



Document Accounting

Solutions

Sample Reports

Equitrac Office 4.0

May 2006

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Equitrac Office 4.0 – List of Available Reports

Account Reports

- Account adjustment
- Account listing
- Billing code authorizations
- Color quota summary
- Department members

Analysis Reports

- Device availability
- Device configuration
- Device Faults
- Device Faults vs. Usage
- Device usage
- Hourly activity
- Last transaction time

Detailed Activity Reports

- Detailed activity by billing code account
- Detailed activity by department account
- Detailed activity by device
- Detailed activity by network user
- Detailed activity by user account
- Detailed activity for queued documents by device
- Detailed activity for queued documents by user account

Summary Activity Reports

- Summary activity for queued documents by device
- Summary activity for queued documents by user account
- Summary activity by billing code account
- Summary activity by department account
- Summary activity by device
- Summary activity by device and date
- Summary activity by network user
- Summary activity by network and device
- Summary activity by user account

Total Activity Reports

- Total activity by account type
- Total activity by billing code account
- Total activity by department account
- Total activity by desktop device
- Total activity by device
- Total activity by network device
- Total activity by network user
- Total activity by user account

Summary Activity by User Account

5/12/2006

Summary activity by user account



| jimt | | Jim Taylor | | | | |
|-----------|-----------|------------|-----------|-------------|-------------|--|
| Date | Jobs | Pages | BW Pages | Color Pages | Cost | |
| 3/2/2006 | 4 | 4 | 4 | 0 | 0.04 | |
| 3/3/2006 | 7 | 31 | 31 | 0 | 7.69 | |
| 3/4/2006 | 12 | 27 | 27 | 0 | 0.27 | |
| 3/5/2006 | 3 | 9 | 9 | 0 | 0.09 | |
| 3/22/2006 | 1 | 3 | 3 | 0 | 0.03 | |
| | 27 | 74 | 74 | 0 | 8.12 | |

| davidp | | David Peters | | | | |
|----------|-----------|--------------|-----------|-------------|-------------|--|
| Date | Jobs | Pages | BW Pages | Color Pages | Cost | |
| 3/4/2006 | 1 | 4 | 4 | 0 | 1.95 | |
| 3/8/2006 | 12 | 42 | 42 | 0 | 0.42 | |
| 3/9/2006 | 9 | 36 | 36 | 0 | 6.87 | |
| | 22 | 82 | 82 | 0 | 9.24 | |

| karenb | | Karen Brown | | | | |
|----------|----------|-------------|----------|-------------|-------------|--|
| Date | Jobs | Pages | BW Pages | Color Pages | Cost | |
| 3/4/2006 | 1 | 3 | 3 | 0 | 0.03 | |
| 3/9/2006 | 1 | 6 | 6 | 0 | 2.75 | |
| | 2 | 9 | 9 | 0 | 2.78 | |

| danr | | Dan Richards | | | | |
|----------|----------|--------------|----------|-------------|-------------|--|
| Date | Jobs | Pages | BW Pages | Color Pages | Cost | |
| 3/4/2006 | 2 | 2 | 2 | 0 | 0.76 | |
| | 2 | 2 | 2 | 0 | 0.76 | |

| graceh | | Grace Hindle | | | | |
|----------|----------|--------------|-----------|-------------|-------------|--|
| Date | Jobs | Pages | BW Pages | Color Pages | Cost | |
| 3/4/2006 | 4 | 67 | 67 | 0 | 0.67 | |
| | 4 | 67 | 67 | 0 | 0.67 | |

| kevinw | | Kevin Wells | | | | |
|-----------|-----------|-------------|-----------|-------------|--------------|--|
| Date | Jobs | Pages | BW Pages | Color Pages | Cost | |
| 3/4/2006 | 3 | 7 | 7 | 0 | 1.59 | |
| 3/5/2006 | 6 | 12 | 12 | 0 | 1.64 | |
| 3/8/2006 | 3 | 16 | 16 | 0 | 5.54 | |
| 3/9/2006 | 1 | 5 | 5 | 0 | 2.35 | |
| 3/10/2006 | 1 | 8 | 8 | 0 | 3.55 | |
| | 14 | 48 | 48 | 0 | 14.67 | |

Summary Activity by Network User

5/12/2006

Summary activity by network user



| jimt | | Jim Taylor | | | | |
|-----------|-----------|------------|-----------|-------------|-------------|--|
| Date | Jobs | Pages | BW Pages | Color Pages | Cost | |
| 3/2/2006 | 4 | 4 | 4 | 0 | 0.04 | |
| 3/3/2006 | 7 | 31 | 31 | 0 | 7.69 | |
| 3/4/2006 | 12 | 27 | 27 | 0 | 0.27 | |
| 3/5/2006 | 3 | 9 | 9 | 0 | 0.09 | |
| 3/22/2006 | 1 | 3 | 3 | 0 | 0.03 | |
| | 27 | 74 | 74 | 0 | 8.12 | |

| davidp | | David Peters | | | | |
|-----------|-----------|--------------|------------|-------------|-------------|--|
| Date | Jobs | Pages | BW Pages | Color Pages | Cost | |
| 3/4/2006 | 1 | 4 | 4 | 0 | 1.95 | |
| 3/5/2006 | 8 | 23 | 23 | 0 | 0.23 | |
| 3/8/2006 | 12 | 42 | 42 | 0 | 0.42 | |
| 3/9/2006 | 9 | 36 | 36 | 0 | 6.87 | |
| 3/10/2006 | 4 | 16 | 16 | 0 | 0.16 | |
| | 34 | 121 | 121 | 0 | 9.63 | |

| karenb | | Karen Brown | | | | |
|----------|----------|-------------|----------|-------------|-------------|--|
| Date | Jobs | Pages | BW Pages | Color Pages | Cost | |
| 3/4/2006 | 1 | 3 | 3 | 0 | 0.03 | |
| 3/9/2006 | 1 | 6 | 6 | 0 | 2.75 | |
| | 2 | 9 | 9 | 0 | 2.78 | |

| danr | | Dan Richards | | | | |
|----------|----------|--------------|-----------|-------------|-------------|--|
| Date | Jobs | Pages | BW Pages | Color Pages | Cost | |
| 3/4/2006 | 2 | 2 | 2 | 0 | 0.76 | |
| 3/5/2006 | 2 | 8 | 8 | 0 | 0.08 | |
| | 4 | 10 | 10 | 0 | 0.84 | |

| kevinw | | Kevin Wells | | | | |
|----------|----------|-------------|-----------|-------------|-------------|--|
| Date | Jobs | Pages | BW Pages | Color Pages | Cost | |
| 3/4/2006 | 4 | 67 | 67 | 0 | 0.67 | |
| 3/5/2006 | 2 | 4 | 4 | 0 | 0.04 | |
| | 6 | 71 | 71 | 0 | 0.71 | |

