

PaperCut ClientDashboard User Guide

Introduction

The PaperCut Client dashboard is a helpful tool for you to better understand your individual usage and impact on the environment. This guide will help you make the most of your dashboard.

The PaperCut Client software will be installed on all university owned devices, including loan laptops. If you bring your own device, you can download the software through KACE.

Once installed, a widget will appear on your desktop showing your balance. You will be able to access your full dashboard – including your environmental impact - from the widget.

Summary dashboard

This is the default dashboard that you will see when you first login. It provides a basic overview of your usage.

The screenshot shows the PaperCut MF Summary dashboard. The interface includes a navigation sidebar on the left with options: Summary, Transaction History, Recent Print Jobs, Jobs Pending Release, and Web Print. The main content area is divided into several sections:

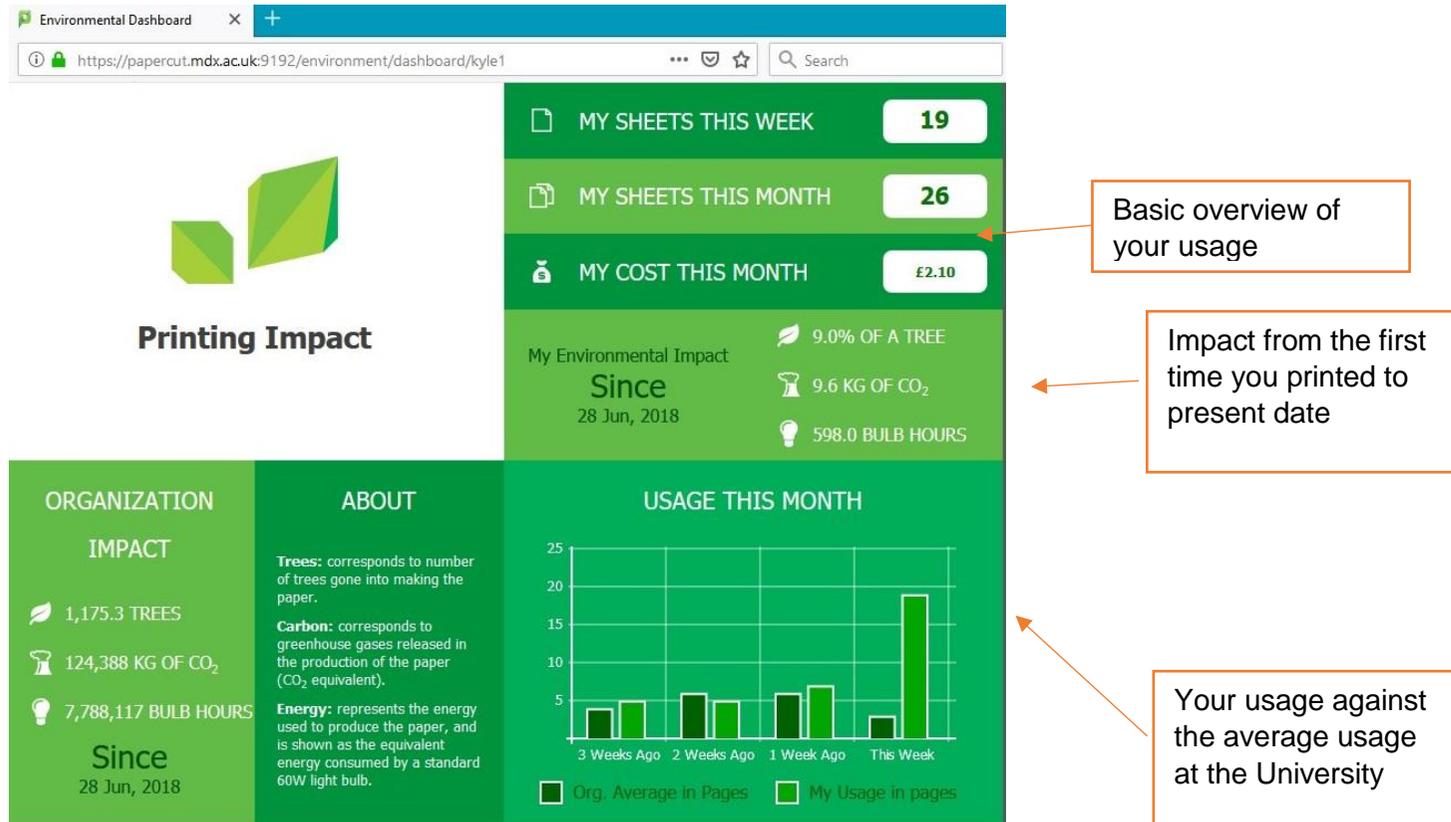
- Summary:** A row of three cards showing: BALANCE (-£75.78), PRINT JOBS (299), and PAGES (1,163).
- Activity:** A line graph titled "Balance history for kyle1" showing a balance starting at £0.00 and decreasing to -£75.00 over time.
- Environmental Impact:** A section showing: 9.0% of a tree, 9.6 kg of CO2, and 598.0 hours running a 60W light bulb. It also includes a link for "Environmental Dashboard".

