

Printer Squirrel 2.32

The user interface manual

Contents

Printer Squirrel 2.32	4
Introduction	4
Logging overview/setup	6
Step 1 - Installation	8
Step 2 - Setting up the logging server	8
Step 3 - Setting up the logging clients	10
Tutorials	13
Adding a new virtual printer	13
Working with people	15
Working with groups	17
Working with outputs	19
Configuration examples	22
Simple	22
Print server local	23
Print server remote	24
Net Cafe A	25
Net Cafe B	26
WAN	27
WAN - wrong	28
All direct	29
Pooled printers	30
Logs Window	31
Toolbar	31
Printers list	33
Logs list	35
Query Center	37
Log View	40
Global options	41
General	41
Email	43
Import users	45
Alerts	47
Web	48
Virtual printers	50
Browse virtual printers	50
Edit virtual printers	52
Import archived logs	54
Charges	55
Job charge rates	55
Edit rates	57
Edit charges	58
View / Import papersizes	60

People	61
Browse people	61
Edit people	63
Export to text	64
Import from text	66
Groups	68
Browse groups	68
Edit groups	70
Outputs	72
Browse outputs	72
Edit outputs	74
Email contents	77
Report - Job details	78
Report - Jobs summarised by user	79
Report - Daily job summary	80
Chart - Printer useage by group	81
Chart - Printer useage by user	82
Chart - Daily printer usage.	83
Chart - Monthly printer usage.....	84
View jobs	85
Job details.....	85
Status logs	87
Browse status logs	87
Currencies	89
Browse currencies	89
Edit currencies.....	91
Automatic outputs	92
Support	93
FAQ's	94
License agreement	96

Printer Squirrel 2.32

Introduction

Printer Squirrel 2 is an application that monitors print jobs being sent to printers, and sets charges for these jobs. It is particularly useful in situations where charging for printing needs to occur instantaneously or where a number of individuals or groups are working together using the same equipment, but are financially unrelated and thus need to be charged accordingly.

Printer Squirrel 2 records details such as the user who sent the job, job title, printing parameters and the number of pages printed for each print job, and then assigns a charge for the job. Users can be organized into functional groups and usage reports and charts can be produced for each group. Reports on printer usage can also be automatically emailed printed or saved to file.

Printer Squirrel 2 now uses a Client/Server technology where logger clients collect print logs and send them across the network to a logging server. This allows for great flexibility in printer logging configurations, almost any printer can easily be logged and logs can be sent to the logging server across a LAN, WAN or even the internet.

Printer Squirrel Features:

- **Instant cost recovery:** In situations such as print shops or internet cafes where customers are charged for printing as it is performed, Printer Squirrel can log the performed jobs, calculate charges and produce invoices instantly.

- **Recovering consumable costs:** Often, the owner of the printer is responsible for supplying the consumables such as ink, toner and paper, and financing any repairs to the printer. By charging the users for their print jobs, funds are then available for these ongoing expenses. Staff in many workplaces are required to record the number of pages printed etc manually on an appropriate form as an attempt to recover costs. However, comparisons between manual and electronic records at several sites have shown an honesty rate of only about 13%. That is, 87% of the jobs printed are never logged manually.

- **Recovering capital costs:** When a printer breaks down or is in need of replacement, it can often be difficult to find someone who is willing to cover the cost. Printer Squirrel can display exactly who prints what proportion of jobs and therefore will clearly show the primary users and who should be financing these costs. Printer Squirrel will also print this data in chart form to demonstrate use even more clearly.

- **Determine printer life cycle:** Printers have a certain life span and it is advantageous to budget for replacement. With Printer Squirrel, the ongoing number of printed pages can be displayed. This can help to establish better timeliness and budgeting for printer replacement.

- **Monitor what is being printed:** You can keep track of printer usage, and who prints excessive numbers of documents. This is particularly useful in situations such as schools, where you do not necessarily want to charge for printing but want to keep printer usage under control. Because Printer Squirrel keeps logs of the filenames that are being printed, it also displays the filenames of any undesirable or unauthorised documents which may have been printed.

- **Security:** Printer access permissions are usually set up on the printer server, but by browsing the print logs it is easy to establish if unauthorised users are accessing a printer.

Printer Squirrel Limitations:

· **Operating System:** Printer Squirrel will not run on Windows98 or lower as the necessary Windows system functions are not present.

Printer Squirrel history:

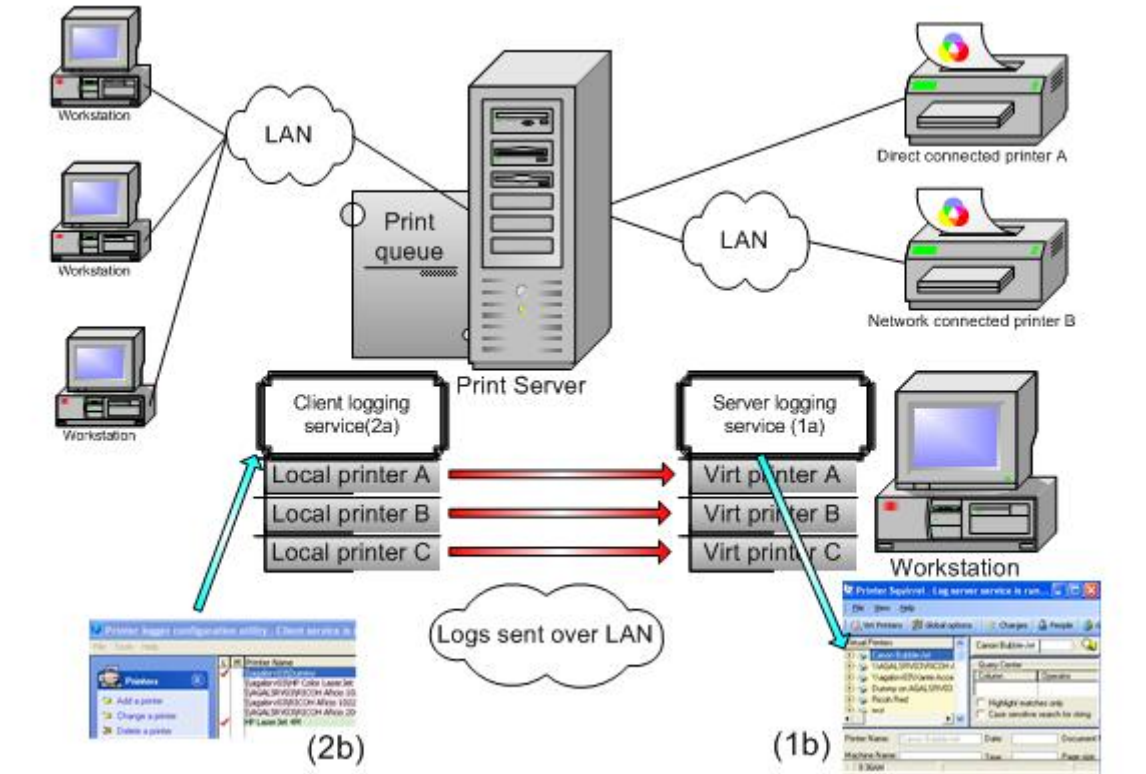
Consumables for some printers can be very expensive. At one particular site a Hewlet Packard 8550 color laser printer at a capital cost of around \$15 000 was being used centrally. This machine uses 4 different toner cartridges (magenta,yellow,cyan and black) which cost around \$150 each to replace. The cost in toner alone was \$5 400 per annum, but with manual recording the amount recovered was only \$2 100 per annum. Naturally the shortfall had to be found from somewhere, in this case the department of the 'owner' of the printer. As this was unacceptable, a software solution was sought to cover these requirements - to identify the owner of a print job and to be able to split the owners into groups for billing. As there appeared to be no suitable software available commercially, the first version of Printer Squirrel was developed. When applied to this particular site the software cost (the cost for Printer Squirrel) was recovered in just 7.6 hours, and a profit of about \$6 800 each year was attained and set aside for printer maintenance and replacement.

Printer Squirrel has now been refined and installed at another eight test sites. The results have varied, but the maximum payback time on the capital cost of the software was 4 days.

If you have some or all the requirements mentioned above, then we are certain that Printer Squirrel can be applied to your particular situation and that it will become an invaluable and profitable tool.

The LyGil team

Logging overview/setup



PLEASE READ THIS BEFORE SETTING UP PRINTER SQUIRREL

This is a short tutorial (4 pages) that shows how to set up Printer Squirrel effectively. You can access this tutorial at any time in the future by pressing Help (F1) and going to the section titled Logging overview/setup.

How the print logger works:

The logger package (Printer Squirrel) consist of two components.

1a. The logger server service - This handles all the incoming logs from the logger clients and assigns them to the appropriate virtual printer and **(1b)** the server application itself (Printer Squirrel).

2a. The logger client service - This does the actual printer logging, then sends the logs to the logger server, and **(2b)** a client configuration utility.

The relationship between the logging servers and clients is similar to setting up a file share (virtual printer) on a server, then connecting to it with a client machine (logging client). In other words the logging client sends it's logs to a shared virtual printer (logs container).

The example in the diagram above is typical of most print logging configurations.

The logging server package should be installed on a machine that will not be turned off (although it can be logged off), and is in a convenient place to monitor logs.

The logging client should be installed on the print server that the printers are connected to, either physically or via a direct network connection.

When a workstation sends a print job to the print server, the logging client records the job - then sends the details of the job across the network to the logging server where it is stored in a database.

Important note: Make sure that ports 2326 - 2330 and 2376 and 2380 are open if you have a firewall on the logging server prior to installation. These ports must be unblocked for proper sending and receiving of logs. On the windows firewall these are blocked by default.

Step 1 - Installation

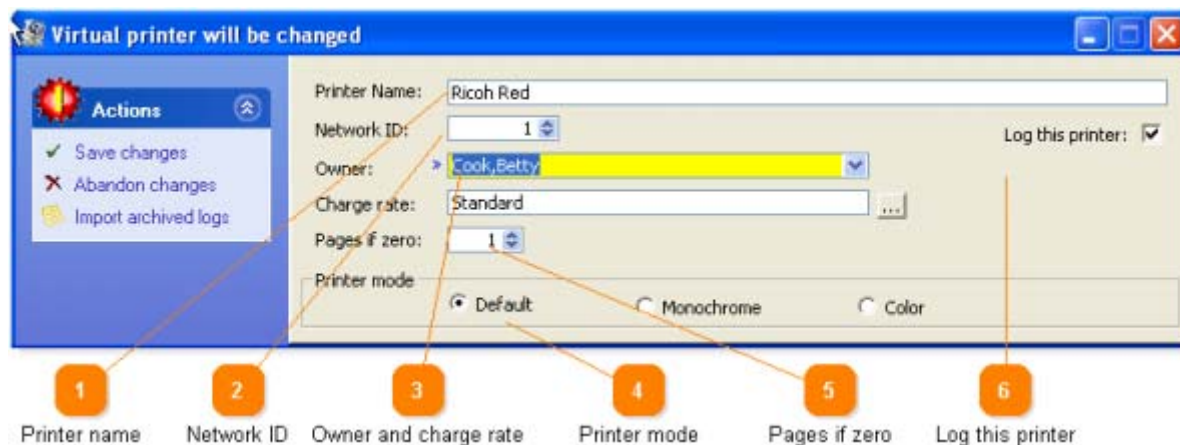
1- Install the logging server on a machine that will not be turned off (although it can be logged off), and is in a convenient place to monitor logs. (PSquirrelPrinterLogServerSetup.exe). This will install the logging server service and the monitoring program (Printer Squirrel).

Important note: Make sure that ports 2326 - 2330 and 2376 and 2380 are open if you have a firewall on the logging server prior to installation. These ports must be unblocked for proper sending and receiving of logs. On the windows firewall these are blocked by default.

2- Install the logging clients on the print servers that the printers are connected to, either physically or via a direct network connection. (PrinterLogClientSetup.exe) This will install the logging client service and its' configuration utility.

****Note**** If you are installing both the logger server and logger client on the same computer, you must restart the computer after installing the logger client.

Step 2 - Setting up the logging server



This section shows how to create virtual printers for each printer that you wish to log. A virtual printer is really just a container for logs from real printer(s) to be stored in. Think of it like a shared directory that files are put into.

- 1 - Start Printer Squirrel. (Start/Programs/Print Logger/Printer Squirrel).
- 2 - Click on the Configure Printers icon.
- 3 - Click on Add a printer.
- 4 - Enter a name for the virtual printer (Usually this is all you need to do at this stage)
- 5 - When you are satisfied with your settings, click on Save changes.
- 6 - Continue until you have added all the virtual printers that you require.
- 7 - Go to step 3

Below is a full description of all the entry fields:

1 **Printer name**

Enter a descriptive name for the virtual printer here. Usually we use a printer model and location.

2 **Network ID**

This is the ID of the virtual printer that is used along with the logging server name by the logging clients as an address to send logs to. This is set by the system and you should normally never need to change this.

3 **Owner and charge rate**

Cook, Betty

Standard

The owner and charge rate for the printer. Usually you will set these fields up after you have set up the logging clients and everything is working - so forget about them for now. See the Printer Squirrel help when you need more details.

4 **Printer mode**

Printer mode

☒ Default

Sets the color mode as reported by the printer driver. Some printer drivers incorrectly report the color settings of jobs printed. Commonly it is monochrome laser printers reporting jobs as always being in color. This option allows you to force the color mode being reported.

Leave this as default for the moment, only change it if there is a problem with misreported logs.

Default = let the printer driver decide.

Monochrome = always report jobs as monochrome.

5 **Pages if zero**

1

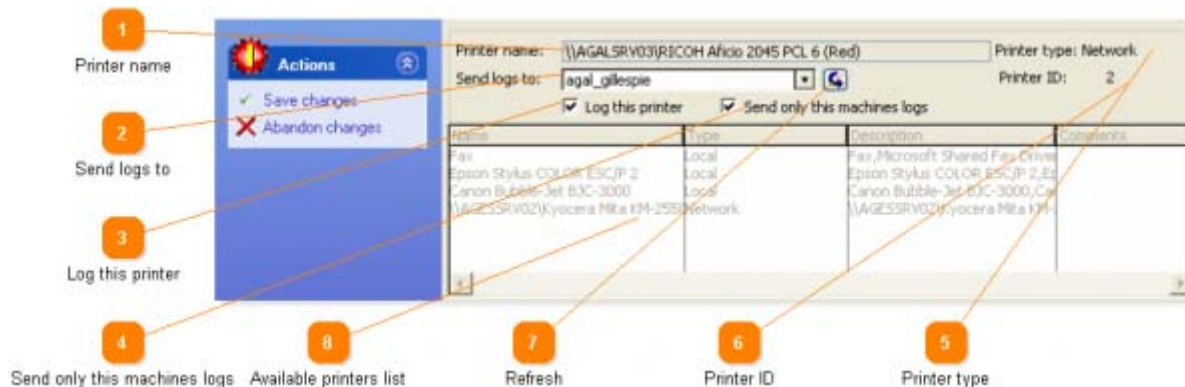
Some applications, especially those that do not include page delimiting information when printing, may report a zero pages printed count. Use this to set the page count you require if zero pages are reported. (We normally set this to 1)

6 **Log this printer**

Log this printer: ☒

Turns printer logging on and off. Normally this is left on. Turn this off if you wish to temporarily suspend the recording of incoming logs.

Step 3 - Setting up the logging clients



This section shows how to attach to printers in the logger client configuration utility and to specify which virtual printers (containers) to send the logs to.

- 1 - On the client machines open the Client Logger configuration utility (Start/Programs/Print Logger/Logger configuration).
- 2 - Make sure that the logging server that you have created appears in the 'Logging servers' pane. If it does not refer to Q1 in Troubleshooting
- 3 - Click on add a printer.
- 4 - Double-click on the printer you wish to log from the printers list. The printer name will now appear in the 'Printer name' field.
- 5 - Specify which server/virtual printer you wish to send logs to from the 'send logs to' drop down list. (If you do not see any servers in the list, refer to Q1 in the troubleshooting topic)
- 6 - When you are satisfied with your settings, click on Save changes.
- 7 - Continue until you have added all the printers that you wish to log.
- 8 - Restart the client logging service when prompted to start the actual logging of the new printers.
- 9 - Send some test prints to verify that logs are being sent and received.
- 10 - Set up users, groups and charges on the logging server (Printer Squirrel). Refer to the help in Printer Squirrel for more details on how to do the effectively.

Below is an detailed description of all the fields and their properties.



Printer name

Printer name: \\AGALSRV03\PRICOH Aficio 2045 PCL 6 (Red)

This is the Windows "long" name of the printer. When adding a printer select the printer to log in the list box by double-clicking on it. This entry is read-only.

2

Send logs to

Click on the drop-down button to get a list of logging servers and their virtual printers to send logs to.

3

Log this printer☒ Log this printer

You can uncheck this to temporarily suspend printer logging without actually deleting the printer.

4

Send only this machines logs☒ Send only this machines logs

If this is checked then only this machines print logs will be sent. This is only required in special circumstances - See the configuration section in the help for details.

5

Printer type

Printer type: Network

This is the way that the printers are connected to this machine.
Local = Either connected via cable or a direct network connection.
Network = Via a print server.

6

Printer ID

Printer ID: 2

The network ID of the virtual printer on a particular logging server that the print logs are being sent to.

7

Refresh

This button refreshes the logging servers list. You may need to do this if your logging servers are across a WAN, or if you have recently added a new logging server.

8

Available printers list

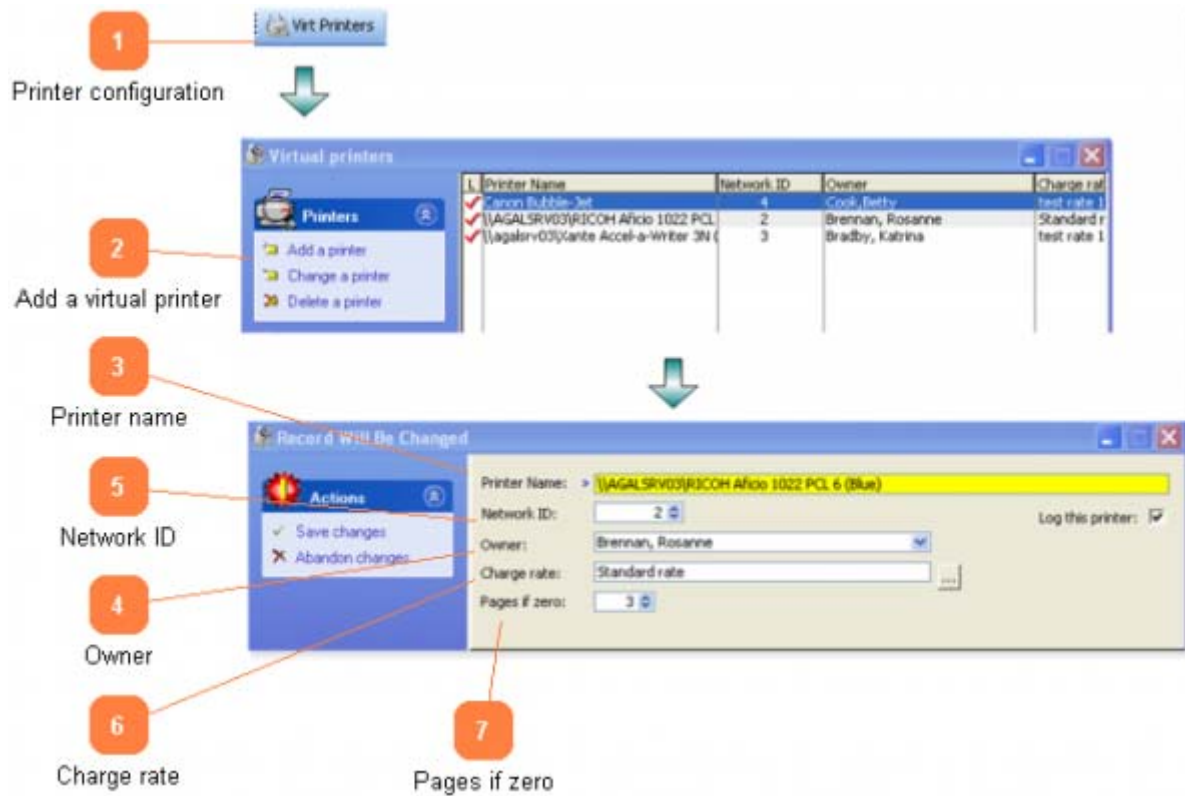
Name	Type	Description	Comments
Fax	Local	Fax,Microsoft Shared Fax Drive	
Epson Stylus COLOR ESC/P 2	Local	Epson Stylus COLOR ESC/P 2,Ep	
Canon Bubble-Jet BJC-3000	Local	Canon Bubble-Jet BJC-3000,Car	
\\AGESSRV02\Kyocera Mita KM-2550	Network	\\AGESSRV02\Kyocera Mita KM-	

This contains a list of all printers listed on the computer. There are two types - Local (physically connected) and Network (via a print server). When adding a printer to be logged, double-click on a printer in this list to select it. You MUST have administrator rights to the selected printer to perform logging. See under FAQ's - access rights, to check this.

Tutorials

This tutorial will go through setting up Printer Squirrel to your specifications.

Adding a new virtual printer



Virtual printers are essentially placeholders for the logger clients to send logs to. (Think of them as something like a directory where files are put).

Take some time to plan the layout of the logging clients and logging server. For instance, you may have a pool of similar printers to be charged at the same rate. It would probably be easier if you just had one virtual printer and all the logs going into that one container.

Here are the steps to configuring a virtual printer:

1 Printer configuration



Click on the printer configuration button on the toolbar.

2

Add a virtual printer Add a printer

Click on **Add a printer**.

3

Printer name

Printer Name: > \\JAGALSRV03\RIICOH Aficio 1022 PCL 6 (B

Enter a name for the virtual printer. Make it something meaningful. Usually we use a printer model and location.

