

XEROX

**Electronic Auditron Administration Report Software
for
CopyCentre C32/C40
WorkCentre Pro 32/40
CopyCentre C2128/C2636/C3545
WorkCentre Pro C2128/C2636/C3545**

User Manual

November 2004

This software application is used to periodically collect or modify Electronic Auditron data on the CopyCentre C32/C40, WorkCentre Pro 32/40, CopyCentre C2128/C2636/C3545, and WorkCentre Pro C2128/C2636/C3545 products.

Contact Xerox if you have any questions about using this software and a specific CopyCentre C32/C40, WorkCentre Pro 32/40, CopyCentre C2128/C2636/C3545, or WorkCentre Pro C2128/C2636/C3545 model.

System Administrators, Key Operators, Electronic Auditron Administrators or their representatives who manage Auditron data should use this tool.

Xerox Corporation
Global Knowledge & Language Services
800 Phillips Road - Bldg 845-17S
Webster, New York 14580
USA

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Overview

The CopyCentre C32/C40, WorkCentre Pro 32/40, CopyCentre C2128/C2636/C3545, and WorkCentre Pro C2128/C2636/C3545 have an integrated usage tracking and control system known as the **Internal Auditron**. The Internal Auditron provides the capability to track the number of **copies** made by an individual user or the number of copies charged to an account accessed by multiple users. For the **WorkCentre Pro C2128/C2636/C3545**, the Internal Auditron also provides the capability to track the number of **prints** made by an individual user or the number of prints charged to an account accessed by multiple users. The Electronic Auditron Administration Report Software allows you to collect this data from these products using a PC.

In order to establish the Internal Auditron, a person referred to as the Auditron Administrator assigns accounts to users and assigns a User Number to each User Account. This User Number, when entered at the machine, allows the user to make copies. The Auditron Administrator can also assign any of the following Access Rights to any of the User Accounts:

- Machine Administrator
- Auditron Administrator
- General Accounts
- Multiple Group Accounts (CopyCentre/WorkCentre Pro C2128/C2636/C3545 only)

Minimum System Requirements

- PC with 90 MHz Pentium Processor and USB Port
- Microsoft Windows 2000 or Windows XP
- 20 MB free on Hard Drive
- 64 MB RAM
- A standard USB cable (a PC is directly connected to the machine to collect data)
- CD-ROM drive or Floppy Drive
- Microsoft Access 97 or higher is recommended to process data collected in the .mdb format
- Adobe Acrobat Reader 3.0 or higher to view the instructions

Electronic Auditron Administration Report Software Overview

The Electronic Auditron Administration Report Software provides access only to the Internal Auditron information described in these instructions. It cannot provide access to any image(s) or information that has been printed, is currently being printed, or is in the queue to be printed. The software captures data and provides the following two reports:

- **Electronic Auditron Administration Report**
- **Electronic Auditron Usage Report**

Electronic Auditron Administration Report

The ***Electronic Auditron Administration Report*** shows all of the details for Active Accounts. Active Accounts are defined as:

- User Accounts that have an assigned User Number
- General Accounts with a Copy Count
- Group Accounts with a Copy Count (CopyCentre/WorkCentre Pro C2128/C2636/C3545 only).

Information within the Electronic Auditron Administration Report includes:

- User Numbers for all active user accounts (i.e. those with User Numbers assigned)
- the maximum number of black & white and color copies available to each active User Account
- the Access Rights assigned to each active User Account
- the current black & white and color counter values for each active User Account
- the current black & white and color copy counts from all active General Accounts (i.e. those which have been used and contain a copy count)
- the current black & white and color copy counts from all active Group Accounts (CopyCentre/WorkCentre Pro C2128/C2636/C3545 only)
- the default Group Account (CopyCentre/WorkCentre Pro C2128/C2636/C3545 only)
- the maximum black & white and color prints available (WorkCentre Pro C2128/C2636/C3545 only)
- the current black & white and color print counts (WorkCentre Pro C2128/C2636/C3545 only)

The Electronic Auditor Administration Report is only available to someone with Auditor Administrator rights. This software will collect data only from active accounts. A sample Electronic Auditor Administration Report is shown below.