Summary Activity by Billing Code Account

5/12/2006

Summary activity by billing code account



| 111ABC | | ABC Engineering | | | | |
|-----------|-----------|-----------------|------------|-------------|--------------|--|
| Date | Jobs | Pages | BW Pages | Color Pages | Cost | |
| 3/5/2006 | 7 | 20 | 20 | 0 | 0.20 | |
| 3/8/2006 | 2 | 8 | 8 | 0 | 0.08 | |
| 3/9/2006 | 27 | 74 | 74 | 0 | 8.12 | |
| 3/10/2006 | 22 | 82 | 82 | 0 | 9.24 | |
| 3/11/2006 | 2 | 9 | 9 | 0 | 2.78 | |
| 3/12/2006 | 2 | 2 | 2 | 0 | 0.76 | |
| 3/15/2006 | 4 | 67 | 67 | 0 | 0.67 | |
| 3/16/2006 | 14 | 48 | 48 | 0 | 14.67 | |
| 3/17/2006 | 1 | 1 | 1 | 0 | 0.01 | |
| | 81 | 311 | 311 | 0 | 36.53 | |

| 222EFG | | EFG Consulting | | | | |
|-----------|------------|----------------|------------|-------------|--------------|--|
| Date | Jobs | Pages | BW Pages | Color Pages | Cost | |
| 3/5/2006 | 10 | 27 | 27 | 0 | 0.27 | |
| 3/8/2006 | 2 | 8 | 8 | 0 | 0.08 | |
| 3/9/2006 | 9 | 28 | 28 | 0 | 0.28 | |
| 3/10/2006 | 27 | 74 | 74 | 0 | 8.12 | |
| 3/11/2006 | 22 | 82 | 82 | 0 | 9.24 | |
| 3/12/2006 | 12 | 35 | 35 | 0 | 0.35 | |
| 3/15/2006 | 2 | 9 | 9 | 0 | 2.78 | |
| 3/16/2006 | 2 | 2 | 2 | 0 | 0.76 | |
| 3/17/2006 | 4 | 67 | 67 | 0 | 0.67 | |
| 3/18/2006 | 1 | 4 | 4 | 0 | 0.04 | |
| 3/19/2006 | 14 | 48 | 48 | 0 | 14.67 | |
| 3/22/2006 | 1 | 1 | 1 | 0 | 0.01 | |
| | 106 | 385 | 385 | 0 | 37.27 | |

Summary Activity by Department Account

5/12/2006

Summary activity by department account



| Mktg | Marketing Department | | | | |
|-----------|----------------------|------------|------------|-------------|--------------|
| Date | Jobs | Pages | BW Pages | Color Pages | Cost |
| 3/1/2006 | 1 | 4 | 4 | 0 | 0.04 |
| 3/2/2006 | 7 | 20 | 20 | 0 | 0.20 |
| 3/3/2006 | 2 | 8 | 8 | 0 | 0.08 |
| 3/4/2006 | 27 | 74 | 74 | 0 | 8.12 |
| 3/5/2006 | 22 | 82 | 82 | 0 | 9.24 |
| 3/8/2006 | 2 | 9 | 9 | 0 | 2.78 |
| 3/9/2006 | 2 | 2 | 2 | 0 | 0.76 |
| 3/10/2006 | 4 | 67 | 67 | 0 | 0.67 |
| 3/11/2006 | 14 | 48 | 48 | 0 | 14.67 |
| 3/12/2006 | 1 | 1 | 1 | 0 | 0.01 |
| | 82 | 315 | 315 | 0 | 36.57 |

| Acct | Accounting Department | | | | |
|-----------|-----------------------|------------|------------|-------------|--------------|
| Date | Jobs | Pages | BW Pages | Color Pages | Cost |
| 3/1/2006 | 10 | 27 | 27 | 0 | 0.27 |
| 3/2/2006 | 2 | 8 | 8 | 0 | 0.08 |
| 3/3/2006 | 9 | 28 | 28 | 0 | 0.28 |
| 3/4/2006 | 27 | 74 | 74 | 0 | 8.12 |
| 3/5/2006 | 22 | 82 | 82 | 0 | 9.24 |
| 3/8/2006 | 12 | 35 | 35 | 0 | 0.35 |
| 3/9/2006 | 2 | 9 | 9 | 0 | 2.78 |
| 3/10/2006 | 2 | 2 | 2 | 0 | 0.76 |
| 3/11/2006 | 4 | 67 | 67 | 0 | 0.67 |
| 3/12/2006 | 1 | 4 | 4 | 0 | 0.04 |
| | 91 | 336 | 336 | 0 | 22.59 |

| Engr | Engineering Department | | | | |
|-----------|------------------------|------------|------------|-------------|--------------|
| Date | Jobs | Pages | BW Pages | Color Pages | Cost |
| 3/1/2006 | 14 | 48 | 48 | 0 | 14.67 |
| 3/2/2006 | 1 | 1 | 1 | 0 | 0.01 |
| 3/3/2006 | 27 | 74 | 74 | 0 | 8.12 |
| 3/4/2006 | 22 | 82 | 82 | 0 | 9.24 |
| 3/5/2006 | 12 | 35 | 35 | 0 | 0.35 |
| 3/8/2006 | 2 | 9 | 9 | 0 | 2.78 |
| 3/9/2006 | 2 | 2 | 2 | 0 | 0.76 |
| 3/10/2006 | 4 | 67 | 67 | 0 | 0.67 |
| 3/11/2006 | 1 | 4 | 4 | 0 | 0.04 |
| 3/12/2006 | 14 | 48 | 48 | 0 | 14.67 |
| 3/15/2006 | 1 | 1 | 1 | 0 | 0.01 |
| | 100 | 371 | 371 | 0 | 51.32 |

Summary Activity by Device

5/12/2006

Summary activity by device



| canon gp 215 ps | | 2 nd floor Marketing Printer | | | | |
|-----------------|-----------------------|---|------------|------------|-------------|--------------|
| Charge Account | Description | Jobs | Pages | BW Pages | Color Pages | Cost |
| 111ABC | ABC Engineering | 9 | 28 | 28 | 0 | 0.28 |
| 222EFG | EFG Consulting | 27 | 74 | 74 | 0 | 8.12 |
| mktg | Marketing department | 22 | 82 | 82 | 0 | 9.24 |
| acct | Accounting department | 12 | 35 | 35 | 0 | 0.35 |
| 123456 | The Printing Company | 2 | 9 | 9 | 0 | 2.78 |
| 456789 | A&B Accounting | 2 | 2 | 2 | 0 | 0.76 |
| 879655 | HMV Architects | 4 | 67 | 67 | 0 | 0.67 |
| 453692 | ZZZ Marketing | 1 | 4 | 4 | 0 | 0.04 |
| 246591 | JK Accounting | 14 | 48 | 48 | 0 | 14.67 |
| 123AST | AST Consulting | 1 | 1 | 1 | 0 | 0.01 |
| | | 94 | 350 | 350 | 0 | 36.92 |

| laserjet 800 dn | | Accounting Printer Building 2 | | | | |
|-----------------|-----------------------|-------------------------------|------------|------------|-------------|--------------|
| Charge Account | Description | Jobs | Pages | BW Pages | Color Pages | Cost |
| 456789 | A&B Accounting | 27 | 74 | 74 | 0 | 8.12 |
| mktg | Marketing department | 22 | 82 | 82 | 0 | 9.24 |
| acct | Accounting department | 2 | 9 | 9 | 0 | 2.78 |
| enr | Engineering Dept. | 2 | 2 | 2 | 0 | 0.76 |
| 879655 | HMV Architects | 4 | 67 | 67 | 0 | 0.67 |
| 246591 | JK Accounting | 14 | 48 | 48 | 0 | 14.67 |
| 111ABC | ABC Engineering | 1 | 1 | 1 | 0 | 0.01 |
| | | 72 | 283 | 283 | 0 | 36.25 |

