



MegaTrack[®]

User Guide

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Preface: Introducing MegaTrack©

This user's guide provides extensive explanations and procedures for utilizing every feature of the MegaTrack software. It provides instructions on several levels that appeal to both administrators and end-users.

MegaTrack User Guide Overview

This user guide is organized into the following sections:

MegaTrack Overview – Puts you on the fast track to understanding MegaTrack's purpose, architecture and functionality.

Chapter One: Getting Started – Describes the MegaTrack Login page and screen displays.

Chapter Two: MegaTrack Administration – Analyzes and describes all MegaTrack administration tasks.

Chapter Three: Viewing the Print Server – Explains the layout and how to read the MegaTrack Print Server.

Chapter Four: Managing Printing Costs – Examines print organization, printers, print servers and printer trays.

Chapter Five: MegaTrack User Options – Looks at how to manage print costs with MegaTrack.

Chapter Six: Performing Queries – Describes how to access MegaTrack user options to create a more customized user experience.

Chapter Seven: Query Results – Introduces the various query types, parameters and frequencies, as well as the various ways to launch queries.

Chapter Eight: Report Management – Explains how to request a comprehensive report for any three-month period.

Chapter Nine: Allocation – Allows additional information to be linked to print jobs for the purpose of billing and determining expenses.

Chapter Ten: Quota Module – Explains what the optional Quota Module is and how it works.

The MegaTrack user manual also includes an index to enable fast topic navigation, and a glossary to further explain the MegaTrack concepts.

In this manual, ***bold, italicized*** text indicates fields or text in a window of your screen. Light blue text indicates hypertext links to other sections of this manual, an html address, or allows you to send an e-mail message.

Throughout this guide, the following icons are used to denote important sections of text:



Highlights procedures that if not heeded, could damage the product or adversely affect the functionality.



Provides useful information relevant to the described feature or procedure.



Offers a tip, shortcut or useful information.

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MegaTrack Overview

It is now easier than ever to access information. Often though, whether you access data via the Internet or a company intranet, it is often necessary to print some of this information for archival purposes. This has resulted in numerous small or large companies being faced with rising expenditures due to bloated printing costs.

A user-friendly and easy-to-use software package, MegaTrack meets, and exceeds the need for managed printing solutions in business. MegaTrack aims to help manage your print system by tracking all copy originating from workstations within your local area network and print jobs processed through a central print server.

MegaTrack addresses entities with an extended print system, and/or a large print volume. For instance large companies, universities and organizations may want to allocate their printing costs directly to the responsible departments. MegaTrack is also aimed at smaller companies, such as consulting firms or law offices, which handle a great deal of documents, certificates, contracts, etc.

MegaTrack enables you to analyze the users' printing habits and the average usage of your printers. You will thus be able to optimize the management and sharing of your printers according to their usage.

MegaTrack improves the cost management and organization of print tasks. The cost of every document printed or copied (in condition of having SecureJet®) on every print server is accounted for and consolidated.



NOTE: Refer to the *MegaTrack Quick Startup Guide* for all software and hardware pre-requisites necessary for a successful installation.

MegaTrack operates on the Microsoft Windows print platform and integrates directly with your print system.

MegaTrack Architecture

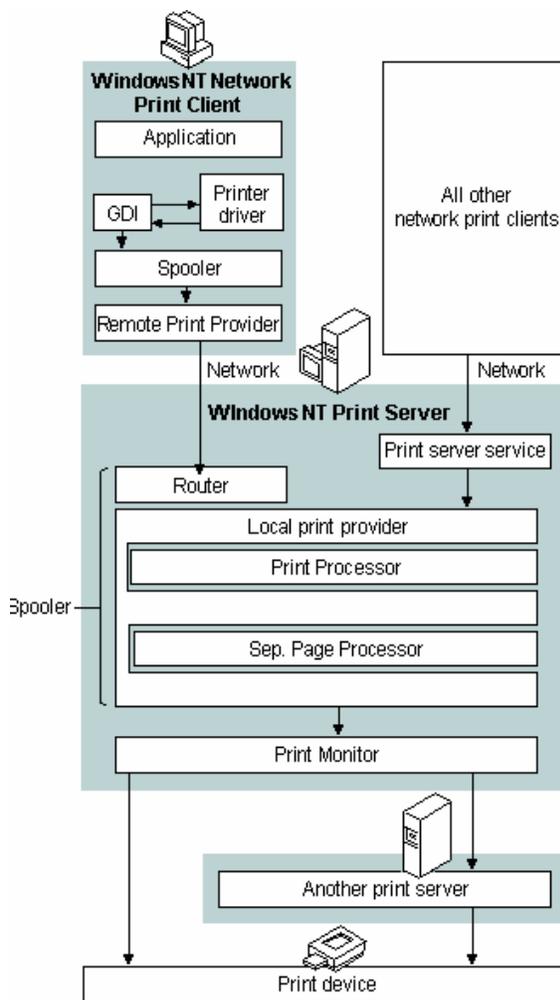
Windows Print System

In order to better illustrate the MegaTrack print system integration, it's helpful to first understand the Windows print system.

The Windows print system consists of the following three basic components:

- An end user initiating the print spool
- The print server processing the job
- The printer

This architecture is illustrated in the following figure:



The print server is the machine where all printers are locally declared and shared among a user group. The spooler of a Windows print server manages your prints, and the process for printing a document in Windows is as follows:

1. A user chooses to print a document on one shared printer. According to the document and the print device information from the printer driver the print job is rendered in the printer language of the print device. This happens at the client level, i.e. on a node/client PC on the network.
2. The user's computer delivers the print job to the print server. The print job is sent over the network to the print server.
3. The print server receives the print job and assigns a data type to it according to the printer language.
4. The router or print server passes the print job to the local print provider on the server (a component of the spooler), which spools the print job (i.e. writes it to disk).
5. The local print provider polls the print processors declared on the server. When a print processor recognizes the job's data type (i.e. step 4), this print processor receives the print job and alters it (or not) according to the data type to ensure that the job prints correctly.
6. The job is despoiled to the print monitor.
7. The print device receives the print job, translates each page into a bitmap, and sends it to the printer, which prints it onto paper or any other medium.

MegaTrack Print System Integration

Like the Windows print system, MegaTrack Print System (MPS) consists of three basic software components:

- MDS (MegaTrack Database Server)
- MWS (MegaTrack Web Server, the interface)
- MPS (MegaTrack Print Server)

These modules can be installed on either one or several machines.

The MPS continuously looks for information such as documents printed, user's identification, etc.

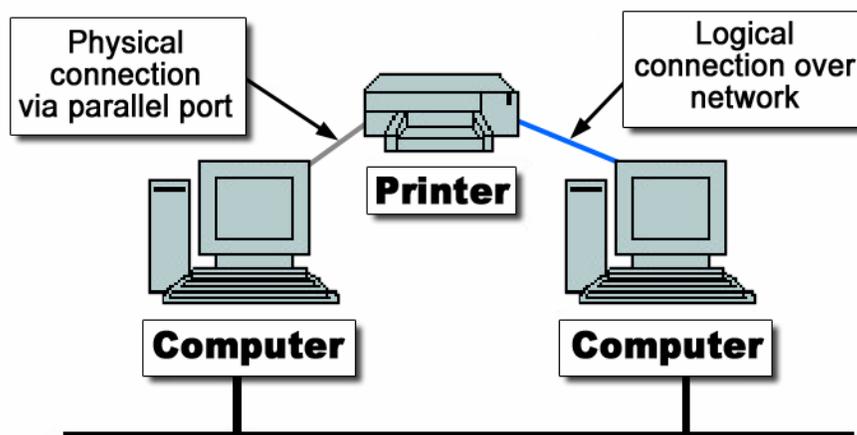


CAUTION

CAUTION: MegaTrack does not take into account either the printers connected to a local port (LPT, COM, etc.), or the printers declared on the network, for instance those machines managed by another print server. In this last case, you will have to install an MPS module on the second print server.

The same holds true for all photocopiers (hp MFP), which should be declared on the machine where the MPS is installed. For more information about these pre-requisites refer to the *MegaTrack Quick Startup Guide*.

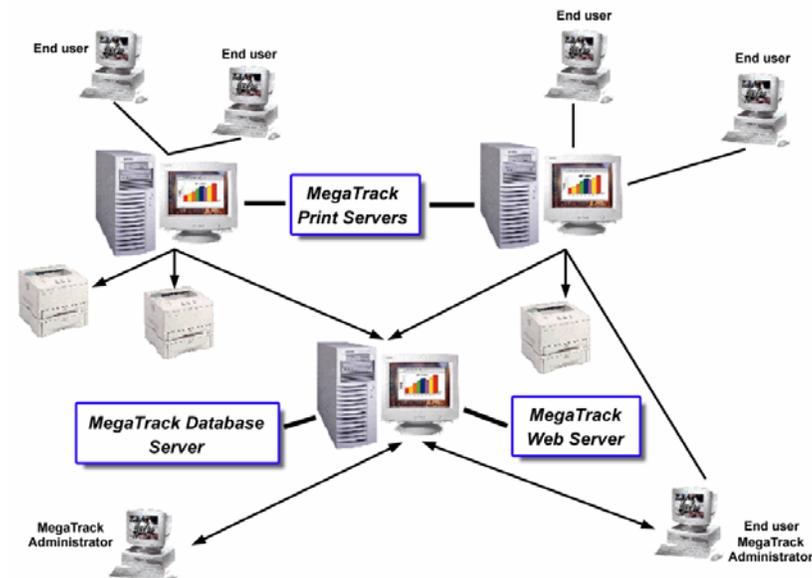
The following illustration provides an example of an incorrect MegaTrack use:



Cases which are not managed by MegaTrack:

- Assume an MPS module has been installed on your print server. Print jobs sent by a user will not be taken into account in the following cases:
- When the recipient printer is directly connected on a user's physical port (LPT, COM, etc).
- When the user is directly linked to the printer via the network (i.e. the print job does not pass through a print server).
- When the user does not have the print rights necessary on this server, even if the recipient printer is shared on this server.
- When the recipient printer is not directly managed by this server, but is declared in network mode.
- When the recipient printer is a plotter.
- When the recipient printer is not identified by an IP address, or when this address is not a static, fixed address.

The following diagram provides an example of the overall MegaTrack architecture:



For more information on the MDS and MWS, refer to the following section, *Information Flow*.

Information Flow

After analyzing MegaTrack architecture, let us discuss the data flow taking place in MegaTrack.

The MPS is included with the spooler of your print system. This allows MegaTrack to detect every print job sent to any of these printers. MegaTrack keeps track of all printed documents, as well as all of their characteristics; some of which are listed below:

- The document name (which could be hidden)
- The printer (sharing name) and its properties (color or black and white, duplex unit, etc.)
- The job owner: name, machine name, group (according to the organization chosen and defined by the network administrator)
- The number of sent and printed pages
- The printing mode (economode, duplex, color)
- The date and time when the print job ended
- The print job status (in progress, terminated, etc)
- The media used (transparency, paper, etc.) and its size (A3, A4, letter).

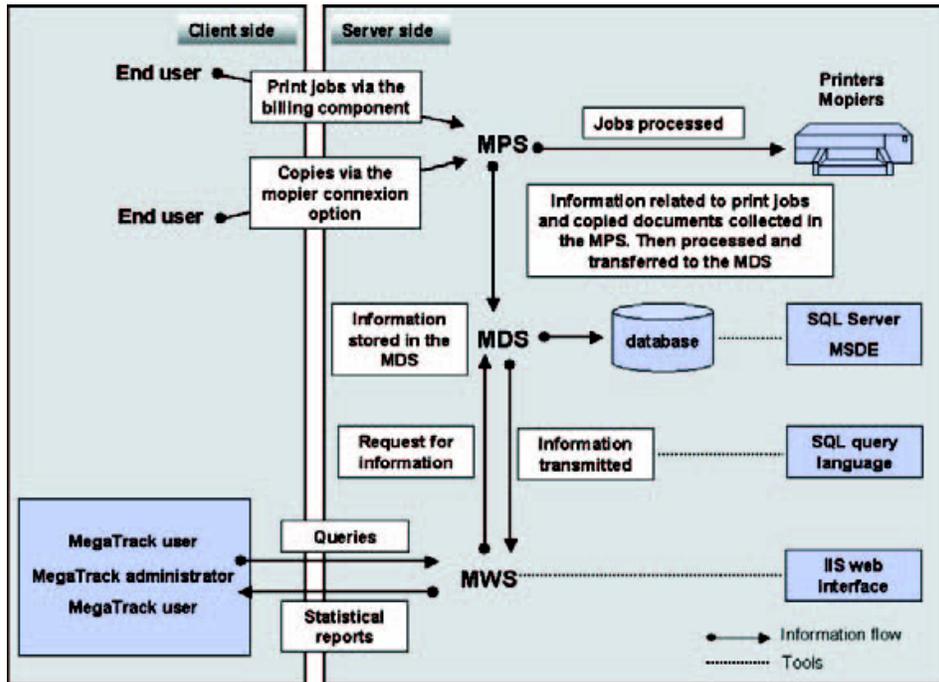


NOTE: MegaTrack can also manage more complicated cases, where each page of the printed document has different characteristics. However, the MegaTrack highest level of precision is the page. MegaTrack knows how to intercept and manage job cancellations, from the spooler or from the printer (for an HP printer equipped with HP JetDirect cards, using SNMP protocol).

MDS updates the data regarding your printers, printed documents and users. When a query is launched from the Web interface, MegaTrack searches the print system any relevant information stored in its database since the time of its installation.

The MWS allows you to query the MDS and to access the data from the MDS. The MWS also enables navigation through the application via a Web browser, i.e. Internet Explorer or Netscape. A Web browser is required to run and display the MegaTrack interface.

The following figure illustrates the data flow within your print system:



NOTE: This window presents all modules necessary to create a functional and correctly configured MegaTrack installation, i.e. the MPS, the MDS, the MWS, the MegaTrack interface, and the optional MFP connection module.

For further information on how to differentiate print jobs from copy jobs in your query results, refer to *Chapter 9: Allocation*.

Chapter 1: Getting Started

Login Page

After installing MegaTrack (refer to the *MegaTrack Quick Startup Guide*, if necessary), you might need to restart your computer before launching MegaTrack by clicking on the application icon. The following login screen appears:

The MegaTrack logo is displayed in a large, blue, serif font with a registered trademark symbol (®) to the upper right of the word.The login form consists of a blue header bar with the text "Welcome to MegaTrack". Below the header are two white input fields: "User name" and "Password". A blue play button icon is positioned below the password field.

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NOTE: The default login and password are “Admin.” The password field is case-sensitive, so be sure to use a capital “A” when you enter it.

The following rules apply to the login page:

- Entering user information into this page allows access to MegaTrack. For more information on how to reach the connection page from a remote user machine, refer to the *MegaTrack Quick Startup Guide* included in your MegaTrack package.

- When creating an account, enter your MegaTrack account name and then password, as defined by the MegaTrack administrator.
- If the user name or password is invalid, an error message appears on your screen. Either try entering them again or contact your MegaTrack administrator.



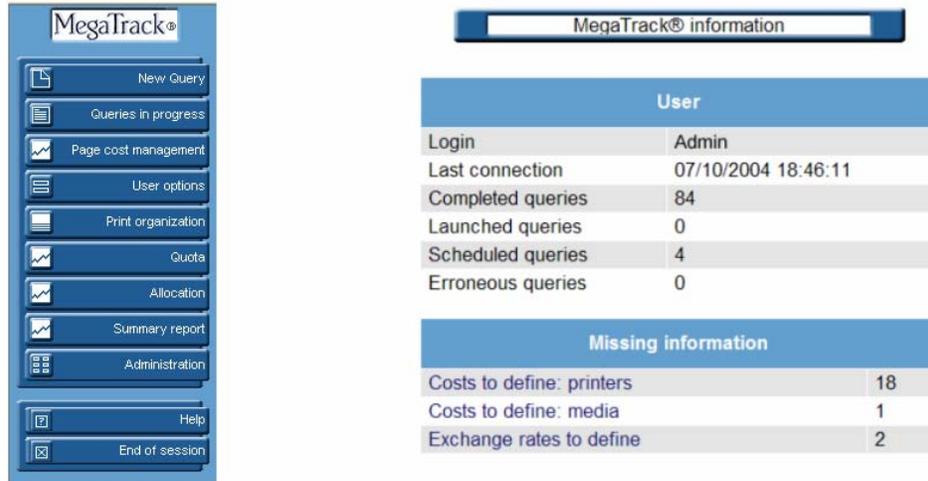
NOTE for the MegaTrack Administrator: A default account is created when installing MegaTrack, to allow you to access the application for the first time. As soon as you are connected, it is highly recommended you change the password of the Admin account. To do so, refer to ***Chapter 5: MegaTrack User Options.***



NOTE for the MegaTrack User: The MegaTrack administrator created your account, with a user name and a password. Thus only your MegaTrack administrator can provide you with this information. After accessing your account for the first time, you can then modify your password. For further information on modifying your password, refer to ***Chapter 5: MegaTrack User Options.***

The Information Page

Once you have successfully logged into MegaTrack, the following information page appears:



MegaTrack information	
User	
Login	Admin
Last connection	07/10/2004 18:46:11
Completed queries	84
Launched queries	0
Scheduled queries	4
Erroneous queries	0
Missing information	
Costs to define: printers	18
Costs to define: media	1
Exchange rates to define	2

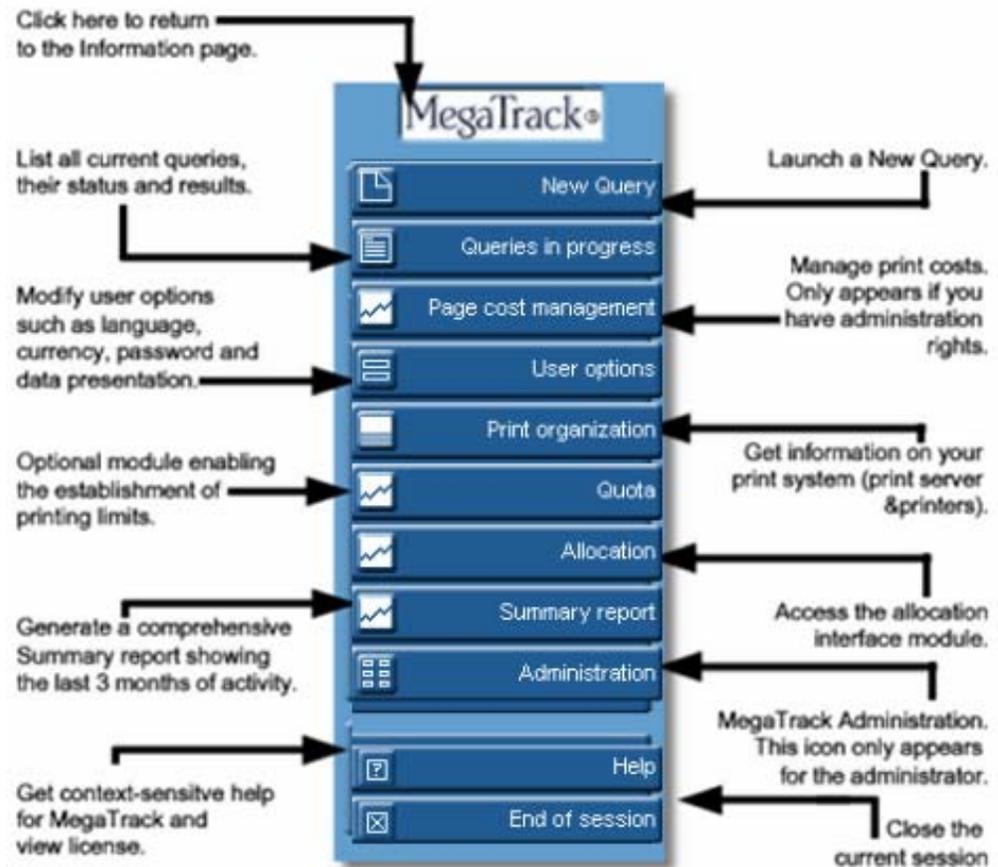
The information page consists of two parts: the left navigation pane being the MegaTrack Remote Control, and the right larger main page being the General Display window. The MegaTrack remote control part will always be displayed.



NOTE: This view shows what an administrator might see. Regular end-users who haven't logged in as administrator will see fewer buttons.

The Remote control

An overall description of the remote control and its functionality follows:



Click on any icon to obtain information or to launch the tasks described above.

General Display Window

The following control panel, the general display window, can always be updated and accessed by clicking on the MegaTrack logo at the top of the remote control.

MegaTrack® information	
User	
Login	Admin
Last connection	07/10/2004 18:46:11
Completed queries	84
Launched queries	0
Scheduled queries	4
Erroneous queries	0
Missing information	
Costs to define: printers	18
Costs to define: media	1
Exchange rates to define	2

The general display window is divided into the following sections:

- The information regarding your license status. Nothing is displayed if MegaTrack is not registered.
- Information about the current user.
- Information pertaining to costs and exchange rates. (This information only appears for a MegaTrack administrator.)
- Other miscellaneous types of information.



NOTE for the MegaTrack Administrator: Read the information presented on this page carefully. Only the proper system configuration will produce accurate query results.

License

This page also informs you on your license status, in the following field:

MegaTrack® license
Evaluation period

This field indicates the evaluation status of the MegaTrack software. The first 30 days of an installation can be used for evaluation purposes. This field also allows you to check your license status with Capella Technologies. Currently, there are three possible licensing options which are determined by the number of users. For specific information regarding MegaTrack licensing, contact Capella Technologies, Inc.

User

This page provides you with information regarding individual accounts; i.e. user name, the date of last connection, and the number of jobs:

- Completed queries, i.e. queries, for which a result is available
- Launched queries, i.e. queries running and for which a result is expected
- Scheduled queries, i.e. queries planned but not yet run
- Errors in queries, i.e. queries aborted due to error

Missing Information

MegaTrack automatically detects any new elements added to the print system, whether it is a printer, media, a user, etc. However, some information regarding these new elements (for instance, the cost of the new printer) must be defined by the administrator in order to ensure the accuracy of query results.



NOTE: It is the MegaTrack administrator's responsibility to regularly view this page to update the MegaTrack configuration. No warning is given to the MegaTrack user to update parameters surrounding elements added to the print system.

The various sections at the bottom of the page are as follows:

- **Costs to define printers:** list the printers, whose costs are undefined. This applies to any new printer added to a print server.
- **Costs to define: media:** list the media, whose cost is undefined. This applies to any printed document, initiated by any user, regarding a media, which is still not registered in MegaTrack.
- **Exchange rates to define:** list the currencies, for which no exchange rate exists regarding the reference currency, i.e. the currency set as default while installing MegaTrack.

The number of data to enter is specified in front of each section. Each line in these sections is active, click on any of them to reach an element summary table, for which information is missing:

Costs to define: media

A5 (5.83x8.27 in) Paper

Additionally, the elements of this list are also active. Clicking on any one of them allows direct access to costs and exchange rate associated with the installation.

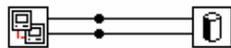
Miscellaneous

On this screen, you may receive the following message:



This warning appears when cookies and/or JavaScript are disabled. When this occurs, MegaTrack may close abruptly, or display false or out-of-date data. To prevent this occurrence, simply enable cookies and/or JavaScript in your browser of choice (i.e. Netscape or Internet Explorer).

The following icon can appear at the top of your screen:



Please wait while loading ...

This icon indicates that print job costs are being updated, after cost parameters were modified. As soon as the calculations are performed this icon disappears.

For ease of operation, this manual has been divided into three distinct user categories.

- MegaTrack users
- MegaTrack administrators
- End-users

MegaTrack users have a MegaTrack account. They can launch queries and get query results (on costs, printed documents) and get informed on the print system.



NOTE: MegaTrack users can also be end users, as they are part of your print system and can print documents. MegaTrack will track their print jobs like those of any end users.

End users are part of your print system. They print and copy documents, and as such, can be tracked by MegaTrack. Since the MegaTrack tracking function and application is transparent to the End Users they are not aware their print and copy jobs are being tracked.

MegaTrack administrators have a MegaTrack account, and the ability to launch queries or gather statistics about the print system. Furthermore, MegaTrack administrators are also able to manage other MegaTrack accounts, currencies, exchange rates, user permissions, etc.



NOTE: MegaTrack administrators can also be end users, as they are part of your print system and can print documents. MegaTrack will track their print jobs like those of any end users.

MegaTrack Interface

The MegaTrack interface is a user-friendly, easy-to-use application thanks to its remote control as well as the various buttons and icons which enable fast navigation through various functions. Online help is also available on every page of the application.

Information

Every MegaTrack icon is context-sensitive, i.e. a legend appears each time your mouse cursor is positioned for several seconds on any icon in MegaTrack. This legend describes the information or the action associated with this icon.

While using MegaTrack, you will have to choose from lists or pull-down menus. These lists or pull-down menus are built dynamically according to what is declared/registered in MegaTrack; for instance the printers, print servers, media, currencies, etc., are all updated based on information

contained in other tables. You can use the **Ctrl** and **Shift** keys of your keyboard to choose from a list multiple entries from a list.

Functionalities



Specific icons allow you to reach a certain page or service. For example you can access the online documentation at any time by clicking on the Help Icon at the top right of each MegaTrack page.

By clicking on any icons in the MegaTrack remote control you will be able to access information and to launch certain tasks.