Auditor Report Viewer

Electronic Auditor Administration Report | Electronic Auditor Usage Report

70% 1 of 1

powered by crystal

Electronic Auditor Administration Report

Date Report Was Generated: 5/6/04
 Time Report Was Generated: 2:17:31 PM
 Machine Serial Number: KMM013023
 Date of Last Counter Reset: 4/30/04
 Time of Last Counter Reset: 6:54:32 AM

Account Number	User Number	B/W Copy Count / Limit	Color Copy Count / Limit	B/W Print Count / Limit	Color Print Count / Limit	Auditor Admin	Machine Admin	General Access	Multi Group Access	Default Group
User										
0	N/A	35,765 16,000,000	835 16,000,000	9,321 16,000,000	473 16,000,000	False	False	False	False	1
1	27638	0 1,000,000	0 1,000,000	0 1,000,000	0 1,000,000	True	True	True	True	1
567	411541	643 1,000,000	23 1,000,000	5,821 1,000,000	754 1,000,000	False	False	True	True	121
1,400	134948728627	8,211 1,000,000	739 1,000,000	12,376 1,000,000	2,356 1,000,000	False	False	True	True	183
Group										
121		643	23	5,821	754					
183		43,215	72	4,360	45					
215		75	12	5	5					
General										
1		75	12	42	12					
2		98	7	12	2					
3		1,240	70	4,000	150					

NOTE: The sample shown above was generated from a WorkCentre Pro C2128/C2636/C3545. Reports generated for different products will not include all of the same row and/or column headings.

Electronic Auditron Usage Report

The **Electronic Auditron Usage Report** shows the black & white and color **copy** counts in each active User Account and in each active General Account. The report also shows the black & white and color **print** counts in each active User Account and in each active General Account for the WorkCentre Pro C2128/C2636/C3545 only.

This report does not include sensitive information, such as User Numbers, Access Rights, or Account Limits. Anyone with an Auditron account can capture the data for the *Electronic Auditron Usage Report*.

Electronic Auditron Usage Report				
Date Report Was Generated: 5/6/04 Time Report Was Generated: 1:41:01 PM Machine Serial Number: KMM013023 Date of Last Counter Reset: 4/30/04 Time of Last Counter Reset: 6:54:32 AM				
<u>Account Number</u>	<u>B/W Copy Count</u>	<u>Color Copy Count</u>	<u>B/W Print Count</u>	<u>Color Print Count</u>
User				
0	35,765	835	9,321	473
1	0	0	0	0
567	643	23	5,821	754
1,400	8,211	739	12,376	2,356
Group				
121	643	23	5,821	754
183	43,215	72	4,350	45
215	75	12	5	5
General				
1	75	12	42	12
2	98	7	12	2
3	1,240	70	4,000	150

NOTE: The sample shown above was generated from a WorkCentre Pro C2128/C2636/C3545. Reports generated for different products will not include all of the same row and/or column headings.

Types of Auditron Accounts Shown on the Reports

User Account 0: The Auditron reserves User Account 0 to count copies made when the Auditron is disabled to accommodate those who may disable the Auditron during the working hours and enable during non-working hours. This counter is captured and displayed as a part of the report and is reset when all Auditron counters are reset.

User Account 1: This account is reserved for the Machine Administrator and always possesses Machine Administrator and Auditron Administrator access rights. This account will count all copies made by the Machine Administrator who uses Account 1.

User Accounts 2 and beyond are for other users. The Machine Administrator can authorize additional access rights including Machine Administrator, Auditron Administrator, and General Accounts to any of these accounts.

General Accounts: The optional General Accounts can be made available to the owner of any User Account. Once they have logged on with their User Number, users with General Account rights can charge copies to any General Account, rather than to their own User Account.