Color Quota Summary

5/12/2006

Color Quota Summary



| User ID | User name | Color quota | Color page count | Color pages left |
|-------------|-------------------|-------------|------------------|------------------|
| jbell | Jerry Bell | 50 | 9 | 41 |
| randrews | Robert Andrews | 50 | 0 | 50 |
| andrewg | Andrew Gibbs | 20 | 15 | 5 |
| darn | Dan Richards | 20 | 4 | 16 |
| david | David Peters | 20 | 9 | 11 |
| ghindle | Grace Hindle | 5 | 0 | 5 |
| jimt | Jim Taylor | 5 | 0 | 5 |
| karenb | Karen Brown | 5 | 2 | 3 |
| davids | David Starr | 5 | 5 | 0 |
| maryc | Mary Cavalli | 5 | 5 | 0 |
| tracyw | Tracy White | 5 | 0 | 5 |
| jimm | Jim Mills | 20 | 2 | 18 |
| simonk | Simon King | 20 | 16 | 4 |
| maryk | Mary Knott | 20 | 12 | 8 |
| frankn | Frank Norsen | 20 | 20 | 0 |
| kisaac | Kerry Issac | 0 | 0 | 0 |
| aroth | Anthony Roth | 0 | 0 | 0 |
| cgonzalez | Charlie Gonzalez | 0 | 0 | 0 |
| mlesynski | Maura Lesynski | 500 | 61 | 439 |
| emacdougall | Emerson MacDougal | 500 | 18 | 482 |
| swaxman | Sid Waxman | 500 | 6 | 494 |
| ewier | Ellen Wier | 0 | 0 | 0 |
| wyoung | Walter Young | 20 | 4 | 16 |

Detailed Activity for Queued Documents by Device

5/12/2006

Detailed activity for queued documents by device
Reporting period 5/1/2006 to 5/12/2006



2nd fl printer

| Date | User | Device | Description | Details | Pages | Cost | Disposition |
|--------------------|----------|----------------|---------------------------------------|----------------|-------|------|-------------|
| 5/9/2006 11:14 AM | jbell | 2nd fl printer | Report.doc | 21 x Ltr/Top | 21 | 3.15 | released |
| 5/9/2006 11:14 AM | jbell | 2nd fl printer | Product research.doc | 4 x Ltr/Top | 4 | 0.60 | released |
| 5/9/2006 11:14 AM | jbell | 2nd fl printer | Report.doc | 22 x Ltr/Top | 22 | 3.30 | released |
| 5/9/2006 11:14 AM | jbell | 2nd fl printer | Product demo.ppt | 1 x Ltr/Top | 1 | 0.15 | released |
| 5/9/2006 11:14 AM | jbell | 2nd fl printer | Memo Style | 1 x Ltr/Top | 1 | 0.15 | deleted |
| 5/9/2006 11:14 AM | jbell | 2nd fl printer | Color Brochure.ppt | 2 x Ltr/Top | 2 | 0.30 | released |
| 5/9/2006 11:14 AM | jbell | 2nd fl printer | Outlook_email.htm | 6 x Ltr/Top | 6 | 0.90 | deleted |
| 5/9/2006 11:14 AM | jbell | 2nd fl printer | Outlook_email.htm | 3 x Ltr/Top | 3 | 0.45 | released |
| 5/9/2006 11:14 AM | randrews | 2nd fl printer | FAQ.doc | 11 x Ltr/Top | 11 | 1.65 | released |
| 5/9/2006 11:14 AM | randrews | 2nd fl printer | Memo 05-09-06 | 3 x Ltr/Top | 3 | 0.45 | released |
| 5/9/2006 11:14 AM | randrews | 2nd fl printer | Newsletter.doc | 4 x Ltr/Top | 4 | 0.60 | released |
| 5/9/2006 11:14 AM | randrews | 2nd fl printer | White paper.doc | 9 x Ltr/Top | 9 | 1.35 | released |
| 5/9/2006 11:14 AM | randrews | 2nd fl printer | presentation.ppt | 35 x Ltr/Top | 35 | 5.25 | released |
| 5/9/2006 11:14 AM | andrewg | 2nd fl printer | TGP Analysis.doc | 26 x Ltr/Top | 26 | 3.90 | deleted |
| 5/9/2006 11:14 AM | andrewg | 2nd fl printer | TGP Analysis_rev1.doc | 28 x Ltr/Top | 28 | 4.20 | released |
| 5/9/2006 11:14 AM | andrewg | 2nd fl printer | http://cgi.ebay.com/WHOLESALE- | 3 x Ltr/Top | 3 | 0.45 | released |
| 5/9/2006 11:36 AM | andrewg | 2nd fl printer | http://item.express.ebay.com/QQc3 | 3 x Ltr/Top | 3 | 0.45 | released |
| 5/9/2006 11:55 AM | andrewg | 2nd fl printer | http://jewelry.listings.ebay.com/R4 | 3 x Ltr/Top | 3 | 0.45 | deleted |
| 5/9/2006 12:06 PM | andrewg | 2nd fl printer | http://jewelry.listings.ebay.com/ID | 3 x Ltr/Top | 3 | 0.45 | released |
| 5/9/2006 12:15 AM | andrewg | 2nd fl printer | http://jewelry.listings.ebay.com/isF1 | 3 x Ltr/Top | 3 | 0.45 | released |
| 5/10/2006 12:37 PM | andrewg | 2nd fl printer | http://jewelry.listings.ebay.com/HP | 3 x Ltr/Top | 3 | 0.45 | released |
| 5/11/2006 01:24 PM | andrewg | 2nd fl printer | http://jewelry.listings.ebay.com/R5 | 3 x Ltr/Top/C | 3 | 0.45 | expired |
| 5/11/2006 02:24 PM | andrewg | 2nd fl printer | http://froogle.google.com/froogle? | 2 x Ltr/Top/C | 2 | 1.00 | expired |
| 5/11/2006 02:28 PM | andrewg | 2nd fl printer | http://froogle.google.com/froogle? | 2 x Ltr/Top/C | 2 | 1.00 | expired |
| 5/11/2006 02:36 PM | andrewg | 2nd fl printer | http://froogle.google.com/froogle? | 1 x Ltr/Top/C | 1 | 0.50 | expired |
| 5/11/2006 02:44 PM | andrewg | 2nd fl printer | http://froogle.google.com/froogle_1 | 1 x Ltr/Top/C | 1 | 0.50 | expired |
| 5/11/2006 02:58 PM | andrewg | 2nd fl printer | http://froogle.google.com/froogle_1 | 1 x Ltr/Top/C | 1 | 0.50 | expired |
| 5/11/2006 02:24 PM | andrewg | 2nd fl printer | http://froogle.google.com/froogle_2 | 2 x Ltr/Top/C | 2 | 1.00 | expired |
| 5/11/2006 02:24 PM | andrewg | 2nd fl printer | TGP Analysis_rev2.doc | 28 x Ltr/Top/C | 28 | 4.20 | expired |
| 5/11/2006 02:24 PM | andrewg | 2nd fl printer | TGP Analysis_rev2.doc | 28 x Ltr/Top/C | 28 | 4.20 | expired |
| 5/11/2006 02:24 PM | andrewg | 2nd fl printer | TGP Analysis_final.doc | 31 x Ltr/Top/C | 31 | 4.65 | expired |
| 5/11/2006 02:24 PM | maryc | 2nd fl printer | Test Page123 | 1 x Ltr/Top/C | 1 | 0.50 | expired |
| 5/12/2006 11:57 AM | maryc | 2nd fl printer | Untitled - Notepad | 1 x Ltr/Top | 1 | 0.01 | released |
| 5/12/2006 12:01 PM | maryc | 2nd fl printer | Untitled - Notepad | 1 x Ltr/Top | 1 | 0.01 | released |
| 5/12/2006 12:03 PM | maryc | 2nd fl printer | http://www.msn.com/ | 6 x Ltr/Top | 6 | 0.06 | released |
| 5/12/2006 12:04 PM | maryc | 2nd fl printer | http://www.msn.com/ | 2 x Ltr/Top/C | 2 | 0.02 | released |