4

Owner

Owner: Brennan, Rosanne

The owner of this printer. Reports and alerts are emailed by default to this person.

5

Network ID

Network ID: 2

Network ID - This is the network identification number of the printer. The logger clients use this along with the logger server name to identify where to send logs. You should never normally need to change this.

6

Charge rate

Charge rate: Standard rate

The charge scheme for this printer. Click on the (...) button to select or define charge rate schemes.

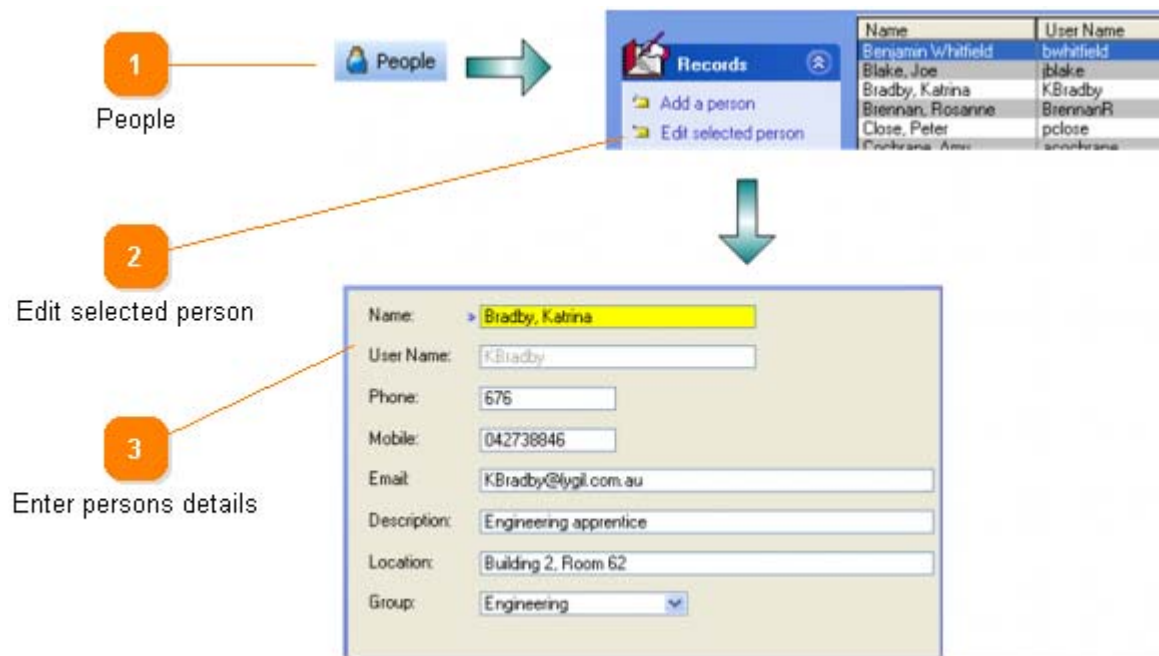
7

Pages if zero

Pages if zero: 3

Some applications may report a zero pages printed count. Use this to set the page count you require if zero pages are reported. Usually this would be set to 1.

Working with people



People are added to the people table when they are either imported from a domain / active directory controller (global options), or when a new user is detected in a print log. It is inadvisable to add new people directly to the table (Add a person). If you choose to do so the username MUST be exactly the same as the name the user will be logged in as.

Printer Squirrel attempts to resolve the users full name, description and email address from the domain controller when the user is detected. If this is not possible (either because you do not have a domain controller or these details are not entered in the user list) you can enter them here.

You can also query logs based on this information. eg: location = Building 1

1
People
 People
Click on the people button on the toolbar.

2
Edit selected person
 Edit selected person
Click on Edit selected person

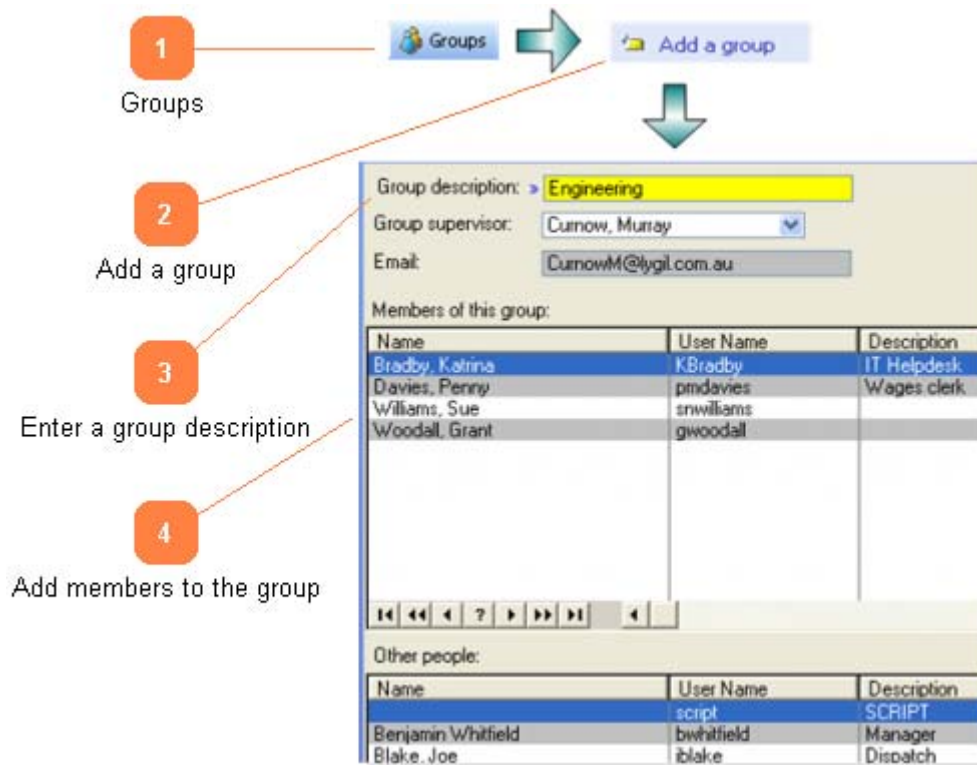
3
Enter persons details

A screenshot of a software form with a light beige background. It contains three input fields. The first field is labeled 'Name:' and has a dropdown menu with 'Bradby, Katina' selected and highlighted in yellow. The second field is labeled 'User Name:' and contains the text 'KBradby'. The third field is labeled 'Phone:' and contains the text '676'.

Name:	Bradby, Katina
User Name:	KBradby
Phone:	676

Enter the persons details. How much detail you enter here is up to you, however the more detail the easier it is to query by person (eg: location or description).
You can also assign a person to a group from here.

Working with groups



Groups are used to divide people into functional areas for reporting. People are first added to the reserved group 'Unassigned to a group' when they are imported from a domain controller (global options), or when a new user is detected in a print log. It is optional to divide people into groups, but it makes it easier for reporting. Reports can be queried according to group name, so that separate reports can be generated for each group for accounting purposes.

1

Groups



Click on the groups button on the toolbar.

2

Add a group



Click on **Add a group**.

3

Enter a group description



Group description: > Engineering

Group supervisor: Cumow, Murray

Enter the title of the group. This should be something meaningful such as Engineering or Accounts. The group supervisor field is optional.

4

Add members to the group

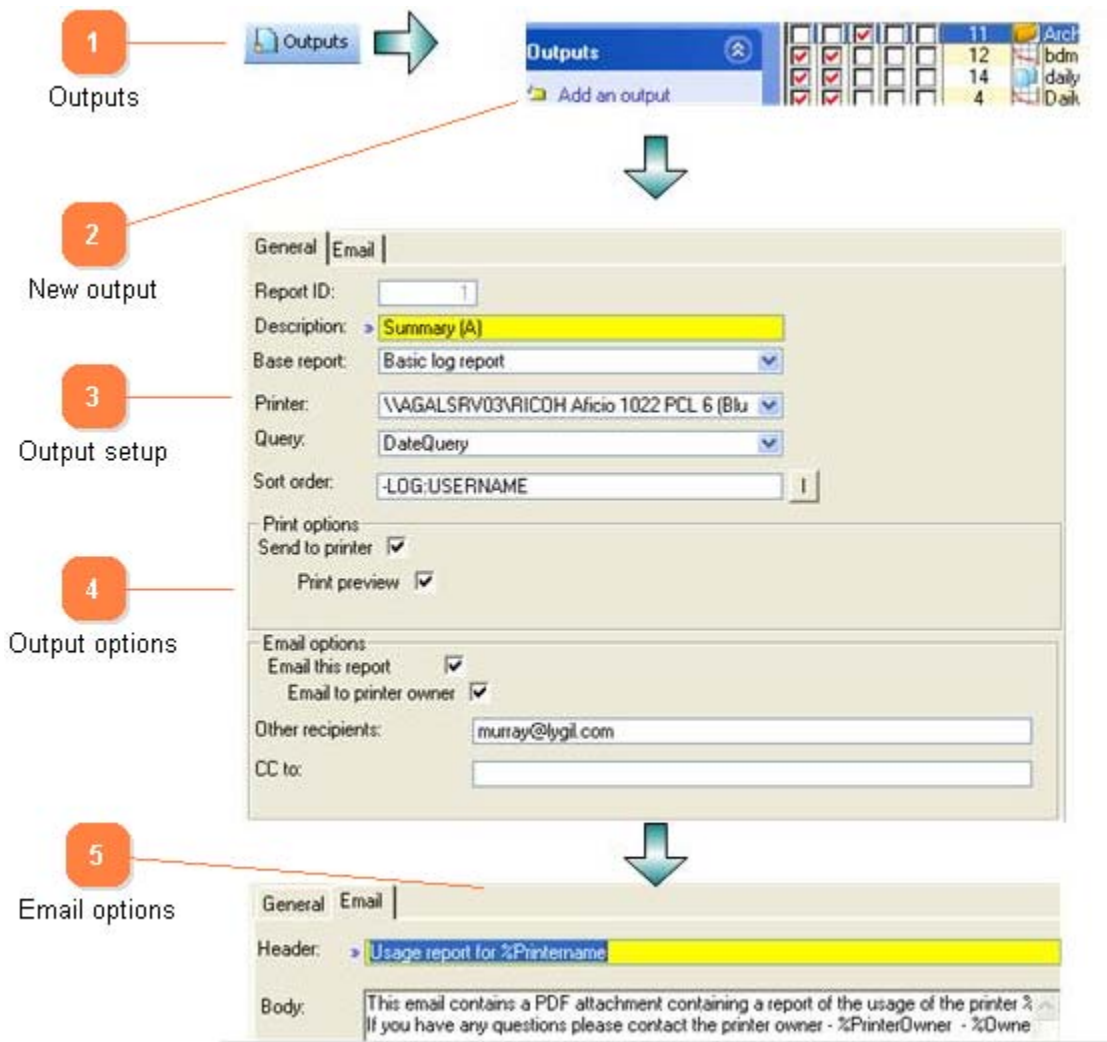
Name	User Name
Bradby, Katrina	KBradby
Davies, Penny	pmdavies
Williams, Sue	snwilliams
Woodall, Grant	gwoodall

To add members to a group , click and drag users into the group from the 'other people' list.

To remove members from a group , click and drag users from the group into the 'other people' list.

You can also assign people into groups from the 'people' edit window.

Working with outputs



Outputs include reports, charts, exports and archives. They can be either printed, saved to file or emailed. Each output scheme is allocated a number which can be used to run Printer Squirrel to produce the outputs at regular intervals using a task manager. This enables unattended outputs to be printed, saved to file or emailed. (See the section on automatic outputs in this manual).

1 Outputs



Click on the outputs button on the toolbar.

2

New output

Click on Add an output.

3

Output setup

Output ID: This is a system generated identification number for the output. This is used as a command line parameter when creating automatic outputs. (See the section on Automatic outputs). It is read-only.

Description: Enter a description for this output.

Base output: Select a base output (template) type from the dropdown list.

Printer: The virtual printer to get the data from.

Query: Select a query for filtering the output from the dropdown list. These are the queries you have saved from the main log window. Common queries could be :

If you want the past 2 weeks logs (date > today() - 14)

All the engineering group (Group = Engineering)

A particular user for the last 30 days (username = jsmith AND date > today() - 30)

Sort Order: The order to sort the logs in the output. The easiest way to do this is to set a sort order in the logs view, then click on the I button next to the sort order entry box to import the current sort order.

Some output by their nature need a predefined sort order. If this is the case then the sort order entry box will be disabled.

4

Output options

Set the destination for the report. If you set the 'Send to printer' without print preview being on, the output will be sent to the default printer (File / Printer setup).

5

Email options



You can adjust the header and body contents for emails here.

There are five substitution macros available:

%Printername - the name of the printer.

%Ownername - the name of the printer owner.

%Owneremail - the email address of the printer owner.

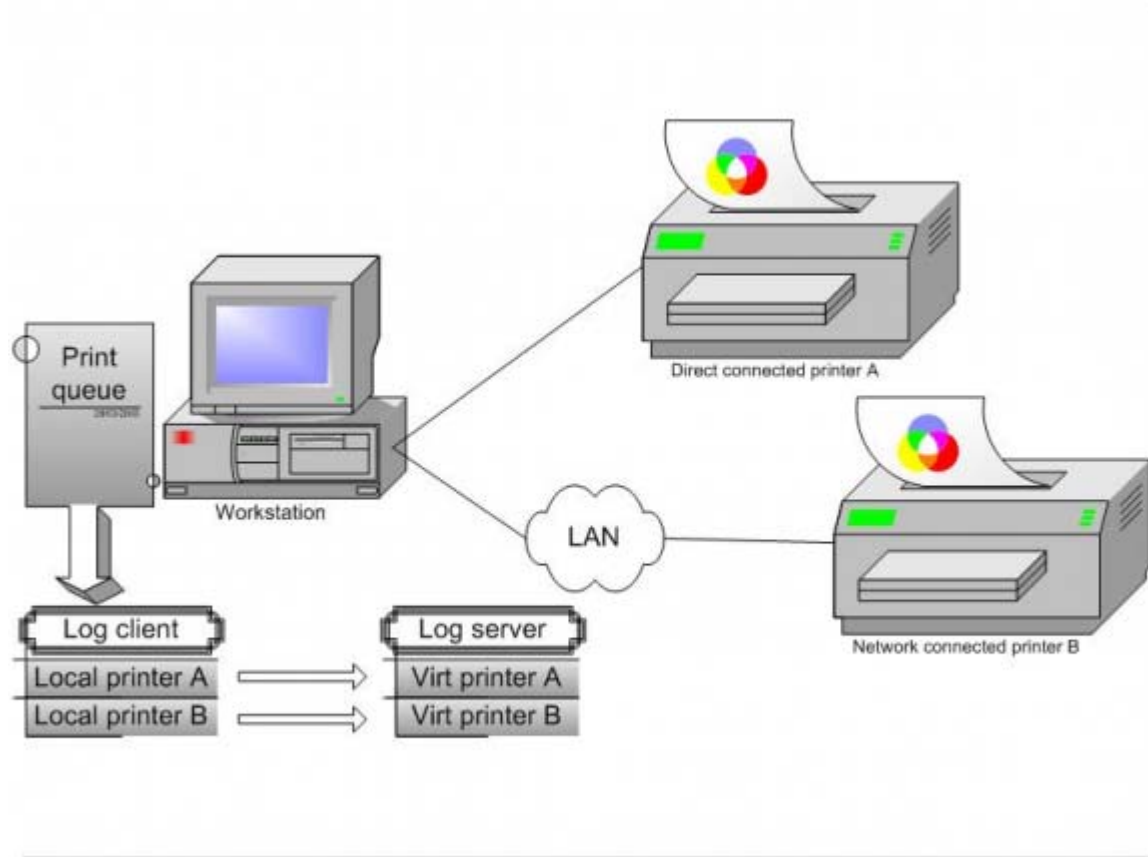
%OutputDescription - the base output description.

%OutputExtension - the email attachment extension.

Configuration examples

Below is a list of common logging scenarios: (Printer networks are seldom straightforward and these scenarios can be mixed and matched)

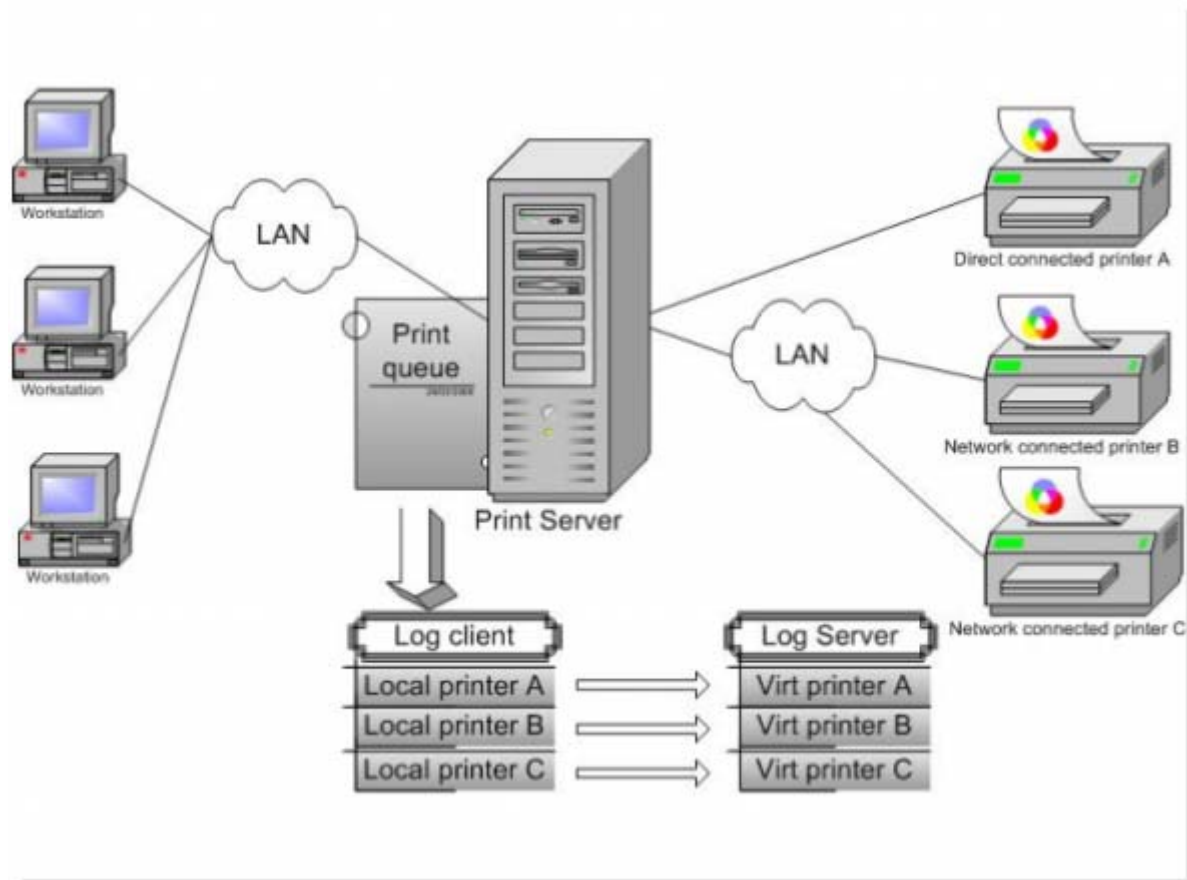
Simple



This is the simplest configuration. A single machine logging local printers, either connected by cable or direct network connection.

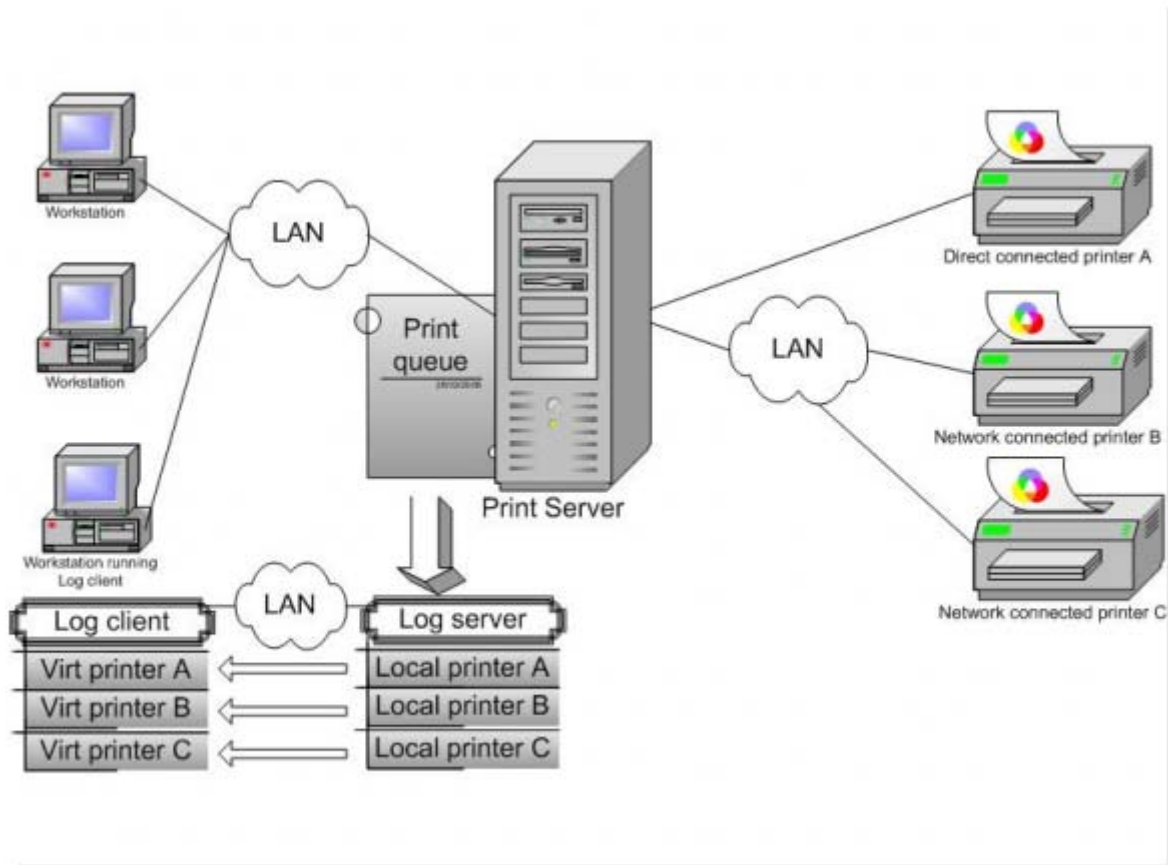
The logging client and server both reside on the one machine. The only caveat here is that because the logging client uses TCP/IP to communicate with the logging server, the machine must be running a TCP/IP stack (even though it may not necessarily be connected to a network).

