comprehensive print management system

Benifits

- Real-time view of low supply status alerts and service maintenance requirements in the PaperTrac Management Console
- Detailed page count and cost tracking per printer, user, group or department taking into account variable paper size, single/duplex, black/white or colour printing
- Reduction in on-hand inventory and associated carrying costs
- Granular scheduled and/or adhoc reporting
- Eliminates the manual tracking of printers and supplies
- Enables printer consolidation driving lower operational costs
- Reduces your energy footprint

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Key features

- Vendor agnostic. Supports all networked and locally attached printers
- Automatic discovery of printers within your organization
- Support for printers with or without an intelligent toner sensor
- Toner alert support for printers on USB, LPT or other local connection
- Multi vendor supplies database
- Automatic toner part number allocation
- Detailed log history tracking key end user print actions within PaperTrac

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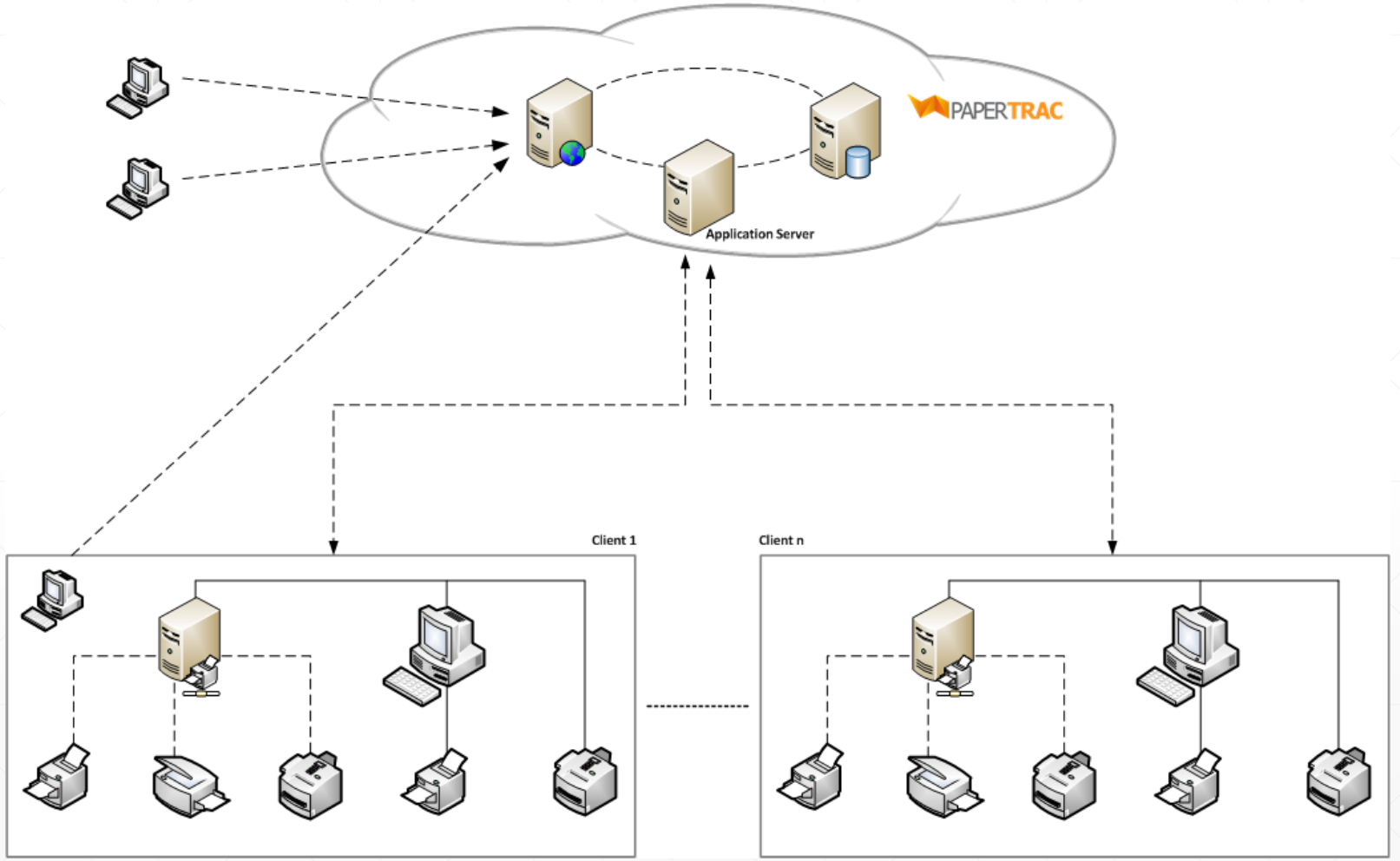
Application server