304 47.70

Detailed Activity for Queued Documents by User Account

5/12/2006

Detailed activity for queued documents by user account

Reporting period 5/11/2006 to 5/11/2006



| maryc | | Mary Cartwright | | | | | |
|--------------------|------------|-----------------|--------------------------|----------------|------------|--------------|-------------|
| Date | Device | User | Description | Details | Pages | Cost | Disposition |
| 5/11/2006 09:24 AM | bw printer | maryc | Report 12.doc | 11 x Ltr/Top/C | 11 | 1.65 | deleted |
| 5/11/2006 09:52 AM | bw printer | maryc | Report 13.doc | 13 x Ltr/Top/C | 13 | 1.95 | deleted |
| 5/11/2006 12:24 PM | bw printer | maryc | Report 14.doc | 15 x Ltr/Top/C | 15 | 2.25 | expired |
| 5/11/2006 01:03 PM | bw printer | maryc | Outlook_email.htm | 4 x Ltr/Top/C | 4 | 0.60 | expired |
| 5/11/2006 01:05 PM | bw printer | maryc | Outlook_email.htm | 2 x Ltr/Top/C | 2 | 0.30 | deleted |
| 5/11/2006 02:24 PM | bw printer | maryc | RGC Analysis_draft.ppt | 46 x Ltr/Top/C | 46 | 6.90 | expired |
| 5/11/2006 02:46 PM | bw printer | maryc | RGC Analysis_final.ppt | 49 x Ltr/Top/C | 49 | 7.35 | expired |
| 5/11/2006 03:30 PM | bw printer | maryc | Report14_2.doc | 17 x Ltr/Top/C | 17 | 2.55 | deleted |
| 5/11/2006 04:24 PM | bw printer | maryc | Product update.doc | 3 x Ltr/Top/C | 3 | 0.45 | expired |
| 5/11/2006 05:24 PM | bw printer | maryc | Report_14_3.doc | 17 x Ltr/Top/C | 17 | 2.55 | expired |
| 5/11/2006 05:47 PM | bw printer | maryc | Product update_final.ppt | 3 x Ltr/Top/C | 3 | 0.45 | expired |
| | | | | | 180 | 27.00 | |

Total Activity by User Account

5/12/2006

Total activity by user account



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

Total Activity by Network User

5/12/2006

Total activity by network user



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

Total Activity by Billing Code Account

5/12/2006

Total activity by billing code account



| Billing code | Description | Jobs | Pages | BW Pages | Color Pages | Cost |
|--------------|------------------------|-----------|------------|------------|-------------|--------------|
| 111ABC | ABC Engineering | 9 | 28 | 28 | 0 | 0.28 |
| 222EFG | EFG Consulting | 27 | 74 | 74 | 0 | 8.12 |
| mktg | Marketing department | 22 | 82 | 82 | 0 | 9.24 |
| enrg | Engineering department | 12 | 35 | 35 | 0 | 0.35 |
| acct | Accounting department | 2 | 9 | 9 | 0 | 2.78 |
| 123456 | A&B Accounting | 2 | 2 | 2 | 0 | 0.76 |
| 435692 | HMV Architects | 4 | 67 | 67 | 0 | 0.67 |
| 982663 | JKR Marketing | 1 | 4 | 4 | 0 | 0.04 |
| 765123 | 123 Accounting | 14 | 48 | 48 | 0 | 14.67 |
| 768ASD | ASD Consulting | 1 | 1 | 1 | 0 | 0.01 |
| | | 94 | 350 | 350 | 0 | 36.92 |

Total Activity by Department Account

5/12/2006

Total activity by department account



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

Total Activity by Account Type

5/12/2006

Total activity by account type



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

Total Activity by Device

5/12/2006

Total activity by device



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

Total Activity by Desktop Device

5/12/2006

Total activity by desktop device
Reporting period 5/6/2006 to 5/12/2006



| Device name | Description | Jobs | Pages | BW Pages | Color Pages | Cost |
|---------------------------|-----------------|----------|----------|----------|-------------|-------------|
| RICOH Aficio 2232C PCL 5c | System created. | 2 | 7 | 0 | 7 | 0.07 |
| | | 2 | 7 | 0 | 7 | 0.07 |

Total Activity by Network Device

5/12/2006

Total activity by network device
Reporting period 5/12/2006 to 5/12/2006



| Device name | Description | Jobs | Pages | BW Pages | Color Pages | Cost |
|-------------------------------------|-------------|----------|-----------|-----------|-------------|-------------|
| 127.0.0.1 | | 6 | 47 | 45 | 2 | 0.47 |
| Ricoh Aficio 2045e (192.168.96.169) | | 1 | 3 | 3 | 0 | 0.03 |
| | | 7 | 50 | 48 | 2 | 0.50 |

