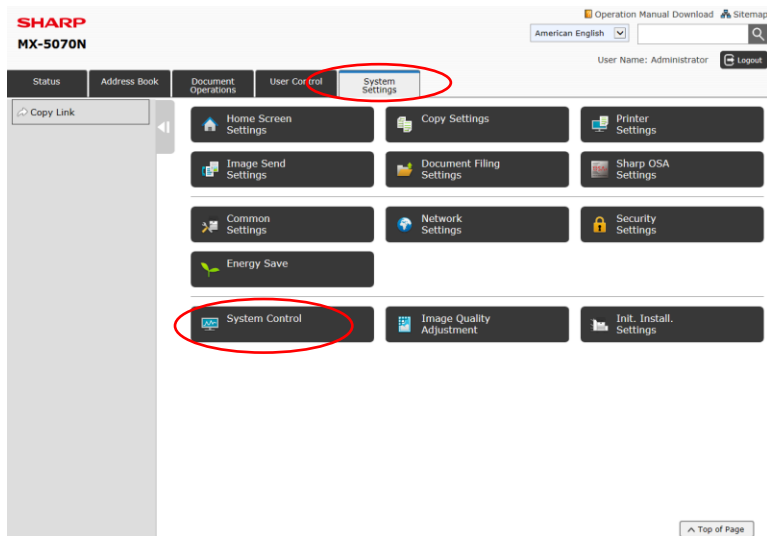


Reports for **User Counts** and **Billing Codes** on a Sharp Multi Function Printer



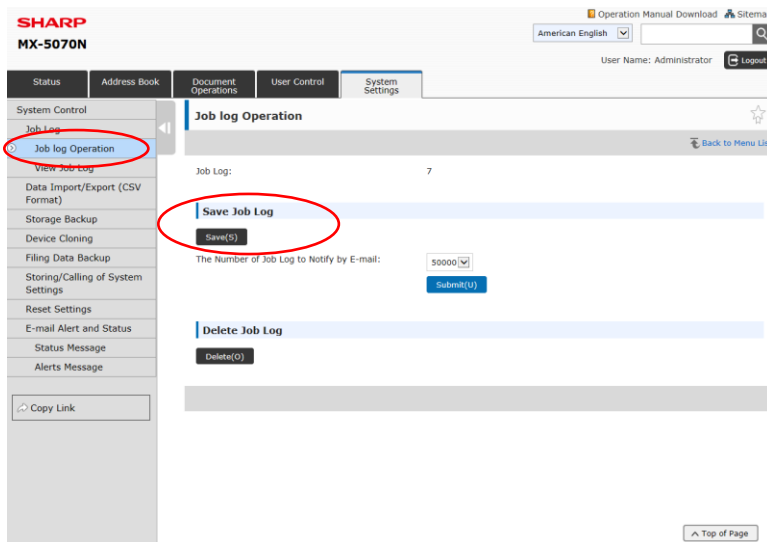
REPORTING FOR BILLING CODES

Log in to Device Webpage by typing the Printers IP address into your browser.

Login as an administrator. (PW: admin)

Select the **System Settings** tab at the top

Select **System Control**



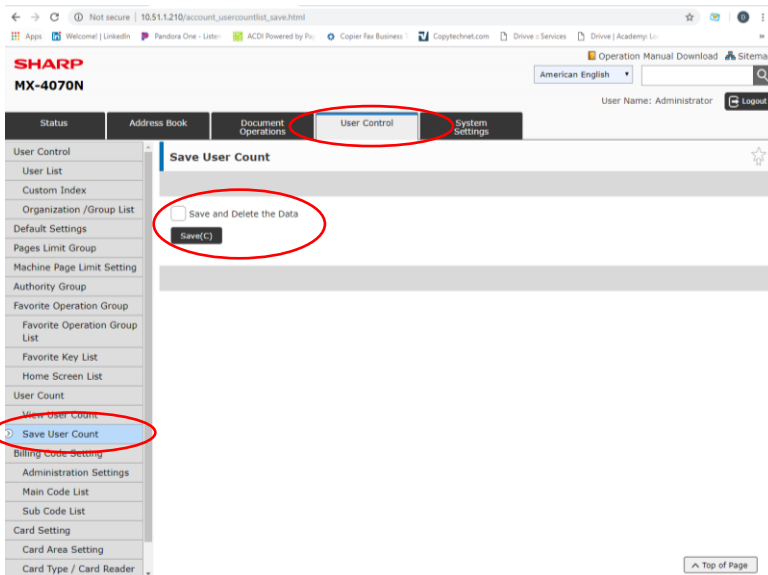
Select **Job Log Operations**

Select **Save Job Log**

This will download the log as a spreadsheet. To determine the prints and copies to be billed look at the Main code, Sub Code, Job Mode and Black & White (Full color if applicable) columns and add the amounts to determine the cost to bill.

