Copy Audit Numeric

Copy Audit Installation

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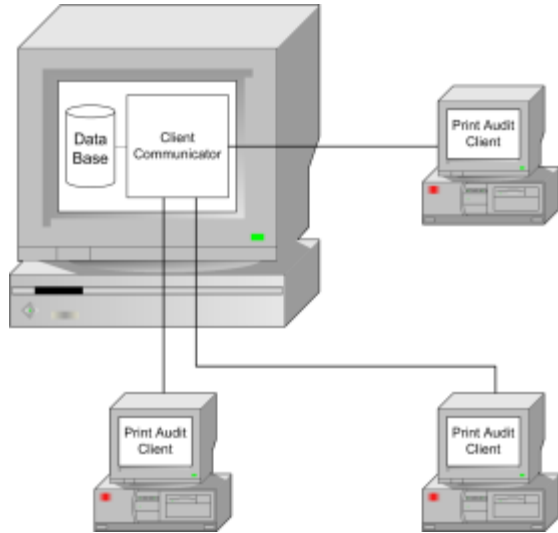ⓘ **READ THIS BEFORE PERFORMING A PRINT AUDIT 6 INSTALLATION**

Print Audit 6 is a desktop application that you must install on every computer where you want to track printing. Users installing Print Audit must have Administrator rights, or you must use third-party tools that can install software in a locked down environment. Installing Print Audit 6 across a network requires knowledge of the network design, user rights and technologies available in your organization. Print Audit supplies various tools to aid in the network rollout of Print Audit 6 software but these tools are meant to complement your organization's current desktop software rollout procedures. If you do not have an established way to rollout software in your organization then we strongly advise that you develop a software rollout plan for all desktop software before attempting to roll out Print Audit 6 software.

Overview

Print Audit 6 allows you to install its components quickly and easily on a single machine or across your entire network. This document includes step by step instructions needed to install Print Audit 6 .

Key Concepts

Print Audit 6 print tracking is split into three main components; Client, Data Communicator and Database.

Print Audit 6 tracks print jobs directly from the computer where the print job is issued. It does so by having a Client component installed on each computer. The Client component communicates print job information with a Data Communicator component, which is usually installed on the same computer as the database. The Data Communicator receives print job information from the Client component on workstations and saves it to the database.

Reporting works by connecting reporting tools directly to the database and retrieving stored information from the database.

Installation Types

The Print Audit 6 installer makes the following installation types available:

Trial Install – recommended install during software evaluation on a limited number of computers or when computers are not on a network. This install will create a Microsoft Access database, and install all tracking and reporting tools on a single computer.

Step by Step Walkthrough – recommended for advanced users or installations where multiple computers will be storing information in a shared database.

Client Only Install – recommended for adding extra computers to an existing Print Audit 6 installation. This setting only installs the Client component on a single computer. You must have an existing Print Audit 6 database and Data Communicator running on the network before selecting this type of installation.

Create a Network Install – recommended for advanced users who wish to prepare Print Audit 6 for network deployment. This setting does not install any active code on the machine; it creates a network installation folder which contains files necessary for network deployment. You will be taken through a wizard interface to select options that will take effect on machines deployed using this installation configuration.

Installation Type: Step by Step Walkthrough

Print Audit 6 setup can be downloaded from our website at www.printaudit.com. Our website always includes the latest version of the setup program.
The Step by Step Walkthrough method is intended for network installations where multiple computers will communicate with a central database. It is also useful if you wish to decide which components will be installed.
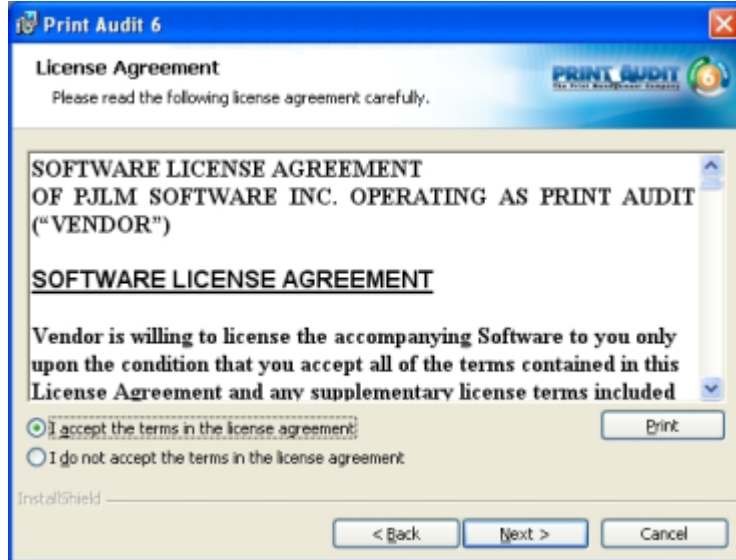
Step 1: Greeting