Summary Activity for Queued Documents by Device & Network User

5/12/2006

Summary activity for queued documents by device and network user
Reporting period 5/12/2006 to 5/12/2006



| 127.0.0.1 | | | | | | | |
|-----------|----------|----------------|---------------|---------------|--------------|---------------|--------------|
| Date | Jobs | Released pages | Released cost | Deleted pages | Deleted cost | Expired pages | Expired cost |
| 5/12/2006 | 4 | 5 | 0.05 | 8 | 0.43 | 1 | 0.02 |
| | 4 | 5 | 0.05 | 8 | 0.43 | 1 | 0.02 |

Summary Activity for Queued Documents by User Account and Date

5/12/2006 **Summary activity for queued documents by user account and date**
Reporting period 4/28/2006 to 5/12/2006



| jleavenson | | John Leavenson | | | | | |
|------------|------|----------------|---------------|---------------|--------------|---------------|--------------|
| Date | Jobs | Released pages | Released cost | Deleted pages | Deleted cost | Expired pages | Expired cost |
| 5/12/2006 | 9 | 32 | 4.80 | 91 | 13.65 | 12 | 1.80 |
| | 9 | 32 | 4.80 | 91 | 13.65 | 12 | 1.80 |

| mpeters | | Mark Peters | | | | | |
|-----------|-----------|----------------|---------------|---------------|--------------|---------------|--------------|
| Date | Jobs | Released pages | Released cost | Deleted pages | Deleted cost | Expired pages | Expired cost |
| 5/9/2006 | 20 | 58 | 8.70 | 129 | 19.35 | 83 | 12.45 |
| 5/10/2006 | 7 | 12 | 1.80 | 15 | 2.25 | 0 | 0.00 |
| 5/11/2006 | 11 | 20 | 3.00 | 2 | 0.30 | 11 | 1.65 |
| 5/12/2006 | 9 | 168 | 25.20 | 112 | 16.80 | 42 | 6.30 |
| | 47 | 258 | 38.70 | 258 | 38.70 | 136 | 20.40 |

Detailed Activity by Network User

5/12/2006 **Total activity by network user**



| kbrown | | Karen Brown | | | | | | |
|--------------------|---------|-------------|---------|-------------------------|----------|------------|-------------|-------------|
| Date | Device | Account | Type | Description | Details | Pages | Cost | Alt cost |
| 10/6/2006 03:33 PM | crimson | bc1 | billing | Report.doc | 15 x Ltr | 15 | 0.15 | 0.38 |
| 10/6/2006 03:34 PM | crimson | bc1 | billing | Product description.doc | 89 x Ltr | 89 | 0.89 | 2.23 |
| 10/6/2006 03:36 PM | crimson | bc2 | billing | Report.doc | 42 x Ltr | 42 | 0.42 | 1.05 |
| 10/6/2006 03:37 PM | crimson | bc3 | billing | Product demo.ppt | 23 x Ltr | 23 | 0.23 | 0.57 |
| 10/6/2006 03:42 PM | crimson | bc1 | billing | Memo Style | 9 x NA | 9 | 0.09 | 0.23 |
| 10/6/2006 03:43 PM | crimson | bc3 | billing | Color Brochure.ppt | 1 x Ltr | 1 | 0.01 | 0.03 |
| 10/6/2006 03:44 PM | crimson | bc1 | billing | Demo Script.doc | 15 x NA | 15 | 0.15 | 0.38 |
| | | | | | | 194 | 1.94 | 4.87 |

Detailed Activity by User Account

5/12/2006

Detailed activity by user account



| jimt | | Jim Taylor | | | | | |
|-------------------|------------------------|------------|------|--|----------|-----------|--------------|
| Date | Printer | Account | Type | Description | Details | Pages | Cost |
| 3/4/2006 06:29 PM | mktg MFP 6th floor | jimt | usr | Microsoft Word - EO3 Brochure 0.1.doc | 4 x NA | 4 | 1.00 |
| 3/8/2006 09:59 AM | mktg printer 5th floor | jimt | usr | Microsoft Word - Equitrac Office demo script.doc | 2 x Ltr | 2 | 0.20 |
| 3/8/2006 10:02 AM | mktg printer 5th floor | jimt | usr | Microsoft Word – FAQ.doc | 4 x Ltr | 4 | 0.40 |
| 3/8/2006 11:34 AM | mktg printer 5th floor | jimt | usr | Microsoft Outlook – Memo Style | 2 x Ltr | 2 | 0.20 |
| 3/8/2006 02:10 PM | mktg printer 5th floor | jimt | usr | Microsoft Word – Newsletter.doc | 4 x Ltr | 4 | 0.40 |
| 3/9/2006 10:33 AM | mktg printer 5th floor | jimt | usr | Microsoft Word –White paper.doc | 12 x Ltr | 12 | 1.20 |
| 3/9/2006 11:17 AM | mktg MFP 6th floor | jimt | usr | Microsoft PowerPoint –presentation.ppt | 20 x NA | 20 | 5.00 |
| 3/9/2006 11:52 AM | mktg MFP 6th floor | jimt | usr | Microsoft Word – Newsletter.doc | 4 x NA | 4 | 1.00 |
| 3/9/2006 03:27 PM | mktg MFP 6th floor | jimt | usr | Microsoft Word – EO3 Brochure 0.1.doc | 4 x NA | 4 | 1.00 |
| 3/9/2006 03:30 PM | mktg printer 5th floor | jimt | usr | Microsoft Outlook – Memo Style | 2 x Ltr | 2 | 0.20 |
| | | | | | | 58 | 10.60 |

| davidp | | David Peters | | | | | |
|-------------------|------------------------------------|--------------|------|---|---------|-----------|-------------|
| Date | Printer | Account | Type | Description | Details | Pages | Cost |
| 3/4/2006 03:53 PM | acct printer 2 nd floor | davidp | usr | Microsoft Word – Report.doc | 15 x NA | 15 | 1.50 |
| 3/8/2006 03:16 PM | acct printer 2 nd floor | davidp | usr | Microsoft Outlook – Memo Style | 4 x Ltr | 4 | 0.40 |
| 3/8/2006 04:02 PM | acct printer 2 nd floor | davidp | usr | Microsoft Word – Objectives.doc | 3 x Ltr | 3 | 0.30 |
| 3/9/2006 02:46 PM | sales MFP | davidp | usr | Microsoft PowerPoint – presentation.ppt | 12 x NA | 12 | 3.00 |
| | | | | | | 34 | 5.20 |

| karenb | | Karen Brown | | | | | |
|-------------------|-------------------------------|-------------|------|--|----------|-----------|-------------|
| Date | Printer | Account | Type | Description | Details | Pages | Cost |
| 3/4/2006 03:34 PM | 3 rd floor printer | karenb | usr | Microsoft Word – estimate.doc | 2 x Ltr | 2 | 0.20 |
| 3/4/2006 03:36 PM | sales MFP | karenb | usr | Microsoft Word – HH2.doc | 2 x Ltr | 2 | 0.50 |
| 3/4/2006 03:39 PM | 3 rd floor printer | karenb | usr | Microsoft Word – product description.doc | 57 x Ltr | 57 | 5.70 |
| 3/4/2006 03:53 PM | 3 rd floor printer | karenb | usr | Microsoft Outlook – Memo Style | 6 x NA | 6 | 0.60 |
| | | | | | | 67 | 7.00 |