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Print Monitor Agent

The agent intercepts local printing and attempts to collect the following information on print jobs that were generated locally on these computers or print servers

- Total number of printed pages
- Total number of copies
- Host name of the computer from where the print job was sent
- Host name of the computer to which the printer is physically connected to
- Paper size
- Simplex or duplex
- Page orientation: Portrait or landscape
  Print job status: Printed or deleted
- Username that created the print job
- Date and time that the print job was created
- File name
- File size
- Grayscale or color page in print job
- Paper layer color detection

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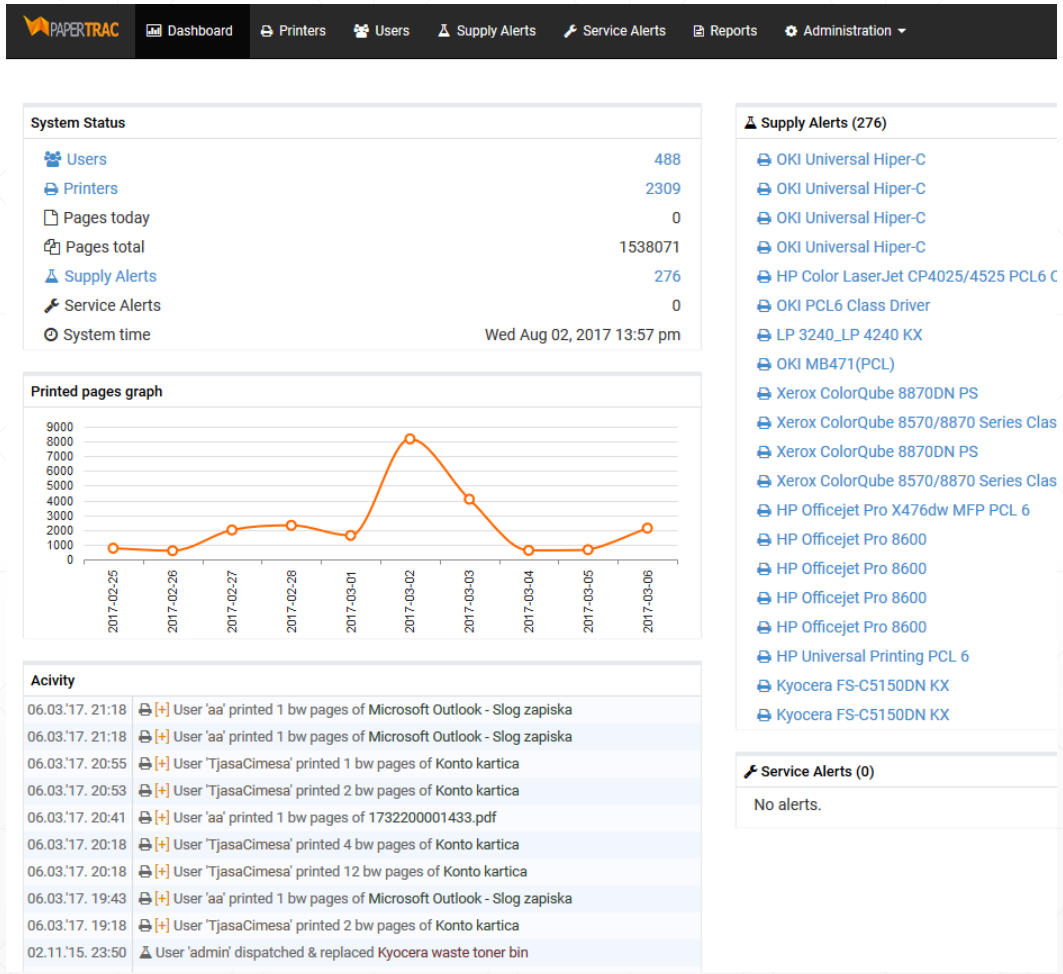
Management Console

PaperTrac

Dashboard



The PaperTrac Dashboard is shown when the user first logs into PaperTrac and makes available a number of key performance indicators (KPI) to the end user. Initially, indicators are shown for all organisations within PaperTrac, however, information specific to an organisation can be shown by simply selecting the organisation in the **All Organisations** dropdown menu.

