprise*
Hardware	CPU: 2 GHz or higher RAM: 512 MB or more Hard disk drive: 500 MB or more (for installation)
Software	Microsoft .NET Framework 2.0 or later Microsoft Internet Information Service 5.0 or later Microsoft SQL Server 2005 Express/Standard/Enterprise Microsoft SQL Server 2000 Standard/Enterprise

* An exception must be added with Windows Firewall.

Adding an exception

Depending on the operating system installed on the server, it may be necessary to add an exception. Refer to the following information when adding the exception.

Function	Details
Excepted program	C:\Program Files\KONICA MINOLTA\PageScope Enterprise Suite\bin\Release\PSESCoreScheduler.exe
Port Number	8085
Other settings	• Change the settings on the Advanced tab as described below. Select the "Local Area Connection" check box. Click the [Settings] button, and then select the "Web Server (HTTP)" check box on the Services tab. If SSL is enabled, select the "Secure Web Server (HTTPS)" check box. • For Windows Vista, (1) Change the settings on the Advanced tab as described below. Select the "Local Area Connection" check box. (2) Change the settings on the Exceptions tab as described below. Select the "World Wide Web Service (HTTP)" check box. If SSL is enabled, select the "Secure Web Server (HTTPS)" check box.

1.4 General setup operation

In order to use the Server for PageScope Enterprise Suite and Account Manager, install it and specify settings in the following order.

1.4.1 Installation

1 Install the Server for PageScope Enterprise Suite on the server machine. For details on installation procedure, refer to the "Server for PageScope Enterprise Suite Ver. 1.1 User's Guide".

2 Install Account Manager. For details on the installation procedure, refer to "Installing PageScope Account Manager" on page 2-1.

1.4.2 Server settings

Log on to Server for PageScope Enterprise Suite 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 "Server for PageScope Enterprise Suite Ver. 1.1 User's Guide".
User List	Refer to the "Server for PageScope Enterprise Suite Ver. 1.1 User's Guide".
Account Manager	• "Select Target Devices": Select the devices whose data is to be totaled and analyzed.(page 3-79) • "Counter Collection Settings": Specify a collection interval and save period for saving counters collected from each device. (page 3-85) • "Print Port Settings": Specify the name of the printing port. (page 3-88)
Server Settings	Refer to the "Server for PageScope Enterprise Suite Ver. 1.1 User's Guide".

1.4.3 Registering a license

When the installation is finished, register a license key.

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Reminder

For details on registering a license, refer to the "Server for PageScope Enterprise Suite Ver. 1.1 User's Guide".

2 Installing and logging on

This chapter provides details on installing and logging on to PageScope Account Manager.

2.1 Installing PageScope Account Manager

The following procedure describes how to install PageScope Account Manager on Windows XP.

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Note

Before installing the utility, be sure to log on with Administrator privileges.

PageScope Account Manager uses Internet Information Services (IIS). Before starting the installation, IIS must be installed.

Using Microsoft SQL Server, PageScope Account Manager can manage data from usage counters and print logs.

The free version of Microsoft SQL Server 2005 Express Edition is provided on the CD-ROM for PageScope Account Manager. Note that the database capacity is limited to 4 GB.

Depending on the number of devices to be managed, the number of registered users and the management period, the size of the data handled in the database may become extremely large. If a large amount of data is expected to be handled, use a paid version of Microsoft SQL Server 2005.

When installing PageScope Account Manager, disable SSL for Microsoft SQL Server.

Select "Mixed Mode (Windows Authentication and SQL Server Authentication)" as the authentication mode for Microsoft SQL Server. It is not available in "Windows Authentication Mode".

MDAC (Microsoft Data Access Components) 2.8 is necessary to install Microsoft SQL Server 2005 on Windows 2000 Server or Windows 2000 Professional. If MDAC 2.8 is not installed on your computer, it must first be installed.

If the server has been reinstalled, start up Admin Console and check the settings on the Connection Setting tab.

Installation procedure

Before beginning the installation, make sure of the following:

✔ IIS (Internet Information Services) has been installed.

✔ .Net Framework 2.0, SQL Server 2005, and Server for PageScope Enterprise Suite have been installed.

✔ Windows is logged on to with Administrator privileges.

✔ For Windows Vista, "IIS Metabase and IIS6 configuration compatibility" has been enabled. Settings can be specified for the following order. If it has not been enabled, in Control Panel, select "Programs and Features", "Turn Windows features on or off", "Internet Information Services", "Web Management Tools", "IIS6 Management Compatibility", and "IIS Metabase and IIS6 configuration compatibility".

✔ For Windows 2000 Server or Windows 2000 Professional, MDAC (Microsoft Data Access Components) 2.8 has been installed.

1 Insert the PageScope Account Manager CD-ROM into the CD-ROM drive.

The installer window appears.

2 When .Net Framework 2.0 and SQL Server 2005 are not installed, click "Basic Module".

– For details on installing application, refer to the "Server for PageScope Enterprise Suite Ver. 1.1 User's Guide".

3 When Server for Enterprise Suite is not installed, click "Server for Pagescope Enterprise Suite".

– For details on installing application, refer to the "Server for PageScope Enterprise Suite Ver. 1.1 User's Guide".

4 Click [Account Manager Installation] in the installer window.

– The PageScope Account Manager setup wizard starts.

5 Continue with the PageScope Account Manager setup wizard.

– When the wizard is finished, continue with the next step.

6 DBInitializeUtility starts. Type in the sa password for SQLServer, and then click the [Create] button.

– To change the database name, type in a new name here.

7 Restart the computer.

2.2 Logging on to PageScope Account Manager

The following procedure describes how to log on to PageScope Account Manager.

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Note

If the number of simultaneous TCP-level connections is limited to the server where PageScope Account Manager is running, multiple users may not be able to log on. For example, with Windows XP Professional, the number of users who can concurrently connect to the server at the TCP level is ten.

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Reminder

The functions available after logging on differ between the system administrator and the general users. For details, refer to "Logging on as a general user" on page 2-6.

2.2.1 Logging on as a system administrator

The following procedure describes how to log on to PageScope Account Manager as a system administrator.

Logging on to the server

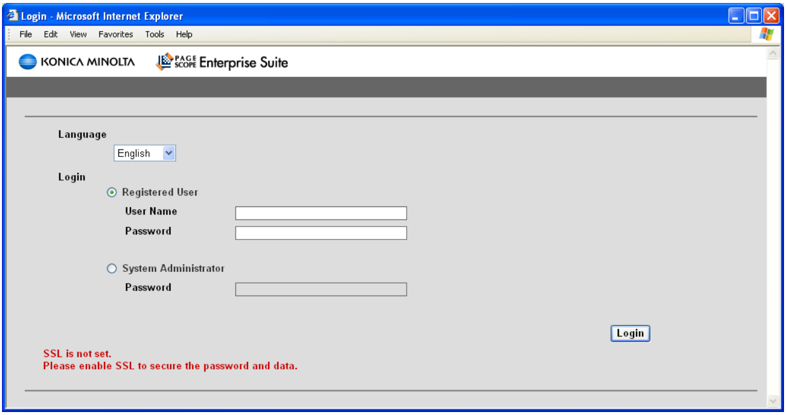
1 Start your Web browser.

2 Access the following URL: http://[Server name]/[Alias name]

- Replace "Server name" with the IP address or name of the host running PageScope Account Manager.
- Replace "Alias name" with the alias name of the virtual directory for the IIS used by the PageScope Enterprise Suite. If you did not change the settings on the IIS Setting window of the PageScope Enterprise Suite setup wizard during installation, replace "Alias name" with "PSES".
- If the host name is "localhost" and the settings on the IIS Setting window of the PageScope Enterprise Suite setup wizard were not changed, access the following URL: http://localhost/PSES/
- To use an IPv6 address for the server name, place [ ] around the server name. When the server address is "FFFF:FFFF::FFFF", access the following URL: http://[FFFF:FFFF::FFFF]/PSES/. This URL may not be accessed depending on the browser.

– With PageScope Enterprise Suite enabled for the SSL encrypted communications, type in "https" instead of "http". Access the following URL: https://[Server name]/[Alias name]/

The Login page appears.



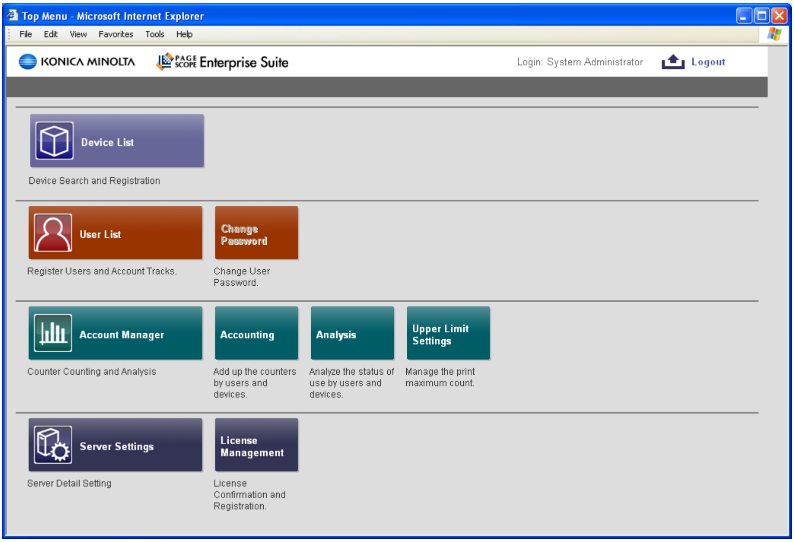
3 Select [System Administrator].

4 In the "Password" box, type the password for the system administrator of PageScope Account Manager.

– The default system administrator password for PageScope Account Manager is "Admin".
– The system administrator password for PageScope Account Manager can be changed from Admin Console. For details, refer to the "Server for PageScope Enterprise Suite Ver. 1.1 User's Guide".

5 Click the [Login] button.

The Top Menu page appears.



2.2.2 Logging on as a general user

The following procedure describes how to log on to PageScope Account Manager as a general user.

The user information must first be registered with PageScope Account Manager. For details on registering a user, refer to the "Server for PageScope Enterprise Suite Ver. 1.1 User's Guide".

...

Reminder

When logged on as a general user, the following functions are not available.

- *Device List*
- *User List*
- *Server Settings*

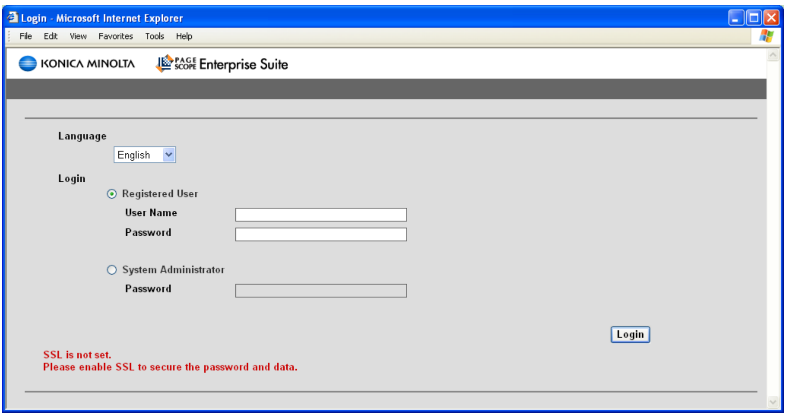
Logging on to the server

1 Start your Web browser.

2 Access the following URL: http://[Server name]/[Alias name]

– Replace "Server name" with the IP address or name of the host running PageScope Account Manager.
– Replace "Alias name" with the alias name of the virtual directory for the IIS used by the PageScope Enterprise Suite. If you did not change the settings on the IIS Setting page of the PageScope Enterprise Suite setup wizard during installation, replace "Alias name" with "PSES".
– If the host name is "localhost" and the settings on the IIS Setting page of the PageScope Enterprise Suite setup wizard were not changed, access the following URL: http://localhost/PSES/
– With Server for PageScope Enterprise Suite enabled for the SSL encrypted communications, type in "https" instead of "http". Access the following URL: https://[Server name]/[Alias name]/

The Login page appears.



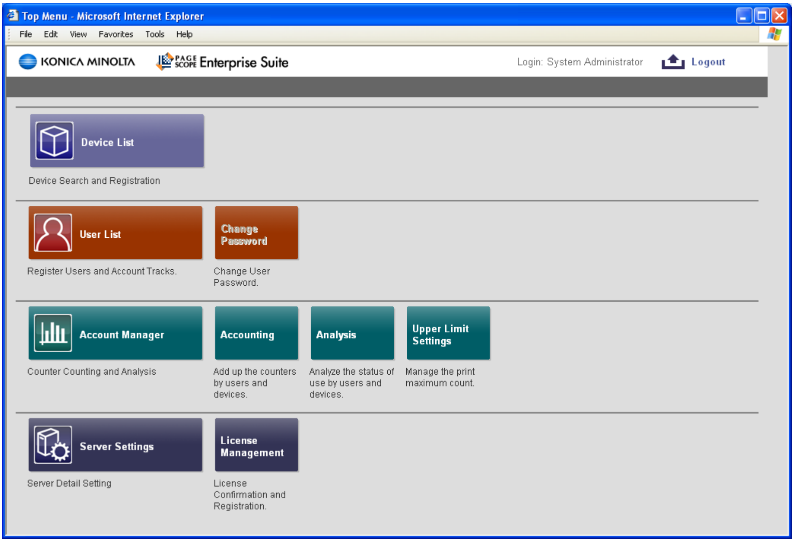
3 Select [Registered User].

4 Type in the information for the registered user.

– [User Name]: Type in the user name.
– [Password]: Type in the password.

5 Click the [Login] button.

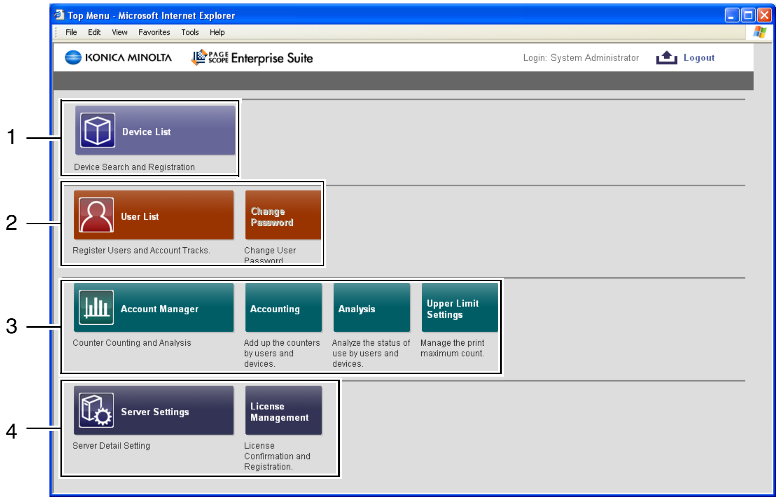
The Top Menu page appears.



2.3 Basic operations

The basic operation of PageScope Account Manager is described below.

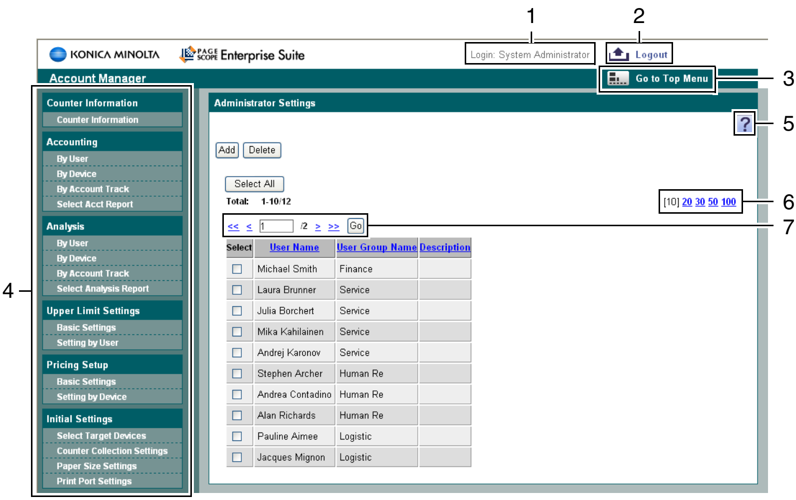
2.3.1 Top Menu page



No.	Function	Description
1	Device List	Register and manage devices. For details, refer to the "Server for PageScope Enterprise Suite Ver. 1.1 User's Guide". ... **Reminder** *This function can be used by the system administrator or the device list administrator.*
2	User List	Register and manage users. For details, refer to the "Server for PageScope Enterprise Suite Ver. 1.1 User's Guide". ... **Reminder** *This function can be used by the system administrator or the user list administrator.*

No.	Function	Description
3	Account Manager	Total counters. For details, refer to "3 Account Manager". ... **Reminder** *When a general user is logged on, the totals for that user's counter are available.*
4	Server Settings	Specify the server settings for PageScope Account Manager. For details, refer to the "Server for PageScope Enterprise Suite Ver. 1.1 User's Guide". ... **Reminder** *This function can only be used by the system administrator.*

2.3.2 Pages for the functions



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 PageScope Account Manager and display the Login page.
3	[Go to Top Menu] button	Click this button to move to the Top Menu page.
4	Menu	Displays the menu. Click a menu item to display details on the right side of the page.

No.	Function	Description
5		Click this button to display the page for the item one level higher in the menu. **Note** *Do not use the [Back] button of the Web browser.*
		Click this button to update the information on the current page. **Note** *Do not use the [Update] button of the Web browser.*
		Click this button to display the Help information for the current page.
6	Maximum number of displayed lines	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.
7	Page selection	These buttons appear when the list displayed on the page extends over multiple pages. • Click the [<] button to move to the previous page. • 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.

2.4 Uninstallation

Uninstallation procedure

Before uninstalling PageScope Account Manager, check for the following.

✔ No users are logged on to PageScope Account Manager.

✔ Windows is logged on to with Administrator privileges.

✔ The license for PageScope Account Manager has been deleted from the licenser management target for Server for PageScope Enterprise Suite.

1 From Control Panel, open "Add or Remove Programs" ("Add/Remove Programs" for Windows 2000).

2 Select [KONICA MINOLTA PageScope Account Manager], and then delete it.

3 Restart the computer.

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Reminder

For details on deleting a license, refer to the "Server for PageScope Enterprise Suite Ver. 1.1 User's Guide".

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.

Obtained counter history information can be viewed by device. It can also be viewed how many times printing has been performed on the selected device.

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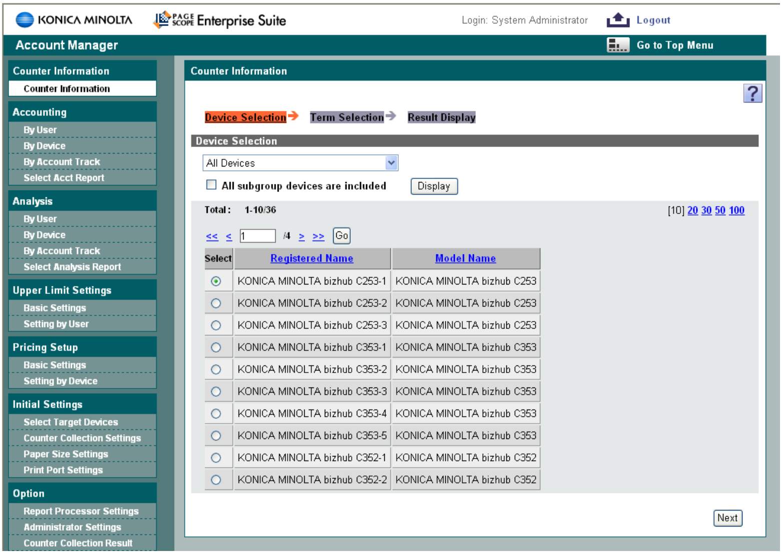
Reminder
To total or display the counters of multiple devices at a time or display the device counter by item (by function, by user, by account track, by term, by paper size, by color, originals/number of printed pages/total of printed double-sided pages), refer to "Accounting by device" on page 3-18.