Our new installer welcomes you to Print Audit 6. Press "Next" to continue. You can abort the installation process at any point by selecting "Cancel".
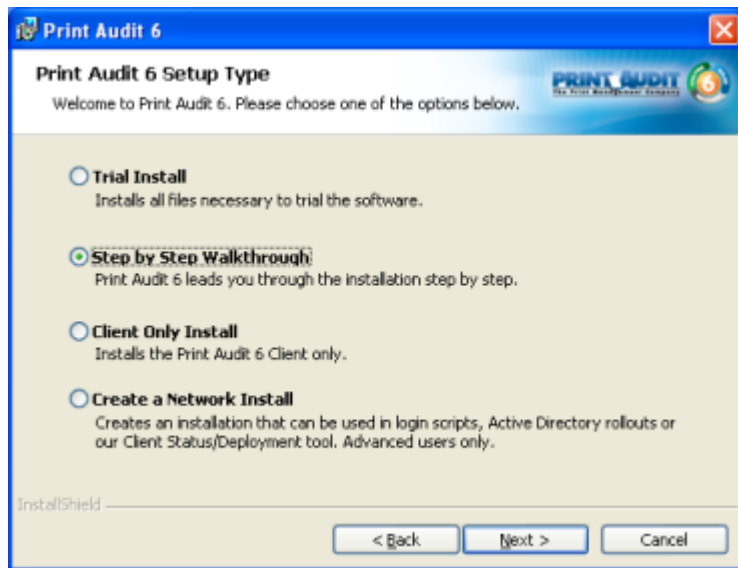
Step 2: License Agreement

This screen will present you with the Print Audit 6 End User License Agreement. You will need to select "I accept the terms in the license agreement" before the setup process can continue. Press "Next" once you have read the agreement and selected the appropriate checkbox.
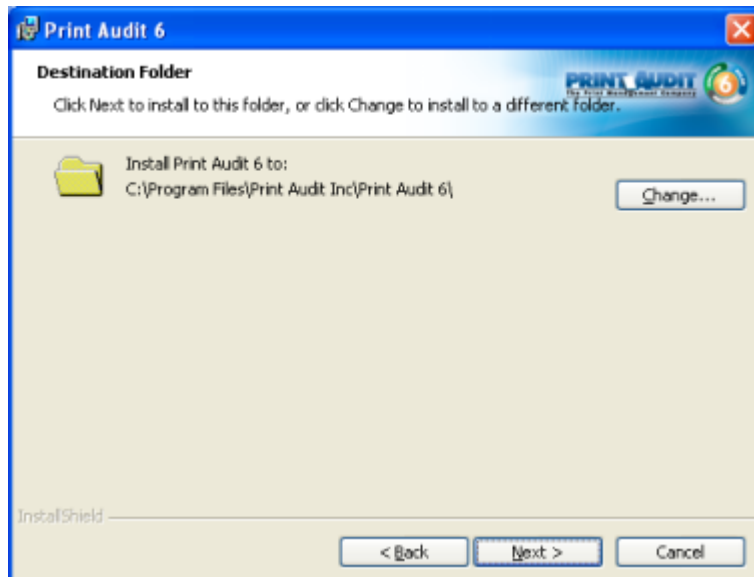

