



Document Accounting

Solutions

Sample Reports

Equitrac Office 3.0

April 2004

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Equitrac Office 3.0 Reports

List of available reports:

Summary Reports

- Summary Activity by User Account
- Summary Activity by Network User
- Summary Activity by Billing Code Account
- Summary Activity by Department Account
- Summary Activity by Device

Total Activity Reports

- Total Activity by User Account
- Total Activity by Network User
- Total Activity by Billing Code Account
- Total Activity by Department Account
- Total Activity by Account Type
- Total Activity by Device

Detailed Activity Reports

- Detailed Activity by User Account
- Detailed Activity by Network User
- Detailed Activity by Billing Code Account
- Detailed Activity by Department Account
- Detailed Activity by Device

Account Reports

- Account Listing
- User account statement
- Department account statement
- Billing code account statement

Uplinked Reports

- Uplinked detailed activity by billing code account
- Uplinked detailed activity by department account
- Uplinked detailed activity by device
- Uplinked detailed activity by network user
- Uplinked detailed activity by user account
- Uplinked summary activity by billing code account
- Uplinked summary activity by department account
- Uplinked summary activity by device
- Uplinked summary activity by network user
- Uplinked summary activity by user account
- Uplinked total activity by account type
- Uplinked total activity by billing code account
- Uplinked total activity by department account
- Uplinked total activity by device
- Uplinked total activity by network user
- Uplinked total activity by user account

Device Reports

- Device usage
- Device configuration

Summary Activity by User Account

4/8/2004

Summary activity by user account



jimt		Jim Taylor				
Date	Jobs	Pages	BW Pages	Color Pages	Cost	
3/2/2004	4	4	4	0	0.04	
3/3/2004	7	31	31	0	7.69	
3/4/2004	12	27	27	0	0.27	
3/5/2004	3	9	9	0	0.09	
3/22/2004	1	3	3	0	0.03	
	27	74	74	0	8.12	
davidp		David Peters				
Date	Jobs	Pages	BW Pages	Color Pages	Cost	
3/4/2004	1	4	4	0	1.95	
3/8/2004	12	42	42	0	0.42	
3/9/2004	9	36	36	0	6.87	
	22	82	82	0	9.24	
karenb		Karen Brown				
Date	Jobs	Pages	BW Pages	Color Pages	Cost	
3/4/2004	1	3	3	0	0.03	
3/9/2004	1	6	6	0	2.75	
	2	9	9	0	2.78	
danr		Dan Richards				
Date	Jobs	Pages	BW Pages	Color Pages	Cost	
3/4/2004	2	2	2	0	0.76	
	2	2	2	0	0.76	
graceh		Grace Hindle				
Date	Jobs	Pages	BW Pages	Color Pages	Cost	
3/4/2004	4	67	67	0	0.67	
	4	67	67	0	0.67	
kevinw		Kevin Wells				
Date	Jobs	Pages	BW Pages	Color Pages	Cost	
3/4/2004	3	7	7	0	1.59	
3/5/2004	6	12	12	0	1.64	
3/8/2004	3	16	16	0	5.54	
3/9/2004	1	5	5	0	2.35	
3/10/2004	1	8	8	0	3.55	
	14	48	48	0	14.67	

Summary Activity by Network User

4/8/2004

Summary activity
by network user



jimt		Jim Taylor				
Date	Jobs	Pages	BW Pages	Color Pages	Cost	
3/2/2004	4	4	4	0	0.04	
3/3/2004	7	31	31	0	7.69	
3/4/2004	12	27	27	0	0.27	
3/5/2004	3	9	9	0	0.09	
3/22/2004	1	3	3	0	0.03	
	27	74	74	0	8.12	
davidp		David Peters				
Date	Jobs	Pages	BW Pages	Color Pages	Cost	
3/4/2004	1	4	4	0	1.95	
3/5/2004	8	23	23	0	0.23	
3/8/2004	12	42	42	0	0.42	
3/9/2004	9	36	36	0	6.87	
3/10/2004	4	16	16	0	0.16	
	34	121	121	0	9.63	
karenb		Karen Brown				
Date	Jobs	Pages	BW Pages	Color Pages	Cost	
3/4/2004	1	3	3	0	0.03	
3/9/2004	1	6	6	0	2.75	
	2	9	9	0	2.78	
danr		Dan Richards				
Date	Jobs	Pages	BW Pages	Color Pages	Cost	
3/4/2004	2	2	2	0	0.76	
3/5/2004	2	8	8	0	0.08	
	4	10	10	0	0.84	
kevinw		Kevin Wells				
Date	Jobs	Pages	BW Pages	Color Pages	Cost	
3/4/2004	4	67	67	0	0.67	
3/5/2004	2	4	4	0	0.04	
	6	71	71	0	0.71	