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.

2 Click the [Display] button.

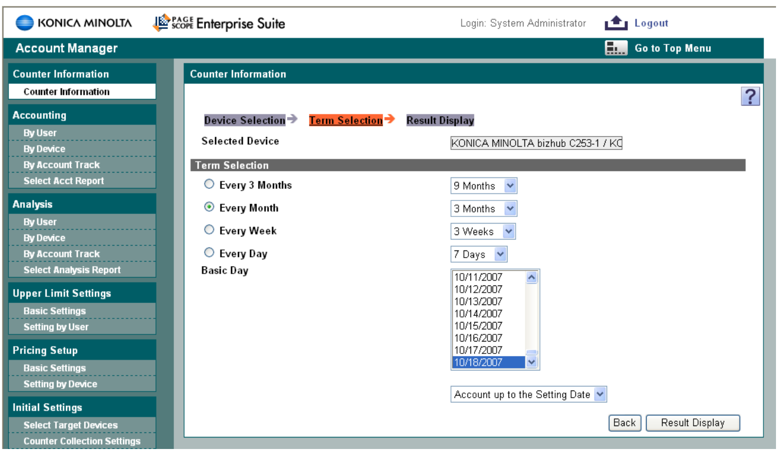
A list of devices registered in the selected group appears.



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.



➔ Select the pattern for the time period and the reference date.
- 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 "Account up to the Setting Date" or "Account from the Setting Date".

...

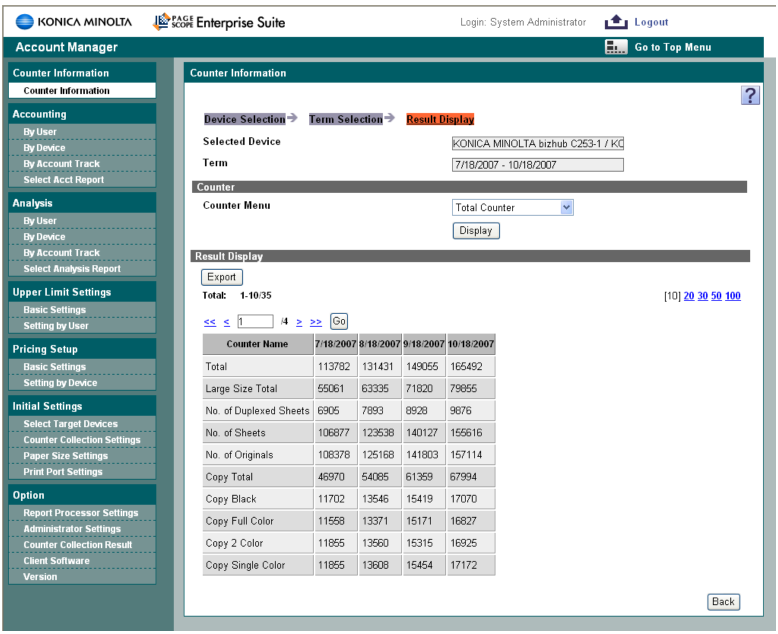
Reminder

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.



Function	Details
Device	Displays the registered name of the selected device.

Function	Details
Term	Displays the selected time period.
Date	Displays the selected date.
User	Displays the selected user.
Account	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.

Exporting

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

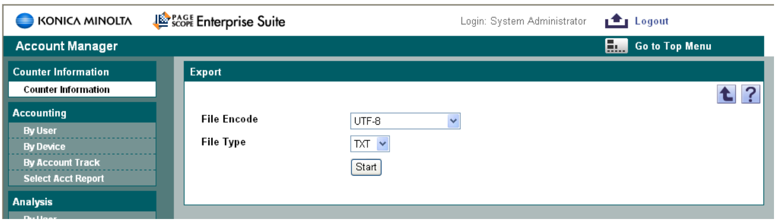
Specify settings for the following parameters when exporting.

Function	Description
File Encode	Select "Japanese (Shift_JIS)" or "UTF-8" as the file character code.
File Type	Select the format ("TXT" or "XML") of the file that is to be saved.

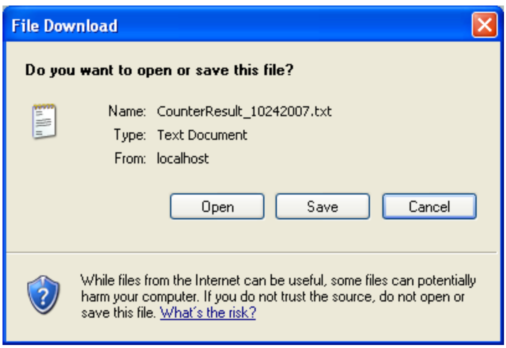
Reminder

If "XML" is selected as the file format, set "File Encode" to "UTF-8".

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

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Note

The exported data in TXT format can be viewed and edited in a spreadsheet application.

The data in XML format cannot be viewed and edited in a spreadsheet application.

Editing the exported file

The exported file can be edited in a spreadsheet application. The following example shows how to edit the exported 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 the character code set for exporting.

5 Specify the field delimiter, and then click the [Next] button.

– Select the "Tab" check box only 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 the data format for all columns to "Text".

The exported file opens.

7 Edit the file.

8 Save the file.

– To save the file as a new file, select "Text (Tab delimited)" from the "Save file as type" box.

3.2 Accounting by user

3.2.1 Selecting the main item

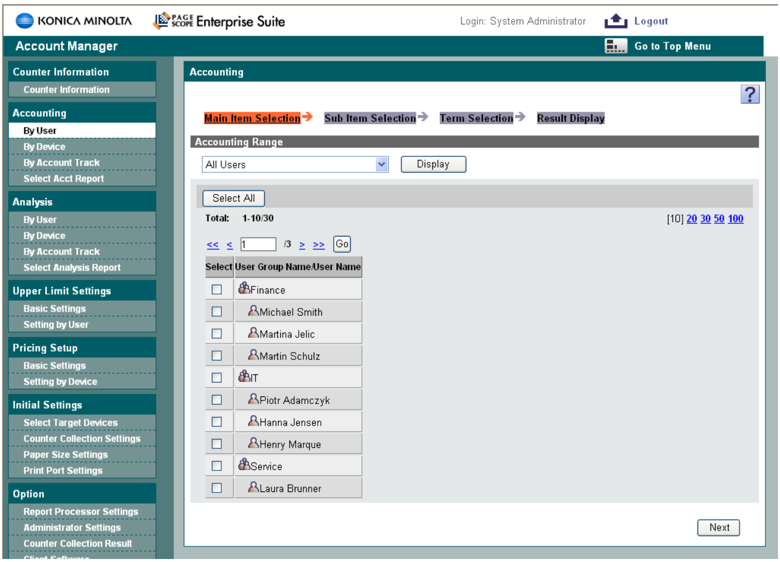
Select the users whose data is to be totaled.

1 From the [User Group] drop-down list, select the user group to be displayed.

– To display all users, select "All Users".

2 Click the [Display] button.

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



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.

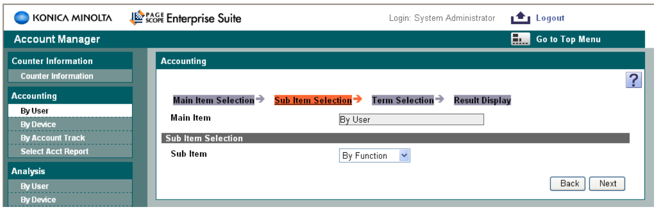
3.2.2 Selecting the sub item

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

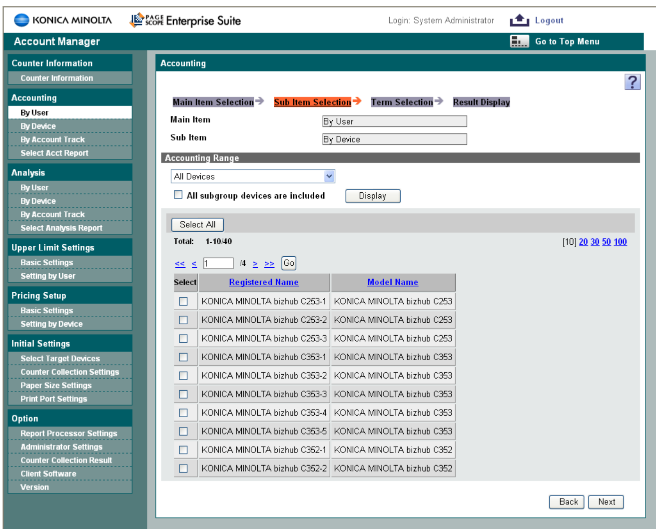
Function	Details
By Term	Select this setting to total the data according to the usage period.

Function	Details
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".

1 Select the secondary condition, and then click the [Next] button.



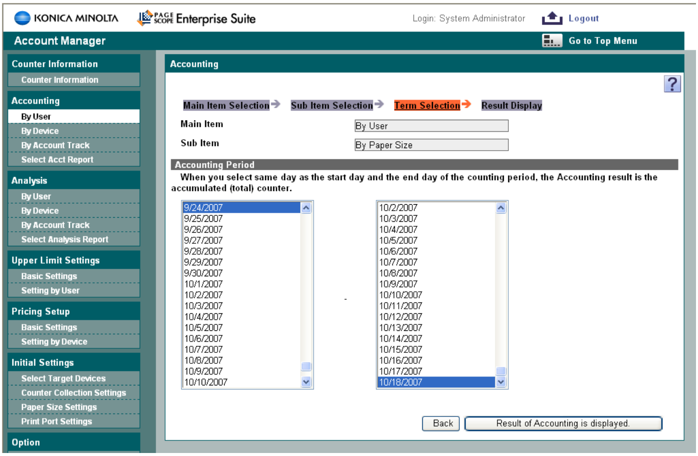
2 If "By Device" was selected, select the device whose data is to be totaled.



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 [Result of Accounting is displayed.] button.

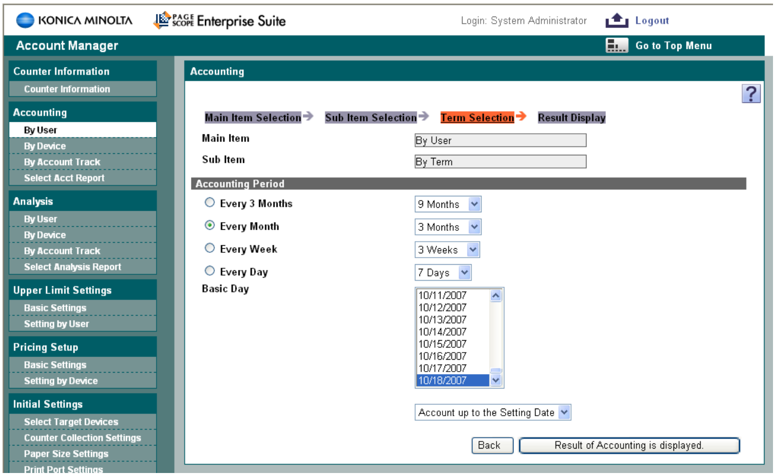


Note

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 reference date.
  - 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 "Account up to the Setting Date" or "Account from the Setting Date".



Accounting period and counter collection

If "9 Months" was selected in the "Every 3 months" box for the accounting period, and "1/1/2008 and Account from the Settings Date" were selected, the data is totaled over the following time periods.

1/1 - 3/31/2008

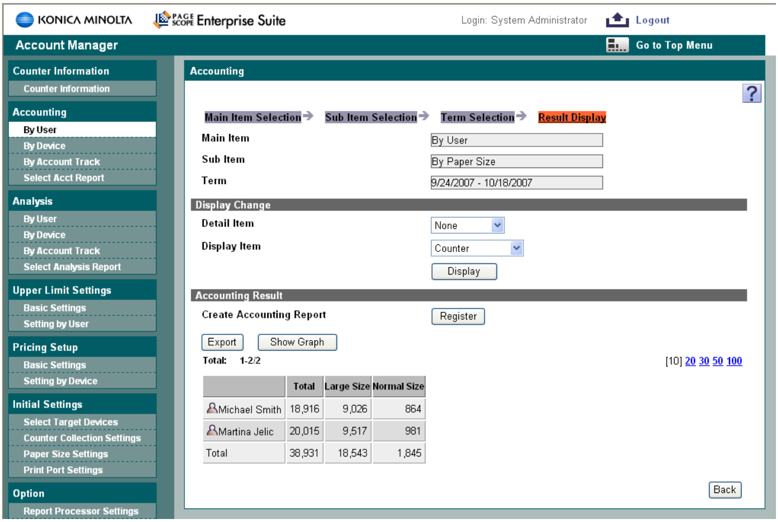
4/1 - 6/30/2008

7/1 - 9/30/2008

The count for the difference (increment) is calculated for each time period and shown as the result.If counters were not totaled on 3/31, the counter for the nearest day is used.

3.2.4 Displaying the result

The accounting result is displayed as shown below.



Function	Details
Main Item	Displays "By User".
Sub Item	Displays "By Term", "By Device", "By Function", "By Paper Size" or "By Color" as the selected secondary condition.
Term	Displays the selected time period.

<Display Change>

The displayed results can be changed by specifying various details. Select the counter type, and then click the [Display] button.

Function	Details
Detail Item	Select "By Function", "By Paper Size" or "By Color".
Display Contents	Select "Difference" or "Accumulation". "Difference": Displays the counters within the specified time period. "Accumulation": Displays the counter totals from the day that PageScope 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 "Server for PageScope Enterprise Suite Ver. 1.1 User's Guide".

✎...

Note

Some items may not appear below "Display Change", depending on the selected secondary condition.

✎...

Reminder

In order for "Cost" to appear, "Pricing Setup" must be set to "Enable". Since unit prices are specified differently depending on the device, the calculation may not be performed correctly if, for example, a device is deleted when counters are totaled by user.

<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 pattern. To register the report pattern, 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 bar graph.

✎...

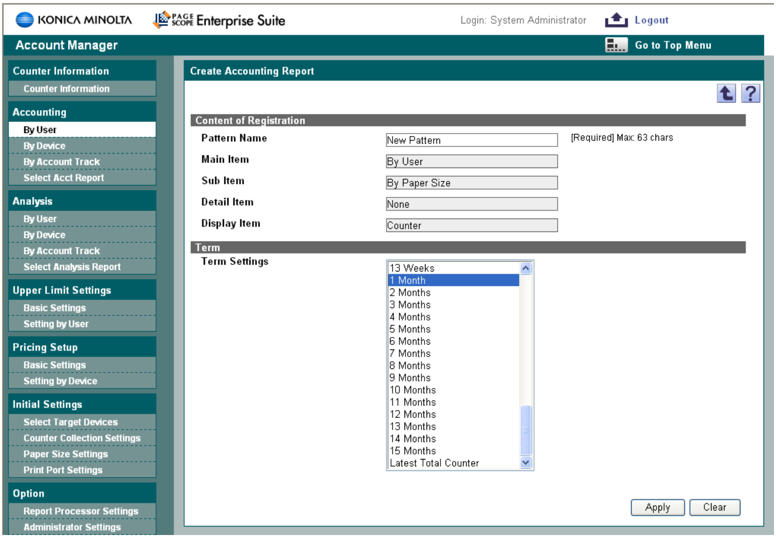
Note

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 accounting report pattern

Accounting report patterns can be registered. Settings can be specified for the following parameters. After specifying the settings, click the [Apply] button to add the accounting report pattern.

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



Function	Details
Pattern Name	Type in a pattern name of 1 to 63 characters. The name same as the analysis pattern name cannot be used.
Term Settings	Select the accounting period.

Reminder

The same pattern names that have already been registered for the accounting report or analysis report cannot be registered. If the same pattern name is specified, a confirmation message appears asking whether or not you want to overwrite the data. Click the [OK] button to overwrite the data. The old pattern will be deleted.

Exporting

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.

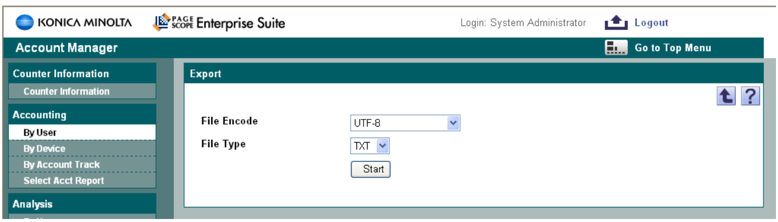
Function	Details
File Encode	Select "Japanese (Shift_JIS)" or "UTF-8" as the file character code.
File Type	Select the format ("TXT" or "XML") of the file that is to be saved.

...

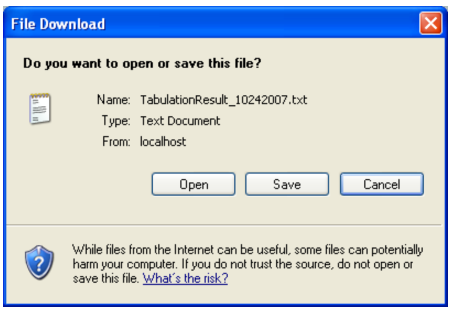
Reminder

If "XML" is selected as the file format, set "File Encode" to "UTF-8".

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

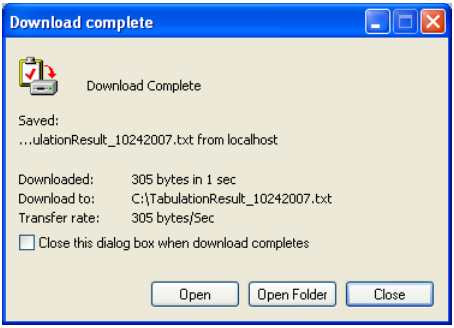


2 In the File Download dialog box, click the [Save] button.



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.

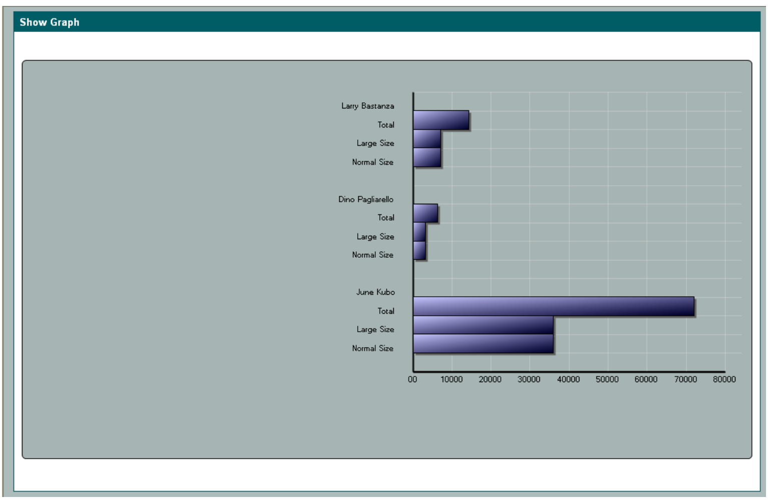
Note

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

The data in XML format cannot be viewed and edited in a spreadsheet application.

Displaying a graph

Click the [Show Graph] button to display the accounting results in a bar graph in a separate window.



✎...

Reminder

If "Detail Item" was set to "None", a horizontal bar graph appears. If "Detail Item" was set to any other setting, a layered horizontal bar graph appears.