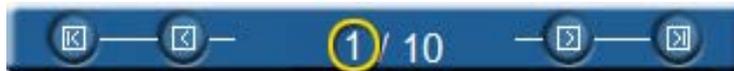
When the lines displayed in a page are too numerous, one or several pages are generated. The following bar appears at the bottom of each page:



The following icons allow individual pages to be accessed with point and click page navigation:

-  Go to the first page
-  Go to the Previous page
-  Go to the Next page
-  Go to the Last page

To reach a particular page directly, simply type the page number you want in the browsing bar at the bottom of the page:



Click on the first number of the bar and type the number of the page you want to reach. Then click in the page.

Managing MegaTrack Lists

Every list (MegaTrack accounts, currencies, queries, etc.) is displayed as follows:



MegaTrack lists can be managed in any of the following ways:

- To select one or several elements of a list, check the box on the left of the relevant element (account, query, etc.).



NOTE: The box in the title bar selects all elements of the list



- To delete an item, select one or more from the list and then click on the Delete icon located in the title bar.



NOTE: Be sure to select the relevant elements beforehand.



- To modify the parameters of an element in the list, click on the Modify icon in **Modify Parameters** column.



NOTE: It is only possible to modify one element at a time.

Chapter 2: MegaTrack Administration

The MegaTrack administration page allows parameters to be added, deleted and modified. MegaTrack administration is divided into two phases.

First, the administrator assigns and configures individual accounts: MegaTrack accounts, currencies used in the application, e-mail system, etc. Second, the MegaTrack administrator defines the costs and prices (printers, media, etc), which will be taken into account in your query results.

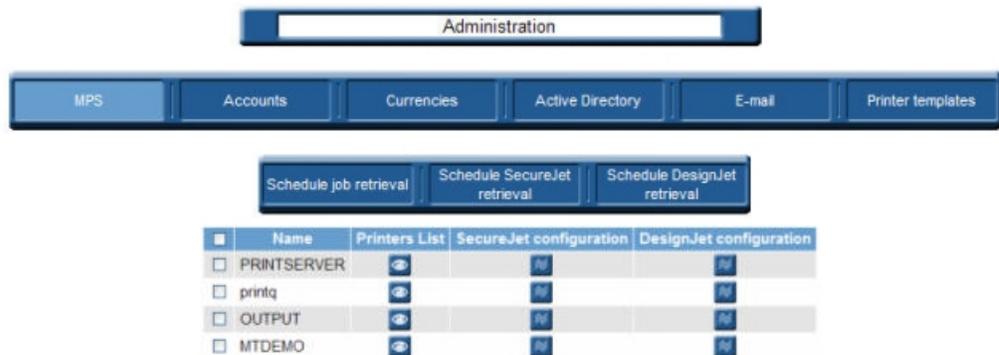
This chapter focuses on all issues regarding MPS, accounts, currencies, active directory, the e-mail system, and printer templates. All administration operations will be performed via this menu.



NOTE: The Administration menu only appears in the MegaTrack remote control if you have administrator rights.



The Administration page can be accessed by clicking on the Administration button on the MegaTrack remote control, as shown in the figure below:



MegaTrack In Printer Agent (MIPA)

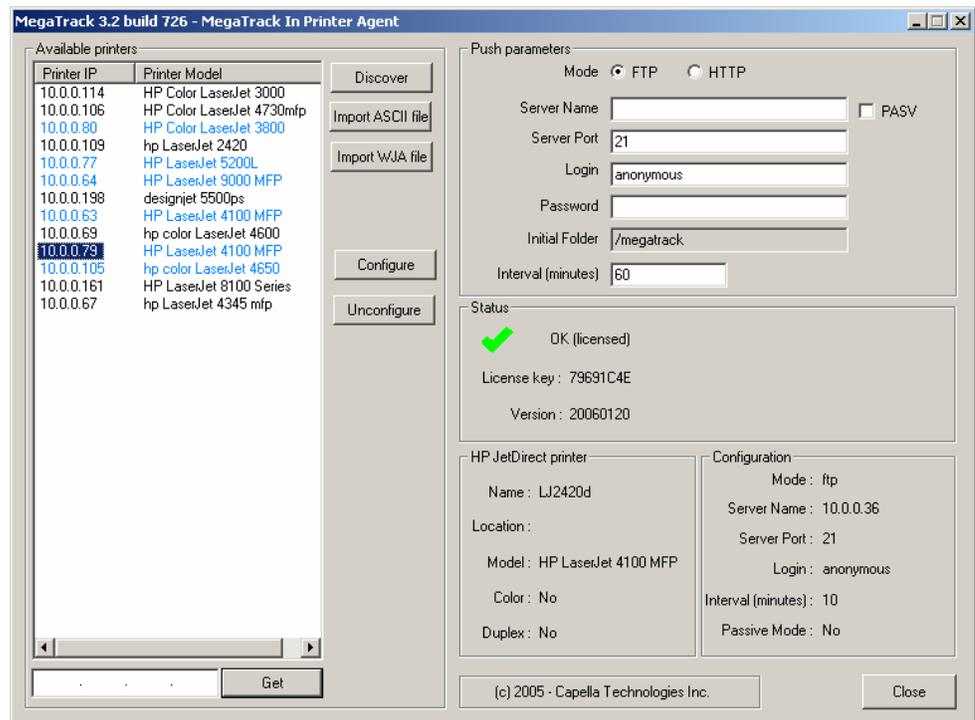
The MegaTrack In Printer Agent (MIPA) is a method of capturing data directly from a network printer, and functions even if the MPS or DTM module aren't installed. The MIPA Configuration Application is used to discover and configure devices where MIPA is installed.



NOTE: MegaTrack In Printer Agent must be installed on a printer for data to be captured and reported.

The MIPA Configuration Application was added to your system when you installed MegaTrack.

1. From Windows, click on *Start* → *All Programs* → *MegaTrack* → *MegaTrack In Printer Agent*.

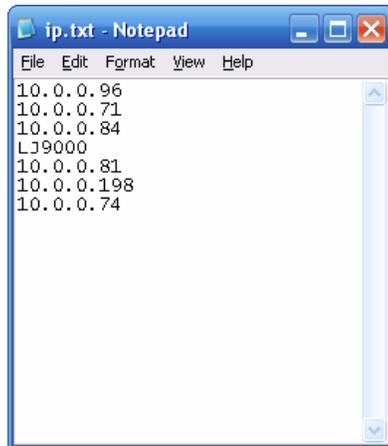


2. Click on the *Discover* button to search the network for printers. As they're located, the printer's IP address appears in the window on the far left. Data representing application activity can be seen in the *Status* window.

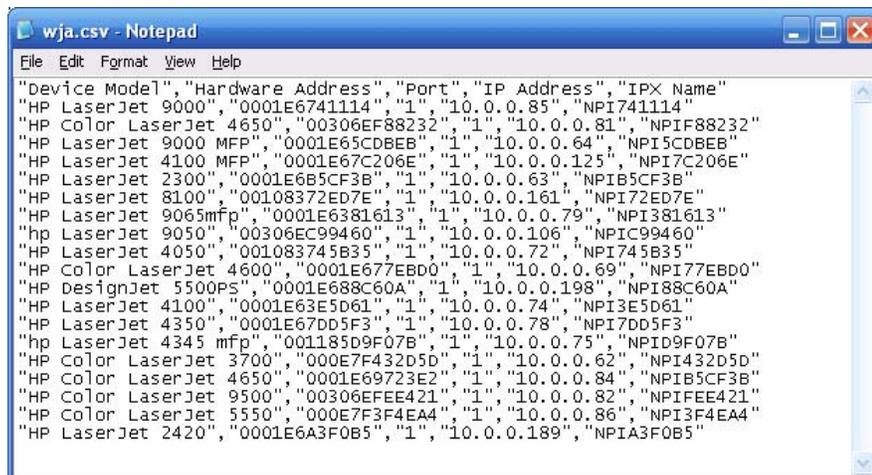


NOTE: If you have a large network with many printers attached, and already know the IP address of the printer you'd like to examine, you can enter a specific IP address directly into the bottom field and click on the **Get** button.

3. Click on the **Import ASCII file** button to import a list of IP addresses/host names in ASCII format. Each IP address must be on a separate line within the .txt file, as shown below.



4. Click on the **Import WJA file** button to import Web Jetadmin export file in CSV format. Each device must be listed on a separate line in the .csv file, as shown below.



Push parameters

If desired, printer data can be auto-uploaded (pushed) to the MDS through one of three transfer protocols: FTP, HTTP, or HTTPS.

File Transfer Protocol (FTP) is a standard for transferring files between computers with different operating systems. However, this protocol has a latency between the beginning of a request and the time that data is ultimately received, which can cause a session to time out prematurely when transferring through a firewall. For this reason, FTP is best suited to uploading data to an internal database server.

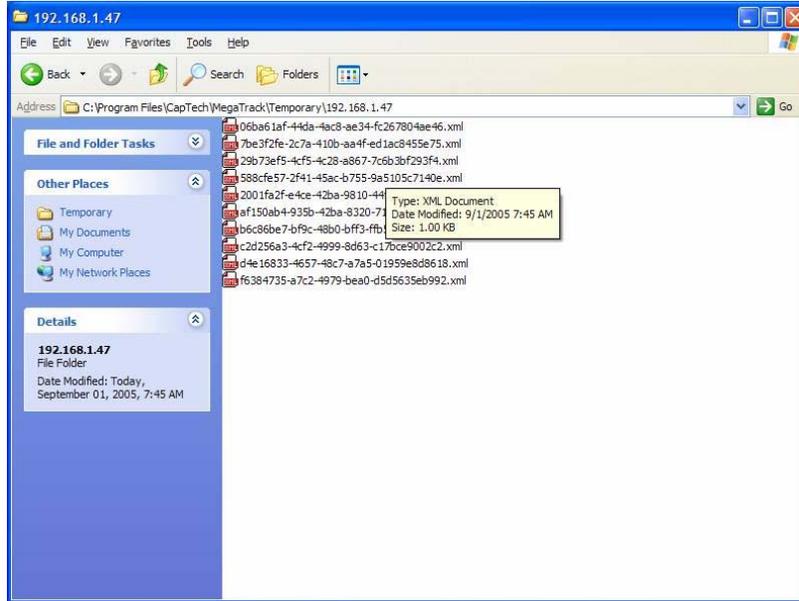
Hypertext Transfer Protocol (HTTP) differs from FTP in that connections are usually terminated once a particular request (or series of requests) has been completed. HTTP is the preferred method of data transfer if your database server is located off-site, or beyond your firewall. HTTPS is secure Hypertext Transfer Protocol.

Additional settings include the *Server Name*, which *Server Port* to use when transferring the data, server *Login* name, *Password* and an *Initial Folder* in which to store the uploaded data.



Tip: To validate that a device is pushing files correctly, navigate to the folder in the directory where MegaTrack is installed, and locate the Temporary folder. The Temporary folder should contain a set of folders for each device, identified by the IP address, which has successfully pushed a tracking file (.xml) to MegaTrack. The figure below illustrates a device folder containing expected files in the default installation directory C:\Program Files\CapTech\MegaTrack.

Chapter 2: MegaTrack Administration



Status

The Status field indicates the general operation status of MIPA on the device using icons and text, and displays the license and version information.

- ✓ When the server is running, this icon and the text *Server running* will be displayed in the *Status* field.
- ✗ When the server is not running or not installed this icon will be displayed in the *Status* field.

HP JetDirect printer

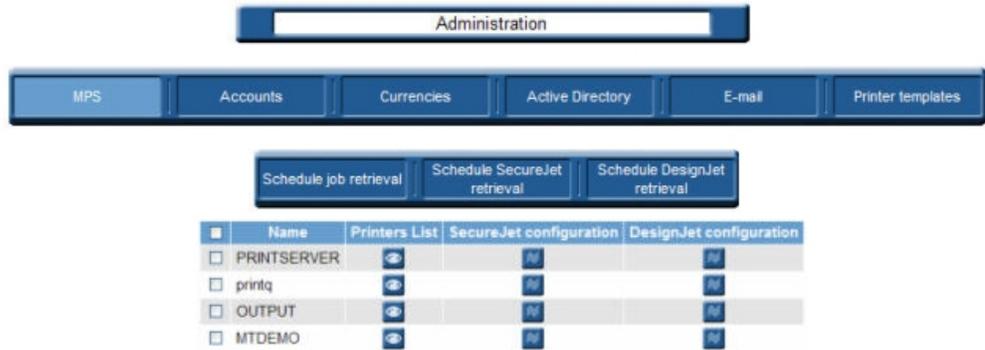
The HP JetDirect printer field provides the Name, Location, and Model of the selected printer, and indicates Color and Duplex printing capability with Y or N values.

Current parameters

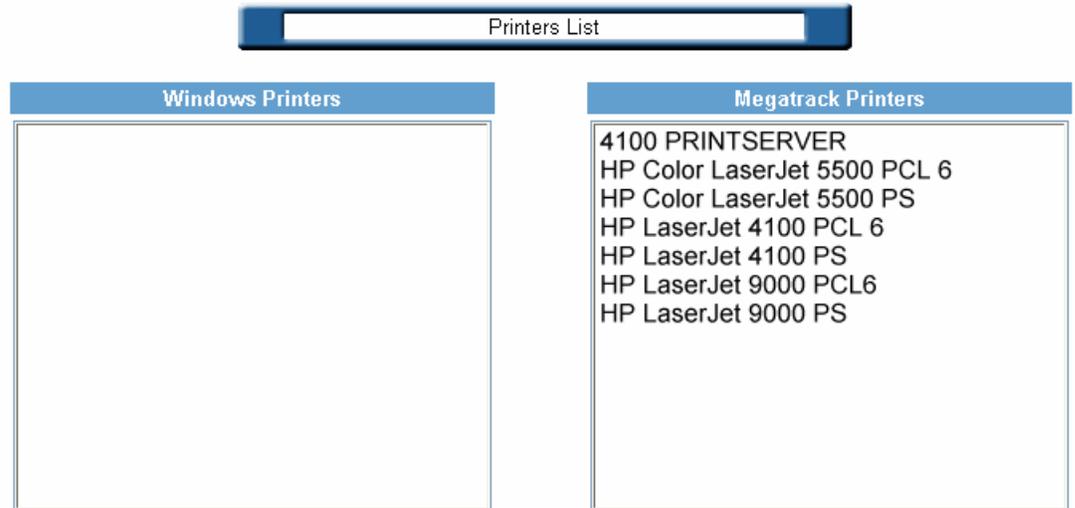
The Current parameters field provides a quick verification view of the Push parameters: the *Mode*, *Server Name*, *Server Port*, *Login*, and *Interval* (minutes) are displayed, and *Passive Mode* indicates whether the *PASV* mode box is selected.

MPS

This portion of the Administration Module allows you to view the status of MPS printers, as well as schedule job retrievals for printers configured as MegaTrack, SecureJet and DesignJet.



To view a list of both Windows printers and MegaTrack printers for the selected MPS, click on and the following screen appears:

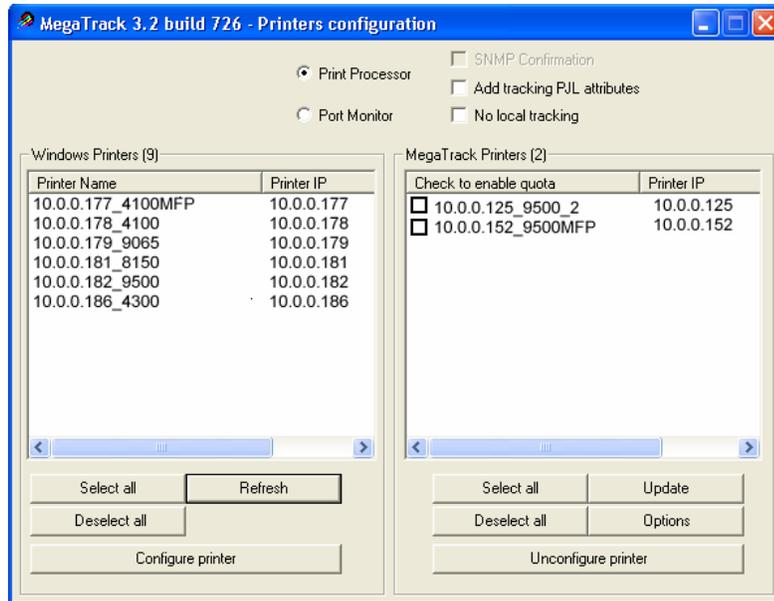


This page is for informational purposes only. In order to designate a printer as a MegaTrack printer, you must use the Printer Configuration utility, as described in the following section *Printer Configuration*.

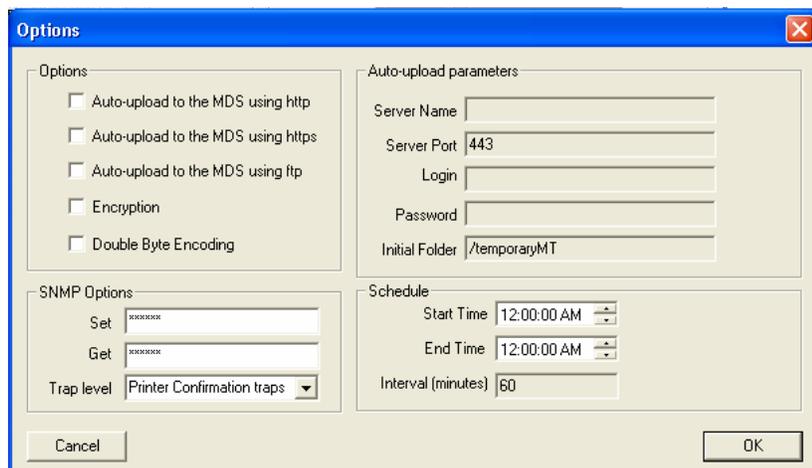
Printer Configuration

Before MegaTrack can track a printer, it must first be identified by the Printer Configuration utility. This application was added to your system when you installed MegaTrack.

1. From Windows, click on **Start → Programs → MegaTrack → Printer Configuration**. The following screen appears:



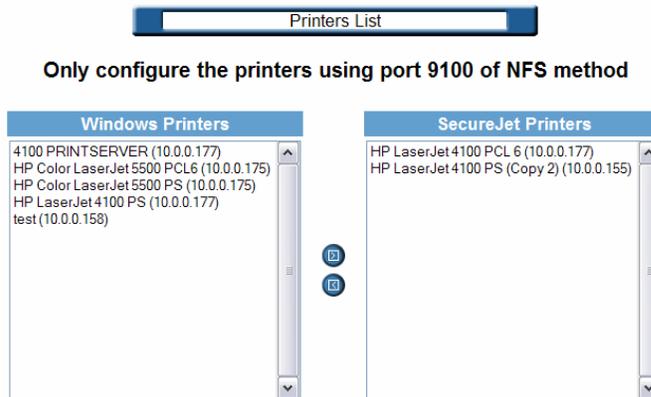
2. Select any printer listed in the **Windows Printers** field on the left and then click on **Configure printer** to convert it to a **MegaTrack Printer**. The selected printer moves to the right.
3. Click on the **Options** button to further configure the printer.



4. Check the **Auto-upload to the MDS using http**, **Auto-upload to the MDS using https**, or **Auto-upload to the MDS using ftp** option if you wish printer job information to be “pushed” to the MDS rather than retrieved. FTP or HTTP Configuration information must also be supplied. For more information about “push” auto-uploading, see **Push parameters**, on page 32.
5. The default **SNMP Options** setting is public for **Set** and **Get**. If values are changed on the devices, all devices must have the same value for **Set** and **Get**, or no value (public).
6. The default **Trap level** is **Printer Confirmation traps**. In the default mode, only printed job traps are sent. This is used to reduce the network traffic with unwanted traps. Some versions of HP Jetdirect require that **All traps** mode is selected.
7. Click on **OK** to save the new configuration information.

SecureJet Configuration

From the initial MPS screen, you can also indicate to MegaTrack any SecureJet printers connected to the network. This can be accessed by clicking on .

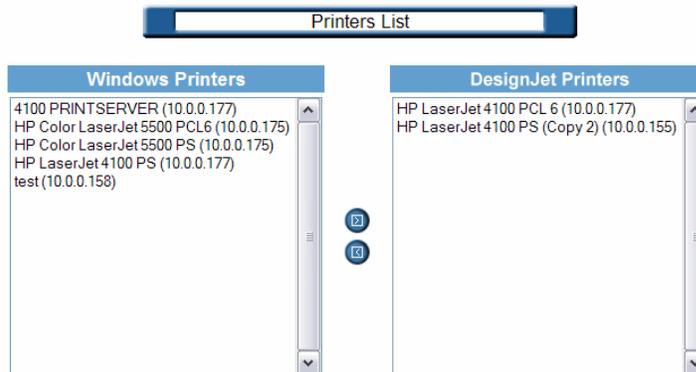


To change a standard Windows printer to a SecureJet printer, simply select one of the items from the list on the left and click on .

To remove a SecureJet printer, select it from the right list and click on .

DesignJet Configuration

From the initial MPS screen, DesignJet printers on the network can be configured by clicking on .



To change a standard Windows printer to a DesignJet printer, simply select one of the items from the list on the left and click on .

To remove a DesignJet printer, select it from the right list and click on .

Schedule job retrieval

From the initial MPS page, clicking on *Schedule job retrieval* will bring up the following screen:

The screenshot shows a 'Schedule job retrieval' window with the following parameters:

Schedule parameters	
Days	<input checked="" type="checkbox"/> s <input checked="" type="checkbox"/> m <input checked="" type="checkbox"/> t <input checked="" type="checkbox"/> w <input checked="" type="checkbox"/> t <input checked="" type="checkbox"/> f <input checked="" type="checkbox"/> s (all)
Start time	hh 00 mm 00
End time	hh 23 mm 59
Interval	1 hour(s)
Retrieval Method	<input type="radio"/> Pull <input checked="" type="radio"/> Auto-Upload (requires configuration on remote MPS)



From here, the administrator can determine precisely when, how frequently and the method (pull or push) MegaTrack retrieves job data.



NOTE: For large networks, it's recommended that job retrieval be performed outside of regular business hours.

Schedule SecureJet retrieval

Scheduling SecureJet retrieval is similar to standard printers, but with a couple of important exceptions. From the initial MPS menu, click on the *Schedule SecureJet retrieval* button. The following screen appears:

Schedule SecureJet retrieval

Schedule parameters	
Days	<input checked="" type="checkbox"/> s <input type="checkbox"/> m <input type="checkbox"/> t <input type="checkbox"/> w <input type="checkbox"/> t <input type="checkbox"/> f <input type="checkbox"/> s (all)
Start time	hh 00 mm 30
End time	hh 00 mm 31
Interval	100 hour(s)
Number maximum of files	2000 (max 2000)
Retrieval Method	<input type="radio"/> port 9100 <input type="radio"/> NFS (requires an NFS client) <input checked="" type="radio"/> AutoUpload
Group organization	<input checked="" type="radio"/> Use Active Directory group <input type="radio"/> Use SecureJet department

▶

For the **Retrieval Method**, the following options are available:

- **Port 9100:** If this option is used, the SecureJet printer will become inoperable during data retrieval. If using port 9100, schedule retrieval to take place outside of normal business hours.
- **NFS:** With this option, the SecureJet printer can continue to print and copy even while MegaTrack is retrieving data from it. NFS requires an NFS client to operate.
- **AutoUpload:** This option automatically “pushes” the data from the SecureJet printer to the MPS database. Using this method is preferred and requires a minimum of SecureJet 4.3b



NOTE: The *Maximum number of files* setting only works when using port 9100 as the retrieval method.

Group organization defines which group to use when displaying a report within MegaTrack. The *Use Active Directory group* will use the Active Directory group to organize the information. The *Use SecureJet Department* will use the department number, defined in the SecureJet configuration, to group the information.

Schedule DesignJet Retrieval

Scheduling DesignJet retrieval can be accomplished by going to the MPS menu and clicking on the *Schedule DesignJet retrieval* button. The following screen appears:

Schedule DesignJet retrieval

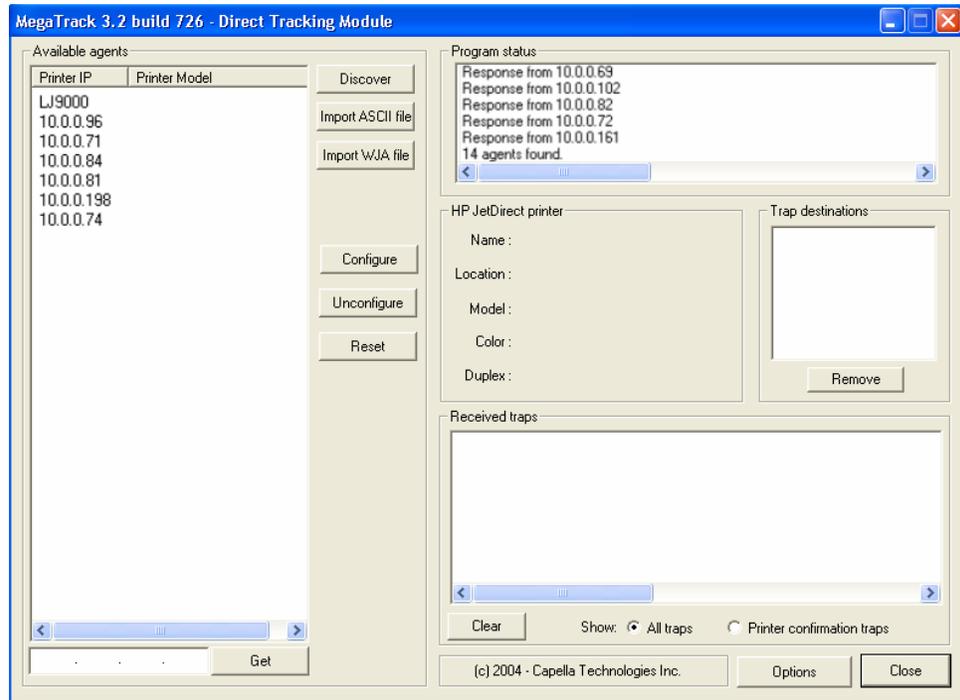
Schedule parameters	
Days	<input checked="" type="checkbox"/> s <input checked="" type="checkbox"/> m <input checked="" type="checkbox"/> t <input checked="" type="checkbox"/> w <input checked="" type="checkbox"/> t <input checked="" type="checkbox"/> f <input checked="" type="checkbox"/> s (all)
Start time	hh <input type="text" value="00"/> mm <input type="text" value="00"/>
End time	hh <input type="text" value="00"/> mm <input type="text" value="00"/>
Interval	<input type="text"/> hour(s)

▶

Through this screen, DesignJet retrieval can be scheduled to occur at a designated start time, one or more days of the week or regularly at a specific time interval.

