Reporting and Statistics

Track printing and copying costs and calculate savings

All organisations need to understand how their printing budget is being spent in order to control costs. Businesses need to see which departments are printing the most to be able to control waste. Service organisations, such as lawyers and architects, need to track printing made on behalf of specific projects or clients in order to charge back costs. Schools and universities need to ensure students have sufficient funds available before they make any prints or copies, while allowing staff to work without restrictions.

The Statistics module in uniFLOW tracks printing and copying made on both network and local devices[1] and stores this information in a database for later reporting. Printers can be assigned up to four price profiles, to allow, for example, the finance department to track internal costs, external costs and the profit made for every page printed or copied. For companies who need to charge back costs to clients, users can be prompted to select a multi-level cost centre when printing or copying[2].

Over 40 standard reports are included in uniFLOW to show the data in a variety of different ways as required by the administrator or finance department. Reports can be scheduled to run automatically and email the data to specific people on a regular basis. The data can be exported in a number of different formats, including XML, for integration with back office accounting systems. New custom reports can be written using Crystal Reports® and imported directly into uniFLOW to extend the reporting capabilities to meet the organisation's exact needs.

The Statistics module includes reports showing the savings made by organisations using uniFLOW as part of their print strategy. In most organisations, hundreds of pages of paper are thrown away from output trays, that have been printed but not collected by the user. uniFLOW can reduce this waste by storing jobs securely on the print server and only releasing them when the user has authenticated at the device[3]. The financial and environmental savings resulting from this print reduction can be displayed in a statistics report. Any job that has been routed[4] from an expensive laser printer to a cheaper multi functional device or that has been denied authorisation[4] is also recorded in the savings reports.

Advantages of using uniFLOW

- ☐ An integrated solution with functions including print/copy accounting, secure printing, job routing and document capture

- ☐ A modular system allowing it to be configured specifically to address the needs of your business

Advantages of using the Statistics module

- ☐ Track and control printing, copying and scanning costs

- ☐ Understand how the current printing infrastructure is being used before purchasing new devices

- ☐ Show return on investment from new printing strategy

- ☐ Gain access to new revenue streams from student chargeback or multi-level cost codes when printing for clients

- ☐ Scheduled creation of over 40 standard reports

- ☐ Create custom report templates using Crystal Reports

- ☐ Export print and copy data to external back office systems

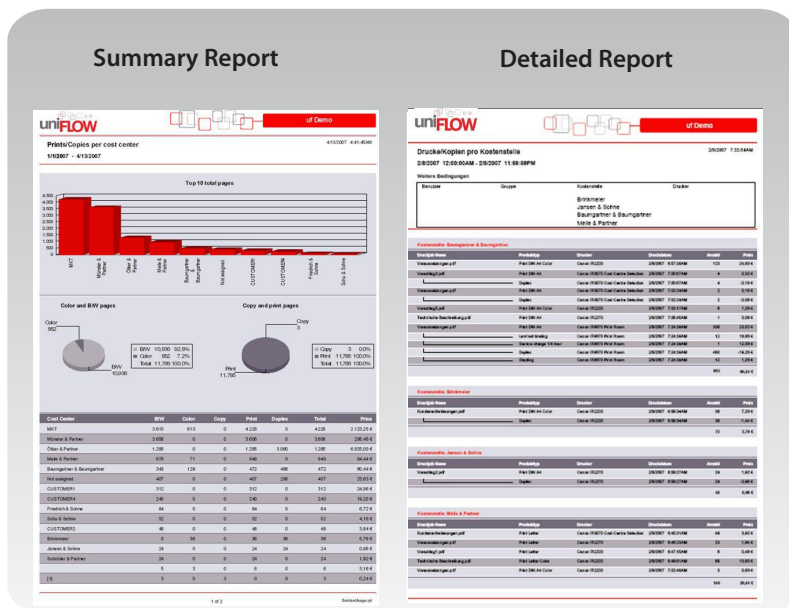1 Features require the Desktop Printing module
2 Features require a uniFLOW SPP Device licence for MEAP or uniFLOW Login Device for CMFP
3 Features require the Secure Printing module
4 Features require the Rules and Routing module

Reporting and Statistics

Track printing, copying and scanning costs

Summary Report

Detailed Report

Statistics functionality

- Stores print and copy accounting data in a database
- Stores multi-level cost centre information
- Ability to generate over 40 different standard reports using the built-in Crystal Reports engine
- Ability to add new and customised statistics reports using Crystal Reports
- Export of statistical data via XML
- Automatic emailing of reports to selected users
- Schedule reports to run automatically
- Export of statistical data in different formats
- Generates reports showing savings made through secure job deletion[3], rule based routing[4] and authorisation workflow[4]
- Generates potential savings reports
- Ability to select different price profile information to include in the reports
- Filters reports based on printer, user, group or cost centre
- Ability to set the time period for the specific report
- Ability to show "Top 10" chart for certain reports
- Ability to show pie chart of ratio between prints and copies or colour usage for certain reports

uniFLOW required software and modules

- ☐ uniFLOW Base License (WE, BE, CE, EE)
- ☐ The reporting and statistics features require the Statistics module

Report export formats

- ☐ PDF
- ☐ Rich Text Format (RTF)
- ☐ Excel (XLS)
- ☐ XML

Supported Databases

- ☐ SQL Server 2000/2005/2008 (32 or 64 bit)
- ☐ SQL Server 2005 Express Edition
- ☐ MSDE

Software Operating System uniFLOW server

- ☐ Windows 2000/2003/2008
- ☐ Internet Information Server 5.0 (2000), 6.0 (2003), 7.0 (2008)
- ☐ Internet Explorer 5.5 or higher (Internet Explorer 7 recommended)

NTware