✎...

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 secondary condition 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.

3.3 Accounting by device

3.3.1 Selecting the main item

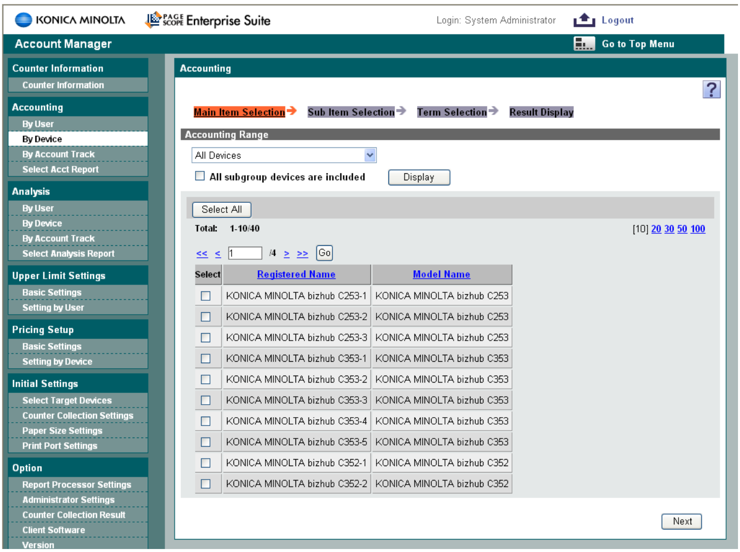
Select the devices whose data is to be totaled.

1 From the [Device Group] drop-down list, select the device group to be displayed.

   - 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.

2 Click the [Display] button.

   A list of devices registered in the selected group appears.



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

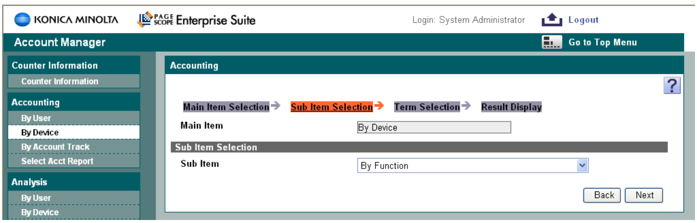
Data cannot be totaled by device group.

3.3.2 Selecting the sub item

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

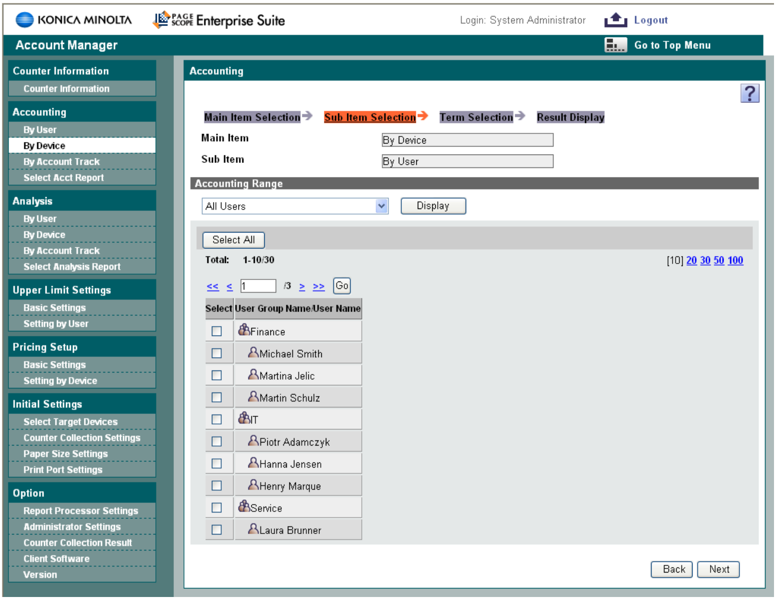
Function	Details
By Term	Select this setting to total the data according to the usage period.
By User	Select this setting to total the data according to the user.
By Account Track	Select this setting to total the data according to the account track that was used.
By Function	Select this setting to total the data according to the functions that were used.
By Paper Size	Select this setting to total the data by each 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, and No. of Duplexed Sheets.

1 Select the secondary condition, and then click the [Next] button.

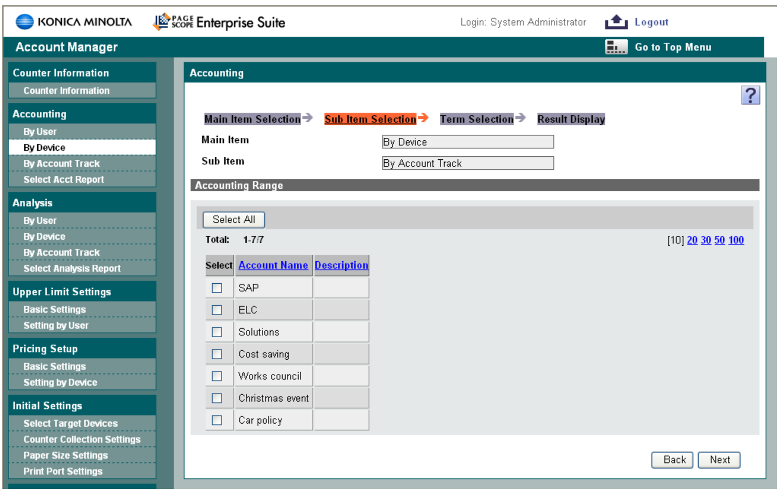


2 If "By User" or "By Account Track" was selected, select the user/account track whose data is to be totaled.

– If "By User" was selected



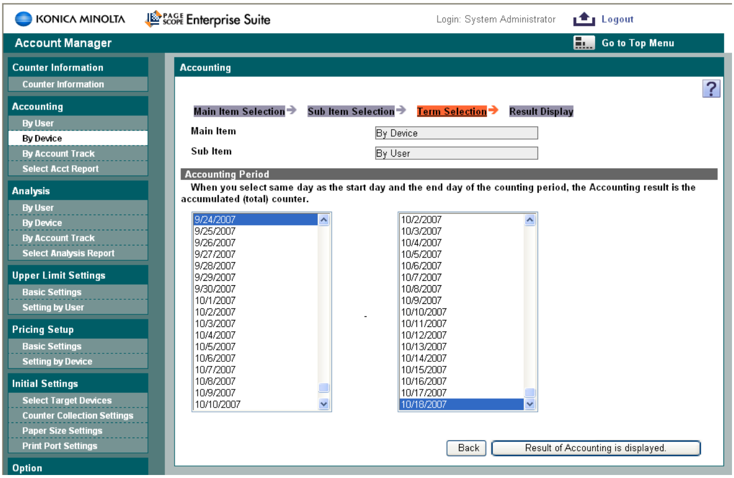
– If "By Account Track" was selected



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 [Result of Accounting is displayed.] button.

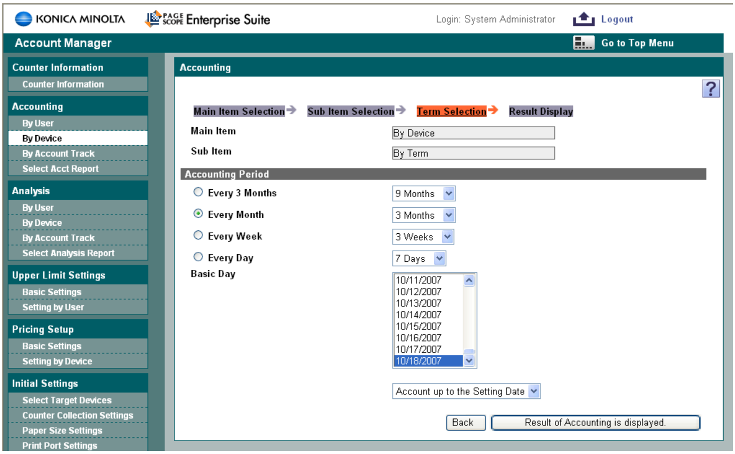


Note

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 reference date.
- 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 "Account up to the Setting Date" or "Account from the Setting Date".



Accounting period and counter collection

If "9 Months" was selected in the "Every 3 months" box for the accounting period, and "1/1/2008 and Account from the Settings Date" were selected, the data is totaled over the following time periods.

1/1 - 3/31/2008

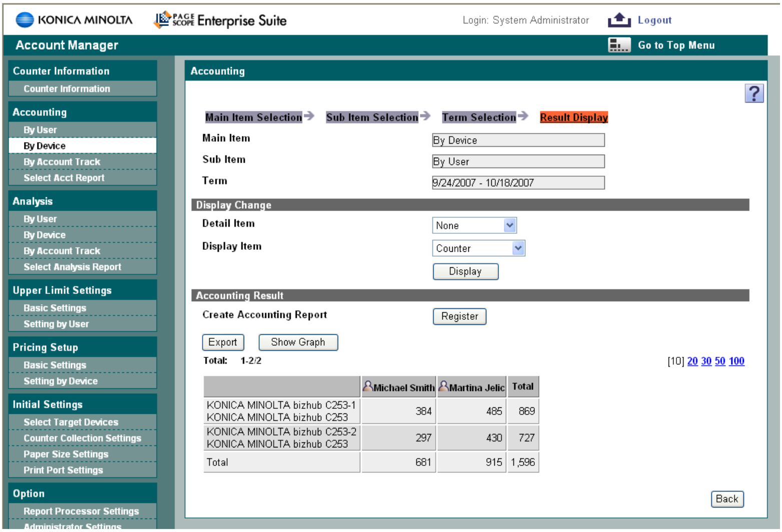
4/1 - 6/30/2008

7/1 - 9/30/2008

The count for the difference (increment) is calculated for each time period and shown as the result. If counters were not totaled on 3/31, the counter for the nearest day is used.

3.3.4 Displaying the result

The accounting result is displayed as shown below.



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 the selected secondary condition.
Term	Displays the selected time period.

<Display Change>

The displayed results can be changed by specifying various details. Select the counter type, and then click the [Display] button.

Function	Details
Detail Item	Select "By Function", "By Paper Size", "By Color", or "No. of Originals/No. of Sheets/No. of Duplexed Sheets".
Display Contents	Select "Difference" or "Accumulation". "Difference": Displays the counters within the specified time period. "Accumulation": Displays the counter totals from the day that PageScope 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 "Server for PageScope Enterprise Suite Ver. 1.1 User's Guide".

Note

Some items may not appear below "Display Change", depending on the selected secondary condition.

Reminder

In order for "Cost" to appear, "Pricing Setup" must be set to "Enable". Since unit prices are specified differently depending on the device, the calculation may not be performed correctly if, for example, a device is deleted when counters are totaled by user/account track.

<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 pattern. To register the report pattern, 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 bar graph.

Registering an accounting report pattern

Accounting report patterns can be registered. By registering frequently used accounting report patterns, 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 pattern" on page 3-14.

Exporting

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 "Exporting" on page 3-15.

Displaying a graph

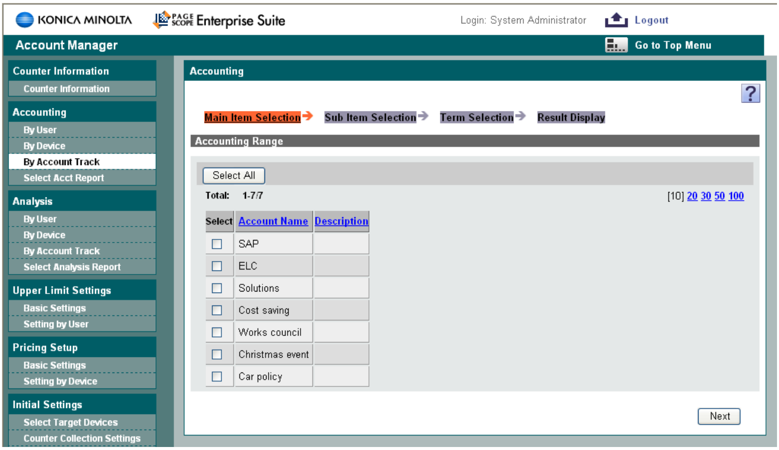
Click the [Show Graph] button to display the accounting result in a bar graph in a separate window. The examples and precautions are the same as those in "Accounting by user" on page 3-8. For details, refer to "Displaying a graph" on page 3-16.

3.4 Accounting by account track

3.4.1 Selecting the main item

Select the account tracks whose data is to be totaled.

➔ Select the check box beside the account tracks whose data is to be totaled, and then click the [Next] button.
   – To select all account tracks, click the [Select All] button.

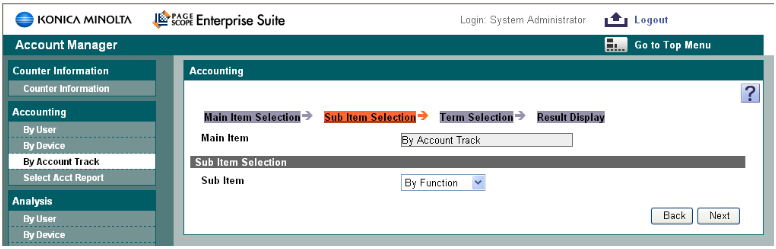


3.4.2 Selecting the sub item

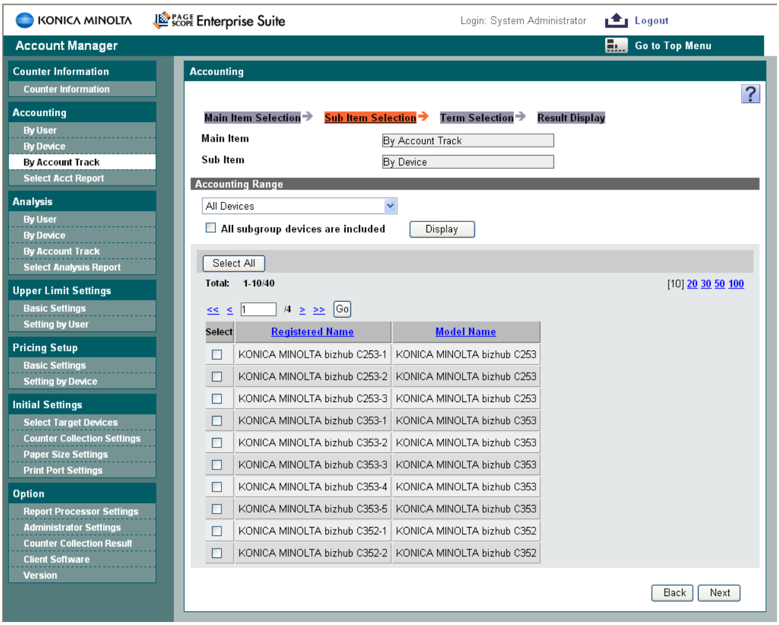
Select which data for the selected account track is to be totaled. The following settings can be selected.

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".

1 Select the secondary condition, and then click the [Next] button.



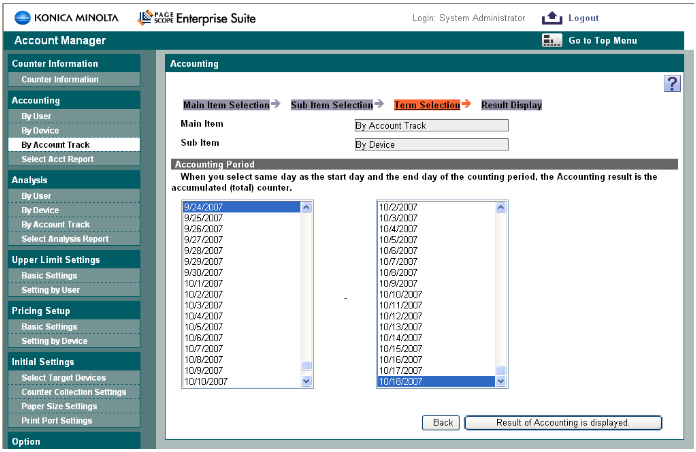
2 If "By Device" was selected, select the device whose data is to be totaled.



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 [Result of Accounting is displayed.] button.

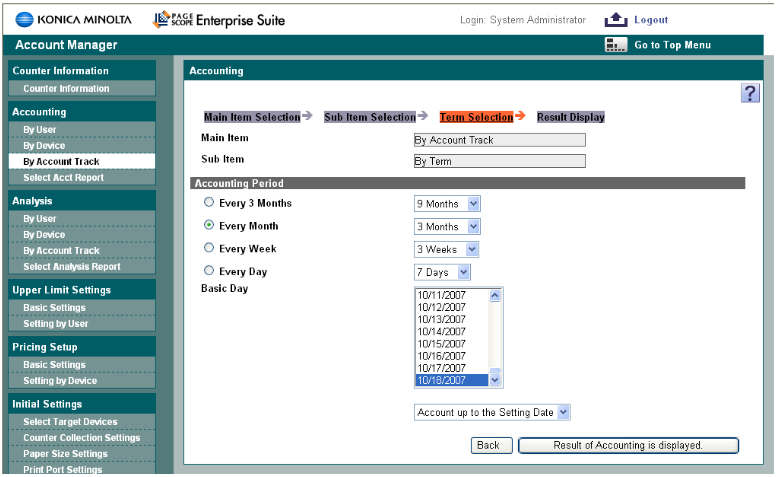


Note

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 reference date.
   – 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 "Account up to the Setting Date" or "Account from the Setting Date".



Accounting period and counter collection

If "9 Months" was selected in the "Every 3 months" box for the accounting period, and "1/1/2008 and Account from the Settings Date" were selected, the data is totaled over the following time periods.

1/1 - 3/31/2008

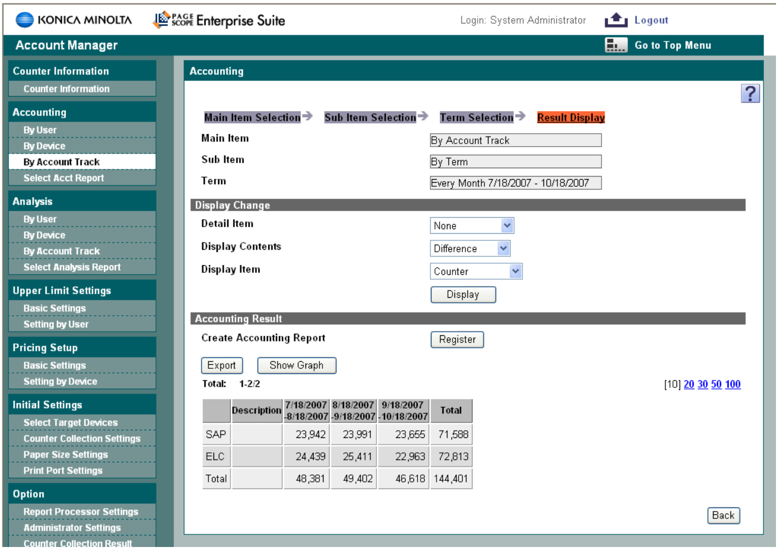
4/1 - 6/30/2008

7/1 - 9/30/2008

The count for the difference (increment) is calculated for each time period and shown as the result. If counters were not totaled on 3/31, the counter for the nearest day is used.

3.4.4 Displaying the result

The accounting result is displayed as shown below.



Function	Details
Main Item	Displays "By Account Track".
Sub Item	Displays "By Term", "By Device", "By Function", "By Paper Size" or "By Color" as the selected secondary condition.
Term	Displays the selected time period.

<Display Change>

The displayed results can be changed by specifying various details. Select the counter type, and then click the [Display] button.

Function	Details
Detail Item	Select "By Function", "By Paper Size" or "By Color".
Display Contents	Select "Difference" or "Accumulation". "Difference": Displays the counters within the specified time period. "Accumulation": Displays the counter totals from the day that PageScope 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 "Server for PageScope Enterprise Suite Ver. 1.1 User's Guide".

