

KIP TRACK ACCOUNTING SYSTEM



KIP Track Accounting System



Contents

Introduction	2
System Requirements	3
Installation	3
Custom Name of the KIP Track fields	6
KIP Track Rules	6
Setup KIP Track Data	6
Enter and Upload KIP Track Data	7
Use CSV data for KIP Track	7
<i>Prompt Setup</i>	12
<i>Advanced Features Advanced Tab</i>	12
<i>Options Tab</i>	13
Command line options	14
Rules to follow for creating CSV files:	14
KIP Copy and Scan KIP Track	15
KIP Print	15
KIP AutoCAD Driver	16
KIP PrintNET	17
KIP Windows Driver	17
Retrieve KIP Track Data	18
KIP Track Logs	19
Copying and Printing Log format	19
Scan to File Log	22
Overall Square/Linear Count	23
KIP Track Data in Excel	24
Formatting the Data	27
Creating the Pivot Table	30
Formatting the Table	32
Creating A Pivot Table in Excel 2013	35
Inserting a Pivot Table in Excel 2013	35

KIP Track Accounting System



Introduction

With the KIP Track Configuration application, you can take a significant step to change your document services from costs into profits. By enabling tracking for all printing, copying and scanning jobs, it ensures all work is charged to the appropriate user, department or project. So not only are all costs accounted for, but at the same time, can be used for accurate reimbursement from project owners. Engineers and Architects need a way to bill back printing for particular projects or departments.

FM suppliers need a way to easily produce reports at the end of the month to review the print and scan volumes. KIP Track features built in to every KIP printer allow companies to control costs of copying, scan-to-file and network printing of wide format data. Configuration of data and “rules” takes place in KIP Print or at the KIP. Rules allow for “requiring” the user to select specific data and provide a password to use the KIP Track data. All KIP software applications can utilize one set of KIP Track data that is configured remotely then uploaded to the controller inside the KIP printer. Those KIP Track rules and data then transfer down to the KIP suite of applications: KIP Touchscreen copy, print and scan applications, KIP Print, KIP Color Pro and Advance (copy, print, and scan-to-file), KIP PrintNET, KIP AutoCAD Driver, KIP RIP and the KIP Windows Driver. Usage information is automatically collected by the KIP during regular printing. Production reports can be created from the data using the KIP Print software or via the ASCII data when it is imported into any spreadsheet

- The KIP is the hub of the system; responsible for storing the KIP Track data and collecting the information after printing/copying/scan-to-file is complete.
- Each KIP software component obtains the KIP Track data and uses the “rules” to allow printing.



KIP Track Accounting System



System Requirements

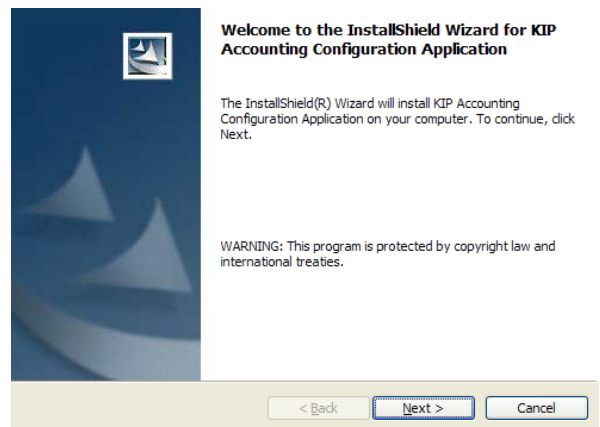
Recommended PC Specifications:

- 3.0 GHz processor speed
- 1 GB RAM
- Harddisk of 100 GB or more
- DVD-ROM
- USB-connection
- Windows 7 or Windows 8
- 32/64 bit OS compatible

Installation

To install the KIP Track Configuration Application please follow these steps:

1. Browse to the location the KIP Track Configuration Application package has been saved to.
2. Run the installer by double clicking the executable.
3. The following window will open, select the Next button.



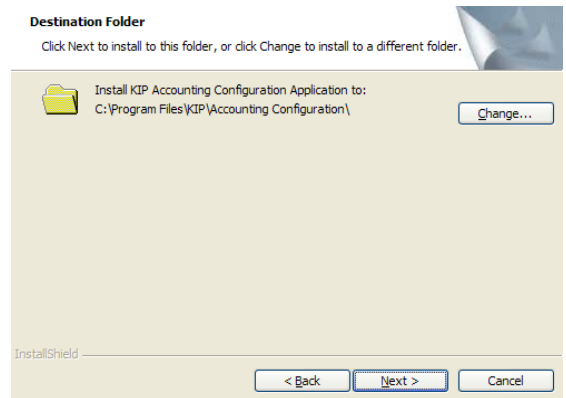
4. Select the "I accept the terms in the license agreement".

KIP Track Accounting System

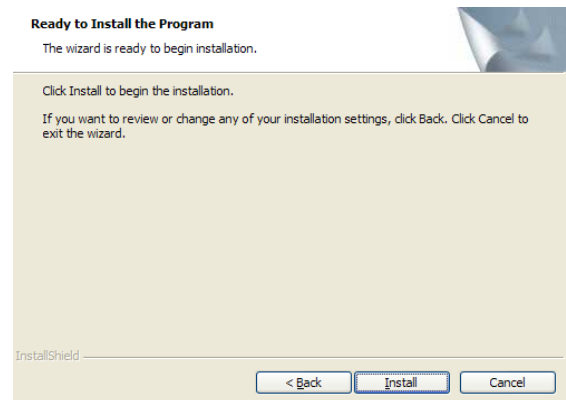


5. If the default install location is acceptable select the Next button.

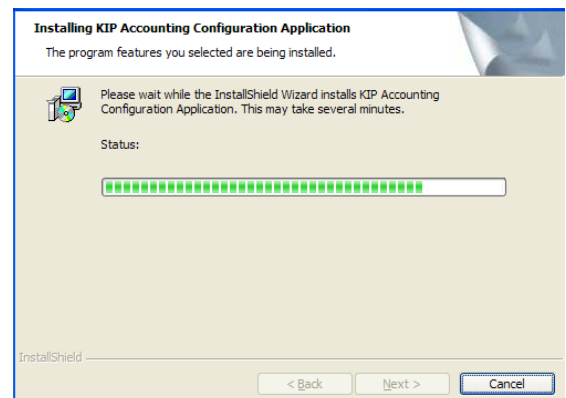
Note: If a different location is to be used select the Change button and browse to the desired location for install.



6. Select the Install button to begin the Installation.



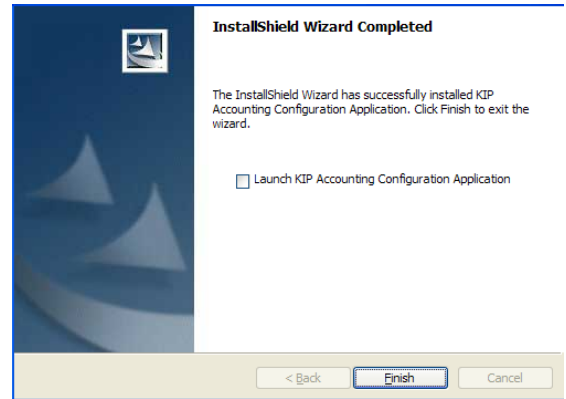
7. Installation process will begin and display the progress.



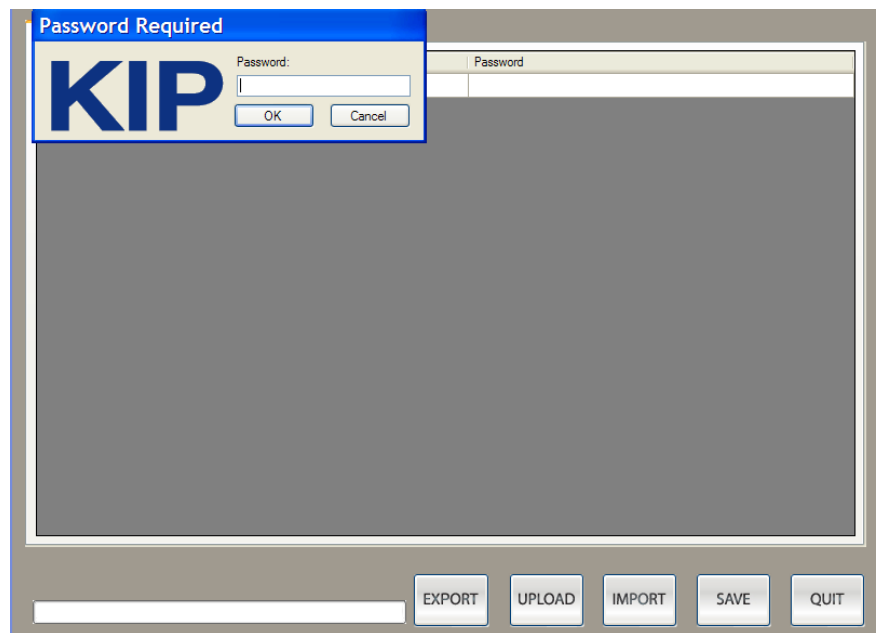
KIP Track Accounting System



8. When installation is complete the following message will be displayed. Select Finish to complete the installation.



Note: select the “Launch KIP Track System Application” checkbox to open software up at this time. The following window will then open:



The password is only available to KIP Service personnel. Contact KIP support if you have attended training but do not remember the password.