Summary Activity by Billing Code Account

4/8/2004

Summary activity
by billing code account



111ABC		ABC Engineering				
Date	Jobs	Pages	BW Pages	Color Pages	Cost	
3/5/2004	7	20	20	0	0.20	
3/8/2004	2	8	8	0	0.08	
3/9/2004	27	74	74	0	8.12	
3/10/2004	22	82	82	0	9.24	
3/11/2004	2	9	9	0	2.78	
3/12/2004	2	2	2	0	0.76	
3/15/2004	4	67	67	0	0.67	
3/16/2004	14	48	48	0	14.67	
3/17/2004	1	1	1	0	0.01	
	81	311	311	0	36.53	

222EFG		EFG Consulting				
Date	Jobs	Pages	BW Pages	Color Pages	Cost	
3/5/2004	10	27	27	0	0.27	
3/8/2004	2	8	8	0	0.08	
3/9/2004	9	28	28	0	0.28	
3/10/2004	27	74	74	0	8.12	
3/11/2004	22	82	82	0	9.24	
3/12/2004	12	35	35	0	0.35	
3/15/2004	2	9	9	0	2.78	
3/16/2004	2	2	2	0	0.76	
3/17/2004	4	67	67	0	0.67	
3/18/2004	1	4	4	0	0.04	
3/19/2004	14	48	48	0	14.67	
3/22/2004	1	1	1	0	0.01	
	106	385	385	0	37.27	

Summary Activity by Department Account

4/8/2004

Summary activity
by department account



mktg Marketing Department						
Date	Jobs	Pages	BW Pages	Color Pages	Cost	
3/1/2004	1	4	4	0	0.04	
3/2/2004	7	20	20	0	0.20	
3/3/2004	2	8	8	0	0.08	
3/4/2004	27	74	74	0	8.12	
3/5/2004	22	82	82	0	9.24	
3/8/2004	2	9	9	0	2.78	
3/9/2004	2	2	2	0	0.76	
3/10/2004	4	67	67	0	0.67	
3/11/2004	14	48	48	0	14.67	
3/12/2004	1	1	1	0	0.01	
	82	315	315	0	36.57	
acct Accounting Department						
Date	Jobs	Pages	BW Pages	Color Pages	Cost	
3/1/2004	10	27	27	0	0.27	
3/2/2004	2	8	8	0	0.08	
3/3/2004	9	28	28	0	0.28	
3/4/2004	27	74	74	0	8.12	
3/5/2004	22	82	82	0	9.24	
3/8/2004	12	35	35	0	0.35	
3/9/2004	2	9	9	0	2.78	
3/10/2004	2	2	2	0	0.76	
3/11/2004	4	67	67	0	0.67	
3/12/2004	1	4	4	0	0.04	
	91	336	336	0	22.59	
enr Engineering Department						
Date	Jobs	Pages	BW Pages	Color Pages	Cost	
3/1/2004	14	48	48	0	14.67	
3/2/2004	1	1	1	0	0.01	
3/3/2004	27	74	74	0	8.12	
3/4/2004	22	82	82	0	9.24	
3/5/2004	12	35	35	0	0.35	
3/8/2004	2	9	9	0	2.78	
3/9/2004	2	2	2	0	0.76	
3/10/2004	4	67	67	0	0.67	
3/11/2004	1	4	4	0	0.04	
3/12/2004	14	48	48	0	14.67	
3/15/2004	1	1	1	0	0.01	
	100	371	371	0	51.32	