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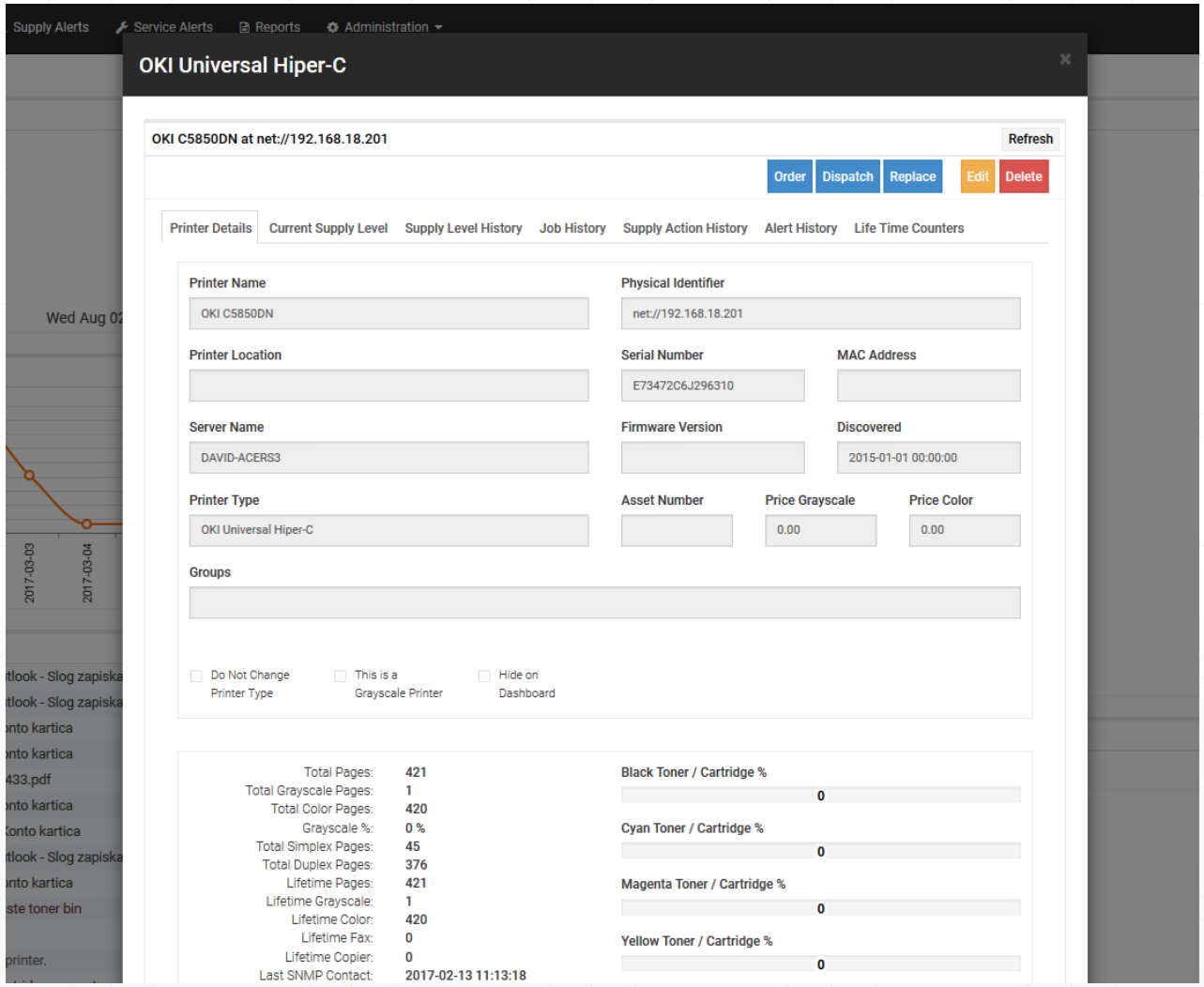
Printer management



View all information that has been discovered for the selected printer. The seven tabs contain the following information.

Printer Details
Current Supply Level
Supply Level History
Job History
Supply Action History
Alert History

