Printer Accounts Manager

User Guide for Version 8/9 Software

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'Printer Accounts Manager' User Guide v9.0

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Introduction

Printer Accounts Manager is a utility that allows you to Collect, Collate, Cost and Calculate, accounting information from a variety of Printers. It selects only the data that you require, calculates usage costs and converts them to be imported into a spreadsheet or database program, or displayed in Dataview, it's own inbuilt reporting module.

Printer Accounts Manager currently supports all the Xerox printer range that have a FFPS/DocuSP, Creo or Fiery RIP (DFE)

Once the accounting file has been created at the printer, Printer Accounts Manager reads in the accounting file and converts the data into a standard format, i.e. user defined delimited fields, puts the time in a conventional format and adds missing field data. A second 'pass' then reads the converted file and extracts the information that is required. Various costing options can be set so the program can calculate media, impression and finishing costs.

Printer Accounts Manager has the following features:

- Runs on 'Windows' NT, XP, 2003 Server, Vista and Windows 7/8/10.
- Works with all Xerox Production Printers and can 'Learn' most standard printer accounting files.
- Collection of multiple Accounting files from multiple printers and append the data into one file. (Overcomes the max 1000 record restriction in the DocuSP export facility).
- Automatically works in the background scanning and collecting accounting data.
- Save's the collected data into daily, weekly, monthly or quarterly files
- Uses user defined output record filters that extract only the required information on a per printer basis.
- Automatic Export of collected data into 'Excel' or 'Access'
- Archive and Retrieval Functions
- Full cost information can be input in three cost bands, providing cost calculations for a number of different items.
  Costing functions include 'Clicks', Sheets printed, Single and Double side, Drilled and all types of finishing costs, and up to 99 media stocks can be individually priced.
- Create's a Complete Stock Used Listing from FFPS/DocuSP type printers, and from Fiery Mixed media files. DataView can use this file to produce a unique stock used report.
- Password protection for three levels None ,User or Admin logon
- The PAM installation includes two fully integrated programs.
  'DataView' can produce Reports and Graphs of your data in 'Word' or its own 'Report Designer'
- 'TransForm'. This program can convert your data into various data formats for use in your applications.

Installation

The Program runs on Windows 95/98/ME, Windows NT4 (min service pack 3), Windows 2000, Windows 2003 and Windows XP. Please read the extra information on installing on Windows Vista and Windows 7/8/10. (Later in this document)
It is installed for 'Single User' only.

To install, run **"setup.exe"** or '**PAM8x.msi**' and follow the instructions. If you are using Windows NT/2000 you will need to be logged in as an Administrator.

If your PC needs to be updated the setup program will update files and ask you to reboot.

Run setup again to complete the installation. Ignore any messages saying that the service pack needs to be upgraded.

The setup program will add the Printer Accounts Manager Utility to the Start/Programs Toolbar.

This User Guide.PDF file is installed along with various accounting data files from a selection of Xerox printers. Excel sample spreadsheets are also installed.

The Program can be used for 20 days for evaluation purposes before it requires a password to run normally. Not all of the features are available in this mode. The password can be obtained by sending an Email to the address below with the following information:

Your Name, Phone No., Company Name and PC Code. Your Analyst name.

pam.helpline@gmail.com

Software Updates and the Latest information can be obtained from the following Web Site.

http://www.pam.pcriot.com

Updating Older Versions

PAM will keep all the existing settings from the older version, but it is advisable to backup all the .dat .orf and .bin files from the install folder before updating, either by using the internal 'Backup' option or by copying the files manually.

To update run the PAM install program and select 'Remove Program' to remove the older version. When this has finished run the Install program for a second time and choose the same folder that the older version was installed in to reinstall the new version. This process will work with all but the very old versions of PAM.

Please read the install guide for installing on Windows 7

Uninstall

Open the Windows Control Panel and click on the Add/Remove programs icon. Choose Printer Accounts Manager and click the **"Uninstall"** button. Then remove the PAM install folder.

Setting Up Printer Accounts Manager

Main Screen

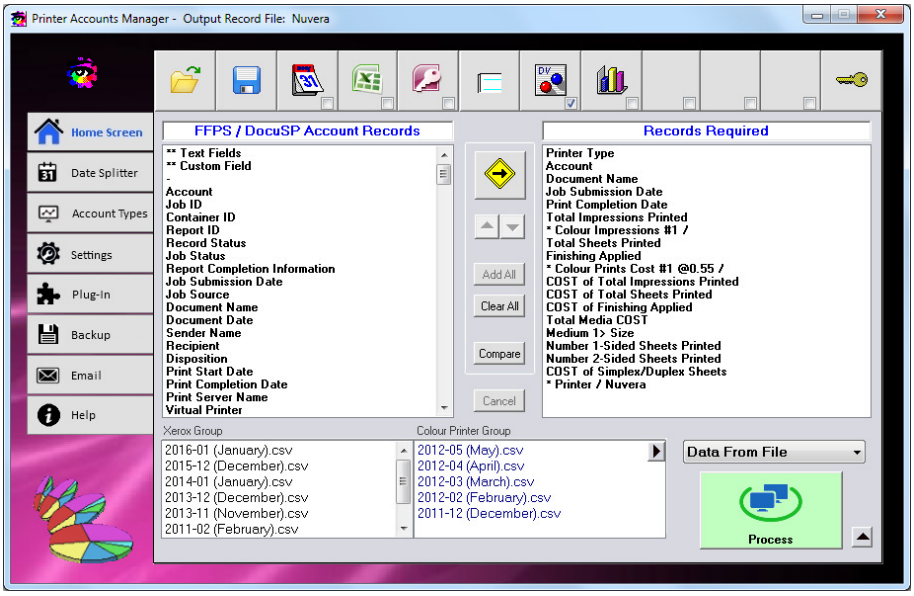
This is the screen you will see when you first start PAM.

The Buttons on the left hand side allow you to select various options that will be covered later in this guide.

The buttons along the top of the screen are split into three sections. The left hand group of seven icons is for various program operations. The second group of four on the right are 'User Definable' and you can assign different programs such as 'Excel' to them. The final button on the extreme right allows you to logon as 'Administrator'. A 'Gold' key shows you are logged on as 'Admin' a 'Silver' Key as a 'User'

Underneath these top buttons are the two record field lists.

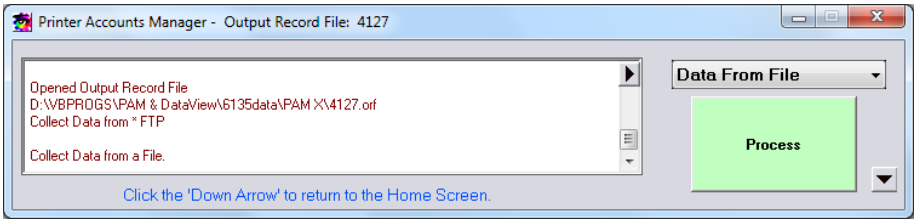
The list on the left contains all the record fields available from the selected 'Account Type'. The right hand list has all the records that you require for your information.



The bottom of the screen contains a 'Message' list. The arrow on the right of the list opens an external list window. This can be used to see messages when PAM is minimized.

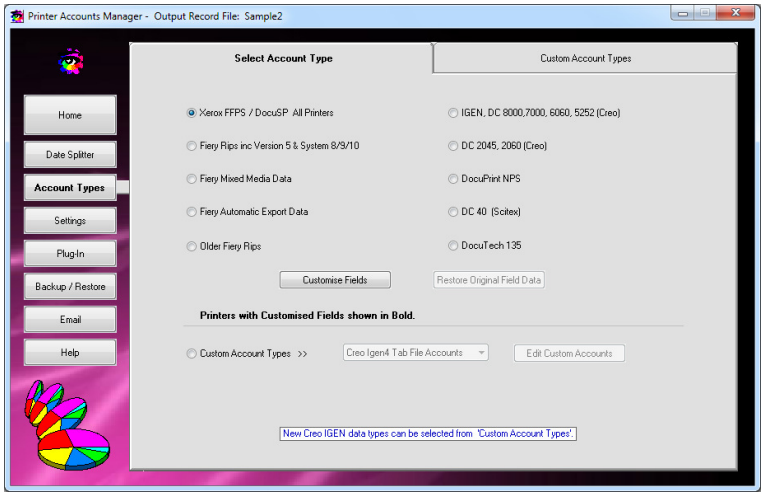
On the far right there is a 'Process' button and a 'Drop Down' list. The 'Drop Down' list allows you to select the 'Data Source' and the 'Process' button starts the data collection.

The 'Arrows' in the bottom right of the screen shrink and enlarge the Home Screen.



Compiling Record Masks

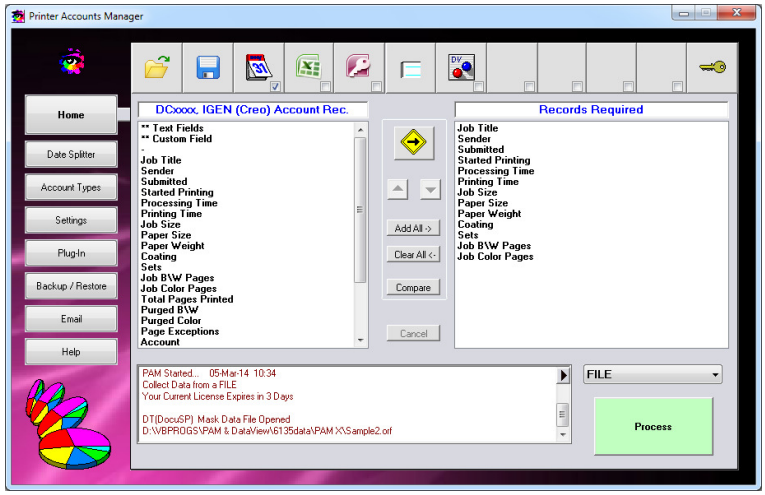
Selecting the 'Account Types' button will open the 'Account Types' Screen.



Here you may choose the Printer, RIP or account type. The types above the line contain all fields that are standard to that RIP. Sometimes field names do change or extra fields are added by the manufacturer. There is an option to Customise/Edit these static fields, and to Restore the original data.

You can also select a Custom 'Account Type'. There are a few that are installed with PAM, but it is possible to compile your own. This will be shown later in this guide.

When you have selected your account type go back to the 'Get Data' main screen. Your selected account type record fields will now be displayed in the left hand list.



The example shows the IGEN record list. You can now make your 'Records Required' list by highlighting the fields you want in the left list and clicking on the 'Yellow Arrow' button. You can add all the fields by clicking on the 'Add All' button.

The right list can be rearranged by moving the record fields Up/Down

Double clicking on the output field name allows you to change the 'Header/Title' name that appears in the output file.

When you are satisfied with your selections you can save them by clicking on 'Save' button in the toolbar.

Testing Your Record Selections

It is important to test your record masks to see if they are providing the correct information.

As the example on the previous page, make sure the 'Data Source' (above the 'Process' button) is set to 'FILE' and click on 'Process'

This will open a 'File Selector Box'. In the PAM installation folder there is a folder called 'Example Data'. In here there are various accounting data files. Select one that is the same as your data and select 'Open'

PAM will process this file if it is the correct type. If it is the wrong type then you will get an error message.

To see your collected data, click on the 'Dataview' button. (Fourth toolbar button)

Close Dataview when you have looked at the data.

It is possible to automatically run 'Dataview'(or any other assigned program) when you collect data. To do this click on the 'Tick' box on the 'Dataview' icon.

Run PAM again with a file from the 'Example Folder' And now 'Dataview will run after collection has finished.

There is a separate user guide for 'Dataview' which has examples on all of it's features.

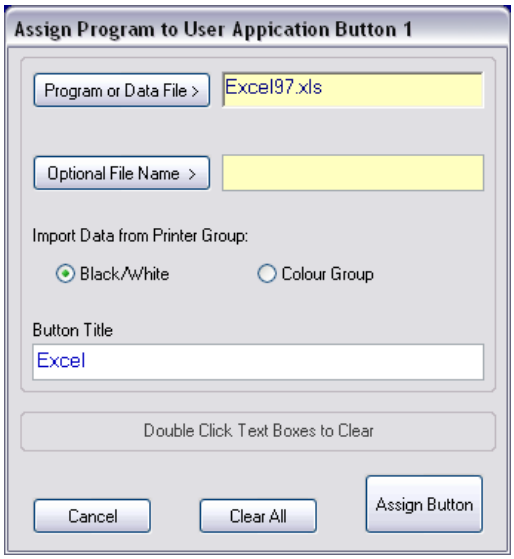
Assigning User Buttons

PAM can export automatically to Access and Excel (Microsoft Office needs to be installed)

To run other programs then you need to assign the program to one of the 'User Buttons'

To assign a program just 'Right Mouse Click' on the selected toolbar button.

Example shown above opens the Excel97.xls worksheet. This is can be found in the PAM installation folder. This file could also be run by selecting 'Excel.exe' as the 'program file' and 'Excel97.xls' as the 'optional file name'. When opening the data file in 'Access' this is the best way to set up the application button.



You can choose which 'printer group' the program imports the data from. In the Example the two groups are called Black/White and Colour.

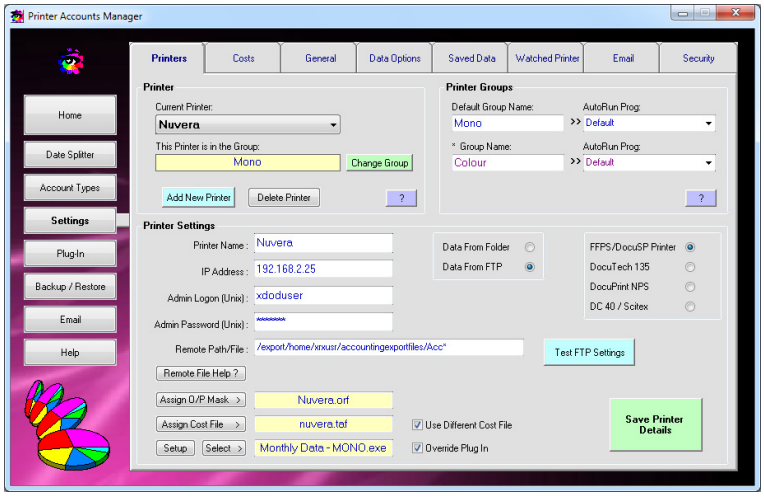
Tick the box to auto run from PAM.

PAM remembers the last data collected so just clicking on this button will show your data in 'Excel'.

Setting up External Data Sources

If all you want to do is collect data from a file then the above procedure will be all you need. To collect data from a printer or DFE (Digital Front End/PC) then PAM needs to know some information. This info is added on the 'Options' screen.

The 'Options' screen contains tabs for all the features in PAM. The first tab is 'Printers'



This example shows the setup of a 'Nuvera' printer and uses FTP (File Transfer Protocol) to collect data. These settings are normally set up by your Xerox analyst.

To Collect data from a 'Fiery' or 'Creo' or from 'FFPS/DocuSP(Samba)' the collect from file option is used.

The option boxes at the bottom allow you to assign the previous saved 'Data Mask' and 'Cost File' and run a plug-In program with that printer. Every time that printer is selected that mask and costs are applied and Plug-In run with the collected data. Selecting no cost option will apply the costs that are currently displayed on the costs screen.

When a Printer/Data source is added then the Name will appear in the 'Drop Down' data source list above the 'Process' button on the 'Main Screen'. This will enable you to select which printer to collect data from.

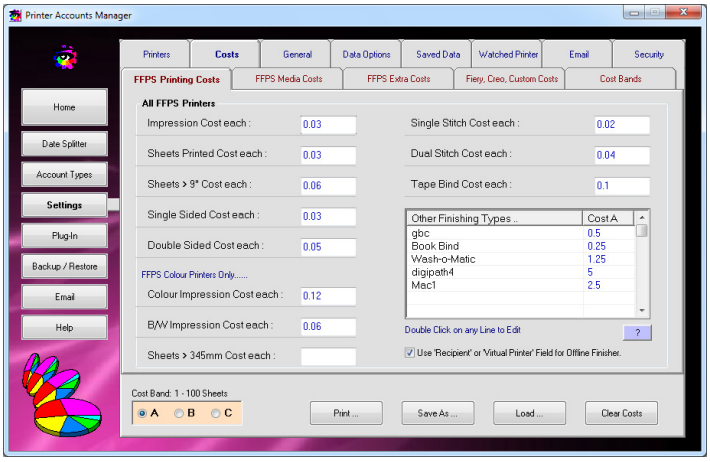
On the 'Configure Printers' screen there are options to add printers to two groups. This feature enables the program to collect data from two different types of printer automatically.

The two groups can be renamed. A * is shown before the printer name to show which group it belongs to. These group names are also shown on the 'Drop Down' list so you can collect from all the printers in that group. The data collected is appended into one file for ease of use. Also in the 'Drop Down' is the option to collect from all configured printers.

Setting up the Printers to export their data is another task for the analyst but there is a section in this user guide later that explains this in more detail.

Assigning Costs

The next tab in the 'Options' screen is the 'Costs' tab. Here you can assign costs for 'clicks, finishing, media etc. The DocuSP costs in tabs one and two are for the Xerox FFPS/DocuSP RIP's. The Creo, Fiery and any Custom Account Types that you make up are covered in the third tab. The fourth tab is for setting up cost bands if they are required.



For these costs to be calculated by PAM the relevant 'Cost' field must be added to the record mask.