Direct Tracking Module (DTM)

The Direct Tracking Module (DTM) is another method of capturing data directly from a network printer, and functions even if the MPS module isn't installed. This additional tool can be useful in assisting the administrator in locating, configuring and testing printers on a network.



In order for the DTM to work, *all* the following conditions must be met:

- Printer must be manufactured by Hewlett Packard.
- JetDirect should be installed and connected directly to the network (not locally through USB or LPT1).
- Correct/current printer drivers must be installed.
- Printer must be capable of sending a trap.



NOTE

NOTE: A trap is a packet of information provided by the printer that indicates basic job information and print job status.

Click on the **Discover** button to search the network for printers. As they're located, the printer's IP address appears in the window on the far left. Data

representing application activity can be seen in the *Program status* window.



NOTE: If you have a large network with many printers attached, and already know the IP address of the printer you'd like to examine, you can enter a specific IP address directly into the bottom field and click on the *Get* button..

Click on the *Import ASCII file* button to import a list of IP addresses/host names in ASCII format. Each IP address must be on a separate line within the .txt file, as shown below.

```

File Edit Format View Help
10.0.0.96
10.0.0.71
10.0.0.84
LJ9000
10.0.0.81
10.0.0.198
10.0.0.74
  
```

Click on the *Import WJA file* button to import Web Jetadmin export file in CSV format. Each device must be listed on a separate line in the .csv file, as shown below.

```

File Edit Format View Help
"Device Model","Hardware Address","Port","IP Address","IPX Name"
"HP LaserJet 9000","0001E6741114","1","10.0.0.85","NPI741114"
"HP Color LaserJet 4650","00306EF88232","1","10.0.0.81","NPIF88232"
"HP LaserJet 9000 MFP","0001E65CDBEB","1","10.0.0.64","NPI5CDBEB"
"HP LaserJet 4100 MFP","0001E67C206E","1","10.0.0.125","NPI7C206E"
"HP LaserJet 2300","0001E6B5CF3B","1","10.0.0.63","NPIB5CF3B"
"HP LaserJet 8100","00108372ED7E","1","10.0.0.161","NPI72ED7E"
"HP LaserJet 9065mfp","0001E6381613","1","10.0.0.79","NPI381613"
"hp LaserJet 9050","00306EC99460","1","10.0.0.106","NPIC99460"
"HP LaserJet 4050","001083745B35","1","10.0.0.72","NPI745B35"
"HP Color LaserJet 4600","0001E677EBD0","1","10.0.0.69","NPI77EBD0"
"HP DesignJet 5500PS","0001E688C60A","1","10.0.0.198","NPI88C60A"
"HP LaserJet 4100","0001E63E5D61","1","10.0.0.74","NPI3E5D61"
"HP LaserJet 4350","0001E67DD5F3","1","10.0.0.78","NPI7DD5F3"
"hp LaserJet 4345 mfp","001185D9F07B","1","10.0.0.75","NPI9F07B"
"HP Color LaserJet 3700","000E7F432D5D","1","10.0.0.62","NPI432D5D"
"HP Color LaserJet 4650","0001E69723E2","1","10.0.0.84","NPIB5CF3B"
"HP Color LaserJet 9500","00306EFEE421","1","10.0.0.82","NPIFEE421"
"HP Color LaserJet 5550","000E7F3F4EA4","1","10.0.0.86","NPI3F4EA4"
"HP LaserJet 2420","0001E6A3F0B5","1","10.0.0.189","NPIA3F0B5"
  
```

Selecting a printer from the resulting list displays basic printer information, and the IP address(s) of where the print data is sent can be viewed in the *Trap destinations* window.

Once selected, printers can be easily configured as a DTM printer, unconfigured, or monitored as a print job is processed. When the selected printer receives a job, corresponding trap information should appear in the *Received traps* window. Informational text is black and confirmation text (indicating a successful print job) is blue.

Receiving devices listed in the *Trap destinations* window can be removed by selecting them and then clicking on the *Remove* button.

DTM Options

To further configure the DTM, click on the *Options* button.

If desired, printer data can be auto-uploaded (pushed) to the MDS through one of three transfer protocols: FTP, HTTP or HTTPS.

File Transfer Protocol (FTP) is a standard for transferring files between computers with different operating systems. However, this protocol has a latency between the beginning of a request and the time that data is ultimately received, which can cause a session to time out prematurely when transferring through a firewall. For this reason, FTP is best suited to uploading data to an internal database server.

Hypertext Transfer Protocol (HTTP) differs from FTP in that connections are usually terminated once a particular request (or series of requests) has been completed. HTTP is the preferred method of data transfer if your database server is located off-site, or beyond your firewall. HTTPS is secure Hypertext Transfer Protocol.

Additional settings include *Track copies/digital sending*, *Encryption*, the *Server Name*, which *Server Port* to use when transferring the data, server *Login* name, *Password* and an *Initial Folder* in which to store the uploaded data. The frequency of auto-uploads can be specified through the schedule section, with precise *Start* and *End Times*.

The default *SNMP Options* setting is public for **Set** and **Get**. If values are changed on the devices, all devices must have the same value for **Set** and **Get**, or no value (public).

The default *Trap level* is **Printer Confirmation traps**. In the default mode, only printed job traps are sent. This is used to reduce the network traffic with unwanted traps. Some versions of HP Jetdirect require that **All traps** mode is selected.



NOTE: In an environment with numerous printers and print jobs, the impact on network bandwidth can be minimized by scheduling auto-upload to take place either off-hours, or at regular (i.e. hourly) intervals.

Accounts

Accounts

From the default Administration page, clicking on the *Accounts* button will display the MegaTrack Account options.



<input type="checkbox"/>		User name	Access rights	Language	Currency name	Modify parameters
		Admin	Administrator	English	US dollar	

This page provides information on the various accounts in the system, as well as allows the administrator to create new accounts or modify existing ones.

When first accessing MegaTrack, one of your initial tasks will be defining MegaTrack access accounts so that MegaTrack users and administrators can use the Web interface.

Create

When creating a new account, determine whether the added account owner will be granted administrator privileges.

1. Click on the *Create an account* button.
2. Enter a unique user name.
3. Next, enter your password and then confirm it by entering it again. For security reasons, passwords are masked.



CAUTION: Passwords are case-sensitive.

4. If you wish to give administrator rights to the account owner, check the Administrator box.



5. Validate the new account by clicking on the Validate icon or abort the operation by clicking on Cancel.
6. This account has the language and currency attached by default to the Admin account.
7. For further information on changing the language and currency refer to *Chapter 5: MegaTrack User Options*.

Modify

Administrators can modify the password and/or the access rights attached to a user name. You may find this functionality useful when reinitializing an account password.



NOTE: It is possible to modify only one account at a time.



1. To modify account information, click on the *Modify* icon.
2. To change the password, enter the password, and then enter the password once again to confirm it.
3. To change access rights check or uncheck the Administrator box, whether you want to grant or withdraw administration rights.



NOTE: the access rights of the Admin account cannot be changed.



4. Click on the Validate icon to accept your modifications or on the Cancel icon to abort the operation.

Delete

You can delete several accounts in one operation.

1. To delete one or several accounts check the box(es) corresponding to the user account(s) you want to delete in the account list.
2. Click on the Delete icon. You will be asked to confirm the deletion before the account is removed.



Currencies



To manage currencies, click on the *Currencies* button along the top bar of the Administration page.

The following page appears:



This page provides all currencies defined in MegaTrack, along with their acronym. These currencies may be used in MegaTrack to display costs for printers, media, jobs, etc.

From this page you can *Add a currency* or *Define an exchange rate*.

A currency will ultimately express a cost associated with a given printer. Each time a new cost is entered by a MegaTrack administrator, the default currency for this cost is the same as the currency associated with the current administrator. You can modify the currency, which is attached by default to each MegaTrack user and administrator in the User options. For more information, refer to *Chapter 5: MegaTrack User Options*.

MegaTrack contains the following three default currencies:

- US dollar
- European Euro
- British pound



NOTE: Any currency may be deleted, as long as it has not been used to express a cost.

Add a Currency

If you wish to add a currency, follow the procedure below:

1. From the Currency page, click on the **Add a currency** button.
2. Specify its name and acronym, for instance USD for a US dollar.



3. Validate the new currency or cancel the operation.

You reach the currency management page again. This currency now appears in the section Exchange rates to define of the information page. The following section outlines how to define an exchange rate.

Define an Exchange Rate

An exchange rate can be associated with each currency. However, you must define an exchange rate regarding the reference currency, or all costs expressed in the new currency will be wrong. All exchange rates are set to 0 by default. All currencies without an exchange rate regarding the reference currency appear in the information page, in the Exchange rates to define section.

If you wish to define an exchange rate, refer to the following procedure:

1. Select the currency for which you want to define an exchange rate.
2. Click on the **Define an exchange rate** button. Fields for each currency existing in MegaTrack appear, as follows:

Exchange rate

Currency name	Rate	Currency name
1 Euro =	1.0309	US dollar
1 Euro =	0.6251	British pound
1 Euro =	0	cur_PS
1 Euro =	1	cur_Bs.
1 Euro =	1	cur_BRL
1 Euro =	0	cur_CDN
1 Euro =	0.0729	cur_PES



3. Enter the exchange rate for the currency(ies) you want.



NOTE: Use a “.” (period) to define a decimal symbol.

4. Click  to validate the operation, and return to the currency management page.

Delete an Exchange Rate

If you wish to delete an exchange rate sometime after you’ve defined it, perform the following procedure:

1. Select the currency for which you want to delete an exchange rate.
2. Click on the *Define an exchange rate* button.
3. Enter “0” in the field before the currency, for which you do not want an exchange rate.

Modify a currency

Modify a currency in two ways, by modifying its name and/or acronym. You can modify only one currency at a time.



1. Click the Modify icon for the currency of choice. The currency name and its acronym appear.



2. After entering your modifications click on the Validate icon to accept or Cancel to end the operation.



NOTE: You do not have to redefine the exchange rate for this currency.

Delete a Currency

When deleting a currency, the exchange rates attached to it are automatically deleted as well. Several currencies can be deleted at a time.

1. Select the currency to delete.



2. Click on the *Delete* icon for the relevant currencies.

3. The currency name appears.



4. Click on the *Validate* icon to confirm the currency deletion or on Cancel to halt the deletion.

Active Directory

Information regarding users, groups, domains and computers is collected the first time a user is detected in the database. If no network scan has been performed, only the users printing via the MegaTrack print server will be stored in the database. Once a network scan has been launched, the information pertaining to users, groups, domains and computers is stored in the database.

On this screen the administrator can create new MegaTrack groups, which are processed just like standard network groups. If a user belongs to several groups, you have to assign him to the group of your choice and to obtain information related to him through various queries.



To obtain user information, click on *Active Directory* button and the following screen appears:



This page indicates the total number of users, computers, domains and groups which are currently tracked. These numbers will change according to the data detected on your network. The data is refreshed once every 30 seconds.

From this page, the administrator can perform the following tasks:

- Clicking on *Retrieve user data* launches the search.
- To add, delete, or organize groups, click on *Group organization*.
- To manage groups and user assignment to their favorite group, (in order to charge them based on printing activity), click on *Group management*.

MegaTrack allows you to retrieve and use data regarding individual print system users. This data, also called Active Directory in the Windows system (ADSI), reports the user's group and domain if any. The user's first and last name, the name and operating system of his/her machine, his/her declaration in the system, etc, are also given based on information previously entered by an administrator.

This user data enables accurate monitoring of print costs over a network. Individual users are charged for printing costs, rather than simply associating costs associated with a particular workstation. For companies with a large user base, individual accounts should be placed in different groups or domains, depending on the internal organization. User queries can be launched by specifying a Windows domain, limiting the scope of your query. Utilizing this method produces faster, more precise results.



Note: Active Directory only supports Domain Controller on Windows 2000 and 2003. PDC on Windows NT4.0 is not supported.

You can add this data to your MegaTrack database in two ways: via automatic or manual retrieval. To enable automatic database updates, you should have the necessary network permissions, which can only be applied by the network administrator. These rights should be registered prior to any printing or to any manual data retrieval.

Retrieving User Data

User data can also be manually retrieved by the MegaTrack administrator. Simply launch this operation by clicking on the Retrieve user data button. The following page appears:

Affected domain (Netbios name)	CAPELLATECH
User name	
Password	
Scan type	<input checked="" type="radio"/> Complete <input type="radio"/> Group <input type="radio"/> Computer
Group organisation	Primary Group



You must define a specific domain, on which to launch the scan. Click the arrow beside the *Affected domain* field and select an available domain from the drop-down list.

You can also specify the login and password of a MegaTrack administrator for the defined domain of your print system. For security purposes, the password is encrypted so as not to be visible.



CAUTION: passwords are case-sensitive.



NOTE: Your network/system administrator should provide this information, which must be valid. MegaTrack will use this identification to research users on the network. Thus the defining user must have administrator rights on each affected domain (caution when using firewalls).



NOTE: If no login or password is entered MegaTrack checks the network authorizations of the machine, where the search is initiated.

Limit the scope of information scanned by choosing Computer or Group in the options list of the Scan type field. The Computer option allows the retrieval of the various computers and their users, whereas the Group option allows retrieval of the various groups, as well as all attached users. The complete scan retrieves all information related to your domain by taking into account all levels of your system. This last option is selected by default.



Click on the Validate icon accept your data, otherwise click on the Cancel icon to abort.

Currently gathering network information...

Scan type : Group
Affected domain : DOMAIN NAME
User name : Administrator login



NOTE: You cannot manually retrieve user data detected by the MPS connection module via the Retrieve user data command. This information is added for each printed document. This operation must be performed for each domain of the print system. So each new user and/or group in any domains will automatically be added into the MegaTrack database. Also all lists and pull-down menus summarizing end users, machines,

groups and domains existing in the NT system are automatically created and/or updated in the MegaTrack interface, provided that the users are printing. For further information on these parameters, refer to *Parameterizing Queries* in **Chapter 6: Performing Queries**.

Group Organization

Group organization defines which Active Directory property to use to query group activity and costs for each user. The three options for organization are: **Primary Group**, **Organizational Unit** or **Active Directory Property**.

Group organisation

Select AD property to use for groups

Primary Group

Organizational Unit

Active Directory Properties

- countryCode
- dBCSPwd
- defaultClassStore
- department
- description
- desktopProfile
- destinationIndicator
- directReports
- displayName
- displayNamePrintable
- distinguishedName
- division

The **Primary Group** and **Organizational Unit** (default OU is “Users”) are the standard Active Directory properties.

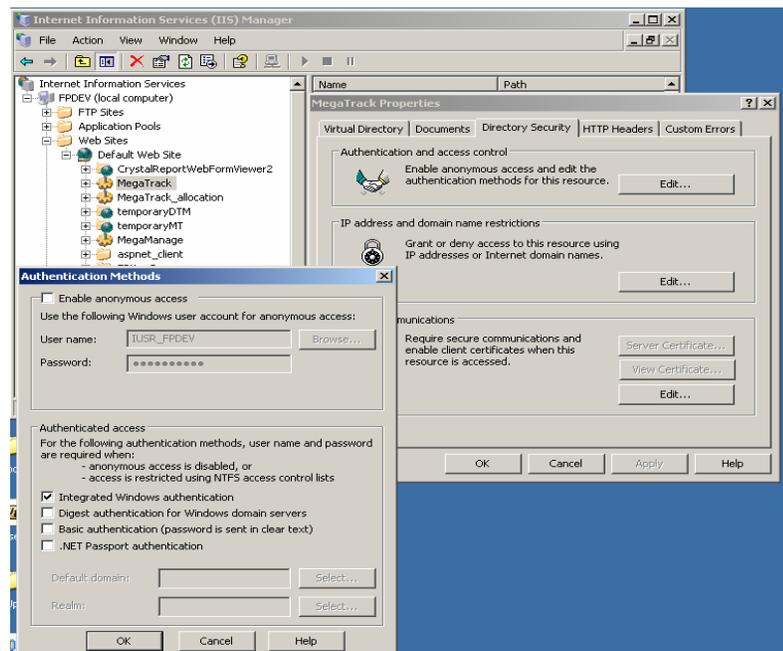
The **Active Directory Properties** option allows the selection of currently available AD properties or a property can be specified by entering a valid AD property as text. If the configuration of this option is done on the MegaTrack Server and security has been configured to disable Anonymous access on the MegaTrack web site in the IIS console, a list of AD properties will be populated a pull-down list. Otherwise, only an input field will be displayed and the property must be supplied as a text input.



NOTE: A complete network scan must be launched to update the database if **Organizational Unit** or **Active Directory Properties** is selected.

To configure MegaTrack security:

1. Open *Internet Information Services (IIS) Manager*
2. Select the *Web Sites* folder
3. Select *Default Web Site*
4. Right-click on *MegaTrack*, then select *Properties*
5. In the MegaTrack Properties dialog, click the *Directory Security* tab
6. In the Authentication and access control area, click *Edit...*
7. In the Authentication dialog, make sure *Enable anonymous access* is *not* checked.



Group Management

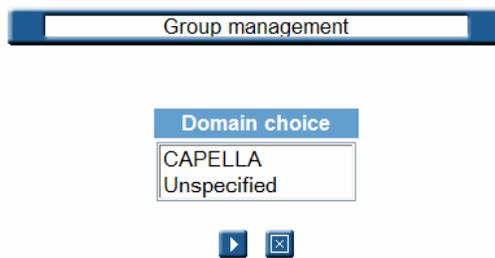
Group management defines how print jobs will be allocated to the various groups of your network, thus affecting the result of some queries regarding them and modifying your printing cost charges per group user.

A single user may belong to several groups. For instance he can belong to the Development group, the Accounting group and the Management group. The user can be attached to one specific group or several if desired.

Each user could be assigned to a favorite group. Used in this manner, all prints related to a user will be counted only once and not twice or three times as is the case when the user belongs to several groups.

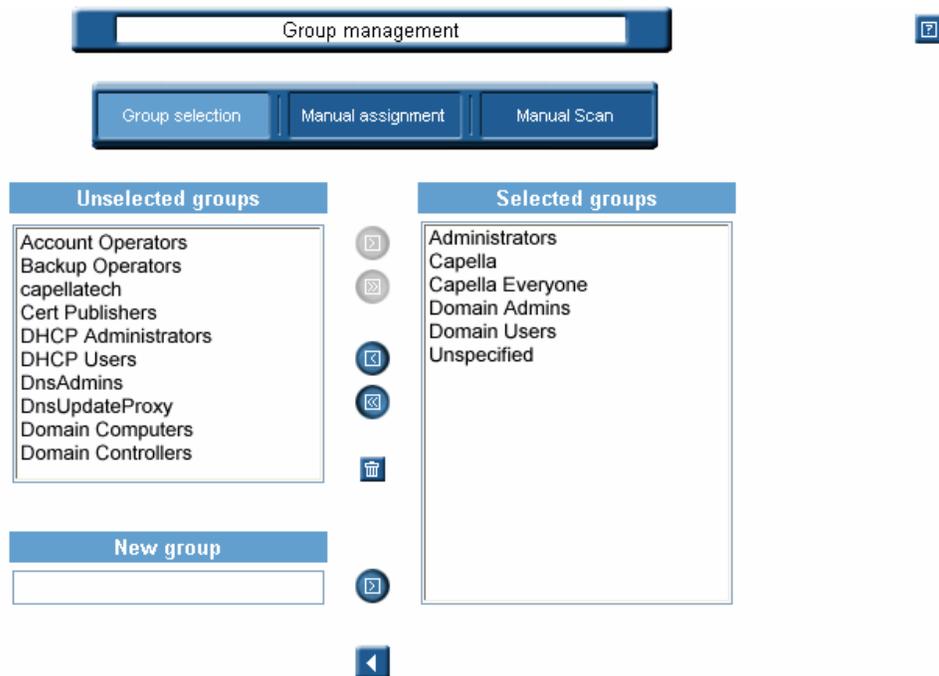
The first thing you must do is choose the domain in which you want to work.

1. From the Active Directory page, click on the **Group management** button.
2. You will then be directed to the following page:



3. Choose the domain.
4. Accept the result by clicking on the **Validate** icon.

You will be sent directly to the menu Group selection, as shown in the figure below:



Functionalities

The icons on this page function as follows:



This icon moves a group the *Selected group* field to the *Unselected group* field. You also can select many groups by holding the **Ctrl** key while making selections.



This icon moves all groups from *Selected* to *Unselected*.



Moves a group from the *Unselected group* field to the *Selected group* field. You also can select many groups by holding the **Ctrl** key while making selections.



This icon moves all groups from *Unselected* to *Selected*.



The Delete icon is used to delete the manually created groups.

The ‘Selected groups’ window displays all the groups which have been automatically detected by MegaTrack and also the new groups which have been created manually. These new groups appear highlighted in light blue.



Among all automatically detected groups, you may want to remove any that are unnecessary. To do so, just select them using your mouse and click on the left arrow icon. They will be added into the *Unselected groups* field. This action allows them to be retrieved later if needed.



The *New group* field allows the creation of custom groups. To do so, simply enter the name of the new group and add it into the *Selected groups* window by clicking the right arrow icon. The new created group will be highlighted in light blue.

Here are the rules of selection:

- By default, all groups are selected (they appear in the “Selected groups” window)
- You can create and delete groups you have created manually
- You cannot delete groups detected by the system as active (Active Directory)
- If a group, where only one single user is attached, is removed, then this user will be automatically assigned to a group named “unspecified”

For manual assignment, click on the **Manual assignment** button to reach the following page:



A list of users is displayed. You can only reveal the users of one particular group at a time, but it is possible to see all users of all groups. In this case, the current assigned group is indicated between brackets for each user.



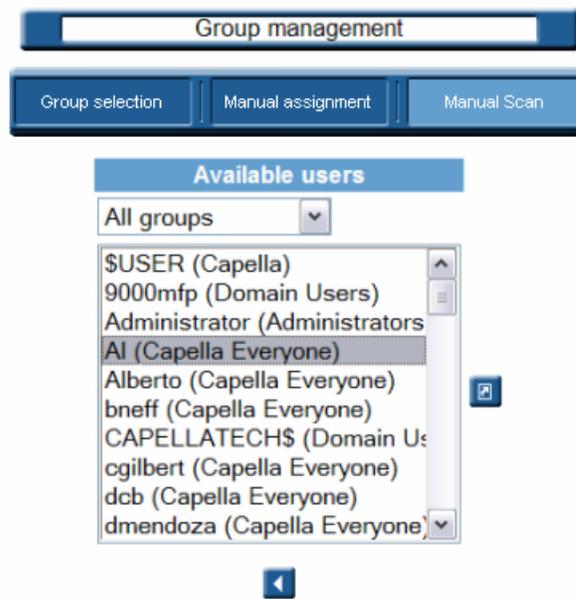
For each user, you can choose a new destination group. To do so, select one or many users, and then select a new destination group and click the right arrow icon to assign the selected user(s) to this new group. As a result of selecting a specific group, a query will be launched including the user(s) who have just been assigned above.

This assignment is recommended for environments consisting of a small number of users.

Manual Scan

On large networks, performing scans for new users can be a time-consuming process. After adding a new user or making a change to an existing one, the **Manual Scan** option can quickly update the system.

Click on the **Manual Scan** button and you see the following:



To limit the list size, use the drop-down menu to confine the results to specific network groups.

To perform a manual scan:

1. Select the new user from the list.
2. Click on  to update the selected user.

E-mail

The e-mail system defines both individual e-mail addresses and distribution lists. The system provides all MegaTrack users and administrators with a choice of e-mail recipients. An e-mail server should also be configured to send query results via e-mail (a proxy server and the SNMP port associated).

E-mail

To reach the relevant page click on the *E-mail* button in the administration task bar as shown below:

The screenshot shows the MegaTrack Administration interface. At the top, there is a search bar labeled 'Administration'. Below it is a navigation bar with buttons for 'MPS', 'Accounts', 'Currencies', 'Active Directory', 'E-mail', and 'Printer templates'. The 'E-mail' button is highlighted. Below the navigation bar, there are two buttons: 'Create addresses and lists' and 'Configure the e-mail server'. The main content area displays the 'E-mail server' configuration for 'mail6.ware.net'. It includes a table with columns for 'Distribution lists' and 'Addresses', each with a checkbox and a 'Modify parameters' button.

E-mail server	
mail6.ware.net	
<input type="checkbox"/>	Distribution lists
<input type="checkbox"/>	contimaca
<input type="checkbox"/>	Addresses
<input type="checkbox"/>	tnelson@nasa.gov
<input type="checkbox"/>	rhealy@nasa.gov

On this page, an administrator can *Create addresses and lists* and *Configure the e-mail server*.