Custom Name of the KIP Track fields

Each of the labels for the three available fields can be customized by the KIP Track Configuration Tool for specific customer requirements.

Names of those fields are displayed on the Touch screen of the copier for use in copying and scan-to-file as well as within KIP Print, KIP PrintNET AutoCAD and Windows Driver.

User Name:
Job Number:
Description:

KIP Track Rules

- Configuration of the customer requirements and printing rules takes place in KIP Print or at the KIP.
- Administrators can include the ability to “require” the user to enter or choose data and request a password prior to printing. Once the proper information is supplied, the printing takes place.
- The KIP Track rules then apply to all the KIP software applications: KIP Print, KIP (copy and scan-to-file), KIP PrintNET, KIP AutoCAD Driver, KIP Windows Driver.

Setup KIP Track Data

- KIP Track data can be created in KIP Print or this KIP Track Tool and then “pushed” to the KIP.
- KIP Track data can be created/edited in KIP PrintNET.
- KIP Track data can be created in Excel or third party KIP Track packages and then imported via a this KIP Track tool run in a command line (silent mode) for scripted updates to the IPS.



Enter and Upload KIP Track Data

To add data, simply type in the ENTRY and PASSWORD columns. Press enter to store each data entry. When complete, select SAVE to store the data locally, then UPLOAD to transmit it to the IPS.

If you wish update the data, be sure to exit the KIP Track tool prior to importing new or recent data as it will append it to the existing data. Exiting the tool ensures that you are starting with fresh local data or importing it from an IPS prior to editing or appending.

Use CSV data for KIP Track

It is easy to manually add **KIP Track** entries into KIP Print's **KIP Track** fields. But what if there are hundreds or thousands of entries to add and/or modify? KIP provides a utility called **KIP Track** Tool to import and export standard CAV text data into the **KIP Track** fields.

Step 1: Close KIP Print if it is running. (It is required to have KIP Print installed on the same workstation that **KIP Track** Tool is on.)

Step 2: Create a text file.

Use Notepad or another ASCII text editor to create a standard text file with comma-delimited **KIP Track** data. Or use Microsoft Excel to create a comma separated file with a .CSV extension and then manually change this to a .DAT file extension (once saved as .csv right click on the file and choose rename, change extension to .dat). Note: the easiest method to review the format of the .DAT file is to first create one using the KIP Track Tool and then use the Export function to export the .DAT file for review. It is assumed that

Field# 1 = User Name Field# 2 = Job Number Field# 3 = Description

The data format is:

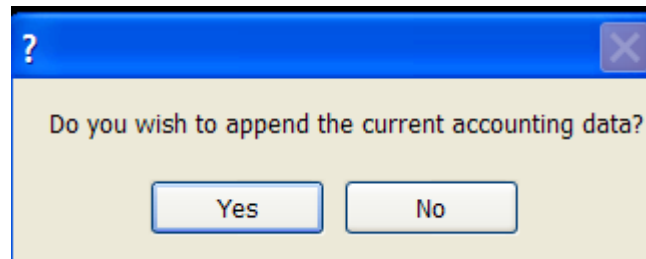
(Field#),(Admin-defined Entry Name),(Admin-defined Entry Password)

Examples:

KIP Track Accounting System



```
1,"admin","ips",,  
1,"Bob",",",,  
1,"Jim",",",,  
1,"Joe",",",,  
2,"Job 2012-001",,""  
2,"Job 2012-002",,""  
2,"Job 2012-003","ips"
```



1,admin,ips creates a User Name entry for admin, with the password ips

1,Bob, creates a User Name entry for Bob, with no password

2,Job 2012-001, creates a Job Number entry for Job 2012-001with no password

2,Job 2012-003, creates a Job Number entry for Job 2012-003, with the password ips

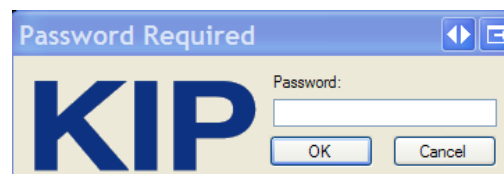
A comma is needed after the 2nd column of data. (Even though no password is desired, three columns of data must be defined.)

- Import.dat will contain data for all three **KIP Track** fields (User Name, Job Number, and Description). All data will merge at one time. It is not necessary to create separate files for User Name, Job Number, and Description fields.)
- Entries do not have to be in order, or sorted by field. New entries for all fields can be added at the end of the list. KIP Print will sort them when the program launches.
- Please do not use blank lines in the list
- Please do not use carriage returns at the end of the list

Step 3: Save the file.

Save the file to c:\ (or the desired folder) on your local drive.

Step 4: Open **IPSTrack.exe**, Login – A login screen will prompt the user to input the password. This is the same PIN Number used to get into the service menu on the **IPS**. It is not listed in this documentation for security reasons. Upon starting, the **KIP Track** Tool will automatically find the existing **KIP Track.dat** file on the local computer and open with all the data displayed in the appropriate fields. If you have a large amount of data this process might take a few minutes. There will be a prompt to choose between appending or overwriting the existing **KIP Track** information.



Selecting Yes will keep the current KIP Track data and any new KIP Track data will be added.

KIP Track Accounting System



Selecting No will not preserve any existing KIP Track data.

Step 5 Import button allows for Importing the data from the local PC (with KIP Print installed) or from the IP Address of the IPS (if data currently exists). Click on the Import button and browse to the location of the KIP Track file you wish to import or enter the IP address of the IPS.

The screenshot shows a software window with a title bar containing the following tabs: User Name, Job Number, Department, Prompt Setup, Advanced, and Options. Below the title bar is a table with two columns: Entry and Password. The first row of the table has an asterisk (*) in the Entry column. The main body of the window is a large, empty grey rectangle. At the bottom of the window, there are five buttons: EXPORT, UPLOAD, IMPORT, SAVE, and QUIT.

KIP Track Accounting System



Step 6: As changes are made to the ENTRY or PASSWORD, press ENTER to save the changes. Click on SAVE to store the .DAT file locally.

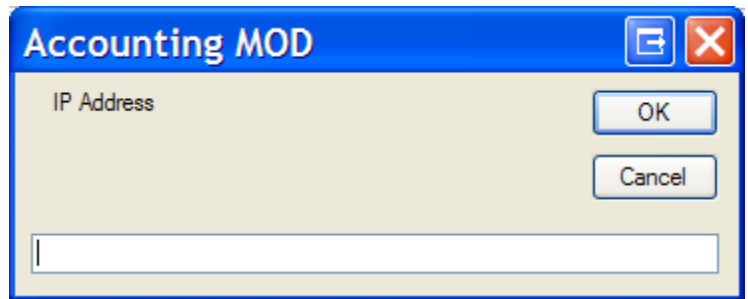
Entry	Password
Rick	kip
KIP	kip
Admin	kip
Tom	kip
Mike	kip
Kim	
▶*	

EXPORT UPLOAD IMPORT SAVE QUIT

KIP Track Accounting System

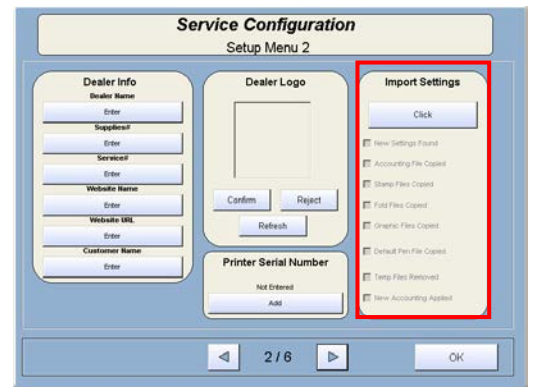


Step 7: UPLOAD the **KIP Track** file using one of two methods. Click on the Upload button and type in the IP Address of the target **KIP**.



Step 8: at this point the tracking data is automatically updated. However the requirements and pull down menu labels will not be changed until an administrator imports this data as noted below.

On the Monochrome system select the "?" button and then log into Service. Go to page 2 and select Import settings.



On the Color system select the Config button and then log into Service. Go to page 2 and select the Accounting Info button.



KIP Track Accounting System



Prompt Setup

Here you are able to change the **KIP Track** requirements for each of the 3 pull down fields.

	User Name: is a pull down	<input checked="" type="checkbox"/>
	User Name: is required	<input type="checkbox"/>
	Job Number: is a pull down	<input checked="" type="checkbox"/>
	Job Number: is required	<input type="checkbox"/>
/	Department: is a pull down	<input checked="" type="checkbox"/>
	Department: is required	<input type="checkbox"/>

Advanced Features Advanced Tab

Here you are able to change the master password along with the descriptions/labels for the 3 pull down menus.

Data	Value
Master Password	User Name:
First Pulldown:	Job Number:
Second Pulldown:	Description:
Third Pulldown:	



Options Tab

Here you are able to set up the KIP Printer to Enable a Card Reader and to Enable LDAP importing. This will look at the system and load the necessary names and passwords etc.