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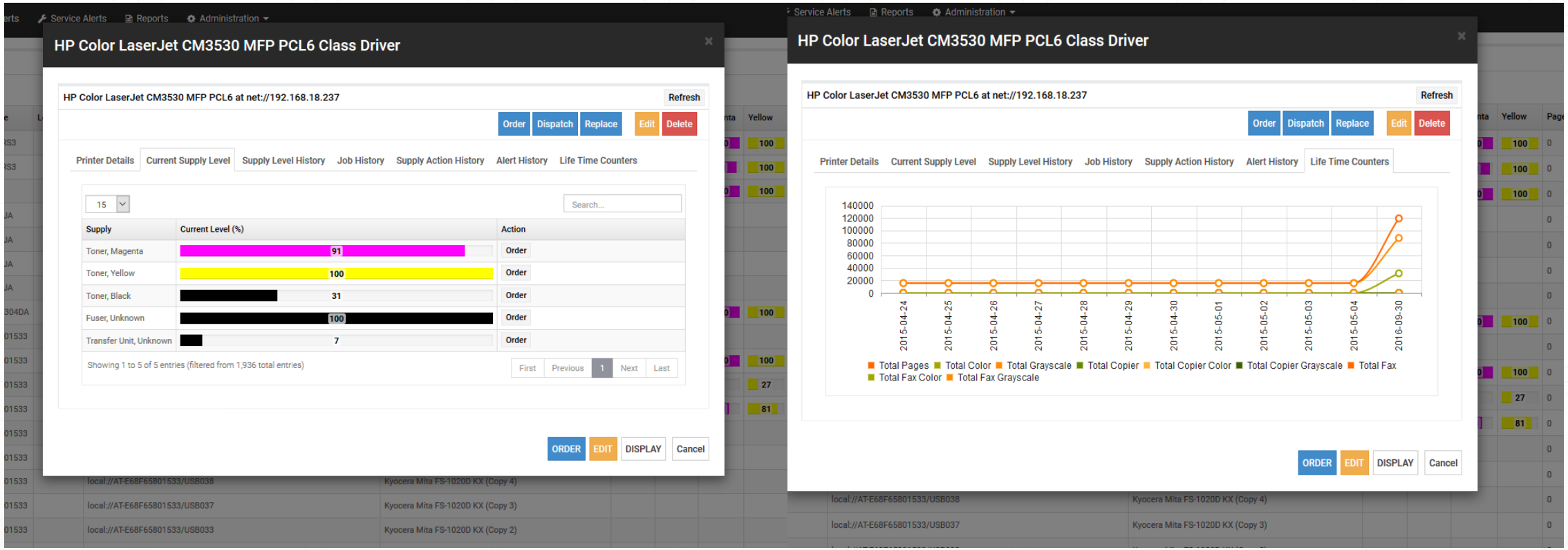
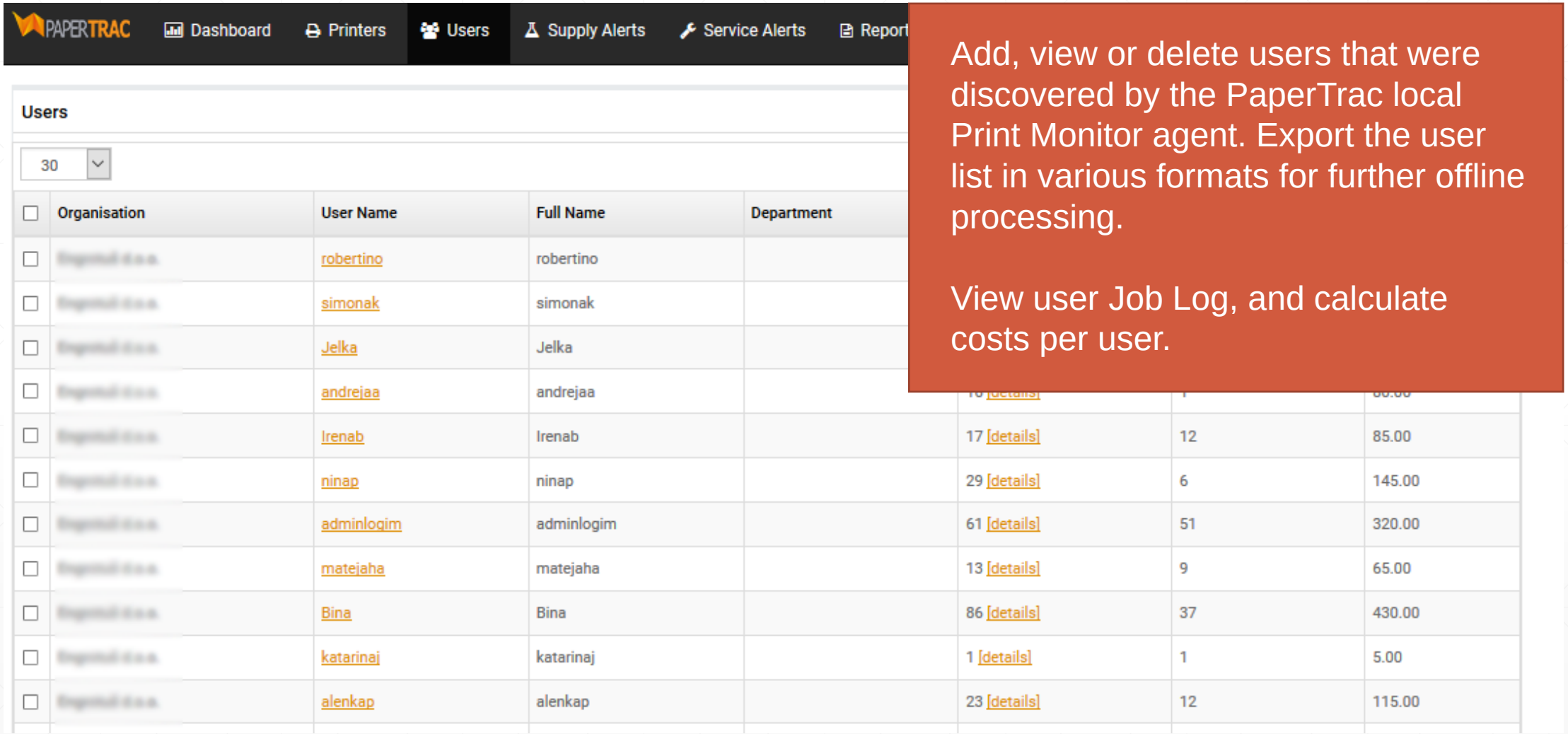
Printer management - 2