The MegaTrack e-mail system enables MegaTrack users to send query results using electronic mail as the delivery mechanism of choice.

This functionality can be reached by clicking on the *E-mail* button along the top of the Administration page.

E-mail data (addresses, lists and server), if already defined, appears on your screen. The SMTP address of the e-mail server is displayed. You can create the addresses and distribution lists via the task bar at the top of the page.



NOTE: Query results can only be sent in Microsoft Excel© format.

In order to send your query results via e-mail, you must have all of the following:

- A properly-configured e-mail server.



CAUTION: To configure an e-mail server you need some parameters, which may be confidential. Only your network administrator may have access to this information.

- A sender. The sender's address can be defined in the User options. This operation is mandatory. Any MegaTrack user or administrator can define their address. For further information on this operation, refer to *Chapter 6: MegaTrack User Options*.
- Recipients for query results. For further information on this operation, refer to *Chapter 7: Query Results*.



NOTE: No control is performed on e-mail addresses (access, validity, entry, etc.). These addresses will only be used when results are actually sent. Contact your system administrator to confirm that e-mail messages have been sent and recipients were actually contacted. If an error occurs you will have to correct your MegaTrack addresses.

Optionally, MegaTrack contains an address book, which consists of one or several recipient addresses, or one or several recipients' lists. You should first define individual addresses, and then create lists with these addresses.

Create an E-mail Address

This operation is not mandatory. E-mail addresses can be defined when launching a query. For further information, refer to *Parameterizing Queries* in *Chapter 6: Performing Queries*.

1. From the E-mail page, click on the *Create addresses and lists* button to reach the following address creation list:



2. Enter the person's e-mail address (usual format: xxxxxx@xxxxxx.xxx).
3. Click on the **Validate** icon to accept the address or on **Cancel** to reject it and halt the operation.



NOTE

Modify an Address

NOTE: All fields can contain up to 127 characters, symbols and figures.

To modify an existing address, perform the following procedure:

1. Select the Addresses section the e-mail address you want to modify.
2. Then click . The creation page appears with all information entered when creating this address.
3. You can modify the content of one or several fields by clicking on each field, and then entering the relevant information.
4. Click on to validate your modifications or on to cancel the operation.

Delete one or More Addresses

1. Select the address(es) you want to delete in the Addresses section.
2. Then click on in the task bar at the top of the page.

To avoid an error, this operation must be confirmed. The selected address(es) appear(s) on your screen.

- Click  to validate the address deletion or cancel your operation by clicking .

**NOTE**

NOTE: Once validated this operation cannot be cancelled.

Distribution Lists

A distribution list consists of several addresses, grouped together. You can create a list of addresses, and give to this list a name. Then to send an e-mail to all addresses contained in the list you just need to enter the name of this list.

**NOTE**

NOTE: This operation is not mandatory, e-mail addresses can be defined while launching individual queries. For further information refer to *Parameterizing Queries* in *Chapter 6: Performing Queries*.

Create a List

- Click on the *Create addresses and lists* button.
- Then click on the *Distribution lists* button at the top of the page. The following page appears:



Create a list 

Addresses Distribution lists

Name

E-mail address
msmart@control.gov

- Enter the list name. All existing individual e-mail addresses appear in the next field.

4. To create a list, select all or any combination of desired addresses by using the **Ctrl/Shift** keys.
5. Validate your new list by clicking on  at the bottom of the page.



NOTE

Modify a List

1. Select the Distribution lists section of the e-mail list you want to modify. To do so, check the box in front of the e-mail list to modify it.
2. Then click . The creation page appears, as well as all information entered when the list was originally created.
3. You can modify the content of one or several fields by clicking on each field, and then entering the relevant information.
4. Click on  to validate your modifications.

Delete one or Several Lists

1. Select the list(s) you want to delete in the *Distribution lists* section.
2. Then click on  in the task bar at the top of the page. The list(s) appear(s) on your screen.
3. Click on  to validate the list deletion, or on  to cancel.



NOTE

NOTE: You can enter up to 127 characters, symbols and figures.

NOTE: Once validated this operation cannot be cancelled.

Configuring the e-mail Server

When setting up your e-mail server, you must configure the outgoing SMTP mail and the port.



CAUTION: Only your network administrator may know this information.



NOTE: You can only create one server configuration.

The e-mail server configuration, if it has been defined, appears on your screen with its SMTP outgoing mail and port number. You will be able to manage, i.e. create, modify and delete your server configuration via the task bar at the top of the page.

Configure the Server

1. Click on the *Configure the e-mail server* button.

The following page appears on your screen:



Modify the server configuration

Outgoing mail (SMTP)	<input type="text" value="mail6.ware.net"/>
Outgoing port number (SMTP)	<input type="text" value="25"/>
User name	<input type="text"/>
Password	<input type="password"/>
Domain	<input type="text"/>




2. Enter the outgoing mail (SMTP).
3. Enter the outgoing port number (SMTP).
4. Then enter the user name and network administrator password. This user name and password allows you to validate the access to the e-mail server.

5. Validate your new configuration by clicking on  at the bottom of the page.



NOTE: All fields in this page can contain up to 127 characters, symbols and figures.

Modify your Server Configuration

1. Click the *Configure the e-mail server* button.

The page containing all information entered when creating this configuration appears.

2. You can modify the content of one or several fields by clicking on each field, and then entering the relevant information.
3. Click on  to validate your modifications.

Delete Server Configuration

1. Click on the *Configure the e-mail server* button.

The configuration screen appears on your screen.

2. Delete the information entered in both fields.
3. Click on  to validate the configuration deletion or cancel your operation by clicking on .



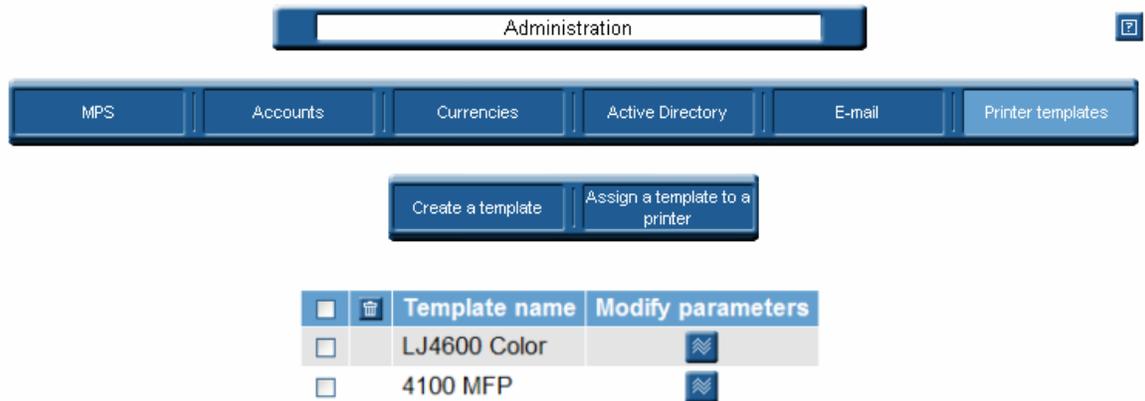
NOTE: Once validated, server deletion cannot be undone.

Printer Templates

MegaTrack printer templates allow you to define the costs and prices associated with each model of printer and then apply that template to any printers declared on the MPS. This allows printer costs and prices to be easily managed and updated from one centralized interface.

Printer templates

Click on ***Printer templates*** button in the administration task bar to reach the following page:



Via this page, the administrator can ***Create a template*** and ***Assign a template to a printer***.

MegaTrack allows you to define printer templates. A printer template contains various values related by default to a specific object type. For instance all prices and costs associated with an HP LaserJet 8100 printer: printer price, toner price, total number of printed pages, depreciation period, leasing cost, maintenance cost, etc.

This template can then be allocated to one or several printers. These printers will automatically take over the values associated with this template as actual costs. You can manage your actual costs by clicking the ***Page cost management*** button in the MegaTrack remote control.

For further information on actual costs, refer to ***Chapter 4: Managing Printing Costs***.

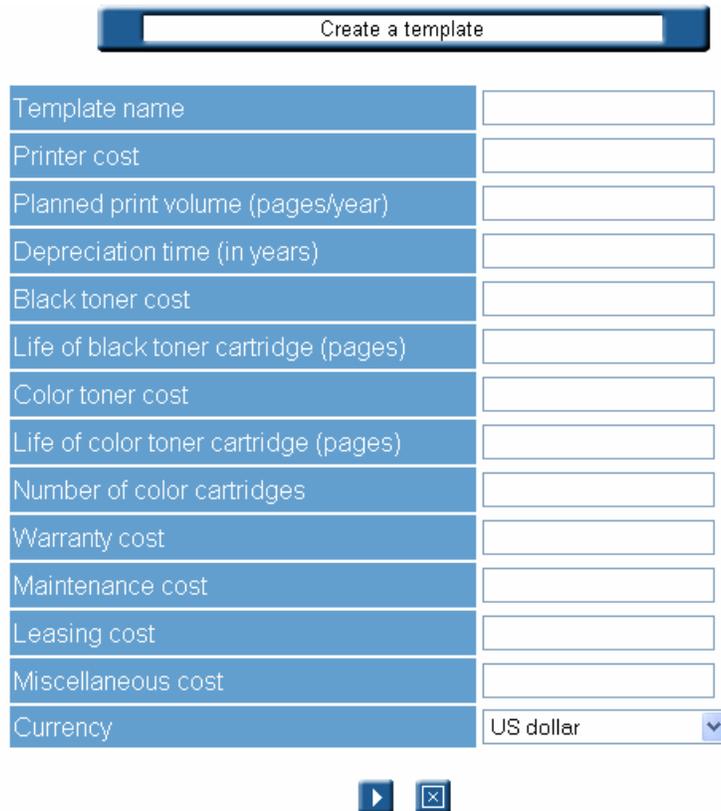
Any printer tracked by MegaTrack can be associated as a default with a set of pre-defined prices and costs, which are used when you launch cost queries.

Access the printer templates management page by clicking on the **Printer templates** button on the Administration page.

The templates management task bar allows you to **Create a template** or **Assign a template to a printer**.

Create a Printer Template

1. Navigate to the template creation page by clicking on the **Create a printer template** button.



Create a template	
Template name	<input type="text"/>
Printer cost	<input type="text"/>
Planned print volume (pages/year)	<input type="text"/>
Depreciation time (in years)	<input type="text"/>
Black toner cost	<input type="text"/>
Life of black toner cartridge (pages)	<input type="text"/>
Color toner cost	<input type="text"/>
Life of color toner cartridge (pages)	<input type="text"/>
Number of color cartridges	<input type="text"/>
Warranty cost	<input type="text"/>
Maintenance cost	<input type="text"/>
Leasing cost	<input type="text"/>
Miscellaneous cost	<input type="text"/>
Currency	US dollar <input type="button" value="v"/>

2. Enter the Template name, which is a required field to create your template.
3. Enter the various prices and costs, as desired. The decimal symbol is “.” (period). The time unit is the year.

4. Finally, define the currency for your costs and prices.
5. Validate your data by clicking  or cancel your operation by clicking on .

**NOTE**

NOTE: The first field in this page is required.

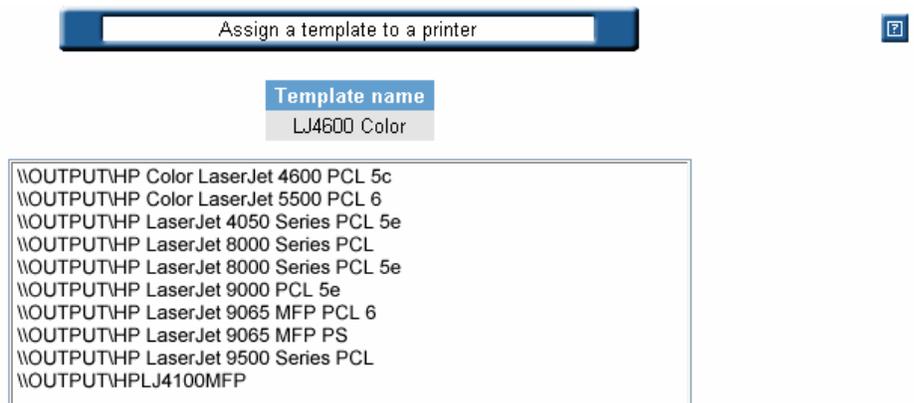
6. Repeat the above operation for as many templates as desired.

Assign a Template to a Printer

After creating one or several templates, assign them to one or several printers. A single template can be assigned per printer or to several printers. However, the opposite is not true, several templates cannot be assigned to one printer.

To assign a template to a printer:

1. Select a template to assign.
2. Click the *Assign a template to a printer* button and the following page appears:



This page lists all printers tracked by MegaTrack on your print network. Each line in this list represents a printer. These lines consist of: \\print server\printer.

3. The template name appears at the top of the page.

4. To select one or several printers, to which the selected template will be assigned, use the **Ctrl** and **Shift** keys on your keyboard.
5. Then click  to validate, or  to cancel the operation.

Modify a template

You can modify all prices and costs defined in your printer template, except the template name. You can only modify one template at a time.

1. Select the template to modify.
2. Click on . The template creation page appears, with all information entered for this template.
3. Modify your data as desired.
4. Then click on  to validate your modifications or cancel them by clicking .



NOTE: If you entered a new printer price it will dynamically appear in the printer costs. Any modification to a printer template will change the actual costs of this printer. MegaTrack will automatically re-calculate your costs.

Deleting One or More Templates

1. Select the template(s) to delete in the template management page.
2. Then click on  in the title bar of the list. The template(s) appear(s) on your screen.
3. Click on  to validate the template deletion or cancel your operation by clicking on .



NOTE : Once validated, the operation cannot be cancelled.

Chapter 3: Viewing the Print Server

This MegaTrack functionality allows you to view the organization of your print system, i.e. all MPS and all printers linked to each MPS tracked by MegaTrack. This module also automatically corrects print job errors and only tracks actual output.



Print organization

Click on the **Print organization** button in the MegaTrack remote control to bring up the following page:

Print server		FPDEV										
Name	Status	Local name	Shared name	Port	IP	Type	Driver	Comment	Location	Duplex	Color	Serial Number
FPDEV	✓	4345fpdev	4345fpdev	IP_10.0.0.67	10.0.0.67	hp LaserJet 4345 mfp	HP LaserJet 4345 mfp PCL 6			✓	✗	CN1C47YG07
		LJ9000PS	LJ9000OPS	IP_10.0.0.64	10.0.0.64	HP LaserJet 9000 MFP	HP LaserJet 9065 MFP PS			✓	✗	JPBB100092

This page is divided into the following 2 parts:

- The part on the left lists all print servers. Clicking on the printer name in this column will display all the individual printers connected to that server on the right.
- On the right, you will find all printers managed by the print server selected on the left. If you click on another print server, the printer list and the server name on the right will dynamically change.

The following icons may appear within this page:

- ✓ When displayed in the **Status** column, this indicates the MPS is currently running. In the **Duplex** or **Color** column, shows if the printer is capable of duplex and/or color printing.
- ✗ In the **Status** column, shows that MPS is not installed. Also used to indicate simplex and/or black and white printers.
- ? Indicates that MegaTrack is unable to determine the printer's duplex or color capabilities, and should be manually configured by the user.

Print Servers

Print servers are displayed on the left side of the page. These servers appear in the order in which they were created in MegaTrack.

Choose a print server in this column, and all printers managed by this server will appear in the right column. This list provides the printer's local name, port name, driver name, and all available functionalities for each printer (color, duplex printing). The *Local name* and *Sharing name* columns can be sorted in ascending or descending alphabetical order if you click on the titles of the columns.

Printers

Click on a printer port name to get the actual characteristics of this printer. You reach the internal Web site of the printer, thus allowing you to know its status, administer its configuration, etc.

MegaTrack has an auto-detect feature that determines the type of the printer connected and configures accordingly.

MegaTrack may be unable to auto-detect the printer under the following conditions:

- If the printer is not manufactured by Hewlett Packard (HP).
- The printer is offline.
- If the printer is installed locally (LPT1 or USB) and not on the network.

Clicking on the question mark (?) icon allows you to manually define the type of printer attached.

Unknown Printer

Duplex mode

Unknown Duplex mode Single mode

Color mode

Unknown Color Black and white



After specifying the type of printer, click on  to save the new information.

Chapter 4: Managing Printing Costs

One of the main MegaTrack usage benefits is its ability to produce extremely accurate printing cost information and employ enterprise-level print cost control solutions in your organization. The cost of a printer is linked to any of the various factors:

- Accessories
- Maintenance
- Technology, i.e. whether it is
- A laser printer, color
- Quality
- Speed
- Depreciation time, etc.

Each of these factors involves a cost, which determines the price of each printed page. To secure accurate billing, the exact number of printed pages and their associated costs must be determined. Once this information is compiled, the cost of a print job can be calculated, when the print job is edited. If the cost of any printer, media, etc. is updated or modified, the resulting cost of all print jobs related to this printer, media, etc. will also be dynamically updated.



CAUTION: The cost of media is independent of the printer. It only depends on the price of the paper in this particular format and quality. MegaTrack automatically calculates the cost of one print job according to the defined costs and to the number of printed pages.

In addition to calculating the actual price of each print job or page MegaTrack also enables you to assign a fixed cost to a print job or to a printed page. These user-defined costs do not take into account the real price involved in the print process, but rather one or several printing characteristics, such as the media, the color mode, etc. For more information on these fixed costs, refer to *Defining Fixed Costs* later in this chapter.

When you use the MegaTrack section Costs to define printers in the information page lists all printers, for which the cost information is missing. The first time MegaTrack is launched all printers appear in this section. The same happens for the various media types. You must enter the cost of all printers and media if you want to launch queries related to costs. If any of this information is missing all your query results containing cost information will be inaccurate.



CAUTION: If a printer's purchase price has been defined for a printer via a printer template, it is not necessary to redefine this cost, as it automatically becomes the real purchase price for this printer.

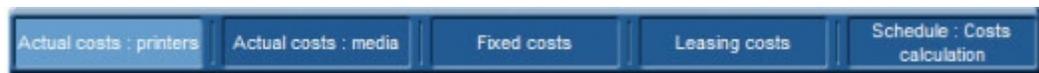
Cost Management Page

Click on the *Page cost management* button in the MegaTrack remote control to reach the printer selection page. This page allows the selection of a print server and printer, for which cost information must be entered. This page follows:

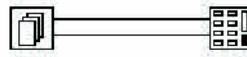


This page allows you to select a print server and a printer, for which you want to enter costs. The print server/printer list is dynamically made up of all print servers and printers used at least once in your print system since the initial MegaTrack installation. You can select one or more printers, to which common costs apply. Hold the **Ctrl** or **Shift** keys while clicking to select random printers or a range of choices.

The printer selection page appears by default when you click on the *Actual Costs: printer* button in the following task bar at the top of the page:



An icon may appear between the task bar and the printers' list, as follows:



Job costs processed

This icon indicates that MegaTrack is calculating costs. This can happen when new costs are entered, or when defined costs are modified or entered.

Actual Costs: Printers

There are often several costs associated with printers; toner/ink, media, maintenance, warranty, etc. The actual cost of a printer is determined by a combination of these variables. These costs are opposed to templates, where a default cost is associated to one or several printers without taking into account the actual costs of each printer. These costs are also opposed to fixed costs, where only one of these actual cost components is taken into account. For instance, when only the media format of the paper is used to arrive at a document printing charge.

To manage your actual costs, select one or several print server/printers in the printer selection page.

Click on , and the following page appears:

Page cost management

\OUTPUT\HP Color LaserJet 4800 PCL 5c

<input type="checkbox"/>		Name	Type	Purchase / subscription cost	Currency name	Depreciation start date	Depreciation time (in years)	Planned print volume (pages/year)	Modify parameters
<input type="checkbox"/>		Jason's Special	Miscellaneous	5000	USD	06/16/2004	1	40	

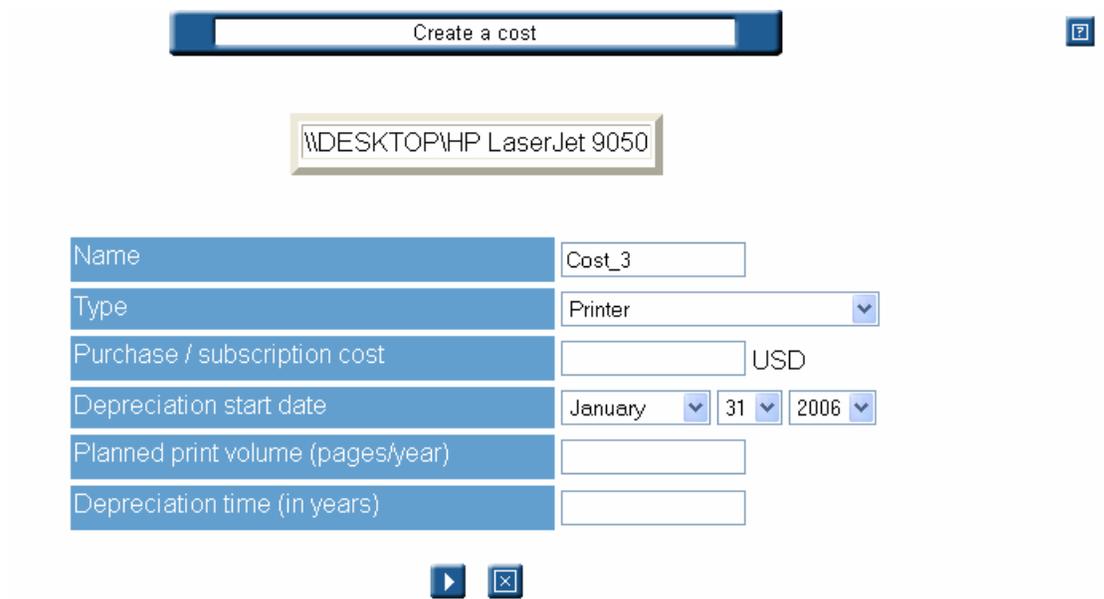
The print server(s) and printer(s) you selected appear at the top of the page. Any cost or price defined for this/these printer(s) appear(s) in the list.

In this page, you can:

- Create the actual costs attached to a printer by clicking on the **Create a cost button**.
- Modify the actual cost attached to a printer. Select the cost to modify and click on .
- Delete the actual cost attached to a printer. Select the cost(s) to delete and click on .

Create a Printer Actual Cost

The following page appears:



This is the page you reach when you select a printer in section Costs to define: printers in the information page.

You must fill in several fields:

1. First choose a name for your cost. The default name is **Cost_** + the number of costs you already defined. Enter up to 15 characters, symbols and/or figures.
2. Choose a cost type from the pull-down menu: printer, toner, color toner, warranty, maintenance, leasing, or miscellaneous.

3. Enter the cost to apply. You can enter up to 8 figures. The currency used appears next to the cost entry field. This currency is defined in your user options.
4. Choose the date when the depreciation period starts. By default it is today's date. You can choose a date between 01/01/1990 and 12/31/2100.



NOTE: Do not enter depreciation start date or period for toners; only the number of printed pages is relevant to depreciation allowances. The printer manufacturer provides this information.

5. Enter the number of printed pages.

You can enter up to 15 figures. The MegaTrack administrator must estimate this number, except for toner.

6. Enter the number of depreciation years. Year is the only available time unit. You can enter up to 15 figures. The MegaTrack administrator must estimate this number.

For the first year, enter an accounting evaluation of the depreciation time of your printer. You must also evaluate the number of pages, which is to be printed over this depreciation period. Then for the next years, you will be able to enter values based on the information provided by MegaTrack. The currency used to express this cost is defined in your user options.

MegaTrack defines the cost of your printing jobs according to the number of printed pages per job. The cost of a printing job depends on:

- The page-printing mode: is this page printed in duplex or simplex mode? The duplex mode reduces your printing cost, as you need less paper to print a document.
- Ink price, and specifically the color or black and white printing mode.
- Depreciation time of the various components and costs associated with the printer: purchase price, guaranty, etc.
- Printing quality (i.e. standard vs. fine quality printing, or ink coverage defined by the user, etc.), the media used, etc.

The following limitations apply when calculating these costs:

- MegaTrack does not take into account the ink coverage on the page. Thus a one-line page will be charged at the same price as a page entirely printed.
- The cost of electricity is not taken into account.



NOTE

NOTE: MegaTrack does recognize when a print job is cancelled.

Modify a Printer Actual Cost

After selecting the cost to modify and clicking on , you reach the cost entry page. This page contains all information you previously entered regarding this cost.



NOTE

NOTE: If you already defined a template for your printer and want to modify your data you must use this section, and not add a new cost via Create a printer cost. When you modify any cost MegaTrack calculates all print job costs in its database. Also if a toner must be replaced you should not create a new toner cost, which would add up to the total toner cost, but modify the cost of the former toner.

1. Modify the cost as desired.
2. Click on  to validate your modifications or on  to cancel your operation.

Delete a Printer Actual Cost

You should delete the cost of any component or option, which will not be used again, or which is obsolete.



NOTE

NOTE: For any cost deletion all print job costs in the MegaTrack database will be recalculated.