Summary Activity by Device

4/8/2004

Summary activity by device



canon gp 215 ps 2nd floor Marketing Printer

Charge Account	Description	Jobs	Pages	BW Pages	Color Pages	Cost
111ABC	ABC Engineering	9	28	28	0	0.28
222EFG	EFG Consulting	27	74	74	0	8.12
mkg	Marketing Dept.	22	82	82	0	9.24
acct	Accounting Dept.	12	35	35	0	0.35
123456	The Printing Company	2	9	9	0	2.78
456789	A&B Accounting	2	2	2	0	0.76
698521	HMV Architects	4	67	67	0	0.67
963852	ZZZ Marketing	1	4	4	0	0.04
741852	123 Accounting	14	48	48	0	14.67
123ASD	ASD Consulting	1	1	1	0	0.01
		94	350	350	0	36.92

laserjet 800 dn Acctg Printer Building 2

Charge Account	Description	Jobs	Pages	BW Pages	Color Pages	Cost
456789	A&B Accounting	27	74	74	0	8.12
mkg	Marketing Dept.	22	82	82	0	9.24
acct	Accounting Dept.	2	9	9	0	2.78
enr	Engineering Dept.	2	2	2	0	0.76
698521	HMV Architects	4	67	67	0	0.67
741852	123 Accounting	14	48	48	0	14.67
111ABC	ABC Engineering	1	1	1	0	0.01
		72	283	283	0	36.25

Total Activity by User Account

4/8/2004

Total activity
by user account



User ID	User name	Jobs	Pages	BW Pages	Color Pages	Cost
jbell	Jerry Bell	27	74	74	0	8.12
randrews	Robert Andrews	22	82	82	0	9.24
andrewg	Andrew Gibbs	2	9	9	0	2.78
darn	Dan Richards	2	2	2	0	0.76
david	David Peters	4	67	67	0	0.67
ghindle	Grace Hindle	14	48	48	0	14.67
jimt	Jim Taylor	1	1	1	0	0.01
karenb	Karen Brown	27	74	74	0	8.12
davids	David Starr	34	121	121	0	9.63
maryc	Mary Cavalli	2	9	9	0	2.78
tracyw	Tracy White	4	10	10	0	0.84
jimm	Jim Mills	6	71	71	0	0.71
simonk	Simon King	1	4	4	0	0.04
maryk	Mary Knott	19	60	60	0	14.79
frankn	Frank Norsen	1	1	1	0	0.01
		166	633	633	0	73.17

Total Activity by Network User

4/8/2004

Total activity
by network user



User ID	User name	Jobs	Pages	BW Pages	Color Pages	Cost
jbell	Jerry Bell	27	74	74	0	8.12
randrews	Robert Andrews	22	82	82	0	9.24
andrewg	Andrew Gibbs	2	9	9	0	2.78
darn	Dan Richards	2	2	2	0	0.76
david	David Peters	4	67	67	0	0.67
ghindle	Grace Hindle	14	48	48	0	14.67
jimt	Jim Taylor	1	1	1	0	0.01
karenb	Karen Brown	27	74	74	0	8.12
davids	David Starr	34	121	121	0	9.63
maryc	Mary Cavalli	2	9	9	0	2.78
tracyw	Tracy White	4	10	10	0	0.84
jimm	Jim Mills	6	71	71	0	0.71
simonk	Simon King	1	4	4	0	0.04
maryk	Mary Knott	19	60	60	0	14.79
frankn	Frank Norsen	1	1	1	0	0.01
		166	633	633	0	73.17

Total Activity by Billing Code Account

4/8/2004

Total activity
by billing code account



Billing code	Description	Jobs	Pages	BW Pages	Color Pages	Cost
111ABC	ABC Engineering	9	28	28	0	0.28
222EFG	EFG Consulting	27	74	74	0	8.12
mkgt	Marketing Dept.	22	82	82	0	9.24
acct	Accounting Dept.	12	35	35	0	0.35
123456	The Printing Company	2	9	9	0	2.78
456789	A&B Accounting	2	2	2	0	0.76
698521	HMV Architects	4	67	67	0	0.67
963852	ZZZ Marketing	1	4	4	0	0.04
741852	123 Accounting	14	48	48	0	14.67
123ASD	ASD Consulting	1	1	1	0	0.01
		94	350	350	0	36.92

Total Activity by Department Account

4/8/2004

Total activity
by department account



Department	Description	Jobs	Pages	BW Pages	Color Pages	Cost
mkgt	Marketing	9	28	0	28	7.00
admin	Administration	27	74	50	24	11.00
finance	Finance	22	82	82	0	8.20
acct	Accounting	12	35	35	0	3.50
datap	Data Processing	2	9	9	0	0.90
sales	Sales	10	55	40	15	7.75
corp	Corporate	4	77	30	47	14.75
		86	360	246	114	53.10

Total Activity by Account Type

4/8/2004

**Total activity
by account type**



Account Type	Description	Jobs	Pages	BW Pages	Color Pages	Cost
Billing Code	Billing Code Account	21	63	63	0	0.63
Department	Department Account	1	4	4	0	0.04
User	User Account	72	283	283	0	36.25
		94	350	350	0	36.92