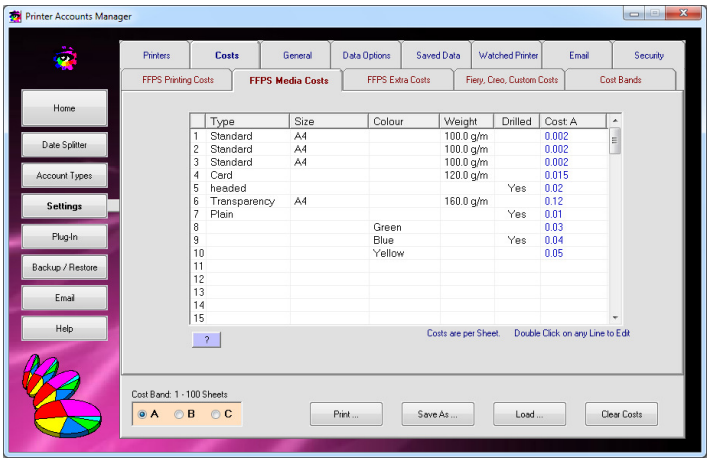
E.G. For the finishing costs to be calculated the 'COST of Finishing Applied' field must be added.

The 'Virtual Printer' (Print Queue) name or the 'Recipient Name' field can be used for calculating Offline Finishing Costs. Entering a 'Finisher' name in this field will use the finishing costs as detailed in 'Other Finishing Costs'.

If you enter = and a price in the 'Recipient' field then that would be the cost per print job.

If you enter * and a price in the 'Recipient' field then that would be the cost to charge per copy.

E.G. =12.45 or *0.47



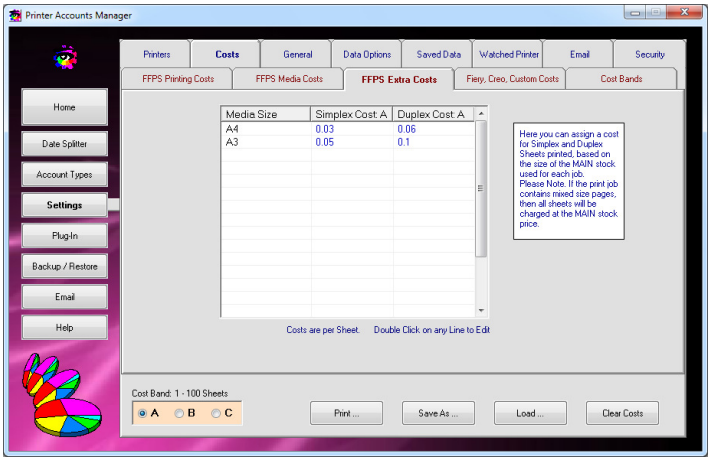
The media costs are added on this screen. For this costs to be calculated the 'Total Media COST' field has to be in the require records list. PAM will also compile a list and total of all stocks used when this field is present.

Double Clicking on the lines in the list allows you to edit each media type. Up to 99 different media types can be added.

A 'Blank' entry in a line is treated as 'Anything or Wild Card'.

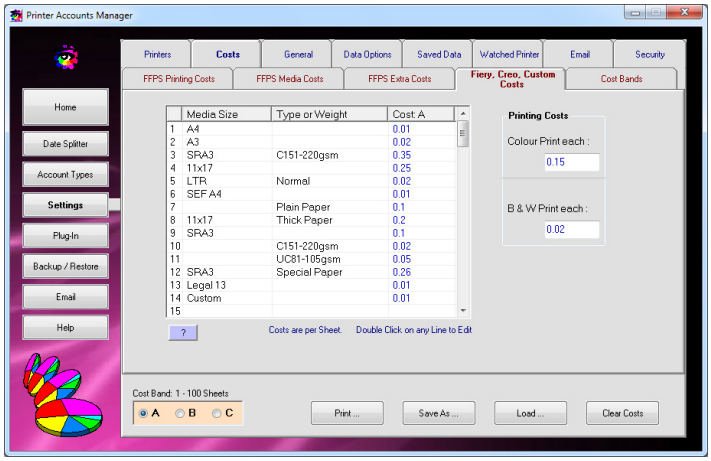
In the example above all 'Green' paper of any size and weight will be charged at 0.03. All Blue drilled paper will cost 0.04

.

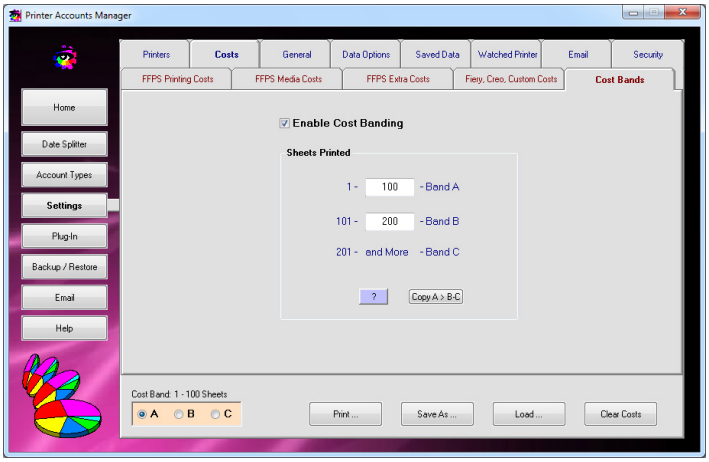


Simplex and Duplex sheets can be charged at a different rate based on the size of Main Media/Paper used.

N.B.
The whole job is charged at the rate of the Main stock even if the print job contains mixed sizes of media. If you want to charge for different sizes of media then use the previous media



Here is the screen for the 'Fiery, Creo and Custom Printer Costs'. Again the 'COST' field has to be in the required record list for these to be calculated. PAM will cost for either Media Type or Weight. Plain would cost for 'Plain' paper, '151' would cost for paper weight of 151gm. If Fiery Mixed Media data is collected and 'Total Media Cost' is used then PAM will Total all Stocks used



There are three 'Cost Bands' that can be set up. This enables you to charge a different price for the number of sheets printed. The 'Copy A>BC' button just copies all the costs you have entered in 'Band A' to Bands B & C. This should make it quicker to setup these charges.

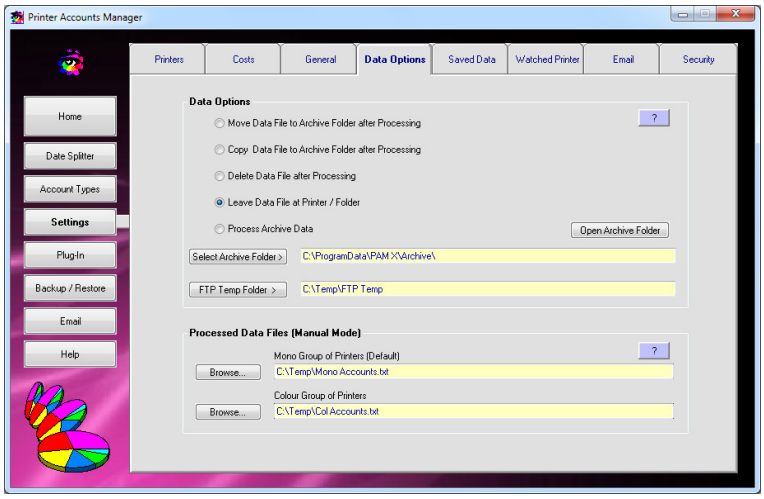
If cost banding is not enabled then only Band A is available

You can 'Save' and 'Load' costs so you can have more than one set of charges for different customers. You can also apply these costs to different printers so each of your printers can be charged at a different rate. There is a 'Print' option to print the current cost settings.

Archiving Collected Data

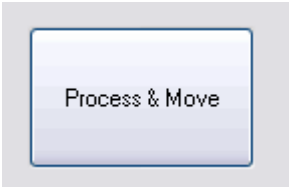
After you have processed the accounts data it is advisable to remove the data from the printer. This stops duplication of data if you process the same file twice.

On the 'Data Options' tab the following screen is displayed.



Here you choose what to do with the collected data. The best option is to 'Move' the data file to the 'Archive' folder. You can select this option as above. You can then select a location for the Archive folder. The default is in the PAM Install folder.

If you go back to the Main Screen you can see that the 'Process' button has now changed to 'Process and Move'



The data is now processed, your selected records are complied and then the COMPLETE accounts file is archived. This file can then be re-processed at another time with a different records mask.

The archived data is stored in the archive folder, in monthly folders with the name of printer it was collected from and the date it was collected.

The other setup tabs will be covered later in the 'Advanced Setup' section.

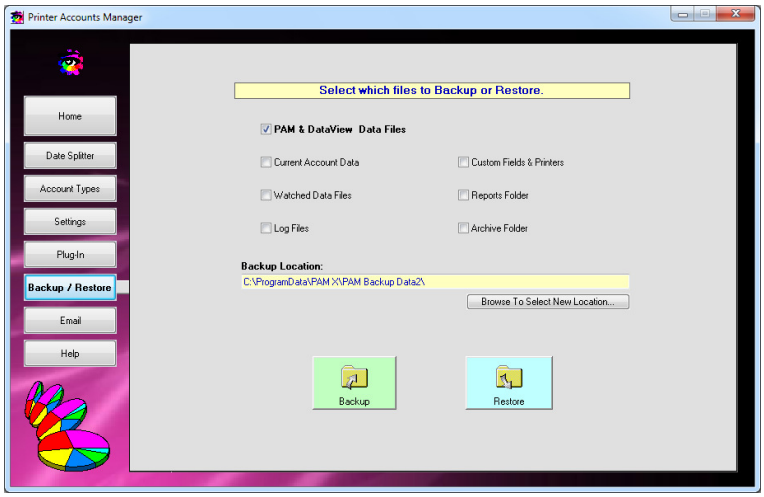
Backup And Restore

The ‘Backup/Restore’ screen allows you to backup all the settings and changes that you have made.

‘PAM & DataView Data Files’ are all the configuration files including Record Masks, Costs and Printer settings. These should be backed up after the initial setup

The other options can be selected. If you have setup any ‘Custom Printers’ then it is advisable to select that option.

The ‘Backup Location’ can be anywhere but make a copy to store on another PC or memory stick.



When you restore the data PAM will ask you to restart to enable all the changes to take place.

Plug-In Applications

The Plug-In program is typically a user written program (Visual Basic) that performs operations on the collected accounts data.

It can be set to run automatically **After** the data has been processed and **Before** the 'End User application' is run.

Typical uses are to sort or pick out selected data so only data that you require is passed to the application program.

There are two Plug-In applications included with PAM

Monthly Data

This plug-in has been superseded by 'Date Sorter' and should only be used if you need to process the accounts data more than once. There is more information about each of these later in this user guide.

This plug-in will save the collected data into weekly/monthly files based on a date in the data (Normally the Date printed). This means you can collect the data at any time of the month and the exported data will be saved in the correct monthly file.

When used with the 'Watched Printer mode' this is a very powerful tool for collecting and saving data automatically. Any print room that collects and analyses data on a monthly basis will find this option invaluable. *Full details about install and configuration are explained in the in the end section of this guide*.

This Plug-In can be set to run from either the Plug-In screen where different Plug-In's can be configured for each 'Printer Group'

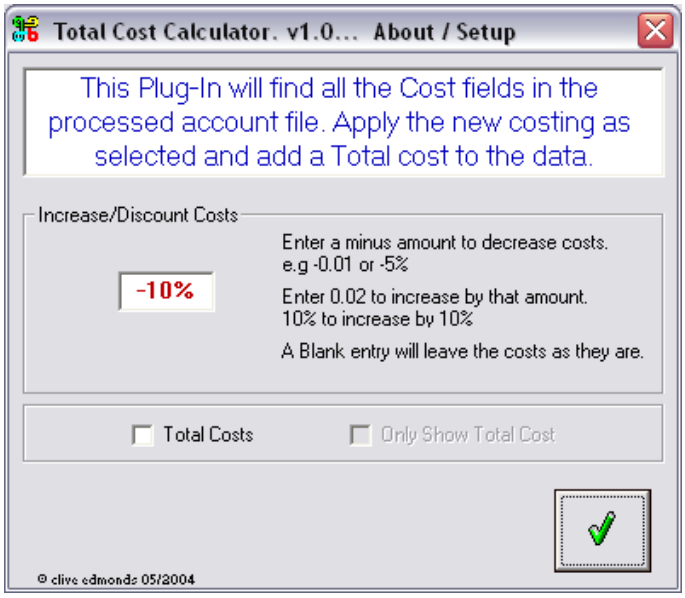
Total Cost

This Plug-In will total all the costs and also apply a discount or uplift to the prices.

These programs reside in the 'install/Plug-In' folder. To have different settings for each printer group copy the file and paste into the same folder.

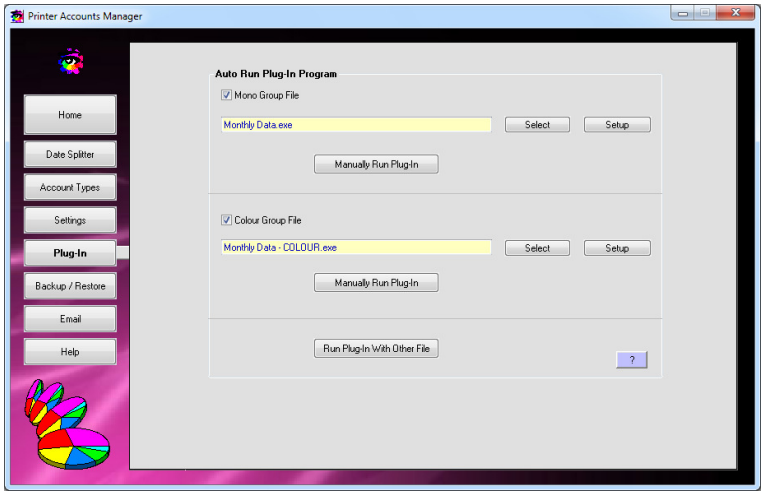
E.G. Rename it 'TCost2.exe' or 'TCost Colour.exe'. Then select this program in the Plug-In settings section on the Configuration screen.

The Plug-In programs can also be run manually with the data from the Plug-In screen



Plug-In Configuration

This screen on the Plug-In tab enables you to set the plug-in to run with each printer group.

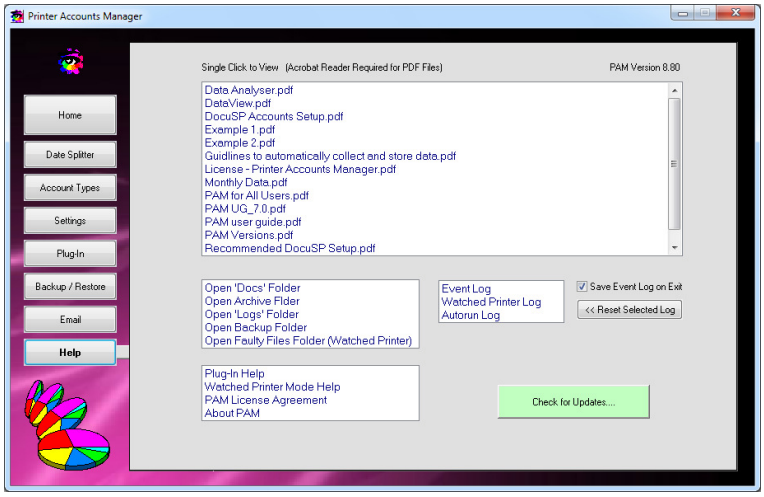


Here they can be selected and configured. To configure different settings for the same plug-in just copy the plug-in program and rename. Example above shows TCost copied and renamed to TCost 2.

You can manually run the plug-in from here or it is possible to run any plug-in with any file by selecting the bottom button.

Documentation and Logs

All the user Guides, Help Files and Event Logs are accessible from this tab. The documents here may change depending on the version of PAM installed.



You can view the User Guides for PAM, DataView and Date Splitter.

There are also two example scenario's for using PAM that can be set up.

There are some miscellaneous documents for exporting and setting up accounts data on FFPS/ DocuSP

The log files can be reset back to a blank page. You may want to copy the old one if you want to before resetting. Just click on the log to open in 'Notepad' and save from there.

If the 'Save Event Log on Exit' box is selected then all the information in the message window on the 'Main Screen' will be saved every time PAM is shut down.

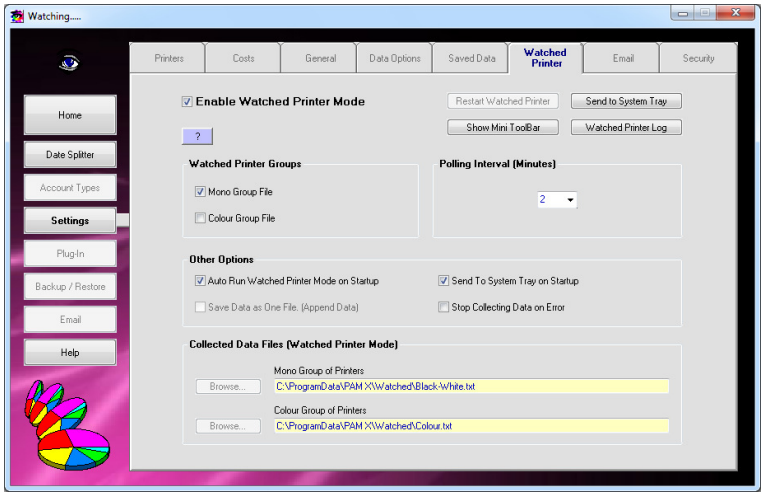
You can also open the various folders that PAM uses.

The Check for Updates option is explained later in this guide.

Watched Printer Mode

PAM can automatically scan all of the Printers / Folders you have set up in the 'Configure Printers' section at set intervals, and automatically collect the accounts data if any exists.

This option is called ‘Watched Printer’ Mode. PAM can be put into 'Watched Printer' mode by selecting the option in the ‘Setup’ Tab.



The automatic collection can be set for either or both Printer Groups, and there are options for running WPM on startup and sending to the system tray (normally bottom right of desktop). If you copy the PAM icon on your desktop into the Windows startup folder then PAM will start every time you logon to your PC.