User Name: Job Number: Department: Prompt Setup Advanced Options

Card Reader

Enable Card Reader

Serial Card Reader Port COM6

LDAP

Enable LDAP Importing

Import

EXPORT UPLOAD IMPORT SAVE QUIT

Export

This will create a formatted comma separated file (CSV) on the local workstation. The filename must have a .DAT file extension to be imported later.



Command line options

If you wish to encrypt and transmit the KIP Track data to the IPS without using the UI, it is necessary to use a command line to run the KIP Track which has the capability to process the .DAT, encrypt the data and transmit it to the IPS without user intervention. Options can be specified:

-? – Help screen

-p [password] – Password (available to service personnel only)

-i [ipaddress] – the IPAddress of your IPS

-f [file location] – Comma separated file with .DAT extension to import

-a [yes or no] – use “yes” to append the data on the IPS

-A – Auto mode, if this switch is used, -i, -p, and -f must be specified. This switch will automatically open the KIP Track software, import, save and upload to the IPS without any user intervention.

Example:

To automatically (silent command) import a file to the IPS the command line would look like this.

```
IPSTrack.exe -A -f "C:\ KIP Track directory\ KIP Track.dat" -p [password] -i [your printer ip address]
```

Rules to follow for creating CSV files:

1. Note: due to various versions of CSV files that have been used in the past, it is easiest to review the current format of the CSV by first using the KIP Track to tool to make a few entries, SAVE the data, then EXPORT to the data to a .DAT file.
2. Each record is one line (with exceptions)
3. Fields are separated with commas
4. Leading and trailing space-characters adjacent to comma field separators are ignored
5. Fields with embedded commas must be delimited with double-quote characters Example:(1, "John, Da Man",Doe would be John, Da Man)
6. Fields that contain double quote characters must be surrounded by double-quotes, and the embedded double-quotes must each be represented by a pair of consecutive double quotes.
Example:(1, "John ""Da Man""",Doe would be John "Da Man")
7. Fields may always be delimited with double quotes

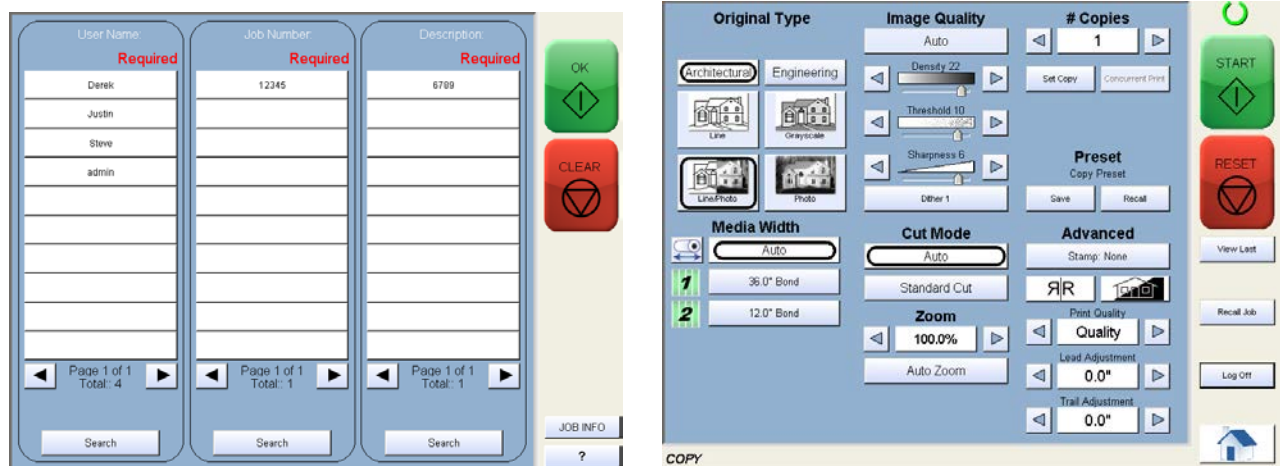
KIP Track Accounting System



KIP Copy and Scan KIP Track

When Account tracking is being used users can be required to log in with specific information to be able to do the following:

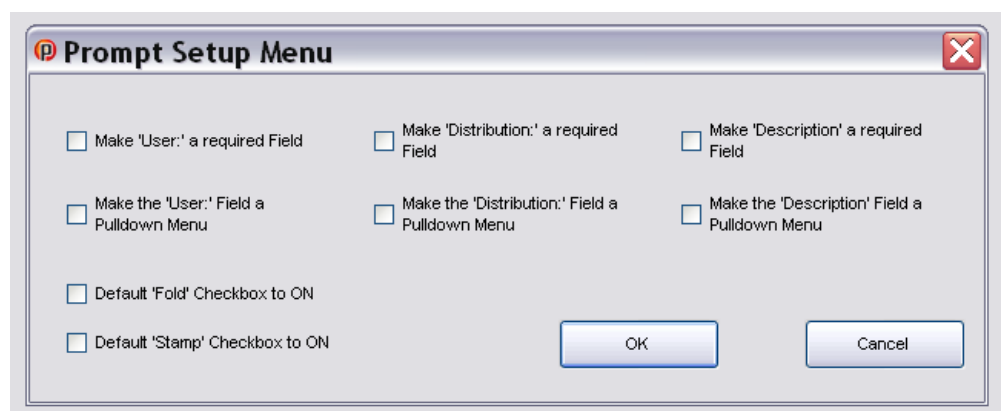
- KIP Track during Copying
- KIP Track during Scan-to-file



KIP Print

KIP Print allows configuration and usage of KIP Track data. If KIP Track is turned on during install of the KIP Print software at the workstation (or manually in the IPSPrint/Winreq.ini after install) the user requirements will be pulled from the IPS.

If the Admin is setting up the prompts this will be done by opening KIP Print and then going to 'Options' and then 'Prompt Setup' (if set - a Password will be required).

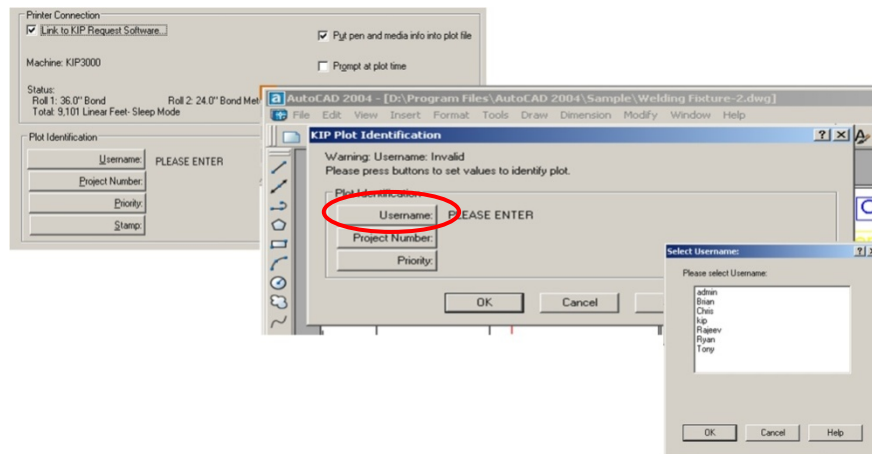


KIP Track Accounting System



KIP AutoCAD Driver

KIP AutoCAD Driver uses the same KIP Track data and rules as KIP Print. If KIP Track is turned on during install of the KIP AutoCAD Driver at the workstation (or manually in the properties of the driver after install) the user requirements will be pulled from the KIP.

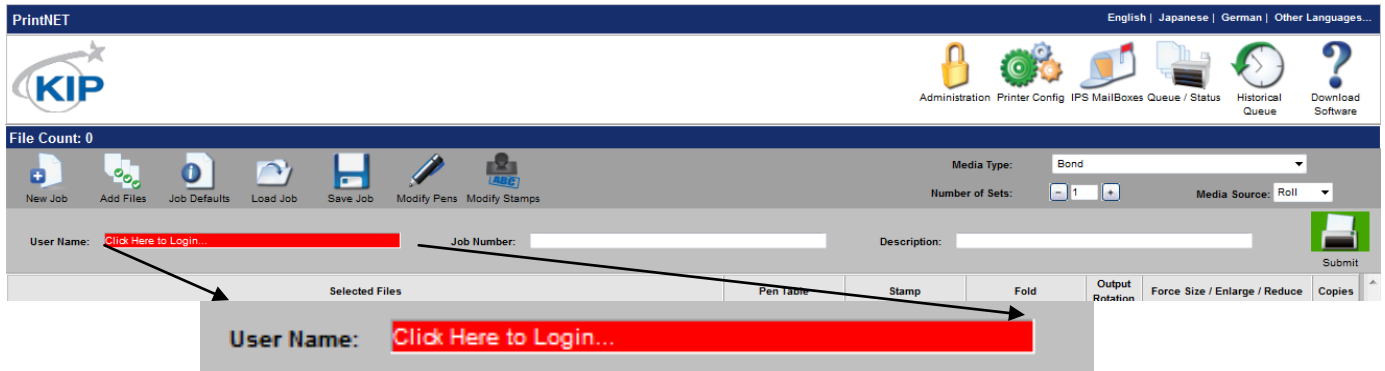


KIP Track Accounting System



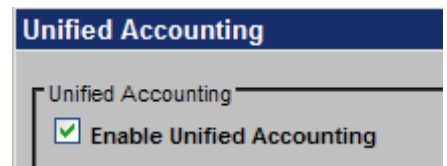
KIP PrintNET

Utilize the same KIP Track data when sending print data from KIP PrintNET to the KIP Printer. If KIP Track has been set through the KIP Track System Application when a user opens KIP PrintNet they will be prompted to login in order to send a job.