Total Activity by Device

4/8/2004

**Total activity
by device**



Device	Description	Jobs	Pages	BW Pages	Color Pages	Cost
2 nd fl printer	acct printer 2 nd floor	247	505	505	0	50.50
bw printer	building 2 printer	55	360	360	0	36.00
mktg bw	mktg printer 5 th floor	343	3092	3092	0	309.20
sales printer	sales MFP	264	560	0	560	140.00
prt-3 rd fl	3 rd floor printer	28	120	120	0	12.00
prt-2 nd fl	2 nd floor printer	21	390	390	0	39.00
mktg color	mktg MFP 6 th floor	94	350	0	350	87.50
		94	350	350	0	674.20

Detailed Activity by User Account

4/8/2004

Detailed activity
by user account



jimt Jim Taylor

Date	Printer	Account	Type	Description	Details	Pages	Cost
3/4/2004 06:29 PM	mktg MFP 6 th floor	jimt	usr	Microsoft Word - EO3 Brochure 0.1.doc	4 x NA	4	1.00
3/8/2004 09:59 AM	mktg printer 5 th floor	jimt	usr	Microsoft Word - Equitrac Office demo script.doc	2 x Ltr	2	0.20
3/8/2004 10:02 AM	mktg printer 5 th floor	jimt	usr	Microsoft Word - FAQ.doc	4 x Ltr	4	0.40
3/8/2004 11:34 AM	mktg printer 5 th floor	jimt	usr	Microsoft Outlook – Memo Style	2 x Ltr	2	0.20
3/8/2004 02:10 PM	mktg printer 5 th floor	jimt	usr	Microsoft Word - Newsletter.doc	4 x Ltr	4	0.40
3/9/2004 10:33 AM	mktg printer 5 th floor	jimt	usr	Microsoft Word – White Paper.doc	12 x Ltr	12	1.20
3/9/2004 11:17 AM	mktg MFP 6 th floor	jimt	usr	Microsoft PowerPoint – presentation.ppt	20 x NA	20	5.00
3/9/2004 11:52 AM	mktg MFP 6 th floor	jimt	usr	Microsoft Word – Newsletter.doc	4 x NA	4	1.00
3/9/2004 03:27 PM	mktg MFP 6 th floor	jimt	usr	Microsoft Word - EO3 Brochure 0.1.doc	4 x NA	4	1.00
3/9/2004 03:30 PM	mktg printer 5 th floor	jimt	usr	Microsoft Outlook – Memo Style	2 x Ltr	2	0.20
						58	10.60

davidp David Peters

Date	Printer	Account	Type	Description	Details	Pages	Cost
3/4/2004 03:53 PM	acct printer 2 nd floor	davidp	usr	Microsoft Word - Report.doc	15 x NA	15	1.50
3/8/2004 03:16 PM	acct printer 2 nd floor	davidp	usr	Microsoft Outlook – Memo Style	4 x Ltr	4	0.40
3/8/2004 04:02 PM	acct printer 2 nd floor	davidp	usr	Microsoft Word – Objectives.doc	3 x Ltr	3	0.30
3/9/2004 02:46 PM	sales MFP	davidp	usr	Microsoft PowerPoint – pres.ppt	12 x NA	12	3.00
						34	5.20

karenb Karen Brown

Date	Printer	Account	Type	Description	Details	Pages	Cost
3/4/2004 03:34 PM	3 rd floor printer	karenb	usr	Microsoft Word – estimate.doc	2 x Ltr	2	0.20
3/4/2004 03:36 PM	sales MFP	karenb	usr	Microsoft Word - HH2.doc	2 x Ltr	2	0.50
3/4/2004 03:39 PM	3 rd floor printer	karenb	usr	Microsoft Word - EO 3 0 Product Description I 3 GM.doc	57 x Ltr	57	5.70
3/4/2004 03:53 PM	3 rd floor printer	karenb	usr	Microsoft Outlook – Memo Style	6 x NA	6	0.60
						67	7.00