User management



Add, view or delete users that were discovered by the PaperTrac local Print Monitor agent. Export the user list in various formats for further offline processing.

View user Job Log, and calculate costs per user.

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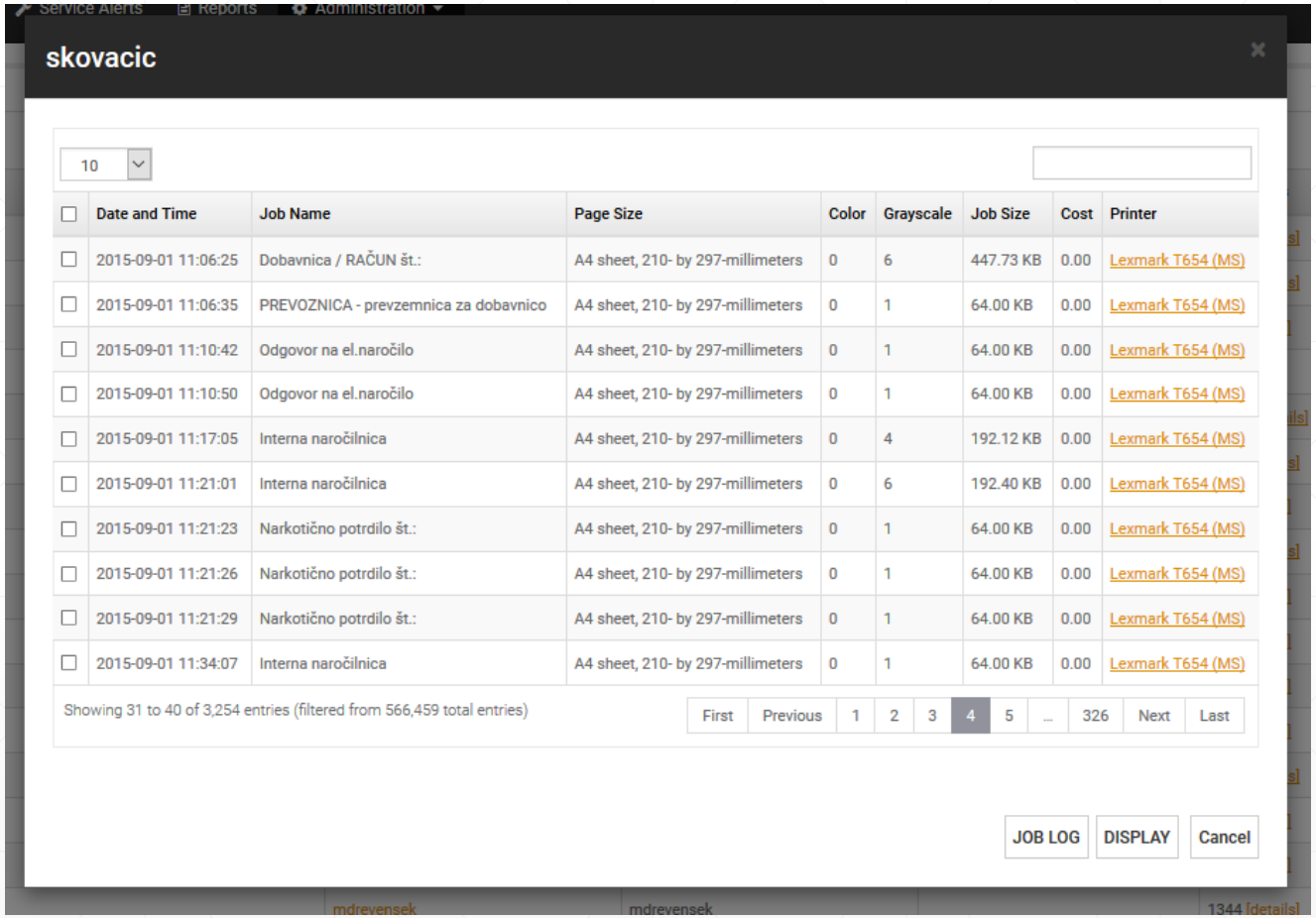
User management