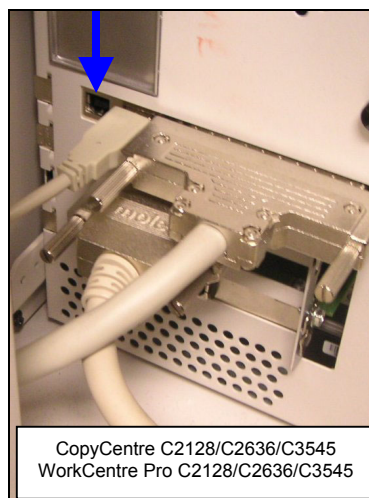
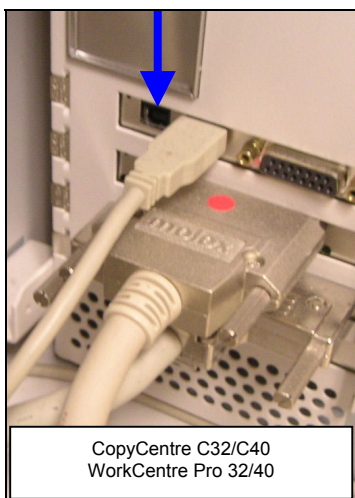
Group Accounts: For CopyCentre/WorkCentre Pro C2128/C2636/C3545 products, each User Account is assigned a default Group Account. Group Accounts provide accounting for groups of users such as budget centers. When a User Account is incremented, the associated Group Account is also incremented. User Accounts can be given permission to charge against a Group Account other than the default account.

For more information on establishing and using the Internal Auditron, refer to the *Training and Information CD* that was delivered with your Xerox machine.

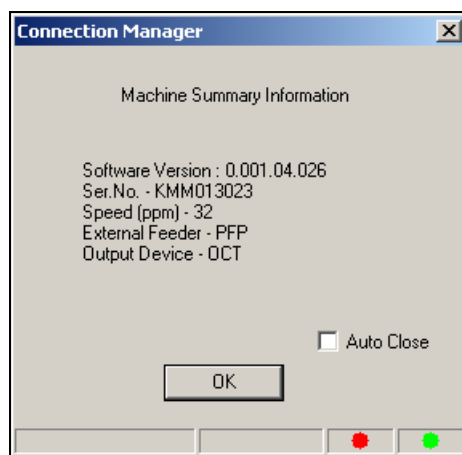
Collecting Data via USB Cable

To collect Internal Auditron data locally, you will need: a **USB cable** and a valid **User Number**.

1. Locate the **USB port** on the machine.
2. Connect a **USB cable** between the USB port on the machine and the PC.

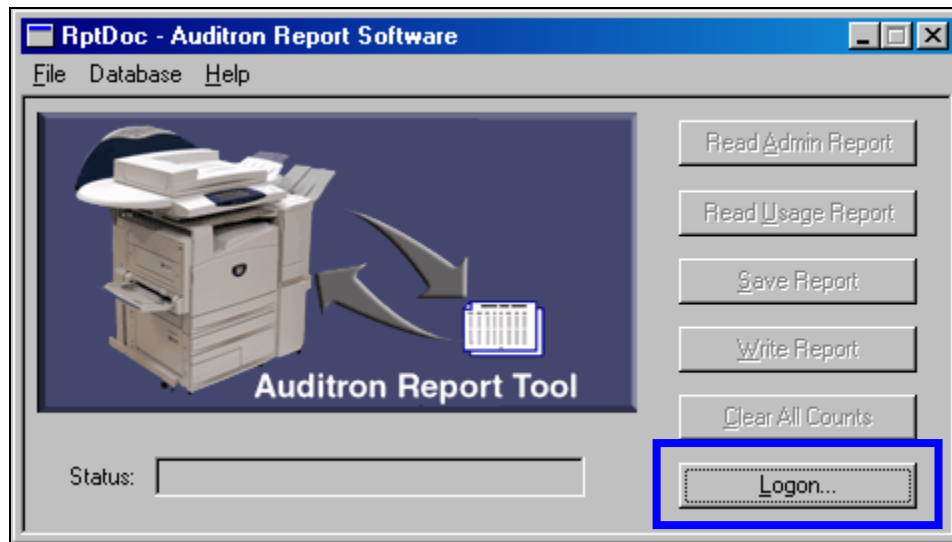


3. Select **Start > Programs > Xerox Applications > WCPS Auditron Report Tool** to start the program.

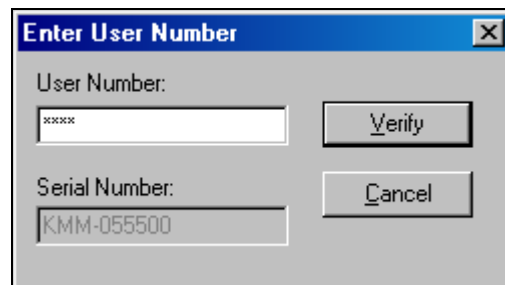


4. The PC window will briefly display the configuration of the machine in the **Connection Manager** window. Select **OK** to close the **Connection Manager** window. If you want the window to automatically close, check the **Auto Close** box. If the PC is not connected to the machine at this time, no data will appear in the **Connection Manager** window. Close the program, ensure the USB Cable is properly connected, and try again.