1. Select the cost(s) to delete and click on .

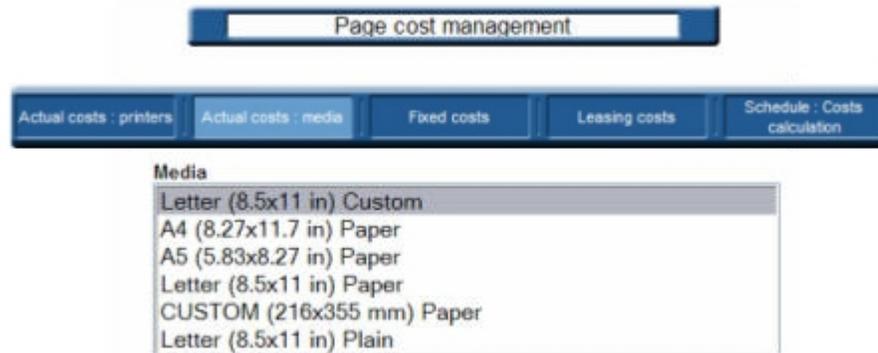
The validation page of the deletion appears. The name of the cost appears at the top of the page.

2. Click on  to validate the cost deletion.

Actual Costs: Media

The price of a media depends on the paper size and type (for instance glossy, transparent paper, weight etc.). To enter a media price proceed as follows:

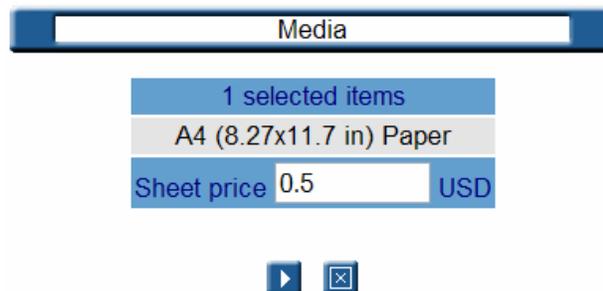
1. Click on the *Actual costs: media* button in the bar at the top of the page to reach the media selection page as follows:



The list consists of all combinations of a media size and type used at least once since MegaTrack installation.

2. Choose a combination, and then click .

You are presented with the following page:



This page contains the selected media size/type combination, and an entry field where you can enter the amount desired.



CAUTION: If a printer's purchase price has been defined for a printer via a printer template, it is not necessary to redefine this cost, as it automatically becomes the real purchase price for this printer.



CAUTION: The price of media is calculated via the price of one sheet of paper in this particular format. It does not depend on the printer, nor print organization.

All costs are expressed in the currency defined in User options. To change the currency type in which these costs are expressed, refer to *Chapter 5: MegaTrack User Options*.

Defining Fixed Costs

This feature allows you to set a fixed price per page or to an entire document according to its characteristics, without taking into account the actual cost of this document.

For example, assume you want to monitor your company's printing expenditure, i.e. a library. You want every A4 document to be charged \$0.2, disregarding the number of printed pages, the mode used, etc. This price should be set in the fixed cost management page.

Click on the *Fixed costs button* to reach the page which will enable you to manage your fixed costs, as shown below:



This page contains all defined fixed costs: their name, the amount of each fixed cost and the currency used.

The taskbar at the top of the page allows you to *Create a fixed cost* or Define the *Costs priority rules*.

Create a Fixed Cost

1. Click on the *Create a fixed cost* button.

The following page appears:

The screenshot shows a web form titled "Create a fixed cost". At the top is a blue header bar with the text "Create a fixed cost" and a small icon on the right. Below the header is a "Name" label followed by an empty text input field. Underneath is a "Printer" section with a dropdown menu showing "All printers" selected, and a list of printer paths: "\\OUTPUT\HP Color LaserJet 4600 PCL 5c", "\\OUTPUT\HP Color LaserJet 5500 PCL 6", "\\OUTPUT\HP LaserJet 4050 Series PCL 5e", and "\\OUTPUT\HP LaserJet 8000 Series PCL". To the right of the printer list are two "Users" dropdown menus, one with "All users" selected and a list of users: "administrator", "ANONYMOUS LOGON", "francis", and "Francis". Below these are three sections with radio buttons: "Color mode" (All modes selected), "Duplex mode" (All modes selected), and "Economode" (All modes selected). At the bottom is a blue bar with "Page price" followed by an empty input field and "USD". At the very bottom are two small navigation icons: a right arrow and a close button.

This page contains all print criteria, i.e. the printing mode (color, duplex, etc.), the printers and servers of your print system, the various paper sizes, etc. The All element for each criteria is selected by default. All means that all elements of these criteria are taken into account.

2. First choose a name for the fixed cost you want to create.



NOTE: This field must be filled in.

3. Select one or more elements in one or more criteria. You can combine several criteria by holding the **Ctrl** and/or **Shift** keys: i.e. an A4 document costs \$0.2, a color document \$0.4 and an A4 color document \$0.6.

4. Enter at the bottom of the page the price for all selected criteria. You can enter up to 8 figures in this field. The currency used appears next to the entry field. This currency is defined in your user options.
5. When your selections and prices are entered click on .

Actual costs will be assigned to all criteria, for which no fixed cost is entered. These actual costs are those associated to printers, media and trays.

As soon as MegaTrack detects a new element of a criteria (a new user, a new printer, etc.), this element is automatically added to the criteria list. If you want to associate your fixed cost to this new element you should modify your fixed cost by reselecting this element in your criteria. However if All is selected for this criteria it is not necessary to re-select it. All means that all elements in these criteria are automatically taken into account.



NOTE: If you define two fixed costs for the same criteria and elements, the latest cost is considered.

Costs Priority Rules

A problem may arise, for instance when several costs regarding a combination of common criteria have been defined: document A printed in letter format costs \$ 0.2, document B printed in color mode costs \$ 0.3, and document C printed in letter format and in color mode costs \$ 0.5. At this point, priority must be assigned to these fixed costs.



NOTE: The priorities defined in this section apply to all fixed costs. You cannot specifically define a priority order to some of your fixed costs.

Once fixed costs are defined, click on the *Costs priority rules* button at the top of the page.

The following page appears:



The list of all criteria appears in their default priority order. If these priorities do not suit your own priority order you can modify it by clicking on a criteria, then by clicking on  or on .

The criterion at the bottom of the list contains the lowest priority, the criterion with the highest priority is at the top of the list. Repeat this operation for all relevant criteria.

When you launch a cost query, the fixed cost which is first selected, corresponds to the criteria with the highest priority.



NOTE: You must enter priorities when you have more than one fixed cost.



NOTE: All criteria have a default priority.



NOTE: All criteria, for which All is selected, have the lowest priority.



NOTE: Any priority change involves re-calculating your costs. Depending on the size of the print jobs database, this operation may take several minutes

MegaTrack analyzes the three documents described at the beginning of this section according to their characteristics and the priority assigned to these characteristics.

Document	Media	Printing Mode	Cost
C	Letter	Color	\$0.5
B	All	Color	\$0.3
A	Letter	All	\$0.2

As document C matches two criteria it will be assigned \$0.5 as cost. Then the priority is given to the color-printed document. Finally, if no other criterion matches a priority, the document is charged according to its media cost.

Modify a Fixed Cost

1. Select the cost to modify, and click on  to reach the fixed cost entry page. This page contains all information already entered regarding this cost.
2. Modify the desired data. Click on  to validate your modifications or on  to cancel them.



CAUTION: For any modification of your fixed costs, MegaTrack will re-calculate any cost concerned with the modifications. This operation, according to the quantity of jobs tracked in the database, can take several minutes..

Delete a Fixed Cost

1. Select the fixed cost to delete and click on . The name of the cost appears at the top of the page.
2. Click on  to validate the cost deletion or on  to cancel it.

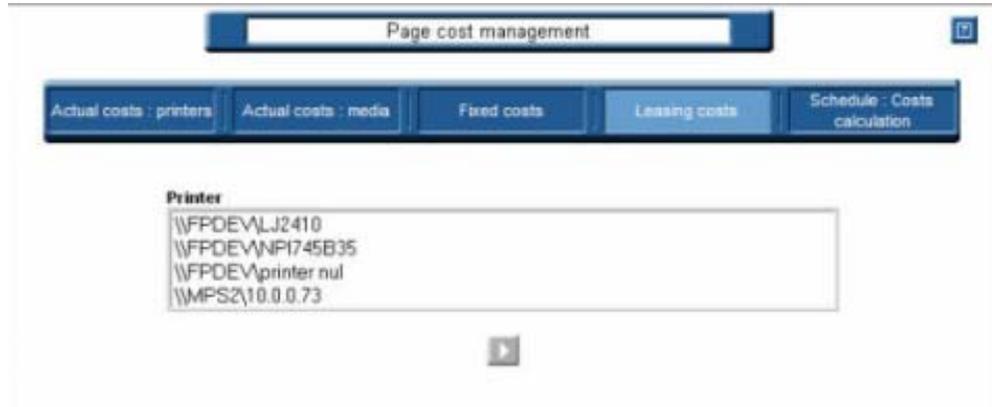


NOTE: Once a fixed cost has been deleted, it is the actual cost of each printed page that is used to calculate printing costs. For any deletion of fixed costs, MegaTrack re-calculates any cost concerned with these deletions. This operation, according to the quantity of jobs tracked in the database, can take several minutes.

Leasing Costs

The cost of leasing can depend on a monthly lease rate and/or a per-page rate for color or black-and-white printing, faxing, or copying. To manage the lease costs for a printer, proceed as follows:

1. Click on the **Leasing costs** button in the bar at the top of the page.



2. Choose a Printer from the list. You can select one or more printers, to which common costs apply. Hold the **Ctrl** or **Shift** keys while clicking to select random printers or a range of choices, and then click .



The table displays the current leasing cost parameters for the selected printer(s).

3. To set or change the leasing costs for an entire group of printers, click the **Modify leasing costs** button.
4. To set or change the leasing costs for a single printer, click the box to the left of the printer name, and then click the **Modify** icon in the Modify parameters column.

Modify a cost 

LJ2410

Monthly lease charge	100	USD
BW page price	0.1	USD
Color page price	0.15	USD

5. Add or change monthly lease and/or per-page costs for the printer(s) in the fields provided, and then click .

All costs are expressed in the currency defined in User options. To change the currency type in which these costs are expressed, refer to **Chapter 5: MegaTrack User Options**.



Note: The Cost Calculation does not need to be enabled if only Leasing costs is used. The calculation is done when the query is processed.

Scheduling Cost Calculations

Clicking on the *Schedule: costs calculations* button on the navigation bar enables you to reach the scheduling of costs calculation.

The screenshot shows a web interface for 'Page cost management'. At the top, there is a navigation bar with five buttons: 'Actual costs : printers', 'Actual costs : media', 'Fixed costs', 'Leasing costs', and 'Schedule : Costs calculation'. Below the navigation bar, there are three main sections:

- Statistic:** A table with one row: 'Remaining costs to calculate' with a value of '0'.
- Schedule parameters:** A form with the following fields:
 - Days:** A row of checkboxes for 's', 'm', 't', 'w', 't', 'f', 's' (all), all of which are checked.
 - Start time:** Two dropdown menus for 'hh' (00) and 'mm' (00).
 - End time:** Two dropdown menus for 'hh' (23) and 'mm' (59).
 - Enabled:** A dropdown menu set to 'No'.
- Recalculate costs from:** A form with the following fields:
 - Start date:** Three dropdown menus for month (June), day (08), and year (2004), followed by the text '(Today)'. There are also small arrows next to the day and year dropdowns.
 - Enabled:** A dropdown menu set to 'Yes'.

Below the 'Recalculate costs from' section, there is a small play button icon.

You can choose:

- Day
- Start time
- End time

In the example, the cost calculation is scheduled to be executed every day from midnight to 23h59. In other words, the database will be updated in real time in that sample.

If you have a high printing volume, you may want to allow the update of the database with the costs calculation only during off-peak, or during non-business hours.

The “Enabled box” allows you to toggle this scheduling feature on or off.

- When checked, the process is started and calculation is done.
- When unchecked, calculation is disabled.

Chapter 5: MegaTrack User Options

During the initial installation of MegaTrack, some options are set by default, e.g. the language and the currency used in the application. These default options are set according to the language defined by your operating system.

When using MegaTrack you can change the following options:

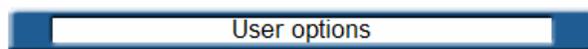
- Language
- Currency
- Date format
- Number of lines of the various MegaTrack lists
- Password
- E-mail address



The columns of the query table can be accessed by clicking the ***User options*** button in the MegaTrack remote control.

Any modifications performed to these options are only valid for the user whose login is currently being used.

Click on the ***User options*** button in the remote control to reach the general user summary for all user options: the language, the currency, the interface and the date format, as well as your electronic address and the number of lines displayed in the MegaTrack lists, as follows:



Admin	
Language	English
Currency name	US dollar
Number of lines in lists	10
E-mail address	megatrack@capellatech.com
Date Format	Month/Day/Year

On this page you can modify the following:

- Options appearing in the general options page.
- MegaTrack account password.
- Information provided for all launched queries.

Use the task bar located at the top of the screen to affect any of the changes listed above.

User Options

Click on the *User options* button in the task bar and the following page appears:

User name	Admin
Language	English
Currency name	US dollar
Number of lines in lists	10
E-mail address	megatrack@capellatech.co
Date Format	<input type="radio"/> Day/Month/Year <input checked="" type="radio"/> Month/Day/Year

Your user name appears at the top of the page. To validate one or several modifications performed on this page, click on  at the bottom of the page, or cancel the current operation by clicking .

Language/Currency

Choose a language and a currency from the pull-down menus.

The languages already defined in MegaTrack are:

- French
- English
- German

- Dutch
- Russian
- Spanish
- Czech
- Polish

The currencies already defined in MegaTrack are:

- US dollar
- Euro
- British pound



CAUTION: You can add currencies, but you cannot add languages. For further information regarding the currency management refer **Currencies** in **Chapter 2: MegaTrack Administration**.

Number of Lines in Lists

This functionality enables you to modify the number of lines displayed in all MegaTrack lists, such as the query table, the results list of a recurring query, the list of print servers and printers in the Print Organization menu, etc. The default number of display lines in one list is 10.

To change the number of display lines enter the number you want, e.g. 5 as in our example, in the Number of Display lines field.



NOTE: Your data is not affected by this change.

For example a query table with 10 display lines appears as follows:

<input type="checkbox"/>	Themes	Query name	Status	Schedule date	Result date	Schedule parameters	Result display	Other display types	Previous results	Edit results
<input type="checkbox"/>	Allocation	Allocation_13	✓	07/01/2004 19:09:36	07/01/2004 19:09:37					
<input type="checkbox"/>	Costs	Costs_24	✓	07/01/2004 19:05:50	07/01/2004 19:05:52					
<input type="checkbox"/>	Printers	Printers_26	✓	07/01/2004 19:04:59	07/01/2004 19:05:04					
<input type="checkbox"/>	Users	Users_06	✓	07/01/2004 19:02:28	07/01/2004 19:02:33					
<input type="checkbox"/>	Costs	Costs_23	✓	06/25/2004 11:45:36	06/25/2004 11:48:34					
<input type="checkbox"/>	Users	Usuarios_83	!	06/25/2004 11:27:21	07/01/2004 11:27:22				2	
<input type="checkbox"/>	Users	Usuarios_82	✓	06/23/2004 15:30:41	06/23/2004 15:30:45					
<input type="checkbox"/>	Costs	Costs_21	✓	06/22/2004 13:42:26	06/22/2004 13:42:28					
<input type="checkbox"/>	Costs	Costs_20	✓	06/11/2004 21:05:47	06/11/2004 21:05:49					
<input type="checkbox"/>	Costs	Costs_19	✓	06/11/2004 21:04:52	06/11/2004 21:04:54					

The same query table with 5 display lines appears as follows:

<input type="checkbox"/>	Themes	Query name	Status	Schedule date	Result date	Schedule parameters	Result display	Other display types	Previous results	Edit results
<input type="checkbox"/>	Allocation	Allocation_13	✓	07/01/2004 19:09:36	07/01/2004 19:09:37	~	☰	✕		☰
<input type="checkbox"/>	Costs	Costs_24	✓	07/01/2004 19:05:50	07/01/2004 19:05:52	~	☰	☰ ✕		☰
<input type="checkbox"/>	Printers	Printers_26	✓	07/01/2004 19:04:59	07/01/2004 19:05:04	~	☰	✕		☰
<input type="checkbox"/>	Users	Users_86	✓	07/01/2004 19:02:28	07/01/2004 19:02:33	~	☰	✕		☰
<input type="checkbox"/>	Costs	Costs_23	✓	06/25/2004 11:45:36	06/25/2004 11:48:34	~	☰	✕		☰

1 / 2



NOTE: You can sort by ascending, descending or alphabetical order all queries in the query table by clicking on the column title. To sort all your queries, and not only the queries displayed on the current page, all queries must be displayed on one single page. Thus enter 0 in this field.

E-mail Address

MegaTrack allows query results to be forwarded to a specified e-mail address. To do so however, you must specify your e-mail address. Any MegaTrack users and administrators can define their e-mail address.

To define your e-mail address:

1. Click in the E-mail address entry field.
2. Enter/modify your address as desired. You can enter up to 127 characters, symbols and figures.

The following procedure can be used to define and modify the sender's e-mail address. Your e-mail address appears each time you reach this page.

Date Format

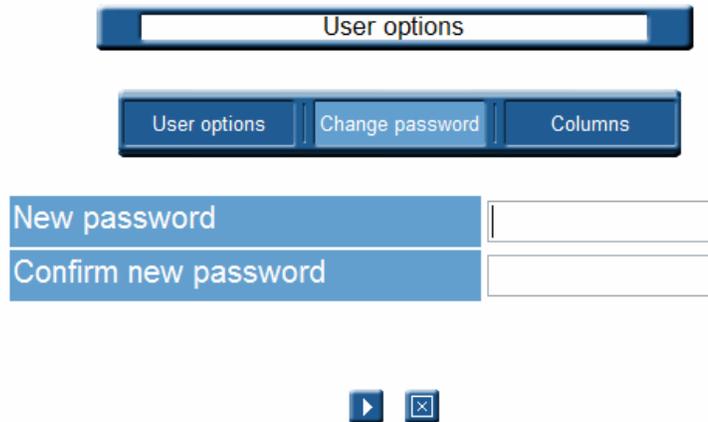
Date formats differ depending upon which country you reside. For readability reasons, MegaTrack allows you to configure the date format displayed in the application.

1. Click on the preferred format.
2. Then click  at the bottom of the page to validate your choice.

Setting Passwords

The MegaTrack administrator defines your password when the MegaTrack account is initially created. If you choose, you may reset the password, effectively replacing this password with another.

1. Click on **Change password**. The following window appears:



2. You must enter your new password twice.



CAUTION: Passwords are case-sensitive.

3. Validate the new password by clicking on  or cancel your operation by clicking on .

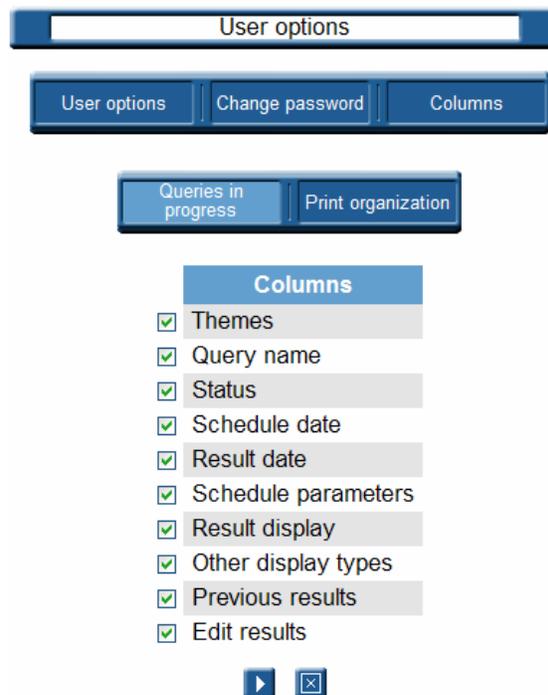


NOTE: For the MegaTrack administrator: it is highly recommended to change the password of the Admin account. For further information on this account, refer to the *MegaTrack Quick Startup Guide*.

Editing the Query Table

You can also choose which columns are displayed in the query table. By default, all columns are displayed. You can access this list by clicking on the *User options* button in the MegaTrack remote control.

If you click on *Queries in progress*, you will get the list of all displayed columns, as follows:



By default, all options are highlighted.

1. Uncheck the title of the columns you want to hide.
2. Click on  to validate your operation or on  to cancel your operation.
3. Click on *Print organization* to see the following list:

User options

User options Change password Columns

Queries in progress Print organization

Columns

- Local name
- Shared name
- Port
- IP
- Type
- Driver
- Comment
- Location
- Duplex
- Color
- Serial Number

▶ ☒

Chapter 6: Performing Queries

Thanks to its tracking function, MegaTrack enables you to get statistical data related to your printed documents, printing system, costs, etc. MegaTrack only manages print jobs processed via MegaTrack print servers. They are emitted by end users and can be of any format: text, spreadsheet, word processing or even databases.

While the print job is being processed, the MPS analyzes its characteristics, which are then sent to the MDS, to be stored. This data can be found via the following characteristics:

- End users (name, login)
- Printers (name, model, driver, characteristics),
- Print jobs (document title, printer, number of printed pages, color media, costs per page and per printer model)
- Total print number per user, per printer and per day
- Workload for each printer to determine the printers efficiency
- Statistics for each printer
- Statistics for each time period
- Statistics for each end user

These characteristics are easily retrieved by running queries. The data is then presented in one or more formats (table, chart, spreadsheet).



Queries can be initiated simply by clicking on the *New Query* button in the MegaTrack remote control.

This chapter describes the following:

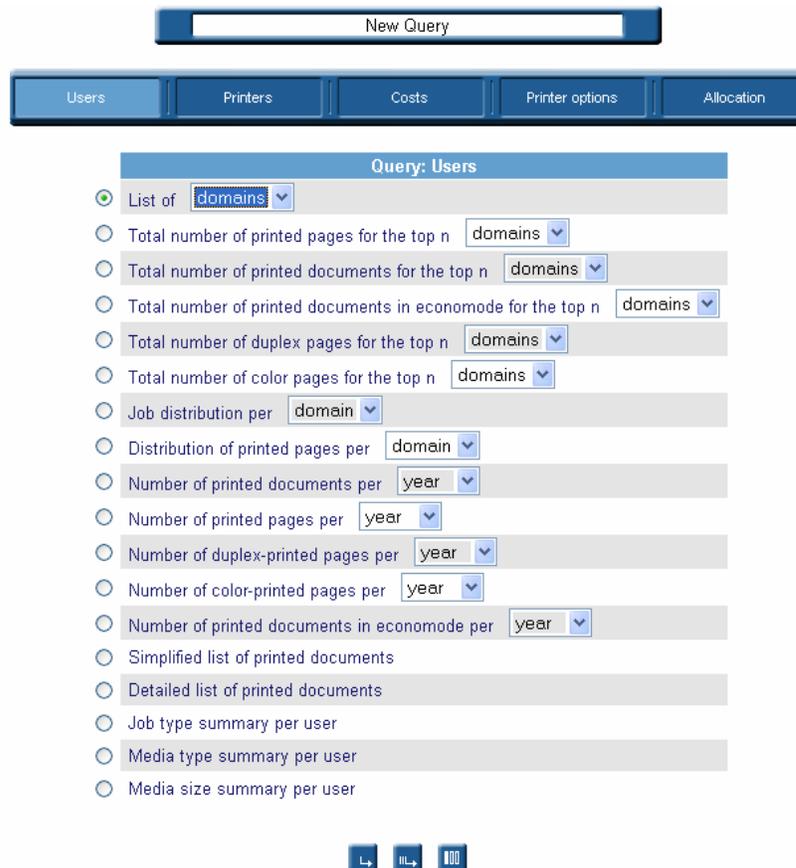
- The various types of queries.
- How to run a query.
- How to modify your query parameters.

MegaTrack Queries



New Query

The New Query page can be accessed by clicking on the *New Query* button on the MegaTrack remote control. The following page will appear:



This screen is divided into four main areas:

- On the far left is the remote control.
- Along the top of the screen is the query theme bar.
- The task bar is located at the bottom of the page.
- The query types fill the middle of the screen.

The query navigation bar allows queries to be initiated on:

- **Users** who have printed at least once since MegaTrack installation.

- **Printers** which have processed at least one print job since MegaTrack installation.
- **Printing costs** generated either by the end users or by the printers of your print system.
- **Printer options:** i.e. the frequency use per user or per printer of the various printing modes: duplex, color and economode.
- **Allocation:** query relating to the allocations.

Click on the appropriate button to choose the type of query you'd like to perform. The list of all queries related to this theme appears within the general display window. A description of each query type is provided in the following section.

Users

The queries contained within this theme pertain to the printer users. Search restrictions can be any of the following: print periods (start date, end date), the users name, their groups, their domains, the date when they first printed, the document title and cost. Some queries limit only the first n users matching the specified criteria to be returned. A single user can belong to one domain, and to several groups.

List of users, groups or domains

This query provides the list of all users, domains or groups of your print system. Before launching your query choose user/domain/group from the pull-down menu. By default, all domains from which print jobs were processed since MegaTrack installation are considered.

Total number of printed pages for the top n users/ domains/groups

Lists the first n users/domains/groups, for which the greatest number of pages was printed. Before launching your query choose User/domain/group in the pull-down menu. This query allows the greatest number of printed pages to be obtained, as well as the total number of pages printed in duplex and in color mode. By default this query provides the 10 domains for which the greatest number of pages was printed since MegaTrack installation. This list allows you to audit your print system, and mostly target the print volume per user, etc.

Total number of printed documents for the top n users/ domains/groups

Lists the first n users/domains/groups, for which the greatest number of documents was printed. Before launching your query choose User/domain/group in the pull-down menu. The query then considers all print jobs. By default, this query provides the 10 domains for which the greatest number of documents was printed since MegaTrack installation. This list allows you to audit your print system and to analyze print volumes.