KIP Windows Driver

Utilizes the same KIP Track data when sending print data from KIP Windows Driver to the KIP Printer. If KIP Track is to be used when printing from the Windows driver the Administrator has the ability to turn this on by logging into KIP PrintNet and then going to the Administration tab. Once here the Administrator can enable KIP Track for the Windows Driver.



When printing from the Windows driver users will be prompted to enter in their information in order to send the files.

KIP Track Accounting System

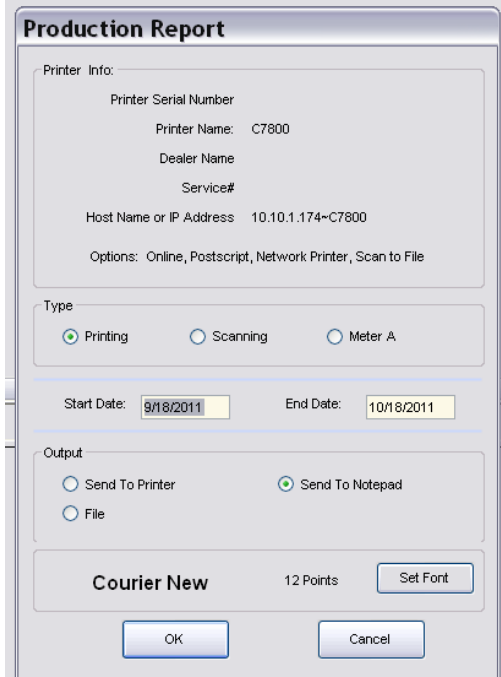
Retrieve KIP Track Data

KIP Track data can be utilized in several different ways:

- Quick reports for Printing or Scanning can be created by KIP Print.
- Reports include: Copy, Network printing, and Scan volumes.
- Raw data can easily be downloaded and used within any spreadsheet software.
- Use KIP Cost Review Application (or Cost Calculator)

Using KIP Print:

- Under 'Manager – Print Reports' the noted screen appears
- Set a Date Range
- Obtain Printing Report
- Obtain Scanning Report
- Obtain Meter Reading report.
- Send report to a Windows Printer or Notepad
- Obtain the raw data and manipulate it in a spreadsheet.



The screenshot shows a dialog box titled "Production Report". It contains the following sections:

- Printer Info:** Printer Serial Number, Printer Name: C7800, Dealer Name, Service#, Host Name or IP Address: 10.10.1.174~C7800, Options: Online, Postscript, Network Printer, Scan to File.
- Type:** Radio buttons for Printing (selected), Scanning, and Meter A.
- Start Date:** 9/18/2011, **End Date:** 10/18/2011.
- Output:** Radio buttons for Send To Printer, Send To Notepad (selected), and File.
- Font:** Courier New, 12 Points, with a "Set Font" button.
- Buttons:** OK and Cancel.



KIP Track Logs

There are three separate logs on the KIP:

1. Network Printing and Copying volume.
2. Scan-to-file volume.
3. Overall Square and Linear volume.
 - Each log is stored on a monthly basis
 - Easily retrieved via KIP Print or through KIP PrintNet (Email Meter Read).
 - Each log is ASCII data that utilizes standard comma separated values easily read by spreadsheet software.

When importing the raw log files into Excel the column headers will be the following:

Copying and Printing Log format

When reviewing the raw log data of the file named “MonoLog-MMMYY.log” or “ColorLog-MMMYY.log”, the columns represent the following:

A – KIP Job Code Name

B – Page Number

C – Total Pages

D – Set Number

E – Total Sets

F – User Name (From the User Name field in KIP software)

G - Job Number (From the Job Number in KIP software)

KIP Track Accounting System



H – Description (from the Description field in KIP Software)

I – File name

J- Original Size X direction (pixels)

K- Original Size Y direction (pixels)

L – Original DPI

M- Output Size X direction (pixels)

N- Output Size Y direction (pixels)

O – Output DPI

P – Square footage (square meter for metric)

Q – Media Type

R – Media Number (used by KIP color systems)

S – Sub Media Type Number (used by KIP color systems)

T – Roll size (inches or mm)

U – Page size (if available)

V – Date/Time started

W – Date/Time finished

X – Cyan percent coverage (used by KIP color systems)

Y - Magenta percent coverage (used by KIP color systems)

Z - Yellow percent coverage (used by KIP color systems)

AA - Black percent coverage (used by both KIP mono and KIP color systems)

AB – Overall percent coverage



AC - Rotation – 0 – 3 in 90 degree increments.

AD – Fold (0 for no fold, 1 for yes fold)

AE - C for copy, P for Print

AF – Graphics setting of Lineart , Graphics, or Custom

AG – Quality Mode of Quality or Normal

AH - English or Metric mode (E/M)

AI – Color or Mono

AJ – application used: Touchscreen, KIP Print, KIP Windows Driver, KIP AutoCAD Driver, PrintNET, Cloud, SCP, LPR, Caldera, EFI, Flexi



Scan to File Log

A – KIP Mailbox or FTP Location (file name)

B – User Name

C – Job Number

D – Type (SCAN or FTP)

E – Location (FILE or FTP site address)

F – Number of copies

G – Size in bytes

H – Dimensions (square foot or square meters)

I – Date started

J – Time started

K – Date finished

L – Time finished

M – English or Metric (E, M)

N – Description



Overall Square/Linear Count

A – Date the reading was taken

B – Time the reading was taken (once per hour)

C – Reading of Meter A that matches the front of printer.

D – Unit of measure of Meter A (Sq. ft/Lin ft.)

E – Reading of Meter B (KIP 8000 only)

F – Unit of measure of Meter B (Sq. ft/Lin ft.)

G – Reading of Total Run secondary meter (linear)



KIP Track Data in Excel

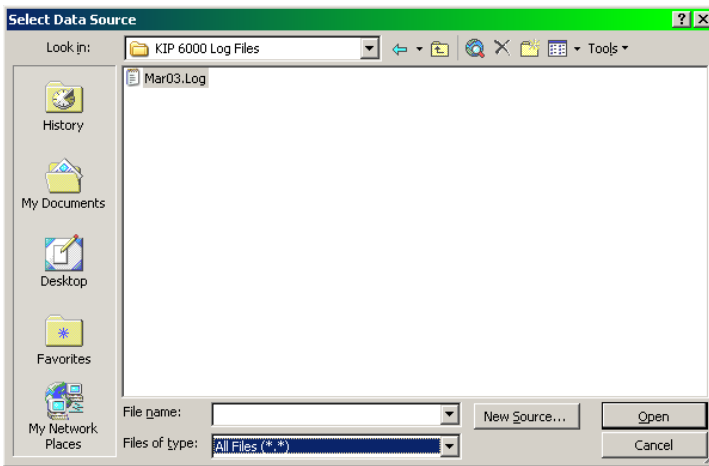
The KIP Track software provided by KIP for Data Tracking is by far the most complete in the industry. These simple steps will allow you to take full advantage of its rich features utilizing MS Excel.

Importing the Data

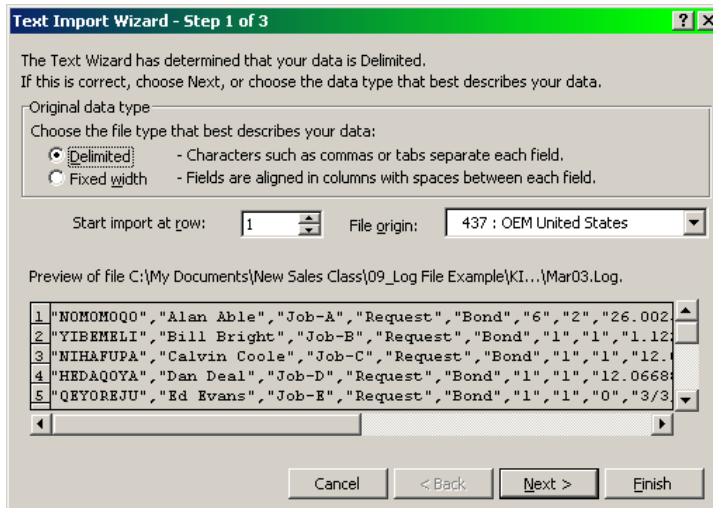
The KIP Log data is accessed from the IPS in one of several ways:

1. Access the desktop of the IPS and browse to D:\monpath\Logdir
2. Use the KIP Cost Review Application to Import the data and then manually access the %temp% directory of the PC.
3. Configure PrintNET with the necessary email settings to email the log data. Eg: Use PrintNET, login as admin, then configure the SMTP info and Monthly Meter Report details.
4. Use KIP Print to retrieve the Monochrome log data
5. First retrieve the .log file from the IPS by following these steps:
 - a. From Print go to "Manage"
 - b. Select "Print Reports"
 - c. Under Output select "File"
 - d. Save the .log file(s) for the months you would like to analyze to the desired location
 - e. Open Excel
 - f. Choose **Data** at the top, **Import External Data**, **Import Data**
 - g. Browse to the folder that contains your file
 - h. Change the file type option to All Files, then highlight the file you would like to see and click **Open**

KIP Track Accounting System



- i. Make sure Delimited is selected, Start import at row is set to 1, and File origin is 437 : OEM United States, then click **Next**



Ensure that Comma is the only box checked, and then click **Next**

KIP Track Accounting System



Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters:

Tab Semicolon Comma Space Other:

Treat consecutive delimiters as one

Text qualifier:

Data preview

NOMOHQOQ	Alan Able	Job-A	Request	Bond	5	2	26.00258	3/3/01
YIBEMELI	Bill Bright	Job-B	Request	Bond	1	1	1.122926	3/3/01
NIHAFUPA	Calvin Coole	Job-C	Request	Bond	1	1	12.06688	3/3/01
HEDAQOYA	Dan Deal	Job-D	Request	Bond	1	1	12.06688	3/3/01
QBYOREJU	Ed Evans	Job-E	Request	Bond	1	1	0	3/3/01

Cancel < Back Next > Finish

- j. Make sure that the Column data format is General, and then click **Finish**.