5. Select **Logon** on the **RptDoc** window.



6. Enter the Auditron User Number in the **Enter User Number** window, then select **Verify**. If the User Number is valid, the **Enter User Number** window will automatically close.



If the User Number is not valid, an error message will be displayed. Close the message window, clear the erroneous User Number, reenter the correct User Number, and click on the **Verify** button to continue.

7. Choose either **Read Admin Report** or **Read Usage Report**.

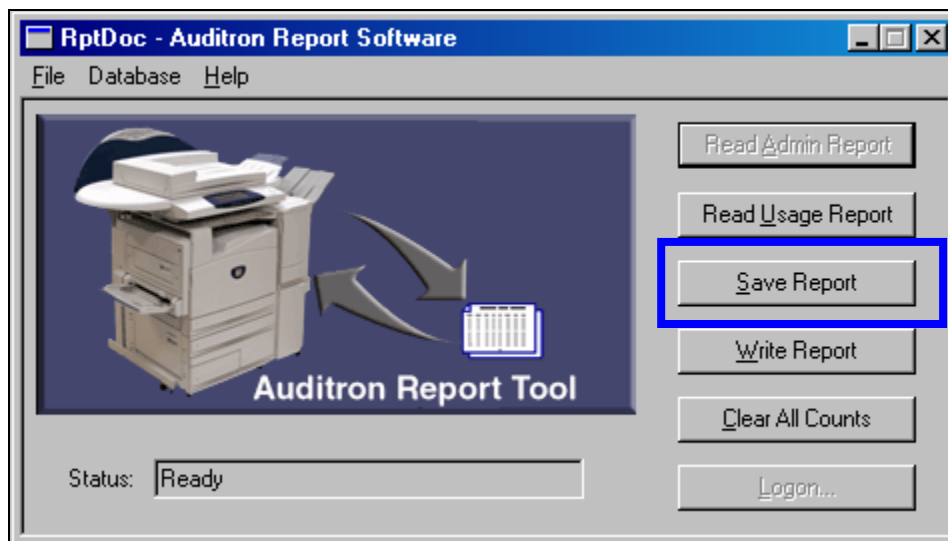


If the User Number is associated with a User Account that has been assigned Auditron Administrator rights, you will be able to select either the **Read Admin Report** or **Read Usage Report** button. If the User Number does not have Auditron Administrator rights, you can only select **Read Usage Report**.

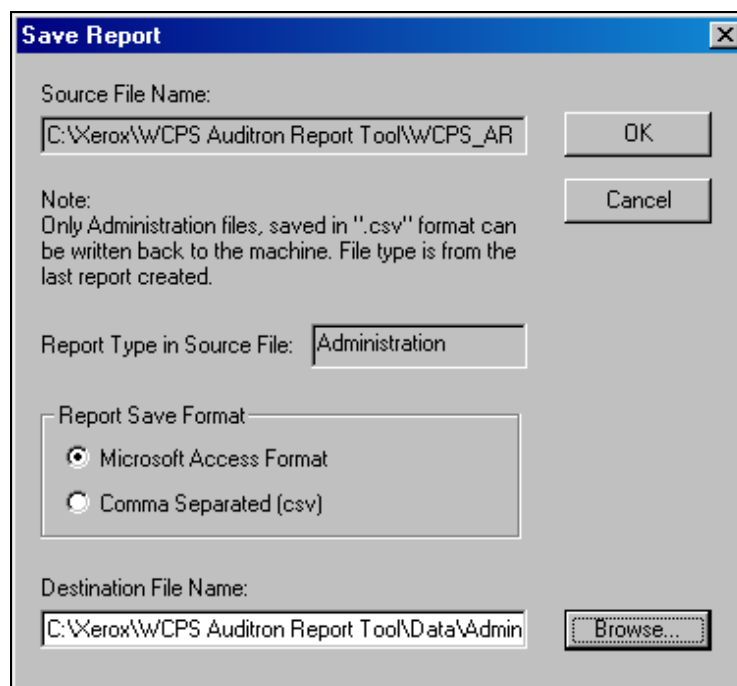
When data transmission is complete, the report type you selected will be displayed on your PC screen. You can review it on the screen, print it, or save it as a file.