Total number of documents printed in economode for the top n users/domains/groups

Lists the first n users/domains/groups, for which the greatest number of documents was printed in economode. Before launching your query choose User/domain/group in the pull-down menu. This query considers only the documents printed in this particular mode. By default, this query provides the 10 domains for which the greatest number of documents was printed in economode since MegaTrack installation.

Total number of duplex pages for the top n users/ domains/groups

Lists the first n users/domains/groups, for which the greatest number of duplex pages was printed. Before launching your query choose User/domain/group in the pull-down menu. Both the short-side and long-side printed pages are taken into account. By default, this query provides the 10 domains for which the greatest number of duplex pages was printed since MegaTrack installation. This query also allows the user to obtain the total number of printed pages, as well as the total number of pages printed in color mode. This list allows audits to be conducted on the print system, and to determine if a duplex printer is being properly used.

Total number of color pages for the top n users/ domains/groups

Lists the first n users/domains/groups, for which the greatest number of color pages was printed. Before launching your query choose User/domain/group in the pull-down menu. By default, this query provides the 10 domains for which the greatest number of color pages was printed since MegaTrack installation. This query also allows the user to obtain the total number of printed pages, as well as the total number of pages printed

in color mode. This list allows audits to be conducted on the print system, and to determine the frequency of the color mode usage per group for instance. It also enables easy identification of how a color printer is being used (e.g. if a color printer is not used as a B&W printer).

Job distribution per domain/group/user

A chart detailing the distribution of print jobs, per user, group or domain, in percentage. Before launching your query choose User, group or domain in the pull-down menu. This query generates a comparison of the total print volume for all your users, groups or domains. By default all documents printed from all domains since MegaTrack installation are considered. This query aims at highlighting the usage frequency of your printers, per user group (departments).

Distribution of printed pages per domain/group/user

A chart detailing the distribution of printed pages, per user, group or domain, in percentage. Before launching your query choose User, group or domain in the pull-down menu. This query generates a comparison of the total printed page volume for all your users, groups or domains. By default all pages printed from all domains since MegaTrack installation are taken into account. This query aims at highlighting the usage frequency of printers, per user group (departments).

Number of printed documents per year/month/day/hour

A chart detailing the total number of print jobs, per year, month, day or hour. This query also provides their printing date. Before launching this query choose Year/Month/Day/Hour in the pull-down menu. By default, all documents printed by all users of all domains since MegaTrack installation are taken into account.

Number of printed pages per year/month/day/hour

A chart detailing the total number of printed pages, per year, month, day or hour. This query also provides their printing date. Before launching this query choose Year/Month/Day/ Hour in the pull-down menu. By default all pages printed by all users of all domains since MegaTrack installation are taken into account.

Number of duplex-printed pages per year/month/day/hour

A chart detailing the total number of pages printed in duplex mode, per year, month, day or hour. This query also provides their printing date. Before launching this query choose Year/Month/Day/Hour in the pull-down menu. By default, all pages printed in duplex mode by all users of all domains since MegaTrack installation is taken into account.

Number of color-printed pages per year/month/day/hour

A chart detailing the total number of pages printed in color mode, per year, month, day or hour. This query also provides their printing date. Before launching this query choose Year/Month/Day/Hour in the pull-down menu. By default, all pages printed in color mode by all users of all domains since MegaTrack installation are taken into account.

Number of documents printed in economode per year/ month/day/hour

A chart detailing the total number of documents printed in economode, per year, month, day or hour. This query also provides their printing date. Before launching this query choose Year/Month/Day/Hour in the pull-down menu. By default all documents printed in economode by all users of all domains since MegaTrack installation are taken into account.

Simplified list of printed documents

A list of all printed documents. This query provides a synthetic result regarding its general characteristics: document name, total/printed number of pages... With this query all documents are listed according to the user who printed. By default all users of all domains, who printed at least once since MegaTrack installation, are taken into account. This query allows information to be generated on printed documents and their characteristics: the printing launch date (the date and time, when the user launched the print job and was not handled by the print server), the printer driver, the document title, the total number of printed pages and sheets in duplex and color mode, the copy number, the domain, the print job cost (related to the print server, printer and the currency used, the job size and media. You can refine your query by defining a document title (all documents, whose title starts by a specific string). By default, all print job characteristics are taken into account. Documents whose printing is

complex can thus be analyzed and the document cost be as near as possible to its actual costs. Results are provided in a table.

Detailed list of printed documents

Lists all printed documents. This query provides a detailed result concerning the page: color and duplex pages, trays and media used for printing. With this query all documents are listed according to the user who executed the print spool. By default all users of all domains, who printed at least once since MegaTrack installation, are taken into account. This query concerns the printed documents and aims at controlling printing costs. The query also allows generation or printed document characteristics: the printing launch date (the date and time, when the user launched the print job and was not handled by the print server), the printer driver, the document title, the total number of printed pages and sheets in duplex and color mode, the copy number, the domain, the print job cost (related to the print server, printer and the currency used, the job size and media. You can refine your query by defining a document title (all documents, whose title starts by a specific string). By default, all print job characteristics are taken into account. Documents, whose printing is complex can thus be analyzed and the document cost be as near as possible to its actual costs. Results are provided in a tabular view.

Job type summary per user

This query provides a detailed table of use information for each user, including: User name, Number of color printed pages, Number of b/w printed pages, Number of color copied pages, Number of b/w copied pages, Number of faxed pages, and Number of scanned pages.

Media type summary per user

The query provides for each user the number of pages printed for each media type along with a sum of total cost and fixed cost information..

Media size summary per user

The query provides for each user the number of pages printed for each color media size and b/w media size along with a sum of total cost and fixed cost information.

Printers

The queries of this theme concern all printers of your print system tracked by MegaTrack. Search restrictions can be print servers and:

- **Printer queues:** i.e. printers declared on a print server via a specific monitor port or driver. A single physical printer can be declared several times on the same print server via different ports or drivers.
- **Printer models:** consist of all printers of the same model. For instance all HP 4500 LaserJet have the HP 4500 model.
- **Devices:** refers to the actual, physical printers. Several printer queues can get to a single device.
- **Serial numbers:** refers to printer serial numbers

According to the query results are displayed in tables or in charts.

List of servers, printer queues, printer models, devices, or serial numbers

Lists servers, printer queues, printer models or printers tracked since MegaTrack installation. Before launching this query choose servers, printer queues, printer models, serial numbers, or printers in the pull-down menu. This query informs you on the date when the device was used and thus declared in MegaTrack, as well as the supported options (color, duplex, etc.). By default all printers used since MegaTrack installation are taken into account.

Total number of printed pages for the top n servers, printer queues, printer models, printers, or serial numbers

Lists the first n servers, printer queues, printer models, printers, or serial numbers, on which the greatest number of pages was printed. Before launching this query choose servers, printer queues, printer models, serial numbers, or printers in the pull-down menu. This query examines the total number of printed pages, of color-printed pages, of duplex-printed pages and the number of printed sheets. By default, this query provides the 10 printers on which the greatest number of pages was printed since MegaTrack installation. This list is part of your print system audit, and allows you to target print volume per server or per printer, and to highlight peaks as well as bottlenecks.

Total number of printed documents for the top n servers, printer queues, printer models, printers, or serial numbers

Lists the first n servers, printer queues, printer models, printers, or serial numbers, on which the greatest number of documents was printed. Before launching this query choose servers, printer queues, printer models, printers, or serial numbers in the pull-down menu. By default this query provides the 10 printers, on which the greatest number of documents was printed since MegaTrack installation. This list is part of your print system audit, and allows you to target print volume per server or per printer, and to highlight peaks and/or bottlenecks.

Total number of documents printed in economode for the top n servers, printer queues, printer models, printers, or serial numbers

Lists the first n servers, printer queues, printer models, printers, or serial numbers, on which the greatest number of documents were printed in economode. Before launching this query choose servers, printer queues, printer models, printers, and serial numbers in the pull-down menu. This query takes only into account the documents printed in this mode. By default, this query provides the 10 printers on which the greatest number of documents was printed in economode since MegaTrack installation.

Total number of duplex-printed pages for the top n servers, printer queues, printer models, printers, or serial numbers

Lists the first n servers, printer queues, printer models, printers, or serial numbers, on which the greatest number of pages were printed in duplex mode. Before launching this query choose servers, printer queues, printer models, printers, and serial numbers in the pull-down menu. Both short-side and longside printing is considered in this query. By default, this query provides the 10 printers on which the greatest number of pages was printed since MegaTrack installation. It also provides the total number of printed pages. This list is part of your print system audit, and allows you to verify if a duplex printer is being properly used.

Total number of color-printed pages for the top n servers, printer queues, printer models, printers, or serial numbers

Lists the first n servers, printer queues, printer models, printers, or serial numbers, on which the greatest number of pages were printed in color

mode. Before launching this query choose servers, printer queues, printer models, printers, and serial numbers in the pull-down menu. By default, this query provides the 10 printers on which the greatest number of pages was printed since MegaTrack installation. It provides also the total number of printed pages, as well as the total number of duplex-printed pages. This list is part of your print system audit, and allows you to validate the use frequency of a printer's color mode, etc.

Job distribution per server/printer queue/printer model/ device/serial number

A chart detailing the distribution of print jobs, per server, printer queue, printer model, device, or serial number. Before launching your query choose server, printer queue, printer model, device, or serial number in the pull-down menu. This query generates a comparison of the total print volume for all servers, printers, etc. By default, all printers used since MegaTrack installation are taken into account. This query aims at highlighting the usage frequency of your printers.

Distribution of printed pages per server/printer queue/ printer model/device/serial number

A chart detailing the distribution of printed pages, per server, printer queue, printer model, device, or serial number. Before launching your query choose server, printer queue, printer model, device, or serial number in the pull-down menu. This query generates a comparison of the total printed page volume for all your servers, printers, etc. By default, all pages printed via all printers since MegaTrack installation are taken into account. This query highlights the usage frequency of all printers.

Number of printed documents per...

A chart detailing the total number of print jobs, per year, month, day or hour. Before launching this query choose a pair technical item (server, printer model, printer queue, device, serial number) – time unit (per year/month/day/hour) in the pull-down menu. This query provides the total number of printed documents, as well as their printing date. You can select a specific server, printer queue, printer model or device. By default, all documents printed since MegaTrack installation are taken into account.

Number of printed pages per...

A chart detailing the total number of printed pages, per year, month, day or hour. Before launching this query choose a pair technical item (server, printer model, printer queue, device, serial number) – time unit (per year, month, day or hour) in the pull-down menu. You can select a specific server, printer queue, printer model or device. This query also provides their printing date. Before launching this query choose Year/Month/Day/ Hour in the pull-down menu. By default all pages printed by all users of all domains since MegaTrack installation are taken into account.

Number of duplex-printed pages per...

A chart detailing the total number of pages printed in duplex mode, per year, month, day or hour. Before launching this query choose a pair technical item (server, printer model, printer queue, device, serial number) – time unit (per year, month, day or hour) in the pull-down menu. You can select a specific server, printer queue, printer model, device, or serial number. This query provides the total number of duplex-printed pages, as well as their printing date. By default, all pages printed in duplex mode since MegaTrack installation are taken into account.

Number of color-printed pages per...

A chart detailing the total number of pages printed in color mode, per year, month, day or hour. Before launching this query choose a pair technical item (server, printer model, printer queue, device, serial number) – time unit (per year, month, day or hour) in the pull-down menu. You can select a specific server, printer queue, printer model, device, or serial number. This query provides the total number of color-printed pages, as well as their printing date. By default all pages printed in color mode since MegaTrack installation are taken into account.

Number of documents printed in economode per...

A chart detailing the total number of documents printed in economode, per year, month, day or hour. This query also provides their printing date. Before launching this query choose a pair technical item (server, printer model, printer queue, device, serial number) – time unit (per year, month, day or hour) in the pull-down menu. You can select a specific server, printer queue, printer model, device, or serial number. This query provides

the total number of documents printed in economode, as well as their printing date. By default, all documents printed in economode since MegaTrack installation are taken into account.

Simplified list of printed documents

Lists all printed documents. Before launching your query choose server, printer queue, printer model, device, or serial number in the pull-down menu. This query provides a synthetic result regarding general characteristics: document name, total/printed number of pages... With this query, all documents are listed according to the printer, which processed the print job. By default, all printers used at least once since MegaTrack installation are taken into account.

This query concerns the printed documents and aims at your printing costs control. It allows information to be gathered on printed documents and their characteristics: the print launching date (the date and time, when the user launched the print job and was not handled by the print server), the printer driver, the document title, the total number of printed pages and sheets in duplex and color mode, the copy number, the domain, the print job cost (related to the print server, printer and the currency used, the job size and media. You can refine your query by defining a document title (all documents, whose title starts by a specific string). By default, all print job characteristics are taken into account. Documents, whose printing is complex can thus be analyzed and the document cost be as near as possible to its actual costs. Results are provided in a table.

Detailed list of printed documents

Lists all printed documents. Before launching your query choose the server, printer queue, printer model, device, or serial number in the pull-down menu. This query provides a detailed result concerning the page: color and duplex pages, trays and media used for printing. With this query all documents are listed according to the printer which processed the print job. By default, all printers used at least once since MegaTrack installation, are taken into account. This query concerns the printed documents and aims at your printing costs control. It allows to obtain information on printed documents and their characteristics: the printing launching date (the date and time, when the user launched the print job and was not handled by the print server), the printer driver, the document

title, the total number of printed pages and sheets in duplex and color mode, the copy number, the domain, the print job cost (related to the print server, printer and the currency used, the job size and media. You can refine your query by defining a document title (all documents, whose title starts by a specific string). By default, all print job characteristics are taken into account. Documents, whose printing is complex can thus be analyzed and the document cost be as near as possible to its actual costs. Results are provided in a tabular view.

Printing Costs

With this group of queries you are informed on the printing costs of all jobs processed between two dates. The query results are displayed in tables. You are informed on: the total number of jobs, their total size, the total number of printed pages and sheets in duplex and color mode, the total costs and the total printing time. You can also compare the “actual” costs, whose amount is the closest to the real costs, and the “fixed” costs, which you define and which allow you to include, for instance, consumable expenditures, maintenance, etc. You can also set a limit to the printing time, the number of printed pages and the printing costs. The limit types are: >, =, >=, < and <=. They are used to help you define more accurately the information queried.

Total printing costs for the top n domains/groups/users

Lists of the top n users, domains or groups, whose printing costs are the highest on a given period of time. Before launching your query choose user/group/domain in the pull-down menu. This query takes into account the number of printed pages, the printing mode, the printer and the media. By default, this query provides the 10 domains matching at best these criteria since MegaTrack installation. This query aims at your costs management, by informing you on the costs involved in printing documents between two dates.

Total printing costs for the top n servers/printer queues/printer models/devices/printer serial numbers

Lists of the top n servers, printer queues, printer models, devices, or printer serial numbers, whose printing costs are the highest on a given period of time. Before launching your query choose servers, printer queues, printer models, devices, or printer serial numbers in the pull-down

menu. This query takes into account the number of printed pages, the printing mode, the printer and the media. By default, this query provides the 10 devices matching at best these criteria since MegaTrack installation. You can specify the currency, in which to express your costs. The default currency is defined in your user options. For further information on this setting, refer to *Chapter 5: MegaTrack User Options*. This query aims at your costs management, by informing you on the costs involved in printing documents between two dates.

Evolution of printing costs per domain/group/user per year, month, day or hour

A chart detailing the total real cost of all printed documents, per hour, per day, per month or per year. Before launching your query choose domains, groups or users in the pull-down menu. Select a specific domain, group, user and/or currency. By default, all documents printed by any user of all domains since MegaTrack installation are taken into account. The default currency is defined in your user options. For further information refer to *Chapter 5: MegaTrack User Options*.

Printing cost per printer queue, device, model, or serial number

The queries for this theme enable you to get information on the cost of printed documents per hour, per day, per month, or per year. Before launching this query choose a pair technical item (printer queue, device, printer model, serial number) – time unit (per year, month, day or hour) in the pull-down menu.

Leasing cost per printer queue or printer serial number

The queries for this theme enable you to get information on the leasing costs per printer queue or serial number, based on the Monthly lease charge, BW page price, and Color page price defined. For further information refer to *Chapter 4: Managing Printing Costs*.

Printer Options

The queries for this theme enable you to get information on the use frequency of the printer options: the color, duplex and economode.

Frequency of duplex mode use per domain/group/user

A chart providing the percentage, per domain, etc., of sheets printed in duplex mode, compared with the number of simplex-printed pages. By default all users of all domains since MegaTrack installation are considered.

Frequency of color mode use per domain/group/user

A chart providing the percentage, per domain, etc., of sheets printed in color mode, compared with the number of pages printed in black and white. By default, all users of all domains since MegaTrack installation are considered.

Frequency of economode use per domain/group/user

Chart providing the percentage, per domain, etc., of sheets printed in economode, compared with the number of pages printed in normal mode. By default all users of all domains since MegaTrack installation are considered.

Frequency of duplex mode use per server/printer queue/ printer model/device/serial number

Chart providing the percentage, per server, etc., of sheets printed in duplex mode, compared with the number of simplex-printed pages. By default all printers used since MegaTrack installation are considered.

Frequency of color mode use per server/printer queue/ printer model/device/serial number

Chart providing the percentage, per server, etc., of sheets printed in color mode, compared with the number of pages printed in black and white. By default all printers used since MegaTrack installation are considered.

Frequency of economode use per server/printer queue/ printer model/device/serial number

Chart providing the percentage, per server, etc., of sheets printed in economode, compared with the number of pages printed in normal mode. By default all printers used since MegaTrack installation are considered.

Allocation

The queries for this theme enable information to be gathered on the allocation capability. You will have the ability of researching using various criteria like the allocation profile and/or the period of time, for instance.

Simplified list of printed documents with allocation information

Lists all printed documents having a link with an allocation profile.

This query provides a simplified result with information like the field values of the allocation profile, the domain, the user, the number of printed pages... Before launching your request, select a profile.

Detailed list of printed documents with allocation information

Lists all printed documents having a link with an allocation profile. This query provides a detailed result with information like the field values of the allocation profile, the domain, the user, the number of printed pages, simplex/duplex pages, the number of printed color pages... Before launching your request, select a profile.

Printing costs per year/month/day/hour

Graph and table providing total of the real costs of all printed documents, which have a link with an allocation profile. Before launching your request, select a profile.

Printing fixed costs per year/month/day/hour

Graph and table providing total of the fixed costs of all the printed documents, which have a link with an allocation profile. Before launching your request, select a profile.

Number of printed documents per year/month/day/hour

Graph and table illustrating the number of printed documents, which have a link with an allocation profile. Before launching your request, select a profile.

Number of printed pages per year/month/day/hour

Graph and table illustrating the number of printed documents, which have a link with an allocation profile. Before launching your request, select a profile.

Aggregated allocation

List all information included into the fields of a specific allocation profile. This query provides a synthetic result regarding the printings related to a profile. Before launching your request, select a profile. This query allows to generate a statements on the selected allocation profile.

List of profiles

List of all allocation profiles. This query provides a table with the detailed description of the fields of each allocation profile which has been used at least once.

Number of printed pages, cost allocated/not allocated/ per domains/groups/users

This query provides a table indicating the billed printings versus the non-billed printings, for all printings related to an allocation profile. It also provides detailed information on the user/group/domain, number of documents, number of pages, and their real and fixed costs. This query may allow you to check the right use of the allocation module.

Number of printed pages, cost with available/not available allocation information per domains/groups/users

This query provides a table indicating the printings with allocation information available versus the printings without allocation information available. It also provides detailed information on the user/group/domain, number of documents, number of pages, and their real and fixed costs. This query may allow you to check the right use of the allocation module.

Distribution of the allocation cost per profile

Graph which represents the percentage of the real costs in each profile. The result can also be displayed into a table with the total amount.

Distribution of the allocation fixed cost per profile

Graph which represents the percentage of the fixed costs in each profile.
The result can also be displayed into a table with the total amount.

List of jobs without allocation information per domains/groups/users

List of all printed documents without allocation information, that is to say all printed jobs which are not linked to a allocation profile.

This query provides a simplified result with information like the domain, the user, the number of printed pages...

This query displays all jobs without allocation information.

Launching a Query

When queries are launched, they can be in one of the following two modes: default or parameterized.

When viewing the *New Query* page, take note of the three icons at the bottom of the page. The function of these icons is as follows:



This icon allows you to parameterize a query, i.e. to integrate parameters limiting the scope of your query and/or a schedule. Refer to *Parameterizing Queries* in *Chapter 6: Performing Queries* for more information on this feature.



Selecting this icon enables direct query execution by taking into account the default parameters defined in each query. Refer to the section *Default Mode* below for more information.



This icon enables selection of which parameters are used to display the query results. Refer to *Modifying Display Parameters* in *Chapter 6: Performing Queries* for more information.

Default Mode

With the first launching mode, you will be able to immediately launch a query. This query mode is mostly used for queries, for which few resources (CPU, memory, etc.) are required or for which an immediate result is necessary.



CAUTION: Some update processes are not synchronized so as not to penalize printing times and servers. Thus some results can have incomplete or erroneous data. Re-execute your data after a while, and your data should be corrected. By launching a query in this mode you will take all default parameters into account. For more information on default parameters refer to *Parameterizing Queries* in *Chapter 6: Performing Queries*.

1. Select the query you want statistics for.
2. Then click on

The following warning appears on your screen:

Please wait while loading...

3. The query table appears.

For more information on how to view your query results, refer to *Displaying your results* in *Chapter 7: Query Results*.

Parameterized Mode

The second launching mode enables search parameters that focus the scope of returned information. You will also be able to schedule your query so that its launch does not burden processors during peak hours (at night, precise day, etc.) and/or at regular periods (daily, monthly, etc.). This mode allows you to benefit from synchronized information, thus from the most recent data available. It is also an advantage for queries, which are complex or long to perform or which require a lot of CPU and memory resources.

1. Select a query.

For more information on query types, refer to *MegaTrack Queries* in *Chapter 6: Performing Queries*.

2. To parameterize your query, click on .
3. You access the parameter page. The various fields (parameters) in this page depend on the query launched. The picture on the following page is an example of a parameter page:

Printed documents per server/print queue (Detailed list)

Name
Printing List

Recipient e-mail address

Print server
All print servers

Printer queue
All printer queue

Job type
All types

Document titles starting with Allocation code

Date Time lapse

Printing date from ... (Today) To ... (Today)
January 01 2000 December 31 2020
hh 00 mm 00 ss 00 hh 23 mm 59 ss 59

> Number of printed pages <
>= Printing cost <

Currency
US dollar

For more information on these parameters refer to *Parameterizing Queries* in *Chapter 6: Performing Queries*.

The buttons along the top of the enable you to:

- Schedule your query by clicking on the *Schedule* button. Refer to *Scheduling Queries* in *Chapter 6: Performing Queries*.
- Launch your query by clicking on the *Go* button after having parameterized and/or scheduled your query. Refer to *Displaying your results* in *Chapter 7: Query Results*.

Parameterizing Queries

This page lists parameters used to limit your search scope in order to obtain a more precise result that is closer to your search objectives. If no parameters are defined, the query will utilize default values.



CAUTION: If you use the default launching mode only the default parameters will be considered. If no Start Date and Start Time are specified the data queried encompasses all documents printed since MegaTrack installation. If no End Date and End Time are specified the data queried encompasses all documents printed until the most recent date, i.e. the current date/hour.

Rules concerning the time periods are as follows:

- For the year unit all months for the years specified in the Date fields.
- For the month unit all weeks for the months specified in the Date fields.
- For the week unit all days for the weeks specified in the Date fields.
- For the day unit all days specified in the Date fields.

Naming Queries

Each user maintains a unique query name in order to initiate queries. By default the query name consists of: the query theme followed by the _ symbol and the number of queries you have already launched.

Recipient e-mail addresses

Transmitting query results to one or several recipients is accomplished by specifying e-mail addresses and/or distribution lists of recipients.

Click in the field and enter an e-mail address.

Or

Click on the Address book icon to open the address book containing all predefined addresses and lists (refer to **Chapter 2: MegaTrack Administration**). You can specify several addresses and/or lists, which will automatically be separated by ";" (semicolon). This field may contain



a maximum of 499 characters, symbols and figures.



NOTE: Lists appear at the bottom of the pull-down menu, in the gray area. Individual addresses appear at the top of the pull-down menu, in the white area.

Error messages may arise on top of the Recipient e-mail address field under the following conditions:

- No sender address defined: no sender address has been specified in the User options section. Any message must be identified by a sender to define.
- No mail server defined: no e-mail server has been configured in the E-mail system section of the Administration menu, which means that no e-mail message can be emitted. This message only appears if you have administrator rights.

In either case, these errors do not prevent a query from being executed, but they highlight the fact that the results will not be sent.

Selecting the domain

This parameter enables you to select several users belonging to the same domain to query. Click on the arrow to get the list of all domains, from which documents have already been printed. If you select a particular domain the End user field will automatically be filled with the name of all end users attached to this domain. By default all domains detected by MegaTrack

Group

As a domain may contain several groups, users can refer to an any end user group attached to the same network. Click on the arrow to get the list of all groups from which documents have already been printed. If you select a particular group the End user field, it will automatically be filled with the name of all end users attached to the group. By default all groups are taken into account.

End user

Choose which particular end user to query. If you select an end user, the domain to which the user is attached appears in the Domain/group fields. By default, all end users that have executed a print command since MegaTrack installation will be considered.

Document titles starting with

Enables users to select documents whose title starts with a specified string. You can fill in up to 64 characters, symbols and/or figures. If this field is not filled in, the default returns all documents printed since the original MegaTrack installation. The character gathering one or

Print server

Choose which MegaTrack Print Server (MPS) you want to query. By default all print servers are taken into account.