...

Note

Some items may not appear below "Display Change", depending on the selected secondary condition.

...

Reminder

In order for "Cost" to appear, "Pricing Setup" must be set to "Enable". Since unit prices are specified differently depending on the device, the calculation may not be performed correctly if, for example, a device is deleted when counters are totaled by account track.

<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 pattern. To register the report pattern, 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 bar graph.

Registering an accounting report pattern

Accounting report patterns can be registered. By registering frequently used accounting report patterns, 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 pattern" on page 3-14.

Exporting

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 "Exporting" on page 3-15.

Displaying a graph

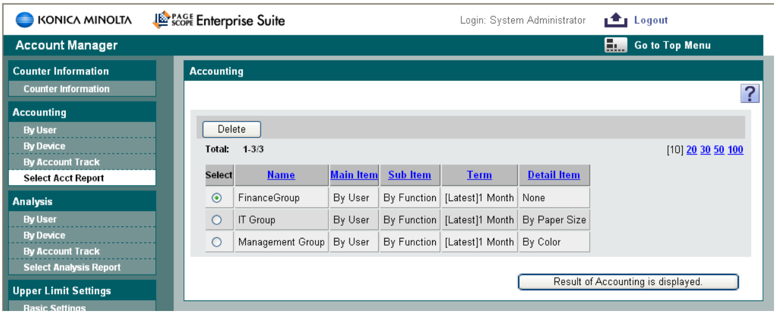
Click the [Show Graph] button to display the accounting result in a bar graph in a separate window. The examples and precautions are the same as those in "Accounting by user" on page 3-8. For details, refer to "Displaying a graph" on page 3-16.

3.5 Selecting an accounting report pattern

Previously registered accounting report patterns can be selected to display the accounting results.

3.5.1 Accounting

➔ Select an accounting report pattern, and then click the [Result of Accounting is displayed.] button.



...

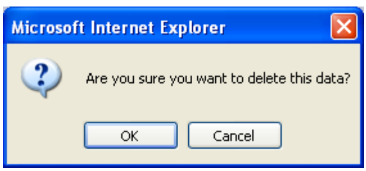
Reminder

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

3.5.2 Deleting the selected report pattern

1 Select an accounting report pattern, and then click the [Delete] button.

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



...

Note

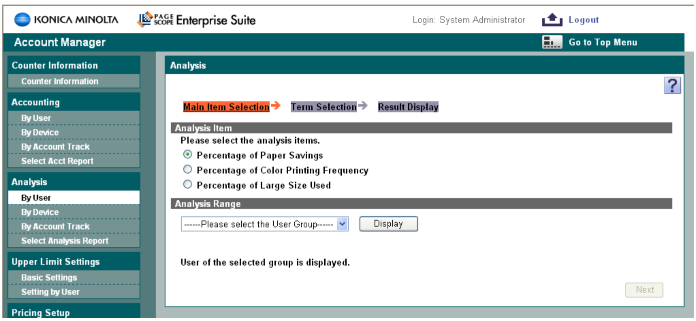
Accounting report patterns that are used with periodic processing cannot be deleted. For details on periodic processing, refer to "Specifying a periodic process." on page 3-90.

3.6 Analyzing by user

3.6.1 Selecting the analysis condition

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.



3.6.2 Selecting the analysis range

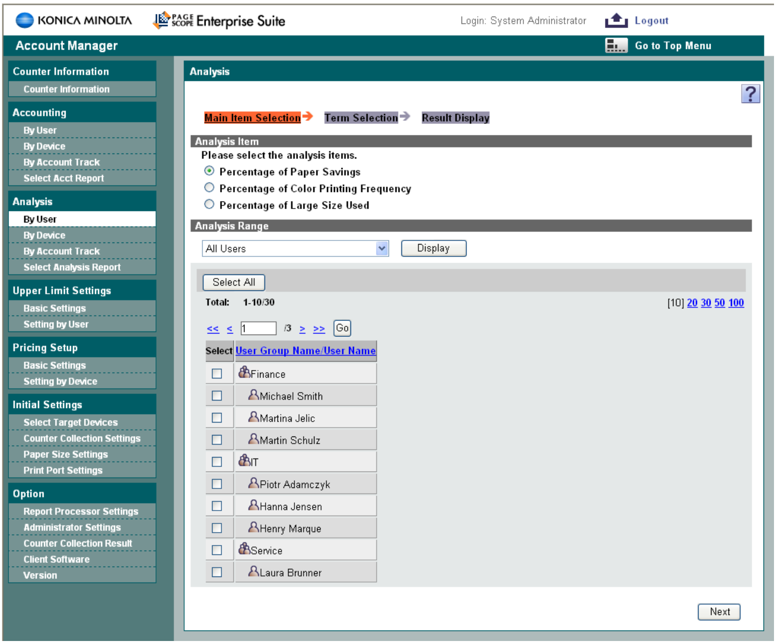
Select the users whose data is to be analyzed.

1 From the [User Group] drop-down list, select the user group to be displayed.

- To display all users, select "All Users".

2 Click the [Display] button.

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



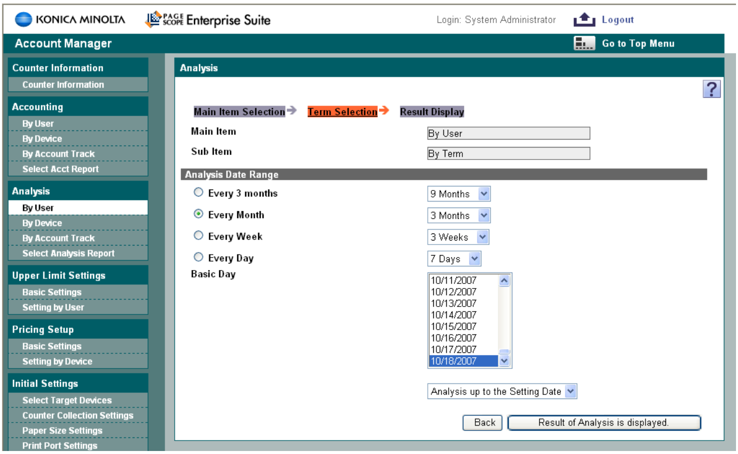
3 Select the check box beside the user/user group whose data is to be analyzed, and then click the [Next] button.

- To select all users/user groups, click the [Select All] button.

3.6.3 Selecting a time period

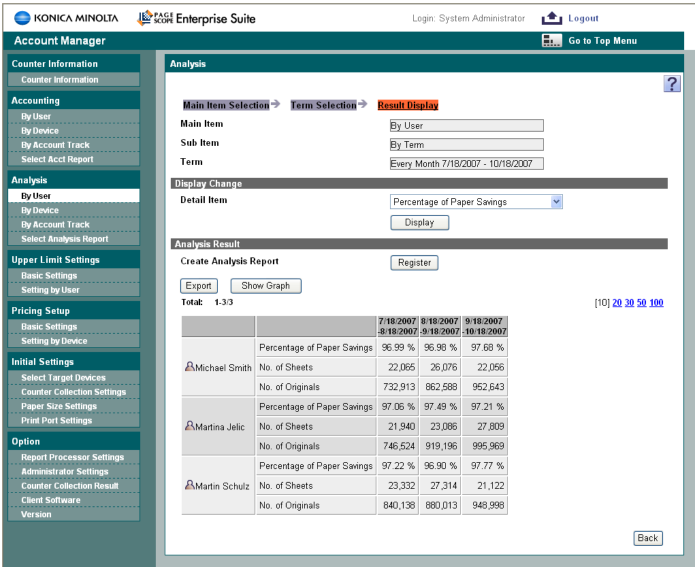
Select the time period of the data that is to be analyzed.

➔ Select the pattern for the analysis period and the reference date.
- 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 "Analysis up to the Setting Date" or "Analysis from the Setting Date".



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>

The displayed results can be changed by specifying various details. Select the counter type, and then click the [Display] button.

Function	Details
Detail Item	Select "Percentage of Paper Savings", "Percentage of Color Printing Frequency" or "Percentage of Large Size Used".

<Analysis Result>

The analysis result is displayed according to the specified settings.

Function	Details
Create Analysis Report	The specified analysis conditions can be registered as a report pattern. To register the report pattern, 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 bar graph.

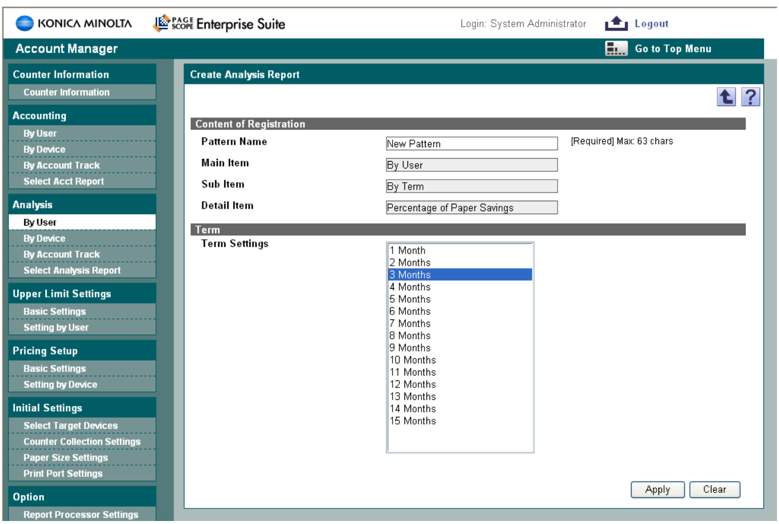
Note

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 pattern

Analysis report patterns can be registered. Settings can be specified for the following parameters. After specifying the settings, click the [Apply] button to add the analysis report pattern.

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



Function	Details
Pattern Name	Type in a pattern name of 1 to 63 characters. The name same as the accounting report pattern name cannot be used.
Term Settings	Select the analysis period.

Reminder
The same pattern names that have already been registered for the accounting report or analysis report cannot be registered. If the same pattern name is specified, a confirmation message appears asking whether or not you want to overwrite the data. Click the [OK] button to overwrite the data. The old pattern will be deleted.

Exporting

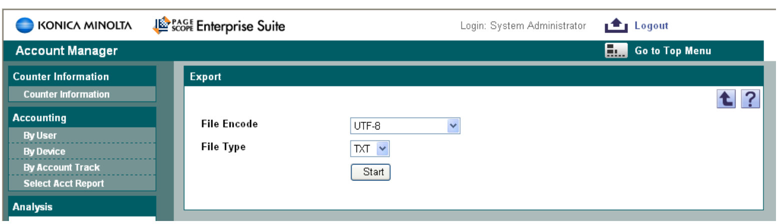
The data for analysis results can be exported to and saved in a file of the specified format.

Specify settings for the following parameters when exporting.

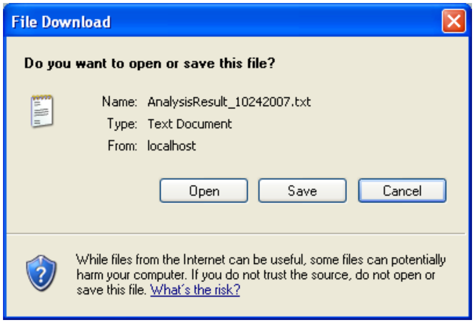
Function	Details
File Encode	Select "Japanese (Shift_JIS)" or "UTF-8" as the file character code.
File Type	Select the format ("TXT" or "XML") of the file that is to be saved.

Reminder
If "XML" is selected as the file format, set "File Encode" to "UTF-8".

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

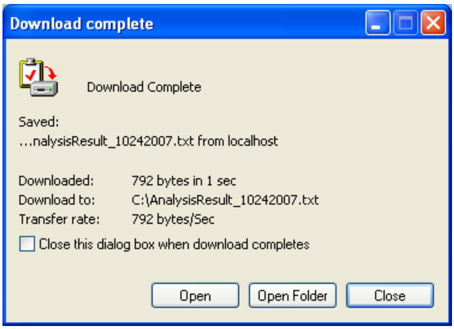


2 In the File Download dialog box, click the [Save] button.



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.

...

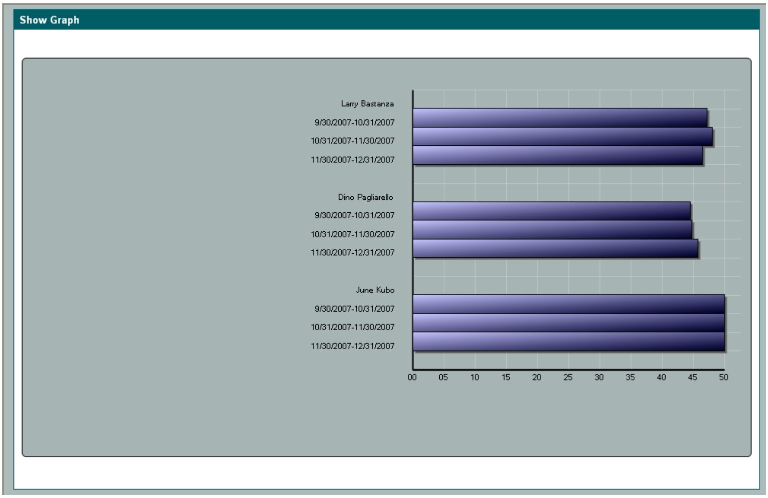
Note

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

The data in XML format cannot be viewed and edited in a spreadsheet application.

Displaying a graph

Click the [Show Graph] button to display the analysis results in a bar graph in a separate window.



...

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 secondary condition items selected, the condition items may not be displayed correctly.

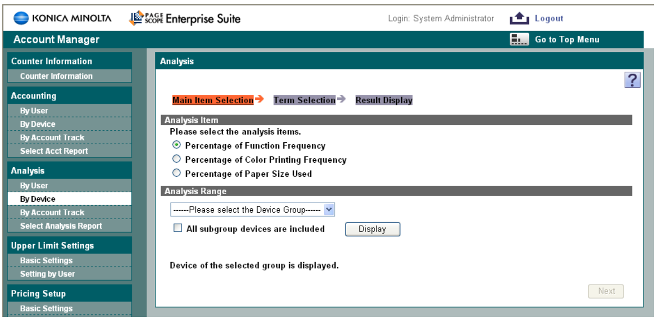
If a font not installed on the server is being used, the text may not be displayed correctly.

3.7 Analyzing by device

3.7.1 Selecting the analysis condition

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.



3.7.2 Selecting the analysis range

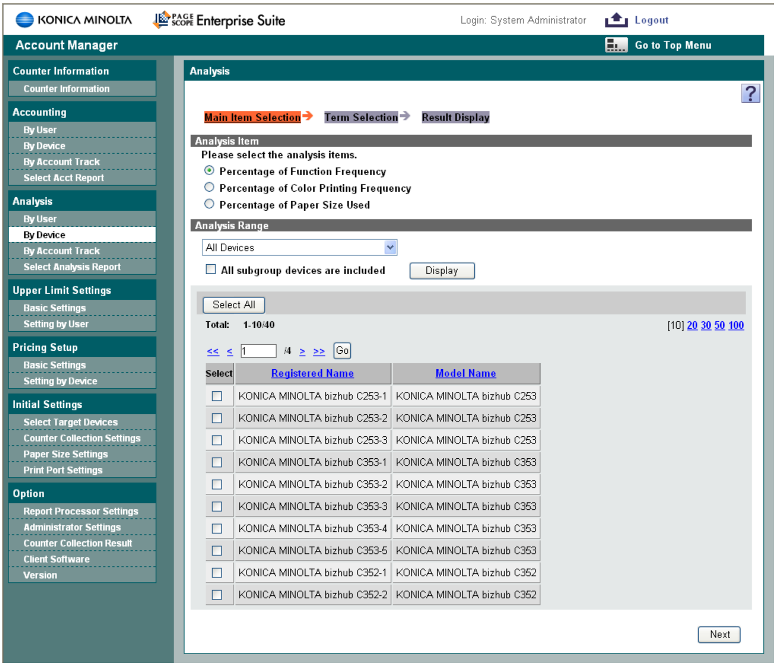
Select the device whose data is to be analyzed.

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.

2 Click the [Display] button.

A list of devices registered in the selected group appears.



3 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.

...

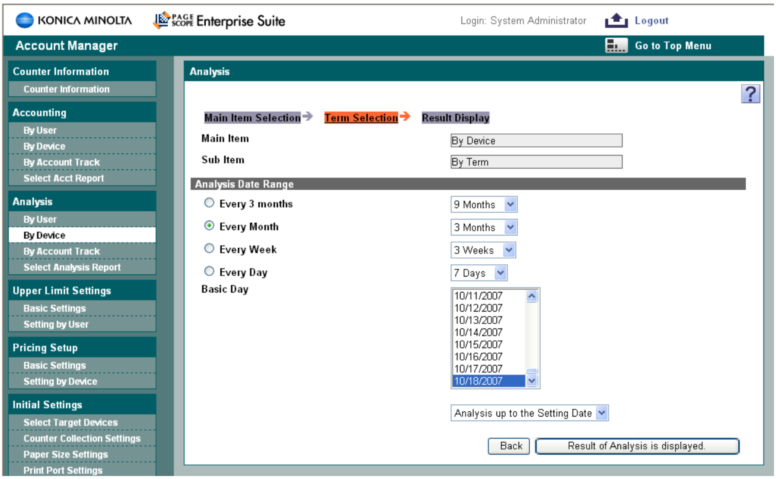
Note

Data cannot be analyzed by device group.

3.7.3 Selecting a time period

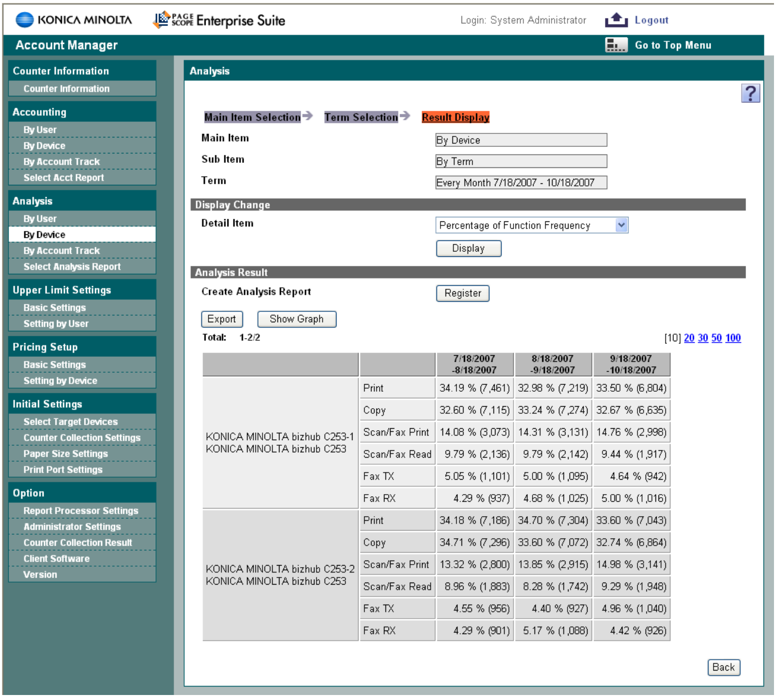
Select the time period of the data that is to be analyzed.

➔ Select the pattern for the analysis period and the reference date.
- 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 "Analysis up to the Setting Date" or "Analysis from the Setting Date".



3.7.4 Displaying the result

The analysis result is displayed as shown below.



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

<Display Change>

The displayed results can be changed by specifying various details. Select the counter type, and then click the [Display] button.