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Column data format:

General Text Date: MDY Do not import column (skip)

Data preview

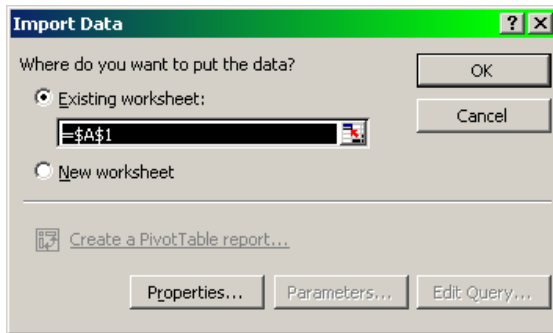
General	General	General	General	General	General	General	General	General
NOMOHQOQ	Alan Able	Job-A	Request	Bond	5	2	26.00258	3/3/01
YIBEMELI	Bill Bright	Job-B	Request	Bond	1	1	1.122926	3/3/01
NIHAFUPA	Calvin Coole	Job-C	Request	Bond	1	1	12.06688	3/3/01
HEDAQOYA	Dan Deal	Job-D	Request	Bond	1	1	12.06688	3/3/01
QBYOREJU	Ed Evans	Job-E	Request	Bond	1	1	0	3/3/01

Cancel < Back Next > Finish

Choose Existing worksheet with field being named exactly as above...

= $\$A\1 and then click **OK**

KIP Track Accounting System



k. You should see something that looks like this:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	IPDAGDSD	Alan Able	Job-A	Request	Bond	6	2	26.00358	3/5/2003	9.21.30	3/5/2003	9.23.44	E			
2	YBEMED	Bill Bright	Job-B	Request	Bond	1	1	12.0206	3/5/2003	11.29.49	3/5/2003	11.29.51	E			
3	NHAFUPA	Calvin Coole	Job-C	Request	Bond	1	1	12.06688	3/5/2003	12.35.44	3/5/2003	12.35.59	E			
4	HEDAGDYA	Dan Deal	Job-D	Request	Bond	1	1	12.06688	3/5/2003	12.50.49	3/5/2003	12.51.03	E			
5	DEYOREAL	Ed Evans	Job-E	Request	Bond	1	1	0	3/5/2003	14.17.46	3/5/2003	14.18.46	E			
6	ZOZAKOKE	Fred Finny	Job-F	Request	Bond	8	50	609.6038	3/5/2003	14.18.46	3/5/2003	14.27.15	E	Test - Do Not Bill		
7	JEKSETE	Gina George	Job-G	Request	Bond	1	1	0	3/5/2003	17.24.46	3/5/2003	17.24.57	E			
8	POSSORAVE	Harry Hampton	Job-H	Request	Bond	1	1	6	3/4/2003	16.12.03	3/4/2003	16.12.05	E			
9	REGEKAYU	Iggy Iams	Job-I	Request	Bond	1	1	6	3/4/2003	16.45.54	3/4/2003	16.45.03	E			
10	HAYOYOHU	Jay Johnson	Job-J	Request	Bond	1	1	6	3/4/2003	16.49.43	3/4/2003	16.49.58	E			
11	BITMUBI	Kim Kelly	Job-K	Request	Bond	1	1	23.57	3/4/2003	17.17.09	3/4/2003	17.17.26	E			
12	JOLYUSO	Lisa Lane	Job-L	Request	Bond	1	1	12	3/4/2003	17.18.30	3/4/2003	17.18.43	E			
13	PODAGOOB	Mabel Moreley	Job-M	Request	Bond	1	1	7	3/4/2003	17.20.15	3/4/2003	17.20.21	E	For In-House Use Only		
14	FIDUNEHE	Nancy Nelson	Job-N	Request	Vellum	1	1	6	3/4/2003	17.20.21	3/4/2003	17.20.29	E	*		
15	KWONLUU	Otto Osborne	Job-O	Request	Bond	1	4	38	3/4/2003	17.21.27	3/4/2003	17.21.50	E			
16	WVODEME	Paul Perry	Job-P	Request	Bond	1	1	5.554167	3/5/2003	8.44.18	3/5/2003	8.45.00	E			
17	JILUSOWE	Quincy Quinlan	Job-Q	Request	Bond	1	1	5.404375	3/5/2003	8.46.08	3/5/2003	8.46.25	E			
18	CUBIPABU	Rod Roberts	Job-R	Request	Bond	1	1	6.098125	3/5/2003	8.46.25	3/5/2003	8.46.41	E			
19	PODARECU	Sam Sneed	Job-S	Request	Vellum	1	1	5.451867	3/5/2003	8.49.25	3/5/2003	8.49.35	E	TEST		
20	COBUMEQE	Tom Tingle	Job-T	Request	Bond	1	1	1.393303	3/5/2003	8.49.56	3/5/2003	8.50.04	E	TEST		
21	XUZAYVI	Ursula Ulrich	Job-U	Request	Bond	1	1	0.4438889	3/5/2003	8.50.30	3/5/2003	8.50.37	E	TEST		
22	CEROMODE	Vivian Vega	Job-V	Request	Bond	1	1	6	3/5/2003	12.37.21	3/5/2003	12.37.23	E		123	
23	CAMEGOOL	Willie Wilson	Job-W	Request	Bond	1	1	6	3/5/2003	13.39.43	3/5/2003	13.39.44	E		123	
24	WRFBODE	Xavier Xenox	Job-X	Request	Bond	1	1	6	3/5/2003	13.46.32	3/5/2003	13.46.34	E		112	
25	JAPARECU	Yanni Yellow	Job-Y	Request	Bond	1	1	6	3/5/2003	13.48.07	3/5/2003	13.48.08	E		112	
26	GAPHOMM	Zoe Zander	Job-Z	Request	Bond2	1	1	6	3/5/2003	13.49.07	3/5/2003	13.49.09	E		112	
27	DEDAQOM	Willie Wilson	Request	Bond		1	1	6	3/5/2003	13.50.41	3/5/2003	13.50.42	E		123	
28	COEVALE	Yanni Yellow	Job-B	Request	Bond	1	1	6	3/5/2003	13.51.38	3/5/2003	13.51.39	E		123	
29	JEMAVUTA	Ed Evans	Job-R	Request	Bond	1	1	5.184445	3/5/2003	15.06.32	3/5/2003	15.06.35	E			
30	HUZEMERU	Zoe Zander	Job-A	Request	Bond	1	1	5.194445	3/5/2003	15.17.31	3/5/2003	15.17.33	E			
31	SOFUFAYE	Zoe Zander	Job-J	Request	Bond	4	1	22.7556	3/5/2003	16.07.28	3/5/2003	16.07.51	E			
32	LITEBQIE	Bill Bright	Request	Bond		4	1	22.7654	3/5/2003	16.15.51	3/5/2003	16.16.07	E			

Formatting the Data

- Right Click on Row 1 and click **Insert**
- Add Column Headers according the type of data in each field
(Note, you do not have to label every field, only the ones you need)

The headers are as follows:

A – KIP Job Code Name

B – Page Number

C – Total Pages

D – Set Number

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E – Total Sets

F – User Name (From the User Name field in KIP software)

G - Job Number (From the Job Number in KIP software)

H – Description (from the Description field in KIP Software)

I – File name

J- Original Size X direction (pixels)

K- Original Size Y direction (pixels)

L – Original DPI

M- Output Size X direction (pixels)

N- Output Size Y direction (pixels)

O – Output DPI

P – Square footage (square meter for metric)

Q – Media Type

R – Media Number (used by KIP color systems)

S – Sub Media Type Number (used by KIP color systems)

T – Roll size (inches or mm)

U – Page size (if available)

V – Date/Time started

W – Date/Time finished

X – Cyan percent coverage (used by KIP color systems)

Y - Magenta percent coverage (used by KIP color systems)

KIP Track Accounting System



Z - Yellow percent coverage (used by KIP color systems)

AA - Black percent coverage (used by both KIP mono and KIP color systems)

AB – Overall percent coverage

AC - Rotation – 0 – 3 in 90 degree increments.