The data collected can be saved as single files (one for each printer group) so the data can be imported into your application.

If you are using ‘Date Splitter’ or the ‘Monthly Data’ Plug-In’ this needs to be unselected as the data will be duplicated.

On successful completion the original accounts file is moved to the ‘Archive’ folder. This ensures that the data does not get processed again.

It will have the Printer name and the date and time added to the title.

E.G. **DT 6180 - 20-11-03 11.07 - AccLog.txt**

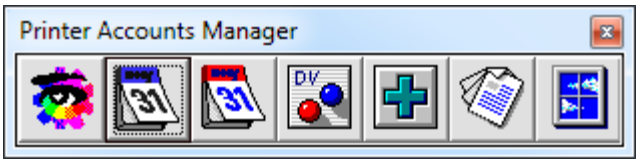
If there is a problem with processing (e.g. Wrong file type) the original file will be moved to the 'PAM Install folder\Watched\Faulted Files’ folder. It is again renamed in the same way as the above example. You will now be able to examine these files to see why they did not process successfully.

The interval that PAM scans the Printer folders can be set from 1 to 720 minutes (12 hours).

You can also perform a scan by clicking on the 'EYE' at top left of the PAM screen

There is a 'Watched Mode' log file that can be viewed from the 'Logs' menu. This logs successful and unsuccessful imports. This can get quite large in time, but it can be reset in the same menu.

While PAM is minimized in the 'System Tray' at the bottom of the PC screen. It is possible to 'Right Click' on the PAM icon to access different options. It is also possible to display the Mini toolbar as show here to access the same options.



A - Show PAM Screen

B - Open 'Date Splitter' data for Group 1 (Mono) (Choose DataView, Excel or Access)

C - Open 'Date Splitter' data for Group 2 (Colour) (Choose DataView, Excel or Access)

D - Open DataView

E - Check for new account files

F - Read Watched Printer Log

G - Open External Log Window

Notes:

If the source folder is on another PC you must have either logged on to or have automatic logon rights.

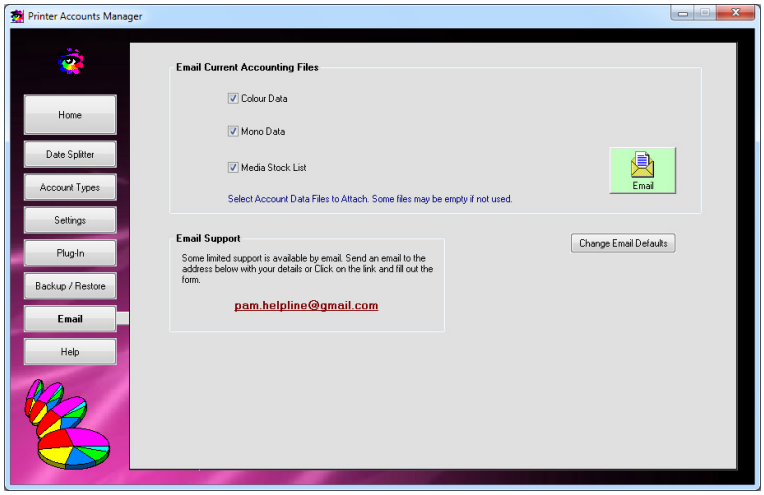
To move files by FTP from a Sun client you must have full rights to the source folder. If you do not have 'delete' rights then the program will continually try to import the same accounting data file.

When data is collected by the 'Watched Folder' mode then the 'Auto Run after Processing' options are ignored.

It is possible to open the mini toolbar when not in 'Watched Printer Mode' but not options will be available.

Email Files

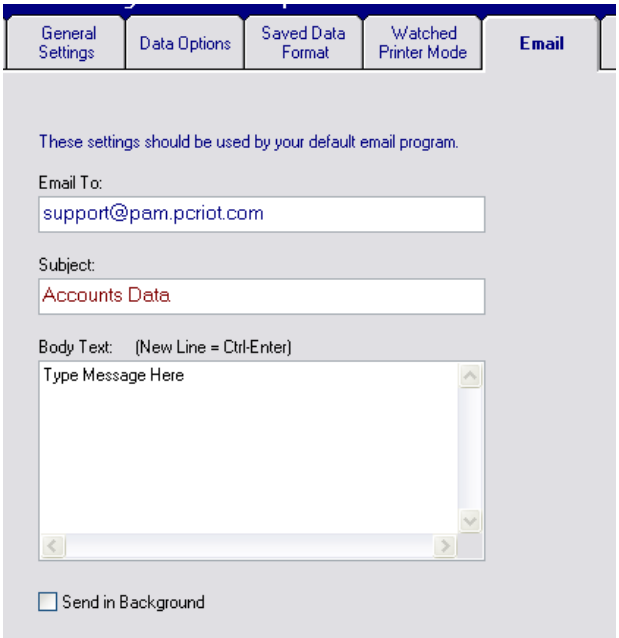
This screen gives you the option to manually email the collected accounts data. This will use your default email application and will automatically attach the correct data files.



You may change the default email settings by clicking on the 'Change' button. This takes you to the 'Email' tab in the 'Setup' Section

Here you can enter the default settings for each field.

The 'Send in Background' option will send the email without showing you the message screen, but this option may not work with all email client's.



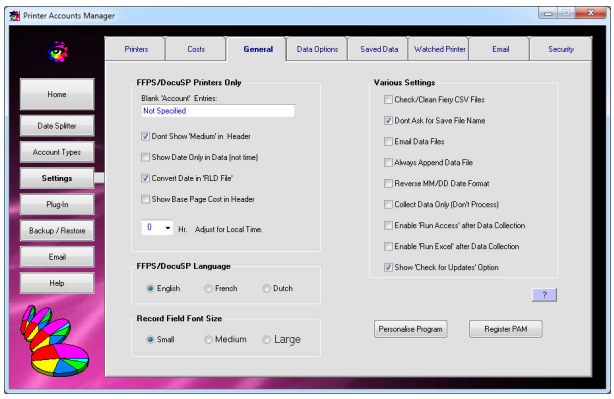
There is an option automatically email the data after it has been processed, this is shown in the 'Advanced Setup Options' section.

Advanced Setup Options

The following screens show the more advanced setup options available in the 'Setup' tabs.

General Settings

.



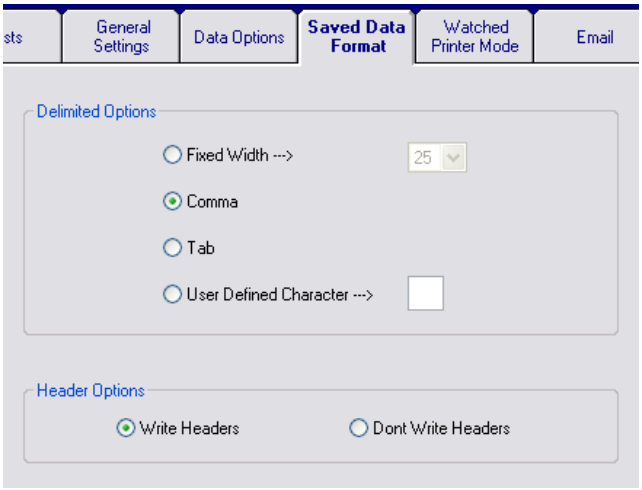
DocuSP Only Options

Blank Account Entries	DocuSP blank account number data will have this text inserted instead. This is useful when totals of all accounts are calculated by the spreadsheet
Don't Show "Medium" in header	Removes the media prefix from the data header
Show Date Only in Data	Removes the time stamp and displays the date only
Convert Date in RLD File	Reverses the Month and Day in 'Record Layout Definition' files
Show Base Page Cost	This puts the 'Page Cost' into the cost header e.g. Impressions @ 0.15
Language	Changes the DocuSP Language

Various Settings

Don't Ask for File Save Name	After the data has been converted, the program will not prompt for a saved file name if this option is selected. PAM will save the file with the 'Default Save File' name.
Email Data Files	Will email to the default person as in email settings
Always Append Data	When enabled PAM will **always** add the collected data to the converted data file. This feature along with setting the 'Default Save File' location can be used together to continually populate a database on a server.
Reverse Date Format	This converts American style dates (mm/dd/yy) to English style (dd/mm/yy)
Collect Data Only	Just collect Data, No Processing
Personalise Program	Your name or company name can be set here. Right Clicking on this button will show the PAM Config button. This is used to configure various settings that are used by the Analyst on install.
Transform Defaults	Set Defaults for 'Transform' (see later in this guide)
Register Pam	Register your copy of PAM
Font Size	Change the Record Font Size on the Main Screen
Run Access/Excel	Runs Access/Excel Programs after collection of data.
Show Check for Updates Button	Displays the upgrade button on the Help Screen

Saved Data Format



This is the control of the way the processed data is saved.

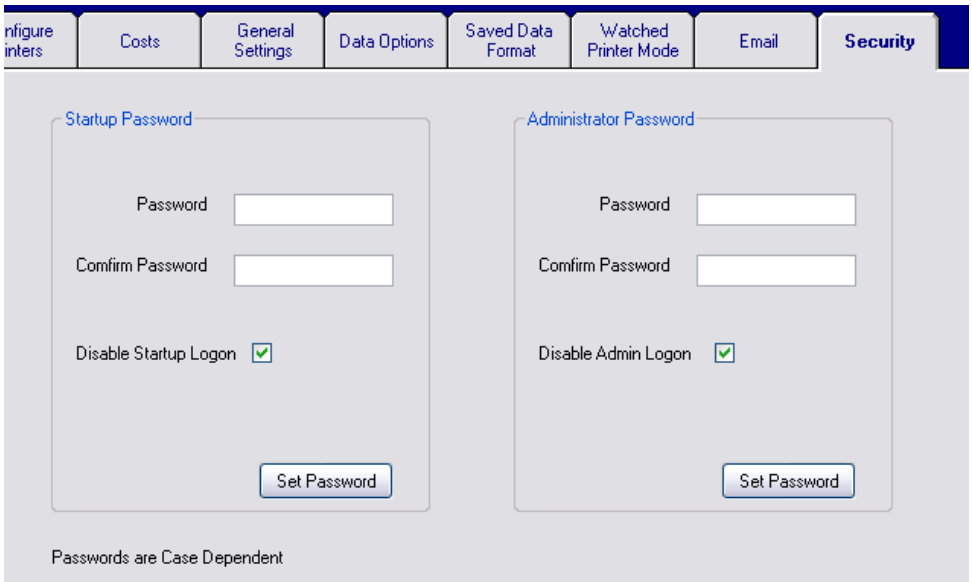
DataView and both the installed Plug-In programs require the data to be saved as a 'Comma' delimited file which is the default. Most programs will use this format.

There is also an option to write or not write the headers.

Security

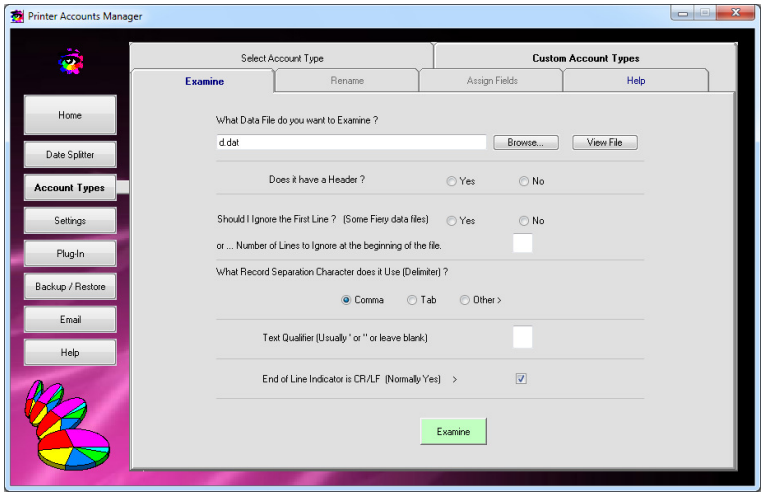
The security tab below allows you to enter a startup password for PAM, and allocate an 'Administrator' password.

If a 'Administrator' password is set then most of the configuration areas in PAM are not accessible unless this password is entered.

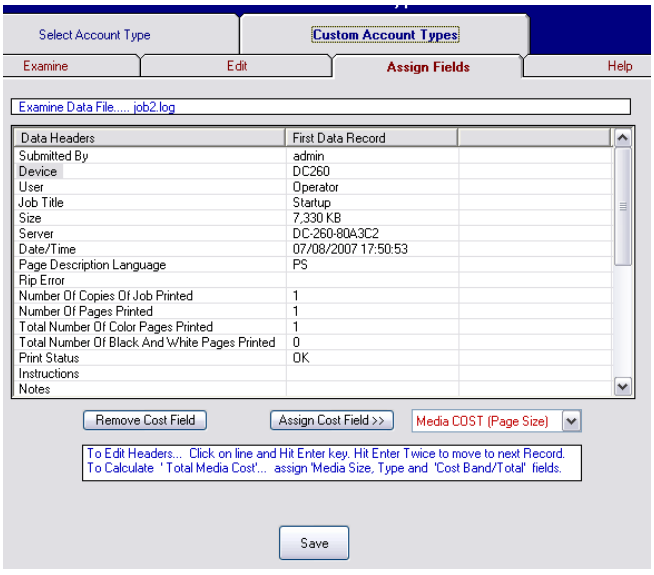


Custom Account Types

As well as the built in ‘Account Types’ up to 20 custom types can be defined. PAM can not define all types of data, but it should work with most standard types. You will need to have an example file so that PAM can analyse it.



Answer the above questions and hit the ‘Examine’ button. You should then see the following screen.



If PAM has read the first record correctly then the data should be presented as the example.

You can now assign ‘Cost Fields’

Highlight the appropriate field and click the ‘Assign Cost Field’ button to assign the selected cost in the drop down menu.

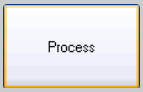
It is also possible to edit the names of the fields on this screen.

When you have finished click ‘Save’ to save the setup. To overwrite an existing custom account type enter the same name.

The ‘Edit’ tab allows you to rename or alter your custom printer type.

Main Screen Shortcut Options

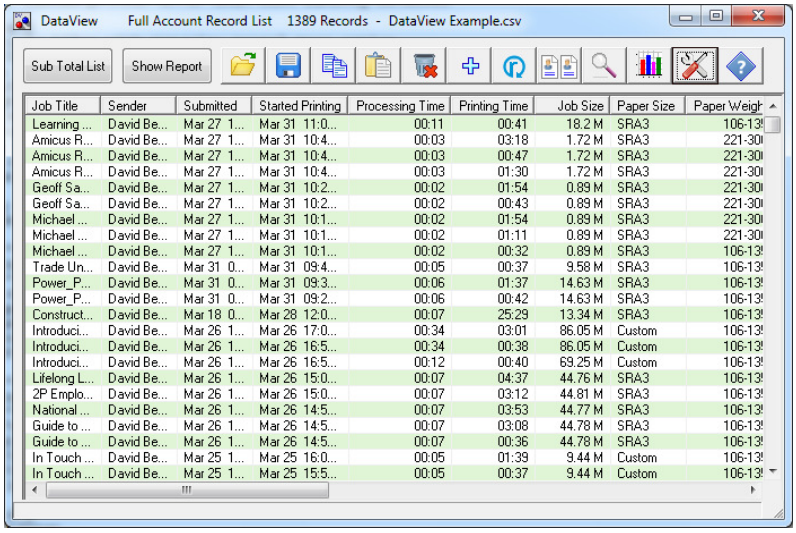
On the main screen there are a number of short cuts to various options that can be accessed by clicking the right mouse button.

Click on	Result	
	Left Mouse Button	***Right Mouse Button***
Date Sorter Button	Go to Date Sorter File lists	Configuration Setup
Excel Button	Open for Group 1 Data	Open for Group 2 Data
Access Button	Open for Group 1 Data	Open for Group 2 Data
DataView Button	Run DataView and import Group 1 Data	Run DataView and import Group 2 Data
Transform	Run Transform and import Group 1 Data	Run Transform and import Group 2 Data
User Buttons	Run Assigned Application	Assign Application to button
Logon Button	Logon	Assign Password
Accounts Record Fields List	Double Click to add field to Required list. Single Click and Ctrl. to select multiple fields.	Select Accounts Types
Records Required Mask List	Double Click to remove field from Required list.	Saved Data Format
Process Button 	Collect and Process Data	Change Data Options
Pie Chart	Choose/Load (LMB+Shift) Background Image	Set Background Image as permanent image
Watched Printer Eye		Setup Watched Printer

DataView

For more information about DataView see the DataView User Guide.

This allows you to import the data and subtotal it without the need for any third party application. A user-defined report can be printed out of the resulting data listing.