Function	Details
Detail Item	Select "Percentage of Function Frequency", "Percentage of Color Printing Frequency" or "Percentage of Paper Size Used".

<Analysis Result>

The analysis result is displayed according to the specified settings.

Function	Details
Create Analysis Report	The specified analysis conditions can be registered as a report pattern. To register the report pattern, 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 bar graph.

Registering an analysis report pattern

Analysis report patterns can be registered. By registering frequently used analysis report patterns, 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 3-34. For details, refer to "Registering an analysis report pattern" on page 3-38.

Exporting

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 3-34. For details, refer to "Exporting" on page 3-39.

Displaying a graph

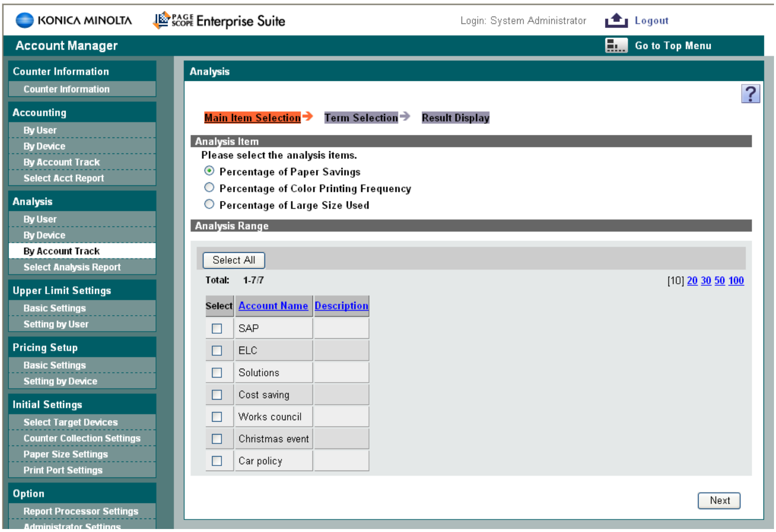
Click the [Show Graph] button to display the analysis results in a bar graph in a separate window. The examples and precautions are the same as those in "Analyzing by user" on page 3-34. For details, refer to "Displaying a graph" on page 3-41.

3.8 Analyzing by account track

3.8.1 Selecting the analysis condition

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

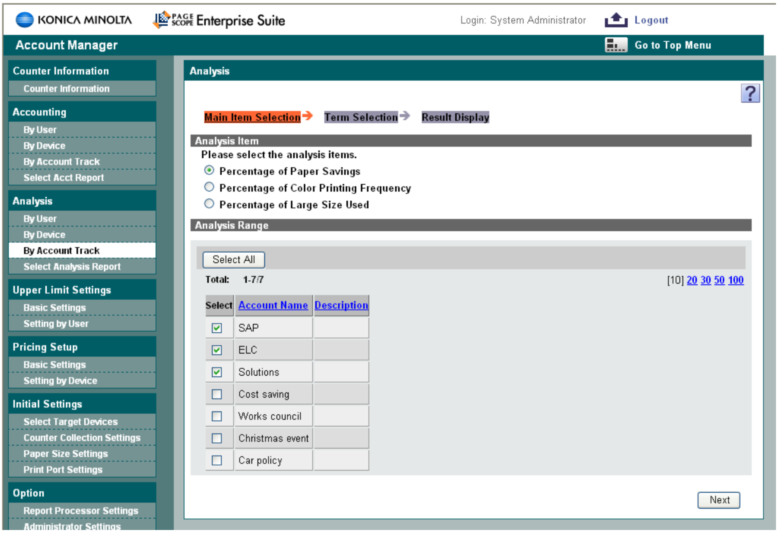
Function	Details
Percentage of Paper Savings	Select this setting to calculate the percentage of paper conserved from the counters for the number of Sheets and number of originals.
Percentage of Color Printing Frequency	Select this setting to calculate the percentage of colors used for the number of pages printed.
Percentage of Large Size Used	Select this setting to calculate the percentage of large-sized paper used for the number of pages printed.



3.8.2 Selecting the analysis range

Select the account whose data is to be analyzed.

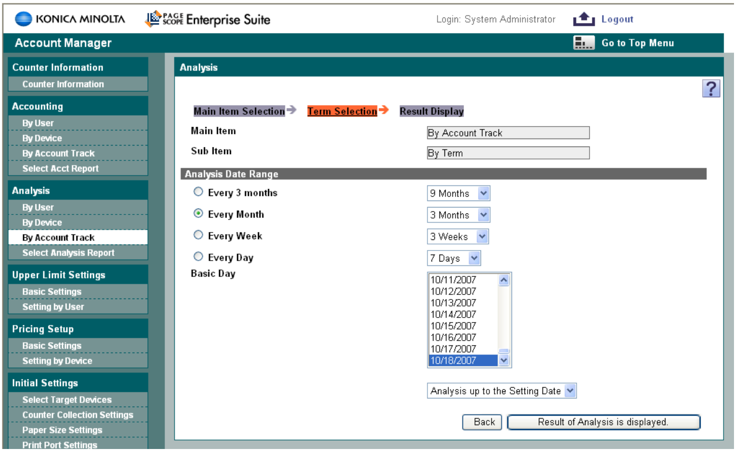
➔ Select the check box beside the account tracks whose data is to be analyzed, and then click the [Next] button.
– To select all account tracks, click the [Select All] button.



3.8.3 Selecting a time period

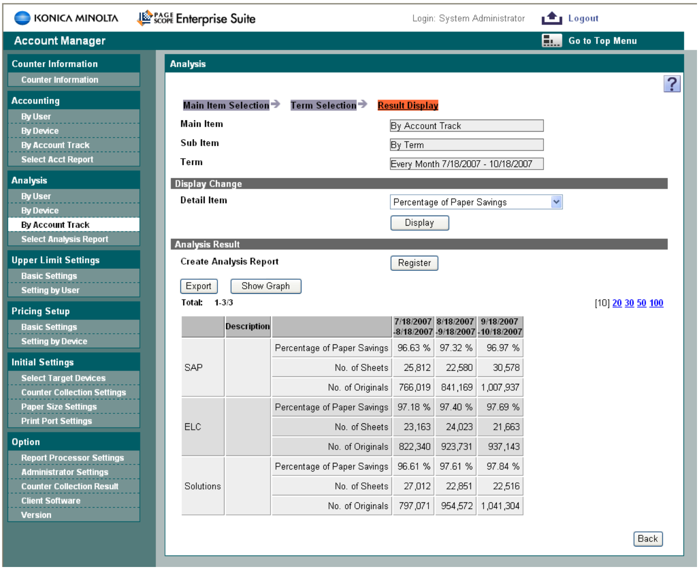
Select the time period of the data that is to be analyzed.

➔ Select the pattern for the analysis period and the reference date.
- 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 "Analysis up to the Setting Date" or "Analysis from the Setting Date".



3.8.4 Displaying the result

The analysis result is displayed as shown below.



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

<Display Change>

The displayed results can be changed by specifying various details. Select the counter type, and then click the [Display] button.

Function	Details
Detail Item	Select "Percentage of Paper Savings", "Percentage of Color Printing Frequency" or "Percentage of Large Size Used".

<Analysis Result>

The analysis result is displayed according to the specified settings.

Function	Details
Create Analysis Report	The specified analysis conditions can be registered as a report pattern. To register the report pattern, 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 bar graph.

Registering an analysis report pattern

Analysis report patterns can be registered. By registering frequently used analysis report patterns, 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 3-34. For details, refer to "Registering an analysis report pattern" on page 3-38.

Exporting

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 3-34. For details, refer to "Exporting" on page 3-39.

Displaying a graph

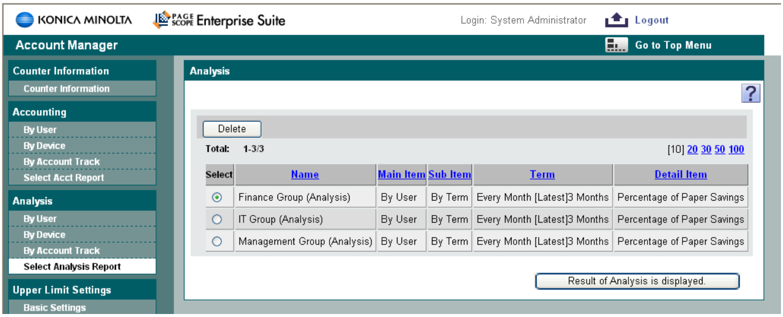
Click the [Show Graph] button to display the analysis results in a bar graph in a separate window. The examples and precautions are the same as those in "Analyzing by user" on page 3-34. For details, refer to "Displaying a graph" on page 3-41.

3.9 Selecting an analysis report pattern

Previously registered analysis report patterns can be selected to display the analysis results.

3.9.1 Analyzing

➔ Select an analysis report pattern, and then click the [Result of Analysis is displayed.] button.



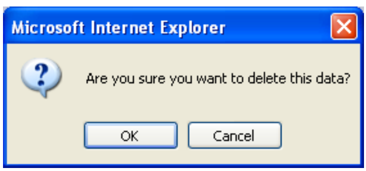
Reminder

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

3.9.2 Deleting the selected report pattern

1 Select an analysis report pattern, and then click the [Delete] button.

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



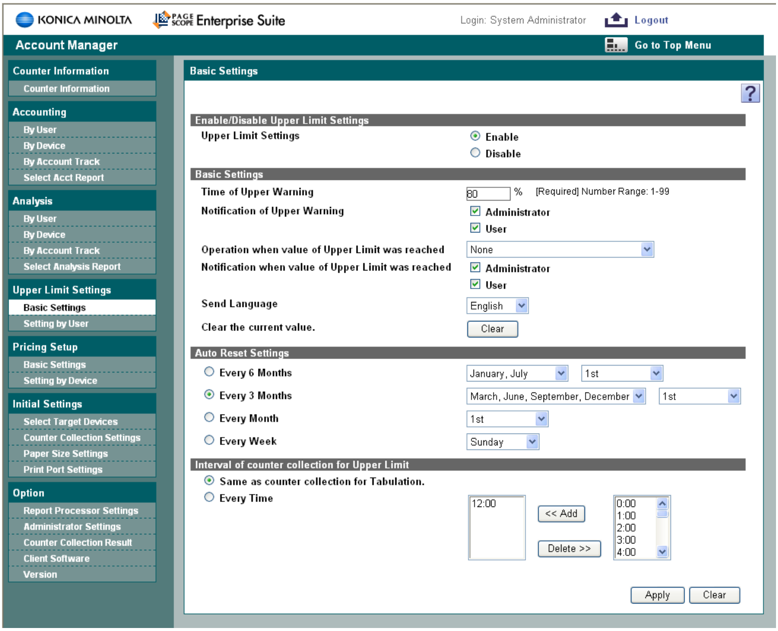
Note

Analysis report patterns that are used with periodic processing cannot be deleted. For details on periodic processing, refer to "Specifying a periodic process." on page 3-90.

3.10 Managing the upper limit

3.10.1 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.
Notification of Upper Warning	Select who ("Administrator" or "User") is given the warning about the upper limit.
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.

Function	Details
Notification when value of Upper Limit was reached	Select who ("Administrator" or "User") is given the warning when the upper limit is reached.
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.

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 displayed.

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.

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.

Operation when upper limit setting is enabled

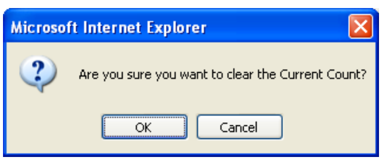
If "Upper Limit Settings" is set to "Enable", the upper limit counters are collected and an operation is performed, for example, printing is prohibited or a warning is sent by e-mail when the upper limit specified in the Setting by User page is nearly reached.

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

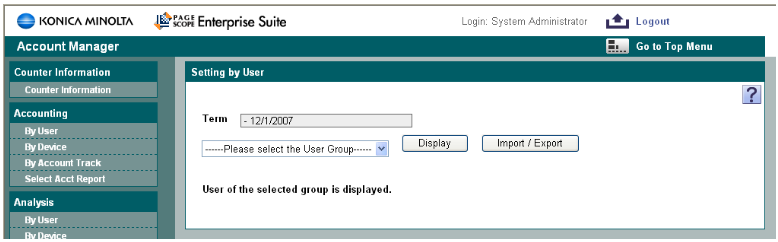
It may take some time to clear all values.

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.

3.10.2 Setting by user

"By User" page

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



Function	Details
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.
[Import / Export] button	Click this button to export the data for the selected user or user group or to import data.

✎...

Note

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

Displaying the users

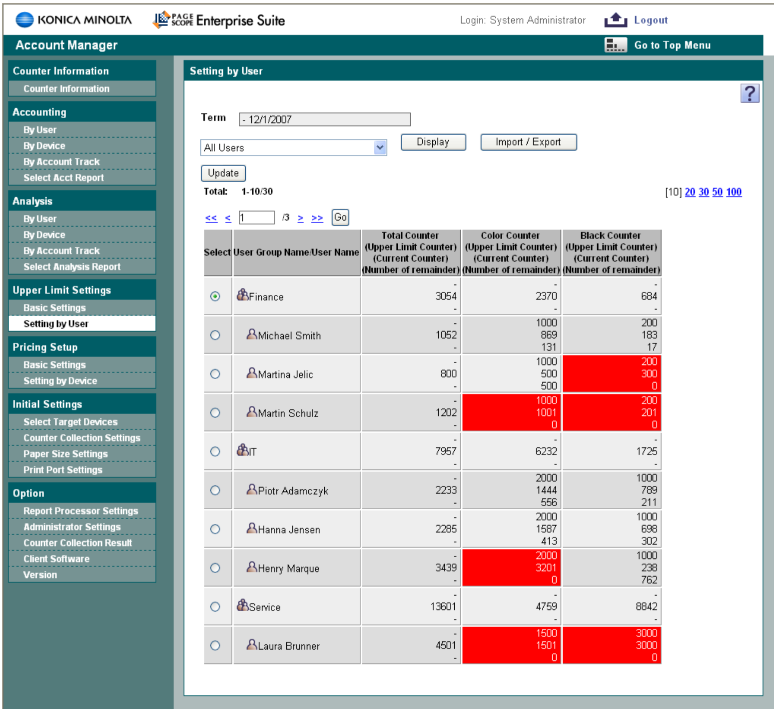
Upper limits can be specified for each user.

1 From the [User Group] drop-down list, select the user group to be displayed.

– To display all users, select "All Users".

2 Click the [Display] button.

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



3 Select the user/user group whose settings are to be changed, and then click the [Update] button.

The Update page appears.

...

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.

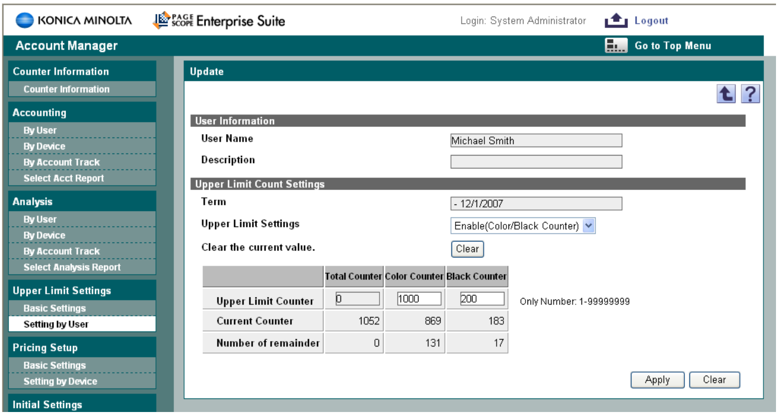
When counter values are collected according to the settings specified below "Counter Collection Interval" in the Basic Settings of Counter Collection page (displayed by clicking "Counter Collection Setting" below "Initial Settings").

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

3.10.3 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.



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.
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.

Function	Details
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.

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.

3.10.4 Importing/exporting

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

Exporting

Specify settings for the following parameters when exporting.

Function	Details
File Encode	Select "Japanese (Shift_JIS)" or "UTF-8" as the file character code.

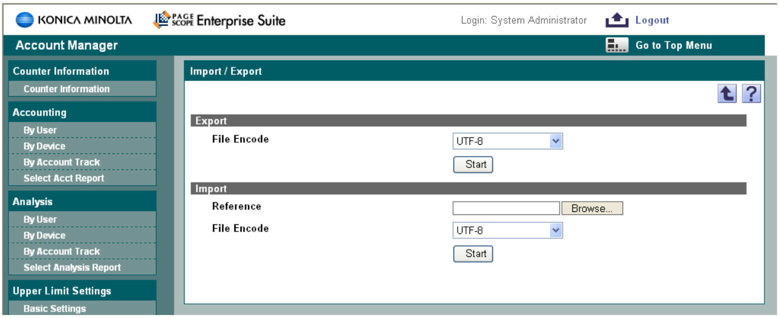
✎...

Reminder

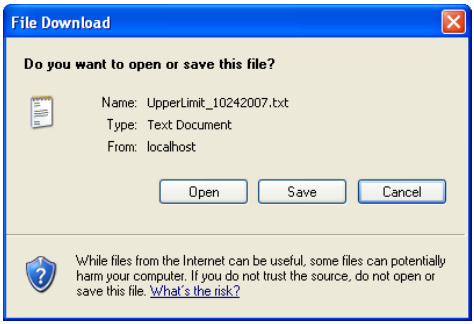
The upper limit data specified for the selected user group or user will be exported.

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

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

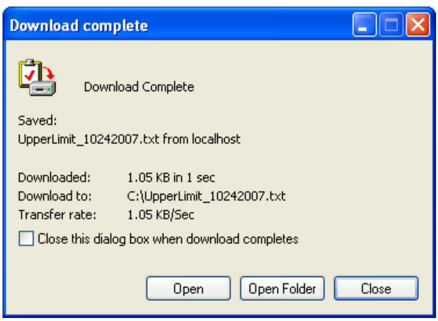


2 In the File Download dialog box, click the [Save] button.



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

TXT file configuration

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".

✎...

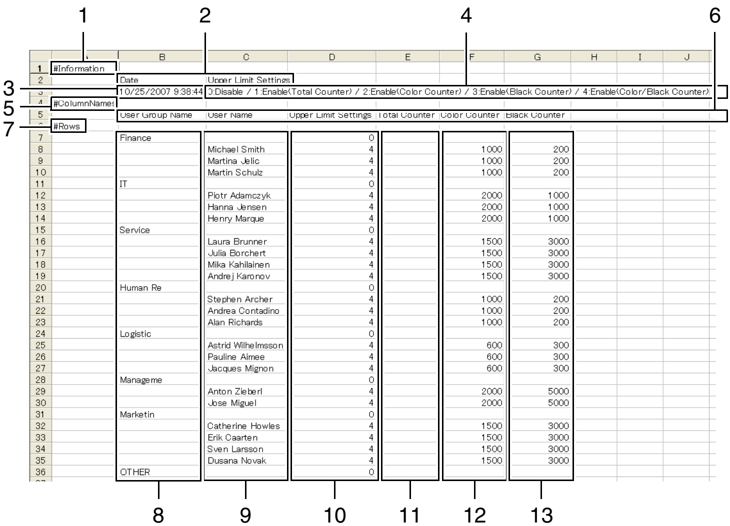
Reminder

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

✎...

