



Quick Start Guide

Setup Cost Calculation

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Introduction

This document is based on the quick start guide "Two Steps to Get a Picture" provided as PDF file "JISS-1.3.2-UG-002"; the results of the exemplification steps of this quick start guide "Two Steps to Get a Picture" are fundamentals to be able to follow the cost calculation setup steps described below.

Following this guide you will be inducted into the Jscribe® Intelligent Server Solution cost calculation capabilities regarding your printing environment.

The "Step 3." of the JISS 1.3.2 Quick Start Guide series you will setup the printing cost parameters of your printing environment. You will then assign the printing costs to cost centers and personalize the costs by assigning users to cost centers. The topics of this step are:



- Setup Paper Costs
- Setup Working Costs
- Create Cost Centers
- Assign Devices to Cost Centers
- Assign Users to Cost Centers

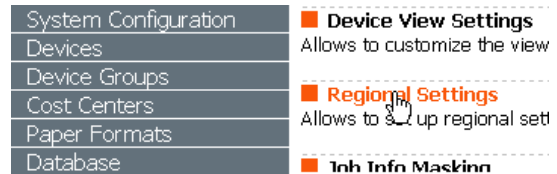
Step 3. Setup Cost Calculation

3.1 System Parameters for Regional Settings

Before you can setup cost calculation, you have to set-up your Regional Settings, particularly the currency. Following this guide you will set customary European settings

Use the "System Configuration" menu to set the currency; do the following steps:

- ⇒ On the JISS "Home" page, click on the "Administration" menu button
- ⇒ Click on the "System Configuration" sub-menu button
- ⇒ On the opened sub-menu page, click on the "Regional Settings" link button
- ⇒ On the opened "Regional Settings" page, Click on the  button of the "Currency" list and choose "€"
- ⇒ Click on the  button of the "Thousand Separator" list and choose "THOUSAND POINT"
- ⇒ Click on the ">> submit" button to confirm your settings



System Configuration	■ Device View Settings Allows to customize the view
Devices	
Device Groups	
Cost Centers	■ Regional Settings Allows to set up regional settings
Paper Formats	
Database	■ Job Info Masking

Regional Settings



Currency:  €

Thousand Separator:  THOUSAND POINT

3.2 Assign Paper Costs

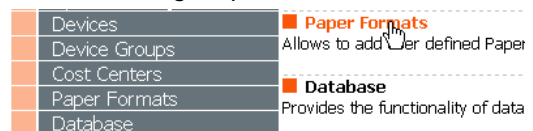
Before using cost calculation, you first have to define general paper cost for at least one paper format used in your printing environment and then add these cost settings to printing / operating costs of device groups and (virtual) devices respectively.

Hint: Printing / operating cost of devices and paper cost are handled separately: in general, paper costs are unique for all devices in your printing environment, but the running costs of the printing devices differ.

Hint: For detailed description how printing costs are calculated, see page number 78 ff. in the JISS SMB Edition User Manual.

Use the "Paper Formats" page to assign paper costs; do the following steps:

- ⇒ On the opened "Administration" menu / page, click on the "Paper Formats" sub-menu / link button



Devices	■ Paper Formats Allows to add user defined Paper
Device Groups	
Cost Centers	
Paper Formats	■ Database Provides the functionality of data
Database	

The Web page "Paper Formats" will be opened that provides all paper formats defined by default.

- ⇒ Click at least on the "Edit" link button of the "A4" paper format to assign its cost

Edit	Delete	Name	Height	Width	Cost
		A3	4200	2970	0,00
		A4	2970	2100	0,00
		A5	2100	1485	0,00

- ⇒ On the opened "Manage Paper Format", click in the "Cost" edit field and enter the cost of one A4 page in your printing environment, e.g. 0,01 for 1 EURO Cent
- ⇒ Click on the ">> submit" button to confirm your settings
- ⇒ Click on the "Back to List" link button

Format Name	<input type="text" value="A4"/>	
Height	<input type="text" value="2970"/>	
Width	<input type="text" value="2100"/>	
Cost	<input type="text" value="0,01"/>	€

3.2.1. Define Additional Paper Format (optional)

In case the pre-defined paper formats are not sufficient, do the following steps to define a new paper format and assign cost:

- ⇒ On the opened "Paper Formats" page, click on the "Add Paper Formats" link button
- ⇒ On the opened "Manage Paper Formats" page, you can enter the required "Format Name", "Height" and "Width" and assign paper "Cost" for it
- ⇒ Click on "submit" link button to save the settings made

3.3 Define Device Groups

A Device Group allows to group devices according to certain criteria. Devices, which are organized in Device Groups, allow a user to simplify setup of printer cost or report generation.