User details and JobLog allows you to see all detailed printouts per user, document size, time and if printer has price per page set, cost is calculated per job.

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New Supply Alerts

The NEW SUPPLY ALERTS table displays the end user with a real-time view of printers that have reached the minimal (user definable) supply level. It displays all relevant information that the user requires to now progress the ordering of the required supply including printer type, network address, location and the supply that has reached the minimal level.

The user can also display per organisation supply level alerts by choosing the required organisation from the Organisation dropdown menu. Further, the user can initiate the supply order process by clicking on the Order button.

Actioned Alerts

Once the user has ordered the required supply, the supply transitions to the ACTIONED ALERTS table and the user now has the choice of marking the toner as either being:

- Dispatched
- Replaced
- Dispatched and Replaced
- (Cancelling the Order)

Supply Alerts

The PaperTrac Supply Alerts screen contains two tables.

- New Supply Alerts
- Actioned Alerts

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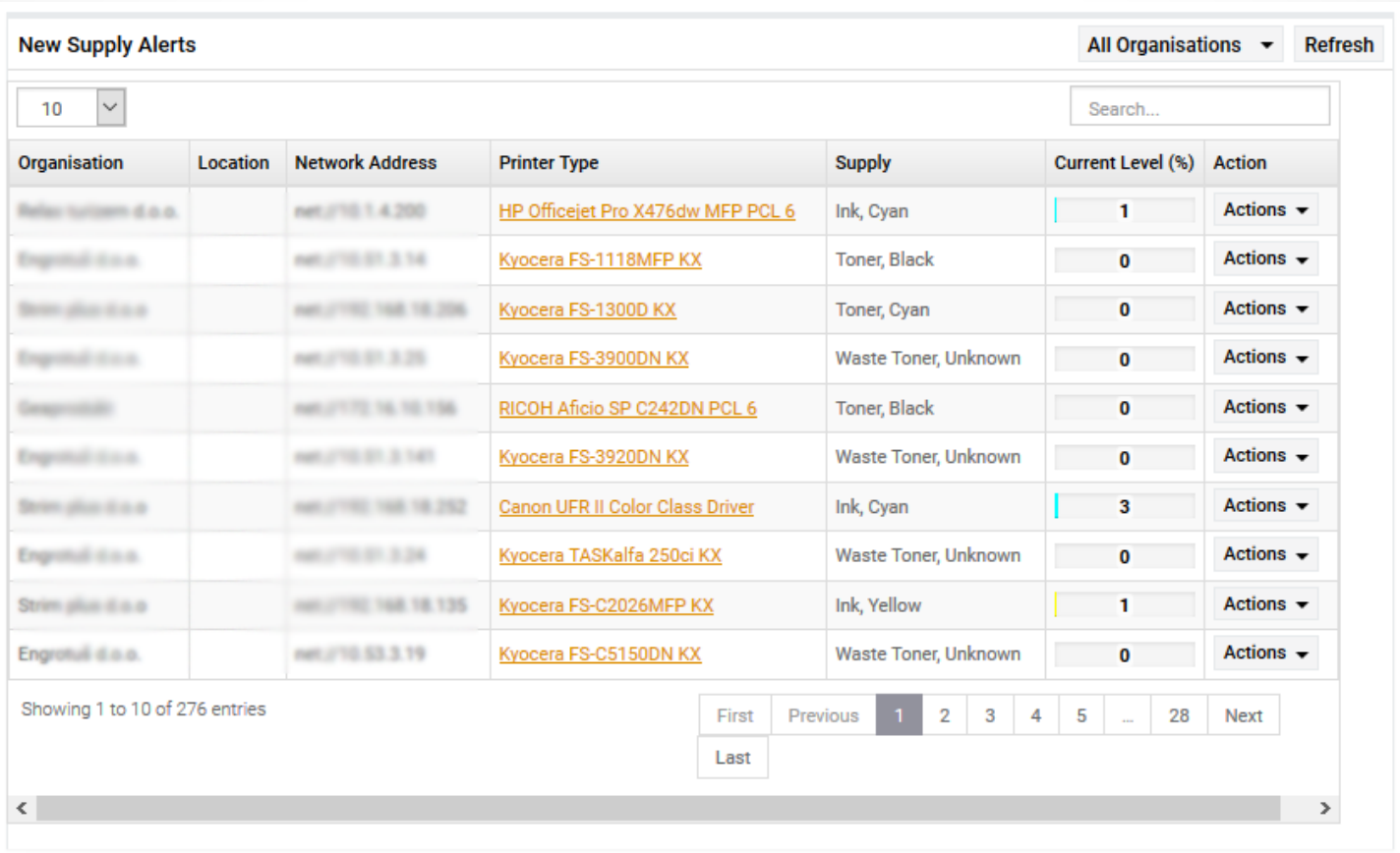