Note

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



No.	Required	Function	Details
1		#Information	Type in the first row.
2		(Item titles 1)	In the second column of the second row, type in "Date" and "Upper Limit Settings". Do not type in anything in the first column.
3		(Date)	If data was exported, the export date appears in the second column of the third row.
4		(Upper Limit Settings)	If data was exported, the upper limit parameter "0: Disable; 1: Enable (Total Counter); 2: Enable (Color Counter); 3: Enable (Black Counter); or 4: Enable (Color/Black Counter)" appears in the third column of the third row.
5	○	#ColumnNames	Type in the fourth row.
6	○	(Item titles 2)	Starting with the second column of the fifth row, type in "User Group Name", "User Name", "Upper Limit Settings", "Total Counter", "Color Counter", and "Black Counter". Do not type in anything in the first column.
7	○	#Rows	Type in the sixth row.
8	○*	User Group Name	Type in the user group name. Do not type in the user name in the same row.
9	○*	User Name	Type in the user name.

No.	Required	Function	Details
10	○	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.
11		Total Counter	Type in the maximum number allowed when the upper limit is managed for the total counter.
12		Color Counter	Type in the maximum number allowed when the upper limit is managed for the color counter.
13		Black Counter	Type in the maximum number allowed when the upper limit is managed for the black counter.

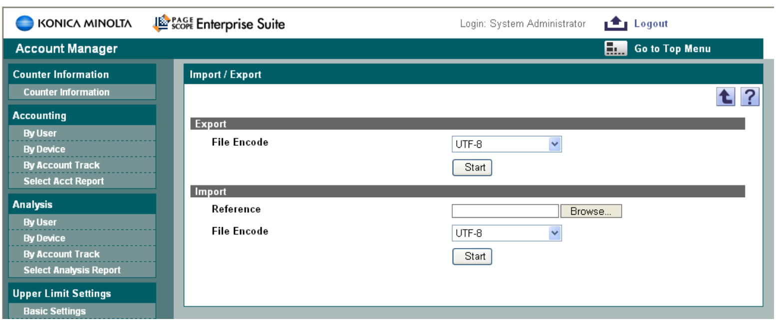
* Type in either the user group name or the user name.

Importing

User information and upper limit data previously saved in a Text (Tab delimited) file can be imported to register the information. Specify settings for the following parameters when importing.

Function	Details
Reference	Type in the path to the file to be imported. The file path can also be specified by clicking the [Browse] button.
File Encode	Select "Japanese (Shift_JIS)" or "UTF-8" as the file character code. Incorrect selection may import incorrect information.

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



The result of the import operation appears.

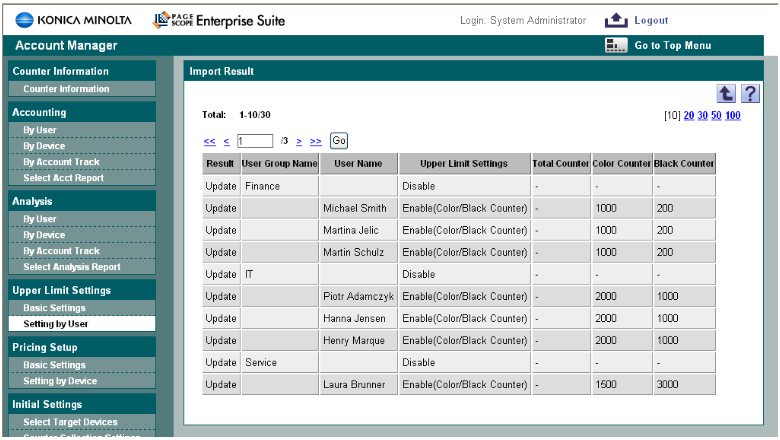
Note

For details on the result page, refer to "Checking the import result" on page 3-64.

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

Checking the import result

The results of the import operation can be viewed.

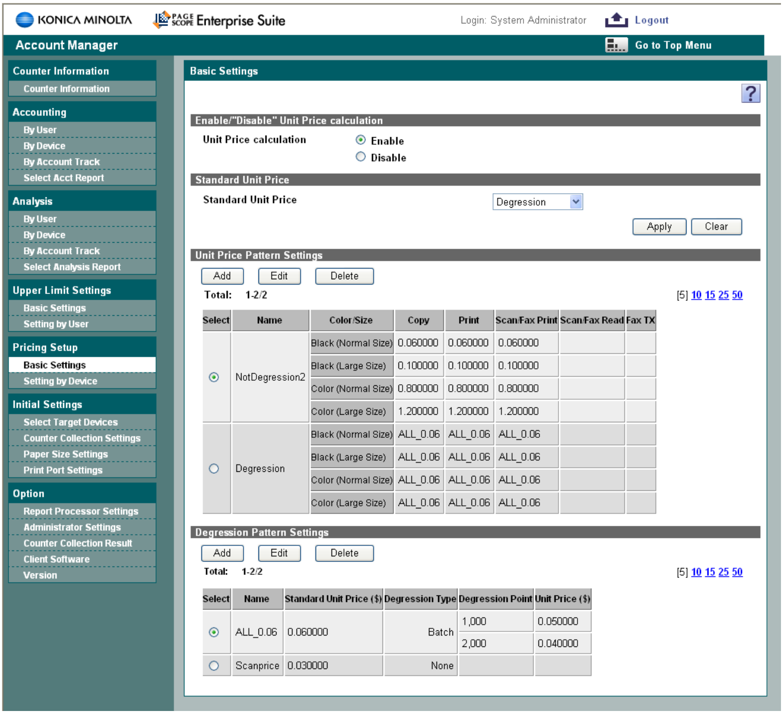


Function	Details
Result	Displays whether the registration operation was successfully completed from importing. "Overwrite Completed": Appears when the information of the upper limit management, total counter, color counter, and black counter has been normally updated. "Error": Appears when the information 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	

3.11 Specifying a unit price

3.11.1 Specifying the basic settings

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



Function	Details
Unit Price calculation	Select whether or not costs are calculated when totaling.
Standard Unit Price	Select the unit price calculation pattern to be used when totaling. If no unit price is specified for a device on the Setting by Device page, the unit price specified here is used for calculations.
Unit Price Pattern Settings	Unit price patterns for functions, paper sizes and printing method (color or black/white) are listed. Unit price patterns can be added, edited or deleted.

Function	Details
Degression Pattern Settings	Reference values for unit price calculations can be specified. In addition, degression patterns of falling unit prices can be specified according to the number of pages used. Degression patterns can be added, edited or deleted.

1 To calculate unit prices, set "Unit Price calculation" to "Enable".

2 From the "Standard Unit Price" list, select a unit price pattern.

3 Click the [Apply] button.

✎...

Reminder

When a unit price pattern is not registered or added, "Enable" cannot be selected for "Unit Price calculation".

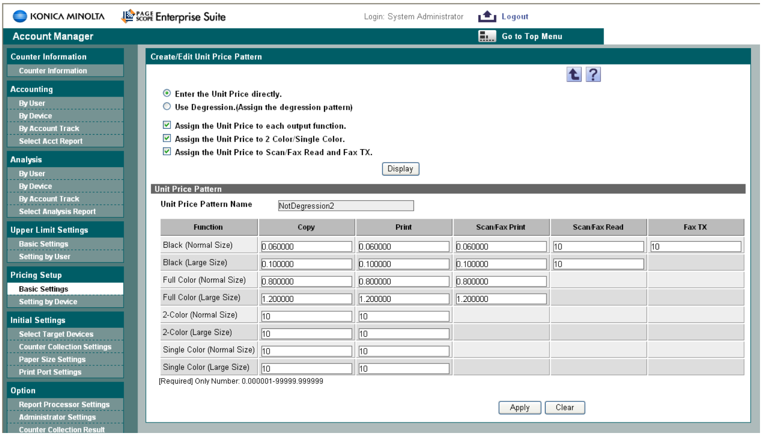
Adding and editing unit price patterns

New unit price patterns can be added or current patterns can be edited.

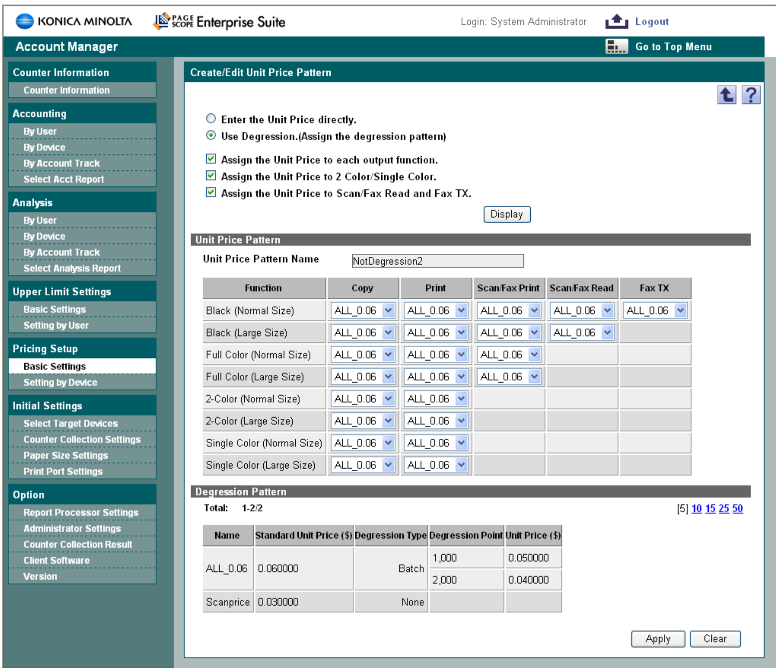
Settings can be specified for the following parameters.

Function	Details
Enter the Unit Price directly.	Select this setting to specify the unit price by item.
Use Degression.(Assign the degression pattern)	Select this setting to create the unit price pattern by assigning the degression pattern 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 Pattern Name	Specify the name of the unit price pattern. It cannot be changed when editing.
Unit Price Pattern	Type in the unit price pattern for each of specified settings.
Degression Pattern	Displays the list of specified degression patterns. This item appears when "Use Degression.(Assign the degression pattern)" is selected.

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



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



1 Select the type and items of the unit price pattern, and then click the [Display] button.

2 In the "Unit Price Pattern Name" box, type in the name of the pattern.

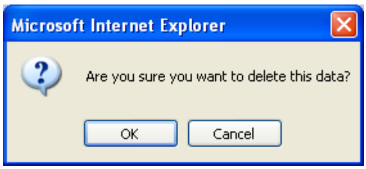
3 Specify the unit price pattern settings, and then click the [Apply] button.

Deleting a unit price pattern

Unnecessary unit price patterns can be deleted.

1 Select the unit price pattern 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 pattern is deleted.

...

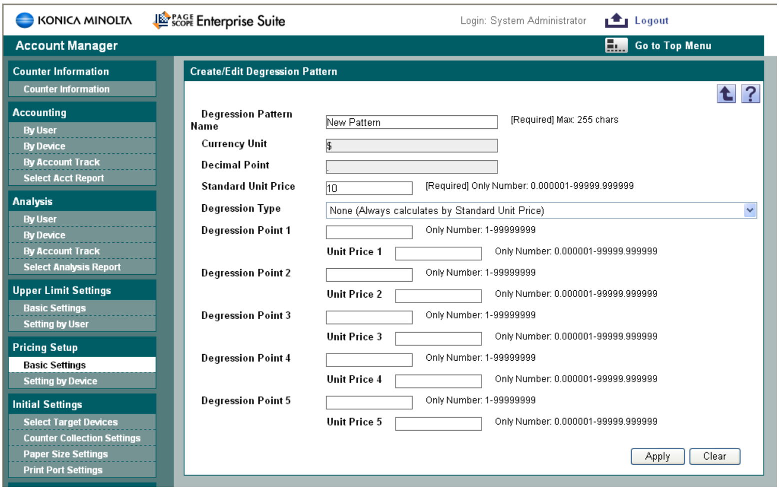
Note

In the following cases, unit price patterns cannot be deleted.
• When "Enable" is specified for "Unit Price calculation" and "Standard Unit Price" is specified for the unit price pattern.
• Unit price pattern specified for "Pricing Setup" for the device/device group in the Setting by Device page

Adding and editing degression patterns

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

Settings can be specified for the following parameters.



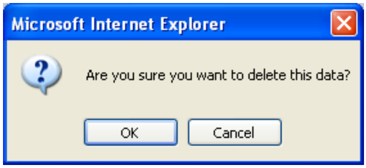
Function	Details
Degression Pattern Name	Specify the name of the degression pattern.
Currency Unit	Displays the currency unit. The measurement unit specified in the page displayed when "Display Settings" is selected in the menu of Server Settings is displayed. For details, refer to the "Server for PageScope Enterprise Suite Ver. 1.1 User's Guide".
Decimal Point	Displays the decimal symbol. For details, refer to the "Server for PageScope Enterprise Suite Ver. 1.1 User's Guide".
Standard Unit Price	Specify the standard unit price before degression.
Degression Type	Select the level of degression.
Degression Point	Specify the usage to be used as the degression point and the unit price when it is exceeded. If "Degression Type" is set to "Phased" or "Batch", up to five degression points can be specified.

Deleting a degression pattern

Unnecessary degression patterns can be deleted.

1 Select the degression pattern 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 pattern is deleted.

Note
Degression patterns used with unit price patterns cannot be deleted.

3.11.2 Setting by device

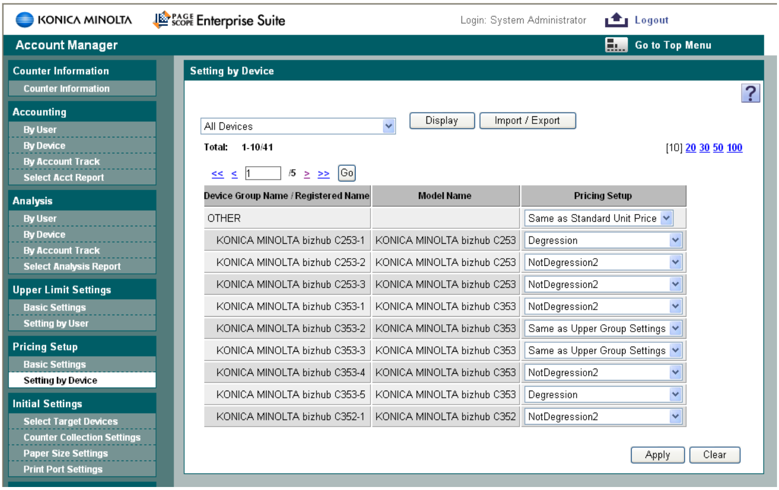
The unit price calculation method can be specified for each device that is managed.

1 From the [Device Group] drop-down list, select the device group to be displayed.

– To display all devices, select "All Devices".

2 Click the [Display] button.

A list of devices registered in the selected group appears.



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

3.11.3 Importing/exporting

Information for devices/device groups and pricing setup can be exported to a Text (Tab delimited) file. Information can also be registered by temporarily saving the registered information or adding unit price information in the correct format, then importing it.

Exporting

Specify settings for the following parameters when exporting.

Function	Details
File Encode	Select "Japanese (Shift_JIS)" or "UTF-8" as the file character code.

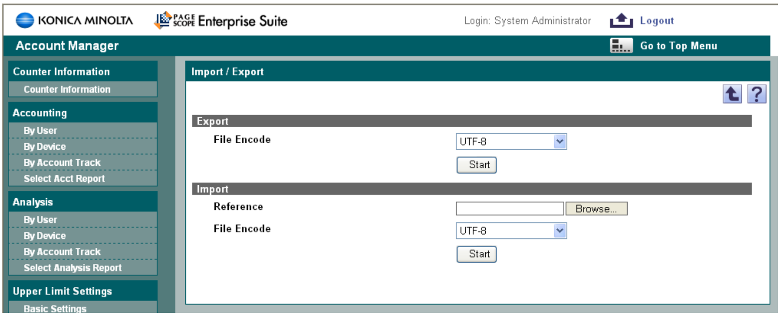
...

Reminder

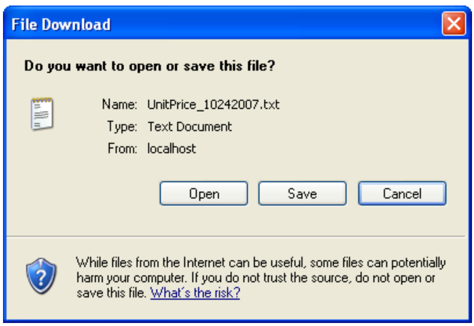
The unit price data specified for the selected device group or device will be exported.

If an export operation is performed without a device group or device selected, the unit price data for all devices is exported.

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

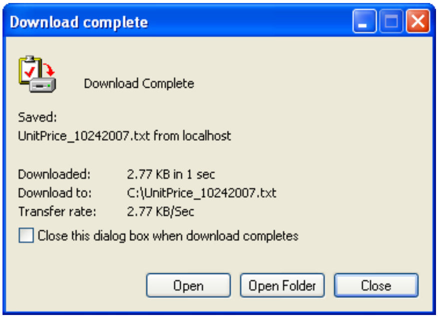


2 In the File Download dialog box, click the [Save] button.



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

Text (Tab delimited) file configuration

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".

...

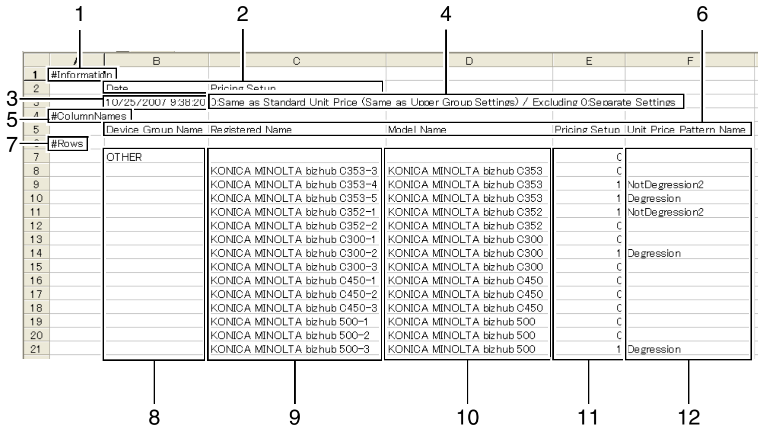
Reminder

The Text (Tab delimited) file can also be created by clicking the [Export] button to export a file, then entering the data.

...

Note

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



No.	Required	Function	Details
1		#Information	Type in the first row.
2		(Item titles 1)	In the second column of the second row, type in "Date" and "Pricing Setup". Do not type in anything in the first column.
3		(Date)	If data was exported, the export date appears in the second column of the third row.
4		(Pricing Setup)	If data was exported, the parameter that represents the unit price setting "0: Same as Standard Unit Price (Same as Upper Group Settings) / Excluding 0: Separate Settings" appears in the third column of the third row.
5	○	#ColumnNames	Type in the fourth row.
6	○	(Item titles 2)	Starting with the second column of the fifth row, type in "Device Group Name", "Registered Name", "Model Name", "Pricing Setup" and "Unit Price Pattern Name". Do not type in anything in the first column.
7	○	#Rows	Type in the sixth row.
8	○*	Device Group Name	Type in the name of the device group. Do not type the model name or registered name in the same row.
9	○*	Registered Name	Type in the registered name of the device.
10		Model Name	Type in the model name of the device.
11	○	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. "1": A unit price pattern specified individually is used.
12		Unit Price Pattern Name	If "1" was specified for the unit price setting, type in the name of the unit price pattern that is used.

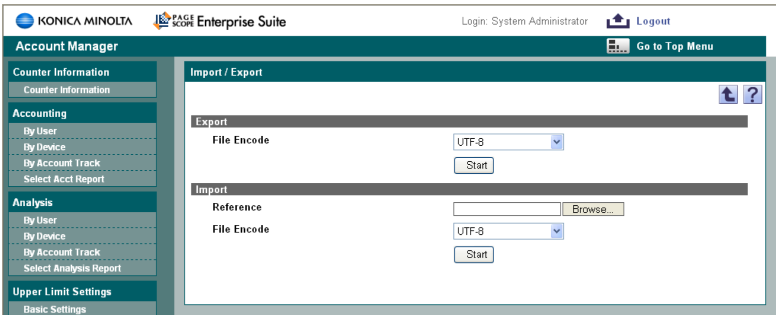
* Type in either the "Device Group Name" or the "Registered Name".