AD – Fold (0 for no fold, 1 for yes fold)

AE - C for copy, P for Print

AF – Graphics setting of Lineart , Graphics, or Custom

AG – Quality Mode of Quality or Normal

AH - English or Metric mode (E/M)

AI – Color or Mono

AJ – application used: Touchscreen, KIP Print, KIP Windows Driver, KIP AutoCAD Driver, PrintNET, Cloud, SCP, LPR, Caldera, EFI, Flexi

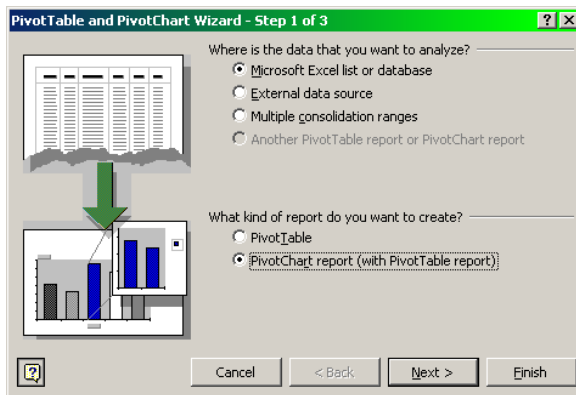
- c. You may delete columns if you do not wish to see them here by Right Clicking on the Column Letter at the top and choosing Delete

A	B	C	D	E	F	G	H	I	J	K	L	
KIP Code	Employee	Job Number	Media Type	Region	Sub	Square Feet	Date Started	Time Started	Date Ended	Time Ended	Description	
1	KIP Code	Employee	Job Number	Media Type	Region	Sub	Square Feet	Date Started	Time Started	Date Ended	Time Ended	Description
2	BIMCH030	Alan Aida	Job-A	Bend	6	29.3200	3/5/2003	9:27:20	3/5/2003		9:23:44	
3	TBEMELJ	Bill Bright	Job-B	Bend	1	1.12000	3/5/2003	11:28:49	3/5/2003		11:28:51	
4	IMHAFJRA	Calvin Coole	Job-C	Bend	1	12.36600	3/5/2003	12:36:44	3/5/2003		12:36:59	
5	IEDAG01A	Earl Dahl	Job-D	Bend	1	12.36600	3/5/2003	12:56:49	3/5/2003		12:51:03	
6	OFVORJJA	Ed Evans	Job-E	Bend	1	0	3/5/2003	14:17:48	3/5/2003		14:18:46	
7	ZCGAVCKE	Fred Frang	Job-F	Bend	0	679.0000	3/5/2003	14:18:46	3/5/2003	14:27:15	Test - Do Not Del	
8	EVZBETE	Gina George	Job-G	Bend	1	0	3/5/2003	17:24:46	3/5/2003		17:24:57	
9	POGSHVIE	Henry Hansen	Job-H	Bend	1	6	3/4/2003	16:12:03	3/4/2003		16:12:05	
10	RECEANU	Kipp Knott	Job-I	Bend	1	6	3/4/2003	16:45:54	3/4/2003		16:46:03	
11	HAYVYVWU	Jay Johnson	Job-J	Bend	1	6	3/4/2003	16:49:43	3/4/2003		16:49:58	
12	BFTMBEJ	Kim Kelly	Job-K	Bend	1	23.57	3/4/2003	17:17:09	3/4/2003		17:17:26	
13	CLVWQSD	Lisa Lane	Job-L	Bend	1	7	3/4/2003	17:18:30	3/4/2003		17:18:43	
14	POGAG000	Maebel Moreley	Job-M	Bend	1	7	3/4/2003	17:20:15	3/4/2003		17:20:21	For In-House Use Or
15	FULNREB	Nancy Nelson	Job-N	Vellum	1	6	3/4/2003	17:20:21	3/4/2003		17:20:29	
16	WPKOJLJ	City Osborne	Job-O	Bend	1	4	3/4/2003	17:27:27	3/4/2003		17:21:50	
17	WVVOCEME	Paul Perry	Job-P	Bend	1	5.654167	3/5/2003	0:44:18	3/5/2003		0:46:00	
18	BLUDJWF	Quincy Quillen	Job-Q	Bend	1	5.618205	3/5/2003	0:46:00	3/5/2003		0:46:25	
19	CLDFPABU	Rud Roberts	Job-R	Bend	1	0.696125	3/5/2003	0:46:25	3/5/2003		0:46:41	
20	PURAZECU	Sam Shearc	Job-S	Vellum	1	5.551967	3/5/2003	0:49:25	3/5/2003		0:49:35	TEST
21	COBUNREB	Tom Tenge	Job-T	Bend	1	1.333333	3/5/2003	0:49:56	3/5/2003		0:50:04	TEST
22	JULIATM	Ursula Urzth	Job-U	Bend	1	0.4488889	3/5/2003	0:50:30	3/5/2003		0:50:37	TEST
23	CERWMOGE	Vinna Vega	Job-V	Bend	1	6	3/5/2003	12:37:21	3/5/2003		12:37:23	
24	GAMBD000	Willie Wilson	Job-W	Bend	1	6	3/5/2003	13:39:43	3/5/2003		13:39:44	
25	WFFRFOE	Xaver Xerox	Job-X	Bend	1	6	3/5/2003	13:46:32	3/5/2003		13:46:34	
26	JAPRSCOU	Yvonn Yelton	Job-Y	Bend	1	6	3/5/2003	13:48:07	3/5/2003		13:48:00	
27	QAKPKOMA	Zoe Zander	Job-Z	Stens2	1	6	3/5/2003	13:49:47	3/5/2003		13:49:49	
28	DEDAG00A	Willie Wilson	Job-A	Bend	1	6	3/5/2003	13:50:41	3/5/2003		13:50:42	
29	COZEVHAE	Yvonn Yelton	Job-B	Bend	1	6	3/5/2003	13:51:38	3/5/2003		13:51:39	
30	JFMAMVTA	Ed Evans	Job-H	Bend	1	5.194445	3/5/2003	15:06:32	3/5/2003		15:06:36	
31	HJZEMERU	Zoe Zander	Job-A	Bend	1	5.194445	3/5/2003	15:17:31	3/5/2003		15:17:33	
32	SOPJFVFE	Zoe Zander	Job-A	Bend	4	22.7950	3/5/2003	16:07:38	3/5/2003		16:07:51	

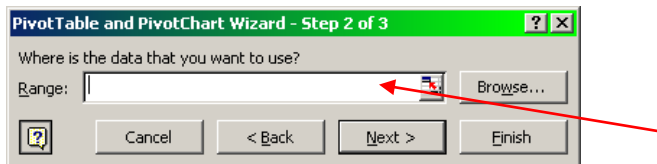


Creating the Pivot Table

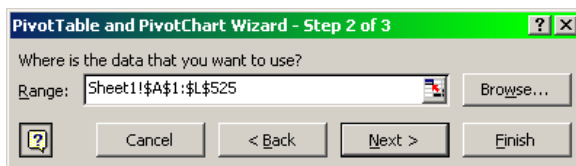
- a. Choose the **Data** option, then click **Pivot Table and Pivot Chart Report**



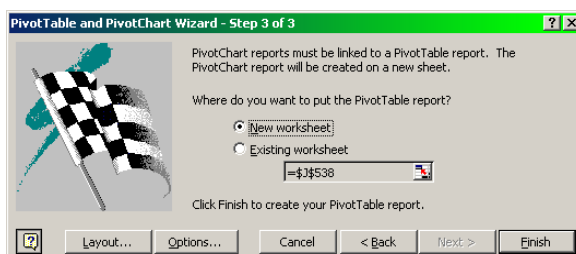
- b. Choose Microsoft Excel list or database and PivotChart report, then click **Next**



- c. Click the box to the right, indicated by the red arrow above, then Click and Drag over all of the data in the spreadsheet, including Column headers
- d. Your results should look like this:



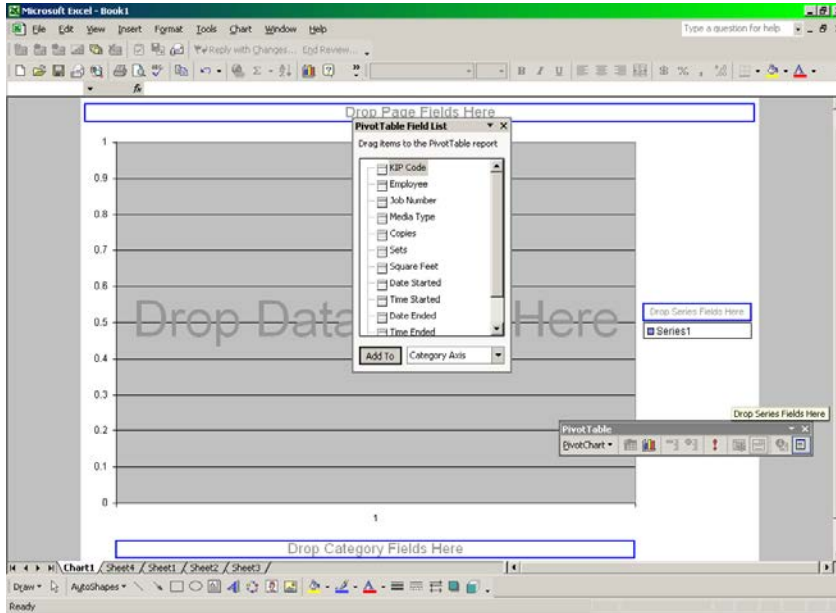
- e. Click **Next**
- f. Choose **New worksheet** and then click **Finish**