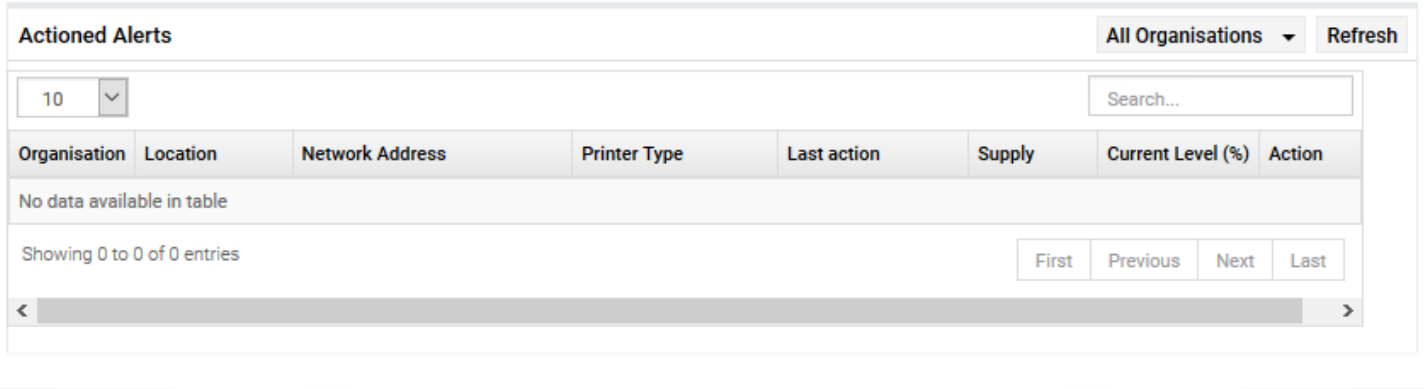

Supply Alerts

The PaperTrac Supply Alerts screen contains two tables.

