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Report Setup Form

- Detail Report by Machine, Date, Time -- Detail account of transactions sorted by machine, date, time
 Note: This Detail report is sent via email in a Microsoft Excel program format.
 You can use this program to analyze or sort data to best fit your needs.
- Sum by Item Report -- Summarization of total item usage for all machines combined
- Sum by Machine -- Summarization of total item usage by each machine
- Detail by Employee or Department -- Detail account of transaction by employee or dept usage (count/cost optional)
- Customized reporting is available. Please call for quote.

Report Frequency – Select One

- Monthly
- Bi-Monthly
- Weekly

Report Setup Check List

Note: These items can best be imported into a database using Excel.

- Employee List - This list can include one field of tracking information. Example: Dept, Cost Center
- Inventory
- Machine Configuration - Changes made to configuration after initial plan map confirmed, need to be updated via Fax or E-mail

Recipients of Reporting

Contact		Phone1:	
Company		Phone2:	
E-mail Address		FAX No:	
Contact		Phone1:	
Company		Phone2:	
E-mail Address		FAX No:	
Contact		Phone1:	
Company		Phone2:	
E-mail Address		FAX No:	
Contact		Phone1:	
Company		Phone2:	
E-mail Address		FAX No:	