Job Title	Sender	Submitted	Started Printing	Processing Time	Printing Time	Job Size	Paper Size	Paper Weigh
Learning ...	David Be...	Mar 27 1...	Mar 31 11:0...	00:11	00:41	18.2 M	SRA3	106-13
Amicus R...	David Be...	Mar 27 1...	Mar 31 10:4...	00:03	03:18	1.72 M	SRA3	221-30
Amicus R...	David Be...	Mar 27 1...	Mar 31 10:4...	00:03	00:47	1.72 M	SRA3	221-30
Amicus R...	David Be...	Mar 27 1...	Mar 31 10:4...	00:03	01:30	1.72 M	SRA3	221-30
Geoff Sa...	David Be...	Mar 27 1...	Mar 31 10:2...	00:02	01:54	0.89 M	SRA3	221-30
Geoff Sa...	David Be...	Mar 27 1...	Mar 31 10:2...	00:02	00:43	0.89 M	SRA3	221-30
Michael ...	David Be...	Mar 27 1...	Mar 31 10:1...	00:02	01:54	0.89 M	SRA3	221-30
Michael ...	David Be...	Mar 27 1...	Mar 31 10:1...	00:02	01:11	0.89 M	SRA3	221-30
Michael ...	David Be...	Mar 27 1...	Mar 31 10:1...	00:02	00:32	0.89 M	SRA3	106-13
Trade Un...	David Be...	Mar 31 0...	Mar 31 09:4...	00:05	00:37	9.58 M	SRA3	106-13
Power_P...	David Be...	Mar 31 0...	Mar 31 09:3...	00:06	01:37	14.63 M	SRA3	106-13
Power_P...	David Be...	Mar 31 0...	Mar 31 09:2...	00:06	00:42	14.63 M	SRA3	106-13
Construct...	David Be...	Mar 18 0...	Mar 28 12:0...	00:07	25:29	13.34 M	SRA3	106-13
Introduci...	David Be...	Mar 26 1...	Mar 26 17:0...	00:34	03:01	86.05 M	Custom	106-13
Introduci...	David Be...	Mar 26 1...	Mar 26 16:5...	00:34	00:38	86.05 M	Custom	106-13
Introduci...	David Be...	Mar 26 1...	Mar 26 16:5...	00:12	00:40	69.25 M	Custom	106-13
Lifelong L...	David Be...	Mar 26 1...	Mar 26 15:0...	00:07	04:37	44.76 M	SRA3	106-13
2P Emplo...	David Be...	Mar 26 1...	Mar 26 15:0...	00:07	03:12	44.81 M	SRA3	106-13
National ...	David Be...	Mar 26 1...	Mar 26 14:5...	00:07	03:53	44.77 M	SRA3	106-13
Guide to ...	David Be...	Mar 26 1...	Mar 26 14:5...	00:07	03:08	44.78 M	SRA3	106-13
Guide to ...	David Be...	Mar 26 1...	Mar 26 14:5...	00:07	00:36	44.78 M	SRA3	106-13
In Touch ...	David Be...	Mar 25 1...	Mar 25 16:0...	00:05	01:39	9.44 M	Custom	106-13
In Touch ...	David Be...	Mar 25 1...	Mar 25 15:5...	00:05	00:37	9.44 M	Custom	106-13

DataView Features:

- Imports and displays the PAM accounting data automatically.
- Produces a Sub-Totaled list from your data. This can be set to run automatically.
- A 'Total Cost' field can be added to the displayed data.
- Columns can be Calculated, Resized, Sorted, Hidden or Re-Aligned.
- Compiles a Report ('Print Out') in your favourite application.
- All Sub-Total and Report settings are easily configured.
- All displayed data can be saved as viewed on screen.
- Saved Data can be Re-Imported into DataView.
- Data can be fully edited and added to.
- Text can be Searched,Replaced and highlighted
- Data can ‘Masked’ so only the data you want is shown. E.G. Show only date
- A 'Look Up Table' can be configured so the numbered accounts can be instantly changed into Department Names.
- Data can be displayed as a graph in various different formats.
- Graph Data or Graph Picture can be exported to your application.

TransForm

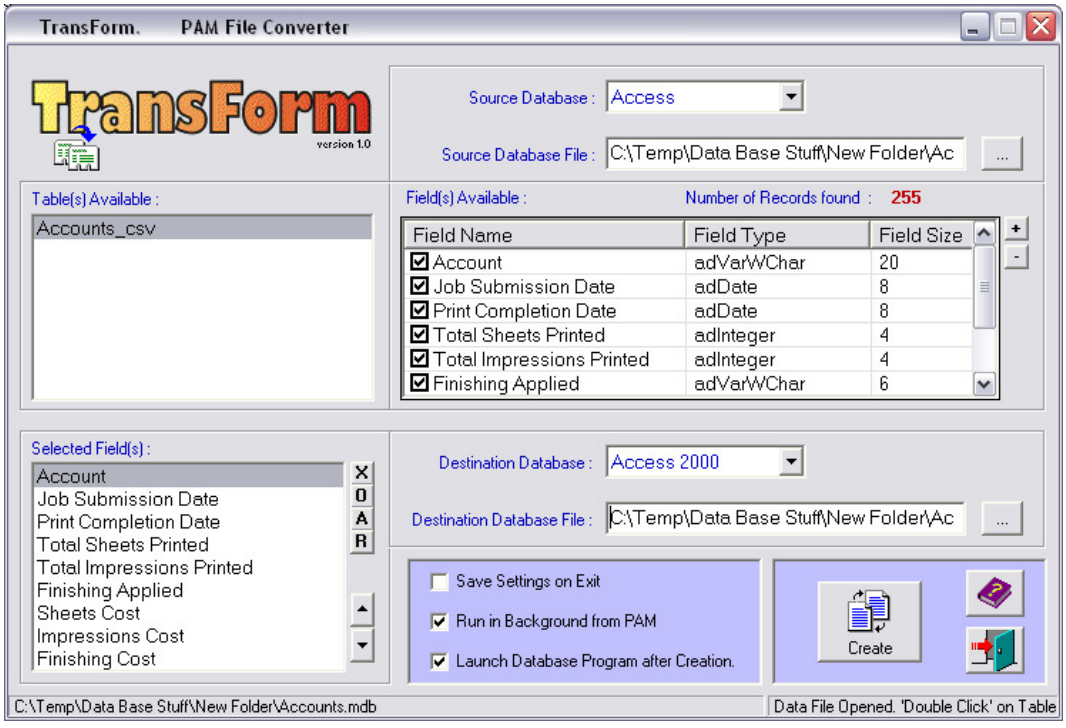
'TransForm' is a program that will convert data from one format to another for viewing in your end application. It is very easy to use and all the information is contained on the one screen*. This should not be needed as all conversion to excel and access are carried out internally by PAM*

The data types supported are:

Data In (source)	**Data Out (destination)**
Text (csv)	Text (csv)
Access Tables	HTML
dBase	Access 2000
Paradox	dBase 3, dBase 4 and dBase 5
Excel	Paradox 3.x,4.x, and 5.x
	Excel 3.0, 4.0, 5.0 and 8.

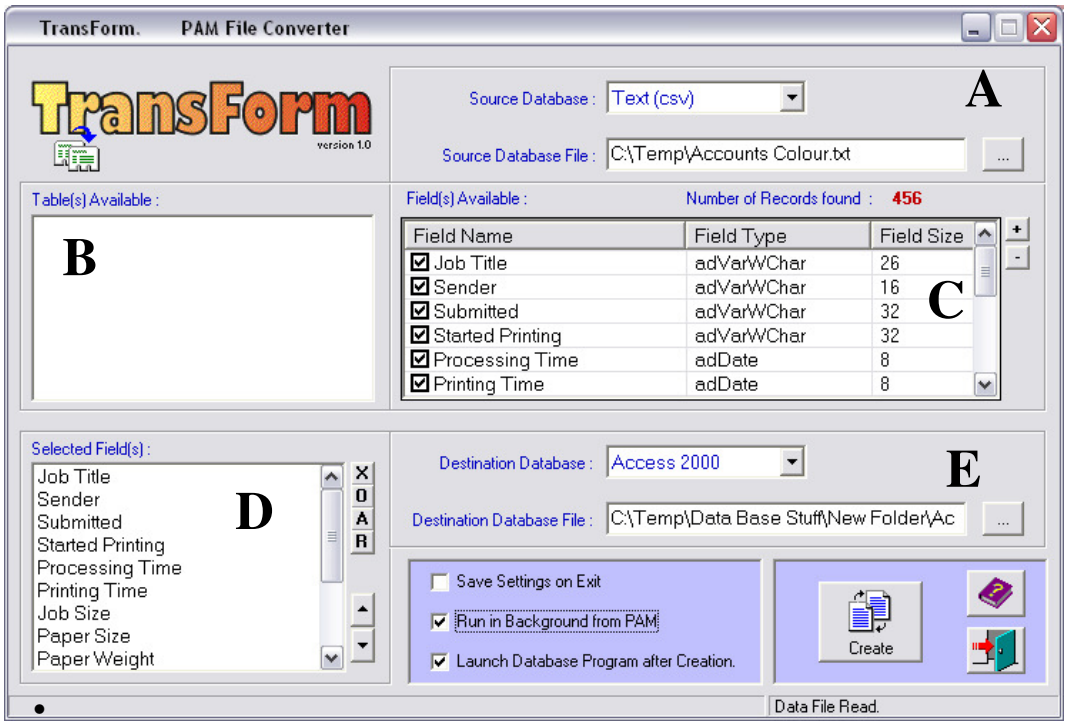
When the data is imported from PAM, 'TransForm' will select Text (csv) as the import data type and will import all of the fields. If you use the run in background option then all the processing will be done automatically.

The configuration of 'TransForm' can be setup from the PAM 'Setup/General Settings' tab.



Example Screen dump showing import of an 'Access' Table

Configure 'Transform'



- You can manually choose the 'Source Database' type and 'File' at the top of the screen. (A)
- If the Source file is a Database file (Access, Dbase etc.) then a list of the tables will be shown in the 'Tables' list. (B)
- 'Double Click' on any of the 'Table Names' to see the record fields in list. (C)
- You may select individual records by ticking its box or all the records by clicking on the '+' button. The '-' button will remove all selected entries.
- The selected fields will appear in the lower left list. (D)
- From here they can be 'Sorted', 'Deleted' or 'moved'.
- Select the 'Destination database' type, and file name. (E)
- The default filename will be the same as the source file with a new extension.
- If the file already exists then a warning will be given.
- Choose the 'Launch' option to run the database after the file is converted.
- Choose the 'Run' option to automatically convert files using the current settings.
- Choose the 'Save Settings on Exit' option to save current setup.
- Hit the 'Create' button.

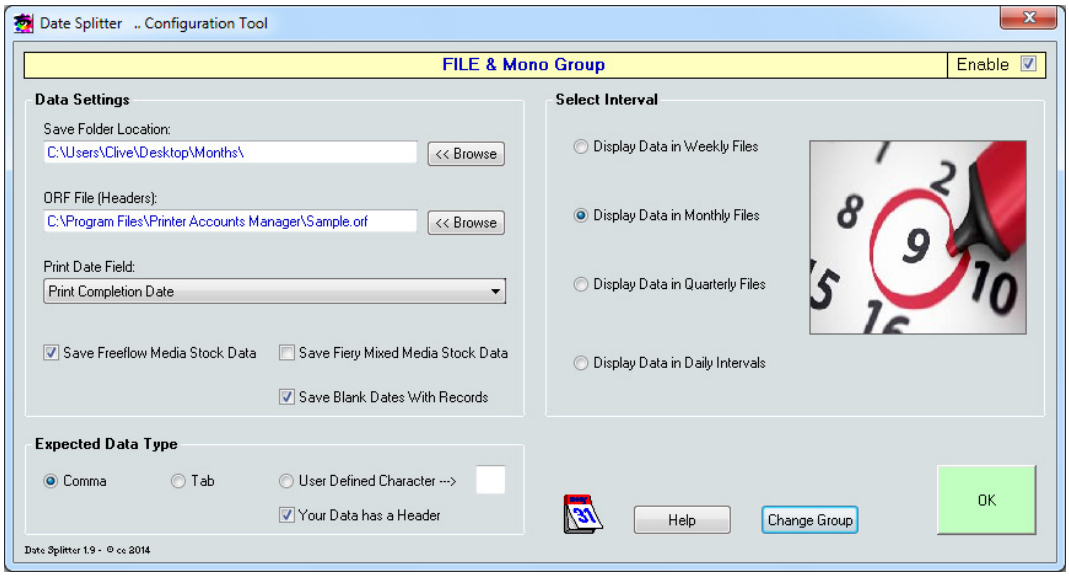
Date Splitter

'Date Splitter' is the inbuilt and faster version of the 'Monthly Data' Plug-in. It reads the processed accounts file and separates the file into a date related file that corresponds to a selected field. (In most cases this will be the date printed).

This enables you to collect the accounts data at any time of the month either manually or automatically using 'Watched Printer' mode.

You set it to autorun from the main PAM screen by selecting the option box.

Setup:
To set up the plug-in either click on the button shown above
or click on the 'Date Splitter' button in PAM, and select 'Configure'



The *'Save File Location'* folder is where all the 'Monthly Data' data files are to be saved. The files are stored in the following formats so they will appear in alphabetical order.

Weekly Mode:

YYYY- Week XX.csv

Monthly Mode:

YYYY-MM Month.csv

Quarterly Mode:

YYYY- Quarter X.csv

Daily Mode:

YYYY-MM-DD – Month.csv

The '*ORF file'* is the record mask you are using to collect the data.

The *'Print Date Field'* is the field in the data that you want use as the Month/Date indicator.

The *'Save Stock Data'* option only works with *DocuSP/FFPS* and *Fiery Mixed Media* accounts data and the '*Total Media COST'* field must be one of the required records. This will produce records of all Paper Stock used.

The *'Save Blank Dates With Records'* option is used to tell the program what to do when the selected date field is blank.
If this option is selected then the record with the blank date is saved in the month file of the previous record processed. If there is no previous record then the record is saved in a file with the current date. If this option is not selected then all the records with a blank date are saved in a file called 'No date.csv'

The '*Expected Data Type'* should be set to the same as PAM.
Normally 'comma', and the data has a 'Header'.

There are four options for saving the record files. The *'Weekly, Monthly & Quarterly File'* options creates one file per time period. The *'Daily Interval'* option creates files at regular daily intervals. In the above example the start date is set to 1st Jan 2009 and new record files will be created every 28 days. If a record is before the start date, then it is saved in a file called 'Before Start Date.csv'.

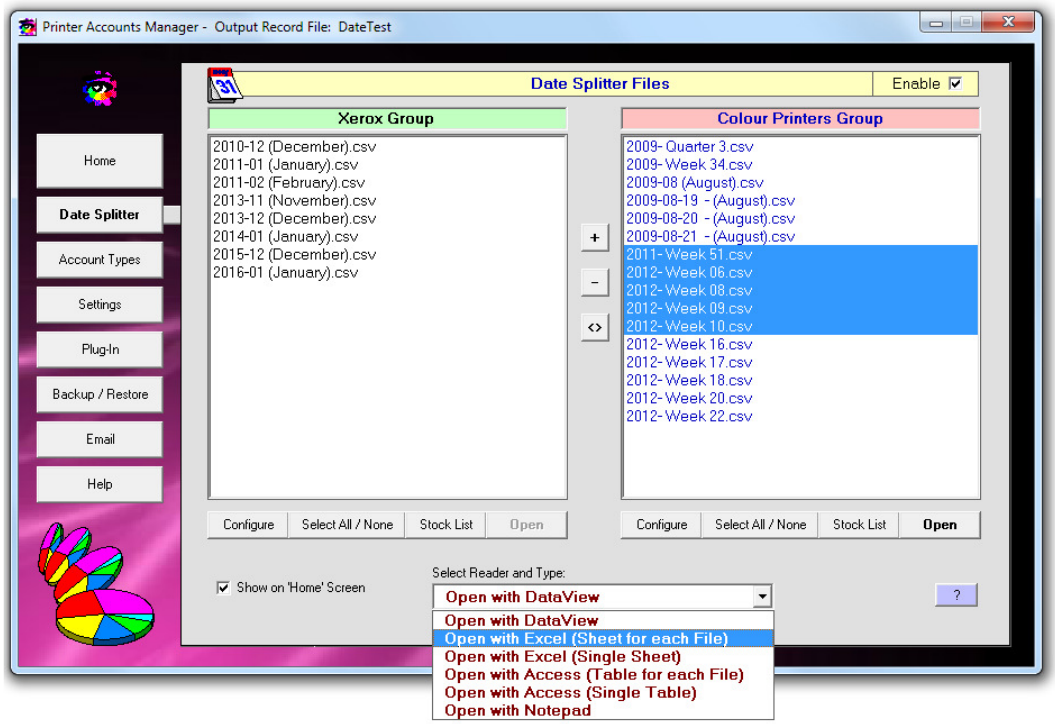
At the top of the form there are options to 'Change Group' which shows the setup for the other group, and an option to 'Enable' the workflow so it will run when selected.

'Date Splitter' will work with most dates produced by accounts records. If the data is not from a DocuSP/Freeflow source then you will need to check if the format of the date is DD/MM or MM/DD.

This can be reversed in the 'General Settings' tab in 'Setup'. If you are using DocuSP Record Layout Definition files then the 'Convert Date' option may be have to be selected in the DocuSP settings.

Viewing the Data Records:

Select 'Date Splitter' from PAM main screen



Select the viewing method from the dropdown list

Highlight the files you want to view and select 'Open'

If you have Microsoft Office installed then you will be able to select the Excel and Access options.
You can add extra applications to this list by assigning them to the four 'User' buttons on PAM's main screen. (A restart of PAM is required before you can see them.)

To Select more than one file use the Ctrl or Shift keys on your keyboard.

DataView, Access (Single Table) and Excel (Single Sheet) will append the selected data files in one table.