Detailed Activity by Network User

4/8/2004

**Detailed activity
by network user**



kevinw		Kevin Wells					
Date	Printer	Account	Type	Description	Details	Pages	Cost
3/4/2004 02:33 PM	bw printer 2 nd fl	kevinw	usr	Microsoft Word – Document1	1 x Ltr	1	0.10
3/4/2004 06:30 PM	color printer	kevinw	usr	Microsoft PowerPoint – presentation.ppt	14 x NA	14	3.50
3/5/2004 12:36 PM	bw printer 2 nd fl	kevinw	usr	Microsoft Word – tech specs.doc	4 x Ltr	4	0.40
						19	4.00

peterc		Peter Chance					
Date	Printer	Account	Type	Description	Details	Pages	Cost
3/4/2004 03:34 PM	bw printer 2 nd fl	peterc	usr	Microsoft Word – estimate.doc	6 x Ltr	6	0.60
3/4/2004 03:39 PM	mktg color printer	peterc	usr	Microsoft Word – EO 3 0 Product Description I 3 GM.doc	57 x Ltr	57	14.25
3/4/2004 03:53 PM	bw printer 2 nd fl	peterc	usr	Microsoft Word – Change Request.doc	6 x NA	6	0.60
3/5/2004 12:39 PM	bw printer 2 nd fl	peterc	usr	Microsoft Word – HH2.doc	2 x Ltr	2	0.20
3/5/2004 12:40 PM	mktg color printer	peterc	usr	Microsoft Word – color brochure.doc	4 x Ltr	4	1.00
						75	16.65

danr		Dan Richards					
Date	Printer	Account	Type	Description	Details	Pages	Cost
3/4/2004 03:41 PM	bw printer 2 nd fl	danr	usr	Microsoft Word – Change Request - analysis tool.doc	8 x Ltr	8	0.80
3/4/2004 06:30 PM	bw printer 2 nd fl	danr	usr	Microsoft Outlook – Memo Style	3 x NA	3	0.30
3/5/2004 10:51 AM	mktg color printer	danr	usr	Microsoft Word – brochure.doc	2 x Ltr	2	0.50
3/5/2004 12:45 PM	bw printer 2 nd fl	danr	usr	Microsoft Word – untitled.doc	4 x Ltr	4	0.40
3/5/2004 01:20 PM	bw printer 2 nd fl	danr	usr	Microsoft Word – Change Request - analysis tool.doc	10 x NA	10	1.00
3/8/2004 10:05 AM	bw printer 2 nd fl	danr	usr	Microsoft Outlook – Memo Style	8 x NA	8	0.80
3/8/2004 11:40 AM	mktg color printer	danr	usr	Microsoft PowerPoint – presentation.ppt	15 x NA	15	3.75
3/8/2004 12:11 PM	bw printer 2 nd fl	danr	usr	Microsoft Word – demo script.doc	5 x Ltr	5	1.25
3/9/2004 02:45 PM	bw printer 2 nd fl	danr	usr	Microsoft Word – Report.doc	5 x NA	5	1.25
3/10/2004 11:40 AM	bw printer 2 nd fl	danr	usr	Microsoft Word – Newsletter.doc	12 x NA	12	3.00
						72	13.05

Detailed Activity by Billing Code Account

4/8/2004

**Detailed activity
by billing code account**



111ABC		ABC Engineering						
Date	Printer	Account	Type	Description	Details	Pages	Cost	
3/5/2004 12:11 PM	Reception 1st Floor	111ABC	ctl	Microsoft Word - Change Request - analysis tool.doc	24 x Ltr	24	3.60	
3/5/2004 12:12 PM	Reception 1st Floor	111ABC	ctl	Microsoft Word - Change Request - analysis tool.doc	24 x Ltr	24	3.60	
3/5/2004 12:31 PM	Engrg Prtl	111ABC	ctl	Microsoft Word - EO3 Brochure 0.1.doc	4 x Ltr	4	0.60	
3/5/2004 12:35 PM	Marketing 5th NW	111ABC	ctl	Microsoft Word - EO3 Brochure 0.1.doc	4 x Ltr	4	0.60	
3/5/2004 12:39 PM	Reception 1st Floor	111ABC	ctl	Microsoft Word - HH2.doc	18 x Ltr	18	2.70	
3/5/2004 12:48 PM	Engrg Prtl	111ABC	ctl	Microsoft Word - EO3 Brochure 0.1.doc	4 x Ltr	4	0.60	
3/5/2004 01:14 PM	Reception 1st Floor	111ABC	ctl	Microsoft Word - Document2	6 x Ltr	6	0.90	
3/10/2004 11:20 AM	Engrg Prtl	111ABC	ctl	Microsoft Word - EO3 Brochure 0.1.doc	4 x Ltr	4	0.60	
3/10/2004 12:12 PM	Engrg Prtl	111ABC	ctl	Microsoft Word - EO3 Brochure 0.2.doc	4 x Ltr	4	0.60	
						92	13.80	