Detailed Activity by Network User

5/12/2006

Detailed activity by network user



| kevinw | | Kevin Wells | | | | | |
|-------------------|-------------------|-------------|------|---|---------|-----------|-------------|
| Date | Printer | Account | Type | Description | Details | Pages | Cost |
| 3/4/2006 02:33 PM | bw printer 2nd fl | kevinw | usr | Microsoft Word – Document 1 | 1 x Ltr | 1 | 0.10 |
| 3/4/2006 06:30 PM | color printer | kevinw | usr | Microsoft PowerPoint – presentation.ppt | 14 x NA | 14 | 3.50 |
| 3/5/2006 12:36 PM | bw printer 2nd fl | kevinw | usr | Microsoft Word – tech specs.doc | 4 x Ltr | 4 | 0.40 |
| | | | | | | 19 | 4.00 |

| peterc | | Peter Chance | | | | | |
|-------------------|-------------------|--------------|------|--|----------|-----------|--------------|
| Date | Printer | Account | Type | Description | Details | Pages | Cost |
| 3/4/2006 03:34 PM | bw printer 2nd fl | peterc | usr | Microsoft Word – estimate.doc | 6 x Ltr | 6 | 0.60 |
| 3/4/2006 03:39 PM | mktg MFP color | peterc | usr | Microsoft Word – product description.doc | 57 x Ltr | 57 | 14.25 |
| 3/4/2006 03:53 PM | bw printer 2nd fl | peterc | usr | Microsoft Word – change request.doc | 6 x NA | 6 | 0.60 |
| 3/5/2006 12:39 PM | bw printer 2nd fl | peterc | usr | Microsoft Word – FAQ.doc | 2 x Ltr | 2 | 0.20 |
| 3/5/2006 12:40 PM | mktg MFP color | peterc | usr | Microsoft Word – color brochure.doc | 4 x Ltr | 4 | 1.00 |
| | | | | | | 75 | 16.65 |

| danr | | Dan Richards | | | | | |
|--------------------|---------------|--------------|------|---|---------|-----------|--------------|
| Date | Printer | Account | Type | Description | Details | Pages | Cost |
| 3/4/2006 03:41 PM | 1st floor bw | danr | usr | Microsoft Word – Analysis tool.doc | 8 x Ltr | 8 | 0.80 |
| 3/4/2006 06:30 PM | 1st floor bw | danr | usr | Microsoft Outlook – Memo Style | 3 x NA | 3 | 0.30 |
| 3/5/2006 10:51 AM | 2nd floor MFP | danr | usr | Microsoft Word – brochure.doc | 2 x Ltr | 2 | 0.50 |
| 3/5/2006 12:45 PM | 1st floor bw | danr | usr | Microsoft Word – untitled.doc | 4 x Ltr | 4 | 0.40 |
| 3/5/2006 01:20 PM | 1st floor bw | danr | usr | Microsoft Word – change request.doc | 10 x NA | 10 | 1.00 |
| 3/8/2006 10:05 AM | 1st floor bw | danr | usr | Microsoft Outlook – Memo Style | 8 x NA | 8 | 0.80 |
| 3/8/2006 11:40 AM | 2nd floor MFP | danr | usr | Microsoft PowerPoint – board presentation.ppt | 15 x NA | 15 | 3.75 |
| 3/8/2006 12:11 PM | 1st floor bw | danr | usr | Microsoft Word – demo script.doc | 5 x Ltr | 5 | 1.25 |
| 3/9/2006 02:45 PM | 1st floor bw | danr | usr | Microsoft Word – report.doc | 5 x NA | 5 | 1.25 |
| 3/10/2006 11:40 AM | 1st floor bw | danr | usr | Microsoft Word – newsletter.doc | 12 x NA | 12 | 3.00 |
| | | | | | | 72 | 13.05 |

Detailed Activity by Billing Code Account

5/12/2006

Detailed activity by billing code account



| 111ABC | | ABC Engineering | | | | | |
|--------------------|-------------------------------|-----------------|------|--|----------|-----------|--------------|
| Date | Printer | Account | Type | Description | Details | Pages | Cost |
| 3/5/2006 12:11 PM | Science 1st fl lab bw printer | 111ABC | ctl | Microsoft Word – Research objectives.doc | 24 x Ltr | 24 | 3.60 |
| 3/5/2006 12:12 PM | Science 1st fl lab bw printer | 111ABC | ctl | Microsoft Word – Research objectives.doc | 24 x Ltr | 24 | 3.60 |
| 3/5/2006 12:31 PM | Main library 1st fl bw | 111ABC | ctl | Microsoft Word – 1st quarter report.doc | 4 x Ltr | 4 | 0.60 |
| 3/5/2006 12:35 PM | Science 1st fl lab bw printer | 111ABC | ctl | Microsoft Word – research outline.doc | 4 x Ltr | 4 | 0.60 |
| 3/5/2006 12:39 PM | Main library MFP color | 111ABC | ctl | Microsoft Word – Research article.doc | 18 x Ltr | 18 | 2.70 |
| 3/5/2006 12:48 PM | Science 1st fl lab bw printer | 111ABC | ctl | Microsoft Word – preliminary results.doc | 4 x Ltr | 4 | 0.60 |
| 3/5/2006 01:14 PM | Main library 1st fl bw | 111ABC | ctl | Microsoft Word - Document2 | 6 x Ltr | 6 | 0.90 |
| 3/10/2006 11:20 AM | Main library 1st fl bw | 111ABC | ctl | Microsoft Word - statistics.doc | 4 x Ltr | 4 | 0.60 |
| 3/10/2006 12:12 PM | Science 1st fl lab bw printer | 111ABC | ctl | Microsoft Word - statistics.doc | 4 x Ltr | 4 | 0.60 |
| | | | | | | 92 | 13.80 |

