

Custom Report Making

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SiteAudit provides information in Views, Reports and Notification. The SiteAudit Users Guide to provides instruction on each. This operations document is about custom reports.

Custom Reports Benefits

The key benefits of custom reports are:

1. Specific fleet management data can be mined and reported on a regular basis
2. Information not contained in standard reports can be reported
3. Reports that measure specific print management objectives can be created
4. Reports are easy to create with common management formatting, title, logos etc...

Some examples of information that can be created into a custom report:

- 1- Top 25 Problem Printers
- 2- Lowest Utilized Printers
- 3- Printers with Downtime Greater the 8 Hours
- 4- Departmental Cost for Printing
- 5- Printers Without Warranty

Custom reports are the management documents that measure progress toward meeting cost and performance metrics or objectives.

How to Create a Custom Report

The user can create a custom report from any of the SiteAudit Views. (Note: data can also be exported to .xls to create reports in other reporting packages.)

To create a custom report:

- From the selected view, filter the view to contain the desired data
- Use the Filter Builder
- Group and sort data

Example Report: Top 20 Problem Printers

Step 1: Select the Problem Analysis View

Step 2: Use the Time Span to select a time period e.g. Month or Week

Step 3: Remove Columns that are not important

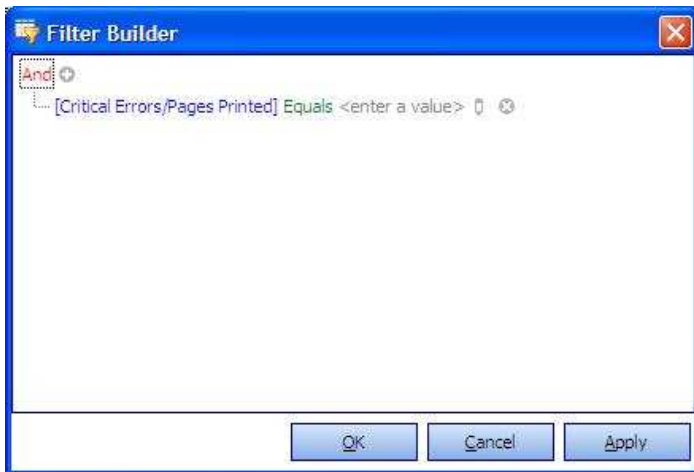
Suggested Columns to Keep:

- Manufacturer
- Model
- IP Address or Location
- Total Pages
- Total Errors
- Downtime
- Error Frequency

Step 4: Sum the Columns for Model, Total Pages, Total Errors, Downtime

Step 5: Move the Manufacturer column to the Column Header

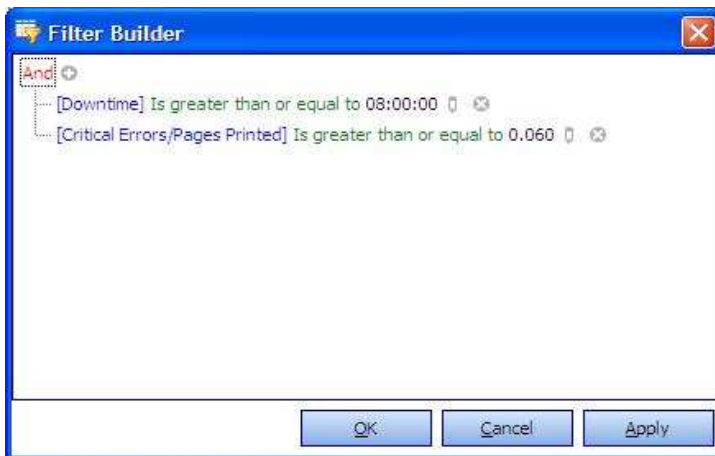
Step 6: Open the Edit Filter → Filter Builder



Step 7: In Filter Builder Select Downtime, Great than or Equal, Value = 8 hrs

Step 8: In Filter Builder Select +,

Step 9: In Filter Builder Select Critical Errors/Pages, Greater than, Value = .06



Step 10: Select Ok

Netaphor SiteAudit(TM)

