



# Print Manager Plus 2010 Client Billing & Authentication

## Professional Services Edition

Authenticate and Manage Clients, Accounts, Matter Codes, and Users For Billing and Charge back purposes.



### Real Estate

Law Firms have a need to bill back their printing expenses to their clients, and Print Manager Plus offers that and a lot more. This complete software based billing system will support all of your printing needs. It changes nothing on your current network configuration and its transparency and ease of use complements any level of user. The software allows for Client Name, Account, or Matter Codes to be billed back to a central database each time a user prints from their workstation. Keeping track of all print job characteristics such as; Date/Time Printed, User, Document Title, Pages, Copies, Duplex, Nup, and the cost of the print job.

You can have the user authenticate their print job by Verification only or Full Authentication. The product can use variables of network Usernames and Passwords, Account Passwords, and even designated Usernames and Passwords assigned through Print Manager Plus. With over 175 premade built in reports, graphs, and statements, billing back your clients has never been easier to administrate and audit.

If your re printing environment is a network using Active Directory, or just a simple WorkGroup setup Print Manager Plus is the product for you. Flexible licensing for SOHO(Small Office/Home Office), and a Small Business Edition, or our full version can cover any size law firm. The efficiency and speed of the product is transparent to the user. The product can track any Operating System and uses Windows Server or Workstation to run from. Once the product is installed it changes nothing in Windows and its Ease of Use has made it the #1 Print Management software on the market today.

### Features at a Glance

- Complete Ease-of-Use.
- 100% software based.
- Runs on all Windows Operating Systems.
- Tracks printing from any Operating System.
- Active Directory and WorkGroup Integration.
- Eight levels of Authentication.
- More than 175 built in Reports, Graphs and Statements.

### Customers Include

Arizona State University College of Law  
Avramopoulos & Partners Law Firm  
Bates and Carey LLC  
Bellamy Roberts LLP  
Betts Austin PLLC  
BPP Law School  
Chicago Partners  
Estudillo Law Firm PLLC  
Law Office of Frederick S. Mittelman

Law Offices of Richard A. Saffir  
Lynn Leonard Attorney at Law  
Marten Law Group PLLC  
Nurenberg, Paris, Heller & McCarthy  
Rudolph, Fine, Porter & Johnson, LLP  
Stanford University School of Law  
Touro Law Center  
Wright Law Firm

### What Reviews Say

“ Overall, I found Print Manager Plus very easy to install and manage. for schools, universities or facilities houses which charge for a service it could be a real boon. Recommendation is mandatory.

**PC-PRO Magazine**



## Track and Audit Printing

Print Jobs being routed through a print server will all be audited no matter what operating system the print job is originating from. Once the print job has spooled through the print driver Print Manager Plus will audit data from Network Sources such as Workgroups, Active Directory, and LDAP.

Network data collected is: User Name, User Group, Organization Unit, Workstation Name, Server Name, Printer Name, Printer Group, and Network Bandwidth.

Print Job data collected is: Time/Date Printed, Document Title, Document Type, Page Count, Copy Count, Page Size, Print Job Size, Black & White Output, Color Output, Duplex, N-Up, Large Format Printing by Inches and Centimeters.

Printers Audited includes: Dot Matrix, Inkjets, LaserJets, Multifunctional devices, Large Format Printers, and Plotters.

## Control Printing

Print Manager Plus can set Quotas and Restrictions. Quotas and Restrictions can be set on a single or multiple users, user groups, and organizational units. Restrictions can be set directly on a printer or group of printers. Default settings can be turned on for new Users, and Printers added to the Active Directory.

If a print job has been denied because of a restriction or a quota has been met, Print Manager Plus can automatically be set to Pause the print job or Delete the print job. Pop-Up messages can then be automatically sent to the user's workstation explaining why the print job was denied. Low balance pop up messages can also be sent when a user gets close to his quota.

## Accounting

**Accounts:** Customer Accounts (Projects, Client Name, Codes, Matter Codes, etc...) can be imported or added manually into the Client Billing and Authentication version. The product can support up to thousands of accounts and sub accounts. Customer accounts will be monitored by

the end user printing and then accounted for in the database, allowing for billing requirements to be fulfilled. Accounts/Sub Accounts can be set to Active or Non-Active within the database. This allows for a complete reporting on all customers data from the past and well into the future.

**Job Costs:** Job Costs are monitored within Print Manager Plus by printer. Costs can be changed anytime and can be broken down by printer or advanced setting can be monitored such as, paper size, color vs. B/W, Duplex discounts, and # of pages printed. Large Format Printer costs can be set by Square Unit and Linear Job Length, and Sheet size. A Markup percentage can also be added by Account/Sub Account, giving you the capability to calculate profit and loss statements based on overall cost vs. income regarding your printing. Reports can show your bottom line allowing for a complete view of your printing cost basis. Income and Expense Statements can also be generated by User, Groups, Organizational Units, Entire Company, Accounts, Sub Accounts, and Printers.

**Billable and Non-Billable:** Accounts/Sub Accounts can be set to a Billable or a Non-Billable state. The state can be changed within Print Manager Plus or it can be prompted for from the end user printing through the Authentication Module on the workstation.