8. To import this information into a database or spreadsheet application, click on the **Save Report** button. The **Save Report** window will appear.

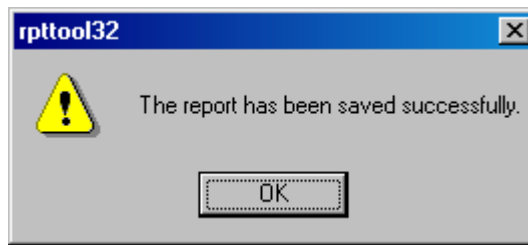
*NOTE: The **Save Report** button is not available until after you have read a report from the machine.*



9. On the **Save Report** Window, choose either: **Microsoft Access Format** or **Comma Separated (csv)**. Comma Separated format is appropriate for use with Microsoft Excel and other applications. Enter the file name or use the **Browse** button to change the save location. Only information saved in the **csv** file format can be written back to the machine.



10. Click **OK**. The PC will display a message acknowledging successful copying of the file.



You must close and reopen the program to connect to a different machine.

11. Close the program and disconnect the USB Cable and PC from the machine.

If the cable is disconnected at any time before the **RptDoc** window is closed, a **Communication Status** window will appear and notify you that communications have been interrupted. This window may be closed without reconnecting the cable if all of the accounts have been captured.

Processing Information Offline

After the information is collected, it can be imported into a variety of off-the-shelf software applications where it can be processed further.

After you save the file, simply import the data file into your application. The illustration below shows how a file will appear after it has been imported into Microsoft Access.

Account	AccountType	AccountTypeS	PIN	TopStop	CurrentCount	TopStopColor	CurrentCountC
1	0	User	1111	1000000	0	1000000	0
2	0	User	885584570616	1000000	0	1000000	0
3	0	User	187701935964	1000000	0	1000000	0
4	0	User	810436672572	1000000	0	1000000	0
5	0	User	956002371164	1000000	0	1000000	0
6	0	User	278112691241	1000000	0	1000000	0
7	0	User	698587420985	1000000	0	1000000	0
8	0	User	206844180079	1000000	0	1000000	0
9	0	User	489302183209	1000000	0	1000000	0
10	0	User	675288456770	1000000	0	1000000	0
11	0	User	564124317729	1000000	0	1000000	0
12	0	User	949071855498	1000000	0	1000000	0
13	0	User	220665162400	1000000	0	1000000	0
14	0	User	901161728870	1000000	0	1000000	0
15	0	User	804869903206	1000000	0	1000000	0
16	0	User	032496356476	1000000	0	1000000	0
17	0	User	187560700126	1000000	0	1000000	0
18	0	User	307724395513	1000000	0	1000000	0
19	0	User	812086630184	1000000	0	1000000	0
20	0	User	492746725521	1000000	0	1000000	0
21	0	User	766537662849	1000000	0	1000000	0
22	0	User	259093856984	1000000	0	1000000	0
23	0	User	642383702081	1000000	0	1000000	0
24	0	User	716022392278	1000000	0	1000000	0
25	0	User	710442950528	1000000	0	1000000	0
0	0	User	N/A	16000000	1	16000000	0
*	0	User Account	N/A	0	0	0	0

NOTE: The sample shown above is for the CopyCentre C32/C40 WorkCentre Pro 32/40. Information for the CopyCentre/WorkCentre Pro C2128/C2636/C3545 would include additional Default Group Account and Multiple Group Account Access columns. Information for the WorkCentre Pro C2128/C2636/C3545 would include additional Count and Limit columns for Black & White and Color prints.