456789		A&B Accounting						
Date	Printer	Account	Type	Description	Details	Pages	Cost	
3/5/2004 12:26 PM	Marketing 5th NW	456789	ctl	Microsoft Word - Change Request.doc	18 x Ltr	18	2.70	
3/5/2004 12:30 PM	Engrg Prtl	456789	ctl	Microsoft Excel – spreadsheet.xls	4 x Ltr	4	0.60	
3/5/2004 12:36 PM	Reception 1st Floor	456789	ctl	Microsoft Excel – spreadsheet.xls	4 x Ltr	4	0.60	
3/5/2004 12:40 PM	Reception 1st Floor	456789	ctl	Microsoft PowerPoint – presentation.ppt	25 x Ltr	25	3.75	
3/5/2004 12:44 PM	Engrg Prtl	456789	ctl	Microsoft Excel – spreadsheet.xls	2 x Ltr	2	0.20	
3/5/2004 12:45 PM	Engrg Prtl	456789	ctl	Microsoft Word - EO3 Brochure 0.1.doc	4 x Ltr	4	0.60	
3/5/2004 01:59 PM	Reception 1st Floor	456789	ctl	Microsoft Excel – spreadsheet.xls	14 x Ltr	14	2.10	
3/5/2004 02:12 PM	Reception 1st Floor	456789	ctl	Microsoft Excel – spreadsheet.xls	2 x Ltr	2	0.30	
3/5/2004 02:13 PM	Engrg Prtl	456789	ctl	Microsoft Excel – spreadsheet.xls	6 x Ltr	6	0.90	
3/5/2004 02:29 PM	Marketing 5th NW	456789	ctl	Microsoft Excel – spreadsheet.xls	2 x Ltr	2	0.30	
3/10/2004 11:16 AM	Marketing 5th NW	456789	ctl	Microsoft Word - untitled.doc	12 x Ltr	12	1.80	
3/10/2004 12:15 PM	Marketing 5th NW	456789	ctl	Microsoft Word - untitled.doc	10 x Ltr	10	1.50	
						103	15.35	

Detailed Activity by Department Account

4/8/2004

**Detailed activity
by department account**



mktg		Marketing Dept					
Date	Printer	Account	Type	Description	Details	Pages	Cost
3/5/2004 12:11 PM	mktg MFPT6	111ABC	ctl	Microsoft Word – knowledge base.doc	52 x Ltr	52	13.00
3/5/2004 12:12 PM	mktg MFPT6	111ABC	ctl	Microsoft Word – product demo.doc	24 x Ltr	24	6.00
3/5/2004 12:31 PM	mktg MFPT6	111ABC	ctl	Microsoft Word - EO3 Brochure 0.1.doc	4 x Ltr	4	1.00
3/5/2004 12:35 PM	Marketing 5th NW	111ABC	ctl	Microsoft Word - report.doc	23 x Ltr	23	2.30
3/5/2004 12:39 PM	Marketing 5th NW	111ABC	ctl	Microsoft Word - newsletter.doc	9 x Ltr	9	0.90
3/5/2004 12:48 PM	mktg MFPT6	111ABC	ctl	Microsoft Word - EO3 Brochure 0.1.doc	4 x Ltr	4	1.00
3/5/2004 01:14 PM	mktg MFPT6	111ABC	ctl	Microsoft PowerPoint – presentation.ppt	16 x Ltr	16	4.00
3/10/2004 11:20 AM	mktg MFPT6	111ABC	ctl	Microsoft Word - EO3 Brochure 0.1.doc	4 x Ltr	4	1.00
3/10/2004 12:12 PM	Marketing 5th NW	111ABC	ctl	Microsoft Word – product description.doc	14 x Ltr	14	1.40
						150	30.60