## Authentication

The Authentication module is an application that runs on any Windows workstation and is activated when a user prints. The Authentication module relays the data of the print job to the user, it is then up to the user to bill this print job to a customer, or simply delete the print job. Communication between the Print Manager Plus service running on the Print Server and the Authentication module uses TCP/IP, if this is not available it will use Named Pipes.

Print Job data relayed to the user consists of detailed information.

- Print Job Name
- # of Pages
- Black and White or Color

- Job Cost
- User Quota Balance. If a User Quota is enabled.
- New User Balance. If a User Quota is enabled.
- Client Name Selection
- Countdown Timer

With the ability of Authentication, other rules can be set for the users in general

- Print Job Timer countdown to delete the job if it is not printed.
- Batch Printing. The ability to bill multiple print jobs to a single client account.
- Add Billing comments.
- Ability to create client account on the fly.
- Select Billable/Non-Billable

Authentication security also includes using built-in Windows security measures or creating custom passwords through Print Manager Plus.

- Create custom Username and Password.
- Use existing Active Directory Username and Password.
- Create Client Account custom Password.
- Uses Windows Encryption.
- Auto Delete the print job by timer countdown.

The Authentication module includes many levels of security, which any professional services company can use. Below is a detailed description of each level of authentication which can be set.

## Client Billing Print Job Verification Only

The Authentication Module will popup showing the print job information. The user will have the option to select a Client Account to bill the print job to, or delete the print job.

## Client Billing Print Job Authentication by Client Account Password Only

The Authentication Module will popup showing the print job information. The user will have the option to select a Client Account to bill the print job to, or delete the print job. This will also require the user to authenticate by entering the Client Account password if one is set for that Client Account.



### **Client Billing Print Job Authentication by User Password Only**

The Authentication Module will popup showing the print job information. The user will have the option to select a Client Account to bill the print job to, or delete the print job. This option will require the user to enter their password.

### **Client Billing Print Job Authentication by User Name and User Password Only**

The Authentication Module will popup showing the print job information. The user will have the option to select a Client Account to bill the print job to, or delete the print job. This option will require the user to authenticate by entering their username and password.

### **User Verification and Authentication Settings Print Job Verification Only**

When this is selected, the Authentication Module will popup showing the print job information including total pages and job cost.

### **Authentication by Password Only**

The Authentication Module will popup showing the print job information. The user will be prompted with the option to Print or Delete job. This option will require the user to enter their password.

### **Authentication by User Name and Password**

The Authentication Module will popup showing the print job information. The user will be prompted with the option to Print or Delete job. This option will require the user to authenticate by entering their username and password.

### **Hard Quotas**

- Set printing account balance by all printers.
- Set multiple printing balances per a group of printers.
- Supports all currencies.
- Set page balance.
- Balances can be deducted by set page costs and deductions with factors such as; B/W, Color, Page Size, Duplex, and N-Up printing.
- Set Quotas to reset by day, week, month, or year.
- Set Quotas to accumulate by day, week, month, or year.
- Supports Negative balances.
- Supports separate Cash Balance.

### **Restrictions**

- Set multiple restrictions on a User, User Group, Organization Unit, and Printer.
- Deny printing for print jobs over X number of pages.
- Deny printing if document size is over X amount of Bytes, Kilobytes, or Megabytes.
- Only Deny or Only Allow printing based on strings or words in the document title.
- Deny printing if the print job is color.
- Deny printing if the print job is Black and White.
- Deny printing if the number of copies of a print job exceeds X amount.
- Deny printing if the document is reprinted within so many seconds. This handles accidental duplicate printing.
- Deny printing based on time of day. This allows you to set a Black Out time when all printing is denied.
- Only Deny or Only Allow printing if the document is set to print Duplex.
- Deny printing based of the maximum Job Cost allowed per printer, user, group or organizational unit.

### **Security & Release Station**

- Deny or Allow printing by users who are not recognized by Active Directory.
- Enforce Print Job Verification at Workstation.
- Enforce Print Job Verification at Release Station (optional).
- Supports Sarbanes-Oxley compliancy.
- Supports HIPAA compliancy.
- Supports Data Protection Acts compliancy.

### **Messaging**

Print Manager Plus uses two different ways to send messages back to end users when a quota, restriction, or security rule has been met. First the product will try to use the Windows Messenger service. If this is unavailable then messaging can be used in conjunction with the Print Manager Plus End User Inquiry Tool.

- Automatically Delete a Print Job when a Quota, Restriction, or Security rule has been met.
- Automatically Pause a Print Job when a Quota, Restriction, or Security rule has been met.
- Quota low balance warning message
- Quota has been met message.
- Individual Restrictions have been met message.
- User not recognized by Active Directory message.

### **Reports and Graphs**

Print Manager Plus uses a built in Crystal Reports viewer. The Standard Edition of Print Manager Plus has over 111 built in pre-made reports and graphs.

- Over 111 pre-made reports and graphs.
- Date and Time Value Range.
- Reports by String Search.
- Add Report Title.
- Detailed and Summary Reports with drill down capabilities.
- Print Reports or Graphs
- Zoom In or Out of Reports and Graphs.
- Over 17 export options including: PDF, Html, Rpt, Word, Excel, RTF, CSV, TXT.
- File destinations include: Disk File, Application, Lotus Domino, Exchange, MAPI.

And much much more.