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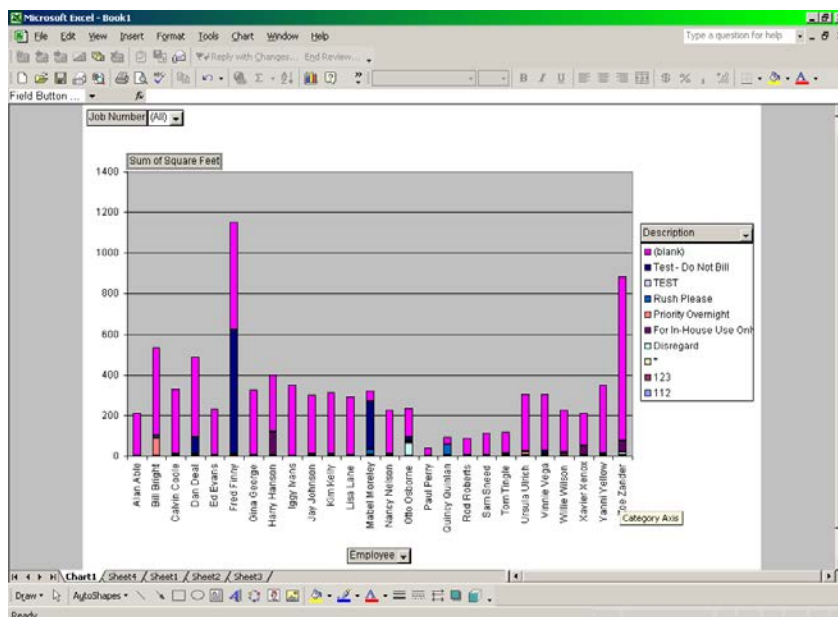
Your spreadsheet should look as follows:





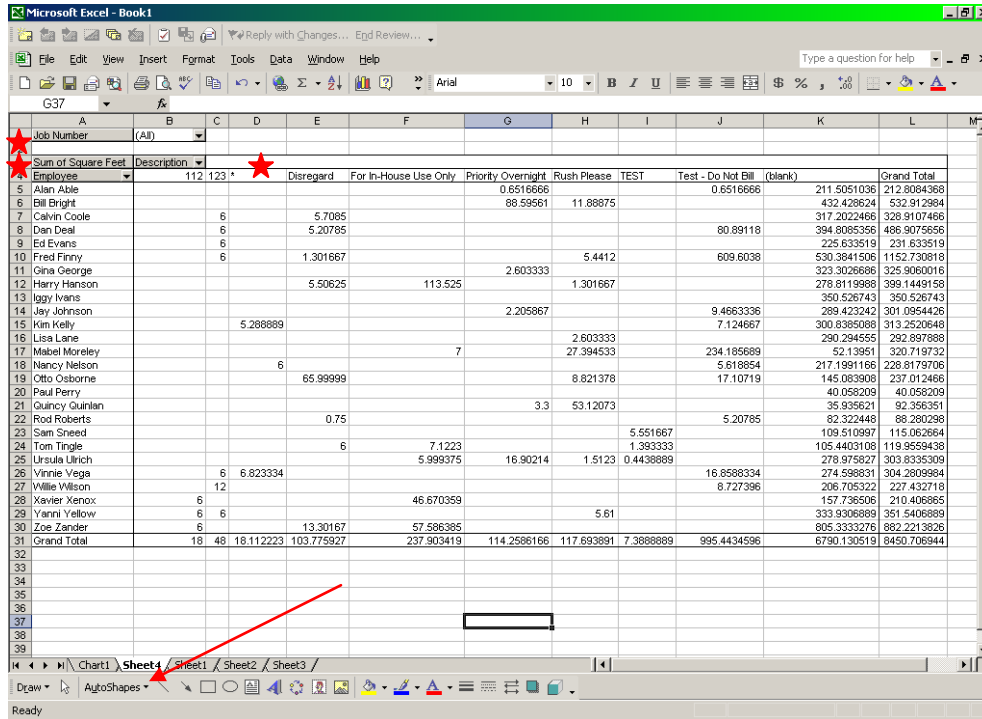
Formatting the Table

- a. The following format will work well for users that wish to track User Name (Employee), Job Numbers, and Descriptions along with Square Footage
- b. In the PivotTable Field List you should see the same names that you typed in for Column Headers
- c. From the Field List drag the following categories into the appropriate areas:
 1. Drag Square Feet to the section labeled "Drop Data Items Here"
 2. Drag Employee to the section labeled "Drop Category Fields Here"
 3. Drag Job Number to the section labeled "Drop Page Fields Here"
 - a. Dragging the Media type to this same location will allow to see printing based on Bond, Vellum, Film, or All Media Types
 4. Drag Description to the section labeled "Drop Series Fields Here"
 - a. Note: Switching the placement of the Employee and Job Number fields also creates a functional report that may be more useful to some.
 - b. Your screen should now look like this:



KIP Track Accounting System

- By Clicking on the Sheet4(Usually) Tab at the bottom left hand section of the screen you can see the data presented to you in the following format:



Job Number	Employee	Description	Disregard	For In-House Use Only	Priority Overnight	Rush Please	TEST	Test - Do Not Bill (blank)	Grand Total
5	Alan Able				0.6516666			0.6516666	211.5051036
6	Bill Bright				88.59561	11.88875			432.428624
7	Cabrin Coole	6	5.7085						317.2022466
8	Dan Deal	6	5.20785					80.89118	394.8065356
9	Ed Evans	6							225.633519
10	Fred Finny	6	1.301667			5.4412		609.6038	530.3841506
11	Gina George				2.603333				323.3026686
12	Harry Hanson		5.50625	113.525		1.301667			278.8119969
13	Iggy Ivans								350.526743
14	Jay Johnson				2.205867			9.4663336	289.423242
15	Kim Kelly	5.268889						7.124667	300.8365088
16	Lisa Lane					2.603333			290.294555
17	Mabel Moreley			7		27.394533		234.185689	52.13951
18	Nancy Nelson	6							217.1991166
19	Otto Osborne		65.99999			8.821378		17.10719	145.063908
20	Paul Perry								40.058209
21	Quincy Quinlan				3.3	53.12073			35.935621
22	Rod Roberts		0.75					5.20785	82.322448
23	Sam Sneed						5.551667		109.510997
24	Tom Tingle				7.1223		1.393333		105.4403108
25	Urutla Ulrich			5.999375	16.90214	1.5123	0.4436889		278.975621
26	Vinnie Vespe	6	6.823334					16.8588334	274.59631
27	Willie Wilson	12						8.727396	206.705322
28	Xavier Xenox	6		46.670359					157.736506
29	Yanni Yellow	6	6				5.61		333.9306889
30	Zoe Zander	6	13.30167	57.586385	114.2586166	117.693891	7.3888889	995.4434596	805.3333278
31	Grand Total	18	48	18.112223	103.775927	237.903419			6790.130519

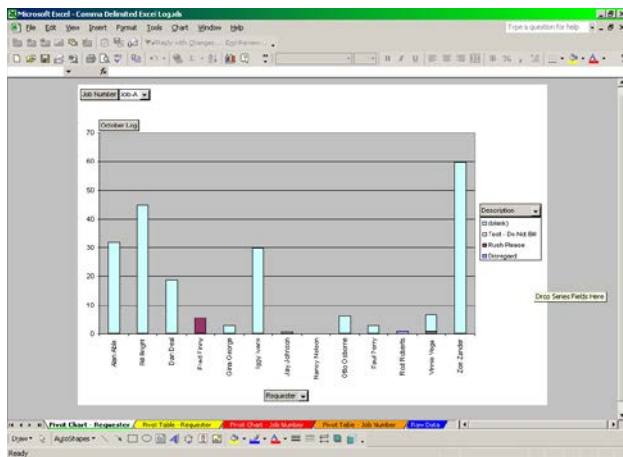
- It is now possible to manipulate the data by selecting individual Job Numbers, Selected Employees, and Selected Descriptions by clicking the drop down arrows for the item you wish to change. These are noted with Red Stars.
- It is also possible to change the names and colors of the tabs at the bottom by double clicking on the individual tab, or by right clicking to bring up the Tab Color option.
- Changing what data is displayed will change the entire chart, and allow you to see only information related to a specific Job Number, Employee, or Description. Making these changes also affects the Chart.
- Notice that in the above Pivot Table, it is possible to see how many square feet any given employee printed on all Job Numbers, for all possible Descriptions; a total of the square feet for each Description for every Employee, as well as Grand totals for all jobs.