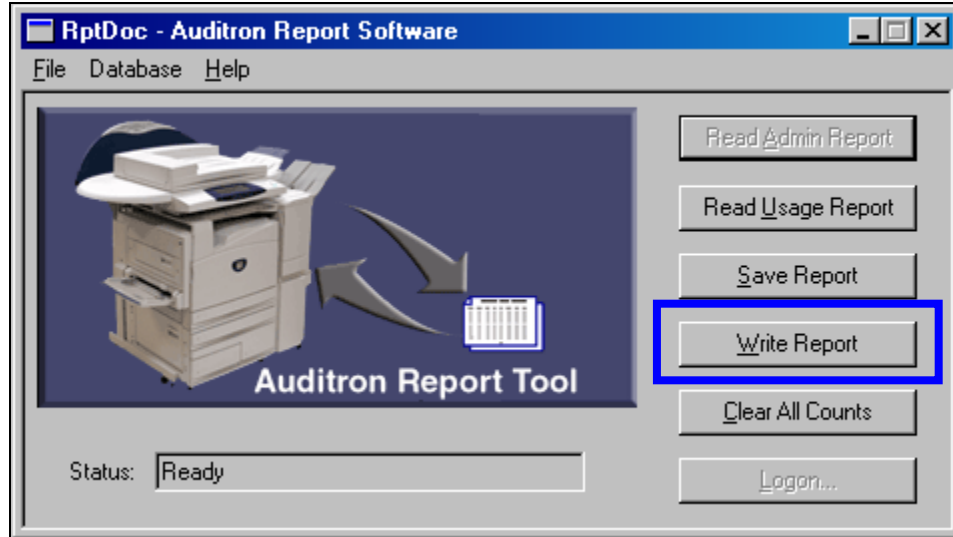
Tips for modifying the data file

- After you import it into your application, you will probably need to adjust row and column widths in order to see all the data.
- To add additional accounts, copy a row with the type of account you desire and paste it in the new location. Edit the pasted rows as appropriate. At a minimum, the account number and User Number will need to be changed.
- User Numbers cannot be repeated or contain non-numeric characters.
- Under Account Type, the number 1 indicates a General Account, 0 indicates a User Account, and 3 indicates a Group Account. If the access information is blank and the file is written to the machine, the machine will assume no access is required.
- Under the Access Columns (Auditron Administrator, Machine Administrator, General and Group Accounts), 1 indicates access permitted, and 0 indicates no access.

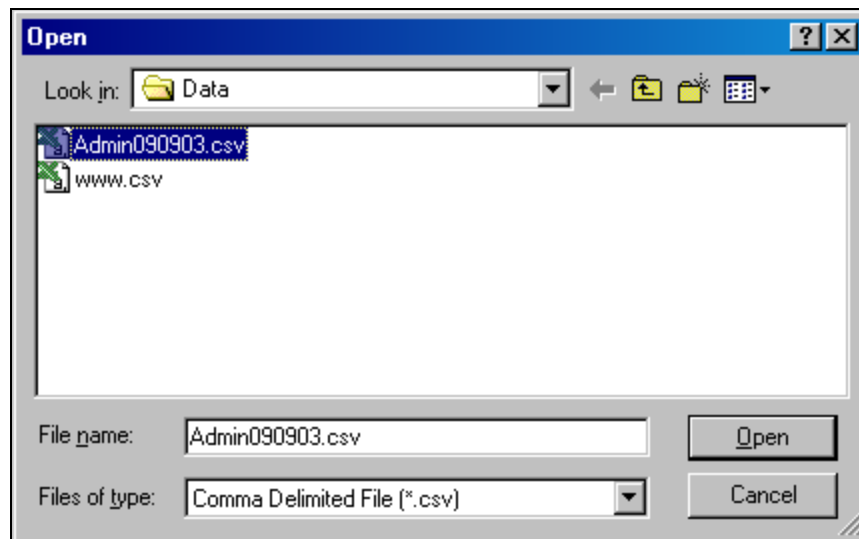
Writing Information to the CopyCentre / WorkCentre Pro

To write data to the machine, you will need a User Number for an account that has Electronic Auditron Administrator rights, and an **Auditron Administration** report file in **csv** format.

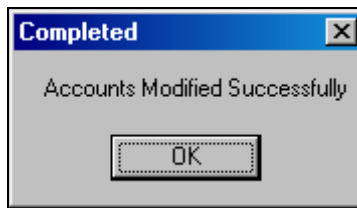
1. Click on the **Write Report** button on the **RptDoc** screen.