Print server local



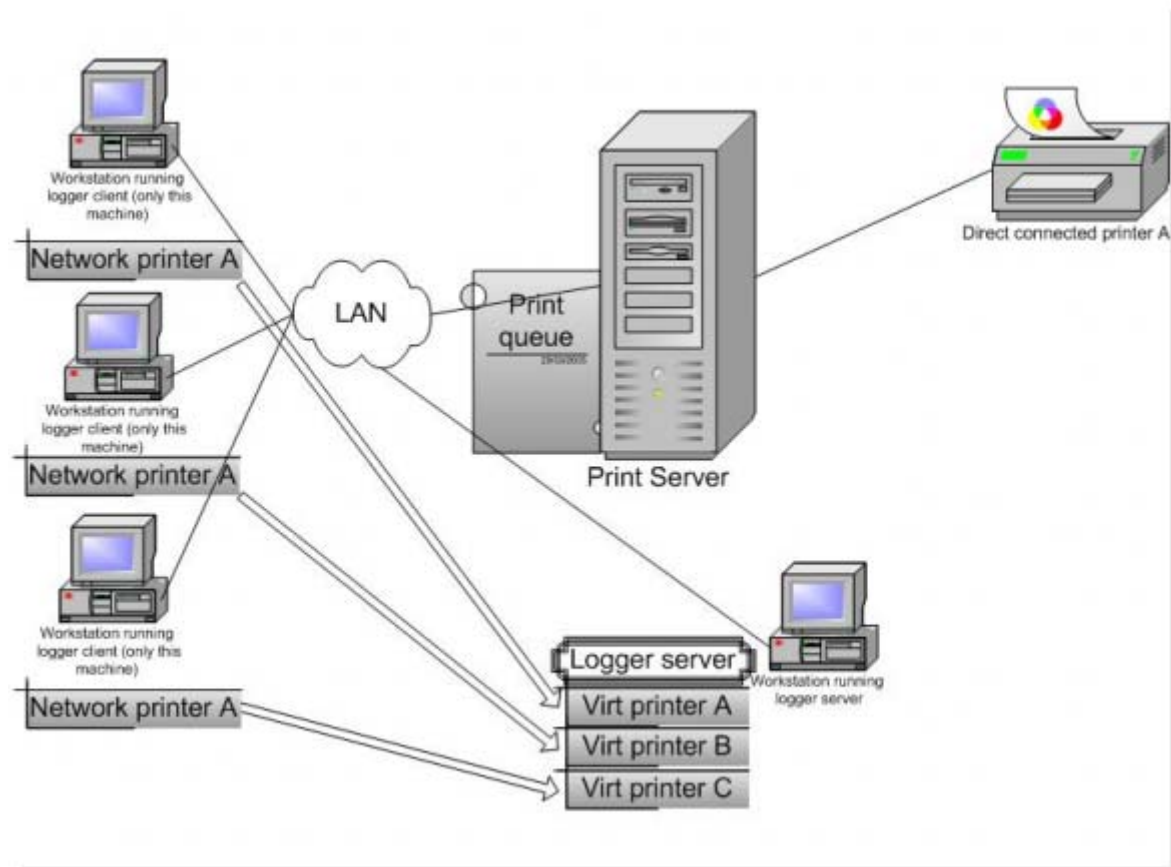
Machines print using a server queue and the logging client and server both reside on the print server. This is probably the easiest configuration to set up.

Print server remote



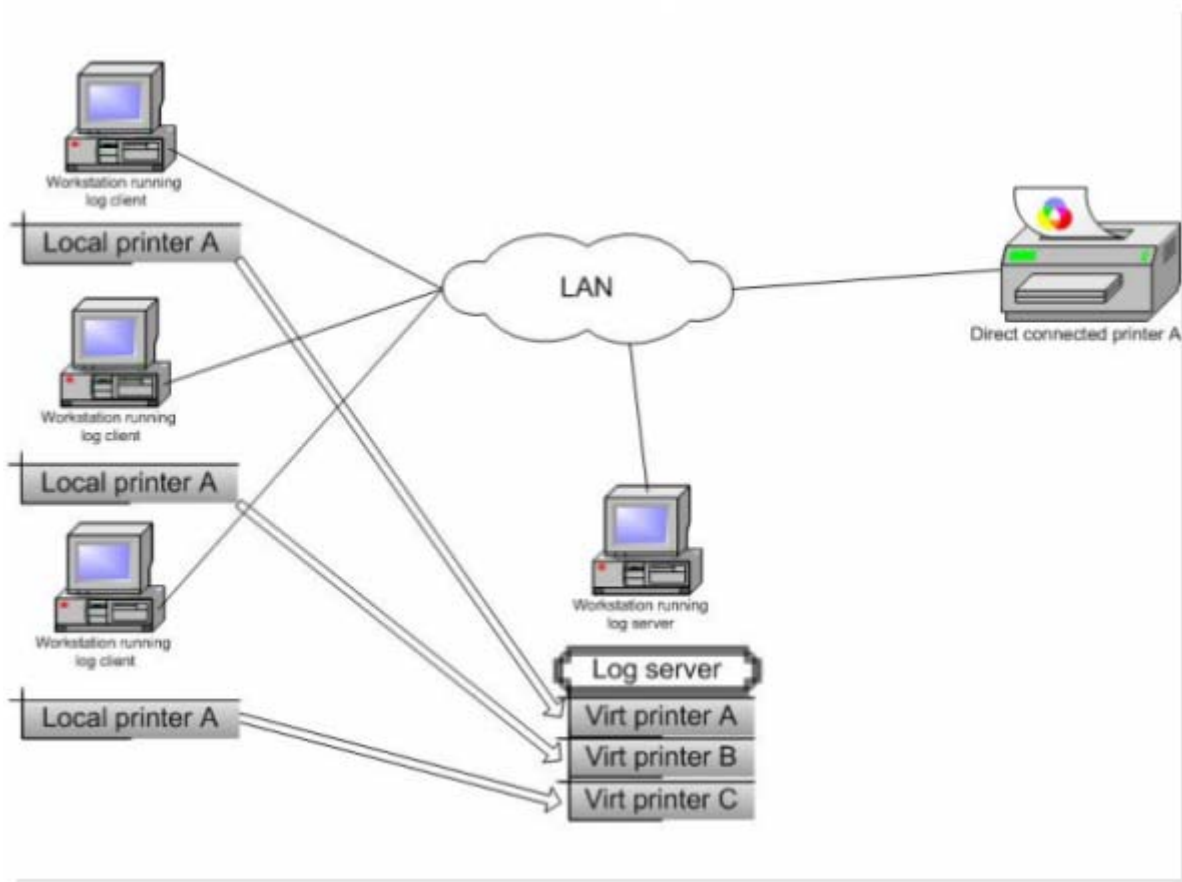
Machines print using a server queue and the logging client resides on the print server. The logging server resides on another workstation. The main advantage of this configuration is that one need not go to the server to see the logs. The logging server must be on (but not necessarily logged in) to receive print logs.

Net Cafe A



This configuration is commonly used in situations such as internet cafes, where there is a need to quickly distinguish between logs from different machines. Each machine runs a copy of the logger client and is connected to a network shared printer. The logs are sent to separate virtual printers on the logger server so that each virtual printer belongs to an individual machine. The switch 'Only log this machines jobs' must be turned on on the logger client, otherwise it will send other machines jobs to the virtual printer.

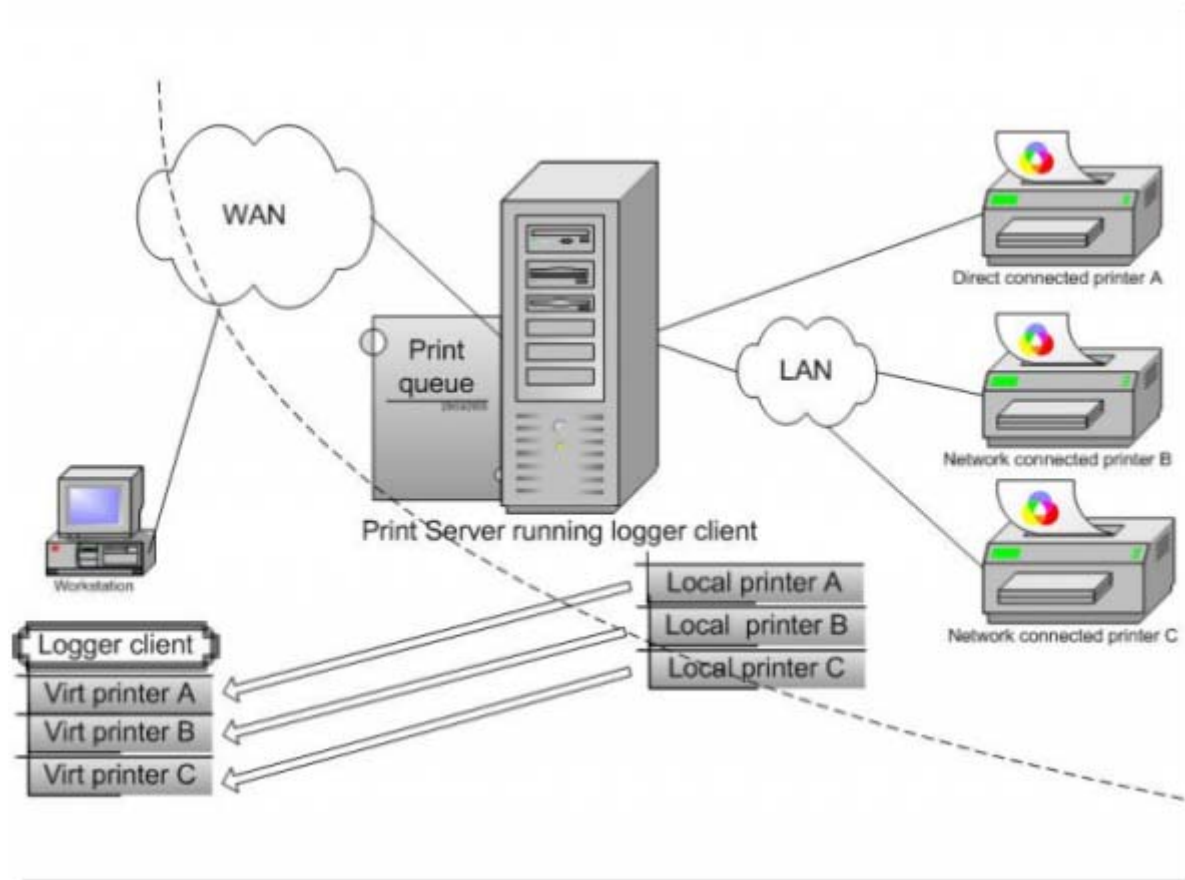
Net Cafe B



This is a variation on scenario 4. Each machine runs a copy of the logger client, and prints to a direct network connected printer. Jobs are then sent to separate virtual printers, so that just by looking at (say printer C) you can see the jobs for a particular machine.

The client logging service switch 'log only this machines jobs' does not need to be set as each machine uses it's own print queue.

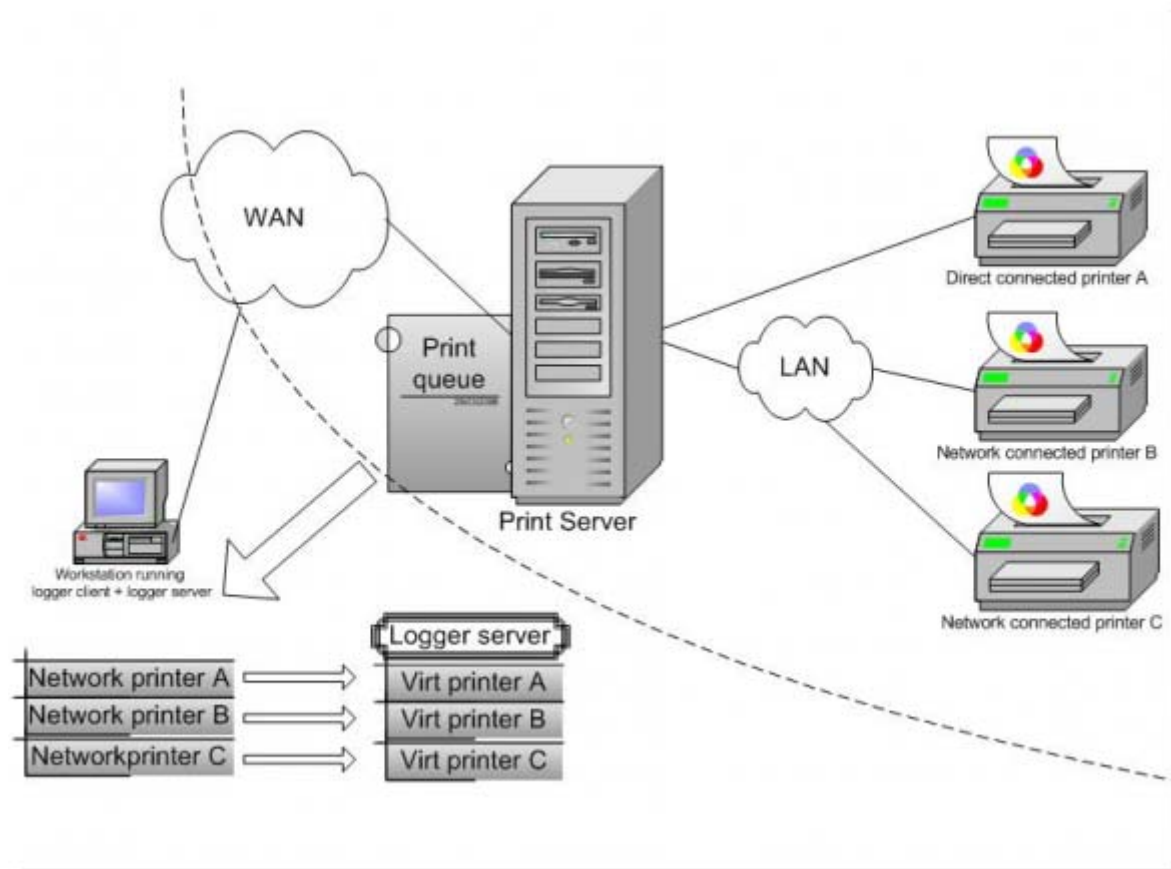
WAN



Use this configuration to log printers across a WAN (or the internet which is just a big WAN). The thing you need to remember here is that the logging clients can only detect logging servers on the same LAN as them. (This is just how networks work), so you need to tell the client where the remote server is. You can do this by selecting File/Add remote servers in the client configuration program and adding the servers IP address or hostname. When you next do a server lookup, the remote servers virtual printers should be displayed. (you may need to do a server refresh if your WAN link is slow)

There are other issues that apply to logging printers across the internet. (Not the least being port blocking) See the FAQ section for more information.

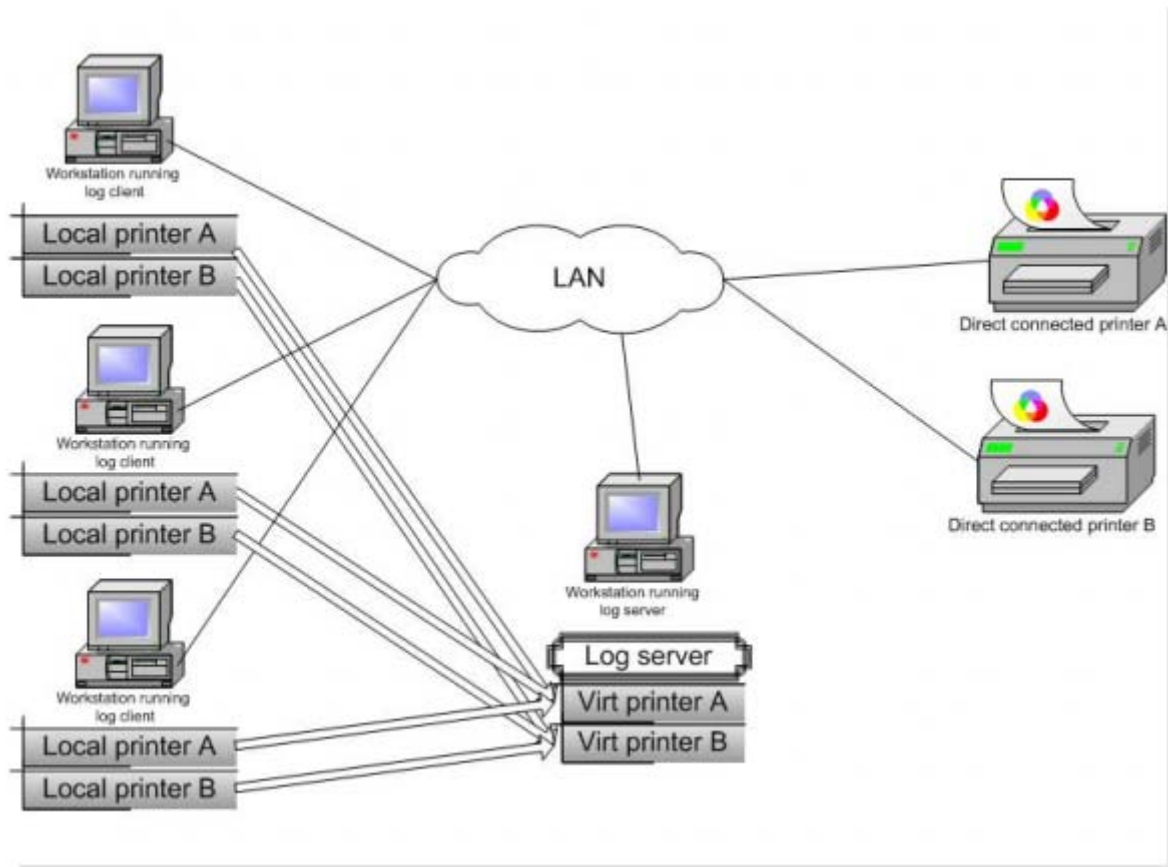
WAN - wrong



This is to show you how NOT to log printers over a WAN. You can set this configuration by installing a printer on another section of your WAN and using the logging client locally. The reason that this is not recommended is that there is a lot more network traffic involved in logging this way, and it is likely to be unreliable - especially on a slow link.

Having said all that, if you cannot get remote logging to work (probably because of blocked ports), you can give this a try.

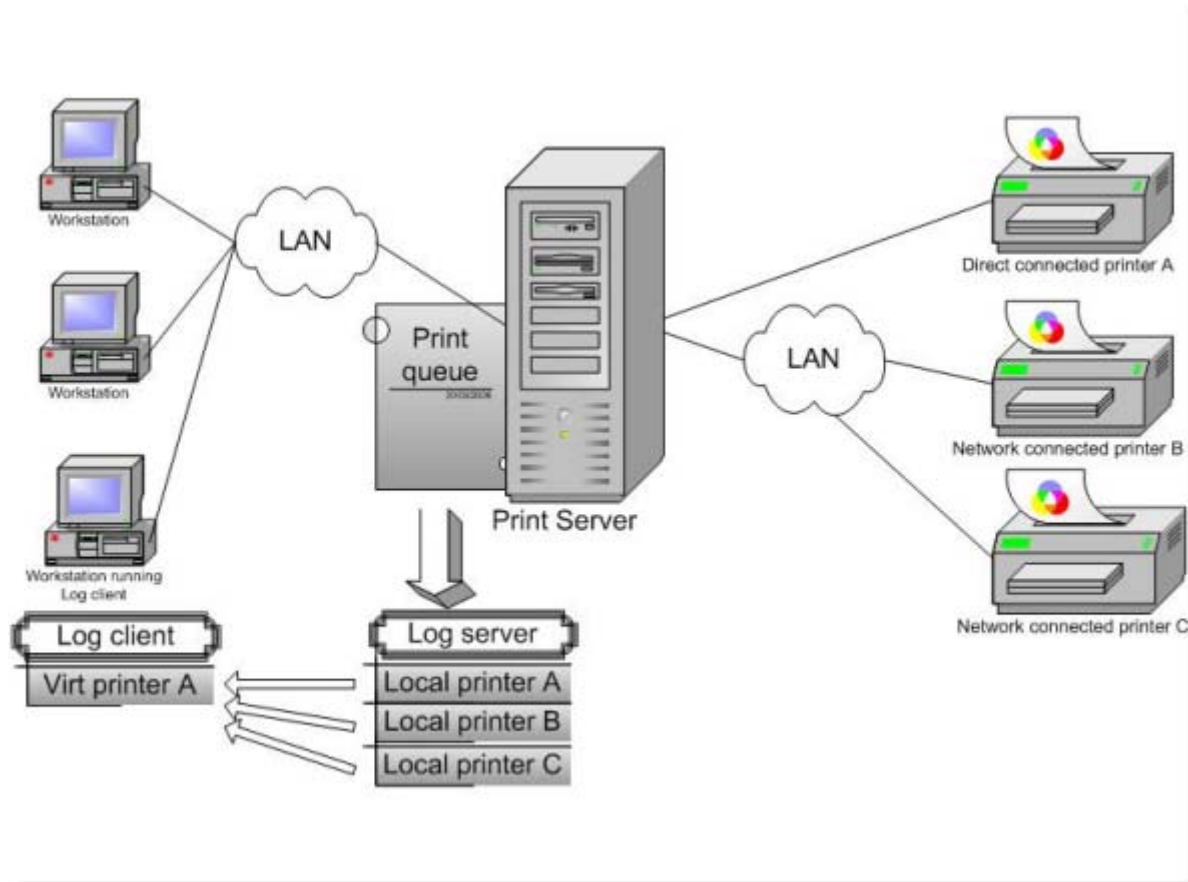
All direct



There are no network print servers in this configuration, each machine prints to their own direct network connected printer.