Importing

Data for the device and unit price previously saved in a Text (Tab delimited) file can be imported to register the information. Specify settings for the following parameters when importing.

Function	Details
Reference	Type in the path to the file to be imported. The file path can also be specified by clicking the [Browse] button.
File Encode	Select "Japanese (Shift_JIS)" or "UTF-8" as the file character code.

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



The result of the import operation appears.

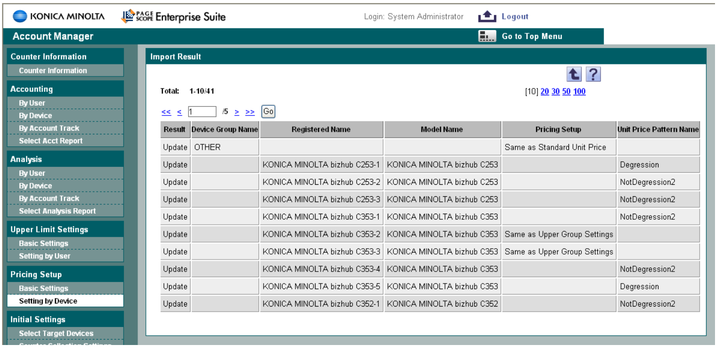
Note

For details on the result page, refer to "Checking the import result" on page 3-76.

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

Checking the import result

The results of the import operation can be viewed.



Function	Details
Result	Displays whether the registration operation was successfully completed from importing. "Overwrite Completed": 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.
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 Pattern Name	Displays the name of the specified unit price pattern.

3.12 Initial settings

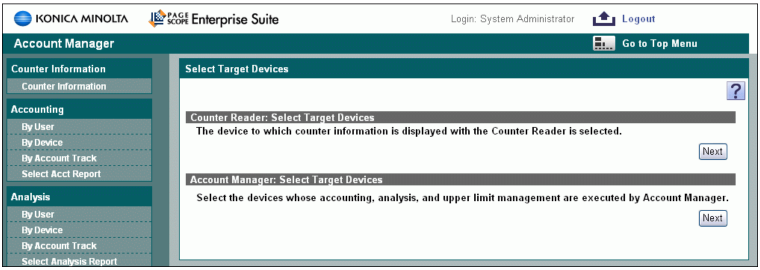
Devices to be managed by Counter Reader and Account Manager can be specified.

3.12.1 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. To not display data in the Counter Information page or collect counters, do not select the check box.

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

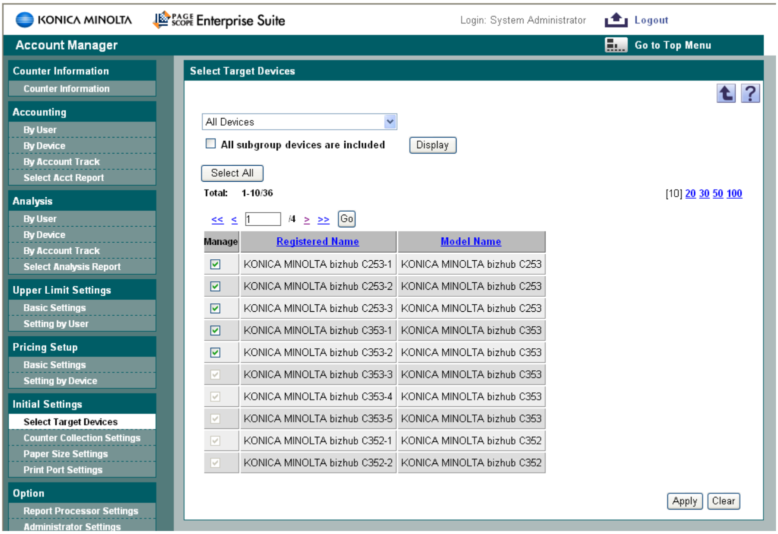


2 From the [Device Group] drop-down list, select the device group to be displayed.

- 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.

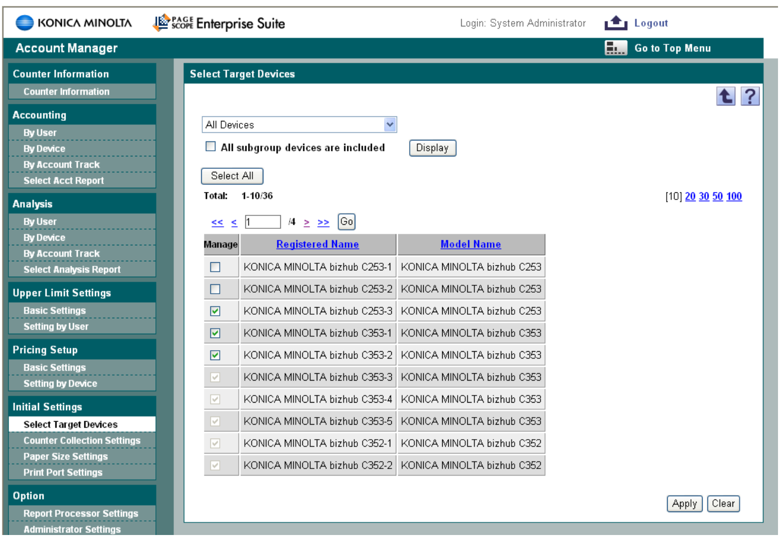
3 Click the [Display] button.

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



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



3.12.2 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 License Count	Displays the number of the licenses for the device.
Unused License Count	Displays the number of unused licenses.
Select Target Device	Specify the device to be managed by Account Manager.
Device Option Settings	Specify this setting when the condition of HDD (option) installed to the device is changed.

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 the "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"*
- *"Print Port Settings" in the Print Port Name Settings page*
- *"Report Processing" in the Report Processor Settings page*

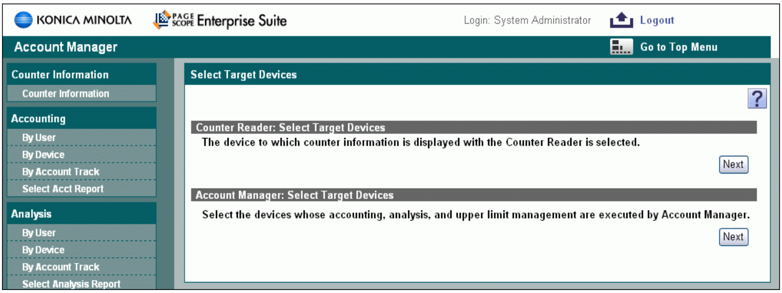
To specify the device as an Account Manager management target, a license is required. Even if a new device is searched for or added, it will not be automatically included in the management target. Select the "Manage" check box to include the device in the management target.

In the Counter Reader: Select Target Devices page, a newly searched or added device is automatically included in the management target; the device is processed in the same manner as when the "Manage" check box is selected.

In the Select Target Devices page of Account Manager, only the devices that require licenses are displayed. The devices that obtain print information using client software, such as devices made by other manufacturers, are not displayed.

The devices for which the "Manage" check box is cleared in the Select Target Devices page of the Counter Reader are not displayed.

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

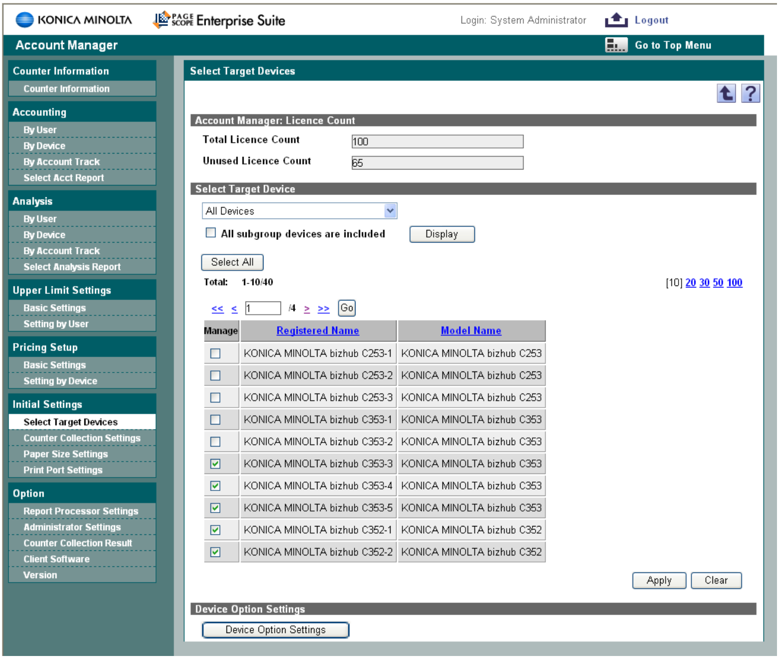


2 From the [Device Group] drop-down list, select the device group to be displayed.

– 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.

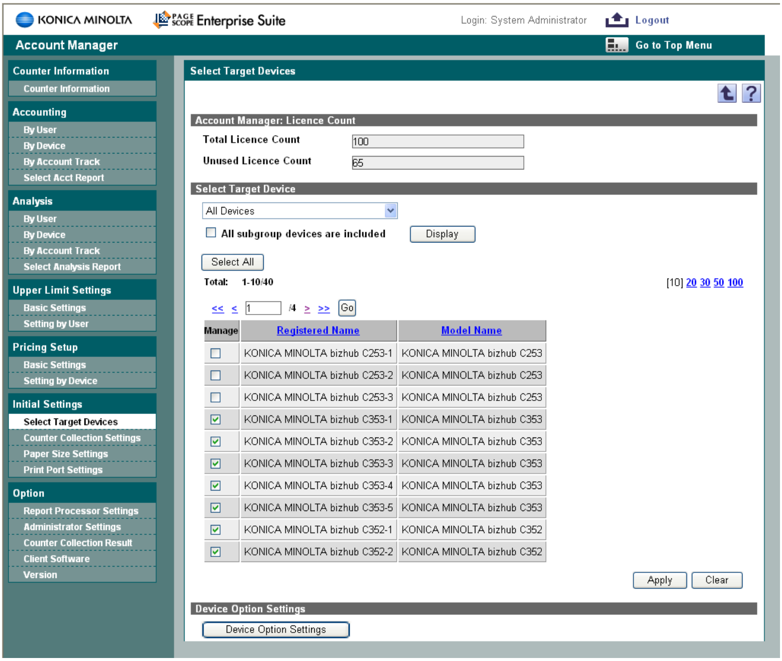
3 Click the [Display] button.

A list of devices registered in the selected group appears.



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.



...

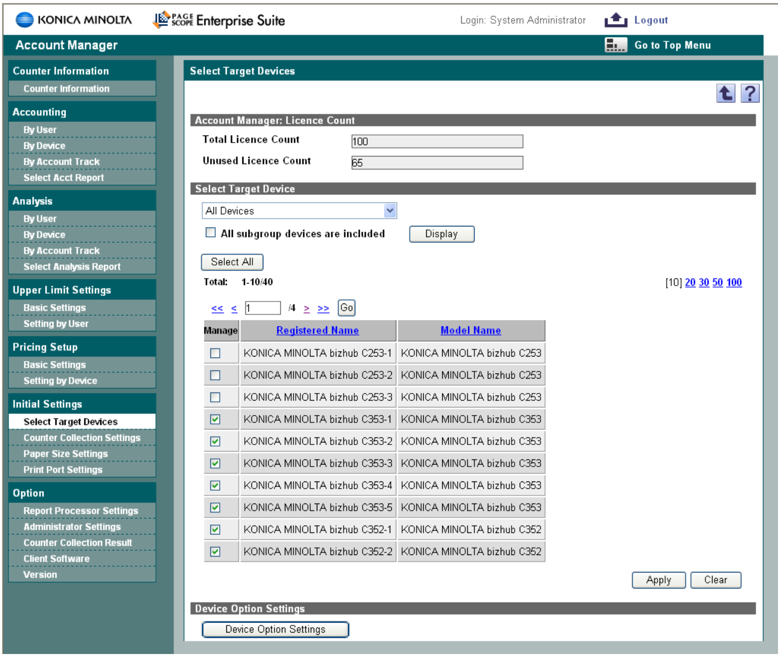
Reminder

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

Device option settings

Specify this setting when the condition of HDD (option) installed to the device is changed.

1 Click the [Device Option Settings] button.

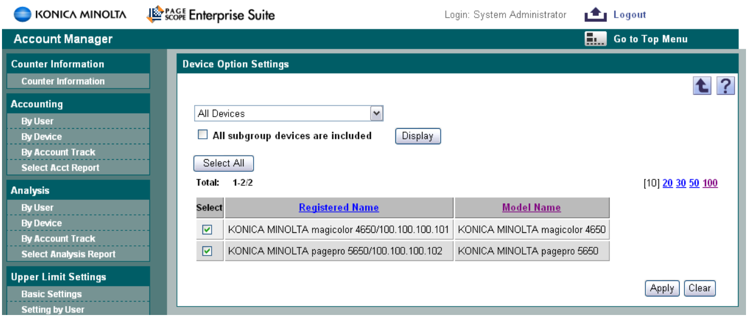


2 From the [Device Group] drop-down list, select the device group to be displayed.

- 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.

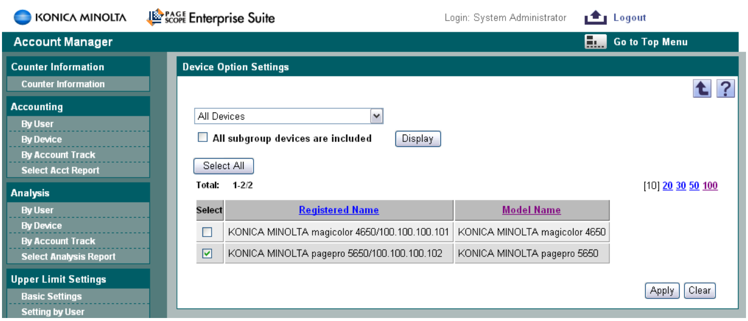
3 Click the [Display] button.

A list of registered devices in the selected group, for which counters can be collected at the time of the HDD installation, is displayed.



4 Clear the "Select" check box for the device from which the HDD was removed, and then click the [Apply] button.

– When an HDD is installed, select the "Manage" check box for the devices, and then click the [Apply] button.



Note

If the "Select" check box is not selected in the Device Option Setting page, the counters will not be collected for the device even if an HDD is installed.

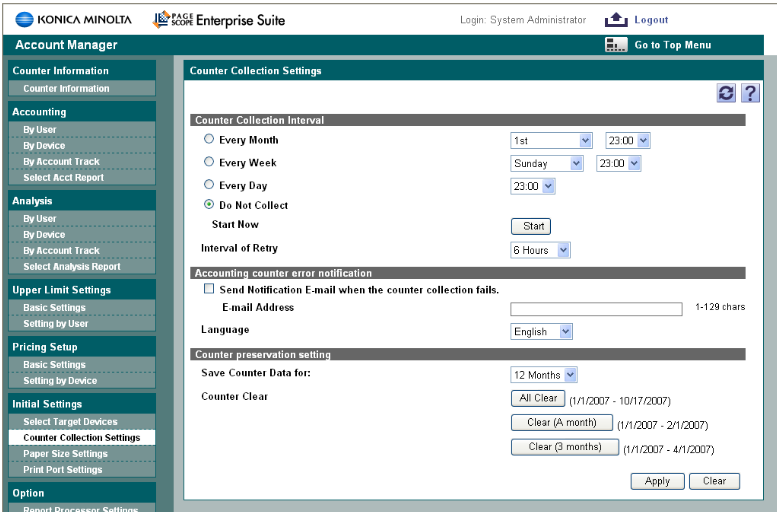
For a device for which the job log function is disabled, counters may not be collected.

A license is required if the "Select" check box is selected in the Device Option Setting page for the device. After applying the change, select the "Manage" check box in the Select Target Devices page. If "Manage" check box is cleared, print information is obtained for the device using the client software.

3.12.3 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 period 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)

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 device information settings, refer to the "Server for PageScope Enterprise Suite Ver. 1.1 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 management agent.

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

When multiple user names and account track 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.

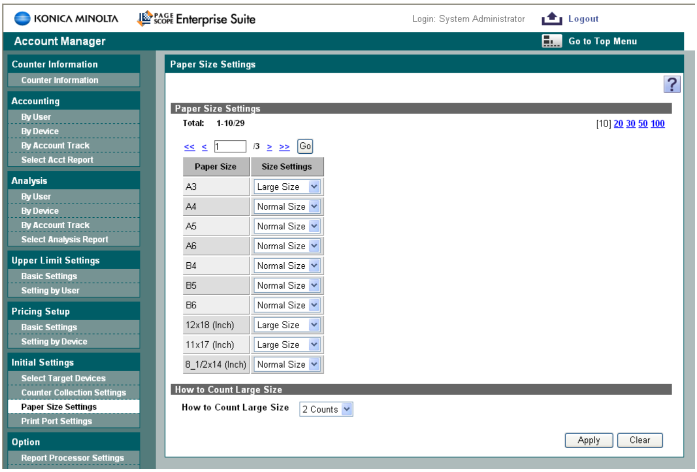
3.12.4 Specifying the paper size

Select whether each paper size used is considered to be a large size or a normal size.

The specified settings affect the following values.

- Unit price calculations totaled with "By Device" selected as the main condition and "By Paper Size" selected as the secondary condition
- Additions to the counter when the counters are collected using the client software
- Additions to the counter when the counters are collected from the device selected by "Select Target Devices" - "Account Manager: Select Target Devices" - "Device Option Settings".

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 Click the [Apply] button.

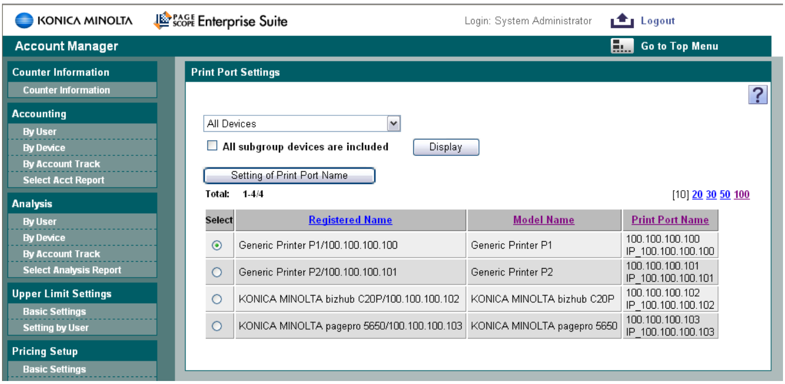
3.12.5 Specifying the printing port name

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.

2. Click the [Display] button.

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



3. Select the device whose settings are to be specified, and then click the [Setting of Print Port Name] button.

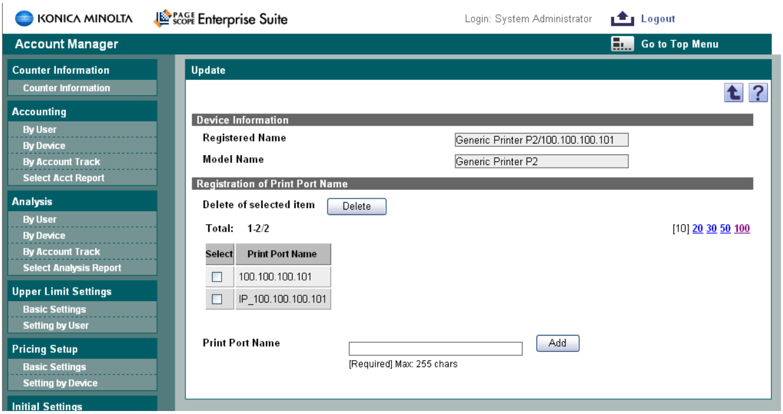
...