2. An **Open** window will appear allowing you to select the appropriate file. Select a **csv** formatted file.



3. Click the **Open** button, and the data will automatically transfer to the machine. A message will appear when the transfer is completed.



4. Click the **OK** button.

NOTE: Changes will only be made to accounts contained in the csv file. If other accounts exist, they will remain unchanged.

NOTE: If an account is deleted from a .csv file, the account will not be deleted from the machine when the .csv file is imported. To delete an account, delete the PIN for the account before importing the .csv file to the machine.

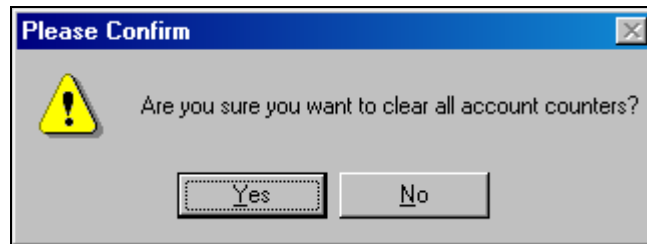
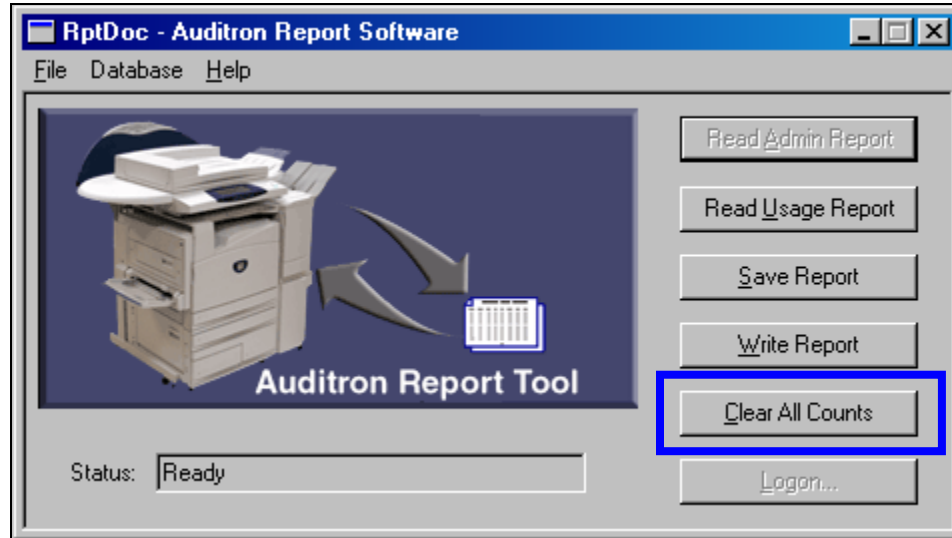
Troubleshooting for writing a file to the Machine

If you tried to write information to the machine and received an error message, check for the following.

1. There cannot be any repeated User Numbers.
2. The **User Number 1111 is reserved for account number 1. It cannot be used for any other account.**
3. There may be a typo such as non-numeric characters in the User Number or other input field.
4. The User Number cannot be greater than 12 digits.
5. The number of accounts you are trying to write to the machine is greater than the number of accounts initialized on the Auditron system. For information on initializing the Auditron to create potential user and general Accounts, refer to the *Training and Information CD* that was delivered with your Xerox machine..
6. Only a **csv** file created from an **Auditron Administration** Report can be written to the machine. It must contain all the columns in an **Auditron Administration** report. An Auditron Usage Report in **csv** format cannot be written to the machine.

Clear All Counts

If you click on the **Clear All Counts** button and then confirm your selection, all current counts will be set to zero. Use of this button requires an account with Electronic Auditor Administrator rights.



Known problems with the Auditron Report Software

1. The total number of accounts listed across the top of any generated report includes Account 0. This adds an additional account (the machine default account) to the total number of accounts that are active at the machine.
2. After closing a report you must regenerate the report to view it again.
3. During installation, Windows XP users may be warned that the application is not certified by Microsoft. This warning can be safely ignored.

In Case of Difficulty

In the USA, please call:	1-800-821-2797
In Canada, please call:	1-800-939-3769
All other locations:	contact your local Xerox representative