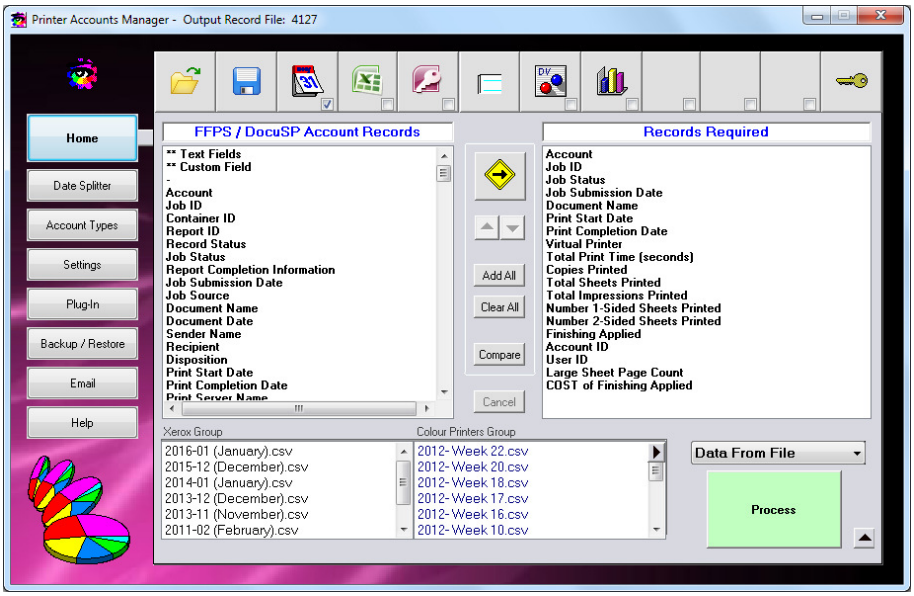
Access (Table for Each File) and Excel (Sheet for Each File) will separate the selected data files into multiple tables.

Other options on this screen:
The buttons between the lists allow you to Increase or Decrease the font size and refresh the lists. If a **'Stock List'** has been saved with the data then the 'Stock List button will switch the list between each set of files.
The **'Show on Home Screen'** option will show the two group lists on the 'Home Screen'. They take the place of the message list. Changing the font size and reader here will change the font size and what reader is used when the file name is double clicked on the Home screen.

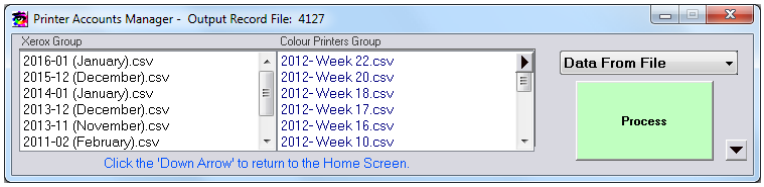
The enable option at the top right of the screen has the same effect as the option on the 'Date Splitter' icon on PAM's main screen. When ticked/selected the 'Date Splitter' code will run with the collected accounts data.

The printer groups that it processes have to be enabled to run as well. This is set in the configuration for each group.

The heading background for each group is shown in 'Green' if both options are enabled. And that groups files will be processed.



Home screens showing the 'Date Splitter' Lists.
The message list can still be seen by clicking on the right facing arrow button



Notes on Date Splitter:

- 'Date Splitter will not run when PAM is in 'Always Append' mode, or when PAM is in 'Collect Data Only' mode.
- In 'Watched Printer' mode unselect the 'Save Data as One File' option.
- If combining B/W and Colour files make sure columns are similar. (normal PAM practice)
- If you change the 'record mask', change the 'save location' to avoid data problems
- If no year info is in the data the current year is assumed.
- First day of the week is Sunday, and the first week of the year contains January 1st.

Monthly Data Plug-In

'Date Splitter' should be used instead of this plug-in as it does a faster and more efficient split of the data. This can be used if you want to process the data more than once.

For example: 'Date Splitter' can put the data into monthly files and then this plug-in can be configured to put the same data into weekly files as well.

The 'Monthly Data'plug-in does the same job as 'Date Splitter' it reads the processed accounts file and separates the file into a monthly file that corresponds to a selected field. (In most cases this will be the date printed).

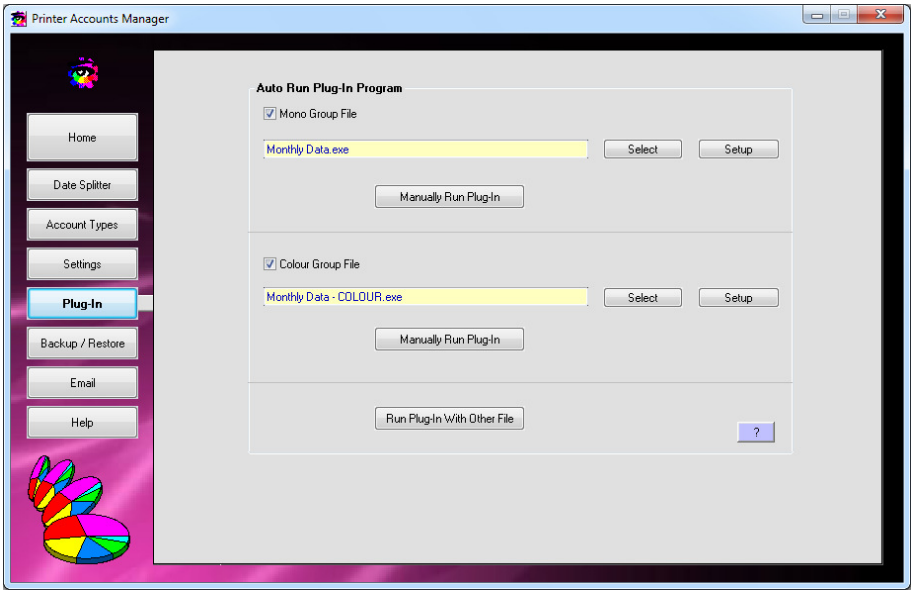
This enables you to collect the accounts data at any time of the month either manually or automatically using 'Watched Printer' mode.

The plug-in program is run from the 'Plug-In' setup screen shown below.

The Plug-in program must be in the 'PlugIn' folder in the PAM install folder.

You can set the plug-in to auto run with either of the printer groups on the preferences/general settings screen shown here.

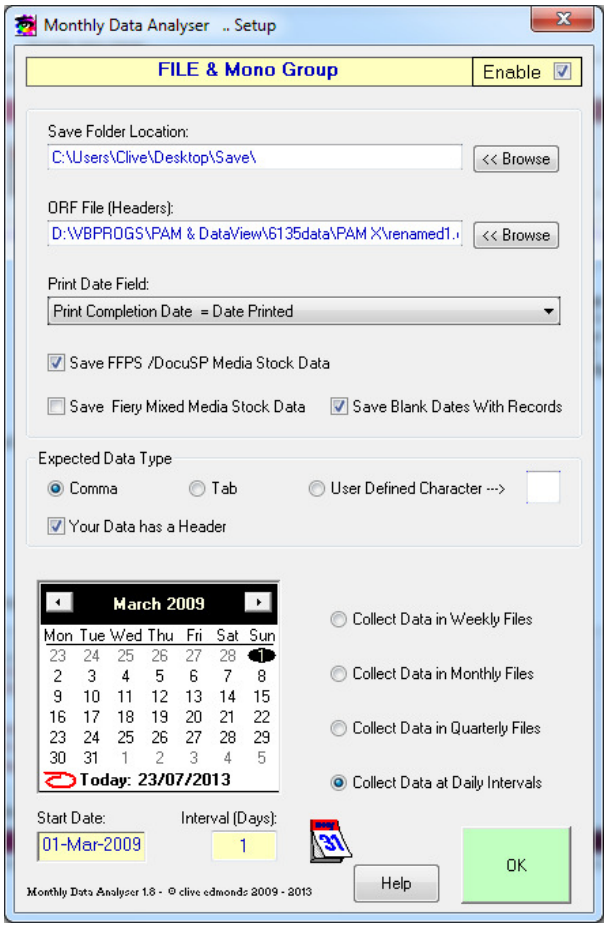
In this example the 'Monthly Data.exe' file has been copied and renamed for the Black/White printer group. This allows you to have a different set up for each group.



Monthly Data Setup:

The setup is enabled/disabled by the enable option.

The *'Save File Location'* folder is where all the monthly data files are to be saved. The files are stored in the following formats so they will appear in alphabetical order.



Weekly Mode: YYYY- Week XX.csv

Monthly Mode: YYYY-MM Month.csv

Quarterly Mode: YYYY- Quarter X.csv

Daily Mode: YYYY-MM-DD – Month.csv

The '*ORF file'* is the record mask you are using to collect the data.

The *'Print Date Field'* is the field in the data that you want use as the Month/Date indicator.

The *'Save Blank Dates With Records'* option is used to tell the program what to do when the selected date field is blank.

If this option is selected then the record with the blank date is saved in the month file of the previous record processed.
If there is no previous record then the record is saved in a file with the current date.

If this option is not selected then all the records with a blank date are saved in a file called 'No date.csv'

The *'Save Stock Data'* option works with either DocuSP/FFPS or Fiery Multy Media accounts data and needs the '*Total Media COST'* field must be one of the required records. This feature will produce monthly records of all Paper Stock used.

The '*Expected Data Type*' should be set to the same as the output from PAM, normally a comma. If you don't have a header on the data then un-tick that option.

There are four options for saving the record files. The *'Weekly, Monthly and Quarterly File'* option creates one file per time period. The week starts on a *Sunday* and week 1 is the week that contains *January 1st*

The *'Daily Interval'* option creates files at regular daily intervals. In the above example the start date is set to 1st Jan 2009 and new record files will be created every 28 days. If a record has a date of before the start date, then it is saved in a file called 'Before Start Date.csv'

Viewing the Data Records:

DataView:

DataView has an 'Open Monthly Data' file option which goes to the last folder used by the plug-in. This also allows you to open multiple files as one file, so that you can view many months of records and save as one file. The auto subtotal and auto report functions also run if selected, when the record is loaded.

Dataview can also automatically ask you load a Monthly Data file. Make a shortcut to the Dataview.exe file on the desktop. Go to the properties of the shortcut and add ' md' to end of the target name.

e.g. **"D:\Program Files\PAM\DataView.exe" md**

Adding a folder name that ends in \ will open that folder.

e.g. "**"D:\Program Files\PAM\DataView.exe" c:\temp**

You can also assign 'Dataview to one of the 'User Buttons' and type **md** as the optional file name.

Excel & Access: (Microsoft Office needs to be installed.)

To export the processed data to Excel or Access just select the option boxes. Collect data will be stored in a separate Table or Worksheet with the processed date as the name. If you want to run the selected program as well then the option can be selected on the Setup/General Settings Tab.

Clicking on the Access or Excel button displays a menu. Here you can show the last collected data (Doesn't need option box to be ticked). Or all the data that has been exported to that program.

Please Read Notes:

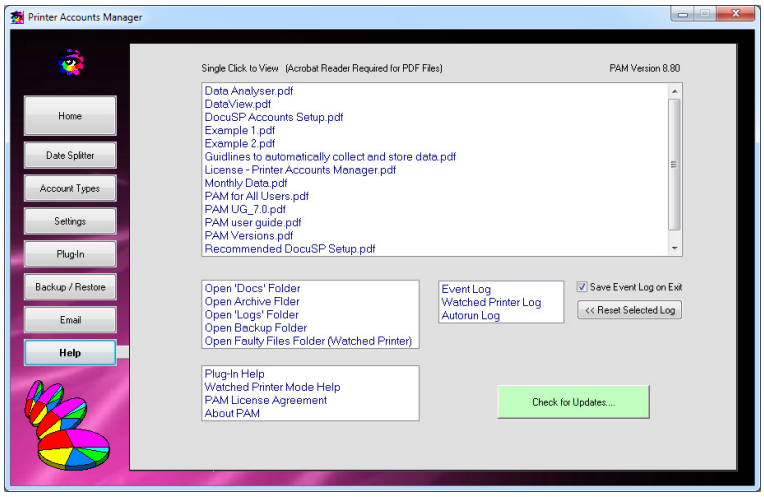
- The plug-In's do not run when PAM is in 'Always Append' mode, or when PAM is in 'Collect Data Only' mode.
- In 'Watched Printer' mode unselect the 'Save Data as One File' option.
- If combining B/W and Colour files make sure columns are similar.(normal PAM practice)
- If you change the 'record mask', change the 'save location' to avoid data problems
- If no year info is in the data the current year is assumed.
- There is a limit of 2048 Tables in Access.
- Excel Worksheets are only limited by available memory.
- To put all data into one Worksheet or Table. Select '*Always Append*' option', collect your data, and then open Excel/Access by the 'Open Last Collected Data' menu.

PAM Update

Please Note: This feature has now been discontinued to enhance security of the software

PAM can check for updates by selecting the option on the Help screen.

This button can be turned off in Options/General.

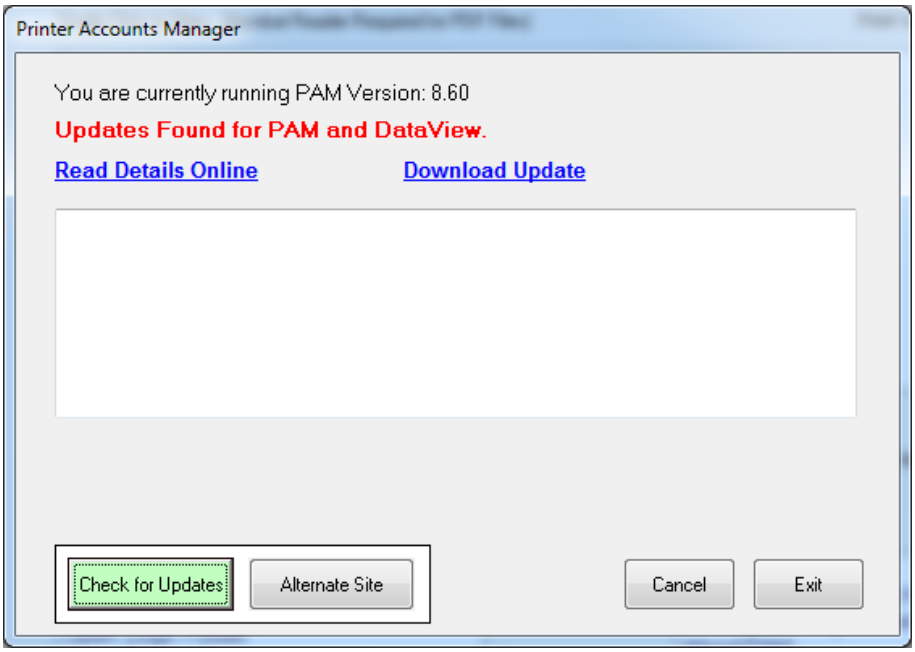


Depending on the security settings of your PC you may or may not be able to reach the PAM server.

You can check for update from one of two sites. Try the default (green) button first

If updates are found then the message show below is displayed and you can view the new features and/or download the update.

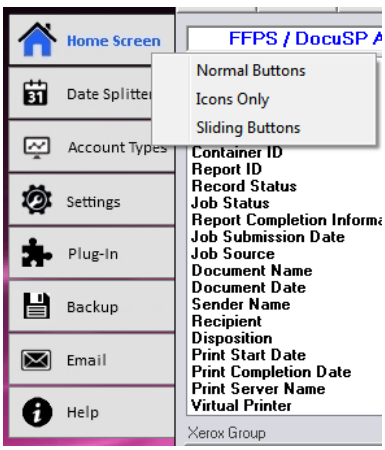
PAM will ask to be restarted for the changes to be applied



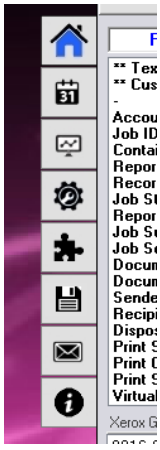
Some new features in Version 9

PAM Versions document lists all the changes in version 9.0

The buttons on the left of the main screen have now changed and can be configured by right clicking and selecting the following view options.



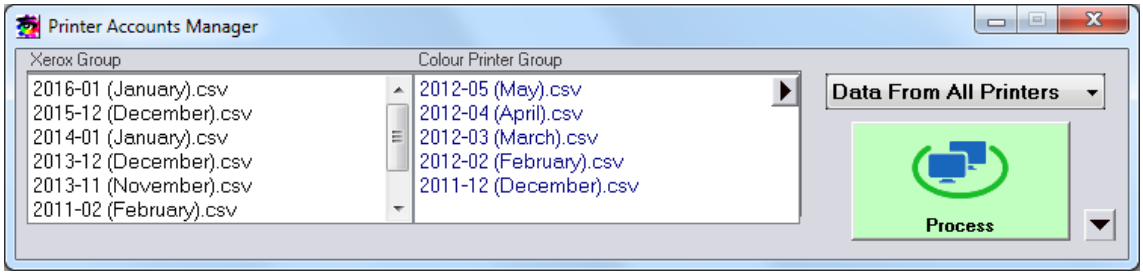
Normal Buttons



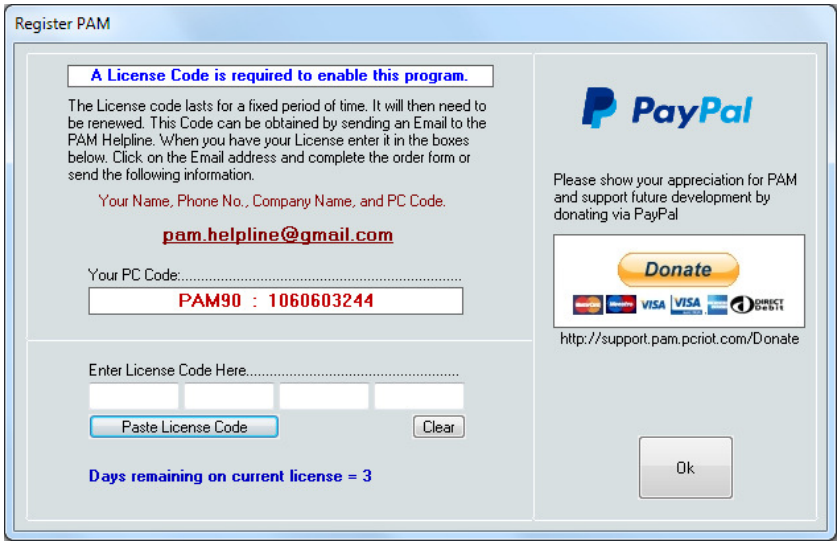
Icons Only

Sliding Buttons

The Main Screen can be made smaller and also has the option to show the 'Date Splitter' files instead of the program messages. Click on the Up/Down arrow bottom right of screen.