Each machine must run a copy of the logging client with each printer pointing to a virtual printer on the logging server.

Pooled printers

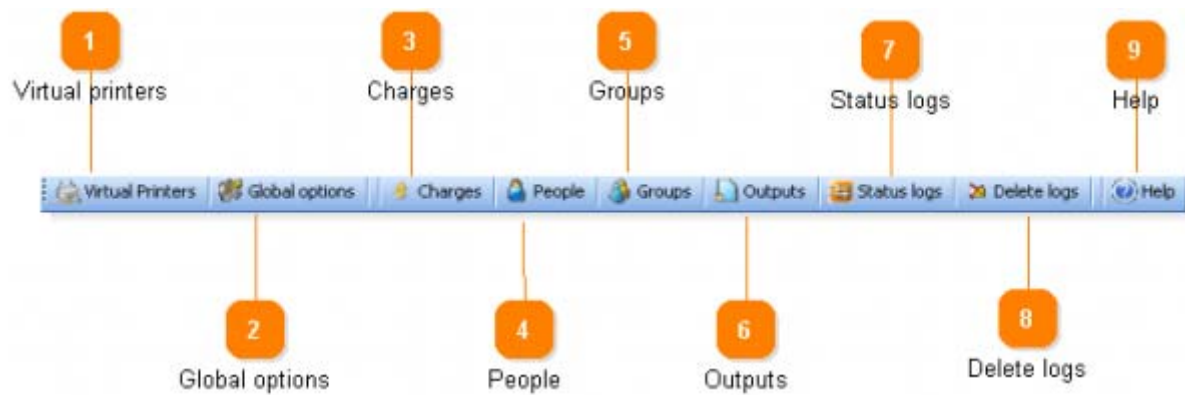


Use this scenario where you have pools of similar printers where running costs are similar, so you don't need to differentiate between printers, you just need a total number of print jobs.

Logs Window

The Main log window

Toolbar



These are the options available on the main toolbar.

1 Virtual printers



Set up and define printer logging options.

2 Global options



Sets the global options for Printer Squirrel.

3 Charges



Set the print job charge rate schemes.

4 People



Manage user accounts.



Groups



Manage groups of people.



Outputs



Configure and print outputs.

Output types include reports, data exports and charts.



Status logs



Opens the printer status logs viewing window.



Delete logs



Deletes the displayed logs.

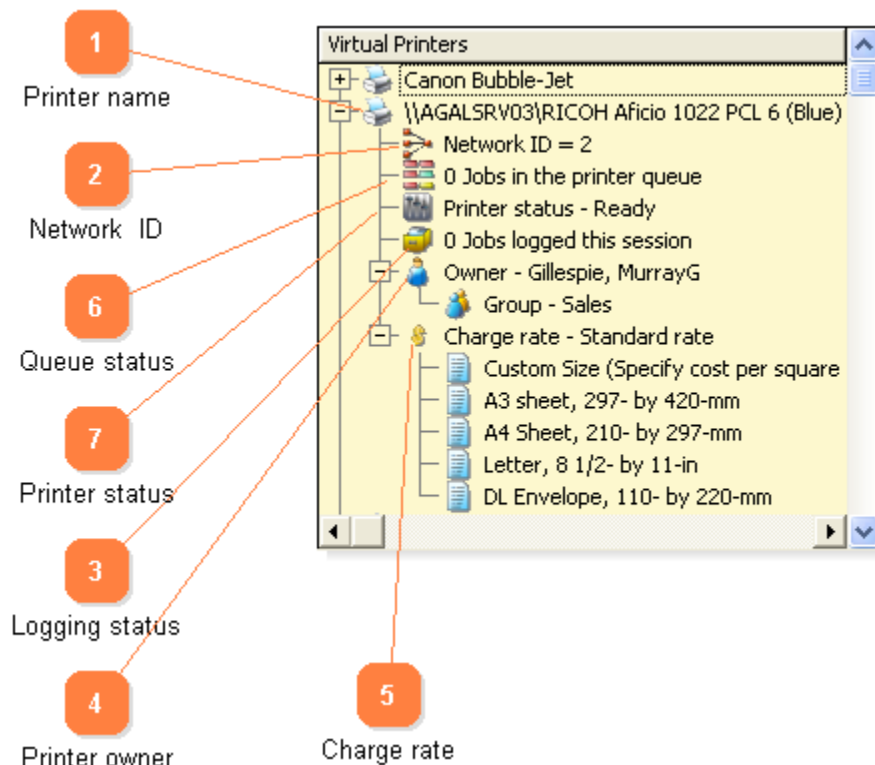


Help

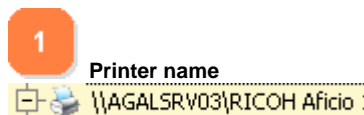


Open the help manual.

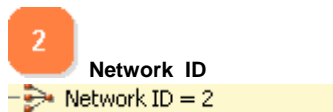
Printers list



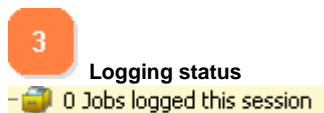
Shows a list of virtual printers and their status.



The name of the virtual printer. Double click on this to edit the virtual printer details.

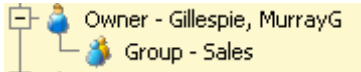


The printer's network ID. This used in conjunction with the log server machine name as an 'address' for the logging client to send logs to.



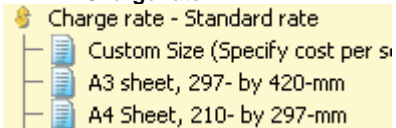
Shows the number of jobs logged for this printer since the logger server service was last started.

4

Printer owner

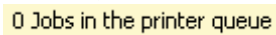
The owner of this printer. Double click on this to edit the owner details.

5

Charge rate

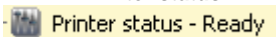
The charge rate for this printer and paper sizes being charged for. Double click on this to edit the charge rate details.

6

Queue status

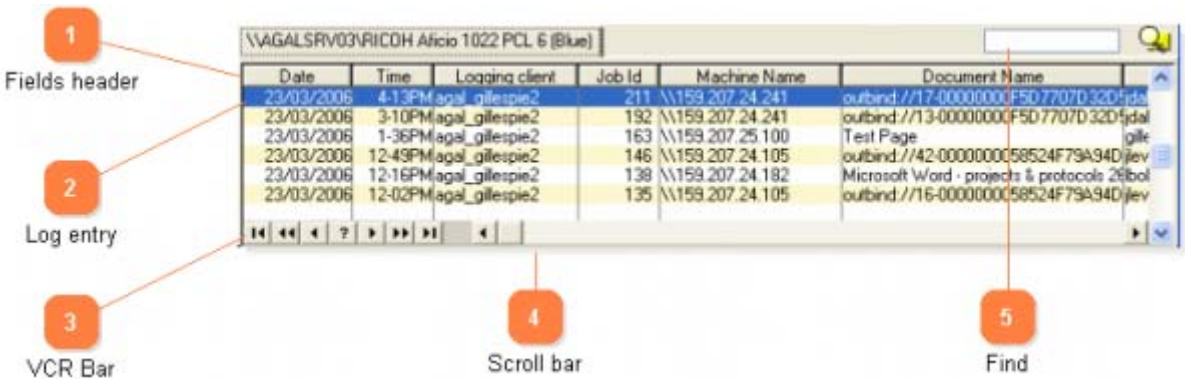
The number of print jobs in the printer queue.

7

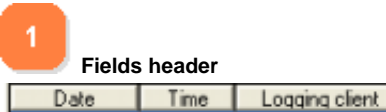
Printer status

The status of the printer. This is normally 'Ready'.
Other values can be - Paper jam, out of paper, paused etc.

Logs list



This list shows the relevant log entries. The default sort is in descending date order.



You can set a sort order by clicking on a field header. Click on a header to sort in ascending order, a second click will sort in descending order.
To add a secondary sort order on another field, Ctrl-click on the desired header.
Shift click on a header to clear sort orders.



Each line shows an individual log entry. Double - click on an entry to show log details in a separate window.

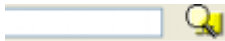


The VCR bar enables you to quickly navigate through logs.



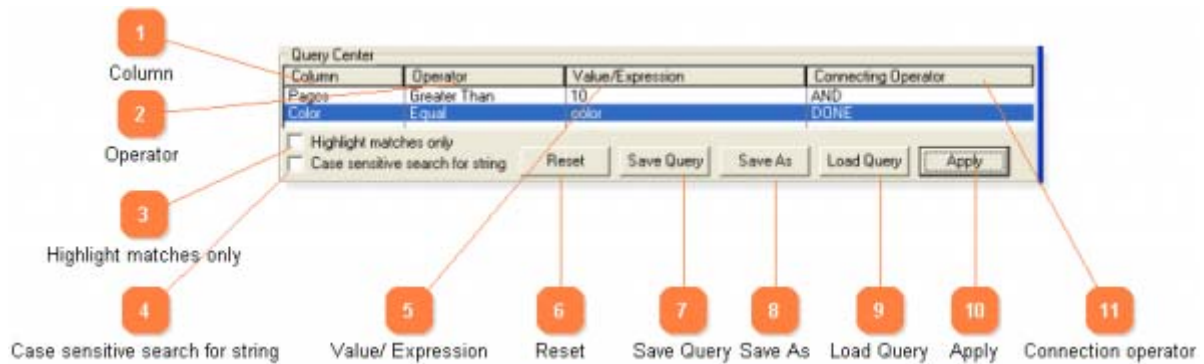
Use the scroll bar to view extra fields not on screen.





Searches the currently selected column (select a column by clicking on the column header) for the specified text.

Query Center



The Query Center enables you to display only the log records that you are interested in.



The column to query.
There are ten 'custom' columns -

Raw Date - Use this with the TODAY() function to query for a relative date.(eg:raw date >= TODAY() - 7 will query for all records in the last 7 days)

Raw time - Use this with the CLOCK() function to query for a relative time.

CLOCK() - The number of hundredths of a second that have elapsed since midnight.

Example:Raw Date =TODAY() and Raw Time > CLOCK() - 360000 (All the jobs in the last hour)

Day of month - the day of the month 1-31.

Day of week - 0 = Sunday, 1 = Monday etc.

Month - 1 - January, 2 = February etc.

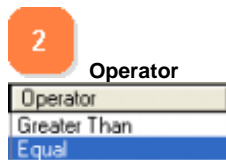
Year - The year number. eg:2006

Previous month - The previous calendar month. If today's month is June, then the previous calendar month is May 1 to May 31. This is a boolean (logical) function, it returns Y if the log date is in range and N if it is not.
Example: Previous month equals Y (Note: You should always use uppercase Y or N)

Previous 3 months - The previous three calendar months. If today's month is June, then the previous three calendar months are March 1 to May 31. This is a boolean (logical) function, it returns Y if the log date is in range and N if it is not.
Example: Previous 3 months equals Y (Note: You should always use uppercase Y or N)

Previous 6 months - The previous six calendar months. If today's month is June, then the previous six calendar months are Jan 1 to May 31. This is a boolean (logical) function, it returns Y if the log date is in range and N if it is not.
Example: Previous 3 months equals Y (Note: You should always use uppercase Y or N)

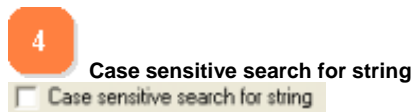
Previous 12 months - The previous twelve calendar months. If today's month is June 2007, then the previous twelve calendar months are June 1 2006 to May 31 2007. This is a boolean (logical) function, it returns Y if the log date is in range and N if it is not.
Example: Previous 12 months equals Y (Note: You should always use uppercase Y or N)



The query operator eg: Less than, greater than, not, equals.



Shows all logs, but highlights logs that meet the search criteria, rather than filtering out logs that do not meet the search criteria.



Makes string searches case sensitive.



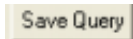
The value or expression to query against.



Removes the current query.

7

Save Query



Saves changes to the query.

8

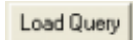
Save As



Saves a query under a specified name.

9

Load Query



Loads a previously saved query.

10

Apply



Applies the query to the job data set.

11

Connection operator



AND

DONE

The logical connection between query statements. eg: And, or, not.
Use the DONE connecting operator when you have finished your query statement.

Log View

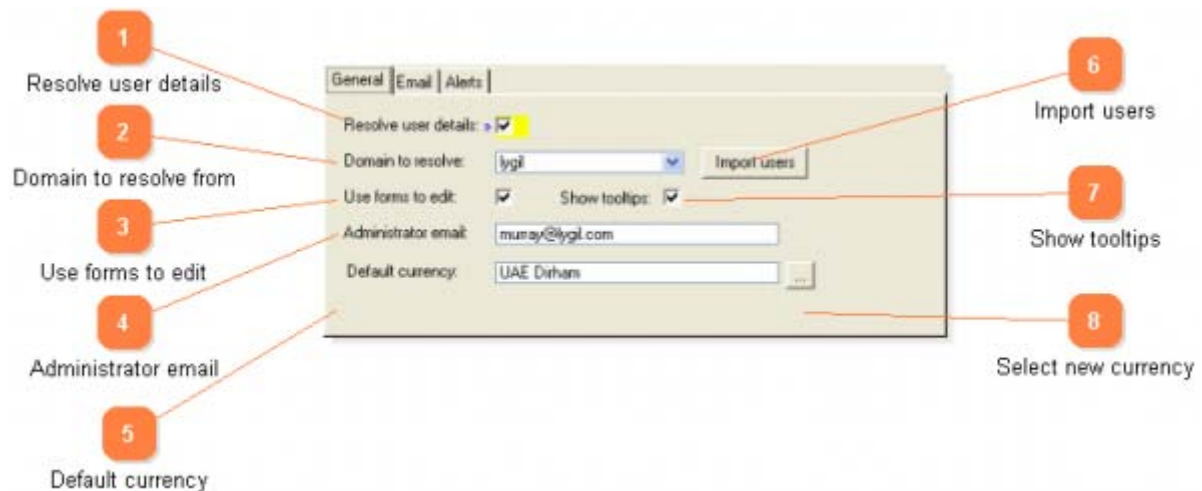
Printer Name:	\\AGALSRV03\RICOH	Date:	23/03/2006	Document Name:	FBT_Form_Davies_Feb 06		
Machine Name:	\\159.207.24.98	Time:	10:44AM	Page size:	A4 Sheet, 210- by 297-mm		
User Name:	lrichards	Job Id:	112	Name:	Richards, Lily		
Originator:	agal_gillespie2	Pages:	1	Form Length:	29.7	Mode:	Mon

Shows the contents of the currently selected log. This form is read-only.

Global options

This form sets the global options for Printer Squirrel.

General



This form sets the global options for printer squirrel.

1

Resolve user details

Resolve user details: ☒

If you wish to have user details resolved from an active directory or domain controller, check this box and enter the domain name of your network. You can also bulk import users from the domain controller.

2

Domain to resolve from

Domain to resolve: lygil

Select the domain to resolve names from the drop-down list. Only one domain can be used, because of the possibility of identical usernames belonging to separate users on different domains.

3

Use forms to edit

Use forms to edit: ☒

Editing details such as people or groups can be done in a spreadsheet fashion or on a separate form. If you prefer to use a form, check

this box.

4

Administrator email

Administrator email:

The email address that printer notifications will be sent to.

5

Default currency

Default currency:

The currency display format for charges.

6

Import users

Import a list of user accounts from the specified domain controller. This is useful for initial splitting of people into groups.

7

Show tooltips

Show tooltips: ☒

Turns the tooltip display on and off.

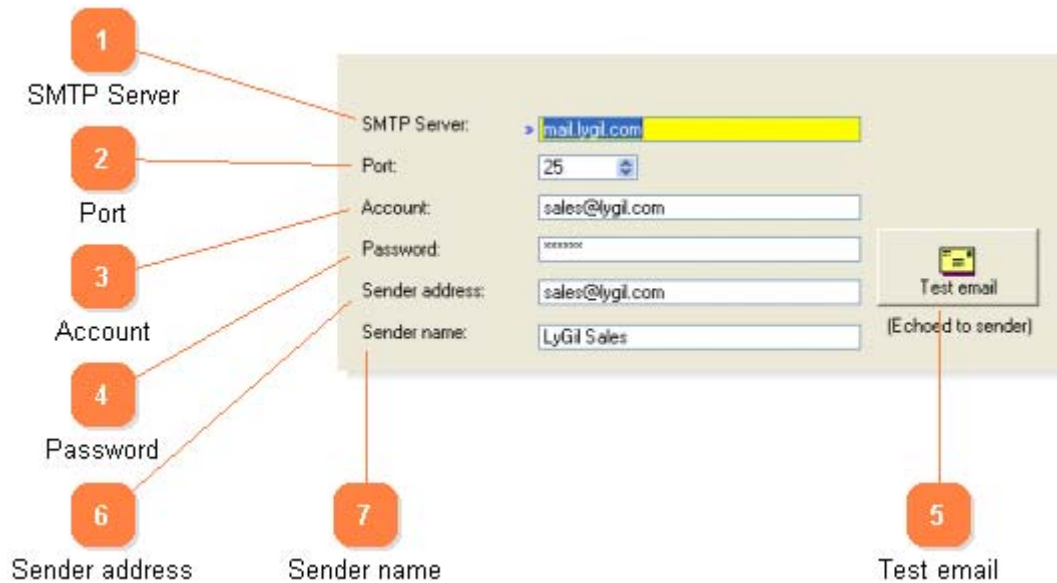
8

Select new currency



Selects a currency display format for charges.

Email



Sets the SMTP email server connection properties. See your network administrator for the connection details.

1 **SMTP Server**

SMTP Server:

The name of the mail server (eg: mail.lygil.com)

2 **Port**

Port:

Unless your mail server is configured differently, use port 25.

3 **Account**

Account:

Enter your account name (eg: gillespiem).

4 **Password**

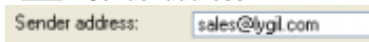
Password:

Enter your account password. ***IMPORTANT*** if you change your mail account password elsewhere you need to update it here or

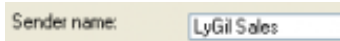
mail will not be sent.

5**Test email**

Sends a test email message to ensure that your settings are correct. The email will be echoed to the sender address.

6**Sender address**

Enter a valid email address that will receive any replies to the emailed reports.

7**Sender name**

Enter the name that you wish to appear on sent emails (eg; Printer Administrator).

Import users



Shows a list of all users imported from the specified domain.

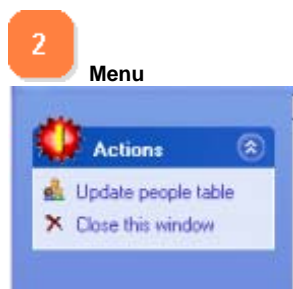
1 **Users list**

UserName	Full Name	Description	Email
----------	-----------	-------------	-------

User name : The user name as imported from the domain controller.

Full Name : The full name of the person as imported from the domain controller.

Description: The persons description as imported from the domain controller.



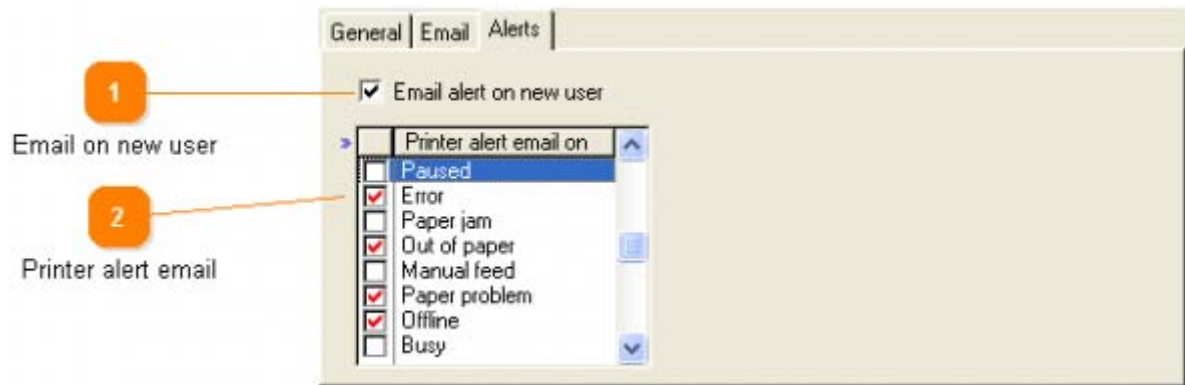
Update people table: Write the list of users retrieved from the domain controller into the people table.



☐ Overwrite existing records?

Will overwrite any existing people in the people table with the new descriptions. Group memberships and phone details will not be overwritten.

Alerts



Sets email alerts.

1 Email on new user

☒ Email alert on new user

Send a notification email to the administrator whenever a new user is added to the data store.

