

SafeCom Tracking & Reports



SafeCom Tracking - the first step to getting the overview

SafeCom Tracking is an add-on module to the SafeCom server. It is licensed per device (MFP or printer). Enabling SafeCom Tracking for your print environment will provide you with the overview that you need in order to:

- Optimize and consolidate your print infrastructure
- Reduce costs
- Comply with company printing policies

Basically SafeCom Tracking will show you who prints what, where and how much as well as indicating most popular printers and MFPs. SafeCom Reports lets you extract detailed reports that organize the tracking data for easy interpretation and further use.

What can you track?

SafeCom Tracking collects and stores full and complete information about printing on all networked MFPs and printers.

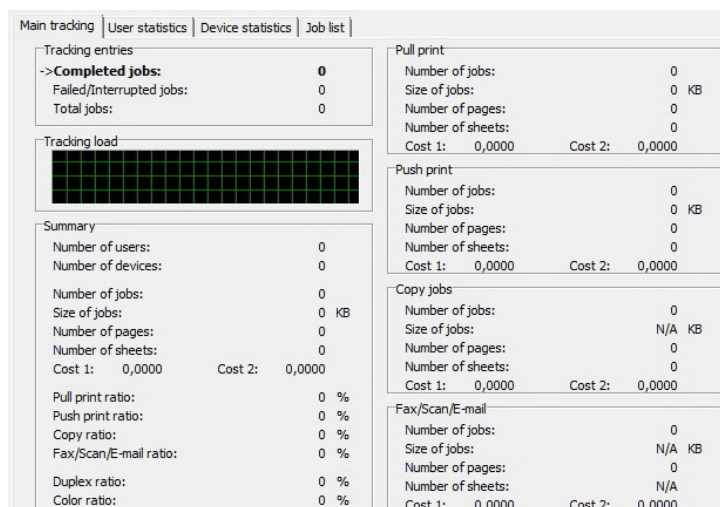
Tracking of copying, scanning, fax and email activity on MFPs is possible when network MFP devices are SafeCom-enabled. That is when users are requested to log in before they can access these MFP functions.

Main Tracking

The SafeCom Administrator includes the main tracking feature. This will give you an instant overview of your print solution including users, jobs, job types and use of color and duplex.

The main tracking menu is based on the tracking records that are created for each job. The tracking record provides detailed information about each print job, including:

- Job
- User
- Device
- Page count
- Cost
- Miscellaneous



Main tracking provides an overview of tracking data, including the split between different job types and use of color and duplex.

Charge for printing

Tracking provides a powerful audit trail that can be used for internal cost allocation, budget control, or for invoicing clients for project expenses.

- Charge departments or cost centers for print and copy. SafeCom Tracking can be configured for data collection and registration of information at any level you require, be it individual users or departments
- Combine SafeCom Tracking with SafeCom Client Billing to invoice customers for print and copy
- Combine SafeCom Tracking with SafeCom Pay to charge up front for printing (educational institutions or libraries) or to assign quotas to users

Define your price

SafeCom charging schemes lets you define specific prices for each printer model. Prices are set individually for print, copy and scan/fax/e-mail. SafeCom offers individual pricing options for different paper formats and mono/color. This way the actual price will be reflected no matter which MFP or printer is used.

The screenshot shows the 'Price per page' configuration window. It includes a 'Start-up cost' section with 'Price per job' set to 0,0000. The 'Advanced' section has a checkbox for 'Subject for job name pricing'. The main table lists paper formats (A3, A4, Executive, Letter, Legal, Other) with columns for 'Sheet', 'Impressions Mono', and 'Impressions Color', all showing 0,0000. 'Set all' buttons are provided for each column.

You can set up as many charging schemes as you need to match your printer fleet.

Dual charging schemes

Dual charging schemes let you define two prices per job (print, copy, scan, fax or e-mail):

- The primary charging scheme is used to charge users and possibly invoice departments, student or customers.
- The secondary charging scheme is used to reflect the true print costs.

Integrate with other systems

Tracking data can be exported into other company systems (typically ERP systems) for subsequent invoicing. This requires the optional module SafeCom API.

SafeCom Reports provides the overview



The SafeCom Reports tool contains a palette of user-friendly pre-defined reports that graphically illustrate your tracking data.

SafeCom Reports is a tool that enables viewing of tracking statistics such as user statistics, device statistics, client billing statistics and costs.

SafeCom Reports is free of charge and can be downloaded with the SafeCom Server.

SafeCom Reports features more than 25 reports, including reports that break down usage information by date, user, client or department. The administrator can use SafeCom Reports to qualify decisions regarding device utilization and server system scalability. Other reports show trends, savings and potential savings and can be a foundation for implementing active printing policies with SafeCom Rule Based Printing.

Report types

SafeCom reports are categorized into three main categories:

- **Device reports** show the load on devices during the day or week. Trend reports show whether the total print volume is increasing or decreasing.
- **System reports** presents the tracking data from a centralized point of view. They provide the general overview of total number of jobs and pages processed via pull print, push print, copy jobs and Fax/Scan/E-mail and the general workload during the day.
- **User reports** generate detailed statistics of usage by user or organizational unit. They are broken into number of jobs, color and black and white and costs based on the charging schemes.

Device reports:

- Traffic Analysis
- Device Statistics
- Benefit Realisation
- Trend Report
- Device Usage

System reports:

- Main Tracking
- Job List
- Application Usage
- System Balance
- System Balance Development
- Server Statistics
- Pull Statistics
- Cost By Job Type
- Time of Day Distribution
- Technical Database Statistics
- Savings
- Print Tracker

User reports:

- User Printing by Org. Unit
- User Statistics
- Cost Code Invoice
- Billing Statistics
- Largest Print Users
- Detailed User Print Summary
- User Printing By Location
- Billing Code Printing
- User Printing By Cost Code
- Billing Code Printing

Define your own report settings

SafeCom Reports can be installed together with the SafeCom server or on a separate computer.

SafeCom Reports is built on Crystal Reports from Business Objects. SafeCom Reports includes a number of predefined, but parameterized reports. Some of the configurable parameters are period, cost center, devices and users. SafeCom can develop and supply additional reports according to specification.

For most reports it is possible to specify job type. Job type can be:

- All
- Paper
- Paperless
- Pull/Push print
- Pull print
- Push print
- Copy
- Scan
- Fax
- E-mail
- Deleted
- System-deleted
- User-deleted
- RBP-deleted

Periods

The reports tool contains a number of standard periods:

- Year
- Quarter
- Month
- Week
- Day

Report periods can also be configured manually

Export formats

SafeCom Reports can export reports in multiple formats including PDF, XLS, RTF, CSV, HTML and XML. The flexible command line interface can be used to schedule reoccurring periodic reports.

Reports can be saved in any these formats:

- Adobe Acrobat (PDF)
- Crystal Reports (RPT)
- HTML 3.2
- HTML 4.0
- Microsoft Excel 97-2000 (XLS)
- Microsoft Excel 92-2000 - data only (XLS)
- Microsoft Word (RTF)
- Microsoft - Editable (RTF)
- ODBC
- Record Style - Columns with spaces (REC)
- Record Style - Columns without spaces (REC)
- Rich Text Format (RTF)
- Separated Values (CSV)
- Tab Separated Text (TTX)
- Text (TXT)
- XML