Step 3: Installation Type

Select the "Step by Step Walkthrough" installation type. Press "Next" to continue.
If you wish to perform a Trial Installation or prepare network installation files, please see the appropriate sections for the type of install you are interested in.
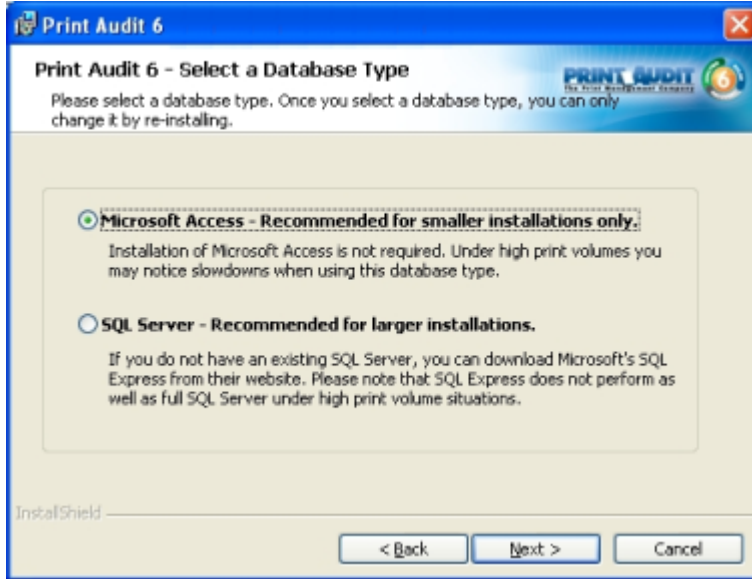
Step 4: Select Destination Folder

This step lets you choose the folder you want to install Print Audit 6 to. If you would like to use the default folder, press "Next" to continue.

Step 5: Select Database Type

Print Audit 6 can use two types of databases; Microsoft SQL Server (6.5, 7.0 and 2000 or MSDE equivalent) or Microsoft Access. Microsoft Access is easier to configure while SQL Server and MSDE are more robust and handle large user bases better. Microsoft Access does not need to be installed in order to use Microsoft Access for database storage.

Select the type of database you wish to use and press "Next" to continue.
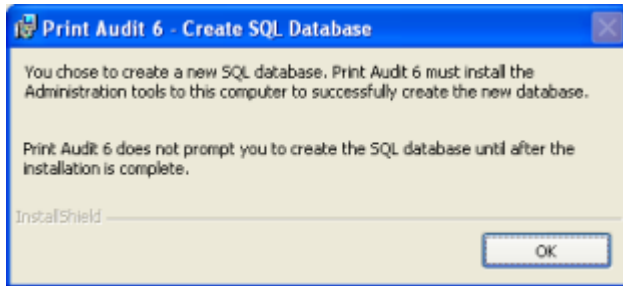

Step 6: Create New Database?

Print Audit 6 requires a Print Audit 6 compatible database to exist before it can store information in it.

If you have not yet created a database for Print Audit 6, choose "Yes – Create a new database". If you previously created a database, choose "No – Do not create a new database, I already created one". Press "Next" to continue.

If you previously selected to create a SQL Server database, you will see the following window. It is used to
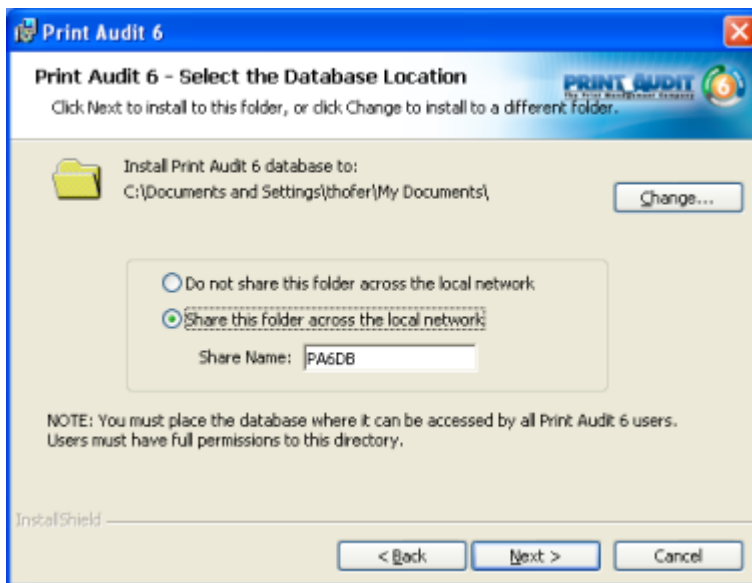
inform you that the database will be created after Print Audit 6 setup finishes. Press "OK" to dismiss this information window. If you see this window, proceed directly to step 7 in the instructions.