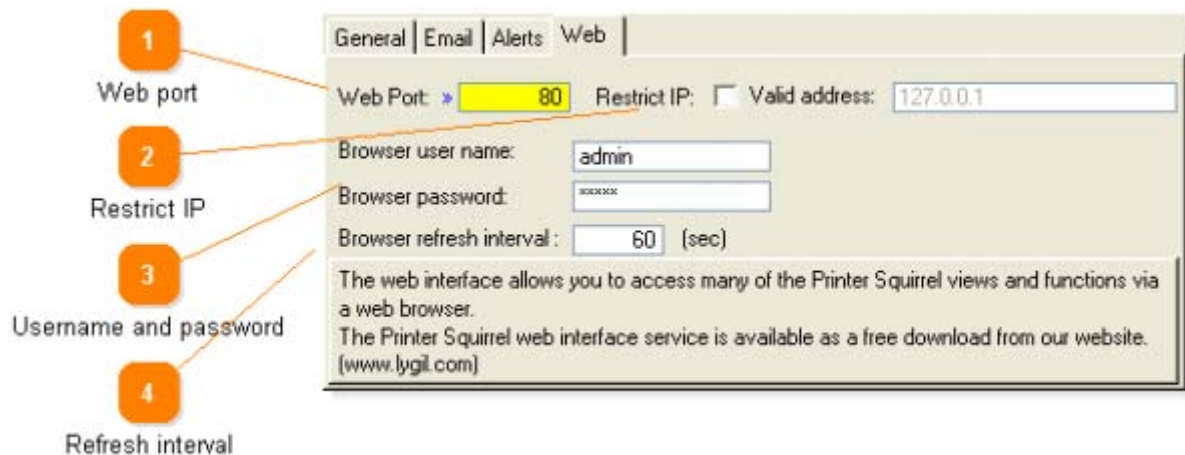
2 Printer alert email

Printer alert email on

- ☐ Paused
- ☒ Error

Sends an alert email to the printer owner when a selected condition occurs.

Web



This is the configuration page for the Printer Squirrel Web interface service. If you change any of these parameters you must stop and restart the Printer Squirrel Web interface service for the changes to take effect. In XP (Control panel/ Administrative tools/ Services)

1 Web port

Web Port: » 80

If your web port is 80, you just need to point your browser URL to the server with the web interface service installed. If you choose another web port, you will need to specify the port in the URL eg if your listen port is 88 your URL might be something like 169.204.25.44:88 or prnserver.lygil.com:88
Naturally that port must be open if you have a firewall on the web server.

2 Restrict IP

Restrict IP: ☐ Valid address: 127.0.0.1

Restrict IP allows you to restrict the incoming IP address to only one machine for security. By default this is turned off.

3 Username and password

Browser user name: admin
Browser password: xxxxxx

Sets the username and password for logging in on the browser. These are set to admin / admin by default.

4 Refresh interval

Browser refresh interval: 60 (sec)

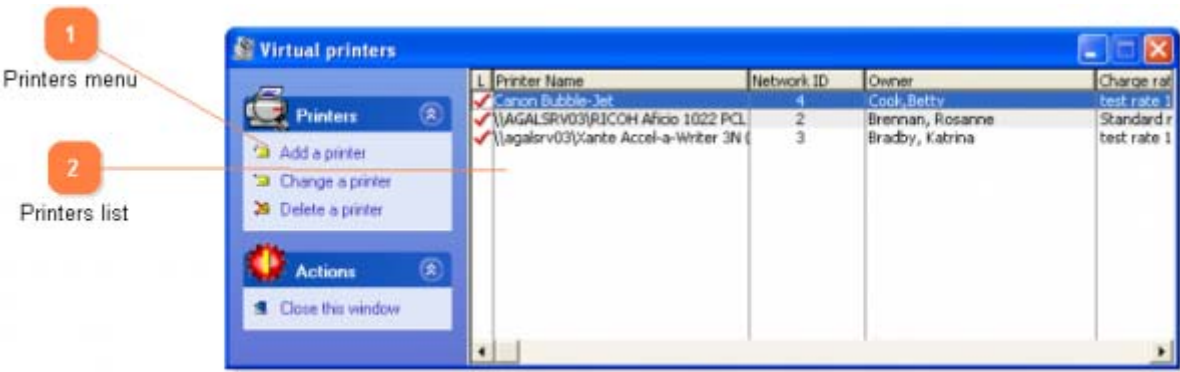
Refresh interval sets the printers view refresh rate, so that the printer status, jobs in queue etc are up to date. NOT YET

IMPLEMENTED

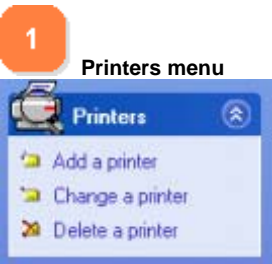
Virtual printers

Printers list.

Browse virtual printers



This window gives an overview of all virtual printers and allows adding, changing and deleting of virtual printers.



Add a printer : Add a new printer to be logged.

Change a printer : Opens up the printer options form for the selected virtual printer.

Delete a printer: Removes the selected virtual printer from the log list. ***CAUTION*** this will also remove any log entries associated with the virtual printer. If you add the virtual printer again the old log entries will NOT be retained.



L	Printer Name	Network ID	Owner
✓	Canon Bubble-Jet	4	Cook
✓	\\AGALSRV03\RICOH Aficio 1022 PCL	2	Brenn
✓	\\agalsrv03\Xante Accel-a-Writer 3N	3	Bradt

This is the list of all available defined virtual printers.

L - This virtual printer is to be logged. You can turn this off if you wish to temporarily suspend the recording of incoming logs.

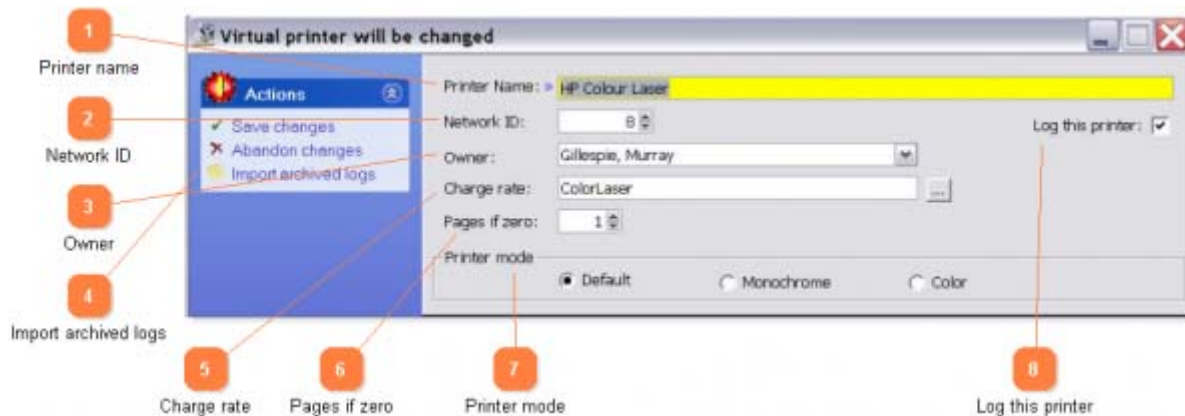
Printer name - The user defined name for this virtual printer.

Network ID - This is the network identification number of the virtual printer. The logger clients use this along with the logger server name to identify where to send logs.

The owner of this virtual printer. Reports are emailed by default to this person.

The charge scheme for this virtual printer.

Edit virtual printers



This form allows you to set the virtual printers parameters.

1

Printer name

Printer Name: » HP Colour Laser

The user defined name for this virtual printer.

2

Network ID

Network ID: 8

Network ID - This is the network identification number of the virtual printer. The logger clients use this along with the logger server name to identify where to send logs. You should never normally need to change this.

3

Owner

Owner: Gillespie, Murray

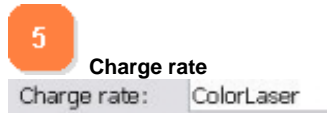
The owner of this printer. Reports are emailed by default to this person.

4

Import archived logs

Import archived logs

Allows you to import logs from a previously saved archive. You will be prompted for a filename to restore from.



The charge scheme for this virtual printer. Click on the (...) button to select or define charge rate schemes.



Some applications may report a zero pages printed count. Use this to set the page count you require if zero pages are reported.



Sets the color mode as reported by the printer driver. Some printer drivers incorrectly report the colour settings of jobs printed. Commonly it is monochrome laser printers reporting jobs as always being in color. This option allows you to force the color mode being reported.

Default = let the printer driver decide.

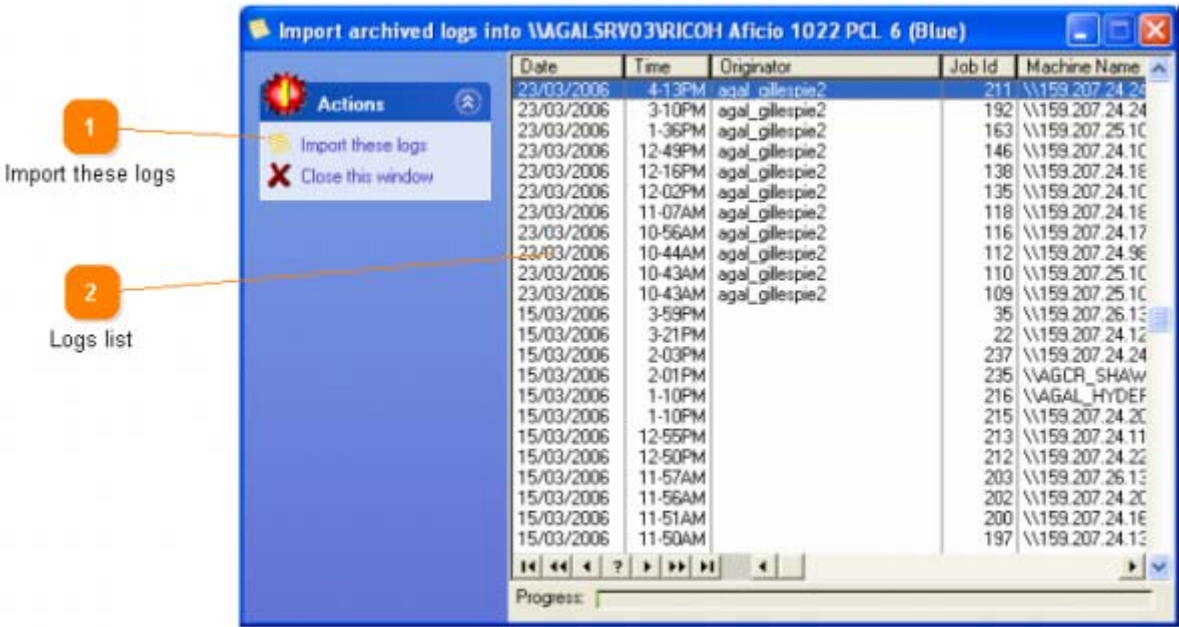
Monochrome = always report jobs as monochrome.

Colour = always report jobs as color.



Turns printer logging on and off. Turn this off if you wish to temporarily suspend the recording of incoming logs.

Import archived logs



Allows you to import logs from a previously saved archive.

1

Import these logs

Import these logs

Start the log import.

2

Logs list

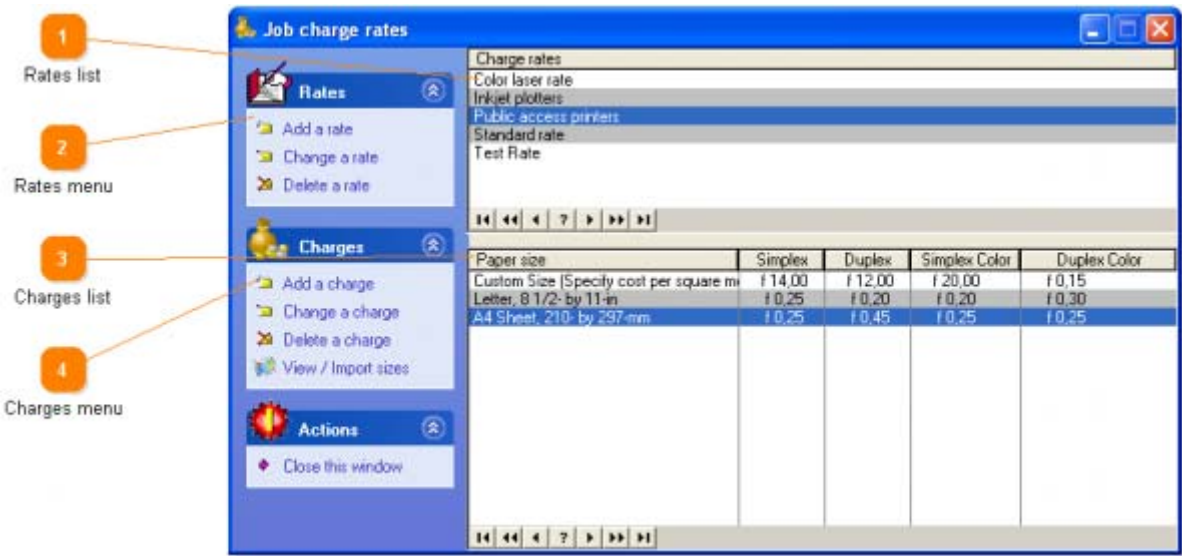
Date	Time	Originator
23/03/2006	4-13PM	agal_gillespie2
23/03/2006	3-10PM	agal_gillespie2
23/03/2006	1-36PM	agal_gillespie2

List of logs present in the archive. If the log already exist, they will NOT be overwritten.

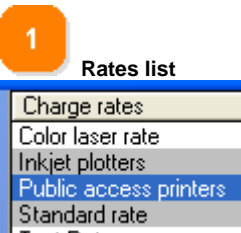
Charges

Allows you to construct charge rate schemes for printers.

Job charge rates

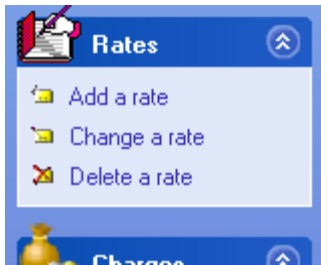


Shows the list of available charge rate schemes and their associated charges.



List of available charge rate schemes.





Add a rate: Adds a new charge rate scheme.

Edit a rate: Change the selected charge rate scheme.

Delete a rate: Deletes the charge rate scheme. If you have any printers that use this scheme then you will have to configure them with a new scheme.

Select this a rate: Use this charge rate scheme as the default for the printer that you are configuring.

3

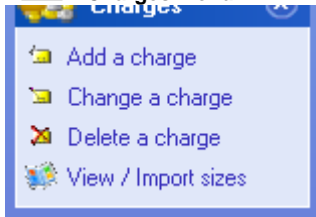
Charges list

Paper size	Simplex	Duplex
Custom Size (Specify cost per square m	f 14,00	f 12,00
Letter, 8 1/2- by 11-in	f 0,25	f 0,20
A4 Sheet, 210- by 297-mm	f 0,25	f 0,45

List of charges for each paper size for the selected rates scheme.

4

Charges menu



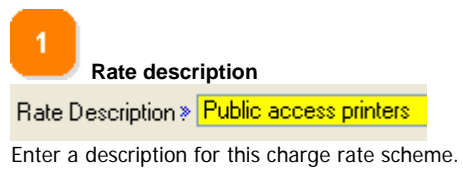
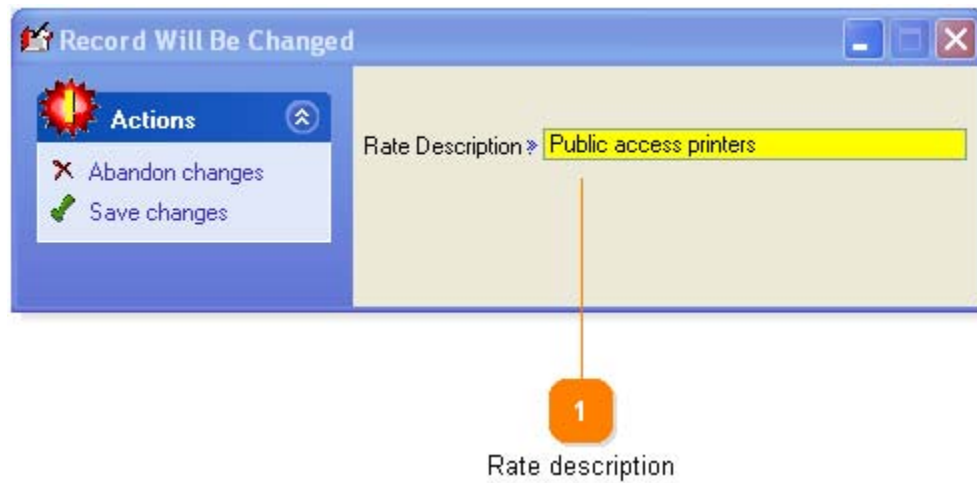
Add a charge: Adds a new charge for the highlighted rate.

Edit a charge: Change the sheet type or charge rate.

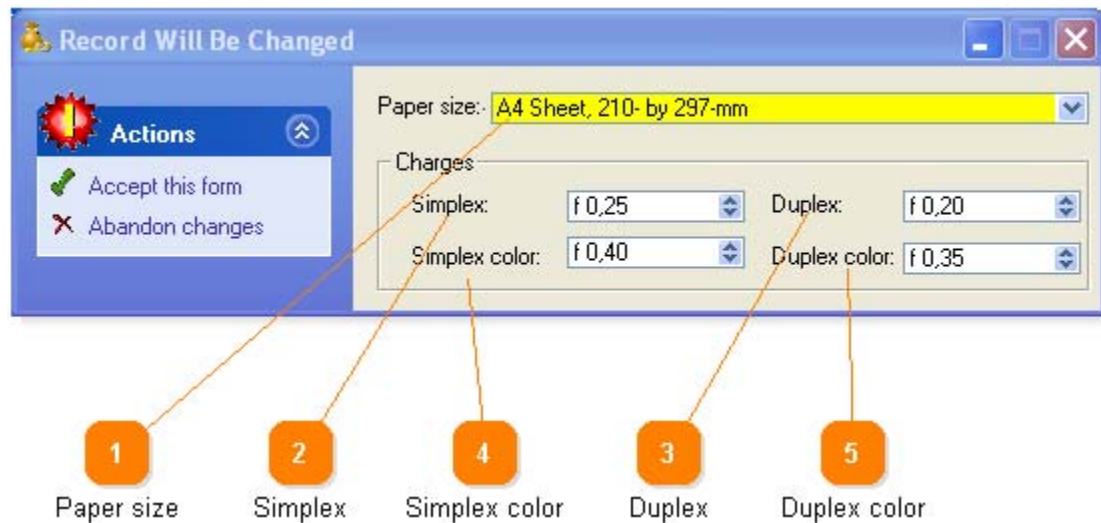
Delete a charge: Deletes the highlighted charge. You cannot delete the 'custom size' charge.

View / Import charges: Opens a window that gives a list of all the papersizes that have been printed and their frequency. You can use this list to easily identify and import commonly used papersizes into a charge rate scheme.

Edit rates



Edit charges



Set the charges for each individual paper size.

NOTE - You should always have a custom size charge in the charges list. If the user specifies a custom size, Printer Squirrel will calculate the size from the height and width information. You need to specify the charge per square meter of paper, the general formula is (charge for a A4 or letter sheet) * 16.

eg: If you plan to charge \$1 for each A4/letter sheet, set the 'custom size' charge to \$16 (625 square cm(A4 size) * 16 = 1 square meter).

The custom size charge rate is also used if you do not have a corresponding paper size charge rate for the given paper size. It is always advisable to set charge rates for your most commonly used paper sizes.

1

Paper size

Paper size: A4 Sheet, 210- by 297-mm

Select a paper size to set charges for from the dropdown list.

2

Simplex

Simplex: f 0,25

Set the charge for each page of simplex (single sided) printing.

3

Duplex

Duplex: f 0,20

Set the charge for each side of a duplex (double sided) print job.

4

Simplex color

Simplex color: f 0,40

Set the charge for each page of simplex (single sided) printing in color.
(If your printer only prints black and white you can ignore this).

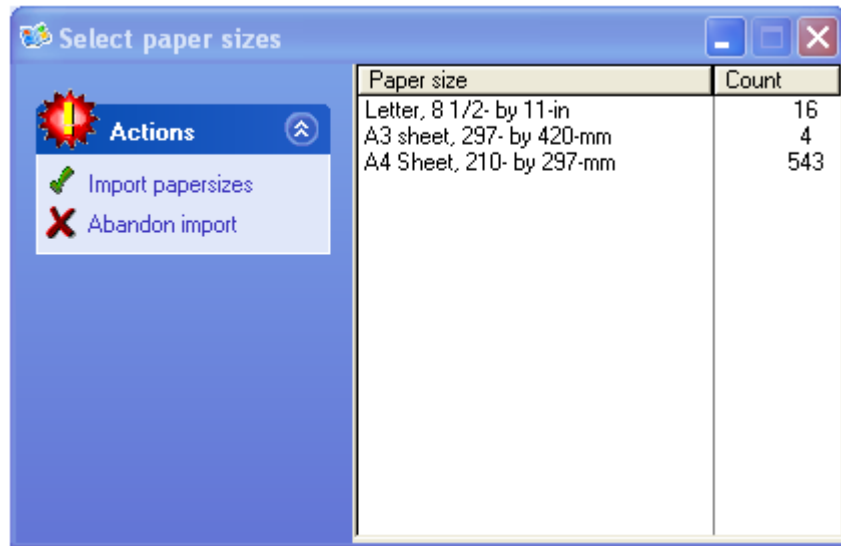
5

Duplex color

Duplex color: f 0,35

Set the charge for each side of a duplex (double sided) print job in color.
(If your printer only prints black and white you can ignore this).

