

SPA Reporting Model

SPA Reporting consists of two models:

1. SPA Overall Model (Performance Dashboard)

Track specific, measurable improvements of the SPA initiative from the current situation to the future situation. The metrics include:

- Critical Process/Customer Requirement
- Developmental measurements
- Targets to be scored against
- Data collection methodology.

2. Agency Specific Reporting – Monthly reports are provided by server based product.

- Equitrac – Monitors printing as it happens to gather detailed statistical information.



SPA Reporting Model

Agency Specific Reporting Details :

- **Total activity by device location:** Shows printing totals of an agency with subtotals of each floor.
- **Summary activity by device location:** Shows printing volume of each device over a selected period of time, grouped by physical location.
- **Summary activity by device:** Shows printing volume of each device with subtotals for each user of that device over a selected period of time.
- **Summary activity by network user:** Shows daily printing volume for each user over a selected period of time.
- **Detailed activity by network user:** Shows detailed information about a single user's printing, including page count, document title, and output options.
- All reports can be run for any time period desired and include B&W, color, and total page counts.
- Automated reports have a selection of time periods to choose from including "Last Month", "Last Quarter", and "Last Year".



SPA Reporting Model

Sample of Dashboard Metric:

A. Metric #1: Reduction of Document Output of Black and White Volume

The volume of printed and copied black & white impressions per employee.

B. The State Agencies to be identified as category shown below for capturing printing volume by totaling State agency print volume and dividing by number of printing employees within that agency. These survey results will be provided within the scale range from Green, Yellow, or Red as follows:

- Green = Industry Standard.
- Yellow = State Pilot Agency Average
- Red = 30% or greater than the Pilot Agency Average.

C. The target: Through SPA optimization efforts, 100% of State agencies at Green/Industry Standard within agency business environment.

D. Data captured by utilizing Equitrac software and Office Equipment provider volume counts, dividing by the number of IOT seats within the particular State Agency on campus.



SPA Reporting Model

Sample Agency Totals Report:

3/3/2011

Total activity



by device location

Reporting period 2/1/2011 to 2/28/2011

Location	Description	Custom group	Jobs	Pages	BW Pages	Color Pages	Cost
		ISDH	41,595	150,814	141,080	9,734	5,011.12
2N Meridian		ISDH	763	1,205	996	209	46.60
IGCN		ISDH	9,209	14,471	13,532	939	481.08
			51,567	166,490	155,608	10,882	5,538.80



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Sample Agency Summary Report:

3/3/2011

Summary activity



by device

Reporting period 3/1/2011 to 3/3/2011

DOT00M_Pool					INDOT	
Account	Account description	Jobs	Pages	BW Pages	Color Pages	Cost
dot\ehomer	Homer, Earl	13	195	195	0	5.85
dot\osotting	Ottinger, Sue	4	4	4	0	0.12
dot\strivedi	Trivedi, Shailesh J.	414	482	482	0	14.46
		431	681	681	0	20.43

INDOT00IT-Color					INDOT	
Account	Account description	Jobs	Pages	BW Pages	Color Pages	Cost
dot\itbrown	Curlin-Brown, Debra	3	4	0	4	0.32
dot\itbuckel	Buckel, Larry	219	487	164	323	30.76
dot\ithamil	Hamilton, Tom	8	20	3	17	1.45
dot\itjones	Jones, Brian	27	36	6	30	2.58
dot\lavand	Vandine, Sandra	1	1	0	1	0.08
dot\mablake	Blake, Martin	1	28	8	20	1.84
dot\mdriley	Riley, Michael D.	21	53	7	46	3.89
		280	629	188	441	40.92



SPA Reporting Model

Abuse Sleuth:

If abuse by a user is suspected reports can be generated on request. They show everything printed by user that include the page count, document title, and output options (color, size, etc.)

3/3/2011

Detailed activity



by network user

Reporting period 3/1/2011 to 3/3/2011

dot\username	LastName, FirstName						
Date	Device name	Account	Type	Description	Details	Pages	Cost
3/2/2011 08:27 AM	INDOT00-Someprinter	dot\username	user	IOTQTR11 12hrs.xlsm	1 x Ltr/C	1	0.08
3/2/2011 09:18 AM	INDOT00-Someprinter	dot\username	user	Microsoft Office Outlook - Memo Style	2 x Ltr	2	0.06
3/2/2011 09:22 AM	INDOT00-Someprinter	dot\username	user	Microsoft Word - Document1	8 x Ltr	8	0.24
3/3/2011 11:45 AM	INDOT00-Someprinter	dot\username	user	Microsoft Word - 2011_02 MONTHLY PERFORMANCE EXPECTATIONS REPORT	2 x Ltr/C	2	0.16
3/3/2011 01:10 PM	INDOT00-Someprinter	dot\username	user	Microsoft Word - Document1	1 x Ltr/C; 1 x Ltr	2	0.11
						15	0.65