Step 7: Select Database Location (Microsoft Access Only)

This screen allows you to select where the Microsoft Access database will be created. You can accept the default location (the My Documents folder for the current user) or press "Change" to select a new location.

You can also choose to automatically share the newly created database on the network. If you plan on running reports from multiple computers, it is recommended you share the database by selecting "Share this folder across the local network". Optionally you can select what name you wish this folder to be visible as on the network by typing in the desired name in the "Share Name" field. Press "Next" to continue.
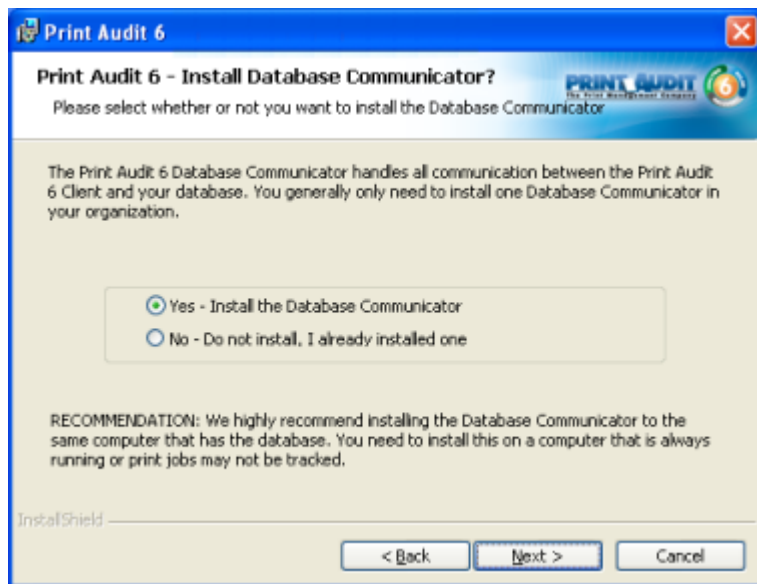

Step 8: Install Data Communicator

Print Audit 6 uses a component called the Data Communicator to facilitate communication between the database and Client component installed on workstation computers. Usually only one Data Communicator should be installed on a network. It is also highly recommended to install the database and Data Communicator on the same computer.

If you have not yet installed a Data Communicator, select "Yes – Install the Data Communicator". If you already have a Data Communicator installed on your network, choose "No – Do not install, I already installed one".

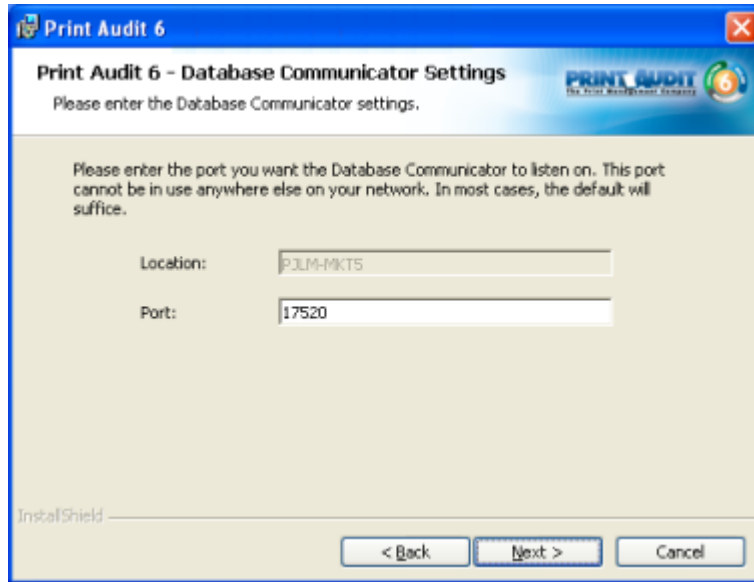Press "Next" to continue.