acct		Accounting Dept					
Date	Printer	Account	Type	Description	Details	Pages	Cost
3/5/2004 12:26 PM	Administration 2nd Floor	456789	ctl	Microsoft Word - Report.doc	18 x Ltr	18	2.70
3/5/2004 12:30 PM	Administration 2nd Floor	456789	ctl	Microsoft Excel – spreadsheet.xls	4 x Ltr	4	0.60
3/5/2004 12:36 PM	Administration 2nd Floor	456789	ctl	Microsoft Excel – spreadsheet.xls	4 x Ltr	4	0.60
3/5/2004 12:40 PM	Administration 2nd Floor	456789	ctl	Microsoft PowerPoint – presentation.ppt	25 x Ltr	25	3.75
3/5/2004 12:44 PM	Administration 2nd Floor	456789	ctl	Microsoft Excel – spreadsheet.xls	2 x Ltr	2	0.20
3/5/2004 12:45 PM	Administration 2nd Floor	456789	ctl	Microsoft Word - report.doc	4 x Ltr	4	0.60
3/5/2004 01:59 PM	Administration 2nd Floor	456789	ctl	Microsoft Excel – spreadsheet.xls	14 x Ltr	14	2.10
3/5/2004 02:12 PM	Administration 2nd Floor	456789	ctl	Microsoft Excel – spreadsheet.xls	2 x Ltr	2	0.30
3/5/2004 02:13 PM	Administration 2nd Floor	456789	ctl	Microsoft Excel – spreadsheet.xls	6 x Ltr	6	0.90
3/5/2004 02:29 PM	Administration 2nd Floor	456789	ctl	Microsoft Excel – spreadsheet.xls	2 x Ltr	2	0.30
3/10/2004 11:16 AM	Administration 2nd Floor	456789	ctl	Microsoft Word - untitled.doc	12 x Ltr	12	1.80
3/10/2004 12:15 PM	Administration 2nd Floor	456789	ctl	Microsoft Word - untitled.doc	10 x Ltr	10	1.50
						103	15.35

Detailed Activity by Device

4/8/2004

Detailed activity by device



Ricoh Aficio 650

Date	User	Account	Type	Description	Details	Pages	Cost
3/3/2004 01:22 PM	Jim Taylor	administrator	usr	EQU Phone List ALL Employees Branches 07 2003.xls	10 x Ltr	10	1.50
3/3/2004 07:22 PM	Jim Taylor	administrator	usr	Microsoft Word - test.doc	4 x Ltr	4	0.60
3/4/2004 11:57 AM	Jim Taylor	administrator	usr	Test Page	2 x Ltr/D	2	0.30
3/4/2004 11:57 AM	Jim Taylor	administrator	usr	Test Page	1 x Ltr	1	0.15
3/4/2004 12:00 PM	Jim Taylor	administrator	usr	Microsoft Word – Phone List.doc	11 x Ltr	11	1.65
3/4/2004 01:27 PM	Marketing Dept	marketing	dpt	Microsoft Word – Product description.doc	43 x NA	43	6.45
3/4/2004 01:42 PM	David Peters	davidp	usr	Microsoft Word – untitled.doc	5 x NA	5	0.75
3/4/2004 02:44 PM	Jerry Bell	jbell	usr	Microsoft Word - FAQ.doc	7 x Ltr	7	1.05
3/4/2004 02:48 PM	Jerry Bell	jbell	usr	Microsoft Word - brochure.doc	4 x Ltr	4	0.60
3/4/2004 03:36 PM	Karen Brown	karenb	usr	Microsoft Word - HH2.doc	2 x Ltr	2	0.30
3/4/2004 03:39 PM	Karen Brown	karenb	usr	Microsoft Word - Product Description.doc	57 x Ltr	57	8.55
3/4/2004 03:41 PM	Dan Richards	danr	usr	Microsoft Word - Change Request - analysis tool.doc	2 x Ltr	2	0.30
3/4/2004 03:53 PM	David Peters	davidp	usr	Microsoft Outlook – Memo Style	3 x NA	3	0.45
3/4/2004 03:53 PM	Karen Brown	karenb	usr	Microsoft Word – report.doc	6 x NA	6	0.90
3/4/2004 04:01 PM	David Peters	davidp	usr	Microsoft Word - Change Request - analysis tool.doc	2 x Ltr	2	0.30
3/4/2004 04:43 PM	Jim Taylor	administrator	usr	Microsoft Outlook – Memo Style	1 x Ltr	1	0.15
3/5/2004 12:11 PM	Karen Brown	ABC	ctl	Microsoft Word - Change Request - analysis tool.doc	2 x Ltr	2	0.30
3/8/2004 10:05 AM	Karen Brown	karenb	usr	Microsoft PowerPoint – presentation.ppt	8 x NA	8	1.20
3/8/2004 10:15 AM	Jerry Bell	jbell	usr	Microsoft Word - EO3 Brochure 0.1.doc	4 x Ltr	4	0.60
3/8/2004 11:19 AM	Dan Richards	danr	usr	Microsoft Word - Equitrac Office demo script.doc	2 x Ltr	2	0.30
3/8/2004 11:34 AM	Jerry Bell	jbell	usr	Microsoft Word - Equitrac Office demo script.doc	2 x Ltr	2	0.30
3/8/2004 11:40 AM	Jerry Bell	jbell	usr	Microsoft Excel – spreadsheet.xls	4 x NA	4	0.60
3/8/2004 12:08 PM	Dan Richards	danr	usr	Microsoft Word - EO3 Brochure 0.1.doc	4 x Ltr	4	0.60
3/9/2004 02:46 PM	Karen Brown	karenb	usr	Microsoft Excel – spreadsheet.xls	6 x NA	6	0.90
3/9/2004 03:27 PM	David Peters	davidp	usr	Microsoft Outlook – Memo Style	6 x NA	6	0.90
						198	29.70