IMPORTANT: You may want to delete the Job Log (from the web interface) when finished to start the next billing cycle.

Retrieving **User Counts** on a Sharp Multi Function Printer



Log in to Device Webpage by typing the Printers IP address into your browser.

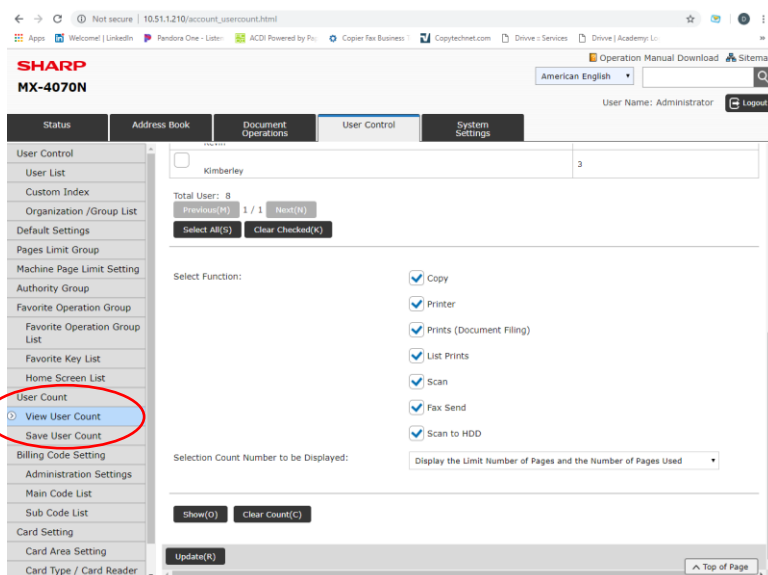
Login as an administrator. (PW: admin)

Select the **User Control** tab on the top

Select **Save User Count** in the menu on the left.

The Save User Count function will export the data to an Excel .csv file

You also have the option to **Save and Delete the Data** if you would like to reset the usage counts.

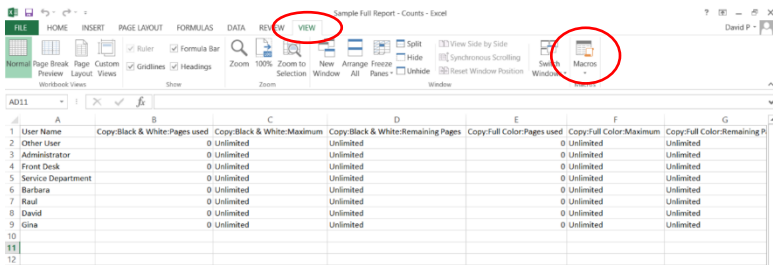


You may also Select **View User Count**

Select the **Users** and **Functions** to be included in the report

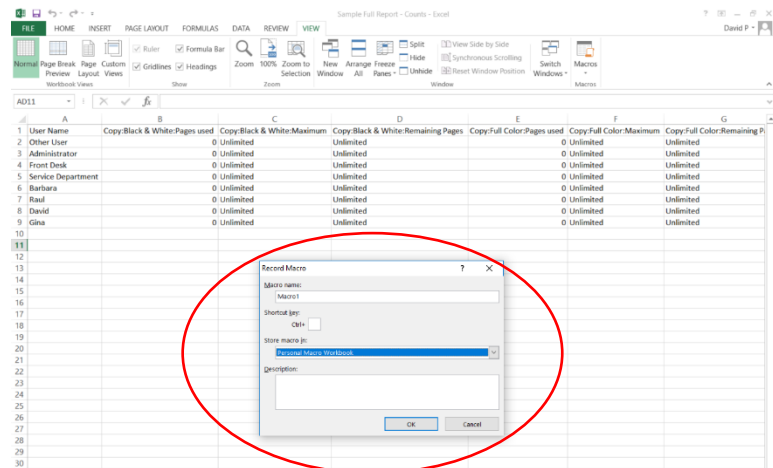
The View User Count function will show the data on screen, but will not export a report to Excel.

