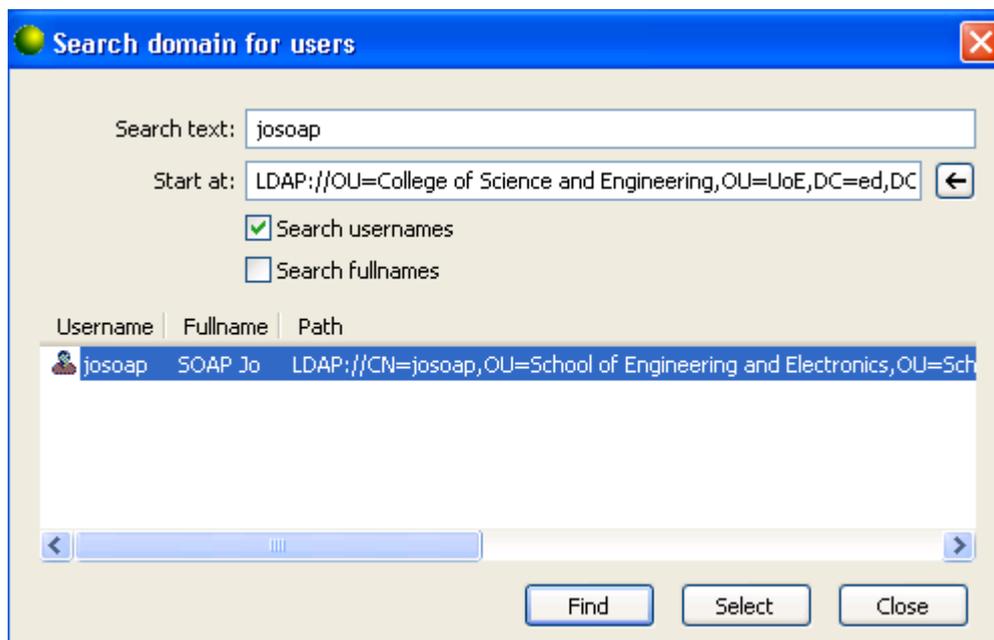


Checking Pcounter Transactions

Today's Jobs

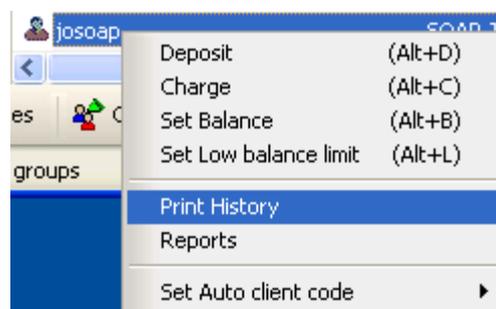
1. Start 'Pcounter for Windows>Pcounter Administrator'

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 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

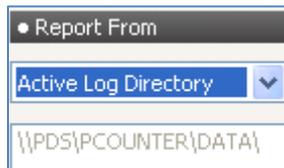
This will show their printed jobs and any account transactions that have happened for the **current day**.

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 ...	\\15-P51\PSG508	12/10/2011 09:37:17	\\129.215.70.55			A4	Copies=1; JobType=Print	173929	1	0.00	3.60
Test Page	\\15-P51\PSG508	12/10/2011 09:37:31	\\129.215.70.55			A4	Copies=1; JobType=Print	97555	1	0.00	3.60
Deposit	ED\lgooddy	12/10/2011 09:38:00	\\15-US0-0032				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	-

Today's Jobs Report for user Josoap

Other Reports

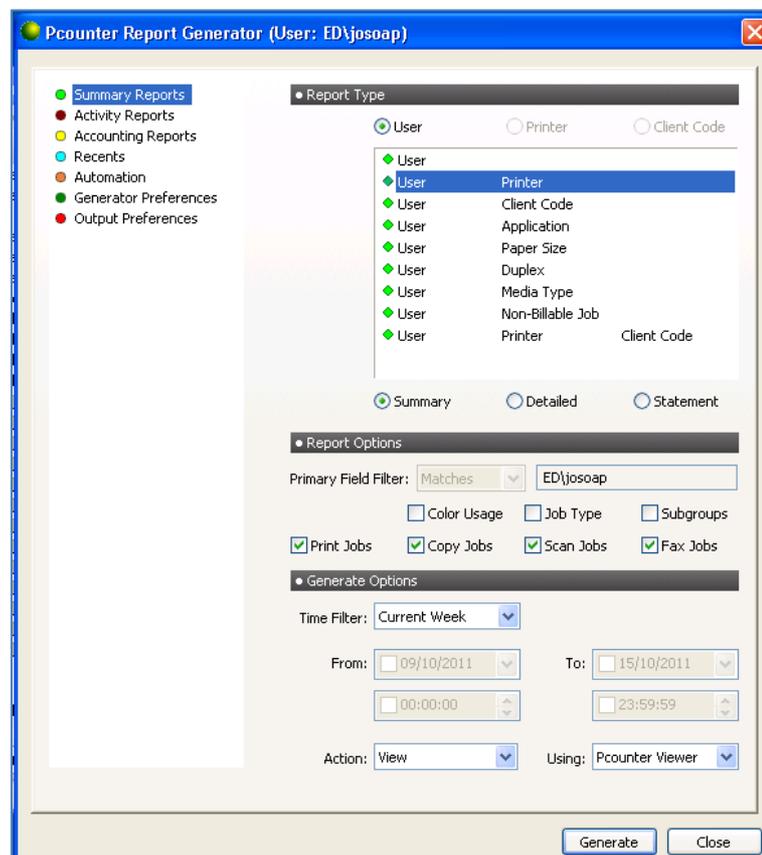
- To view a report over a longer date period right click on the user and select 'Reports'
- The Pcounter Report Generator will pop up. Click on 'Generator Preferences' and change 'Report From' to 'Active Log Directory' (Pcounter logs are rotated daily).



Set Log Option

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

- 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.



The report window will appear.

User	Printer	Page Count	Cost	Total Jobs
josoap	PSG50B	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](http://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'

PCOUNTER_2008_0109.LOG Print History: 01/09/2008 to 01/09/2008		
Document	Printer	Date/Time
C:\Documents and Settings\j04...5Q4BV9\referral_letter[1].pdf	\\PCSP2\PCSP2-HRBB-P2	01/09/2008
Deposit: HRB-01/09/2008-00:20:52-543	Printer\PopUpUsers*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 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