

Print Audit 6 Assessment Reporting Overview



PRINT AUDIT
The Print Management Company

This document has been designed to assist Dealers with using the reports generated from Print Audit's Assessor program. This White Paper should be used in conjunction with the following documents produced by Print Audit:

1. Assessment Best Practices
2. Assessor Sample Composite Reports

What are the objectives in running an assessment for your customer? We have determined six key objectives for completing an Assessment at a customer's site. Each of these objectives is outlined below including the applicable reports to create in order to analyze the data.

Volume Migration

Do you wish to demonstrate Return on Investment for MFPs and sell a Multi Function Strategy to your customer?

Key Reports: **Total Printing Breakdown**
 Job Size to Printer Breakdown
 Model Volumes

Asset Use

Is your objective to right-size your customer's printer fleet based on usage and workflow?

Key Reports: **Top 10 Printers by Cost and Volume**
 Top 10 Users by Cost and Volume
 Model Volumes
 User Volumes
 User Averages
 User to Printer Model Breakdown

Standardization

Does your customer wish to reduce supplies and service costs associated with a diverse fleet and increase their buying power?

Key Reports: **Model Inventory**
 Printer Inventory
 Printer to User Breakdown

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Consolidation

Do you wish to identify underused assets and/or mismatches in asset placement and develop a right-size strategy?

Key Reports: **Printer to User Breakdown**
 Model Volumes

Information Deliverable

Are you looking for direction based on customer feedback? You can help build credibility with your customer by providing an information summary that is referred to as the “results”.

Key Reports: **Executive Summary**
 Top 10 Printers by Cost and Volume
 Total Printing Breakdown
 Top 10 Users by Cost and Volume
 Average Pages per Weekday
 Average Pages per Hour
 User Averages
 Printer Averages

Print Management Strategy

Do you wish to demonstrate the value of behavior modification and ongoing analysis within the customer’s environment? Will your customer see value in purchasing Print Audit 6 software from you?

1. Generate any of the reports mentioned in this white paper in the early stages of the assessment.
2. Set some User rules in Assessor that will help modify behavior in the environment.
3. Generate the same reports that were created in step 1 above and compare the results to assist in creating a Print Management Strategy.

Report Glossary

- **Executive Summary:** Provides an overview of print volumes/costs, number of different devices, and projections over a given period of time.
- **Model Volumes:** Provides total jobs, pages, and costs on each printer in the environment.
- **Model Inventory:** Recaps each printer in the environment and shows the per page cost for both B/W and Color.
- **Printer Inventory:** Provides the Port, Host, Model, and type of connection on all printers in the environment.

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- **Total Printing Breakdown:** This is a graphical report showing total jobs and total pages along with percentages of grand totals.
- **Job Size to Printer Breakdown:** By indicating different job sizes, this report will provide info on the printers including model, connection, port/host, total jobs, total pages, and costs associated with the job size ranges.
- **Top 10 Printers by Cost and Volume:** Provides cost and graphical information on the top 10 printers in the environment.
- **Top 10 Users by Cost and Volume:** Provides cost and graphical information on the top 10 users in the environment.
- **Average Pages per Weekday:** Provides graphical information on the number of B/W and Color pages printed each day.
- **Average Pages per Hour:** Provides graphical information on the number of B/W and Color pages printed each hour.
- **Printer Averages:** Provides the average jobs per day, average job size, and average pages per day on each printer in the environment.
- **User Volumes:** Provides a breakdown by each user showing total pages, total jobs, and total cost.
- **User Averages:** Provides a breakdown by each user showing average jobs per day, average job size, and average pages per day.
- **User to Printer Model Breakdown:** Provides a breakdown by each user showing the total pages, total jobs, and total cost by printer model.
- **Printer to User Breakdown:** Provides a breakdown by each printer model showing total jobs, total pages, and total costs by User.

Other Key Assessment Reports

There are several other reports that can assist you with your objectives when running the Print Audit Assessor program in your customer's environment:

Color Printing Breakdown & Black and White Printing Breakdown

- ✓ Reports on the total pages, total jobs, and the percentage of each of the grand totals.

Top Printers by Volume (B&W or Color)

- ✓ Shows the percentage of total print jobs and pages sent to the different devices in the environment.

Top Users by Volume (B&W or Color)

- ✓ Refers to User Logins and reports on the top 10 users, showing pages printed and as a percentage of total pages printed.

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Top Models by Total Volume

- ✓ Reports on the Top 10 models in the environment based on pages printed and shows pages printed as a percentage of the total.

Printer Volumes

- ✓ This report shows each printer in the environment, the number of jobs and pages per printer, and the cost associated with those print jobs.

Print Audit is available to assist you in achieving your goals. Questions can be answered by contacting us:

Sales and Technical Support
Additional White Papers and Technical Documents

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