Note

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

Specifying the printing port name

Specify the printing port name for the selected device.



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 printing port names.
Delete of selected item	The selected printing port name can be deleted. Select an item from the list of printing port names, and then click the [Delete] button.
Print Port Name	New printing port names can be added. Type in the printing port name to be added, and then click the [Add] button.

3.13 Option

3.13.1 Specifying a periodic process.

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.

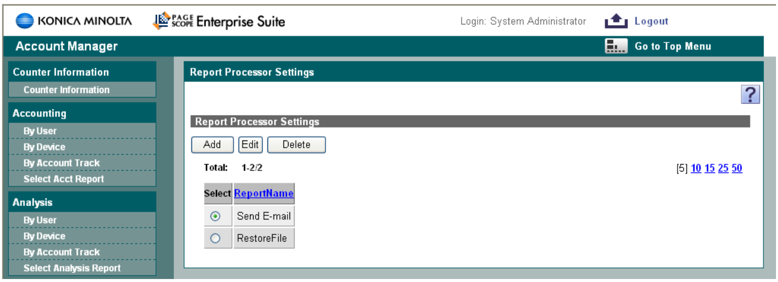
...

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 pattern/analysis report pattern

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 pattern/analysis report pattern, 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 format (Text (Tab delimited) file): Approx. 1.5 MB
	XML format: Approx. 20 MB

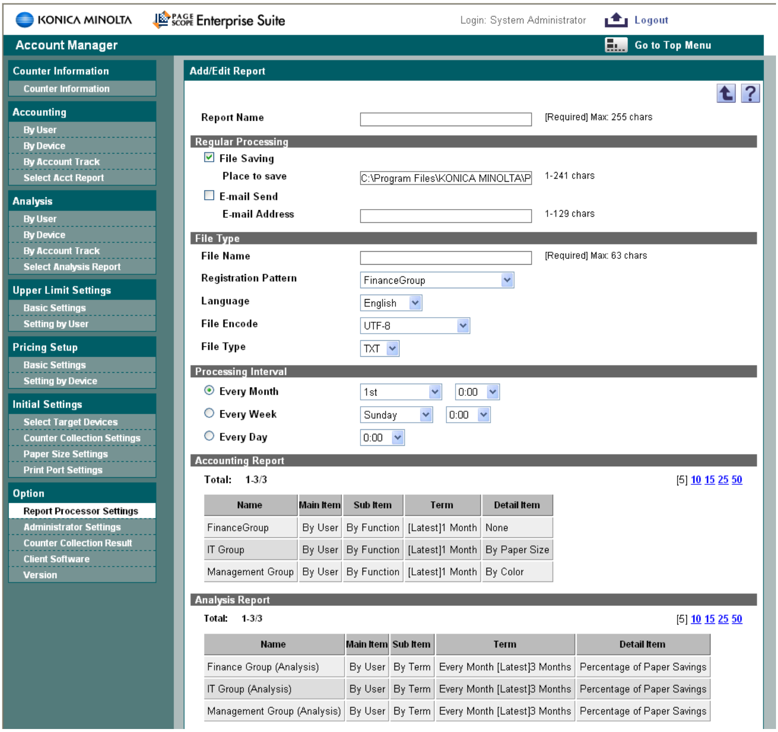
✎...

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.



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 Pattern	Select the accounting or analysis report pattern.
Language	Select the language that accounting results appear in.
File Encode	Select "Japanese (Shift_JIS)" or "UTF-8" as the file character code.

Function	Details
File Type	Select the format ("TXT" or "XML") of the file that is to be saved. When "XML" is selected, the file size to be saved will be larger than the TXT file size.
Processing Interval	Select "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 patterns.
Analysis Report	Displays a list of registered analysis report patterns.

...

Reminder

If "XML" is selected as the file format, set "File Encode" to "UTF-8".

...

Note

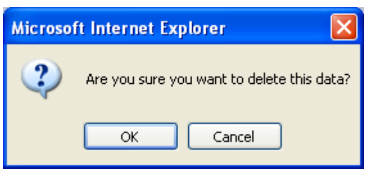
To save the file in the save destination specified for "File Saving", access privileges are required.

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.

3.13.2 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.

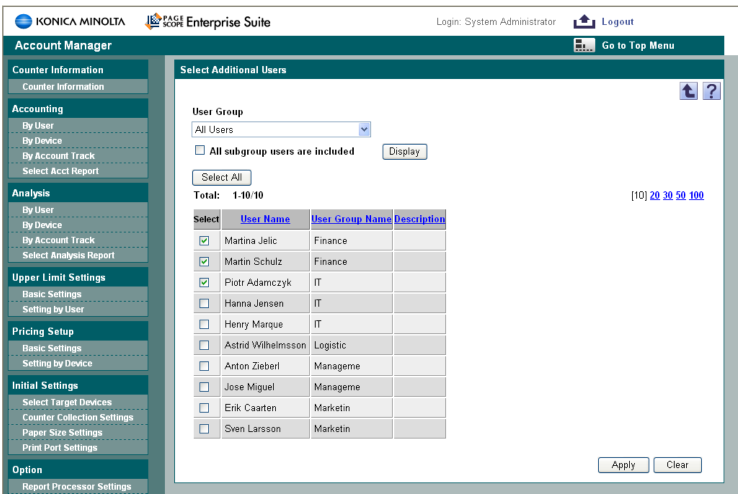
- To display all users, select "All Users".
- If master and subordinate relationships are specified in the group, select the "All subgroup users are included" check box to display all users, including those in subordinate groups.

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.



5 Click the [Apply] button.

The selected user is added as an administrator.

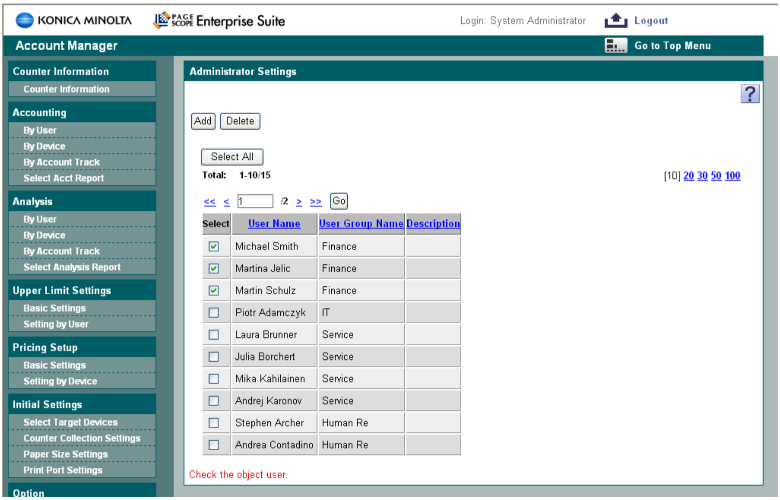
...

Reminder

Multiple users can be selected at the same time.

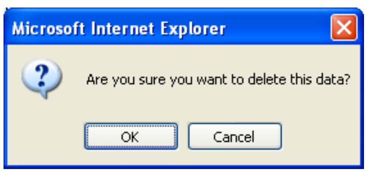
Deleting an administrator

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



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.

3.13.3 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	Displays the counter collection result or the status of current counter collection. The status is indicated as follows. "Success": Appears when counter collection was normally completed. "Uncollected": Appears when no counter collection was performed. "Waiting": Appears when counter collection is in standby status. "Timeout": Appears when communication to the device failed. Check the power supply of the device or the settings in the Device List - Device Information Settings page. "Error (SNMP)": Appears when an error occurs during counter collection. Check the SNMP settings for the device or the settings in the Device List - Device Information Settings page. "Error (HTTP)": Appears when an error occurs during counter collection. Check the HTTP settings for the device, WebDAV settings for the device, or the settings in the Device List - Device Information Settings page. "Error (FTP)": Appears when an error occurs during counter collection. Check the FTP settings for the device or the settings in the Device List - Device Information Settings page. "Error (Others)": Appears when an error occurs during counter collection. Execute counter collection again.
"Last Success Date"	Displays the latest date and time when counter collection was performed successfully. For the device for which no counter collection has been performed or no counter collection has been succeeded, nothing will be displayed.
Registered Name	Displays the registered name for the device.
Model Name	Displays the model name for the device.

✎...

Reminder

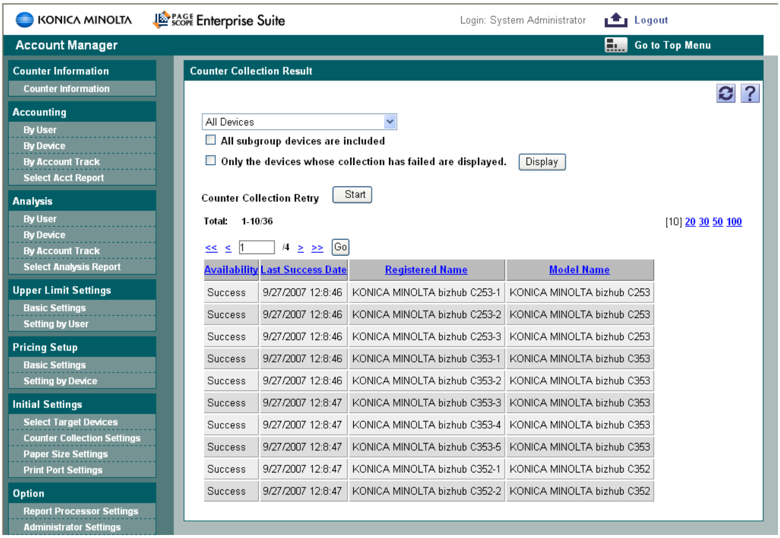
For details on Device Information Settings, refer to the "Server for PageScope Enterprise Suite Ver. 1.1 User's Guide".

1 From the 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.
- 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.



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".

3.13.4 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 used by each computer must be specified in Account Manager. For details, refer to "Specifying the printing port name" on page 3-88.

✎...

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.

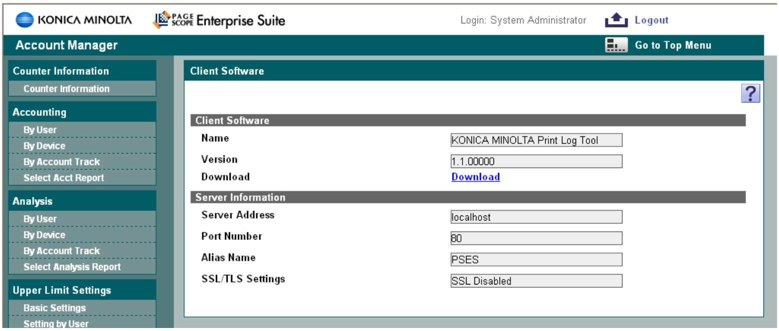
The counter information sent to Account Manager from the client software can be counted by paper size based on the settings specified in the Paper Size Settings page.

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.

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.

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.
Version	Displays the newest version for 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 3-101.

3.13.5 Version

The version information is displayed.

3.14 Print Log Tool

Using the KONICA MINOLTA 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.

3.14.1 Installation

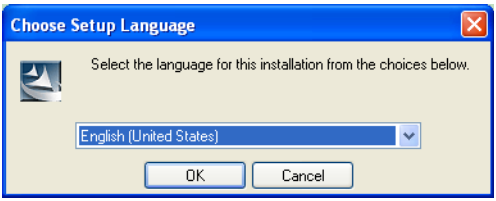
Before starting the installation, make sure Windows is logged on to with Administrator privileges.

✎...

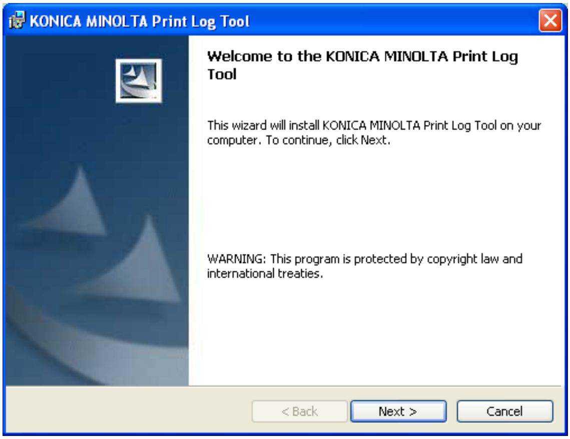
Reminder
The installation can be performed if the user name and server information are not entered in steps 7 and 8. If it is performed without entering the user name and server information, enter them after starting Print Log Tool.

1 Double-click the Setup icon for the downloaded Print Log Tool.

2 Select a setup language, and then click the [OK] button.

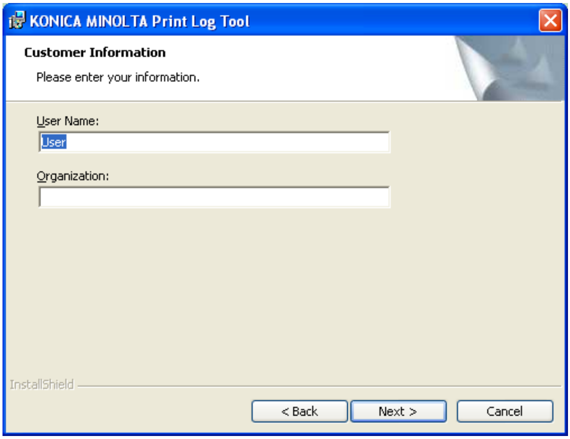


3 On the setup window that appears, click the [Next] button.



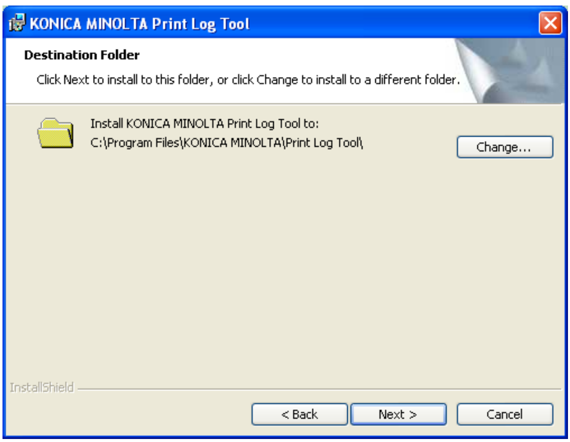
4 Select "I accept the terms and conditions of the license agreement.", and then click the [Next] button.

5 Type in the user name and organization, and then click the [Next] button.



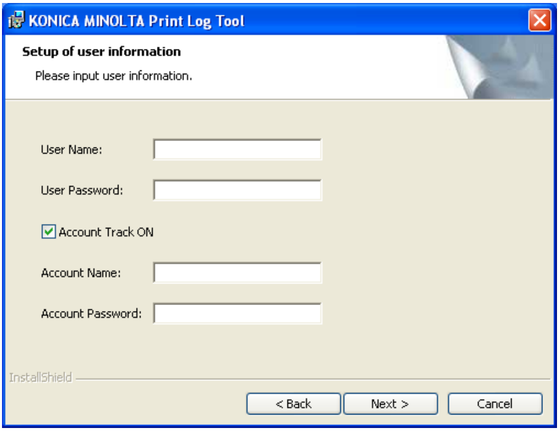
6 Check the installation destination folder, and then click the [Next] button.

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



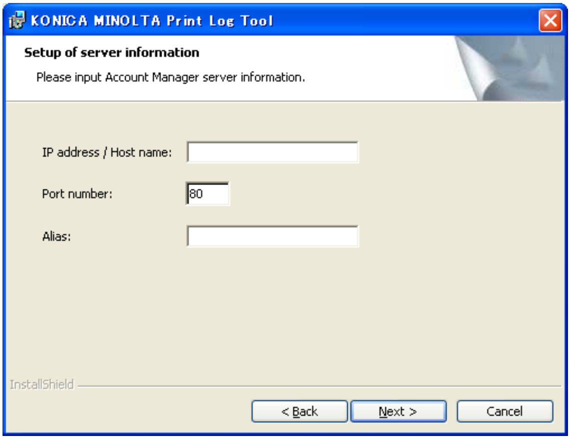
7 Specify the necessary settings, and then click the [Next] button.

- "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 "Manage Account Tracks" check box, and then type in the account name and account password.



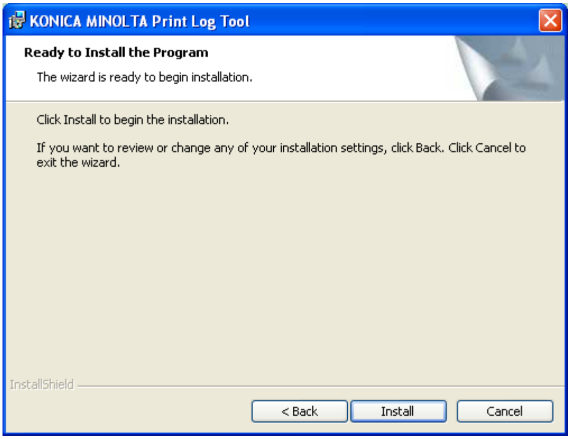
8 Specify the necessary settings, and then click the [Next] button. Type in the information same as the server information entered in the Client Software page.

- "IP Address / Host Name": IP address or host name for Account Manager
- "Port Number": Port number used for Account Manager
- "Alias": Alias for the PageScope Enterprise Suite site specified for IIS using PageScope Enterprise Suite

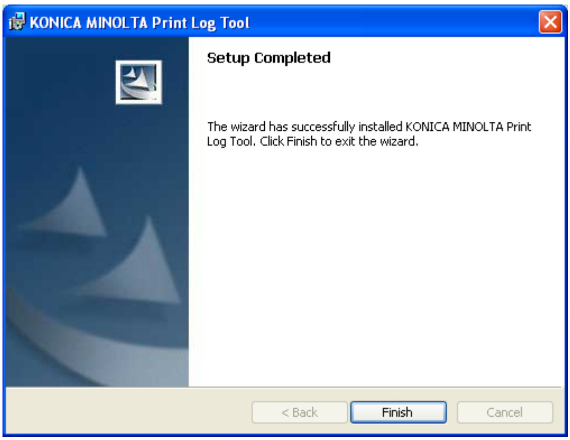


9 Check the settings on the window, and then click the [Install] button.

Installation starts.



10 Click the [Finish] button.



3.14.2 Uninstallation

Before starting the installation, 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 PageScope Account Manager], and then delete it.

3.14.3 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.

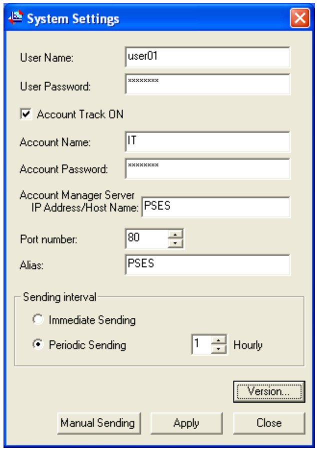
Function	Details
User Name	Type in the user name for connecting to Account Manager.
User Password	Type in the user password for connecting to Account Manager.
Manage Account Tracks	To manage account tracks, select this setting.
Account Name	Type in the account name for connecting to Account Manager.
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 PageScope Enterprise Suite site specified for IIS using PageScope 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.



3 Click the [Apply] button.

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

KONICA MINOLTA

http://konicaminolta.com