Five callout boxes provide additional context:

- Left box:** Balances reset to £0 in September and every print after will show as a minus figure to reflect the cost to the University.
- Top-right box:** This is the quantity of print jobs you have sent and that have been released.
- Middle-right box:** The quantity of pages sent and released.
- Bottom-right box:** A brief outline of your printing environmental impact.
- Bottom-most box:** Clicking this link will give you in-depth environmental impact statistics.

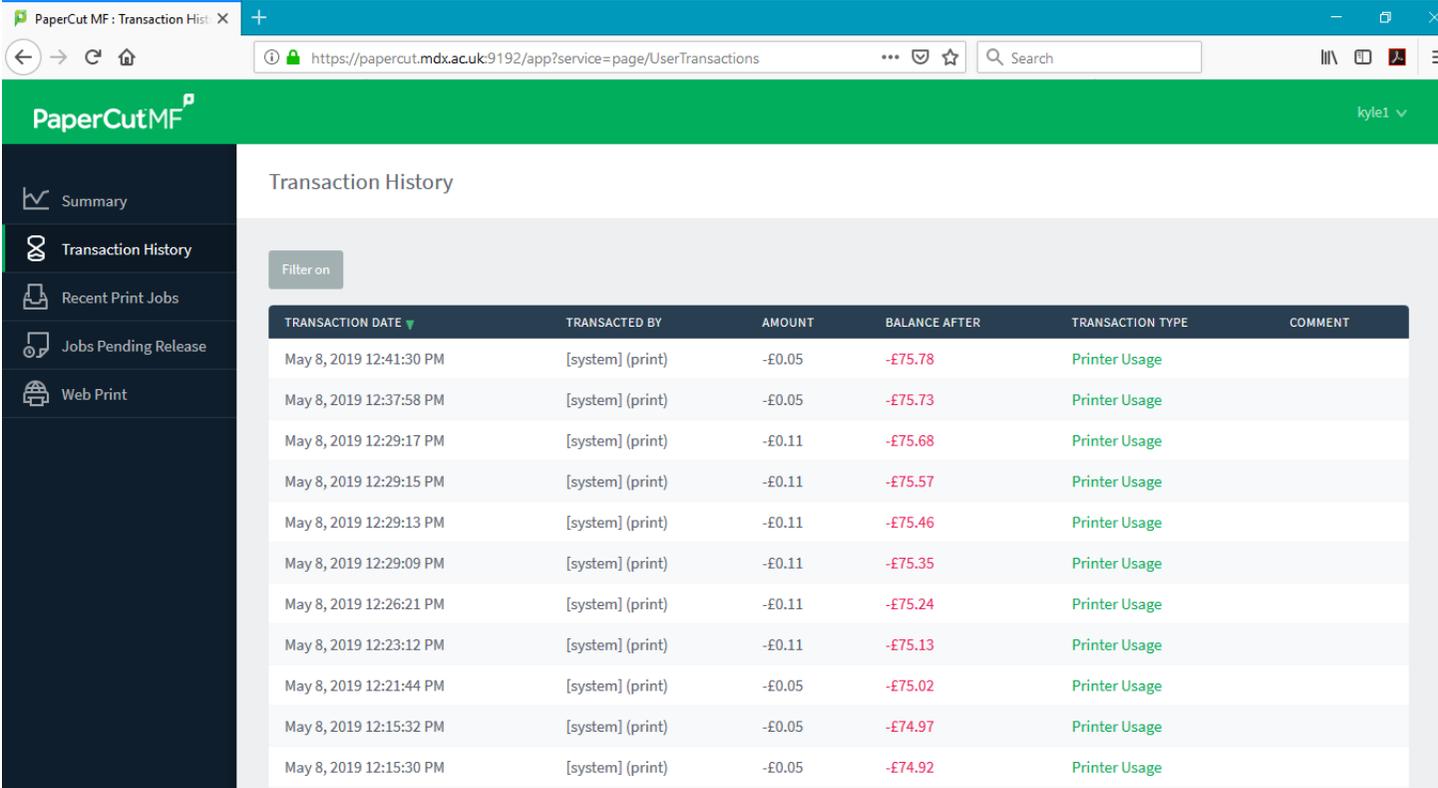
Environmental Dashboard

This dashboard provides further details of your environmental impact.