New Supply Alerts

Actioned Alerts

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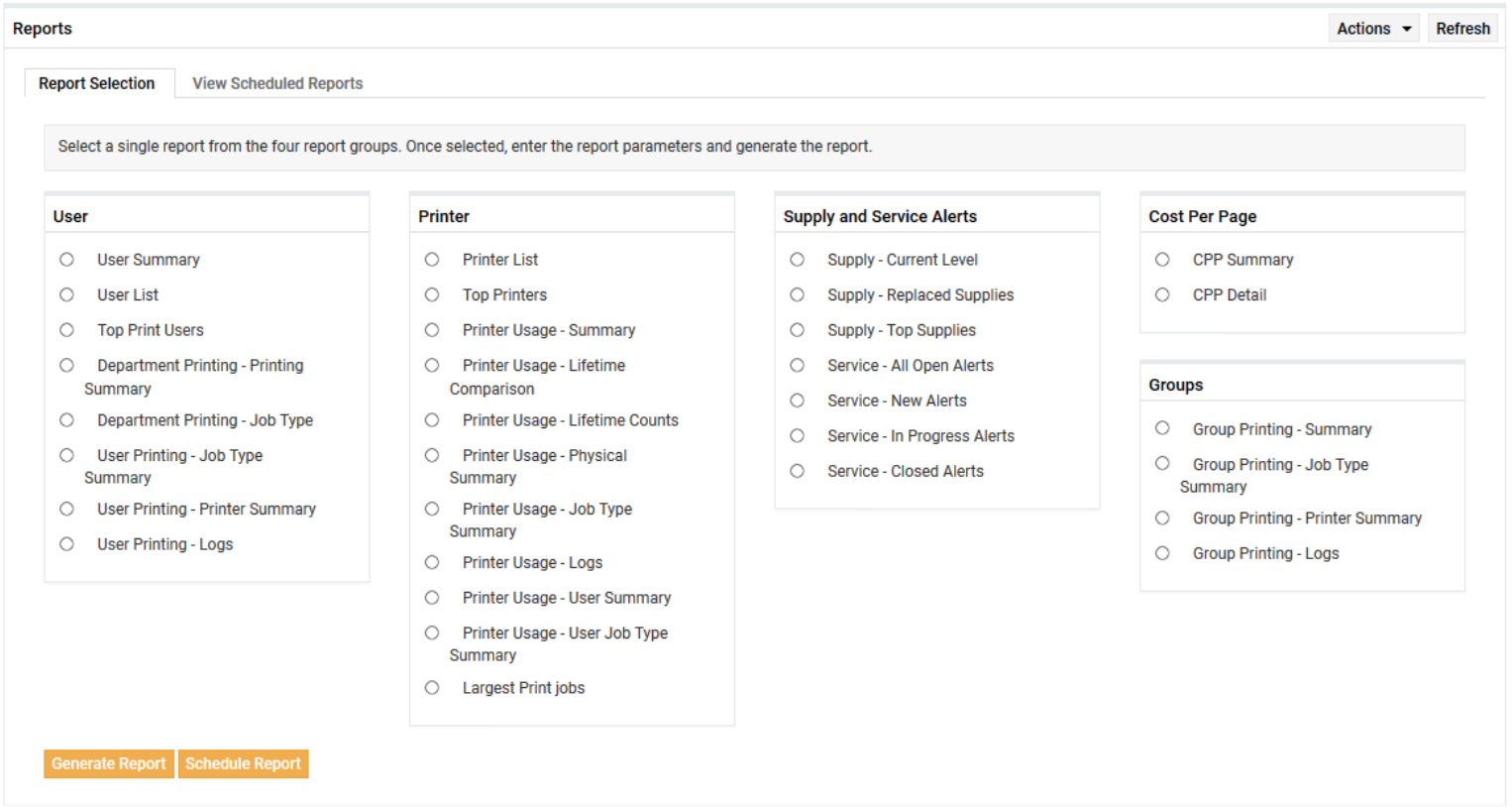

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Top Printers

Organisation(s) : All Organisations
Report Period : 2000-01-01 to 2017-12-31
Generated By :
Time/Date : 14:47:27 02.08.2017

Organisation	Server Name	Printer Name	Grayscale Pages	Color Pages	Duplex Pages	Total Pages	Total Jobs	Cost
	[illegible]	Lexmark T654dn	9980	0	146	9980	3284	0.00
	[illegible]	HP LJ300-400 color MFP M375-M475 PCL 6	3210	0	0	3210	1789	0.00
	[illegible]	Lexmark T654dn	1387	0	460	1387	228	0.00
	[illegible]	CutePDF Writer	2	0	0	2	2	0.00
	[illegible]	CutePDF Writer	1	0	0	1	1	0.00
	[illegible]	HP LJ300-400 color MFP M375-M475 Series Fax	1	0	0	1	1	0.00
[illegible]	[illegible]	PRN-ODPREMA-01	26741	0	0	26741	8505	0.00
[illegible]	[illegible]	PRN-PRITLICJE-HODNIK	6177	0	6165	6177	471	0.00
[illegible]	[illegible]	PRN-NMESTO-01	2640	0	0	2640	957	0.00
[illegible]	[illegible]	PRN-RACUNOVODSTVO-02	2492	0	2492	2492	1167	0.00
[illegible]	[illegible]	PRN-PREVZEM-02	2427	0	0	2427	2085	0.00

Reports

PaperTrac users are able to generate a number of predefined and categorised reports. Each report can executed against all defined organisations or a particular organisation within a predefined or custom period and exported in either HTML or XSL formats. Further, if required, each report can be scheduled to run at a certain time and be emailed to a select group of one or more individuals or email distribution lists.

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Administration

The PaperTrac Administration menu allows changes to the common settings and definitions within the PaperTrac application. These include:

- **Users -** Add, view or delete users that were discovered by the PaperTrac local Print Monitor agent. Export the user list in various formats for further offline processing.
- **Organisations -** Add, view or delete organisations that are currently defined within PaperTrac. Export the organisation list in various formats for further offline processing.
- **Supplies -** PaperTrac includes an inbuilt supply database. Add, view or delete supplies within this database. Export or import the supplies in XLS format.
- **Settings -** Change and view common settings within PaperTrac. These include:
- Dashboard refresh interval
- Dashboard supply percentage display threshold
- End users of the PaperTrac Management Console can also be added, removed or disabled. In addition, the PaperTrac system log can be viewed and exported into XLS format.

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