In this guide two groups will be added:

- "BW_PRINTERS" to pool monochrome printing devices and
- "COLOR_PRINTERS" to pool printing devices, which have the capability also to print in color

Hint: Printing cost can be assigned to a single device, a virtual device or a device group. In case costs are assigned to a device and to a device group, the printing cost of the device group, the device is assigned to, are prioritized over the cost of the device

- ⇒ On the opened "Administration" menu / page, click on the "Device Groups" sub-menu / link button
- ⇒ On the opened "Device Groups" page, click on the "Add Device Group" link
- ⇒ On the opened "Device Group" window, enter the group names BW_PRINTERS and set the corresponding color type
- ⇒ Click on the ">> submit" button to confirm your setting
- ⇒ Click on the "Add Device Group" link a second time
- ⇒ On the opened "Device Group" window, enter the group names COLOR_PRINTERS and do **not** set any color type
- ⇒ Click on the ">> submit" button to confirm your setting

Add Device Group

Edit	Delete	Name
		Default device group

Name:

Color Type:

» submit » cancel

Name:

Color Type:

3.4 Assign Working Costs to Device Groups

Assigning cost to a group avoids to the user from assigning printing cost to each individual device. To assign cost to the BW_PRINTERS group, do the following steps:

- ⇒ Click on the "Edit" button of the BW_PRINTERS device group
- ⇒ On the open "Device Group" page, click on the "Add Device Cost Setting" link
- ⇒ On the "Manage Device Cost" page, select the A4 format
- ⇒ Enter cost in the "Cost per Page B/W" field
- ⇒ Enter date in the "Apply Date" field
- ⇒ Click on the ">> submit" button to confirm your setting

Device Group

Add Device Cost Setting

Name:

Paper format:

Cost per Page Color: €

Cost per Page B/W: €

Apply Date: DD.MM.YYYY

Hint: Costs are always entered with an "Apply date" to be able to set different prices for the same page format depending on the date the job was printed and keep cost reporting consistent.

Name:

Color Type:

Delete	Paper format	Colour Cost	B/W Cost	Apply date
	A4	0.00	0.15	01.01.2010

To assign cost to the COLOR_PRINTERS group, do the following steps:

- ⇒ Click on the "Edit" button of the COLOR_PRINTERS device group
- ⇒ On the open "Device Group" page, click on the "Add Device Cost Setting" link
- ⇒ On the "Manage Device Cost" page, select the A4 format
- ⇒ Enter cost in the "Cost per Page Color" field, e.g. 45 EURO Cent
- ⇒ Enter cost in the "Cost per Page B/W" field, e.g. 20 EURO Cent
- ⇒ Enter date in the "Apply Date" field, e.g. January 1st, 2010
- ⇒ Click on the ">> submit" button to confirm your setting
- ⇒ Click on the "Back to List" link button

Manage Device Cost

Paper format:

Cost per Page Color: €

Cost per Page B/W: €

Apply Date: DD.MM.YYYY

>> submit >> cancel

Name:

Color Type:

Delete	Paper format	Colour Cost	B/W Cost	Apply date
	A4	0.45	0.20	01.01.2010

3.4.1. Assign Working Costs to Device (optional)

To assign cost to an individual device or device capability, which does not fit to the paper formats and / or costs defined in one of the defined device groups of your printing environment, do the following steps:

- ⇒ On the opened "Administration" menu / page, click on the "Devices" sub-menu / link button
- ⇒ On the opened "Device List" page, activate the "Select" mark of a device and click on the "Edit" icon
- ⇒ On the opened "Device Settings" page, select "Add Device Cost Setting"
- ⇒ On the opened "Manage Device Cost" page, select the paper format and enter corresponding printing cost, e.g. A5 and 7,5 EURO Cent
- ⇒ Click on the ">> submit" button to confirm your settings
- ⇒ Repeat this steps for each paper format you want to apply printing cost
- ⇒ Click on the "Back to List" link button

Devices List

[Assign to Cost Center](#) [Assign to Device Group](#) [Add Virtual Device](#)

Filter for		DevGroup	None	Rec				
<input type="text"/>		<input type="button" value="Filter"/>	<input type="button" value="Show All"/>					
Sel	Edit	Ass.	Virt	System Name	DevGroup	CostCenter	Used driver	IPAddress
<input checked="" type="checkbox"/>				Generic / Text Only	Default device group	Default costcenter	Generic / Text Only	192.168.80.6
<input type="checkbox"/>				KYOCERA MITA Printing System	Default device group	Default costcenter	Kyocera FS-C5100DN KX	192.168.60.40

Add Devicecost Setting

System Name	Generic / Text Only
IP	192.168.80.6
Used Driver	Generic / Text Only
Paper format	<input type="text" value="A5"/>
Cost per Page Color	<input type="text" value="0.0"/> €
Cost per Page B/W	<input type="text" value="0.075"/> €
Apply Date	<input type="text" value="01.01.2010"/> DD.MM.YYYY

3.5 Assign Devices to Device Groups

To assign devices to the defined device groups of your printing environment, do the following steps:

- ⇒ On the opened "Administration" menu / page, click on the "Devices" sub-menu / link button
- ⇒ On the opened "Device List" page, activate the "Select" mark of e.g. a color printing device and click on the "Assign to Device Group" link
- ⇒ Click on the ">> submit" button to confirm your settings

