## PaperCut Administration

Before we begin, please go to the following site: <u>http://dc-te-papercut:9191/admin</u>

Also, please remember that all color print jobs are 7 cents and Black & White are 3 cents.

Once page has appeared login with you domain credentials.

	PaperCutN	CP
P	apercutin	G
Username	bhayre	
Password	•••••	

Once you have logged in you will see a list of students that corresponds to the site you work at.

K  FULL NAME  Erown, Aaliyah  Elliott, Aaliyah  Gornez, Aaliyah	BALANCE \$1.00	RESTRICTED		1114567 8 8	Actions (4)
FULL NAME Brown, Aaliyah Elliott, Aaliyah		RESTRICTED		1234567 • •	Actions (4)
FULL NAME Brown, Aaliyah Elliott, Aaliyah		RESTRICTED			Accorta (a)
Brown, Aaliyah Elliott, Aaliyah		RESTRICTED			Bulk user actions
Elliott, Aaliyah	\$1.00		PAGES	JOBS	Export/Print
		Yes	0	0	
Gomez Aaliyah	\$1.00	Yes	0	0	User printing - summary (last 30 days)
Source, nonyan	\$1.25	Yes	0	0	Batch import
Marshall, Aaliyah K.	\$1.00	Yes	0	0	
Phradejas Smith, Aaliyah	\$1.00	Yes	0	0	
Salgado, Aaliyah M.	\$1.00	Yes	0	0	
Breitinger, Aaron	\$1.00	Yes	0	0	
Darrough, Aaron	\$1.00	Yes	0	0	
Green, Aaron W.	\$1.00	Yes	0	0	
Sullivan, Aaron	\$1.00	Yes	0	0	
Rafiq, Abdul	\$1.00	Yes	0	0	
Anton, Abigail	\$1.00	Yes	0	0	
Hernandez, Abigail	\$1.00	Yes	7	2	
Verhovetchi, Abner M.	\$1.00	Yes	0	0	
Hernandez, Abraham	\$1.00	Yes	0	0	
Ortega, Adali	\$1.00	Yes	0	0	
Estrada, Adaly	\$1.00	Yes	0	0	
Haupt, Adam	\$1.00	Yes	0	0	
	\$1.00	Yes	0	0	
		Haupt, Adam \$1.00	Haupt, Adam \$1.00 Yes	Haupt, Adam \$1.00 Yes 0	Haupt, Adam \$1.00 Yes 0 .0

🗠 Dashboard				
Users	Filter off Q Qui		<b>&gt;</b> ×	
凸 Groups	Clear	Filters	Apply Filter	ме
Accounts	Group:		~	Aaliyah
Printers	Restricted:		~	Aaliyah
Devices	Balance between:	and		, Aaliyah II, Aaliyah K.
Reports	Department:			jas Smith, Aaliy
🕼 Cards	Office:			o, Aaliyah M.
Options	Notes:			ger, Aaron
	Last activity:		~	gh, Aaron
[씨] About	Printing disabled:		~	Aaron W.
		Users with no Card/Identit	y Number assigned	n, Aaron
				,.\bdul

Towards the upper left of the page, you can see a **Filter Off** button.

Staff are able to customize the display field if they will wish to look up specific students by activity or grade level.

he su i			
✓ Dashboard	Filter off Q Qu	ick Find	
Users			
路 Groups	Clear	Filters Apply Filter	ME
Accounts	Group:	~	Aaliyah
Printers	Restricted:	OU:RJUHSD.INT/HS/AnHS/Students/8th Grade	liyah
		OU:RJUHSD.INT/HS/AnHS/Students/Stri Grade	aliyah
Devices	Balance between:	OU:RJUHSD.INT/HS/AnHS/Students/Junior	Aaliyah K.
🗂 Reports	Department:	OU:RJUHSD.INT/HS/AnHS/Students/Senior OU:RJUHSD.INT/HS/AnHS/Students/Sophomore	s Smith, Aaliy
🗘 Cards	Office:		o, Aaliyah M.
(D) Options	Notes:		ger, Aaron
	Last activity:	×	gh, Aaron
[瓜] About	Printing disabled:	×	Aaron W.
About		Users with no Card/Identity Number assigned	n, Aaron
			, Abdul

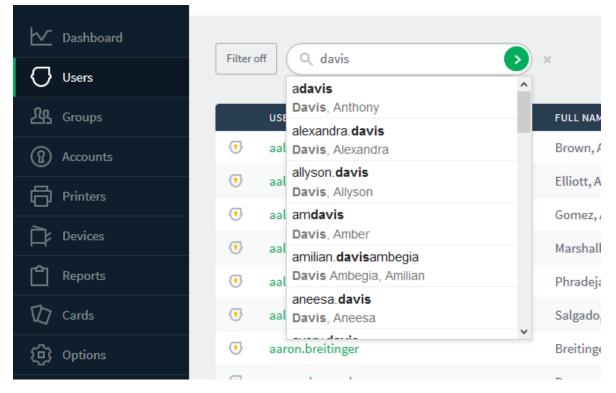
The Group field allows staff to select the student grade. Once selected and the **Apply Filter** button is pressed; only the students in that year/group will be displayed.

