



BEST PRACTICES IN PRINT MANAGEMENT

Reporting and Configuration with PaperCut MF

Adopting an output management program can lead to many benefits including but not limited to, cost optimization and more efficient business processes.



This paper is designed to assist you in configuring PaperCut MF to optimize the reporting and management necessary to achieve your organizations goals. PaperCut MF's basic reporting and the Intuitive advanced analytics add-on will help outline the opportunities to impact your organizations output positively.

Some of the key benefits of PaperCut MF are:

- Transfers accountability to users or departments by individually tracking activity.
- Creates environmental awareness by drawing users' attention to the impact of their specific usage.
- Reduces overall printing cost through job filtering, enforcing flexible quotas, or direct cost recovery.
- Discourages overuse of IT resources by establishing a managed print environment.
- Improves efficiency by allowing administrators to create rules that can steer printing to designated printers for load balancing, to implement Find-Me printing, or to redirect print jobs based on criteria defined using advanced scripting tools.
- Improves network reliability by implementing rules to prevent printer queue jams, queue hogging, and inappropriate printing types.
- Protect intellectual property and conform to audit objectives by enabling features such as print auditing and digital signatures.
- Increases visibility to the Paper, People, and therefore the Processes utilized by your organization.

1. You can only manage what you measure?

That may seem like a simple statement but where do we start? Finding out who is driving the output is a key factor to success. All output volume is driven by People or a Process. No matter what your organizations' costs or fees are for providing output technology, they can never be truly managed without understanding who is utilizing it.

[User Sync and Management in PaperCut](#) 

Tip: Plan for how you would like to look at the information, do you have department or office attributes, are there particular organizational units or groups.

2. What does our output cost?

PaperCut MF helps you understand user behavior and the costs associated. In order to have the information in reporting be relevant, let's plan on configuring a cost per page in our system.

[Set up Differential Charging for Print, Copy, Scan, and Fax](#) 

Tip: Plan for cost that encompasses more than just toner (e.g. paper and service)

3. Where is the productivity in your environment?

Understanding your utilization hot spots will help to ensure that you have the right devices in the right places. This information helps prevent workflow bottlenecks and ensures availability. In PaperCut MF not only will you be able to configure device names but you can also group and add additional information like asset tags.

[Grouping Devices in PaperCut](#) 

Tip: Consider using groups or the alternate id field to find information faster or alias devices and printers

4. What are we printing, copying, scanning, and faxing?

Sometimes also known as what are we budgeting for in the organization? Aside from understanding the users driving the activity, the second most important thing to know is what is being produced. There could be productivity, security, and/or expense concerns.

[Reporting and Archiving](#) 

Tip: For more interactive reporting consider adding [Intuitive for PaperCut MF](#) 