You may repeat the above steps to for other printing devices, e.g. assign a monochrome printing device to the "BW_PRINTERS" device group

- ⇒ Click on the "Back to List" link button

[Assign to Cost Center](#) [Assign to Device Group](#)

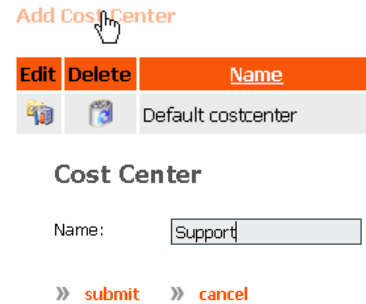
Filter for		DevGroup	None	Sh		
<input type="text"/>		<input type="button" value="Filter"/>	<input type="button" value="Sh"/>			
Sel	Edit	Ass.	Virt	System Name	DevGroup	CostCenter
<input type="checkbox"/>				Generic / Text Only	Default device group	Default costcenter
<input checked="" type="checkbox"/>				KYOCERA MITA Printing System	Default device group	Default costcenter

Sel	Devicegroup Name
<input type="radio"/>	BW_PRINTERS
<input checked="" type="radio"/>	COLOR_PRINTERS
<input type="radio"/>	Default device group

3.6 Setup Cost Center

Creating cost centers allows you to generate cost reports based on cost center assignment of devices, device groups and users. To create a cost centre, do the following steps:

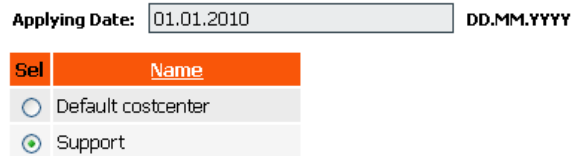
- ⇒ On the opened "Administration" menu / page, click on the "Cost Centers" sub-menu / link button
- ⇒ On the opened "Cost Centers" page, click on the "Add Cost Centers" link
- ⇒ On the opened "Cost Center" page, enter a name of the cost center in the "Name" field, e.g. "Support"
- ⇒ Click on the ">> submit" button to confirm your settings
- ⇒ Click on the "Back to List" link button



3.7 Assign Device to Cost Centers

To assign a device to a cost center, do the following steps according the steps for the device assignment to the defined device groups (see illustrations above):

- ⇒ On the opened "Administration" menu / page, click on the "Devices" sub-menu / link button
- ⇒ On the opened "Devices List" page, activate the "Select" mark of the devices you want to apply to a certain cost center and click on the "Assign to Cost Center" link
- ⇒ On the opened "Select Cost Center" page, activate the "Select" mark of the cost center you want to apply the selected devices, e.g. "Support"
- ⇒ Click on the ">> submit" button to confirm your settings
- ⇒ Click on the "Back to List" link button



After your assignments are finished, your "Device List" page will look similar to the below illustration:

Devices List

[Assign to Cost Center](#) [Assign to Device Group](#) [Add Virtual Device](#)

Filter for	DevGroup	None	Filter	Show All	Records per Page:	50						
Sel	Edit	Ass.	Virt	System Name	DevGroup	CostCenter	Used driver	IPAddress	ConType	Port	ColorType	Custom1
<input type="checkbox"/>				Generic / Text Only	BW_PRINTERS	Support	Generic / Text Only	192.168.80.6	RAW	9100	-	
<input type="checkbox"/>				KYOCERA MITA Printing System	COLOR_PRINTERS	Support	Kyocera FS-C5100DN KX	192.168.60.23	RAW	9100	-	

3.8 Assign Users to Cost Centers

To assign users to a cost center, do the following steps:

- ⇒ On the opened "Administration" menu / page, click on the "Users" sub-menu / link button
- ⇒ On the opened "Users List" page, activate the "Select" mark of the users you want to apply to a certain cost center and click on the "Assign to Cost Center" link
- ⇒ On the opened "Select Cost Center" page, activate the "Select" mark of the cost center you want to apply the selected users, e.g. the cost center "Support"
- ⇒ Click on the ">> submit" button to confirm your settings
- ⇒ Click on the "Back to List" link button
- ⇒ Click on the "Close" button of the "Administration" menu to close its sub-menu

Assign to Cost Center

Filter for	Username	None	
Sel	Ass.	Username	Cost Center
<input checked="" type="checkbox"/>		ADMINISTRATOR	Default costcenter
<input checked="" type="checkbox"/>		GUEST	Default costcenter

Applying Date: DD.MM.YYYY

Sel	Name
<input type="radio"/>	Default costcenter
<input checked="" type="radio"/>	Support
<input type="radio"/>	Home
<input type="radio"/>	Settings
<input type="radio"/>	Reports
<input type="radio"/>	Administration
<input type="radio"/>	Accounts
<input type="radio"/>	Users
<input type="radio"/>	Workstations
<input type="radio"/>	System Configuration