There is now an option to Donate on the Registration Screen. Clicking on the 'Donate' button takes you to the PAM web site.

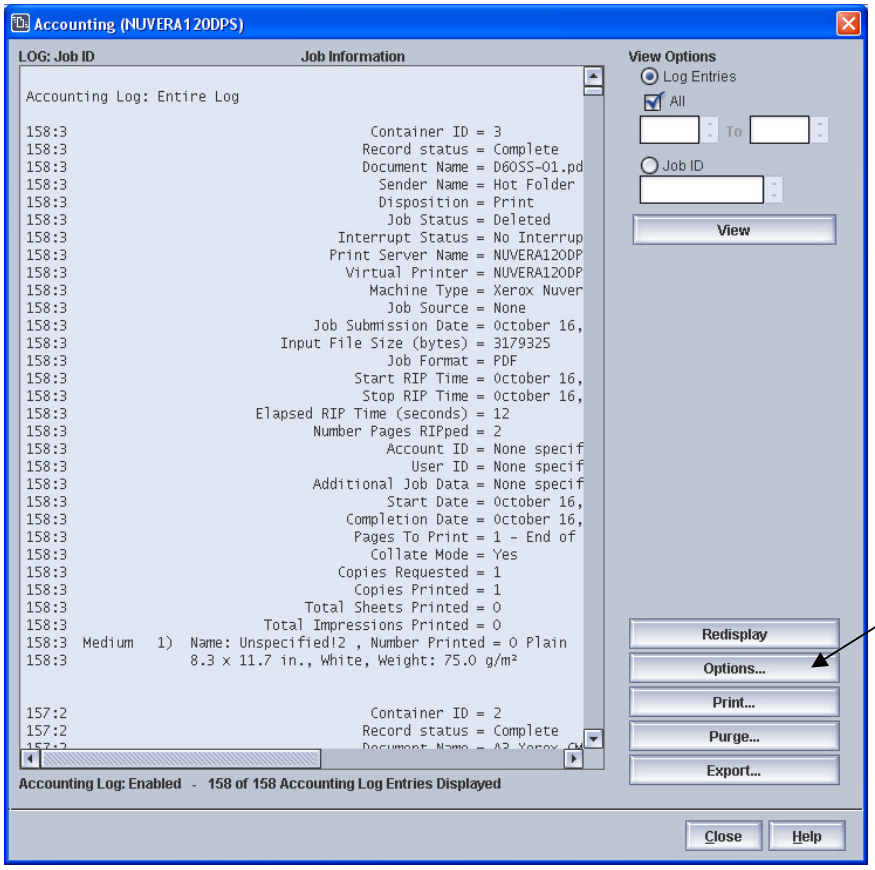


Exporting DocuSP Accounting Data

Automatic Export and Purge

Setup DocuSP accounting to automatically export and purge account information.

- Open the Accounting screen and select the '**Options**' button.

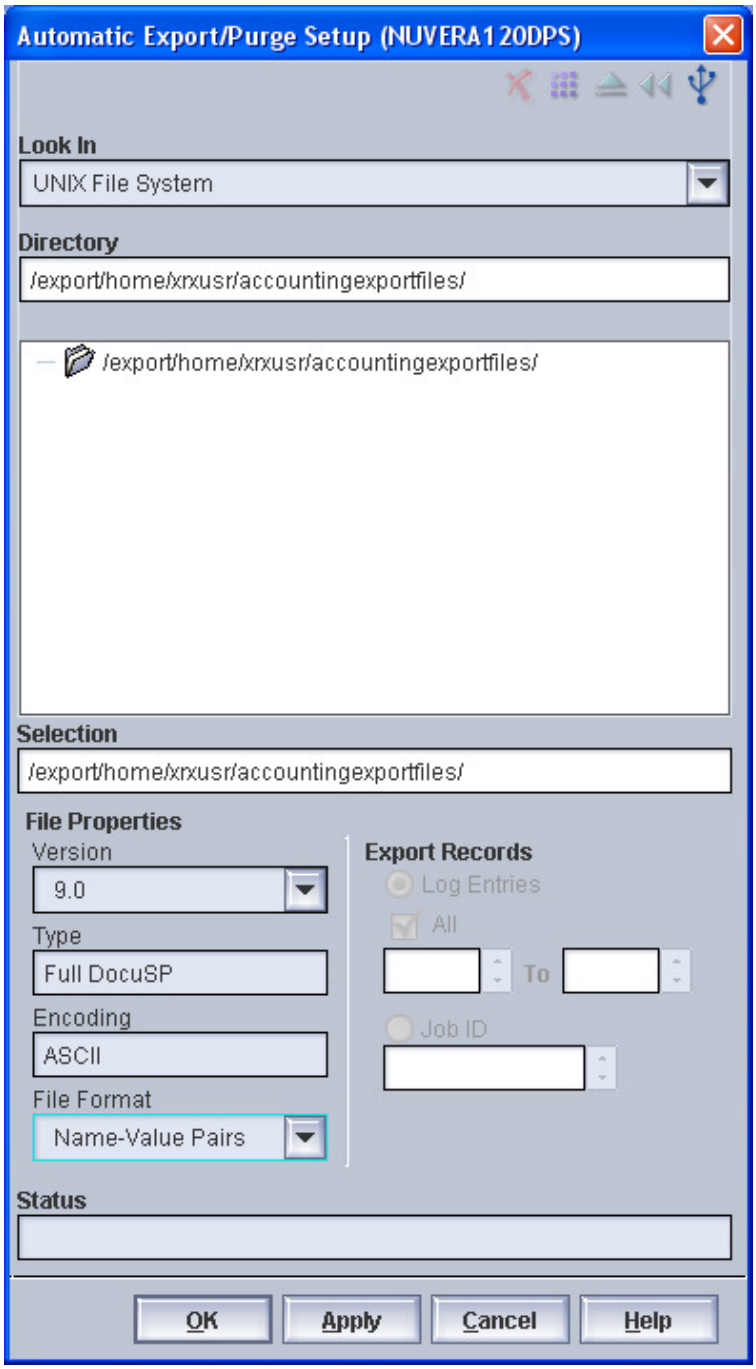


- On the 'Options' screen Select '**Enable**' in the 'Automatic Export/Purge' section, and click on the '**Settings**' button.

Configure the data export settings

- Choose the accounts version to be the latest ending in '.0' E.G. **'9.0'**
- Select the File Format to '**Name Value Pairs**'

The directory entry should default to the shown folder



- Click on '**OK**' button to return to the 'Options' screen

- Set the Maximum Log Size

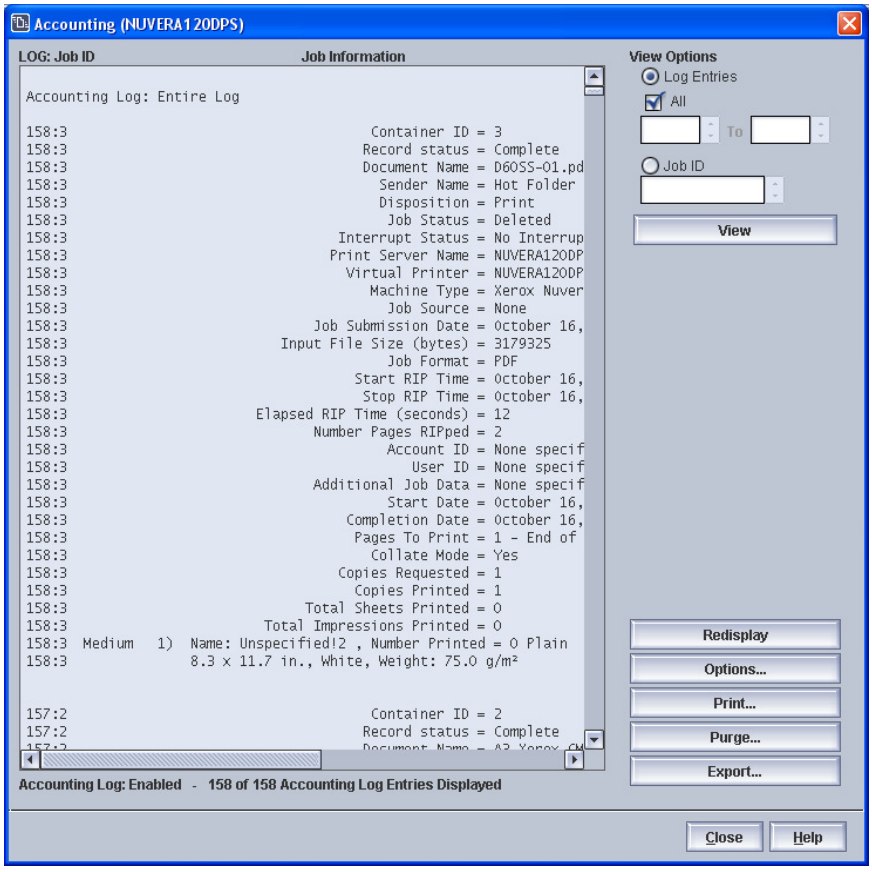
On the '**Options**' screen set the maximum log size to **50**** records. This will dump files every 40 print records so the latest exported record is up to date.

If you cannot set the log size to 50 then you will have to manually export and purge the current accounting file (see last page), this is because the minimum log size is always the amount of records in the file plus 10.

Alter the attributes of the accounting folder.

Chmod 777 /export/home/xrxusr/accountingexportfiles

Manually export and purge accounts data



- Select '**Export**' and manually export the accounts data to the '/export/home/xrxusr/accountingexportfiles' folder.

- Select '**Purge**' and remove all accounting records.

** Optional setting this higher will produce less accounting files but they wont be as current as a lower number

Sharing Folders Using Samba (Advanced User only)

The accounts data can collected using FTP from PAM. This requires a login and password to be set up when the Printer is Created. An alternative is to use the file sharing software in unix called 'Samba'

Setting up Samba to share the '/export/home/xrxusr/accountingexportfiles' folder, but don't require a login.

If samba is already running open samba config file and add the following entry to the end of the file.

Use 'dtpad' to edit the file or VI if your feeling confident :

/usr/dt/bin/dtpad **/etc/sfw/smb.conf**

[Accounts]

comment = DocuSP Account Records

path = / export/home/xrxusr/accountingexportfiles

only guest = yes

public = yes

writable = yes

printable = no

If samba is not running then enable, but be careful as this procedure re-writes the config file so back up first.

To enable logon as root

cd /opt/XRXnps/bin

./setEnableSambaShare on

To enable the accounts files to be moved from their folder by PAM the folder properties need to be changed

Chmod 777 /export/home/xrxusr/accountingexportfiles

PAM can now access the shared folder by using the following in the 'Data Source Folder' box in the Printer Setup section.

\\Printer_IP_Address\Accounts

Supported Freeflow Data Formats

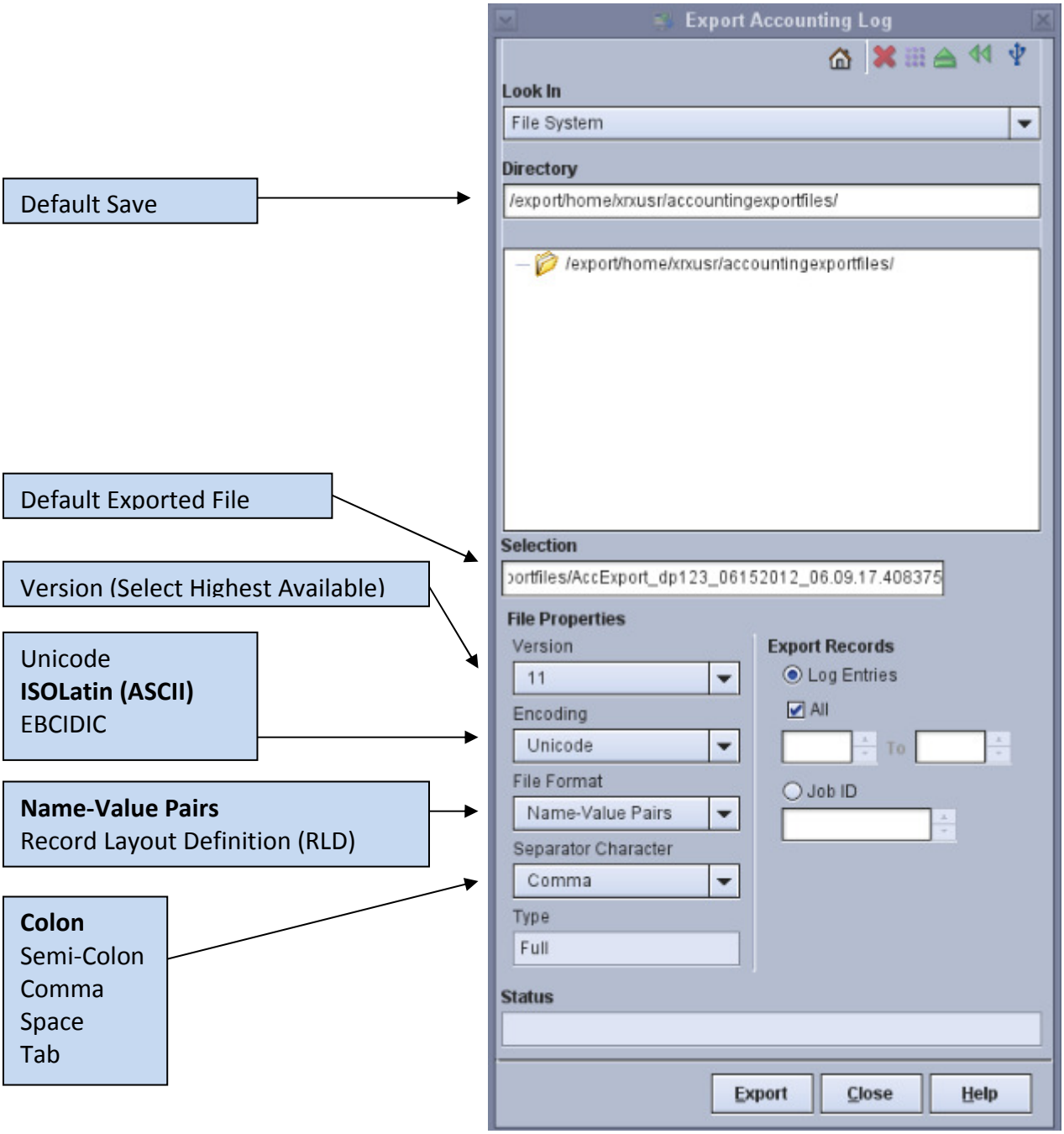
Accounting Export Data Types from DocuSP/FFPS Version 8 (SP2) and Later

Older versions of DocuSP/FFPS offered fewer simpler options for the data type when exporting. Only 'Name Value Pairs - Colon', 'Record Layout Definition – Colon/Semi-Colon' and 'EBCIDIC – NVP – Colon' was available. These options have now been extended and the following are possible.
This table shows which data types are supported by the different versions of PAM.

Export Data Type - Delimiter	PAM pre 8.3	PAM 8.3 +
ASCII & Unicode		
Name Value Pairs - Colon	✓	✓
Name Value Pairs - Comma	X	✓
Name Value Pairs – Semi-Colon	X	✓
Name Value Pairs - Space	X	✓
Name Value Pairs - TAB	X	✓
RLD - Colon	✓	✓
RLD - Comma	X	✓
RLD – Semi-Colon	✓	✓
RLD - Space	X	X
RLD - TAB	X	✓
EBCIDIC		
Name Value Pairs - Colon	X	✓
Name Value Pairs - Comma	X	✓
Name Value Pairs – Semi-Colon	X	✓
Name Value Pairs - Space	X	✓
Name Value Pairs - TAB	X	✓
RLD - Colon	X	X
RLD - Comma	X	X
RLD - Semi-Colon	X	X
RLD - Space	X	X
RLD - TAB	X	X

Notes:
If you have an older version of PAM then save the data as '**Colon**' delimited.
If you are unsure what format to save as use '**Name Value Pairs – Colon'** as this is processed quicker.

