Useful Reports for Library Online Print Management

Print Detailed Report

Purpose: Shows a patron's print activity (pages printed, where, how much) within a range of dates.

Caveats: Job Names and exact "submit time" and "released time" will only be retained for one day. (All times before the current day will be given as 12:00AM.)

Can limit by: Date range

What the labels mean:

1. Batch ID: Unique identifier number for the print job(s) described.
2. Released by: Patron name and library card number of the patron who printed the job(s).
3. Submit time: Time at which the patron gave the print command.
4. Released time: Time at which the job printed.

Print Statistics Report

Purpose: Shows how many times a print job of a given size was printed.

Caveats: Only useful for getting a general sense of print job size.

Can limit by: Date range, printer type, size of print jobs (in pages)

What the labels mean:

1. Printed Page Range: Number of pages in a print job. Determined by the "display interval" you give when you run the report.
2. Patron count: Number of times a print job of that size was printed during the date range you give.

Print Summary Report

Purpose: Shows number of pages printed and total amount charged during a given date range, broken down by printer type, paper size, and free vs. chargable pages.

Can limit by: Printer type, printer, library card number, date range.

What the labels mean:

1. Printed pages: Total number of pages printed.
2. Staff released/Exempt pages: n/a
3. Free pages: Number of free pages printed.
4. Chargable pages: Number of pages that patrons were charged for.
5. Amount charged: Total amount deducted from patrons' accounts during the date range specified.

Transaction Report

Purpose: Shows money transactions for a given date range or for a certain patron. **You must be logged into the Library Online admin site as an administrator (username ending in "adm") to view this report.** The report is listed under the Reports > Accounting menu.

Can limit by: Date range, printer type, card number, transaction type. *To simply get the cash amount taken in during a given time, enter only a date range, and choose "Cash transaction" as the transaction type.*

What the labels mean:

1. Transaction time: time transaction took place
2. Transaction ID: system-assigned number
3. Card number: patron's library card number
4. PayIT Transaction/PayIT ID and Credit Card No./approval: n/a
5. Received by/Processed by: the name/initials entered by staff during the transaction
6. Amount: cash amount
7. Posting status: whether the transaction has been "posted" or not. You may post transactions after you take some action (like reconciling the cash drawer) and after that search only for posting status of "no."