Creating a Macro to condense your report in Microsoft Excel



The usage reports from your Sharp MFP will contain very detailed information. Many users prefer to eliminate unwanted columns to condense and customize the report for their specific needs. This can be done by creating a “Macro” in MS Excel.

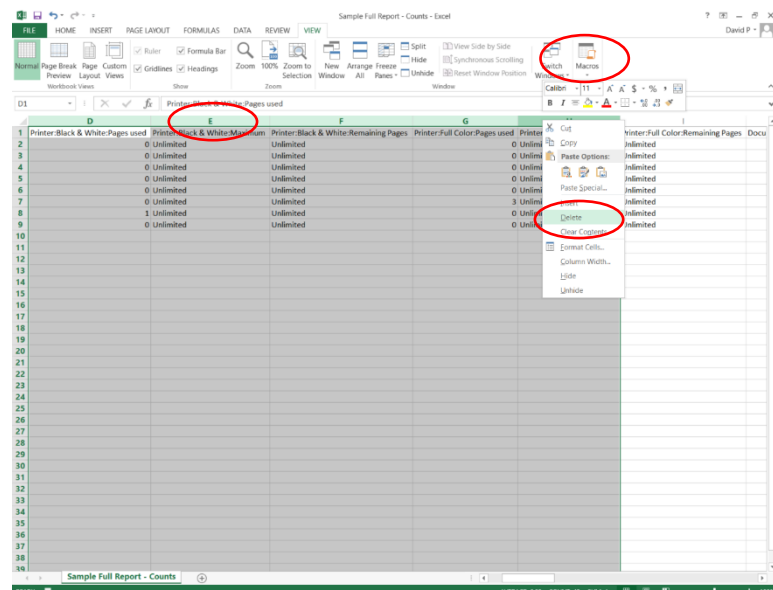
Open your Excel Document and select the **VIEW** tab. Select the **MACROS** dropdown menu and **CREATE MACRO**



You will be asked to name your macro (ex. User Counts) and where to store your Macro (ex. Personal Macro Workbook)

You will also have the option to enter a description and create a keyboard shortcut.

When you select the OK button, Excel will start recording the following actions that you take.



Actions to Record:

Start selecting the columns that you would like to delete. To select multiple columns, hold down the Shift key on your keyboard. “Right Click” with your mouse and select “delete” in the drop down menu.

Repeat this process to delete all unwanted columns. When all columns are deleted, go to the **MACROS** dropdown menu at the top and select **STOP RECORDING**. Congratulations! You have created a Macro.

You can use your Macro to automatically customize your reports.

Select the VIEW tab

Select the Macro menu

In the Macro dialog box, select the Macro that you created.

Select **RUN**.

The screenshot shows the Microsoft Excel interface with the 'VIEW' tab selected in the ribbon. The 'Macros' button in the 'View' tab group is highlighted with a red circle. Below the ribbon, the 'Macro' dialog box is open, showing a list of macros with 'PERSONAL.XLS!Counts' selected and highlighted with a red circle. The 'Run' button in the dialog box is also highlighted with a red circle. The background spreadsheet shows a table with columns for user names and various report metrics.

	A	B	C	D	E	F	G
1	User Name	Copy:Black & White:Pages used	Copy:Black & White:Maximum	Copy:Black & White:Remaining Pages	Copy:Full Color:Pages used	Copy:Full Color:Maximum	Copy:Full Color:Remaining P.
2	Other User	0 Unlimited	Unlimited	Unlimited	0 Unlimited	Unlimited	Unlimited
3	Administrator	0 Unlimited	Unlimited	Unlimited	0 Unlimited	Unlimited	Unlimited
4	Front Desk	0 Unlimited	Unlimited	Unlimited	0 Unlimited	Unlimited	Unlimited
5	Service Department	0 Unlimited	Unlimited	Unlimited	0 Unlimited	Unlimited	Unlimited
6	Barbara	0 Unlimited	Unlimited	Unlimited	0 Unlimited	Unlimited	Unlimited
7	Raul	0 Unlimited	Unlimited	Unlimited	0 Unlimited	Unlimited	Unlimited
8	David	0 Unlimited	Unlimited	Unlimited	0 Unlimited	Unlimited	Unlimited
9	Gina	0 Unlimited	Unlimited	Unlimited	0 Unlimited	Unlimited	Unlimited