View / Import papersizes

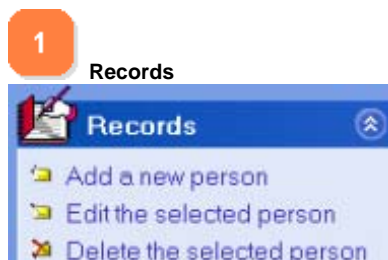


This window gives a list of all the papersizes that have been logged and their frequency. You can use this list to easily identify and import commonly used papersizes into a charge rate scheme. The papersizes listed are for all virtual printers, so some may not be applicable to a particular charge rate scheme.

People

Manage user accounts.

Browse people



Add a person: Adds a new person. The username must exactly match the users log on name, and for that reason it is not recommended that you use this option. Use import users, or wait for the user to print and their name will be automatically added.

Edit selected person: Change a persons details. You cannot change the username.

Delete selected person. Permanently delete the person.



Name	User Name
Allen, Robert	AllenR
Anderson, Wal	wanderson
Anderton, Luke	landerton

You can set a sort order on people by clicking on a field header. Click on a header to sort in ascending order, a second click will sort in descending order.

To add a secondary sort order on another field, Ctrl-click on the desired header.

Shift click on a header to clear sort orders.

3**Export to a TXT file**

Export a list of people to a text file.

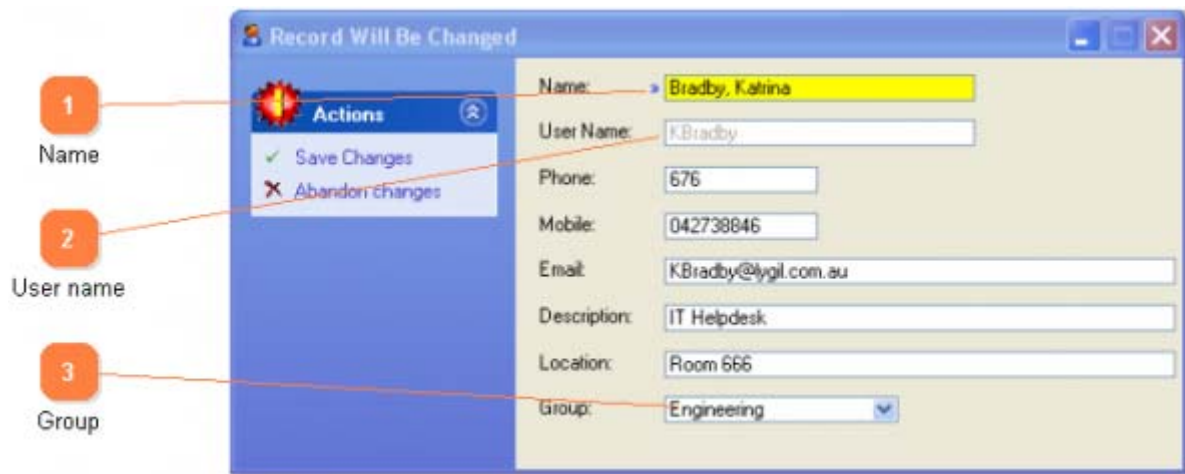
Export people records to a text (Tab separated) file.

4**Import from a TXT file**

Import a list of people from a text file.

Import people records from a text (Tab separated) file. The primary use of this is to import people records from an active directory organisational unit.

Edit people



Allows you to edit the details of print client users.



Name : The full name of the person (eg: John Smith).



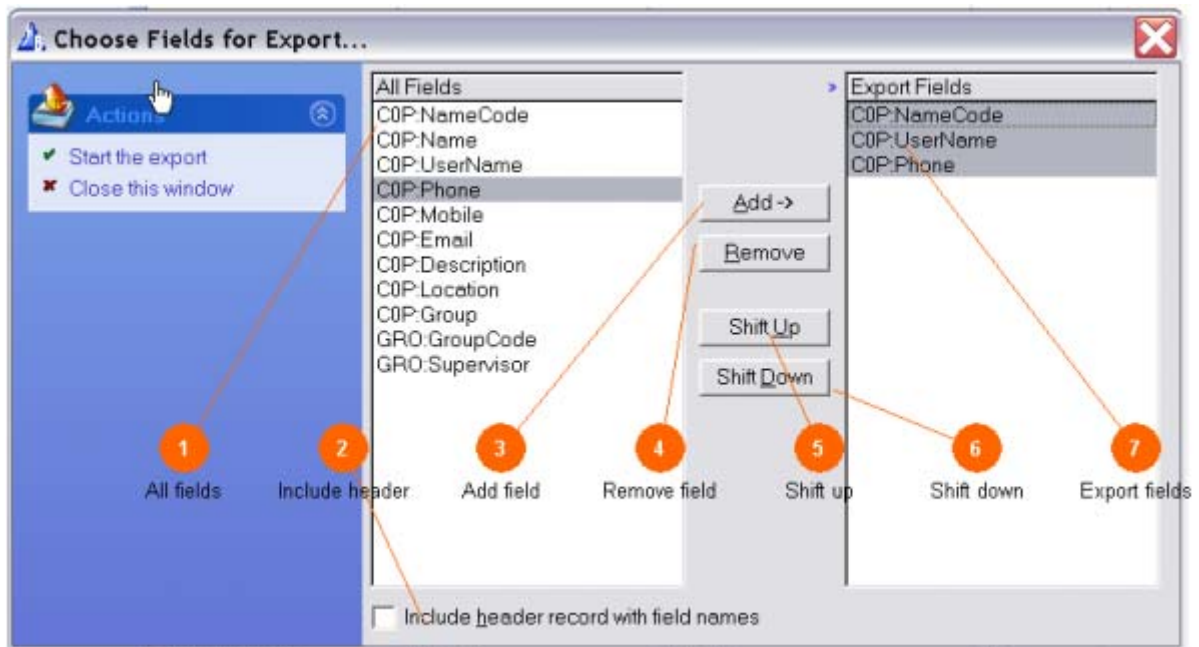
User name : The user name as reported by the printer driver as a print job is logged. This is the same as the name the user is logged in as. On a network with a domain, these names are listed on the domain controller. On a network without a domain, the names are user defined. If users are not logged on to the network, yet still can print (ie; there is no network security), the username is recorded as Anonymous.

If you add a new user (ie; one that has not been recorded by the logger program), the user name must be the same as the username of the print client.



Group : Select from the drop down list of groups that you have specified.

Export to text



Exports people records to a tab delimited text file.

1

All fields

All Fields
C0P:NameCode
C0P:Name

All the people file fields available for export. You can click and drag these fields into the export fields pane to select them for export.

2

Include header

☐ Include header record with field names

This controls whether the first record of the export file will be populated with the field names.

3

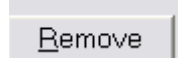
Add field

Add ->

This button copies the currently highlighted fields from the "All" list box to the "Export" list box. If some of the fields are already in the Export list box, then they will be left in their pre-existing positions, although they will be highlighted after the operation. You can also use click and drag to

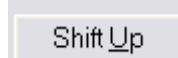
complete this operation.

4 Remove field



This button removes the currently highlighted fields from the "Export" list box. You can also use click and drag to complete this operation.

5 Shift up



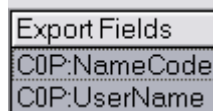
This button shifts the currently selected Export field up one position. You can also use click and drag to complete this operation.

6 Shift down



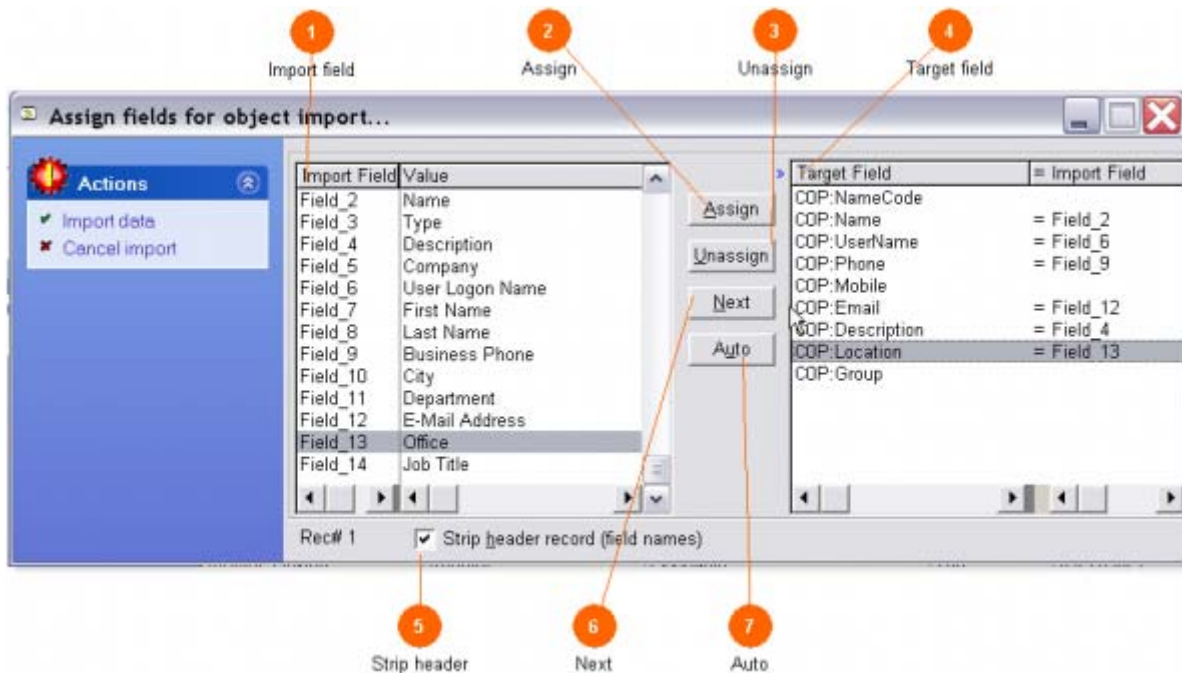
This button shifts the currently selected Export field down one position. You can also use click and drag to complete this operation.

7 Export fields



This is a list of the fields that will be exported, in order of placement within the export record.

Import from text



Imports people records from a tab delimited text file.

1 **Import field**

Import Field	Value
Field_2	Name

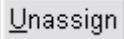
This list box contains a separate entry for each field found in the import file. This is the value of the field in the current import record. If the first record in the import file contains field names, then the first values that the user sees will be these names. This can make it very handy for assigning the import fields to the target fields. you can press the [Next] button to view other records in the import file. As you move the highlighter bar over Import Fields that have been assigned to Target Fields, the Target Field list box will move its highlighter bar to the corresponding entry.

2 **Assign**

Assign

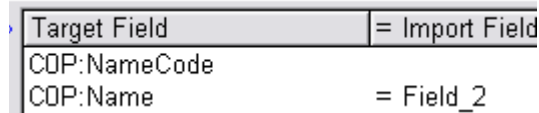
This assigns the currently highlighted Import Field to the currently highlighted Target Field. You can also use click and drag to complete this operation.

3

UnassignA rectangular button with a light gray background and a thin border. The text "Unassign" is centered in a standard sans-serif font.

This button clears the assignment for the currently highlighted Target Field. You can also use click and drag to complete this operation.

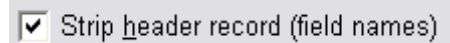
4

Target fieldA list box with a vertical scrollbar on the left. It contains two entries. The first entry is "Target Field" followed by "= Import Field". The second entry is "CDP:NameCode" followed by "= Field_2".

Target Field	= Import Field
CDP:NameCode	
CDP:Name	= Field_2

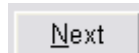
This list box shows which import fields will be assign to which target fields. As you move the highlighter bar over Target Fields with assigned Import Fields, the Import Field list box will move its highlighter bar to the corresponding entry.

5

Strip headerA checkbox with a checked mark, followed by the text "Strip header record (field names)".☒ Strip header record (field names)

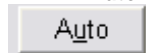
This controls whether the first record of the import file is ignored because it contains field name headers.

6

NextA rectangular button with a light gray background and a thin border. The text "Next" is centered in a standard sans-serif font.

This button causes the next record to be read from the import file and displayed in the "Import Fields" list box. If you reach the end of the file, then the [Next] button is disabled.

7

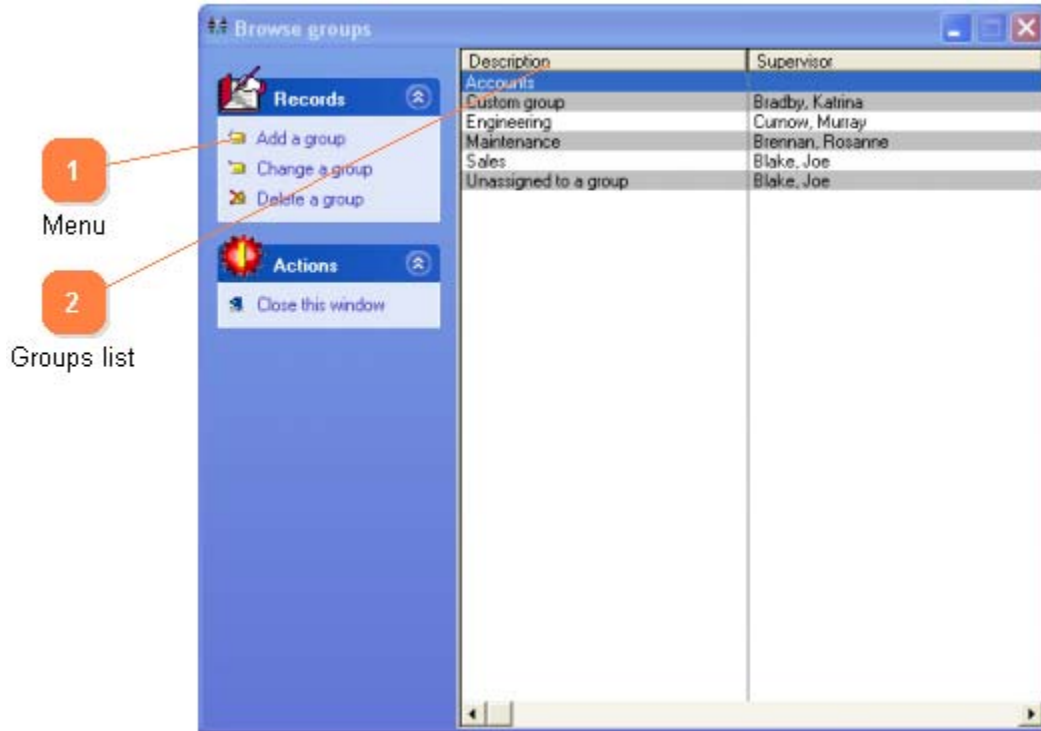
AutoA rectangular button with a light gray background and a thin border. The text "Auto" is centered in a standard sans-serif font.

The full name for this button is "Auto Assign". It is only available when the first import record is displayed. If the field names from the import header record happen to match your target fields, then you can automatically assign anything that matches.

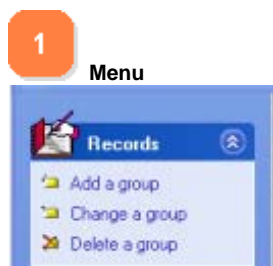
Groups

Manage groups of people.

Browse groups



Allows you to add, edit and delete groups of people. All new users are added to the reserved group 'Unassigned to a group'.



Add a group: Adds a new group. You can add people to the new group in the edit form.

Change a group : Allows you to change the group name and add or delete people from the group.

Delete a group: Permanently delete a group. A group must be empty before it can be deleted. The reserved group 'Unassigned to a group' cannot be deleted.

2

Groups list

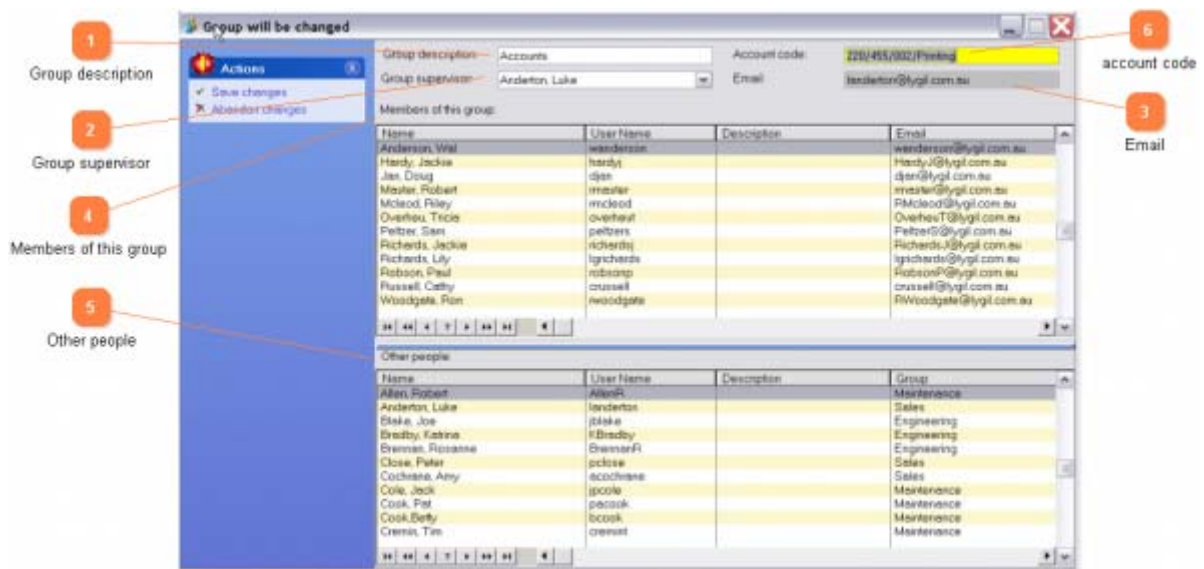
Description	Supervisor
Accounts	
Custom group	Bradby, Katrina
Engineering	Cumow, Murray

You can set a sort order by clicking on a field header. Click on a header to sort in ascending order, a second click will sort in descending order.

To add a secondary sort order on another field, Ctrl-click on the desired header.

Shift click on a header to clear sort orders.

Edit groups



Allows you to change group titles and change group membership.

1

Group description

Accounts

The title of the group. This should be something meaningful such as Engineering or Accounts.

2

Group supervisor

Anderton, Luke

The person who is in control of this group. Printer alerts are sent by default to this person. This field is optional

3

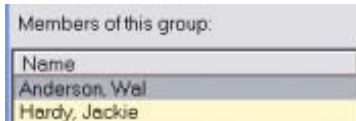
Email

landerton@lygil.com.au

The email address of the group supervisor. This is read only, and must be set when you edit the supervisors user description.

4

Members of this group

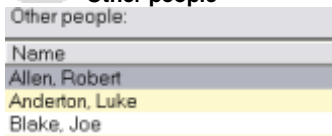


Members of this group:	
Name	
Anderson, Wal	
Hardy, Jackie	

The people who belong to this group. To add members to a group , click and drag users into the group from the 'other people' list.

To remove members from a group , click and drag users from the group into the 'other people' list.

You can also assign people into groups from the 'people' edit window.

5**Other people**

Other people:	
Name	
Allen, Robert	
Anderton, Luke	
Blake, Joe	

Everyone who is not in this group.

6**account code**

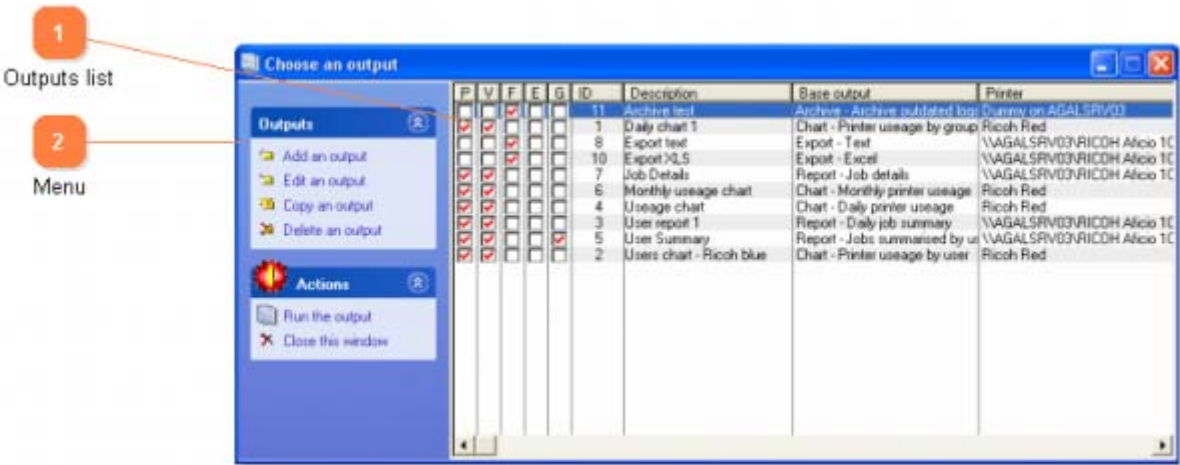
Account code:	220/455/002/Printing
---------------	----------------------

A charge account code associated with this group.

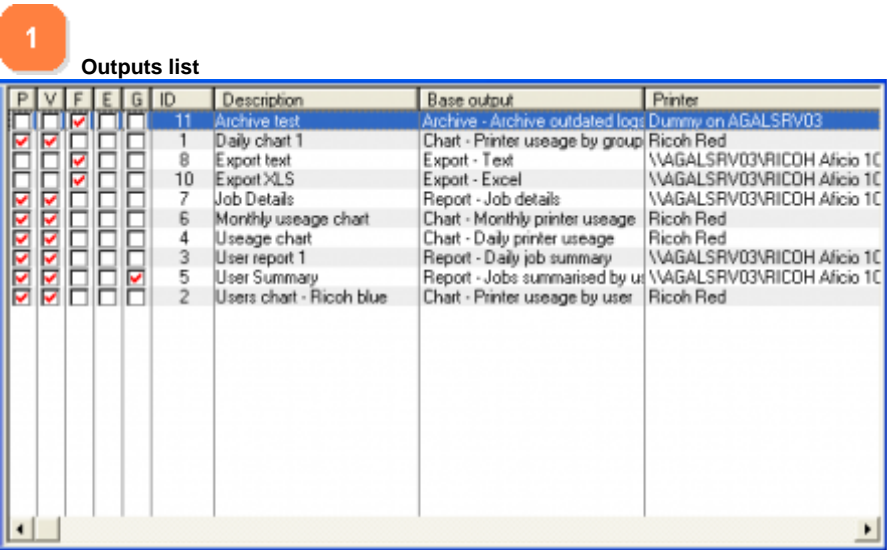
Outputs

Outputs allow you to summarize data in the form of reports, charts or export files. The following is a brief overview of the major report types.

