Checking Pcounter Transactions

Today's Jobs

1. Start 'Pcounter for Windows>Pcounter Administrator'

Either browse to the AD area containing the desired account [ed.ac.uk>UoES>College of Science and Engineering>School of Informatics] *or* Select 'Utility>Find' and enter the users UUN and optionally the AD area, then click on 'Find'. Then click on 'Select'

| 🥌 Search domain | for users | × |
|-------------------|--|---|
| | | |
| Search text: | josoap | |
| Start at: | LDAP://OU=College of Science and Engineering,OU=UoE,DC=ed,DC | |
| | Search usernames | |
| | Search fullnames | |
| Username Fullnar | me Path | |
| 🏯 josoap 🛛 SOAP : | 0 LDAP://CN=josoap,OU=School of Engineering and Electronics,OU=Sch | |
| | | |
| | | |
| | | |
| < | | |
| | Find Select Close | |

Search for UUN

2. To get a report of the users jobs for today right click on their username and select 'Print History'



Print History Option

This will show their printed jobs and any account transactions that have happened for the **<u>current day</u>**.

| C ED\josoap Print History: 12/10/2011 to 12/10/2011 | | | | | | | | | | | |
|--|-----------------|---------------------|-----------------|-------------|---------|------------|-------------------------|-----------|------------|------|---------------------|
| 🖬 Save 🚢 Print 📳 Print setup 🚸 Preferences 🖃 Email 🔻 🔎 Search [josoap] | | | | | | | | | | | |
| Document | Printer | Date/Time | Computer | Client Code | SubCode | Paper Size | Features | Job Size | Page Count | Cost | Job:Account Balance |
| User: ED\josoap, Total Jobs: 3 | | | | | | | | | | | |
| BBC News - Glasgow surgeon | \\IS-PS1\PSGS0B | 12/10/2011 09:37:17 | \\129.215.70.55 | | | A4 | Copies=1; JobType=Print | 173929 | 1 | 0.00 | 3.60 |
| Test Page | \\IS-PS1\PSGS0B | 12/10/2011 09:37:31 | \\129.215.70.55 | | | A4 | Copies=1; JobType=Print | 97555 | 1 | 0.00 | 3.60 |
| Deposit | ED\tgooddy | 12/10/2011 09:38:00 | \\IS-USD-0032 | | | | JobType=Deposit | 0 | 0 | 0.05 | 3.65 |
| 3 Total Jobs | | | | | | | | | | | |
| Report Totals | - | - | - | - | - | - | - | 271484 | 2 | 0.05 | - |
| Average Job | - | | - | - | - | - | - | 90494.667 | 0.667 | 0.02 | |
| | | | | | | | | | | | |
| 1 | | | | | | | | | | | |

Today's Jobs Report for user Josoap

Other Reports

- 1. To view a report over a longer date period right click on the user and select 'Reports'
- 2. The Pcounter Report Generator will pop up. Click on 'Generator Preferences' and change 'Report From' to 'Active Log Directory' (Pcounter logs are rotated daily).



Switch back to Active Log File to do Print History Reports.

| Activity Reports Accounting Reports Recents Automation Generator Preferences Output Preferences | User User User User | O Printer | Client Coo |
|--|--|---------------------------------|----------------------|
| Automation Generator Preferences Output Preferences | ◆ User ◆ User | Printer | |
| Automation Generator Preferences Output Preferences | User | Printer | |
| Generator Preferences Output Preferences | Liner | | |
| Output Preferences | v Useř | Client Code | |
| | User | Application | |
| | User | Paper Size | |
| | User | Duplex | |
| | User | Media Type | |
| | User | Non-Billable Job | |
| | User | Printer | lient Code |
| | | | |
| Prin | hary Field Filter: Match | nes 🗸 ED\josoap | |
| | Color | r Usage 🔲 Job Type | Subgrou |
| | Print Jobs 🛛 🔽 Copy | / Jobs 🛛 🗹 Scan Jobs | 🔽 Fax Jobs |
| | Generate Options | | |
| | | | |
| Tir | me Filter: Current Wee | ek 🔽 | |
| ти | me Filter: Current Wee From: 09/10/20 | * 🔽 11 🗸 To: 1 | 5/10/2011 |
| Ти | me Filter: Current Wee From: 09/10/20 | ek 🗸 To: 🚺 | 5/10/2011 3:59:59 |
| Ти | me Filter: Current Wee From: 09/10/20 | sk ♥ 111 ♥ To: 1 1 ♀ 2 | 5/10/2011 3:59:59 |
| | enerate Options | | |