| 456789 | | A&B Accounting | | | | | |
|--------------------|----------------------------|----------------|------|--|----------|------------|--------------|
| Date | Printer | Account | Type | Description | Details | Pages | Cost |
| 3/5/2006 12:26 PM | Computing Lab 3 bw printer | 456789 | ctl | Microsoft Word – Research objectives.doc | 18 x Ltr | 18 | 2.70 |
| 3/5/2006 12:30 PM | Engrg dept bw printer | 456789 | ctl | Microsoft Excel – statistics.xls | 4 x Ltr | 4 | 0.60 |
| 3/5/2006 12:36 PM | Computing Lab 3 bw printer | 456789 | ctl | Microsoft Excel – statistics.xls | 4 x Ltr | 4 | 0.60 |
| 3/5/2006 12:40 PM | Computing Lab 3 bw printer | 456789 | ctl | Microsoft PowerPoint – Research objectives.ppt | 25 x Ltr | 25 | 3.75 |
| 3/5/2006 12:44 PM | Engrg dept bw printer | 456789 | ctl | Microsoft Excel – statistics.xls | 2 x Ltr | 2 | 0.20 |
| 3/5/2006 12:45 PM | Engrg dept bw printer | 456789 | ctl | Microsoft Word - EO3 Brochure 0.1.doc | 4 x Ltr | 4 | 0.60 |
| 3/5/2006 01:59 PM | Main library 1st fl bw | 456789 | ctl | Microsoft Excel – statistics.xls | 14 x Ltr | 14 | 2.10 |
| 3/5/2006 02:12 PM | Main library 1st fl bw | 456789 | ctl | Microsoft Excel – statistics.xls | 2 x Ltr | 2 | 0.30 |
| 3/5/2006 02:13 PM | Engrg dept bw printer | 456789 | ctl | Microsoft Excel – statistics.xls | 6 x Ltr | 6 | 0.90 |
| 3/5/2006 02:29 PM | Computing Lab 3 bw printer | 456789 | ctl | Microsoft Excel – statistics.xls | 2 x Ltr | 2 | 0.30 |
| 3/10/2006 11:16 AM | Computing Lab 3 bw printer | 456789 | ctl | Microsoft Word – Research essay.doc | 12 x Ltr | 12 | 1.80 |
| 3/10/2006 12:15 PM | Main library 1st fl bw | 456789 | ctl | Microsoft Word – Research essay.doc | 10 x Ltr | 10 | 1.50 |
| | | | | | | 103 | 15.35 |

Detailed Activity by Department Account

5/12/2006

Detailed activity by department account



| mktg | | Marketing Dept | | | | | |
|--------------------|------------------|----------------|------|--|----------|------------|--------------|
| Date | Printer | Account | Type | Description | Details | Pages | Cost |
| 3/5/2006 12:11 PM | mktg MFPt6 | 111ABC | ctl | Microsoft Word – knowledge base.doc | 52 x Ltr | 52 | 13.00 |
| 3/5/2006 12:12 PM | mktg MFPt6 | 111ABC | ctl | Microsoft Word – product demo.doc | 24 x Ltr | 24 | 6.00 |
| 3/5/2006 12:31 PM | mktg MFPt6 | 111ABC | ctl | Microsoft Word – EO3 Brochure 0.1.doc | 4 x Ltr | 4 | 1.00 |
| 3/5/2006 12:35 PM | Marketing 5th NW | 111ABC | ctl | Microsoft Word – report.doc | 23 x Ltr | 23 | 2.30 |
| 3/5/2006 12:39 PM | Marketing 5th NW | 111ABC | ctl | Microsoft Word – newsletter.doc | 9 x Ltr | 9 | 0.90 |
| 3/5/2006 12:48 PM | mktg MFPt6 | 111ABC | ctl | Microsoft Word – EO3 Brochure 0.1.doc | 4 x Ltr | 4 | 1.00 |
| 3/5/2006 01:14 PM | mktg MFPt6 | 111ABC | ctl | Microsoft PowerPoint – presentation.ppt | 16 x Ltr | 16 | 4.00 |
| 3/10/2006 11:20 AM | mktg MFPt6 | 111ABC | ctl | Microsoft Word – EO3 Brochure 0.1.doc | 4 x Ltr | 4 | 1.00 |
| 3/10/2006 12:12 PM | Marketing 5th NW | 111ABC | ctl | Microsoft Word – product description.doc | 14 x Ltr | 14 | 1.40 |
| | | | | | | 150 | 30.60 |

| acct | | Accounting Dept | | | | | |
|--------------------|--------------------------|-----------------|------|---|----------|------------|--------------|
| Date | Printer | Account | Type | Description | Details | Pages | Cost |
| 3/5/2006 12:26 PM | Administration 2nd Floor | 456789 | ctl | Microsoft Word - Report.doc | 18 x Ltr | 18 | 2.70 |
| 3/5/2006 12:30 PM | Administration 2nd Floor | 456789 | ctl | Microsoft Excel – spreadsheet.xls | 4 x Ltr | 4 | 0.60 |
| 3/5/2006 12:36 PM | Administration 2nd Floor | 456789 | ctl | Microsoft Excel – spreadsheet.xls | 4 x Ltr | 4 | 0.60 |
| 3/5/2006 12:40 PM | Administration 2nd Floor | 456789 | ctl | Microsoft PowerPoint – presentation.ppt | 25 x Ltr | 25 | 3.75 |
| 3/5/2006 12:44 PM | Administration 2nd Floor | 456789 | ctl | Microsoft Excel – spreadsheet.xls | 2 x Ltr | 2 | 0.20 |
| 3/5/2006 12:45 PM | Administration 2nd Floor | 456789 | ctl | Microsoft Word - report.doc | 4 x Ltr | 4 | 0.60 |
| 3/5/2006 01:59 PM | Administration 2nd Floor | 456789 | ctl | Microsoft Excel – spreadsheet.xls | 14 x Ltr | 14 | 2.10 |
| 3/5/2006 02:12 PM | Administration 2nd Floor | 456789 | ctl | Microsoft Excel – spreadsheet.xls | 2 x Ltr | 2 | 0.30 |
| 3/5/2006 02:13 PM | Administration 2nd Floor | 456789 | ctl | Microsoft Excel – spreadsheet.xls | 6 x Ltr | 6 | 0.90 |
| 3/5/2006 02:29 PM | Administration 2nd Floor | 456789 | ctl | Microsoft Excel – spreadsheet.xls | 2 x Ltr | 2 | 0.30 |
| 3/10/2006 11:16 AM | Administration 2nd Floor | 456789 | ctl | Microsoft Word - untitled.doc | 12 x Ltr | 12 | 1.80 |
| 3/10/2006 12:15 PM | Administration 2nd Floor | 456789 | ctl | Microsoft Word - untitled.doc | 10 x Ltr | 10 | 1.50 |
| | | | | | | 103 | 15.35 |