Account Listing

4/8/2004

User Accounts all accounts



User ID	User name	Department	Date created	Balance	Limit
administrator	Jim Taylor	IT	3/2/2004	(\$8.12)	0.00
karenb	Karen Brown	Marketing	3/4/2004	(\$9.24)	0.00
jbelle	Jerry Bell	Accounting		\$0.00	0.00
kevinw	Kevin Wells	Marketing	3/4/2004	\$27.66	0.00
peterc	Peter Chance	Operations	3/4/2004	(\$0.76)	0.00
davidp	David Peters	Development	3/4/2004	(\$0.67)	0.00
danr	Dan Richards	Accounting	3/4/2004	(\$14.67)	0.00
bobr	Bob Richards	Operations	3/4/2004	(\$0.01)	0.00

Department Account Statement

4/8/2004

Department Account Statement



Mktg		Marketing Department		Opening Balance:		842.00
Date	Type	User ID	Description	Pages	Credit	Debit
4/8/2004	printer	jimt		157	(\$20.00)	45.50
4/8/2004	printer	barbarac		68	(\$35.00)	38.00
4/8/2004	copier	georgeb		21	(\$10.00)	15.50
4/8/2004	copier	karenb		45	(\$15.00)	25.00
4/8/2004	printer	jerryb		12	(\$10.00)	12.00
4/8/2004	printer	harryn		74	(\$15.00)	45.00
4/8/2004	copier	tomt		10	(\$20.00)	14.50
Closing Balance:						771.50

Device Usage

4/8/2004

Device Usage



2nd fl printer		Rated Speed:	35 Pages per Minute
Duty Cycle:	30,000 pages per month	Prorated Volume:	30,000 Pages

Logical Printer/Copier	Description	Type	Jobs	Total Pages	Cost	Minutes	% Load
2 nd fl printer	Acct printer 2 nd fl	Physical device	455	6587	0.10	188	21.96%

sales MFP		Rated Speed:	40 Pages per Minute
Duty Cycle:	30,000 pages per month	Prorated Volume:	30,000 Pages

Logical Printer/Copier	Description	Type	Jobs	Total Pages	Cost	Minutes	% Load
sales MFP	Sales MFP 3 rd floor	Physical device	1256	15789	0.25	394	52.63%

mktg color		Rated Speed:	40 Pages per Minute
Duty Cycle:	30,000 pages per month	Prorated Volume:	30,000 Pages

Logical Printer/Copier	Description	Type	Jobs	Total Pages	Cost	Minutes	% Load
mktg color	mktg MFP 6 th floor	Physical device	350	4586	0.25	115	15.29%

Device Configuration

4/8/2004

Device Configuration



IP Address	Manufacturer	Model	Print Rule	Lines Per Page	Monthly Volume	Speed
192.168.96.119	Ricoh	AP3200		60	20,000	32
192.168.97.147	Xerox	WCP 40		90	35,000	40
192.168.98.138	Toshiba	e-STUDIO120		60	40,000	12
192.168.99.115	Minolta	FORCE 85	High speed, over 100 pages documents	120	60,000	85
192.168.100.118	Kyocera	KM-C830		90	15,000	30
192.168.101.165	Canon	IR 85	High speed, over 100 pages documents	60	40,000	85
192.168.102.145	HP	LaserJet 8150	Desktop low cost	60	8,000	32
192.168.103.136	Sharp	AR-M700		60	12,000	70