3. Now select the type of report you want and under Generate Options set the 'Time Filter'

The Generating Report window will appear, this will take a couple of minutes and the progress bar is not very accurate for remaining time left.

| Generating Report | |
|-------------------------|--|
| Gathering Data (1 of 3) | |
| | |
| Cancel | |

The report window will appear.

| 🕒 User Prin | nter: 09/ | 10/2011 to | 15/10 | /2011 | |
|---------------|-----------|-------------|-------|---------------------------------|---------|
| 🔚 Save 📇 | Print 📮 | Print setup | 🔶 Pre | ferences 🛛 🔄 Email 👻 🔎 Search [| josoap] |
| User | Printer | Page Count | Cost | Total Jobs | |
| josoap | PSGS0B | 2 | 0.00 | 2 | |
| Report Totals | - | 2 | 0.00 | 2 | |
| Average Job | - | 1.000 | 0.00 | - | |

Summary Report User - Printer

Log Files

The raw log files can be viewed at:

\\pds.is.ed.ac.uk\PCOUNTER\DATA\PCOUNTER.LOG

This is a csv file, it uses the following format:

UUN,Document Name,Print Queue Server\Print Queue Name,Date,Time,Source Computer,Client Code [not used],SubCode [not Used],Paper Size,Features,Job Size,Page Count,Cost,Account Balance,Free Quota

Previous log files take the form PCOUNTER_YYYY_DDMM.LOG.

Rejected jobs are stored in REJECT.LOG

You can open log files from Pcounter Administrator by selecting 'Utility>Open log file'

| COUNTER_2008_0109.LOG Print History: 01/09/2008 to 01/09/2008 | | | | | | |
|---|---------------------------|------------|--|--|--|--|
| 🖶 Save 📇 Print 🛱 Print setup 🚸 Preferences 🖃 Email + 🔎 Search [stuartp] | | | | | | |
| Document | Printer | Date/Time | | | | |
| C:\Documents and Settings\s045Q4BV9\referral_letter[1].pdf | \\PCSP2\PCSP2-HRBB-P2 | 01/09/2008 | | | | |
| Deposit: HRB-01/09/2008-00:20:52-543 | PrinterPopupUsers*SYSTEM | 01/09/2008 | | | | |
| http://www.immi.gov.au/allforms/pdf/160.pdf | \\PCSP2\PCSP2-HRBB-P2 | 01/09/2008 | | | | |
| APPENDIX F.xls | \\PCSP2\PCSP2-HRBB-P2 | 01/09/2008 | | | | |
| APPENDIX F.xls | \\PCSP2\PCSP2-HRBB-P2 | 01/09/2008 | | | | |
| APPENDIX F.xls | \\PCSP2\PCSP2-HRBB-P2 | 01/09/2008 | | | | |
| APPENDIX F.xls | \\PCSP2\PCSP2-HRBB-P2 | 01/09/2008 | | | | |
| APPENDIX G.xls | \\PCSP2\PCSP2-HRBB-P2 | 01/09/2008 | | | | |
| APPENDIX G.xls | \\PCSP2\PCSP2-HRBB-P2 | 01/09/2008 | | | | |

Pcounter Log File Viewed in PAdmin