Printer queue

Choose a printer queue in the list provided by MegaTrack. A printer queue is a printer declared on a server via a specific port monitor or driver. A physical printer can be declared several times on the same server via different ports or drivers.

Setting Printer models

A printer model consists of all printers of the same model. For instance, all HP 4500 LaserJet printers are of the HP 4500 printers. By default all printer models are taken into account.

Printer

Choose one printer to query.

Date

The Date field enables you to specify a time interval, during which documents were printed. This time interval is limited by precise start and end dates. Date is the default value for defining a time lapse during which documents were printed.

Printing date from

This parameter enables you to define the start of a time interval, i.e. your query will only focus on the documents printed from the date and time defined in this field. The possible dates range from 01/01/2000 at 00:00:00 to 31/12/2020 at 23:59:59. The default date is the current date and time of the database server. All documents printed since MegaTrack installation are taken into account.

To

This parameter enables you to define the end of a time interval, i.e. your query will only focus on the documents printed up to the date and time defined in this field. The date range is identical to that of field Printing date from. The default date and time in this field are the current date at 23:59:59. All documents printed up to the current date are taken into account.

Time lapse

This option enables you to collect data related to documents printed during a certain time lapse (to define in field Printing for the last...). Date is the default value for defining a time lapse during which documents were printed.

Printing for the last...

Enables to define a time lapse in days, months or years, during which documents were printed. The last interval day is always the day, when you are launching your query. By default all documents printed up to the current date are taken into account. This parameter appears only if you select the Time Lapse parameter.

First n...

Define the maximum number of a query parameter (such as user, printer, printer model, etc.). The default value in this field is 10. This parameter does not affect all queries.

Number of printed pages

Set a (superior, inferior, and/or equal) limit regarding the number of printed pages. By default all documents printed since MegaTrack installation are taken into account.

Printing cost

Set a (superior, inferior, and/or equal) limit to the actual printing cost (and not the fixed cost).



CAUTION: The decimal symbol is “.”. By default all documents printed since the MegaTrack installation are taken into account.

Currency

Enables you to choose your cost currency in the pull-down menu. The default currency is the currency defined in the user options. For further information on user options refer to *Chapter 5: MegaTrack User Options*.

Scheduling Queries

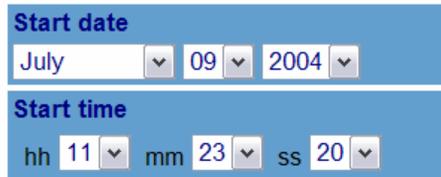
From this page you can perform the following actions:

- Differ your query launching so as to obtain more correct and precise results, by benefiting from all updates. These updates, for optimization and performance reasons, are not all executed in real time. Your query launching can also be differed so as not to overload your server.
- And/or plan your query so that it is launched regularly every week, every month, etc.

You can reach the schedule page by clicking on the *Schedule* button. The following prompt appears:



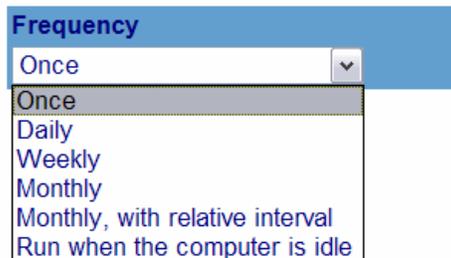
A screenshot of a blue headered dropdown menu titled "Frequency". The dropdown is open, showing the word "Once" as the selected option.



Two screenshots of form fields. The first is titled "Start date" and contains three dropdown menus: "July", "09", and "2004". The second is titled "Start time" and contains three dropdown menus: "hh 11", "mm 23", and "ss 20".

This page enables you to schedule your query in detail. The default frequency is Once.

You can choose among the following frequencies:



A screenshot of a blue headered dropdown menu titled "Frequency". The dropdown is open, showing a list of options: "Once", "Daily", "Weekly", "Monthly", "Monthly, with relative interval", and "Run when the computer is idle".

When choosing a particular frequency, new fields will appear on your page. The appearance of these fields depends on your selection.

Once

Use this value to launch your query once at a time specified by the Start Date and Start Time fields. By default both fields are defined to the date and time, on which you are launching your query. If the query is to be launched at a date and time (defined in the Start Date and Start Time fields) prior to the current date the query is immediately launched. The parameters considered are those defined in the parameter page.

Daily

This query will run once or several times a day, every day or at a regular interval, during a certain time lapse as specified in the Start/End Date/Time fields.

Total number of users who activate the duplex mode per domain

Frequency Daily	Frequency interval 1 day(s)
Daily frequency At the specified time	
Start date July 09 2004	End date December 31 2020
Start time hh 11 mm 23 ss 20	End time hh 23 mm 59 ss 59

Frequency interval: define the day interval; i.e. by entering 2 in this field your query will run every 2 days. The default value in this field is 1, meaning that your query will run every day.

Daily frequency: choose how often within one day the query will run. With the default option, at the specified time the query will be launched at the time defined in the Start Time field. You can also choose to launch your query regularly every n minute or hour.

Daily interval: specify the actual minute or hour interval. This field only appears if you selected minute(s) or hour(s) in the Daily frequency field. The default value is 1, meaning that your query will generate statistics every minute/hour.

Start/End Date/Time: define the lapse time (date and time), during which the query is launched. By default the Start date is the current date and the Start time is the current.

Weekly

This query will run once or several times a day, on one or several days, during one or several weeks.

Total number of users who activate the duplex mode per domain

Frequency Weekly	Frequency interval <input type="checkbox"/> s <input type="checkbox"/> m <input type="checkbox"/> t <input type="checkbox"/> w <input type="checkbox"/> t <input type="checkbox"/> f <input type="checkbox"/> s
Daily frequency At the specified time	
	Recurrence 1
Start date July 09 2004	End date December 31 2020
Start time hh 11 mm 23 ss 20	End time hh 23 mm 59 ss 59

Frequency interval: select one or several actual days (e.g. Monday and Friday).

Daily frequency: choose how often within one day the query will run. With the default option, at the specified time the query will be launched at the time defined in the Start time field. You can also choose to launch your query regularly every n minute or hour.

Daily interval: specify the actual minute or hour interval. This field only appears if you selected minute(s) or hour(s) in the Daily frequency field. The default value is 1, meaning that your query will generate statistics every minute/hour.

Recurrence: define the number of months between each launching of your query. The default value here is 1, which means that your query will generate statistics every month. To generate statistics only every 2 months for example enter 2 in this field.

Start/End Date/Time: define the lapse time (date and time), during which the query is launched. By default the Start date is the current date and the Start time is the current time. When no End date is specified the query will generate statistics until 31/12/2020 at 23:59:59.

Monthly

This setting will tell a query to run once or several times a day, on one day, during one or several months.

Chart detailing the allocation of printed documents per print server

Frequency Monthly	Frequency interval on the 1 day(s) of the month
Daily frequency At the specified time	
	Reccurence 1
Start date February 01 2006	End date December 31 2020
Start time hh 22 mm 44 ss 06	End time hh 23 mm 59 ss 59

Frequency interval: select the day of the month when the query is launched. The default value is 1, meaning that your query will run on the first day of every month.

Daily frequency: choose how often within one day the query will run. With the default option, at the specified time the query will be launched at the time defined in the Start time field. You can also choose to launch your query regularly every n minute or hour.

Daily interval: specify the actual minute or hour interval. This field only appears if you selected minute(s) or hour(s) in the Daily frequency field. The default value is 1, meaning that your query will generate statistics every minute/hour.

Recurrence: define the number of weeks between each query launching. The default value here is 1, which means that your query will generate statistics every week. To generate statistics only every 2 weeks for example enter 2 in this field.

Start/End Date/Time: define the lapse time (date and time), during which the query is launched. By default the Start date is the current date and the Start time is the current time. When no End date is specified the query will generate statistics until 31/12/2020 at 23:59:59.

Monthly with Relative Interval

This setting is the same as the monthly frequency, except you can specify an actual day for the query to run.

Total number of users who activate the duplex mode per domain

Frequency Monthly, with relative interval	Frequency interval Sunday
Daily frequency At the specified time	
Relative interval First	Reccurence 1
Start date July 09 2004	End date December 31 2020
Start time hh 11 mm 23 ss 20	End time hh 23 mm 59 ss 59

Frequency interval: select one actual day (e.g. Monday, Friday). Or you can also select the Day, Weekday or Weekend day options.

Relative interval: choose the week of the month; e.g. the first, second, etc.

Daily frequency: choose how often within one day the query will run. With the default option, at the specified time the query will be launched at the time defined in the Start time field. You can also choose to launch your query regularly every n minute or hour.

Daily interval: specify the actual minute or hour interval. This field only appears if you selected minute(s) or hour(s) in the Daily frequency field. The default value here is 1, meaning that your query will generate statistics every minute/hour.

Recurrence: define the number of months between each launching of your query. The default value here is 1, which means that your query will generate statistics every month. To generate statistics only every 2 months for example enter 2 in this field.

Start/End Date/Time: define the lapse time (date and time), during which the query is launched. By default the Start date is the current date and the Start time is the current time. When no End date is specified the query will generate statistics until 31/12/2020 at 23:59:59.

Run When Idle

When utilizing this process, queries will be launched when no other process are being performed on the database server: during off hours for instance.

Total number of users who activate the duplex mode per domain

Frequency

Run when the computer is id 



This query frequency helps you manage statistical reports requiring a lot of information. Click on the Validate icon to launch your query.

Modifying Display Parameters

Before launching a query you can get the list of all information returned by your query. You can also hide some of this information: i.e. the columns of the tables, in which your results are displayed.



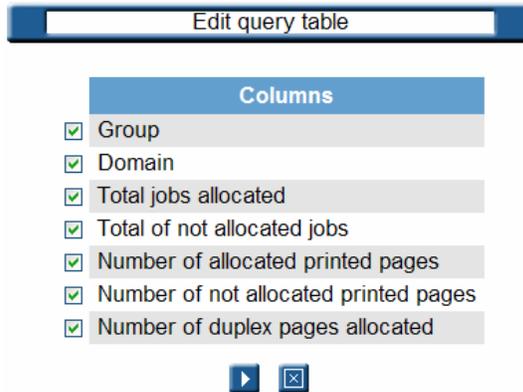
NOTE: This functionality only affects your results display, not the parameters taken into account to obtain these results.



NOTE: Although this functionality is available for all display types (tables, spreadsheets, diagrams) it is not very useful when applied to diagrams (pies, lines, columns)..

In the page listing all your queries in progress:

1. Click on  of the relevant query. The information returned by this query appears, as follows:



By default, all information elements are selected.

2. Click on the box in front of the element(s) to hide so as to unselect it/them.
3. Click on ▶ to implement your modifications.

The page for launching queries is once again reached. From now on, the results will be displayed without taking into account the deselected columns, when this query is subsequently launched.

Chapter 7: Query Results

Once a query is launched the statistics related to that query and its matching parameters you entered, or the default parameters, are pulled from the database. The information is retrieved and transmitted back to the MegaTrack administrator or user in various display formats (a chart, a table, a spreadsheet, etc.) available for each query.

The statistical reports generated by launching queries are referred to as “results” in this manual. Each query result, whatever its format, contains:

- The query name
- The date and time when the query was launched
- Its parameters
- And the number of pages if the spreadsheet or table contains more than one page.

The level of detail you will obtain in your query results depends on the printers managed by MegaTrack, and particularly on the printer model (accessories, etc.), its sophistication level, and the communication language (PCL 5, 5e, 6...).

You can modify the display of your query results by hiding some parameters. For further information on this option refer to *Modifying Display* in *Chapter 7: Query Results*.

You can also change the number of lines displayed in your lists. To do so, refer to *Chapter 5: MegaTrack User Options*.

The Query Table



To obtain the list of the queries you launched, or queries in progress, and be able to access their results you must click on **Queries in progress** button in the MegaTrack remote control on the left side of your screen. All launched queries are displayed in a table containing several columns:

Queries in progress

<input type="checkbox"/>	Themes	Query name	Status	Schedule date	Result date	Schedule parameters	Result display	Other display types	Previous results	Edit results
<input type="checkbox"/>	Allocation	Allocation_13	✓	07/01/2004 19:09:36	07/01/2004 19:09:37	~	☰	✕		☰
<input type="checkbox"/>	Costs	Costs_24	✓	07/01/2004 19:05:50	07/01/2004 19:05:52	~	☰	☰ ✕		☰
<input type="checkbox"/>	Printers	Printers_26	✓	07/01/2004 19:04:59	07/01/2004 19:05:04	~	☰	✕		☰



NOTE: You can only view your own queries, i.e. all queries attached to your MegaTrack account.

This table informs you on the type, status and schedule of your queries, the date and time when they were launched, the date and time when the result was obtained, as well as various ways to display their results.

The date format in the charts and in the query table is the format defined in your regional settings. To modify this format refer to **Chapter 5: MegaTrack User Options**.

You can sort by alphabetical order the Themes, Query name and Status columns by clicking on the column title. You can also sort by ascending or descending orders the schedule and result dates.

Query Status

The Status column informs you on the status of your queries. The various possible status results are as follows:

- 
 The query has been successfully run. Recurring queries, with one successfully generated result but which can generate further results, will have this status.
- 
 The query is currently being processed. Click on the **Queries in progress** button in the remote control to update the results.

 The query is planned, but has not yet been performed.

 The query has been aborted (error).

Viewing Schedule Parameters



By keeping your mouse cursor on the Modify icon, all details related to your query schedule and the Schedule Parameters page appears and offers the following options:

- The name you gave to the query (or its default name),
- All details concerning its schedule frequency, i.e. if it is launched only once or regularly, how often, for how long, etc. If the Once frequency appears in these details without any other parameter, it means that no schedule is specified for this query.

To modify the query parameters and/or schedule refer to *Modifying Parameters* in *Chapter 7: Query Results*.

Displaying your results

You can display your results by clicking on one icon in the Result display or Other display types columns.



These columns are part of the query table, which you access by clicking on the *Queries in progress* icon in the MegaTrack remote control.

You will always be able, via the icons in these columns, to display your results in a table and in a spreadsheet. To display your results in a spreadsheet or a chart Excel must be installed on your machine. Also when sending by e-mail your results only the results in the spreadsheet format are emitted. Your results recipients should have Excel installed on their machine.



NOTE: If Microsoft Excel is not installed on the system, the icon will not appear.

Information provided

All display types provide you with the following information:

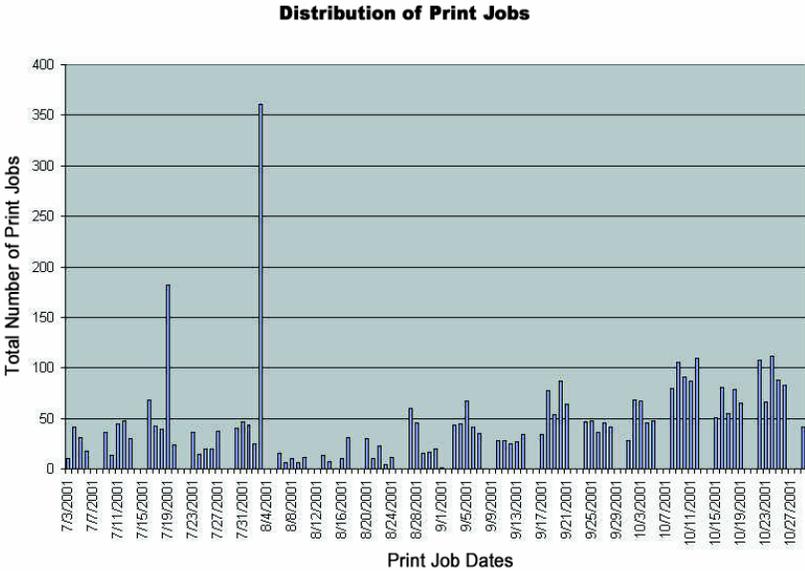
- the name and type of the query,
- the date, when the query result was generated, and
- the parameters taken into account (including the printing time range).

This information is listed as in the frame below:

Printing List
Detailed list of printed documents per domain/group/user
Result date : 05/11/2004 13:24:24
Domain : all
Group : all
End user : all
Printing date from : 01/01/2000 00:00:00
To : 12/31/2020 23:59:59
Number of printed pages : all
Printing cost : all
Currency : USD

Display Types

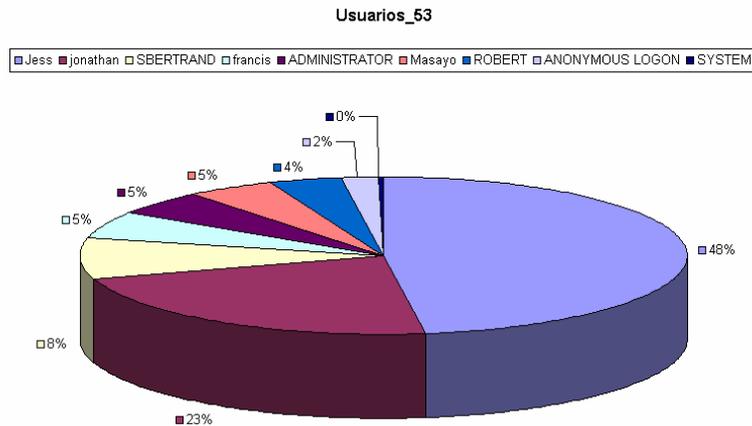
Click on one icon in the Result display and Other display types columns to display your results. Each icon corresponds to a specific display type (table, graph, spreadsheet, etc.). The various display types are as follows:



The task bar at the top of the page allows you to can choose another chart to display your results. Click directly on the display desired, and it will automatically change.



Clicking on the Pie chart icon presents information in a traditional pie chart, as shown in the following figure:



The task bar at the top of the page allows you to choose another chart to display results. Click directly on the display desired and it will automatically change.





Clicking on the Table chart icon presents the information in a table.

Result display

Costs_1

Printing costs per server/printer model per year
Result date : 02/01/2006 23:01:36

Print server : all
Printer model : all
Printing date from : 01/01/2000 00:00:00
To : 12/31/2020 23:59:59
Currency : USD

Printing date	Total cost
2000	0
2001	0
2002	0
2003	0
2004	0
2005	0
2006	0
2007	0
2008	0
2009	0

◀

◀ 1 / 3 ▶

You can modify the number of lines displayed in a table in your User options. For further information on how to modify this number, refer to *Chapter 5: MegaTrack User Options*.



NOTE: If Copy job appears in the Document name column the job is a copy job, not a print job.



Clicking on the Excel icon formats the information into a standard Microsoft Excel spreadsheet. This is the only option that allows you to save your query results. To save, use the Save As command in Excel.



NOTE: To view your results in a spreadsheet, Excel must be installed on your machine.



NOTE: You may have to resize some columns so as to fully view the content of a cell, i.e. when ##### appears in a cell.



NOTE: If Copy job appears in the Document name column the job is a copy job, not a print

	A	B	C	D
1	Printers_2			
2	Job allocation, per user			
3	Chart detailing the allocation of printing jobs, per domain			
4	10/4/00 17:52			
5				
6	Domain	=	all	
7	Printing date from ...	>=	1/1/90 0:00	
8	To ...	<=	12/31/00 23:59	
9	User name	Total jobs		
10	cat ()	16		
11	cati ()	23		
12	Admin (BLUEMEGA)	22		
13	Cindy (BLUEMEGA)	31		
14	John (BLUEMEGA)	36		
15	Paul (BLUEMEGA)	20		
16	Robert (BLUEMEGA)	32		
17				



Clicking on the Query results icon lists all results generated by a recurring query. The number next to this icon represents the number of results generated by this recurring query.

When clicking on this icon, a new list containing all results and display icons for this query appears, as shown in the following illustration:

Themes	Queries	Query name
Users	Detailed list of printed documents per domain/group/user	Usuarios_83

4

Result date	Result display	Other display types	Edit results
<input type="checkbox"/> 07/01/2004 11:27:22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 06/25/2004 11:31:11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Managing Your Results



By clicking on the Query in progress icon in the MegaTrack remote control, you reach the query table. This table contains the same icons as any MegaTrack lists:

By clicking on the case in the title bar, you can select all queries in a page. Clicking the icon a second time deselects them.



Clicking on the Modify icon allows you to modify the parameters of a query. For more information on query parameters refer to **Modifying Parameters** in the following section.



Clicking on the Delete icon lets you delete one or several queries or results. Remember to check the box in front of the query(ies) first to delete them.



Clicking on the Query display icon allows you to unselect parameters that are used to generate the results of your queries. For more information on this functionality, refer to *Modifying Parameters* in the following section.

Modifying Parameters

Launching parameters can be fully modified. This functionality will be used by the recurring queries, for which you will want to modify/stop the launching mode. The only parameter you cannot change is the query name.

1. Click on  for this query to bring up the parameters page, as shown in the following figure:

Printed documents per server/print queue (Detailed list)

Name
Printing List

Recipient e-mail address

Print server
All print servers

Printer queue
All printer queue

Job type
All types

Document titles starting with Allocation code

Date Time lapse

Printing date from ... (Today) To ... (Today)
January 01 2000 December 31 2020
hh 00 mm 00 ss 00 hh 23 mm 59 ss 59

> < Number of printed pages
>= < Printing cost

Currency
US dollar

All parameters (default or defined) appear. For more information on parameters, refer to *Parameterizing Queries* in *Chapter 6: Performing Queries*.

1. Modify your parameters as desired. Click on the *Schedule* button to modify your schedule parameters.

For more information on scheduling your query, refer to *Scheduling Queries* in *Chapter 6: Performing Queries*.

2. Click on  to launch your query with its new parameters and/or schedule. You directly reach the query table.

Your new parameters take effect even though the query name stays the same.

Modifying Display

When you view your query results you may decide some information is not relevant.



You can deselect this information by checking the box in front of a query result in the query table and then clicking on the Query display icon.

The list of the display columns appears. By default all columns are selected.

1. Uncheck the box in front of the parameter(s) to remove and then click on  to accept your choice.
2. You directly reach the query table.

In opposition to the result modification available from the New query page, as described in *Modifying Display Parameters* in *Chapter 6: Performing Queries*. This modification only applies to the selected result. In the case of a recurring query, all results of this query are modified.



CAUTION: You can only modify the results of one query at a time.

Chapter 8: Report Management



The Report Management page can be accessed by clicking on the **Summary Report** button on the MegaTrack remote control. The following page will appear:

Report Management

Schedule Report
Customize report

Name of the report	<input type="text"/>
Month of the report	February ▼
Year of the report	2006 ▼
Send report by email to	<input type="text"/>
Schedule	Monthly ▼
Day	Saturday ▼
Start time	hh <input type="text" value="00"/> mm <input type="text" value="00"/>
Format	Pdf ▼



Through the **Report Management** page, you can quickly generate comprehensive, all-encompassing reports to illustrate print usage. Since reports have only a few, basic settings, they're much more convenient and easier to run than full queries. Reports can be manually run at any time, or can be scheduled to occur either weekly or monthly.

Once a report has been requested and compiled, it can be saved in Adobe Acrobat (PDF), Microsoft Excel (.xls), or Microsoft Word (.doc) format and can be automatically forwarded through e-mail to a designated individual.

Create a Report

To create a report:

1. In the field *Name of the report*, enter the name you wish to appear on the title page of the report.
2. Choose a month from the *Month of the report* dropdown menu.



NOTE: Reports contain data from a three-month period ending on the requested month.

3. Select a year from the *Year of the report* dropdown menu.
4. If you wish to automatically forward a copy of the report to someone, enter their e-mail address into the *Send report by email to* field.
5. *Schedule* the report. Choose an option from the drop-down list:

Once - The report will be generated only once, when validated (Step 7).

Weekly - The report will be generated weekly, according to the **Day** and **Start time** parameters selected before validation.

Monthly - The report will be generated monthly, according to the **Day** and **Start time** parameters selected before validation.

6. *Format* the report. Choose an option from the drop-down list:

PDF - The report will be generated in a format compatible for reading with Adobe Acrobat Reader.

Excel - The report will be generated as a Microsoft Excel spreadsheet.

Word - The report will be generated as a Microsoft Word document.

7. Click on the *validate* button to generate the report.

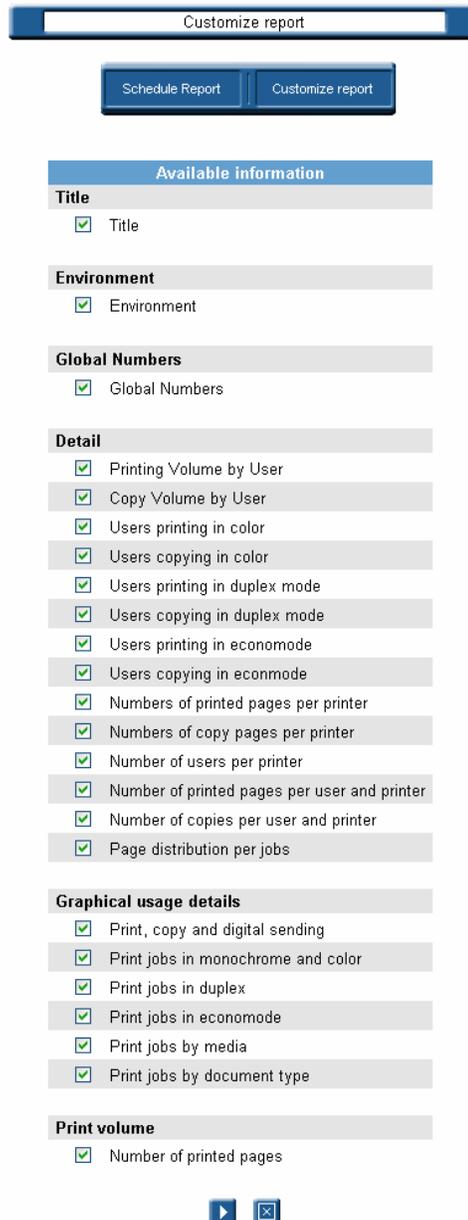
Schedule Report

If you choose the **Weekly** or **Monthly** option, click the **Schedule Report** button after setting schedule parameters.