KIP Track Accounting System



- e. Below you will see a Pivot Table and Chart for a specific Job Number. Notice how the chart changes based on the changing Job Number

Requester	Description	Rush Please	Test - Do Not Bill	(Blank)	Grand Total
Alan Abia				32 00258	32 00258
Bill Bright				44 9018696	44 9018696
Dan Deal				18 800849	18 800849
Fred Finny	5.4412				5.4412
Gina George				3	3
Iggy Ivans				29 749479	29 749479
Jay Johnson			0.6516696		0.6516696
Nancy Nelson				0	0
Otto Osborne				6.45	6.45
Paul Perry				3	3
Rud Roberts	0.75				0.75
Vinnie Vega			6.6823334		6.6823334
Zoe Zander				59 929095	59 929095
Grand Total	0.75	5.4412	1.334	203.833696	211.358896





Creating A Pivot Table in Excel 2013

Inserting a Pivot Table in Excel 2013

The way that I use pivot tables the most often it to quickly total amounts that are associated with different rows. For example, I have created a very simple spreadsheet below that lists sales amounts for three different members of a sales team. There is only a small amount of data in this table in an effort to keep this as simple as possible, but this same process can easily be expanded to handle much larger amounts of data, and prevent you from needing to write any formulas or macros to get the information that you want. We are going to create a simple pivot table that takes these 8 sales and combines them into a three-row report that shows the name of the salesperson and their total sales. So read below to learn how to create this type of pivot table in Excel 2013.

Step 1: Open the Excel 2013 spreadsheet that contains the data that you want to put into a pivot table.

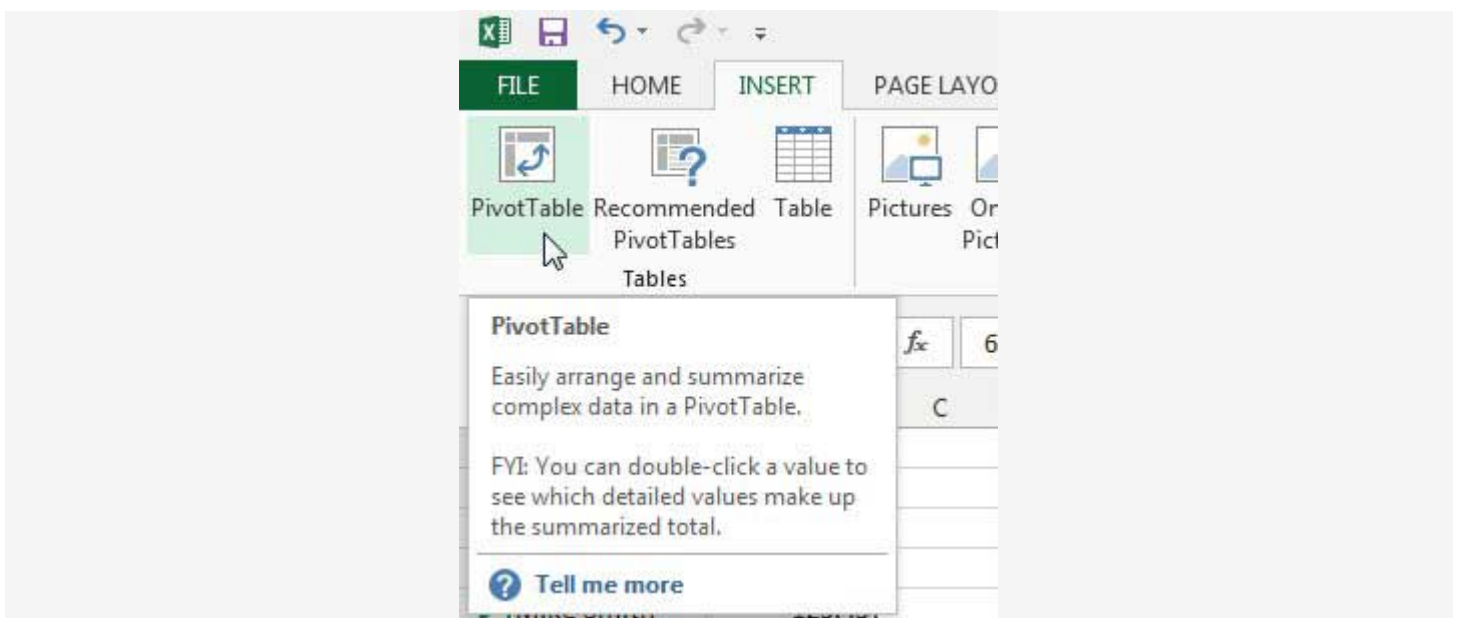
Step 2: Use your mouse to highlight all of the data that you want to include in the pivot table.



	A	B	C	D
1	Name	Sale amount		
2	Mike Smith	1029.56		
3	Tom Anderson	234.23		
4	Kelly Thomas	1456.79		
5	Mike Smith	123.45		
6	Tom Anderson	678.9		
7	Kelly Thomas	567.89		
8	Tom Anderson	234.56		
9	Kelly Thomas	654.32		
10				
11				

Highlight the data you want to include in the pivot table

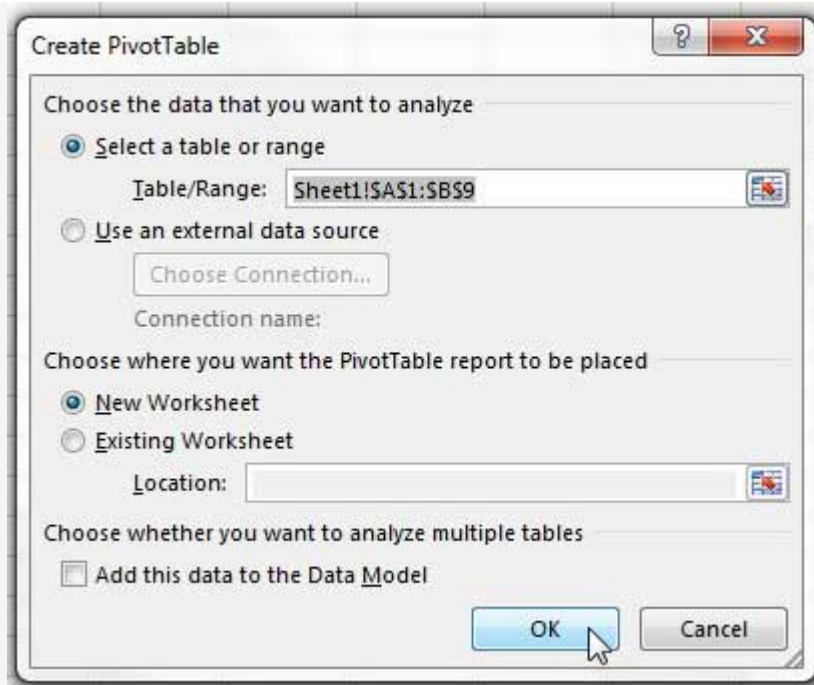
Step 3: Click the **Insert** tab at the top of the window, then click the **PivotTable** icon in the **Tables** section of the ribbon. This opens a **Create PivotTable** window.





Click Insert, then PivotTable

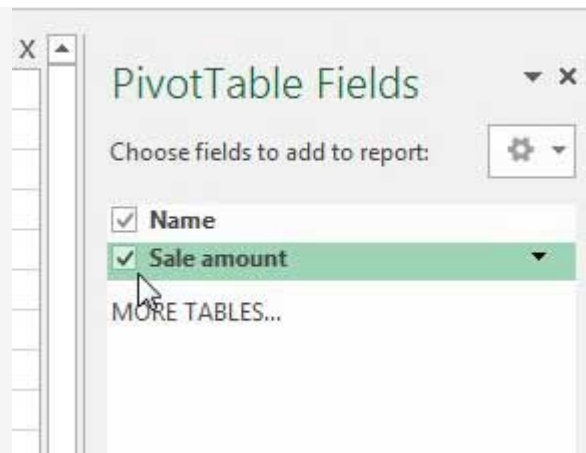
Step 4: I am going to leave these settings at their defaults, which will create a new worksheet for the pivot table. Click the **OK** button to continue.



Click the OK button

Step 5: Check the box to the left of each of your column names in the **PivotTable Fields** column at the right side of the window.

KIP Track Accounting System



Check the box to the left of each column to include in the PivotTable

Step 6: View your pivot table in the spreadsheet. You will see that the initial data from my spreadsheet has been combined into easy to read totals that give me the totals that I wanted from my data.

PivotTable		Active Field	
A3	:	X ✓ fx	Row Labels
A	B	C	
1			
2			
3	Row Labels	Sum of Sale amount	
4	Kelly Thomas	2679	
5	Mike Smith	1153.01	
6	Tom Anderson	1147.69	
7	Grand Total	4979.7	
8			
9			
10			
11			

Sample PivotTable

KIP Track Accounting System



Now that your data is in the pivot table, you can manipulate it by double-clicking a column heading, then changing a setting on that screen. For example, if I wanted to view the number of sales instead of the total sales amount, I could change the option under **Summarize value field by** to **Count** instead of **Sum**.

Row Labels	Count of Sale amount
Kelly Thomas	3
Mike Smith	2
Tom Anderson	3
Grand Total	8

Value Field Settings

Source Name: Sale amount
Custom Name: Count of Sale amount

Summarize Values By: Show Values As

Summarize value field by

Choose the type of calculation that you want to use to summarize data from the selected field

- Sum
- Count**
- Average
- Max
- Min
- Product

Number Format OK Cancel

Change your PivotTable options

Now that you have seen how a basic pivot table works, take some time to experiment with the feature to see what different types of data you can produce from your spreadsheets. Pivot tables are incredibly helpful for reducing the amount of manual addition that anyone should have to do with Excel data that can't be easily totaled with a formula, so it can be a real time-saver.