🗠 Dashboard				
Users	Filter on Q Qui	ck Find	×	
டி Groups	Clear	Filters Apply	Filter	ME
(f) Accounts	Group:	OU:RJUHSD.INT/HS/AnHS/Students/F	~	, Aaliyah
Printers	Restricted:		~	jas Smith, Aali
Devices	Balance between:	and		\bdul Abigail
Preports	Department:			ıdez, Abigail
🗘 Cards	Office:			a, Adaly
Dytions	Notes:			Adelina
	Last activity:		~	Adonijah
[씨] About	Printing disabled:		~	drian
		Users with no Card/Identity Number a	ssigned	n, Aidan
				Akira

To remove the filter select **Filter On**, then select **Clear**.

- **Balance between** allows staff to place a credit range to view specific students with that particular balance.
- Last Activity allows staff to search students that printed from a specific date.

Please disregard the following fields: Department, Office, Notes and printing.



Next to the **Filter Off** button there is a <u>search field</u>, staff members are able search specific students either by first or last name.

Filter o	off Q adam.davies	>	×
	USERNAME 🔻		FULL N/
•	aaliyah.brown		Brown
•	aaliyah.elliott		Elliott,

Once student search has been completed, simple click on the name so it populates the field and then click on the green arrow to show the results

Access Denied Warning: You do not have sufficient access privileges to perform this operation or access this area of the application.
Back

If you receive the following message, it just means you have typed in the name incorrectly and that the student belongs to a different site/school.

User Details: Brown, Aaliyah (aaliyah.brown)		
Details Adjustments & Charges Transaction History Job Log		
Access Denied. You could not perform this operation as you do not have sufficien	t access privileges.	Actions (6)
Details		Modify user's credit
General information about this user. To send email notifications to users their email address must be entered. The home directory must be set to	Username aaliyah.brown	View user's transactions
send scan jobs to the user.	Full name	Re-apply initial settings
	Brown, Aaliyah	Reset user's statistics
	Primary email (Used for system notifications)	
	aaliyah.brown@student.rjuhsd.us	Delete user
	Other emails	Find user
	+ Add email address	
	Home directory	
	\\HS-NAS\VCASEL-F\$\HS\AnHS\Students\aaliyah.brown	
	Test	
	Enable/Disable printing	
	Enabled V	
Account Details	Balance	
To set the user's balance enter the value here. To adjust the amount, select	\$1.00 (adjust)	
the 'adjust' link. Making the user 'restricted' means that they will not be able to print when their account has no credit.	☑ Restricted	
	≥ Kestricted	
	Uverdraft Use default overdraft (\$0.00)	

If a student is at the site where you work, PaperCut will automatically direct you to their page.

Account Details	Balance
To set the user's balance enter the value here. To adjust the amount, select the 'adjust' link. Making the user 'restricted' means that they will not be able to print when their account has no credit.	\$1.00 (adjust)
	Restricted
	Overdraft
	Use default overdraft (\$0.00) 🛛 🗸

On this page in the second sub section highlighted as **Account Details**, there is a **Balance** field that shows how much digital currency the student has left for printing. To increase the balance click or select **adjust**.

Details Adjustments & Charges Transaction History Job Log	
Transaction Details	
Enter the adjustment amount to apply to this account. A negative value subtracts from the account (a deduction). Comments will appear in the transaction list and are used to track the reason for the adjustment.	Current balance \$1.00 Adjustment to apply \$0.00
	Comment
	Арріу

Once selected another window will open (Transaction History section).

In the **Adjustment to apply** field insert the desirable amount for the student and then click apply.

Transaction successfully applied	
Transaction Details	
Enter the adjustment amount to apply to this account. A negative value subtracts from the account (a deduction). Comments will appear in the transaction list and are used to track the reason for the adjustment.	Current balance \$1.03 Adjustment to apply \$0.00 Comment
	Apply

Once applied a message will be displayed showing that the transaction has been successful and the new balance will be displayed.

Details Adjustments & Charges Transaction History Job Log	
<b>Details</b> General information about this user. To send email notifications to users their email address must be entered. The home directory must be set to send scan jobs to the user.	Username aaliyah.brown Full name Brown, Aaliyah
	Primary email (Used for s

On the main page, there are also tabs, Adjustments & Charges, Transaction History and Job Log

- Adjustments & Charges allows you to adjust the student digital currency.
- Transaction History Keeps history of digital currency updates\amendments by personnel
- Job Log Displays information regarding where the student is printing the document