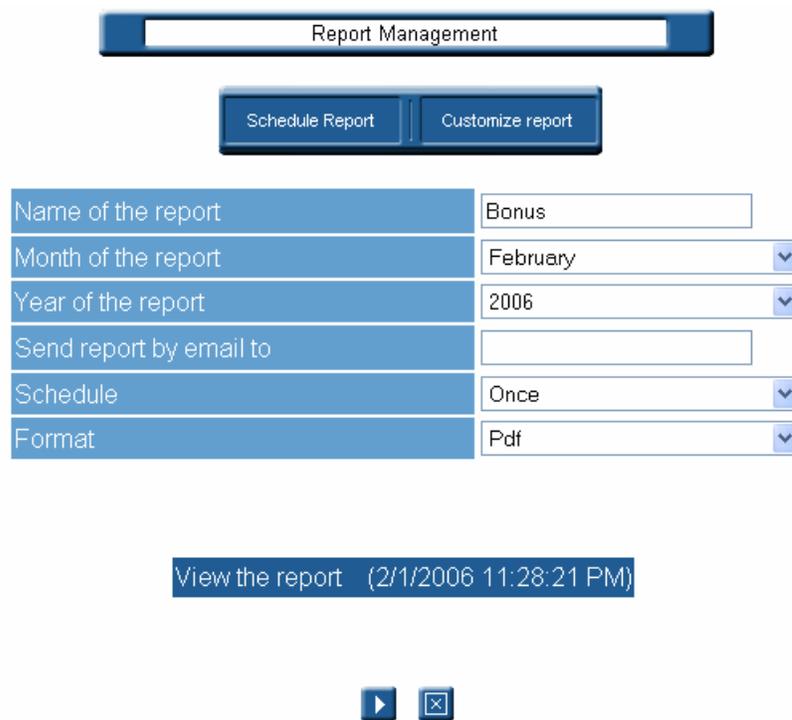
Customize Report

Click the Customize Report button to set specific parameters for your report. The following screen appears:



The amount of time it takes to generate the report depends on the number of jobs printed over the three-month period. If you wish for reports to run automatically in the future, select either Weekly or Monthly from the *Schedule* drop-down list.

Once the report is generated, a link appears on the page.



The screenshot shows a web interface for report management. At the top is a header bar labeled "Report Management". Below it are two buttons: "Schedule Report" and "Customize report". The main area contains a form with the following fields:

Name of the report	Bonus
Month of the report	February
Year of the report	2006
Send report by email to	
Schedule	Once
Format	Pdf

Below the form is a link: "View the report (2/1/2006 11:28:21 PM)". At the bottom of the link area are two small icons: a play button and a close button.

If Adobe Acrobat is installed on your system, you can click the link to view and print the report. Otherwise, right-click on the link and save the report to a location of your choosing.



NOTE: Each new report is saved to the same location with the same name. If you wish to save a report, copy the file to a safe location before requesting a new one.

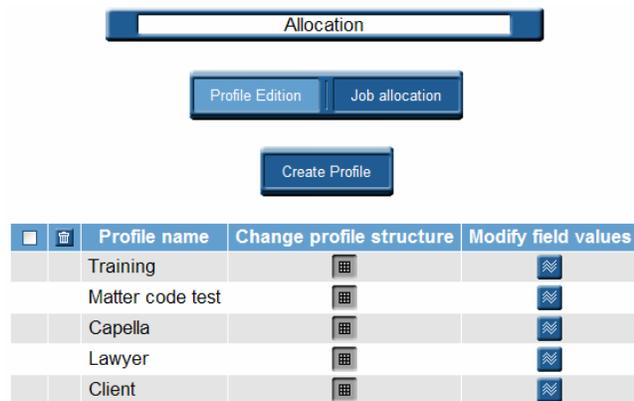
Schedule Report

Chapter 9: Allocation

The allocation feature is a functionality which allows additional information to be linked to print jobs. This can be useful for determining billing and expenses.



To access the **Allocation** screen, simply select the Allocation button from the MegaTrack remote control. The following page appears:



Creating Allocation Profiles

To create an allocation profile, follow the instructions below:

1. From the Allocation page, click on the **Create Profile** button.

The following page appears:

 A screenshot of the "Create an allocation profile" form. It features a title bar with the text "Create an allocation profile". Below the title bar are two input fields: "Profile name" and "Number of fields". At the bottom of the form are two small icons: a play button and a close button.

Profile name	Number of fields
<input type="text"/>	<input type="text"/>

2. Name the profile you want to create. Be aware that all profiles must have unique titles; two profiles cannot share the same designation.

3. Next, enter the number of fields you want to attach to the profile. This number must be less than or equal to 5.
4. Click on  to accept the value.

The following page then appears:

Create an allocation profile

Training		
Field name	Data type	Input type
<input style="width: 95%;" type="text"/>	Numeric ▼	Free ▼
<input style="width: 95%;" type="text"/>	Numeric ▼	Free ▼
<input style="width: 95%;" type="text"/>	Numeric ▼	Free ▼
<input style="width: 95%;" type="text"/>	Numeric ▼	Free ▼




5. Give a name to the fields of the profile and specify their data type and their input type.

The possible data types:

- Numeric
- Text
- Date (day/month/year or month/day/year)
- True/False

The possible input types:

- Free (free input in the field when the popup window appears)
- List (pre defined list of values)
- Fixed (a value can be fixed by default)

The name of the fields must be different. You cannot choose the input type for the Boolean.

6. Click on  to accept or  to cancel.

Modifying Profile Structure

You can change the structure of an allocation profile ONLY if it has not been linked to a printed job. Otherwise, the structure cannot be modified.

To edit a profile, click on  and the following page appears:

Change profile structure

Mergatroid			
	Field name	Data type	Input type
<input type="checkbox"/>	<input type="text" value="Myfield1"/>	Integer <small>▼</small>	Free <small>▼</small>
<input type="checkbox"/>	<input type="text" value="Myfield2"/>	String <small>▼</small>	Free <small>▼</small>
<input type="checkbox"/>	<input type="text" value="Myfield3"/>	Date <small>▼</small>	Free <small>▼</small>




Change the Name, Data or Input Type of a Profile

1. Now, the profile is in an edition mode. You can modify a field name, the data type or the input type.
2. Validate the changes by clicking on .

Delete One or More Fields in a Profile

If no job is linked to the allocation profile, then, you can delete one or more fields of it.

1. Click on .

Your profile is in an edition mode.

2. Select the field you want to delete, then click on  to delete.

The following page appears:



3. Click on  to accept your choice.

Modifying Field Values

In this section, we are going to see how to assign a default value in the fields of a profile.

1. Click on the *Allocation* button on the MegaTrack remote control.
2. Then, click on .

The following page appears:

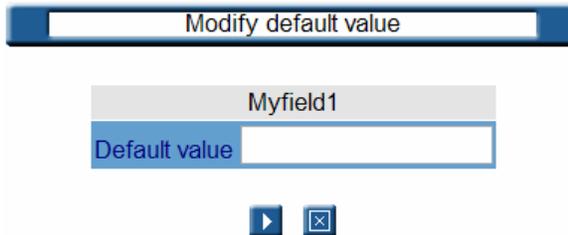
The screenshot shows a dialog box titled "Modify field values" with a table containing three rows of field data. Below the table is a blue back button.

Field name	Default value	Delete default value	Modify default value	Modify list
Myfield1				
Myfield2				
Myfield3				

Modify Default Value

1. Click on  to assign a default value.

The following page appears:



Default value



NOTE: The appearance of this window may vary according to the input type you previously defined in the field ('Free', 'List' or 'Fixed')

2. Select your default value and validate.
3. Then, the selected default value will be displayed in the 'Default value' column.



NOTE: The default value is the value which is displayed first when the popup window appears.

4. If you need to remove the default value, just click on  to delete it.

Modify List



NOTE: You can access this menu only if you have a field with a 'List' as input type.

To create or modify a list of values:

1. Click  and the following page appears:

2. Enter the value you want to add to your list in the field “new value” and click on  to validate.
3. To delete a value, select one or more and then click on  to delete.



NOTE: The name of the values must be different.

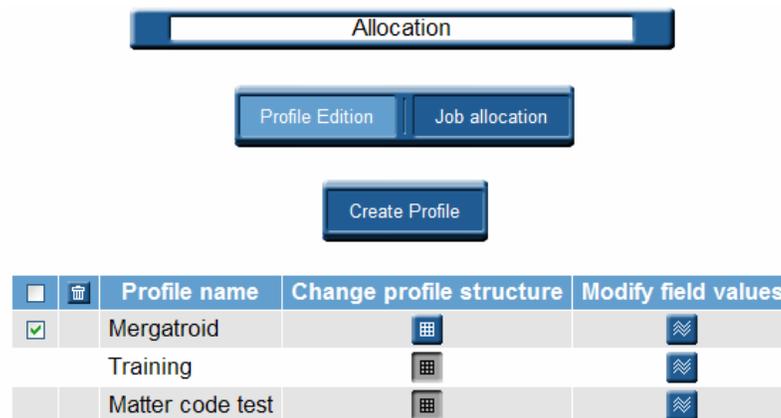
Deleting Allocation Profiles



NOTE: You can delete a allocation profile, ONLY IF no job is linked to this profile.

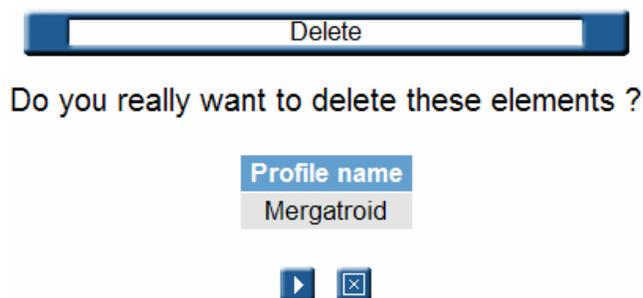
1. Click on the **Allocation** button in the MegaTrack remote control.

The following window appears:



2. Select the profile you want to delete.
3. Click on to delete.

The following confirmation appears:



4. Click on to validate.

Link a Job to an Allocation Profile

It is also possible to display the list of the printed jobs with or without allocation information and then link them to a specific profile, as described below:

1. Click on the **Allocation** button in the MegaTrack remote control.
2. Then click on the **Job Allocation** button.

The following page appears:

From this window, you can sharpen your research using the following filters:

- User (Windows login)
- Document name
- Profile name
- Print server
- Printer
- Allocated (Billed) job (Indifferent/Yes/No)
- Allocation Information (Indifferent/Yes/No)

In addition, you can specify a date range when the related jobs were printed.

The resulting list of printed jobs can then be linked to an allocation profile once the following page appears:

Result display

New Query

Document name	User	Creation date	Link profile to job	Allocation/Not allocated	Modify parameters
Intuit	Masayo	2/10/2004 3:57:22 PM	+	x	⊗
Intuit	Masayo	2/5/2004 9:44:05 AM	+	x	⊗

The above example shows a job which is not billed and not linked to an allocation profile. If you want to link this job to an allocation profile, use the following steps:

1. Click on .

The following page appears:

Add allocation profile parameters

Client 

Client Number

Account Number

bill job

2. You can use the current profile or choose another one by clicking on .

The following page then appears:

Profile list

Select a profile

Profile name 

3. Choose one of the available profiles.
4. Click on  to validate.

5. Enter the field values for the selected profile.
6. Click on  to validate again.

Result display



Document name	User	Creation date	Link profile to job	Allocation/Not allocated	Modify parameters
Intuit	Masayo	2/10/2004 3:57:22 PM	+	✓	

The job is now linked to an allocation profile.

Modifying Allocation Information



NOTE: Once a job is linked to a profile, you cannot remove this link. However, changes can be applied to the field values which make up the profile..

1. Search for the job you want to change the field values.
2. Click on  to modify the field.

The following page appears:

Modify billing profile parameters

My profile 

My field1

My field2

My field3

bill job

3. Keep the current profile or choose another one as seen previously above.
4. Change the field values accordingly.
5. Validate the new data by clicking on .

Chapter 10: Quota Module

This optional MegaTrack feature allows the administrator to set limits on how much each user is permitted to print on a particular printer. A customizable warning message will automatically notify the user as they approach their quota limit. Once a user has exceeded their limit, any additional print jobs are automatically deleted. Quotas can be automatically renewed after a specified time period has elapsed.



Quota

The Quota Module can be accessed by clicking on the *Quota* button in the MegaTrack remote control. If this button is not present, then this option was not purchased.

The following image illustrates the Quota screen:

User Name	Total pages allowed	Total pages printed	Total pages remaining	Total warning flag	Color pages allowed	Color pages printed	Color pages remaining	Color warning flag
Francis	2000	0	2000	50	0	0	0	0
jonathan	500	0	500	50	0	0	0	0
robert	2000	0	2000	50	0	0	0	0
sbertrand	2000	3	1997	50	500	3	497	50

This initial screen provides the following information:

- Specific user names
- Total number of pages that user is allowed to printed
- Total number of pages the user has printed so far

- Total number of pages remaining for the user
- Total number of pages remaining before the user is notified with a warning that they are approaching their printing limit.
- Number of color pages that user is allowed to printed
- Number of color pages the user has printed so far
- Number of color pages remaining for the user
- Number of color pages remaining before the user is notified with a warning that they are approaching their limit of available color pages.

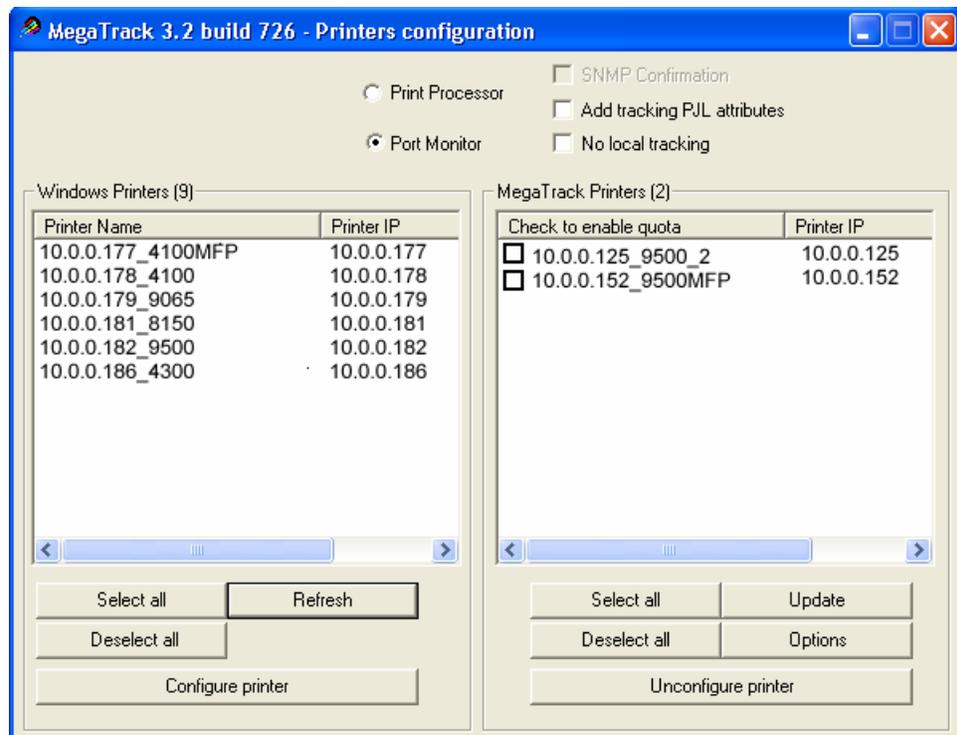
Configuring

Before assigning a quota, the printer must be configured to use Port Monitor or Print Processor. This can be accomplished with the Printer Configuration utility.

To access the Printer Configuration utility, follow the procedure below:

1. Click on the Windows Start button, select Programs, select MegaTrack, and then launch Printer Configuration.

The following screen appears:



2. Check **Port Monitor** or **Print Processor**, select a printer from the left column and then click on **Configure printer**.

The printer changes from a Windows printer to a MegaTrack printer, and can now have a quota assigned to it.

Quota Users

The first time a user sends a job to a printer with a quota assigned, they're automatically added to the table using default values.

In addition to providing basic information, the Users page can also be used to alter quota settings on a case-by-case basis.

To access the Users page, click on the Users button along the top of the page. The following screen appears:

The screenshot shows a web interface for managing printer quotas. At the top, there is a search bar labeled "Quota" and three buttons: "Users", "Time Period", and "Defaults". Below these is a "Search" input field. The main part of the page is a table with the following data:

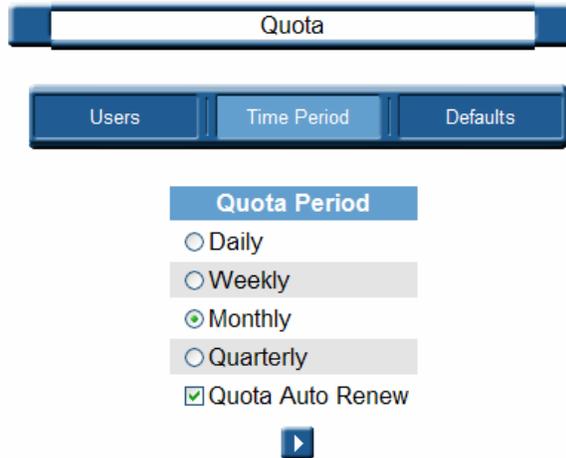
User Name	Total pages allowed	Total pages printed	Total pages remaining	Total warning flag	Color pages allowed	Color pages printed	Color pages remaining	Color warning flag
Francis	2000	0	2000	50	0	0	0	0
Jonathan	500	0	500	50	0	0	0	0
Robert	2000	0	2000	50	0	0	0	0
Sbertrand	2000	3	1997	50	500	3	497	50

Below the table, there are five input fields for editing user settings, each with a label above it: "User Name", "Total pages allowed", "Total warning flag", "Color pages allowed", and "Color warning flag". A blue arrow button is positioned below these fields.

Quota Time Period

The Quota Time Period refers to the amount of time that must elapse before

You can access this feature by clicking on the Time Period button in the Quota module.



The duration of the quota period can be *Daily*, *Weekly*, *Monthly* or *Quarterly*. Once the specified duration has lapsed, *Quota Auto Review* can be checked to instruct MegaTrack to automatically renew a user's quota upon completion of the specified timer period.



NOTE: Make sure the Quota Auto Review option is checked. If left unchecked, the user will still be unable to print even after the Quota Period has ended.

Quota Defaults

Default quota values are automatically assigned as users are added to the Quota table. Once the default quota is assigned to a user, it can easily be modified later as needed.

To access the Quota Defaults screen, click in the *Defaults* button at the top of the page. The following screen appears:

Quota		
Users	Time Period	Defaults
Default page limit	<input type="text" value="2000"/>	
Default total warning flag	<input type="text" value="50"/>	
Warning total flag message	<input type="text" value="Your job has been processed; the number of pages remaining is"/>	
No more total pages message	<input type="text" value="Your job has been deleted without printing; this job exceeds your available pages qu"/>	
Default color page limit	<input type="text" value="500"/>	
Default color warning flag	<input type="text" value="50"/>	
Warning color flag message	<input type="text" value="Your job has been processed; the number of color pages remaining is:"/>	
No more color pages message	<input type="text" value="Your job has been deleted without printing; this job exceeds your available color pag"/>	

On this page, you can perform the following:

- **Default page limit** (the maximum number of total pages the user can print.)
- Set a **Default warning flag** (total number of pages before quota is reached.)
- Create a custom **Warning flag message** (message to user that they are approaching their quota for the total number of printed pages.)
- Create a **No more pages message** (the message the user receives once their quota has been reached for the total number of printed pages.)
- **Default color page limit** (the maximum number of color pages the user can print.)

- Set a **Default color warning flag** (number of color pages before quota is reached.)
- Create a custom **Warning color flag message** (message to user that they are approaching their quota for the number of printed color pages.)
- Create a **No more color pages message** (the message the user receives once their color page quota has been reached for the number of printed color pages.)



NOTE

NOTE: Users must have Messenger service enabled to receive quota messages.

After making any changes to this page, be sure to click on  to save your new default settings.

administrator

The person responsible for maintaining a computer network.

ADSI

Active **D**irectory **S**ervice **I**nterface. Under the Windows platform, enables system administrators to easily query for and manipulate directory service objects, regardless of which network environment contains the resource.

allocation

A functionality of MegaTrack which allows information to be linked to print jobs.

architecture

The broad design of either hardware or software which defines the structure, capabilities and limitations of the system.

case-sensitive

The ability of an operating system to distinguish between upper- and lower-case letters. For example, “A” would be considered a completely different character than “a.” This is important to know when creating or entering a system password.

client

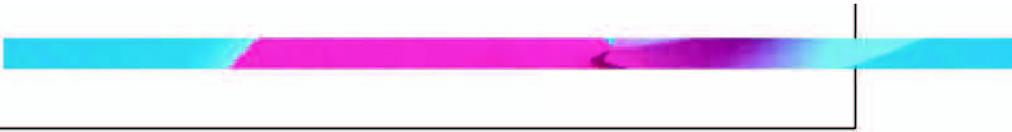
An application that runs on a computer and relies on a server to perform some specific operation.

cluster

A designated collection of print servers (up to eight) that provide fault tolerance in a network. If the primary device in a cluster fails, another will automatically take its place in order to prevent a disruption in service.

cookies

A small amount of data passed through a web browser from a web server and stored on the user’s computer as a text file. Cookies are useful for informing the web server if the user has visited a site before, and allows for a more customized data presentation.



data

Pieces of information formatted in a precise manner. Data is what computer programs produce and/or manipulate.

database

Essentially an electronic file system, databases are a collection of information stored in a specific manner that enables computer systems to quickly and easily retrieve them.

domains

A group of computer and peripheral devices bound by common rules within a network environment.

driver

A computer program that enables a computer to communicate with a peripheral device such as a printer, scanner or network card.

duplex

When referring to printers, duplex is the ability of some printers to automatically print on both sides of a sheet of paper.

exchange rate

A formula used to convert one nation's currency to another. Due to the ever-fluctuating world market, this rate can change from day to day.

fixed address

Also sometimes referred to as a "static" address, fixed addresses don't change on their own after being assigned to a computer or device. This differs from "dynamic" where addresses can automatically change as needed.

groups

Within a computer network, a collection of computers and devices as defined by an administrator.

Intranet

An internal network accessible only to those within a particular organization, such as a company or corporation.

IP address

A 32-bit numeric address that identifies each device connected to a computer network. Every device connected to the network must have a unique IP address in order to function.

Javascript

A scripting language that enables web programmers to enhance the features and functionality of their websites.

lists

A collection of specific types of data used by MegaTrack.

MDS

MegaTrack Database Server. The component of MegaTrack that collects and stores all information regarding printing.

MFP

Multi-Function Printer. A printer that serves more than a single function. In addition to printing, a multi-function printer might also work as a copier, fax machine or scanner.

MIPA

MegaTrack In Printer Agent. A module used to track device usage with an agent embedded in the device. The MIPA Configuration Application can be used to discover and configure the agents.

MPS

MegaTrack Print System. The core feature of MegaTrack that consists of the MegaTrack Database Server, the MegaTrack Web Server and the MegaTrack Print Server.

MWS

MegaTrack Web Server. The component within the MegaTrack Print System that queries the database and retrieves information as needed.

node

Any device on a computer network with a unique network address. This term applies to both computers and printers.

parameter

A characteristic or argument imposed on a program by a user.



plotter

An electro-mechanical device that produces drawings based on a computer's instructions. Unlike printers, plotters use pens to actually draw large-scale images such as schematics and blueprints.

port

An interface on a computer through which peripheral devices connect.

printer

An electronic device attached to a computer capable of rendering text and/or graphics onto paper.

print server

A computer on a network that manages one or more printers connected to the network. Any user connected to a network can print by sending their job to the print server.

printer template

A feature of MegaTrack that allows you to define the associated costs and prices associated with a particular model of printer and then apply those same settings to any printer recognized by the MPS. This not only saves time but also allows for quick and easy updates from a single, centralized interface.

query

Any request by a user for information stored in the MegaTrack Database server (MDS).

query themes

A collection of query items as defined by a user. Themes allow for complex queries to be quickly and easily requested.

SecureJet

An optional product that ensures network security by limiting MFP tasks to authorized users and tracking all operations. Before using a printer protected by SecureJet, authorized users must identify themselves with either a PIN code or a SmartCard.

server

General term for a computer or a device that manages resources on a network.

SMTP

Simple Mail Transfer Protocol. A standardized method of sending e-mail message from one server to another.

spool

Simultaneous Peripheral Operations On-Line. This is the process of storing print data in a special area of memory. This allows the printer to operate at its own speed while freeing up the computer to perform other functions.

static address

Also sometimes referred to as a “fixed” address, static addresses don’t change on their own after being assigned to a computer or device. This differs from “dynamic” where addresses can automatically change as needed.

user

General term for someone operating a computer.

validate

The act of confirming an operation and thereby making it valid. Many functions of MegaTrack require the user to validate system settings before implementing them.

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