Transaction history

This dashboard offers a basic history of your print jobs, see example below.



PaperCutMF kyle1

Transaction History

Filter on

TRANSACTION DATE	TRANSACTIONED BY	AMOUNT	BALANCE AFTER	TRANSACTION TYPE	COMMENT
May 8, 2019 12:41:30 PM	[system] (print)	-£0.05	-£75.78	Printer Usage	
May 8, 2019 12:37:58 PM	[system] (print)	-£0.05	-£75.73	Printer Usage	
May 8, 2019 12:29:17 PM	[system] (print)	-£0.11	-£75.68	Printer Usage	
May 8, 2019 12:29:15 PM	[system] (print)	-£0.11	-£75.57	Printer Usage	
May 8, 2019 12:29:13 PM	[system] (print)	-£0.11	-£75.46	Printer Usage	
May 8, 2019 12:29:09 PM	[system] (print)	-£0.11	-£75.35	Printer Usage	
May 8, 2019 12:26:21 PM	[system] (print)	-£0.11	-£75.24	Printer Usage	
May 8, 2019 12:23:12 PM	[system] (print)	-£0.11	-£75.13	Printer Usage	
May 8, 2019 12:21:44 PM	[system] (print)	-£0.05	-£75.02	Printer Usage	
May 8, 2019 12:15:32 PM	[system] (print)	-£0.05	-£74.97	Printer Usage	
May 8, 2019 12:15:30 PM	[system] (print)	-£0.05	-£74.92	Printer Usage	

Recent print jobs

A list of all your prints and their statuses are listed here.

Printer name

N.B You will not be charged. The cost of print currently comes out of a central university budget

DATE	CHARGED TO	PRINTER	PAGES	COST	DOCUMENT NAME	ATTRIBS.	STATUS
09-May-2019 12:26:07	kyle1	whenp-prna02\MDXQ99994 160	6 (Color: 0)	£0.24	DOUBLE B/W A4 - M ... oard user Guide.docx	A4 (ISO_A4) Duplex: Yes ...	Printed
09-May-2019 12:25:07	kyle1	whenp-prna02\MDXQ99994 160	6 (Color: 0)	£0.24	DOUBLE B/W A4 - M ... oard user Guide.docx	A4 (ISO_A4) Duplex: Yes ...	Printed
09-May-2019 10:10:14	kyle1	whenp-prna02\StaffPrinter	2 (Color: 0)	£0.08	DOUBLE B/W A4 - M ... of Word - Document1	A4 (ISO_A4) Duplex: Yes ...	Cancelled Not Charged
08-May-2019 12:41:15	kyle1	whenp-prna02\MDXQ99994 160	1 (Color: 0)	£0.05	SINGLE B/W A4 - W ... e List 19.04.19.xlsx	A4 (ISO_A4) Duplex: Yes ...	Printed
08-May-2019 12:37:41	kyle1	whenp-prna02\MDXQ99994 160	1 (Color: 0)	£0.05	SINGLE B/W A4 - W ... e List 19.04.19.xlsx	A4 (ISO_A4) Duplex: Yes ...	Printed
08-May-2019 12:28:36	kyle1	whenp-prna02\MDXQ99994 160	1 (Color: 0)	£0.11	SINGLE B/W A3 - type 5.pdf	A3 (ISO_A3) Duplex: Yes ...	Printed
08-May-2019	kyle1	whenp-prna02\MDXQ99994	1	£0.11	SINGI F R/W A3 - type 6.pdf	A3 (ISO_A3)	Printed

Status of your print job. If the job was deleted or failed to print your job it will be listed here

Information about your print jobs

Jobs pending release

This is for when you send a job to print but it hasn't yet been released (printed). Please note that print jobs are only held for 12 hours after which the system will automatically delete them.

The screenshot displays the 'PaperCut MF' interface for 'Jobs Pending Release'. The page title is 'Jobs Pending Release'. It shows a summary of 1 job pending release with a cost of £0.08. The user's balance is -£75.78. There is an 'Auto refresh (58)' option checked, with a 'Refresh Now' link. A table lists the pending job details:

SUBMIT TIME	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION
May 9, 2019 10:10:14 AM	whenp-prna02\StaffPrinter	DOUBLE B/W A4 - M ... of Word - Document1	PL-00107456	2	£0.08	[cancel]