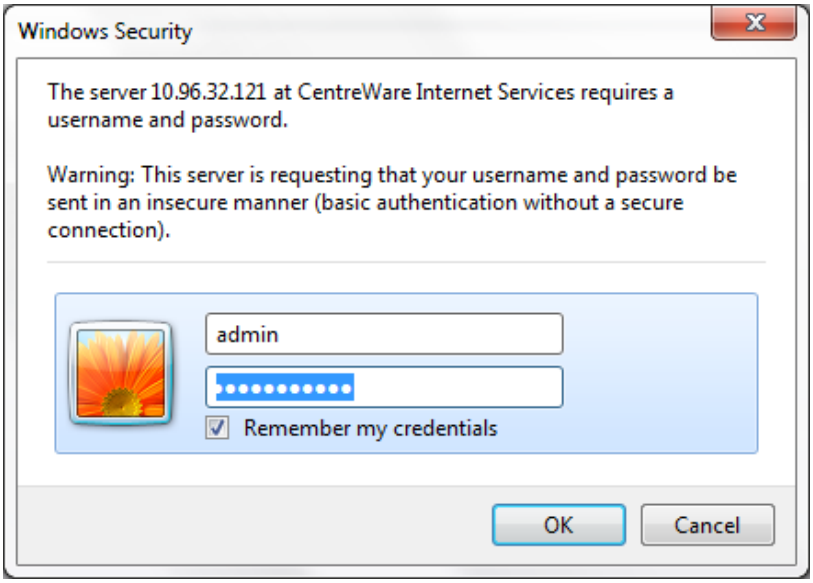
Comma's and Spaces can exist in the data. This will invalidate the RLD files saved as Comma or Space delimited.
Always save the latest version of data. (DocuSP/FFPS 9.0 = version 11)


Default Save
Default Exported File
Version (Select Highest Available)
Unicode
ISOLatin (ASCII)
EBCIDIC
Name-Value Pairs
Record Layout Definition (RLD)
Colon
Semi-Colon
Comma
Space
Tab
Export Accounting Log
Look In
File System
Directory
/export/home/xrxusr/accountingexportfiles/
/export/home/xrxusr/accountingexportfiles/
Selection
ortfiles/AccExport_dp123_06152012_06.09.17.408375
File Properties
Version
11
Encoding
Unicode
File Format
Name-Value Pairs
Separator Character
Comma
Type
Full
Export Records
Log Entries
All
To
Job ID
Status
Export
Close
Help

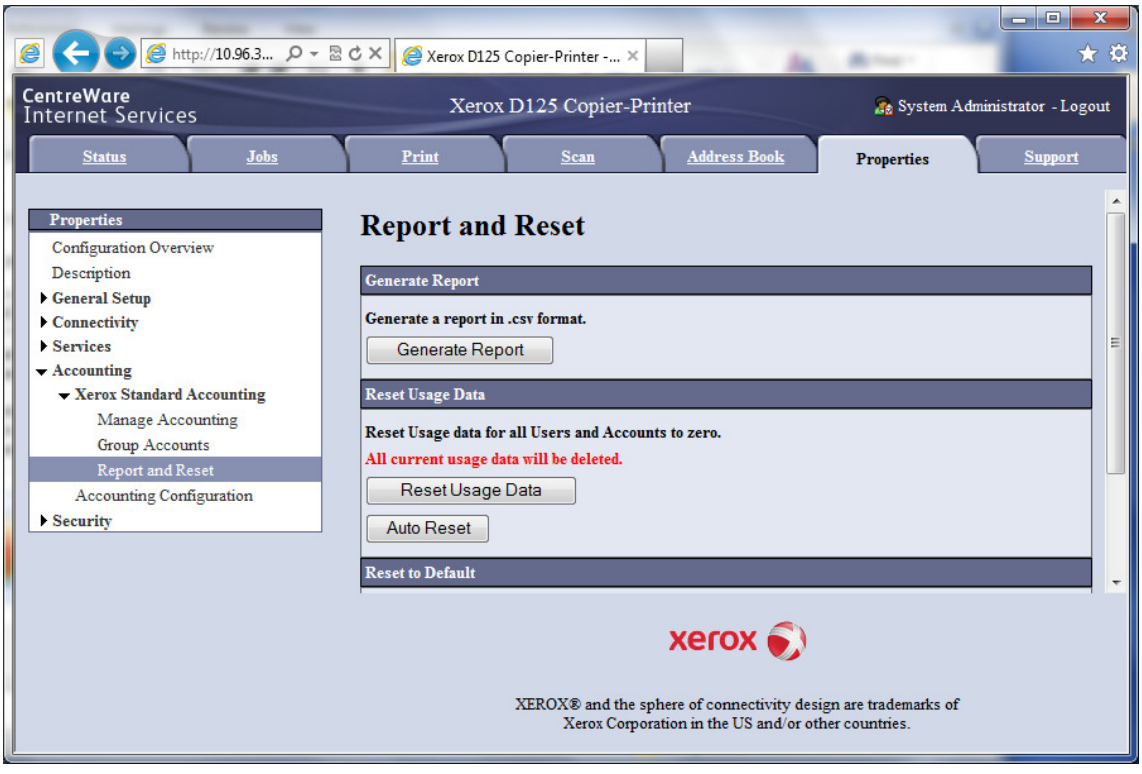
Collecting Accounts Data from a D110/125/4112/4127

N.B. Xerox Standard Accounting must be enabled for the data to be exported.

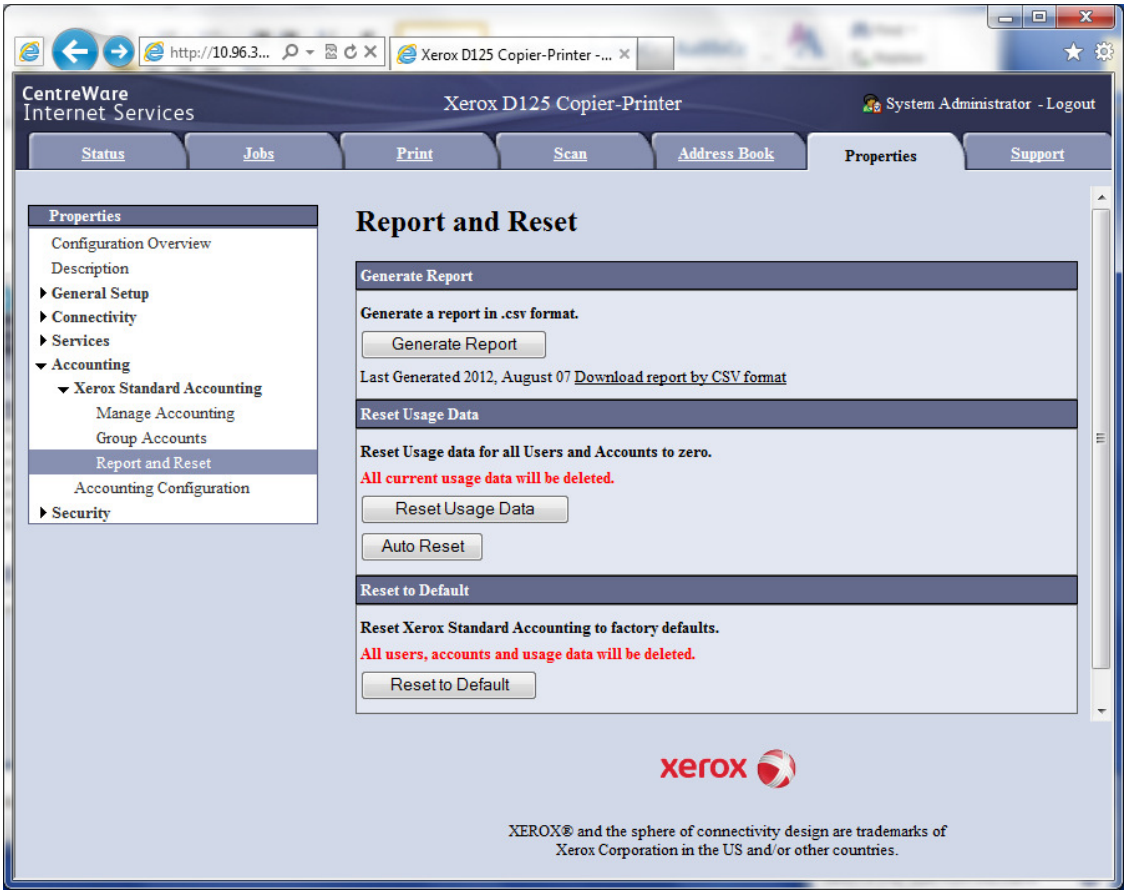
- Open a Web Browser and type the I/P address of the Printer
- Logon at Prompt as administrator.



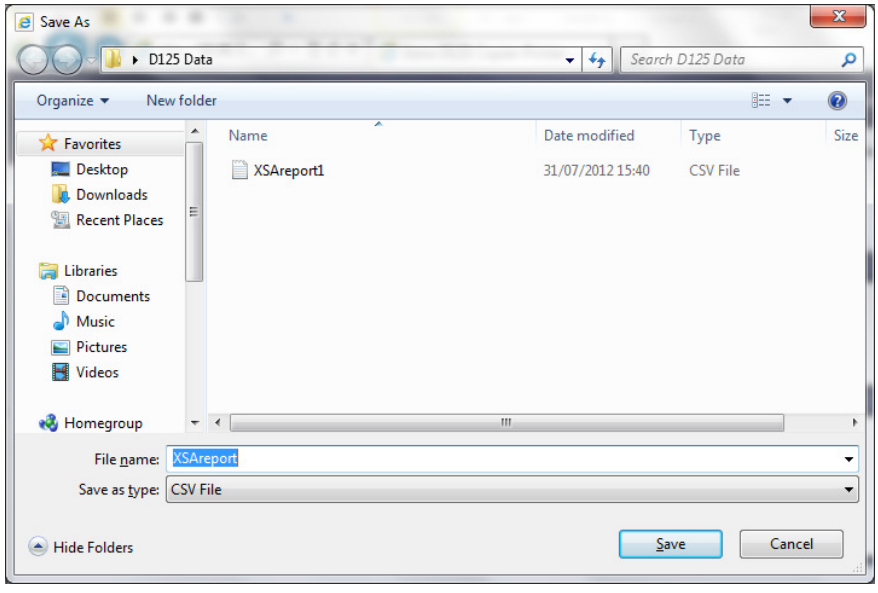
- Go to the screen below and click on **'Generate Report'**



- Press **'F5'** to refresh screen and go back to the **'Report and Reset'** Screen



- Right click on the **'Download report by CSV format'** link and select **'Save Target As'**



- Select **'Reset Usage Data'** to reset the accounting log back to zero.

N.B. Do not select 'RESET TO DEFAULT' as this will remove all users and accounts that you have entered.

Exporting from Fiery and Creo PC's

This are changing all the time so these are guides only. The new fiery 9 software has the feature of automatic export and purge. To collect all information about stock used then the Fiery mixed Media files should be collected.

Fiery (Version 1 data)

- Select the 'Job Log' tab at the bottom of the screen.
- Select the menu item 'Windows/Export'
- Browse to the job log folder. (It should remember the last location used)
- Give the file a name and save job log.

To Clear job log, select menu 'Server/Clear_Job Log' and answer 'Yes'

Fiery (Version 2 data)

- Select the 'Job Log' tab at the bottom of the screen.

To Add or Delete fields you may 'Right Mouse Click' on the Headers and choose from the list.

- Select the Menu Item 'Server/Job Log'
- Choose 'Export' or 'Export and Clear Log'
- Select Either 'Comma' or 'Tab' delimited data.
- Browse to the job log folder. (It should remember the last location used)
- Give the file a name and save job log.

Creo (Sitex) Version 4 software.

- Select the Menu Item 'Tools/Accounting'
- Select 'All'
- Select 'Export'
- Browse to the job log folder. (It should remember the last location used)
- Give the file a name and save job log.

To Clear Log

- Select Menu Item 'Tools/Settings'
- Select 'Messages'
- In 'Accounting Log Setup' select 'Clear Log Now'

Also on this screen is the Overwrite messages setting. Set this to a high number of days to stop the accounting log being overwritten

Installing 'Printer Accounts Manager' in Windows 7/8/10

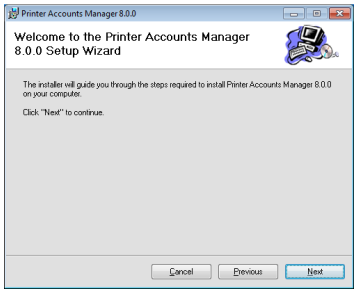
There can be a number of problems when installing PAM in Windows 7. These are caused either by the tighter security introduced in this version of Windows, or by the restrictions implemented by the IT dept.

The program must be installed with Administrator rights. It helps if the logged on user is a Local administrator on the PC, but this is not necessary. The following procedure is the best way of ensuring that PAM is installed correctly.

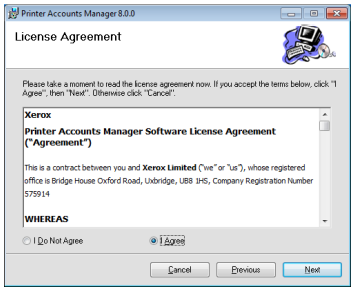
Run the PAM install file as the normal logged on user.

The following screens are displayed.

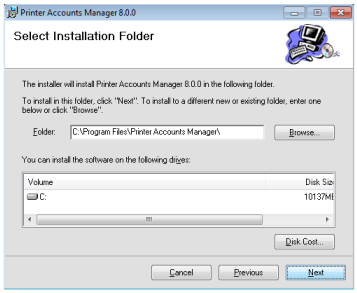
Initial Screen



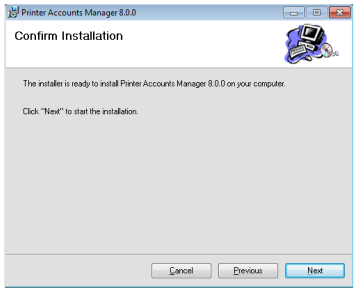
Welcome



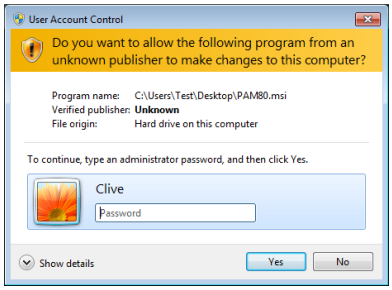
Read & Agree License



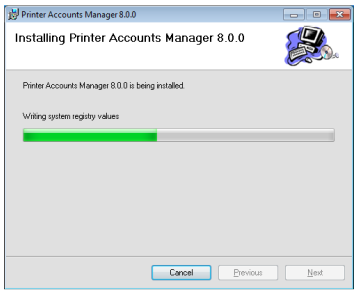
Install Folder



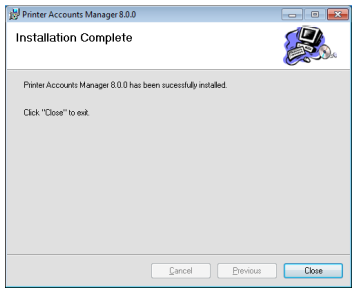
Confirm Install



(If UAC is on) Enter Admin Password



Installing

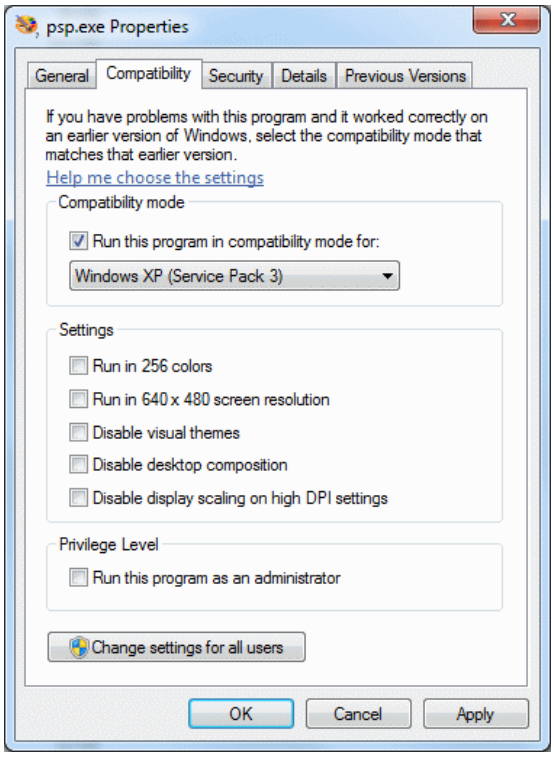


Complete

PAM should now run and can be registered. The program will automatically check what operating system is being used and configure itself accordingly, and if the 'Compatibility' file option is being used.
If you are still having problems then look at the information on the following pages.

Compatibility issues

Some of the compatibility issues are solved by running a program in the **compatibility mode**: this mode virtualizes the environment of an earlier Windows version. This solution can be applied quickly by right clicking a shortcut and to select **Troubleshoot compatibility**. Based on the answers in the wizard, a specific compatibility mode is applied. Applying compatibility mode can be activated manually as well by right clicking a shortcut, tab **Compatibility**. At the sub **Settings**, the user can experiment applying different settings and the sub **Privilege Level** can be used to run a program as an administrator. Unfortunately, it is not always a solution to compatibility problems.

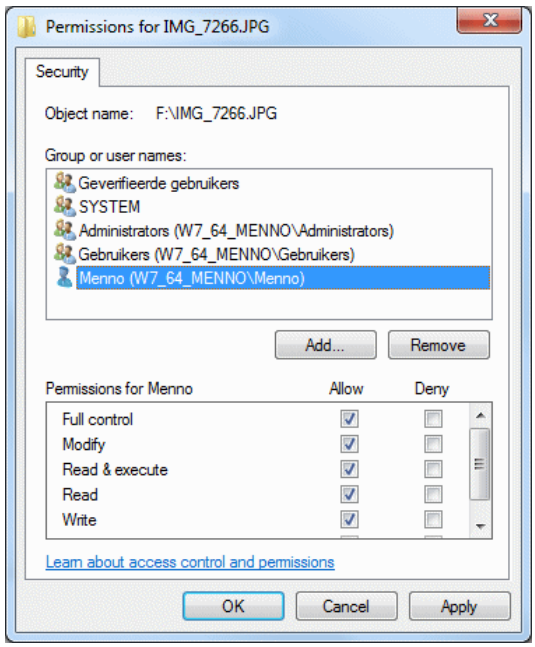


Run as administrator

Does an application not function properly or does it show an error message every time it is used, try to run it with additional administrator rights! By default, an application is not started with those additional rights, but this can be done manually by right clicking (the shortcut to) the application and to select **Run as administrator**. Those administrator rights can also be added by default by right clicking the shortcut to the application and to select **Properties**, tab **Shortcut**, button **Advanced** and to activate the option **Run as administrator**.