Browse outputs



Allows you to select, add, edit or delete outputs.



List of available outputs.
The field definitions are:
P = Output will be sent to the default printer.
V = A print preview of the output will be displayed before printing. If you are running an automatic output, the print preview will be

disabled.

F = The output will be sent to a file.

E = The output will be emailed to the specified people.

G = The output will be produced for every individual group.

You can set a sort order by clicking on a field header. Click on a header to sort in ascending order, a second click will sort in descending order.

To add a secondary sort order on another field, Ctrl-click on the desired header.

Shift click on a header to clear sort orders.



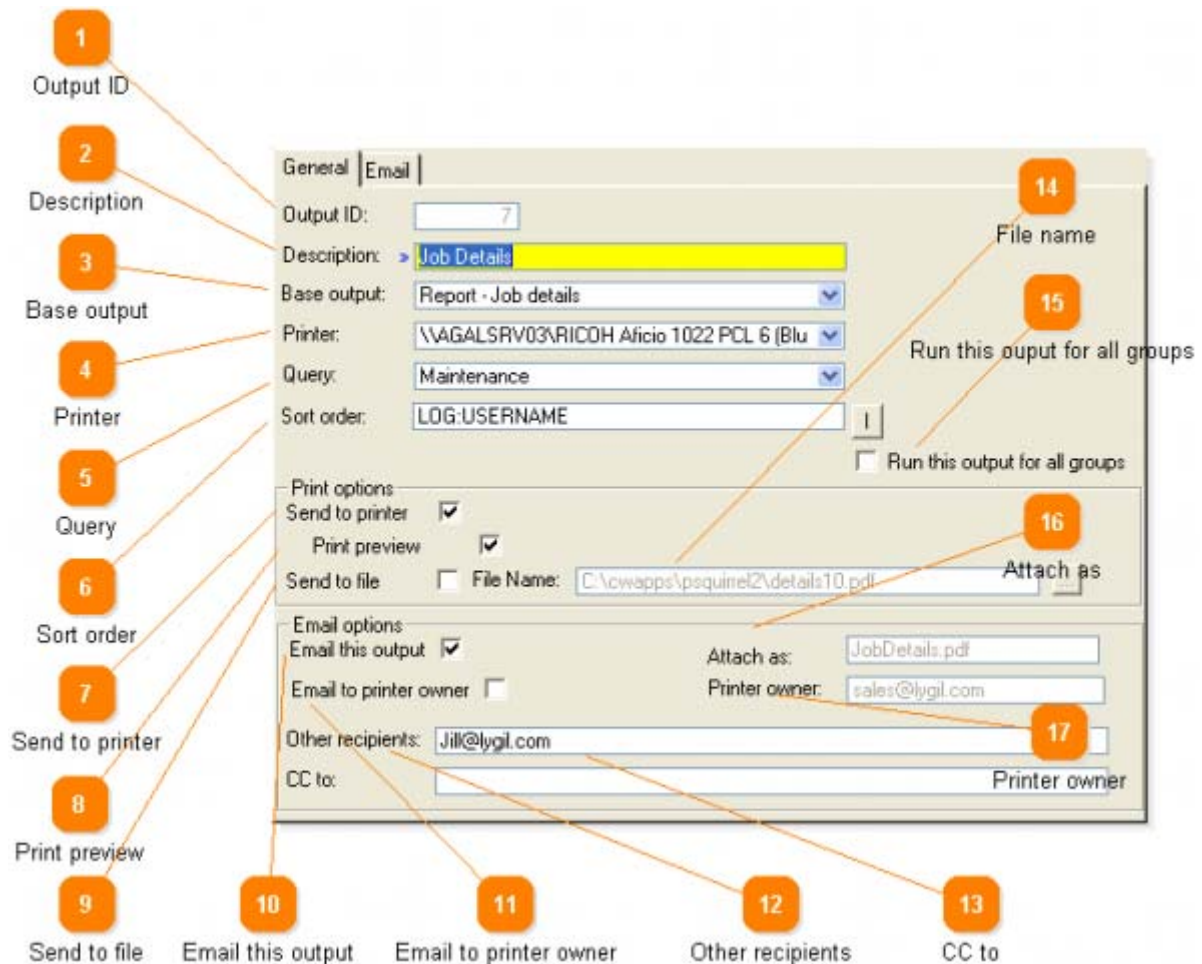
Add an output: Adds a new output.

Change an output : Allows you to change the definition.

Copy an output: If you have a number of output definitions that are going to be similar (eg: Only the virtual printer changes), use this to make a copy of an existing output.

Delete an output: Deletes the selected output.

Edit outputs



Allows you to change an outputs parameters.

1

Output ID

Output ID:

This is a system generated identification number for the output. This is used as a command line parameter when creating automatic outputs. (See the section on automatic outputs). It is read-only.

2

Description

Description: »

Enter a meaningful description for this output.

3

Base outputBase output:

Select a base output type from the dropdown list.

4

PrinterPrinter:

Select the virtual printer to get the data from.

5

QueryQuery:

Select a query for filtering the output from the dropdown list. These are the queries you have saved from the main log window. Common queries could be :

If you want the past 2 weeks logs (date > today() - 14)

All the engineering group (Group = Engineering)

A particular user for the last 30 days (username = jsmith AND date > today() - 30)

6

Sort orderSort order:

The order to sort the logs in the output. The easiest way to do this is to set a sort order in the logs view, then click on the I button next to the sort order entry box to import the current sort order.

Some outputs by their nature need a predefined sort order. If this is the case then the sort order entry box will be disabled.

7

Send to printerSend to printer ☒

Send the output to the default printer. Exports cannot be printed.

8

Print previewPrint preview ☒

A print preview of the output will be displayed before printing. If you are running an automatic output, the print preview will be disabled.

9

Send to fileSend to file ☐

The output will be sent to a file on disk.

10

Email this outputEmail this output ☒

The output will be emailed to the specified addresses.

11

Email to printer ownerEmail to printer owner ☐

Sends the email to the person specified as the printer owner.

12

Other recipientsOther recipients:

Other recipients to send the email to.

13

CC toCC to:

Other recipients to CC (Carbon copy) the email to.

14

File nameFile Name:

The filename to use if you have checked the 'Send to file' option.

15

Run this output for all groups☐ Run this output for all groups

Checking this will generate a separate output for each group you have defined. This is useful if you have the same output to generate for each group, rather than create a separate identical output for each group, just check this box. This option cannot be used for send to file or emailing of outputs.

16

Attach asAttach as:

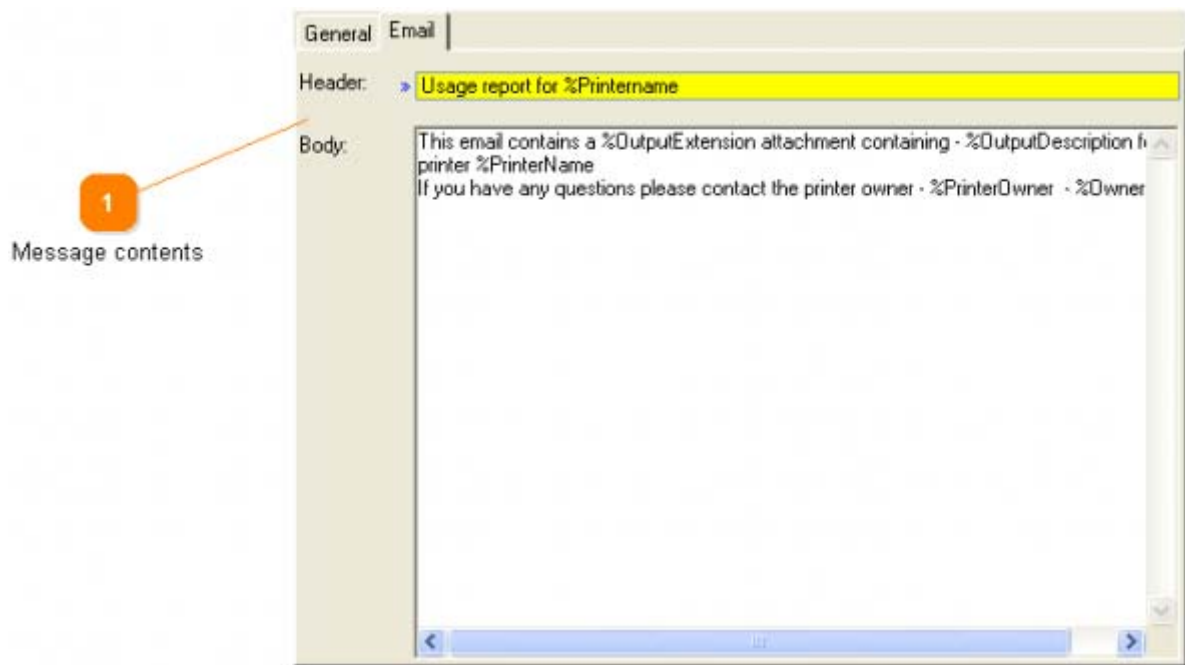
This is the name that the email attachment will be sent as. You cannot change this name.

17

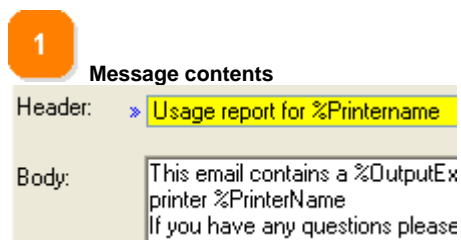
Printer ownerPrinter owner:

The email address of the printer owner as specified in the virtual printer setup window. You need to go to the virtual printer setup window to change this address.

Email contents



Sets the header and body text for the email message to be sent.



Enter the contents you wish the email to contain. You can use predefined substitution macros to customise the message.

There are five substitution macros available:

%Printrname - the name of the printer.

%Ownername - the name of the printer owner.

%Owneremail - the email address of the printer owner.

%OutputDescription - the base output description.

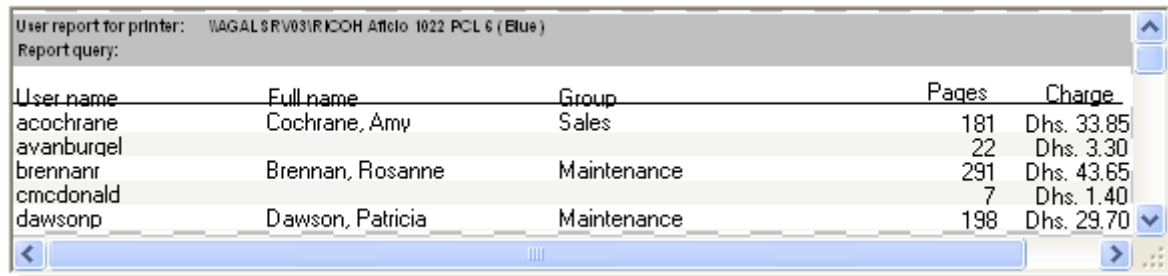
%OutputExtension - the email attachment extension.

Report - Job details

Printer log report for \\AGALSRV03\RICOH Aficio 1022 PCL 6 (Blue)									
Report query: (upper(GRO:Description) = 'MAINTENANCE')						Order by: LOG:USERNAME			
Date	Time	Job id	Machine name	User name	Document name	Pages	Copies	Paper Size	
08/02/2006	11:32AM	209	W159.207.24.199	brennanr	Microsoft Word - SUBMITT	25	1	A4 Sheet, 210- b	
15/03/2006	11:37AM	189	W159.207.24.199	brennanr	https://s100.copyright.com/z	1	1	A4 Sheet, 210- b	
08/02/2006	11:32AM	210	W159.207.24.199	brennanr	Microsoft Word - SUBMITT	23	1	A4 Sheet, 210- b	
08/02/2006	11:34AM	210	W159.207.24.199	brennanr	Microsoft Word - SUBMITT	23	1	A4 Sheet, 210- b	
28/02/2006	11:29AM	67	W159.207.24.199	brennanr	outbind://48-00000000334	2	1	A4 Sheet, 210- b	
15/03/2006	9:57AM	81	W159.207.24.199	brennanr	C:\Documents and Settings\J	21	1	A4 Sheet, 210- b	
14/03/2006	9:20AM	84	W159.207.24.199	brennanr	C:\Documents and Settings\J	63	1	A4 Sheet, 210- b	
14/03/2006	9:22AM	87	W159.207.24.199	brennanr	C:\Documents and Settings\J	25	1	A4 Sheet, 210- b	
14/03/2006	9:24AM	92	W159.207.24.199	brennanr	Telephone Extension List 130	2	1	A4 Sheet, 210- b	

This report shows details of individual print jobs.

Report - Jobs summarised by user



The screenshot shows a report window with a title bar and a scrollable table. The title bar text is 'User report for printer: \\AGALSRV03\RIKOH Aficio 1022 PCL 6 (Blue)'. Below the title bar is a 'Report query:' label. The table has five columns: 'User name', 'Full name', 'Group', 'Pages', and 'Charge'. The data is as follows:

User name	Full name	Group	Pages	Charge
acochrane	Cochrane, Amy	Sales	181	Dhs. 33.85
avanburgel			22	Dhs. 3.30
brennanr	Brennan, Rosanne	Maintenance	291	Dhs. 43.65
cmcdonald			7	Dhs. 1.40
dawsonp	Dawson, Patricia	Maintenance	198	Dhs. 29.70

At the bottom of the window is a horizontal scrollbar.

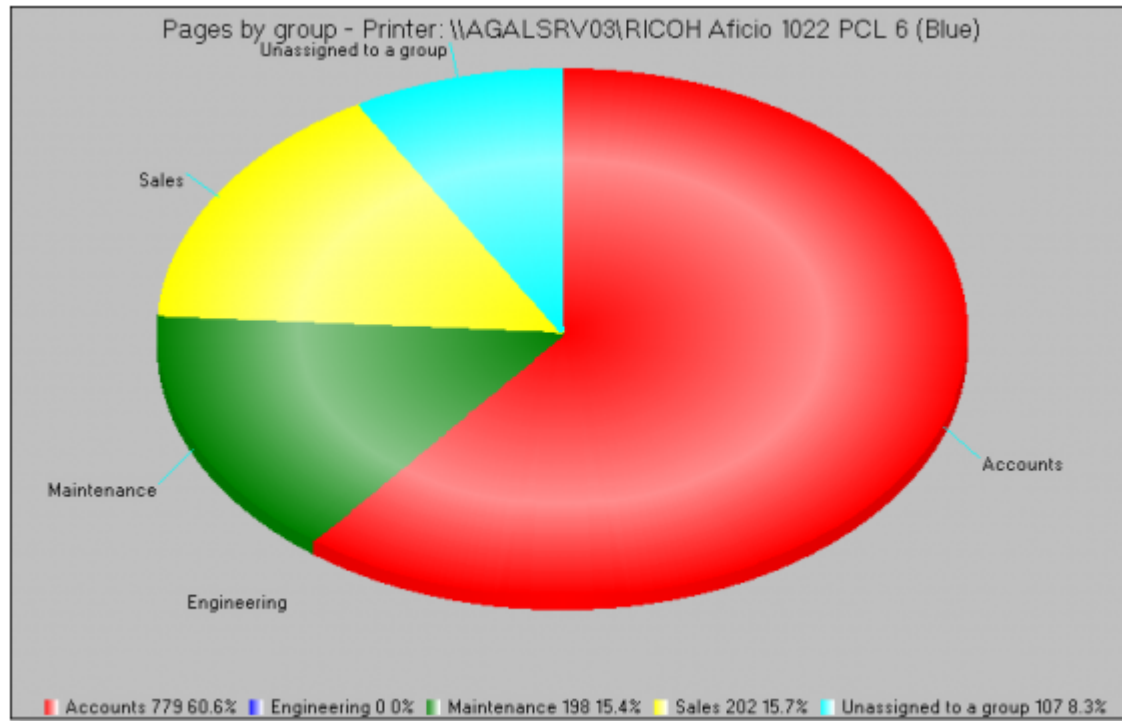
This report shows a pages and charge summary for each user.

Report - Daily job summary

Daily totals report for printer: \\AGALSRV03\RICOH Aficio 1022 PCL 6 (Blue)		
Report query: (upper(GRO:Description) = 'MAINTENANCE')		
Date	Pages	Charge
08/02/2006	136	Dhs. 20.40
13/02/2006	16	Dhs. 2.40
21/02/2006	4	Dhs. 0.60
22/02/2006	113	Dhs. 16.95

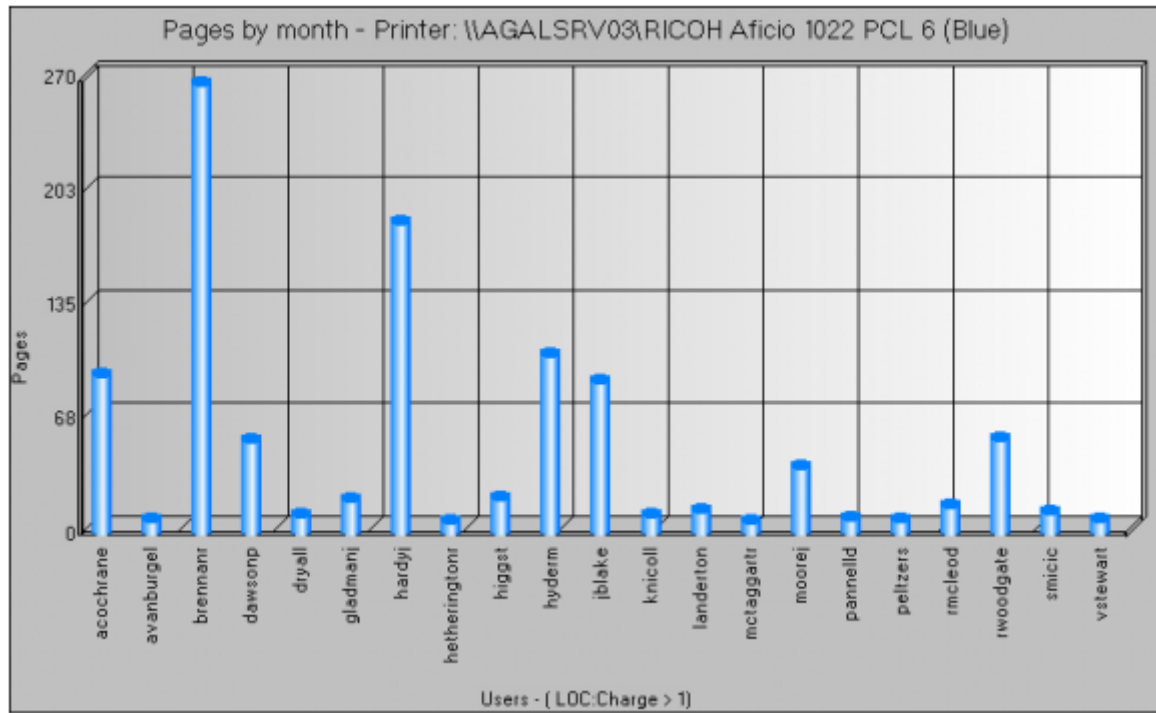
This report shows a daily usage summary for the selected printer.

Chart - Printer useage by group



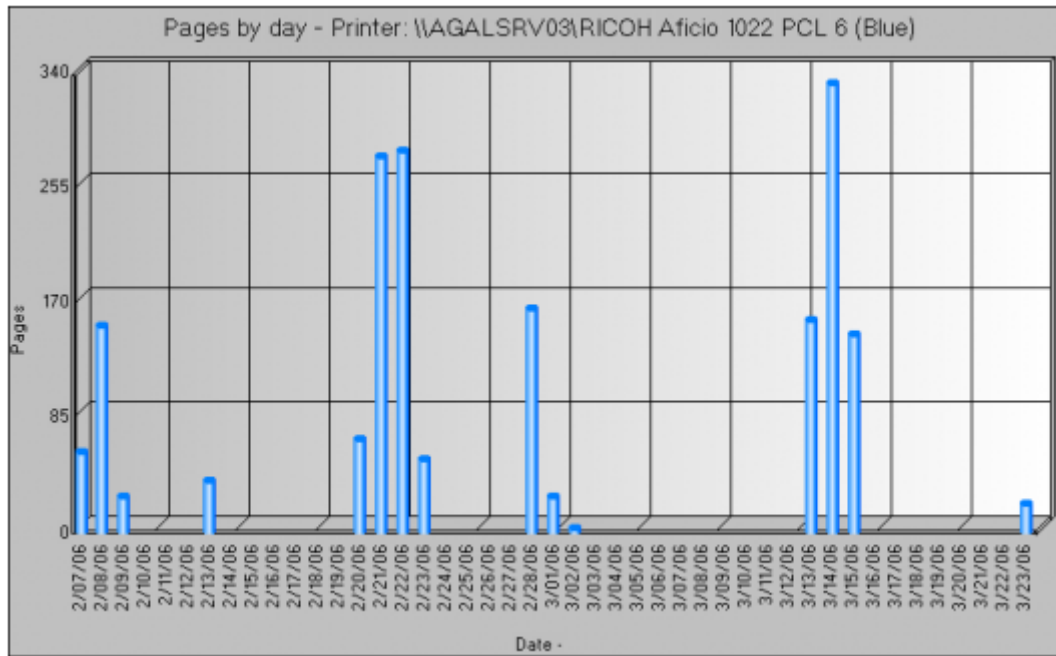
This chart shows printer usage by group.