Detailed Activity by Device

5/12/2006

Detailed activity by device



Ricoh Aficio 650

| Date | User | Account | Type | Description | Details | Pages | Cost |
|-------------------|--------------|---------------|------|---|-----------|------------|--------------|
| 3/3/2006 01:22 PM | Jim Taylor | administrator | usr | EQU Phone List ALL Employees Branches 07 2003.xls | 10 x Ltr | 10 | 1.50 |
| 3/3/2006 07:22 PM | Jim Taylor | administrator | usr | Microsoft Word - test.doc | 4 x Ltr | 4 | 0.60 |
| 3/4/2006 11:57 AM | Jim Taylor | administrator | usr | Printing Instructions | 2 x Ltr/D | 2 | 0.30 |
| 3/4/2006 11:57 AM | Jim Taylor | administrator | usr | Printing Instructions | 1 x Ltr | 1 | 0.15 |
| 3/4/2006 12:00 PM | Jim Taylor | administrator | usr | Microsoft Word – Phone List.doc | 11 x Ltr | 11 | 1.65 |
| 3/4/2006 01:27 PM | David Peters | davidp | usr | Microsoft Word – Product description.doc | 43 x NA | 43 | 6.45 |
| 3/4/2006 01:42 PM | David Peters | davidp | usr | Microsoft Word – untitled.doc | 5 x NA | 5 | 0.75 |
| 3/4/2006 02:44 PM | Jerry Bell | jbell | usr | Microsoft Word - FAQ.doc | 7 x Ltr | 7 | 1.05 |
| 3/4/2006 02:48 PM | Jerry Bell | jbell | usr | Microsoft Word - brochure.doc | 4 x Ltr | 4 | 0.60 |
| 3/4/2006 03:36 PM | Karen Brown | karenb | usr | Microsoft Word - HH2.doc | 2 x Ltr | 2 | 0.30 |
| 3/4/2006 03:39 PM | Karen Brown | karenb | usr | Microsoft Word - Product Description.doc | 57 x Ltr | 57 | 8.55 |
| 3/4/2006 03:41 PM | Dan Richards | danr | usr | Microsoft Word - Change Request - analysis tool.doc | 2 x Ltr | 2 | 0.30 |
| 3/4/2006 03:53 PM | David Peters | davidp | usr | Microsoft Outlook – Memo Style | 3 x NA | 3 | 0.45 |
| 3/4/2006 03:53 PM | Karen Brown | karenb | usr | Microsoft Word – report.doc | 6 x NA | 6 | 0.90 |
| 3/4/2006 04:01 PM | David Peters | davidp | usr | Microsoft Word - Change Request - analysis tool.doc | 2 x Ltr | 2 | 0.30 |
| 3/4/2006 04:43 PM | Jim Taylor | administrator | usr | Microsoft Outlook – Memo Style | 1 x Ltr | 1 | 0.15 |
| 3/5/2006 12:11 PM | Karen Brown | 111ABC | ctl | Microsoft Word - Change Request - analysis tool.doc | 2 x Ltr | 2 | 0.30 |
| 3/8/2006 10:05 AM | Karen Brown | karenb | usr | Microsoft PowerPoint – presentation.ppt | 8 x NA | 8 | 1.20 |
| 3/8/2006 10:15 AM | Jerry Bell | jbell | usr | Microsoft Word - EO3 Brochure 0.1.doc | 4 x Ltr | 4 | 0.60 |
| 3/8/2006 11:19 AM | Dan Richards | danr | usr | Microsoft Word - Equitrac Office demo script.doc | 2 x Ltr | 2 | 0.30 |
| 3/8/2006 11:34 AM | Jerry Bell | jbell | usr | Microsoft Word - Equitrac Office demo script.doc | 2 x Ltr | 2 | 0.30 |
| 3/8/2006 11:40 AM | Jerry Bell | jbell | usr | Microsoft Excel – statistics.xls | 4 x NA | 4 | 0.60 |
| 3/8/2006 12:08 PM | Dan Richards | danr | usr | Microsoft Word - EO3 Brochure 0.1.doc | 4 x Ltr | 4 | 0.60 |
| 3/9/2006 02:46 PM | Karen Brown | karenb | usr | Microsoft Excel – spreadsheet.xls | 6 x NA | 6 | 0.90 |
| 3/9/2006 03:27 PM | David Peters | davidp | usr | Microsoft Outlook – Memo Style | 6 x NA | 6 | 0.90 |
| | | | | | | 198 | 29.70 |

Device Usage

5/12/2006

Device usage



| Libr bw | | Rated Speed: | | 35 Pages per Minute | | | |
|------------------------|----------------------|------------------|------|---------------------|--------|---------|--------|
| Duty Cycle: | | Prorated Volume: | | 30,000 Pages | | | |
| Logical Printer/Copier | Description | Type | Jobs | Total Pages | Cost | Minutes | % Load |
| acct bw | Accounting 2st fl bw | Physical device | 455 | 6587 | 658.70 | 188 | 21.96% |

| libr MFP | | Rated Speed: | | 40 Pages per Minute | | | |
|------------------------|---------------|------------------|------|---------------------|---------|---------|--------|
| Duty Cycle: | | Prorated Volume: | | 30,000 Pages | | | |
| Logical Printer/Copier | Description | Type | Jobs | Total Pages | Cost | Minutes | % Load |
| mktg MFP | Marketing MFP | Physical device | 1256 | 15789 | 3947.25 | 394 | 52.63% |

| lab3 bw | | Rated Speed: | | 40 Pages per Minute | | | |
|------------------------|--------------|------------------|------|---------------------|---------|---------|--------|
| Duty Cycle: | | Prorated Volume: | | 30,000 Pages | | | |
| Logical Printer/Copier | Description | Type | Jobs | Total Pages | Cost | Minutes | % Load |
| mktg bw | marketing bw | Physical device | 350 | 4586 | 1146.50 | 115 | 15.29% |

Device Availability

5/12/2006

Device availability Reporting period 4/1/2006 to 5/1/2006



| Printer | % online | % offline | % unreachable |
|---------------------|----------|-----------|---------------|
| finance printer 1 | 47.596 | 10.525 | 41.879 |
| finance printer 2 | 100.000 | 0.000 | 0.000 |
| hr printer | 100.000 | 0.000 | 0.000 |
| engineering printer | 93.490 | 0.000 | 6.510 |
| marketing MFD | 81.150 | 9.429 | 9.421 |

Device Faults vs. Usage

5/12/2006

Device faults vs usage
Reporting period 3/1/2006 to 5/1/2006



| Printer | Total faults | Total Pages | Faults/1000 pages |
|--------------------|---------------------|--------------------|--------------------------|
| Flr 2 MFP | 1 | 114 | 88 |
| mktg color printer | 4 | 1681 | 2 |
| mktg MFP | 9 | 1835 | 5 |
| acct printer | 0 | 569 | 0 |
| reception MFP | 15 | 2974 | 5 |
| engrg printer I | 8 | 55 | 145 |

Device Faults

5/12/2006

Device Availability
Reporting period 3/1/2006 to 5/1/2006



| Printer | Total | Down | Unreachable | Warning |
|---------------------|--------------|-------------|--------------------|----------------|
| reception MFD | 10 | 0 | 0 | 10 |
| flr 2 color printer | 13 | 2 | 3 | 8 |
| flr 2 marketing MFD | 26 | 5 | 4 | 17 |
| flr 3 printer | 6 | 0 | 2 | 4 |