Limited permissions

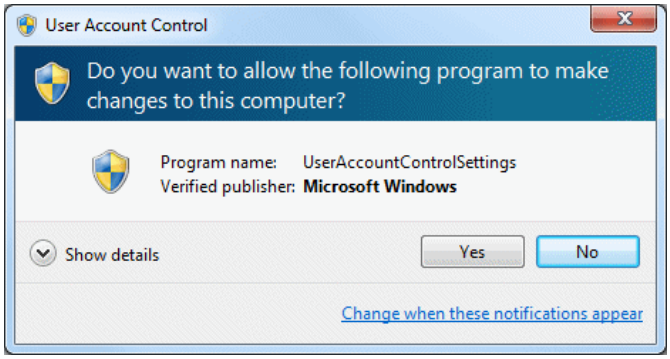
The issues concerning the limited permissions is related to the problem with the administrator rights. Without the permission to modify files in a certain location, an application is not able to save a file in this folder (as example, it is not possible to change or add files in the **C:\Program Files** without the permissions to do it). In most cases this problem can be solved by running an application with additional administrator rights. A better alternative is adding permissions to modify the concerning folder. This is done by right clicking the folder and to chose for **Properties**, tab **Security**, button **Edit** (or the button **Advanced**) and to activate the option **Full control** for the concerning user account.



User Account Control

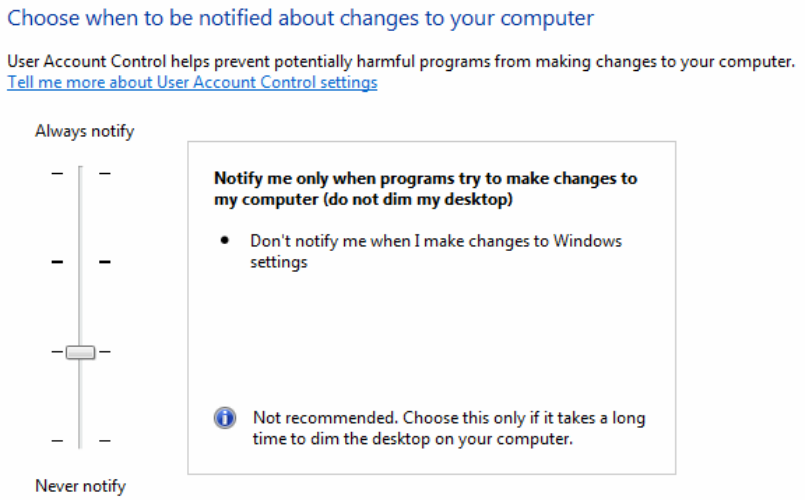
*For security reasons, don't disable **User Account Control** if problems can be solved by running a program as administrator.*

User Account Control (**UAC**) in Windows 7 restricts the user and software to change major settings. This first hurdle must prevent the system to be infected by malicious software, but makes it more difficult to install and run software as well. Although UAC makes Windows safer, for many it is annoying. This security rule frequently interrupts all activity, because every change in system settings must be confirmed individually by the user. Unfortunately the frequency is very high, which causes the user to click them away as fast as possible. By clicking automatically to proceed malicious software will soon pass this security test and **User Account Control** won't be of any use. The executable files and system changes which have to be confirmed by **UAC** can be recognized by the shown administrator shield, which informs the user about the popup which will show up.



Changing the User Account Control settings

By default, UAC comes in action when programs try to apply essential changes to the system. As an unpleasant side effect, UAC temporarily secures the desktop when prompting for elevation. Switching to the secured desktop can be disabled by the Control Panel item **User Accounts**, option **Change User Account Control settings**: adjust the slider one level lower. UAC can be disabled as well by setting the slider to **Never notify** which can be very useful when programs frequently apply essential system changes. If there is no need to, it is better to leave UAC on.

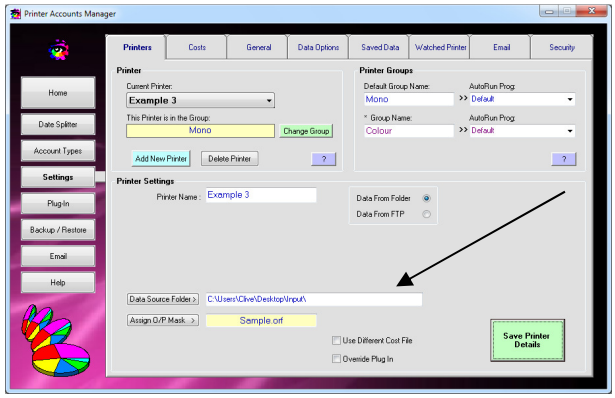


Example Using 'Watched Printer Mode' and 'Date Splitter'.

Create three Folders on your desktop.

Named: **Input** , **Months** and **Archive**

In PAM:
Go to '*Options/Printers'* and add a new printer as shown opposite.

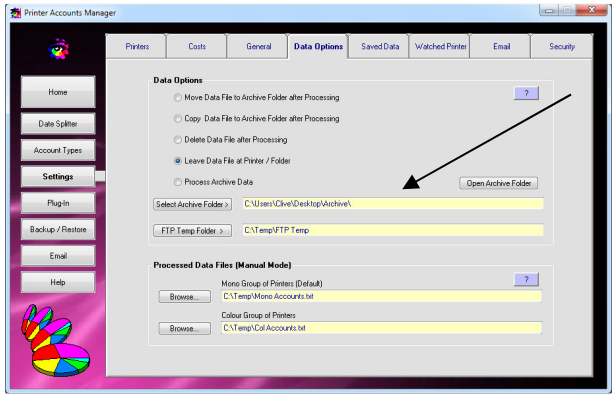


Data From File=Selected
Data Source folder=Desktop/Input
Assign O/P Mask=Install Folder/Sample.orf

Select *'Save Printer Details'*.

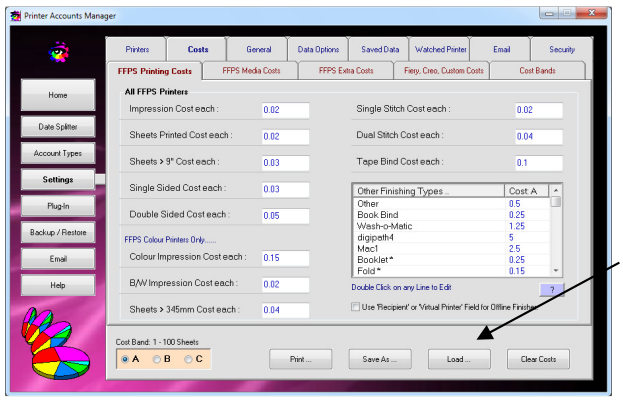
Make sure you have no other printers assigned to the Black/White Group

Go to '*Options/Data Options'* and change the Archive Folder to Desktop/Archive.



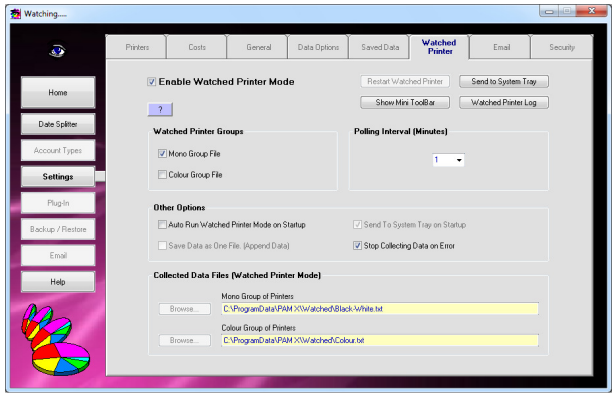
Select Archive Folder=Desktop/Archive

Go to '*Options/Costs/FFPS Printing Costs*' If you haven't entered any cost info then click the '*Load Cost File*' button and choose the 'Example Costs 2.taf' file. The cost data opposite will be displayed.



Load cost file=Example Costs 2.taf

Go to *'Options/Watched Printer Mode'* and select the options as shown opposite.

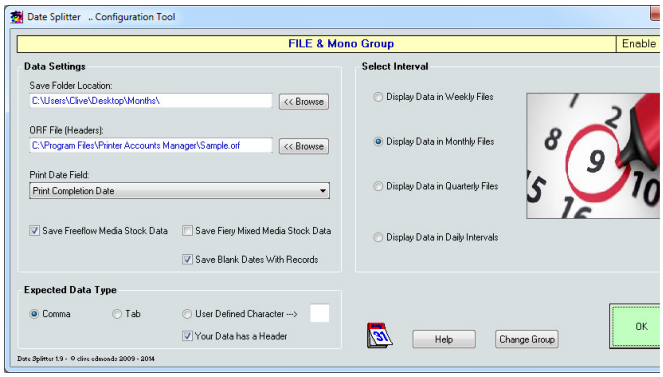


Enable Watched Printer Mode=Ticked
Black/White Group File=Ticked
Polling Interval=1min
Save Data as One File=Un-Ticked

The other settings can be left as default.

Go to the Home Screen

Right 'Click' on 'Date Splitter' icon to display the configuration tool.
Fill in form as shown opposite.



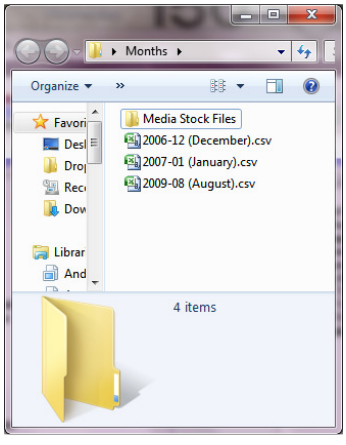
Save Folder Location=Desktop/Months
ORF File=Install/Sample.orf
Print Date Field=Print Completion Date
Save FFPS Media Option=Ticked
Expected Data Type=Comma
Collect Data in Monthly Files=Selected
Enable=Yes

Select OK to Save Selections
Confirm Tick on Option box on DS Icon
Un-tick all other Icon Option boxes.

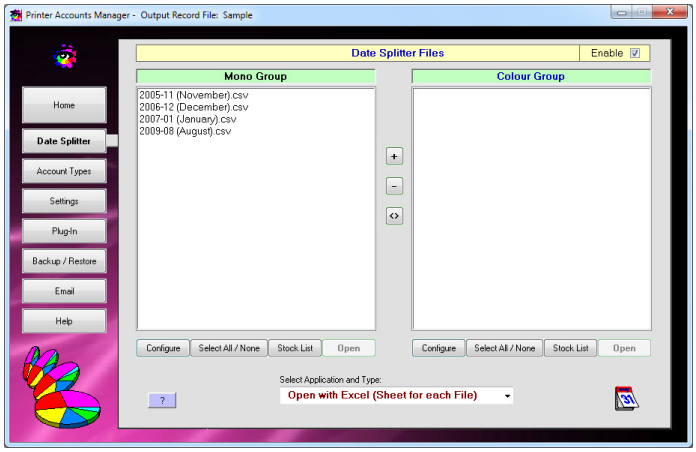
You can now minimise PAM, but leave it open if you want to see the files being processed.

COPY (**not move**) any example data files beginning '**FFPS**' that you want to test from '***PAM Install/Example Data***' folder to the '***Input***' Folder on your Desktop.

Using the Watched Printer Mode settings PAM will now automatically poll the printers in the Black/White Group.
If an accounts file is found it is processed and passed on to the 'Date Splitter' application. This will sort the data and put it into Monthly Files. The example here shows the contents of the '*Months*' folder.



To View the collected data, '*Click*' on the 'Date Splitter' icon or button to display the opposite screen.

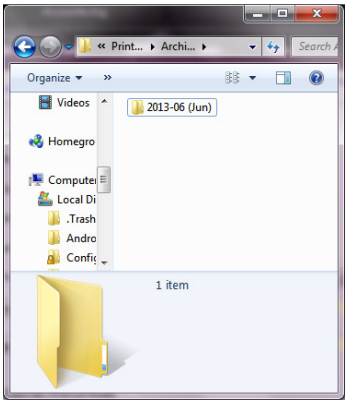


Select the viewing application. Highlight one or more files and click 'Open'

The Paper used information is in the '*Media Stock Files*' folder and can be viewed by selecting 'Stock List'.

Extra applications can be added to the app list by assigning them to the 'User Buttons' on PAM's main screen.

The complete data file that has been collected is moved into the '*Archive*' folder. This is put into a folder with the name of the month the data was processed.



PAM can be set to run like this continually and collect data from all configured Printers or Folders. It can be started on PC logon by putting a copy of the PAM shortcut in the Windows Startup Folder. It can then be sent to the system tray. (bottom right of toolbar)

Notes:

The Access and Excel options need Microsoft Office to be installed on your PC.

When viewing the 'Media Stock' information, DataView will offer an option to automatically subtotal the data.

A shortcut of DataView can be made to open the monthly data folder by putting 'md' on the end of the target file info in its properties.

E. G. **"D:\Program Files\PAM\DataView.exe" md**

You don't have to wait to poll the folders, PAM will check for accounting data immediately if you either click on the '*Process*' Button (Bottom Right) or on the *'Eye'* icon (Top Left).

Quick Start Examples

Demonstration Example 1

The following instructions use the example files contained in the 'Example 1' directory.

- **Set up Auto Run Feature**
  1. Select the 'Tick' option box on the **'DataView'** icon**.**
  2. Click on '**Setup/Data Options**' and Select **'Leave Data at Printer'**.

- **Input Cost settings**
  1. Click on the **'Cost'** tab and select **'Load'**
  2. Load the 'Test 2.taf' cost file
  3. Click **'Get Data'** tab

- **Open Output Record File**.
  1. Click **'Open'** Button and select **'Example 1.orf'** from the **'Example 1** folder.

- **Process Data.**
  1. From the **'Select Data Source'** list above the PAM Process button select **'File'**
  2. Click **'Process'** Button and select **'DT6135 Log.dat'** from the **'Example 1'** folder

The data is processed and displayed in DataView. To configure the Sub Total feature follow the following steps.

Click on the **'Config'** button. (3rd from right)

On the **'Sub Total'** tab Select **'Account'** in the **'For Each Change in'** list

Select **'Total Impressions Printed'**, **'Impression Cost'** and **'Finshing Cost'**

Select **'Add Total Cost'** and **'Auto Sub Total'**

Click on **'Sub Total List'** to see the new data listing.

All these settings are saved; so the next time the program will automatically Sub Total the data.

- **To display the data in 'Excel' instead of 'DataView'.**

1. **'Right Click'** on available Blank **'User Button'** on toolbar
2. Click **'Select data File'** and choose **'Example.xls'** from the **'Example 1'** folder.
3. Click **'Select Program File'** and choose the **'Excel.exe'** program file.
4. Click the **'Assign'** Button
5. Change the **'Auto Run Feature'** to the **'User Button'** set up above by ticking the buttons option box.

Demonstration Example 2

N.B. This example needs Excel to be loaded on the PC. All files are in the Example 2 folder.

The 'Default save file' should be 'tempfolder\accounts.txt'. (change in program conf.)

History Notes.

This example is an actual customer solution. They have a DT6100 and a DC12 and they wanted to combine the accounting data from both printers. The whole operation had to be VERY user friendly and quick, and produce a spreadsheet that could be saved or printed.

They also wanted to be able to enter data manually from the copy option on the DC12.

Because of this the inbuilt costing options of PAM are not used. Instead the costs are changed by editing the **'Copy @'** Output Record Files. (Edit by 'double clicking' on the Copy @ fields). The Excel spreadsheet does all the calculations based on these fields.

It also uses a look-up table to insert the Department Names as listed in the Departments.xls file. Some of the data is for reference only (e.g. Document names) and is not printed.

This example takes you through some of the more advanced features of PAM.

Follow the instructions on the next page to set up the application.

Setting up PAM and Excel.

Run the PAM application

- **Set up the Printers**

  1. Select the Tab items **'Setup/Configure Printers'**
  2. Select **'Add New Printer'**
  3. Select **'Data from File'**

  These would normally be set up to collect data straight from the printer, but in this example it will collect data from two folders

  4. Enter **'DT6100'** as Printer Name
  5. Click on **'Data Source Folder'** and browse to **'Example 2\DT6100\'** folder
  6. Click on **'Assign O/P Mask'** and browse and select **'Example 2\DT6100.orf'**
  7. Click **'Save Printer Details'** to save setup.
  8. Repeat the above steps to add another printer called **DC12** using folder **'Example 2\DC12\'** and an O/P mask of '**Example 2\DC12.orf'**

- **Add to Group (optional)**

  1. Select **'DT6100'** in the Current Printer list
  2. Click **'Swap Group'**
  3. Repeat with **DC12** as Current Printer.
  4. Rename the *Selected Group Name to **'Print Room'**

- **Set up the User button.**

  1. Right Click on the first Blank User button on PAM Toolbar
  2. Click on **'Select Program or Data File'** and browse and select **'Example 2.xls'**
  3. Enter **'Example 2'** in the Button Title box
  4. Select '**Print Room**' group if you did the previous step
  5. Click on **'Assign Button'** to save.
  6. Tick the buttons option box

- **Set Preferences**

  1. Right click on the 'Process' button
  2. Select **'Leave Data at Printer'** in the Data Options section.

Everything should now be configured to run the Example.

From the **'Select Data Source'** list above the PAM Process button select **'Print Room'**

Click **'Process'** and the accounts data will be collected, sorted and appended.

From here just follow the instructions on screen.

Excel will open and ask if you have extra data to enter.

If you answer **'Yes'** then you can add data to the **'Account', 'Col Copy', 'BW Copy (DC12)' and 'BW copy(DT6100)** fields. When you have finished adding data, Enter 'GO' in the Blue shaded box to complete the spreadsheet formatting.

To see the finished spreadsheet either send to **Print** or select the menu item **'File/Print'** and click on **'Preview'**.

There are more example data files in the 'Example Data' folder for each type of printer. To access the different printer 'input record fields' click the right mouse button on the existing field list. There is a default Excel spreadsheet (Excel97.xls) in the home folder. This would normally be used when setting up the Short Cut Button. This will just import the processed data into your spreadsheet. Adding to the 'Open Worksheet' Macro would carry out any further data manipulation.

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