Chart - Printer useage by user



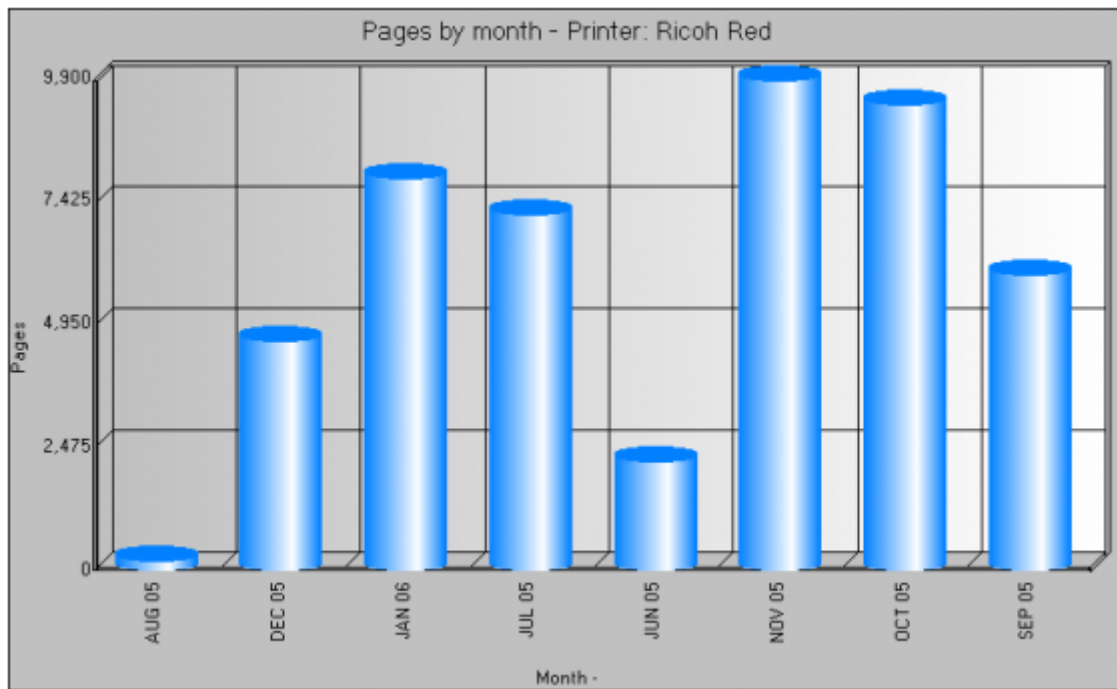
This chart shows the number of pages printed grouped by user.

Chart - Daily printer usage.



Shows a daily page count chart.

Chart - Monthly printer usage.



Shows a monthly page count chart.

View jobs

View a logged job's details

Job details

The screenshot shows a window titled "Job details" with two main sections: "Print Job" and "User details".

Print Job:

- Printer Name: HP Colour Laser
- Date: 08/05/2007
- Time: 5-01PM
- Job Id: 204
- Machine Name: \\159.207.24.164
- Originator: \\AGALSRV03
- Document Name: 07Pepall.pdf
- Pages: 1
- Copies: 1
- Priority: 1
- Page size: A4 Sheet, 210- by 297-mm
- Length: 0
- Width: 0
- Duplex: None
- Mode: Color
- Scale: 100
- Orient: Portrait
- Charge: BEF 1.000

User details:

- User Name: HardyJ
- Full Name: Hardy, Julie
- Phone:
- Mobile:
- Email: HardyJ@lygil.com
- Description:
- Location:
- Group: NRM

At the bottom right of the window is an "OK" button with a green checkmark icon.

Printer name: The user defined name of the virtual printer.

Date: The date the job was printed.

Time: The time the job was printed.

Originator: The machine name of the logging client that sent the job.

Job Id: The jobs Windows spooler ID.

Machine name: The name of the machine that printed the job.

User name: The logged on user that printed the job.

Document name: The name of the printed document.

Priority: The jobs printing priority.

Pages: The number of pages printed.

Page size: The page size of the print job.

Form length: The form length in centimeters.

Form width: The form width in centimeters.

Duplex: Specifies if duplex (double sided) printing was requested.

Mode: Monochrome or color printing.

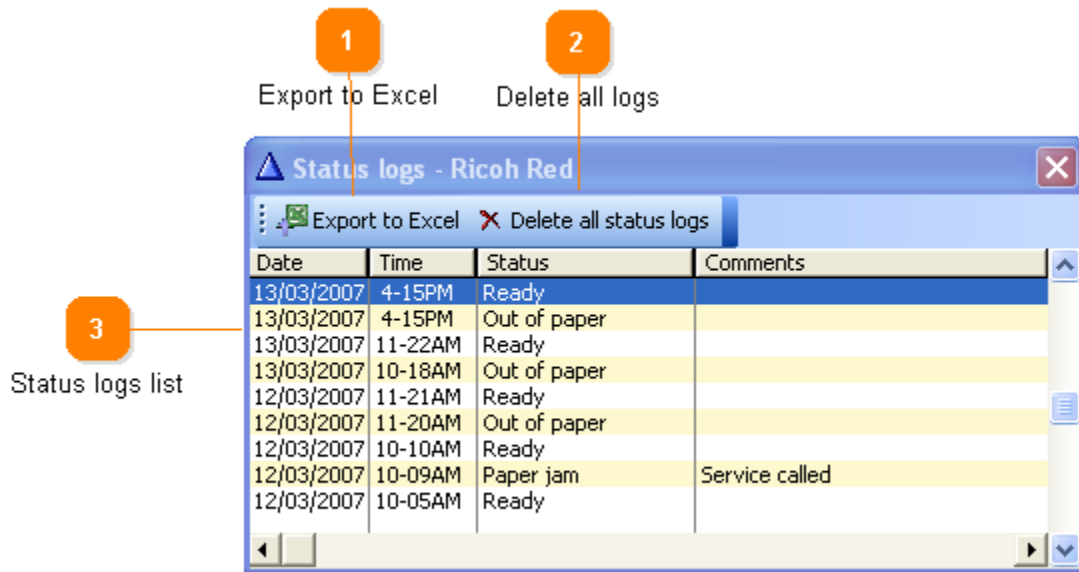
Orientation: Portrait or landscape printing.

Scale:	Printing scale as a percentage.
Copies:	Number of copies requested.
Charge:	The charge associated with this job.

Status logs

Shows the printer status logs for the selected printer.

Browse status logs

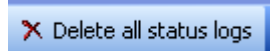


1 Export to Excel



Exports all status log entries to an Excel file.

2 Delete all logs



Deletes all the log entries.

3 Status logs list

12/03/2007	10-10AM	Ready	
12/03/2007	10-09AM	Paper jam	Service called

Shows a list of all the status logs for the selected printer. Double click on the comments field to add and comments for a

status log.

Currencies

Allows you to add edit or delete currency pictures.

Currency formats allow you to customise the display of printer charges.

The format to construct pictures is:

1: Each format string must start with @N (This simply means you are formatting a number)

2: If you are using the \$ symbol, enter it next, otherwise enter a currency in the form ~symbol~

For example if your currency is seashells you might enter ~Ss~

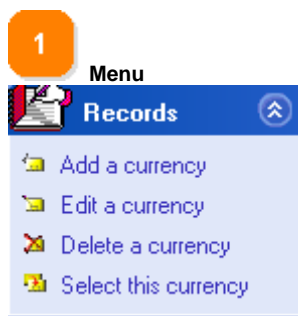
3: Next enter the total length of the number and decimal places eg: 8.3

Currency symbols can also be entered at the end of the number string.

Browse currencies



Allows you to select or change currencies.



Add a currency: Adds a new currency.

Change a currency : Allows you to change the currency name and its display format.

Delete a currency: Permanently delete a currency.

Select this currency: Select the currency as the default.

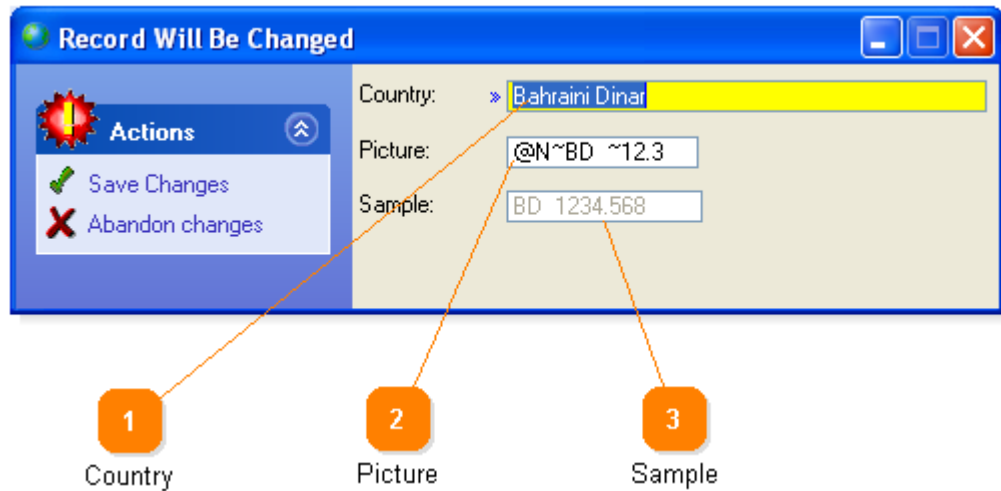
2

Currencies list

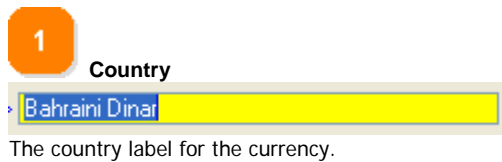
Bermudian Dollar	@N\$12.2	\$1,234.57
Bolivian Boliviano	@N~Bs~12.2	Bs1,234.57
Bosnia and Herzegovina Convertib	@N12.2~AZM~	1,234.57AZM
Botswana Pula	@N~P~12.2	P1,234.57
Brazilian Real	@N~R\$ ~12`2	R\$ 1.234,57
British Sterling	@N~£~12.2	£1,234.57

Contains the country name, the formatting picture and a sample of the currency display.

Edit currencies



Allows you to edit the currency names and display pictures.



The country label for the currency.



The currency picture.

The format to construct pictures is:

- 1: Each format string must start with @N (This simply means you are formatting a number)
- 2: If you are using the \$ symbol, enter it next, otherwise enter a currency in the form ~symbol~
For example if your currency is seashells you might enter ~Ss~
- 3: Next enter the total length of the number and decimal places eg: 8.3

Currency symbols can also be entered at the end of the number string.



A sample display of the currency picture.

If the currency picture is invalid '?????' will be displayed.

Automatic outputs

Automatic production of outputs is done using a task manager (eg: The Windows task manager - Start / All programs / Accessories/ System tools/ Scheduled tasks) to run Printer Squirrel at regular intervals with command line options specifying which outputs to produce.

The first step is to create the output schemes. (Taking note of the scheme number)

For example suppose you created these three output schemes:

```
Scheme - (ID = 4)
Name   - HPLaser Scheme 1
Printer - HPLaser
Base report - Basic log report
Query   - DateQuery (date > today() -7)
Print this report = No
Send to file = Yes
Print Preview = n/a    (Print preview is not invoked on automatic reports)
Email this report to printer owner = Yes
```

```
Scheme - (ID = 6)
Name   - Kyocera Scheme 1
Printer - Kyocera color laser
Base report - Basic log report
Query   - DateQuery (date > today() -7)
Print this report = Yes
Print Preview = n/a
Send to file = No
Email this report to printer owner = Yes
```

```
Scheme - (ID = 9)
Name   - Kyocera users chart
Printer - Kyocera color laser
Base report - User activity chart
Query   - DateQuery (date > today() -7)
Print this report = No
Print Preview = n/a
Send to file = No
Email this report to printer owner = Yes
```

You would then set your task manager to run this command every 7 days

```
c:\program files\PrnLogServer\PSquirrel.exe 4 6 9
```

This will run Printer Squirrel (in silent mode) which will produce the outputs as necessary, then exit.

In this case:

Email and save a file copy of HPLaser scheme1.

Print a copy of Kyocera scheme 1.

Email a copy of Kyocera users chart.

You can specify up to 50 outputs on the command line.

Support

Our support email is support@lygil.com
or telephone (61) 0427443404 (9am - 7pm Australian EST)

FAQ's

Q > (Server and client) Can I log printers on another computer/server?

A > Yes - see the configuration section in this manual for details.

Q > (Server and client) Can I log print jobs going direct to a printer (ie: not via a server share) eg: via DLC, Appletalk or LPR.

A > Yes - you need to run a separate copy of the logger client on each computer connected to the printer - see the configuration section in this manual for details.

Q> (Client) I have just upgraded to Printer Squirrel 2.30 or above from Printer Squirrel 2.26 or below and no print job logs are no longer being received by the logging server.

A> We have changed the way in which the logging clients talk to the logging servers to get around the problem of contact sometimes being lost if services were restarted.

If you find that after this upgrade, logs are no longer being received by the logging server you will need to:

On the logging client(s), edit each printer and select your logging server again from the 'send logs to' dropdown list. (you will probably find that your logging server name has changed from something like 'spiff2' to 'spiff') You will only need to do this once. Restart the logging client service when all printers are redirected.

Q> (Server and client) I have many printers to log, how many Printer Squirrel licenses do I need?

A> The Printer Squirrel license is based on a per server seat model. This means that for every license you can have one logging server and as many logging clients as you like. If you plan to use more than one logging server you need to purchase additional licenses.

Q > (Server) Sometimes I get zero pages returned.

A > If the print job does not have page delimiting information included, the print spooler cannot return a page count. Raw text files often suffer from this problem. Also, some older Windows98 and below printer drivers do not return page information.

Q > (Server) Some of the information (eg: page size, duplex modes) is not being recorded.

A > The amount of data returned is the responsibility of the printer driver which is often written by the printer manufacturer, and some information may not be returned. An updated printer driver may solve the problem.

Q> (Server and client) How can I log a printer across the internet?

A> Whilst logging printers across the internet is possible, there are some things that will probably need to be done to allow the logs to be transferred.

1: If possible use a VPN (Virtual private networks) connection. This is almost guaranteed to work.

2: If VPN is not possible here are the rules.

Log Traffic will NOT pass through proxy servers.

Firewalls/routers need to be configured to have ports **2326 - 2328 and 2376 and 2378** open. Your network administrator will probably only want to open ports for a specific fixed IP address, so your logging client machines address will need to be static.

Timing may be an issue. The logging client needs a list of available virtual printers to send logs to, if the internet link is too slow the logging client may time out before receiving this list.

Q> (Server and client) I am getting access denied errors and the printer is not logging. (This usually only applies to printers listed as 'Network' in the logging client)

A>The reasons for this are: Because the logging client starts as a service, it is logged on with the local machine account which should

have administrator rights to local printers. However if you are trying to log network printers remotely the local machine account is unlikely to have administrator rights to the printer and so cannot perform logging).

To rectify this, run the go to File/ Service manager. In the service manager select the printer logging client and click on the 'log on' tab. Enter an account that has administrator rights to the printer you wish to log, in the form domain\username, then enter a password. Remember that if the account password is changed you will have to change it here again or you will lose logging access rights.

A second alternative is to give full administrative rights to everyone for the printer. It depends on how much you trust your users if this is an option.

Q> (Server and client) I am getting service errors and no logs are being recorded.

A>The client and server services should have been installed and run on program installation. If they were not you will get service errors. To rectify this - run the files:

Server - pssvc.exe /iss Installs and starts the server service
 - pssvc.exe /is Installs the server service
 - pssvc.exe /rs Removes the server service

Client - plsvc.exe /iss Installs and starts the client service
 - plsvc.exe /is Installs the client service
 - plsvc.exe /rs Removes the client service

Q> (Server and Client) I cannot see any servers/virtual printers in the 'send logs to' dropdown list and/or logs are not being received by the logging server.

A>All Firewalls (including local machine firewalls and port blockers) and routers need to be configured to have ports 2326 - 2328 and 2376 and 2378 open. As all firewalls are different we cannot advise on how to do this, but we usually disable all firewalls in the logging path initially to see if this fixes the problem, then start the firewalls again with the relevant ports opened.

Q> How can I log a printer that is not on my LAN, ie: It is on the Wide area network.

A> You will need to tell the client to specifically look for the logging server that is outside the LAN. In the client configuration utility go to Tools/Add remote servers, and enter the servers name or IP address.

License agreement

The Printer Squirrel license is based on a per server seat model. This means that for every license you can have one logging server and as many logging clients as you like. If you plan to use more than one logging server you need to purchase additional licenses.

The following is the LyGil Software Licensing agreement.

LyGil Software
Software Program License Agreement

THIS IS A CONTRACT. PLEASE READ IT CAREFULLY. BY INSTALLING, USING OR COPYING THE SOFTWARE PROGRAM YOU ACKNOWLEDGE THAT YOU HAVE READ AND ACCEPT THE FOLLOWING TERMS AND CONDITIONS. IF YOU DO NOT AGREE TO THE TERMS OF THIS AGREEMENT, DO NOT INSTALL, COPY, OR USE THE SOFTWARE PROGRAM.

THIS LICENSE AGREEMENT REPRESENTS THE ENTIRE AGREEMENT CONCERNING THE SOFTWARE PROGRAM BETWEEN YOU AND LYGIL SOFTWARE. AND IT SUPERSEDES ANY PRIOR PROPOSAL, REPRESENTATION, OR UNDERSTANDING BETWEEN THE PARTIES.

1. LICENSE GRANT. LyGil Software (referred to as "Licensor"), and any applicable licensors hereby grant to you, and you accept, a non-exclusive license to use one copy of the Software Program solely for your own personal or business purposes. The Software Program may be used only on a single computer owned, leased, or otherwise controlled by you; or in the event of the inoperability of that computer, on a backup device selected by you. Concurrent use on two or more devices is not authorized without the advance written consent of Licensor and the payment of additional license fees.

You agree that you will not assign, sublicense, transfer, pledge, lease, rent, or share your rights under this License Agreement. Upon loading the Software Program, you may retain the Software Program for backup purposes. You may make one copy of the User's Guide for backup purposes. Any such copies of the Software Program or the User's Guide shall include Licensor's copyright and other proprietary notices. Except as authorized under this paragraph, no copies of the Software Program or any portions thereof may be made by you or any person under your authority or control.

2. LICENSOR'S RIGHTS. You acknowledge and agree that the Software Program consists of proprietary, unpublished products of Licensor, protected under U.S. copyright law and trade secret laws of general applicability. You further acknowledge and agree that all right, title, and interest in and to the Software Program are and shall remain with Licensor. This License Agreement does not convey to you an interest in or to the Software Program, but only a limited right of use revocable in accordance with the terms of this License Agreement.

3. LICENSE FEES. The license fees paid by you are paid in consideration of the licenses granted under this License Agreement.

4. TERM. This License Agreement is effective upon your installation, copy or use of this Software Program and shall continue until terminated. Licensor may terminate this License Agreement upon the breach by you of any term hereof. Upon such termination by Licensor, you agree to return to Licensor the Program and all copies and portions thereof.

5. LIMITED WARRANTY. THE SOFTWARE PROGRAM, AND THE SOFTWARE CONTAINED THEREIN, ARE LICENSED "AS IS", AND LICENSOR DISCLAIMS ANY AND ALL WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING (WITHOUT LIMITATION) ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. LYGIL SOFTWARE DOES NOT WARRANT THAT THE FUNCTIONS CONTAINED IN THE SOFTWARE WILL MEET YOUR REQUIREMENTS OR THAT THE OPERATION OF THE SOFTWARE WILL BE ERROR FREE.

6. UPGRADE POLICY. LyGil Software may create, from time to time, update versions of the Software Program. At its option and at such a fee as LyGil Software may determine, LyGil Software may make such updates available to the Licensee.

7. LIMITATION OF LIABILITY. Licensor's cumulative liability to you or any other party for any loss or damages resulting from any claims, demands, or actions arising out of or relating to this Agreement shall not exceed the license fee paid to Licensor for the use of the Software Program. In no event shall Licensor be liable for any indirect, incidental, consequential, special, or exemplary damages or lost profits, even if Licensor has been advised of the possibility of such damages. SOME STATES DO NOT ALLOW THE LIMITATION OR EXCLUSION OF LIABILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE ABOVE LIMITATION OR EXCLUSION MAY NOT APPLY TO YOU.

8. COSTS OF LITIGATION. If either party brings any action to this License Agreement against the other party regarding the subject matter hereof, the prevailing party shall be entitled to recover, in addition to any other relief granted, reasonable attorney fees and expenses of litigation.

9. SEVERABILITY. Should any court of competent jurisdiction declare any term of this License Agreement void or

unenforceable, such declaration shall have no effect on the remaining terms hereof.

10. NO WAIVER. The failure of either party to enforce any rights granted hereunder or to take action against the other party in the event of any breach hereunder shall not be deemed a waiver by that party as to subsequent enforcement of rights or subsequent actions in the event of future breaches.

11. U.S. GOVERNMENT RESTRICTED RIGHTS. The Software Program and Documentation are provided with Restricted Rights. Use, duplication, or disclosure by the Government is subject to restrictions as set forth in subparagraph ((c)(1)(ii) of the Rights in Technical Data and Computer Software clause at DFARS 252.277-7013, or subparagraphs (c)(1) and (2) of the Commercial Computer Software--Restricted Rights at 48 CFR 52.227-19, as applicable. Manufacturer is LyGil Software.