File View Setup Reports Tools Help

Time span: Last month 07/01/2007 12:00:00 AM to 07/31/2007 11:59:59 PM Set

Problem Analysis

Drag a column header here to group by that column

Manufacturer	Model	IP Address	Pages Printed	Total Errors	Downtime	Critical Errors/Pages Printed
Hewlett-Packard	hp color LaserJet 4650	168.179.147.162	764	577	1:12:26:55	0.099
Hewlett-Packard	hp color LaserJet 5500	168.179.147.171	744	183	18:37:48	0.112
Hewlett-Packard	HP LaserJet 5	168.179.147.175	423	212	12:19:41:50	0.076
Hewlett-Packard	HP LaserJet 5	168.179.147.181	441	83	12:23:10:42	0.075
Hewlett-Packard	HP LaserJet 5	168.179.147.182	25	11	18:16:51:14	0.160
Hewlett-Packard	hp color LaserJet 4600	168.179.150.123	537	1,675	18:42:13	0.194
Hewlett-Packard	hp LaserJet 4250	168.179.150.235	1,022	238	5:05:35:58	0.079
Hewlett-Packard	hp color LaserJet 4600	168.179.166.252	930	647	1:11:56:45	0.097
Hewlett-Packard	hp color LaserJet 4650	168.179.167.17	2,997	1,395	10:01:17	0.071
Hewlett-Packard	hp LaserJet 4300	168.179.168.22	1,798	327	11:11:29	0.069
Hewlett-Packard	HP LaserJet 2200	168.179.168.35	163	29	13:06:29:28	0.061
Hewlett-Packard	HP LaserJet 8000 Series	168.179.169.65	961	706	1:03:53:11	0.170
Hewlett-Packard	HP LaserJet 5M	168.179.169.244	496	309	21:09:04:35	0.089
Hewlett-Packard	HP LaserJet 5M	168.179.169.245	33	203	9:14:51:31	0.061
Hewlett-Packard	HP LaserJet 5M	168.179.171.214	304	706	25:02:01:25	0.122
Hewlett-Packard	HP LaserJet 5M	168.179.171.222	397	198	24:14:33:04	0.091
Hewlett-Packard	hp color LaserJet 4600	168.179.172.194	633	137	11:57:27	0.040
Hewlett-Packard	HP LaserJet 5M	168.179.183.20	253	196	23:20:36:23	0.170
Hewlett-Packard	HP LaserJet 8150 Series	168.179.183.22	451	543	5:01:43:43	0.166
Hewlett-Packard	hp color LaserJet 4650	168.179.183.31	538	291	5:18:43:17	0.229

20 SUM=8661 Hours: 4,452.75

[X] [Downtime] >= 108:00:00 and [Critical Errors/Pages Printed] >= 0.060 Edit Filter

Step 11: From SiteAudit's **File** menu select **Print Preview**.

Step 12: Go Back to the View to adjust the Column widths so they provide adequate spacing in the custom report

Step 13: From the Preview dialog you can further customize your report. In the example that follows the **Header and Footer** icon was clicked to launch the Header and Footer dialog. Header text was entered and a page number was added in the footer.

Step 14: This custom report can now be printed, exported or emailed via the **File** menu or toolbar icons.

Output the Custom Report

Custom reports can be printed, exported in PDF, HTML, Excel, Rich Text or graphic formats, or emailed as PDF or graphic attachments.

Top Problem Printers Report:

Model	IP Address	Pages Printed	Total Errors	Critical Errors/Pages Printed	Downtime
Manufacturer: Hewlett-Packard					
hp color LaserJet 4600	10.127.102.230	1,849	217	0.038	03:37:23
HP LaserJet 8100 Series	159.214.17.210	2,095	542	0.040	01:20:42
HP LaserJet 8150 Series	10.255.248.20	4,513	990	0.078	12:28:45
HP LaserJet 8150 Series	10.255.246.22	3,303	723	0.045	21:18:50
HP LaserJet 8150 Series	10.255.234.18	2,194	664	0.060	01:59:44
HP LaserJet 8150 Series	10.255.226.22	1,183	730	0.077	00:58:08
HP LaserJet 4000 Series	10.255.206.28	2,286	487	0.184	7.10:41:20
HP LaserJet 4000 Series	10.255.198.16	1,047	465	0.309	4.14:41:32
HP LaserJet 4050 Series	10.255.182.16	1,194	347	0.036	00:35:47
HP Color LaserJet 4700	10.253.120.26	1,855	158	0.030	00:32:43
HP Color LaserJet 3800	10.126.110.28	1,635	185	0.060	1.01:43:27
11	Count: 11	SUM=23154	VR=500.73	AVR=.09	Hours: 357.97

Reports Overview

SiteAudit provides a collection of standard reports and the capability to generate custom reports.

Standard reports are generated by selecting from a list reports from the **Reports** menu.

A toolbar is provided which allows the user to Search, Scroll, Print, Zoom, Page through the document, view the document multiple pages at a time, select a background color and select a watermark. Some reports allow the user to select a time span and a department to be used while generating the report.

Standard Reports include:

- System
 - Configuration Details Report
 - Unauthenticated Hosts Report
- Usage
 - Low Consumables Report
 - Usage & Counts Report

- Inventory
 - Direct Connected Printer Report
 - Details Report
 - Printer Discovery Report
 - Printer Installation Report
 - Print Server Report
 - Summary Report
- Analysis
 - Directly Connected vs. Networked Printers Report
 - Low Consumables by Part Report
 - Problem Analysis Report