Step 9: Data Communicator Settings

If you decided to install the Data Communicator in the previous step, you will see the screen pictured below. If you do not see this screen, proceed to step 9.

The Data Communicator allows for two settings to be modified; location and port.

The location is the name of the machine on which the Data Communicator has been installed to. Since we are installing the Data Communicator to this machine, the field is grayed out as Print Audit 6 automatically defaults the entry to the name of your computer.

The port field is defaulted to 17520. In most situations this default port will work perfectly. If you are aware of another application on your network using port 17520, you may change the communication port to one that is not used on your network.
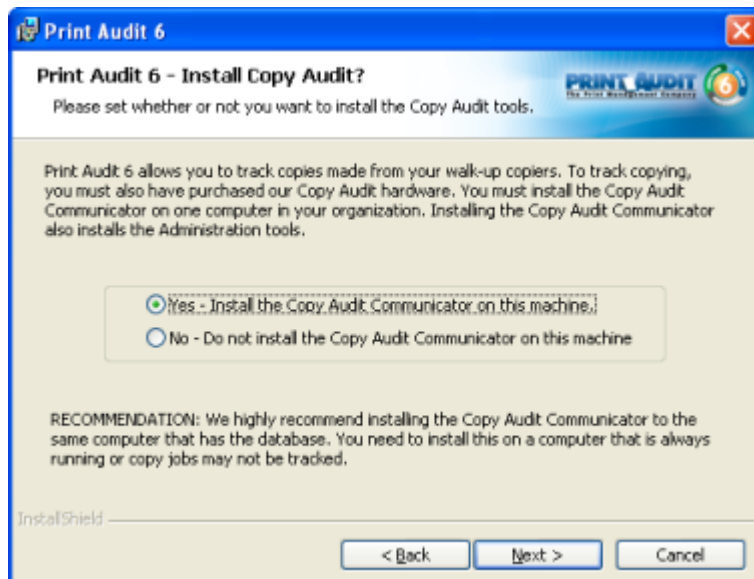
Press "Next" to continue.

Step 10: Install Copy Audit?

Users may track photocopy expenses by purchasing a hardware device called a Copy Audit. The Copy Audit device is connected to a photocopier and records copy information to the same database as Print Audit 6. This data can be used to generate reports for both printing and copying expenses.

If you have one or more Copy Audit devices on your network, select "Yes – Install the Copy Audit Communicator on this machine". If you do not have a Copy Audit device on your network or have already installed the Copy Audit Communicator onto another machine, select "No – Do not install the Copy Audit Communicator on this machine".
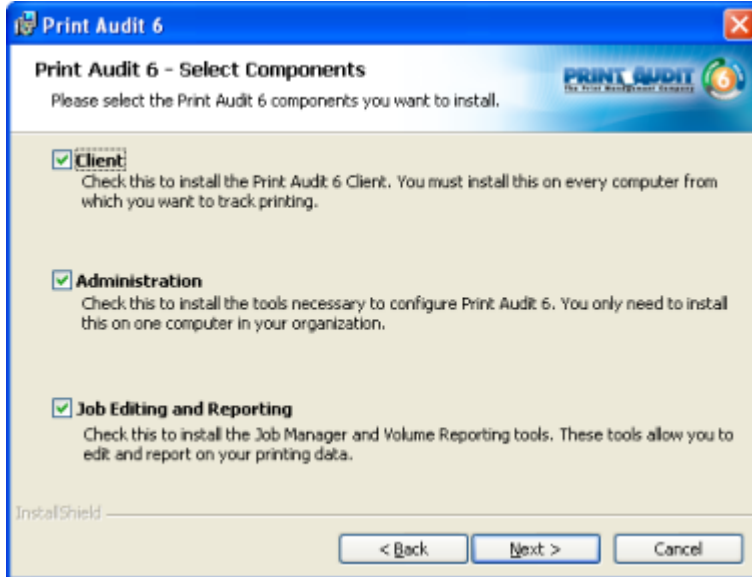
Press "Next" to continue.
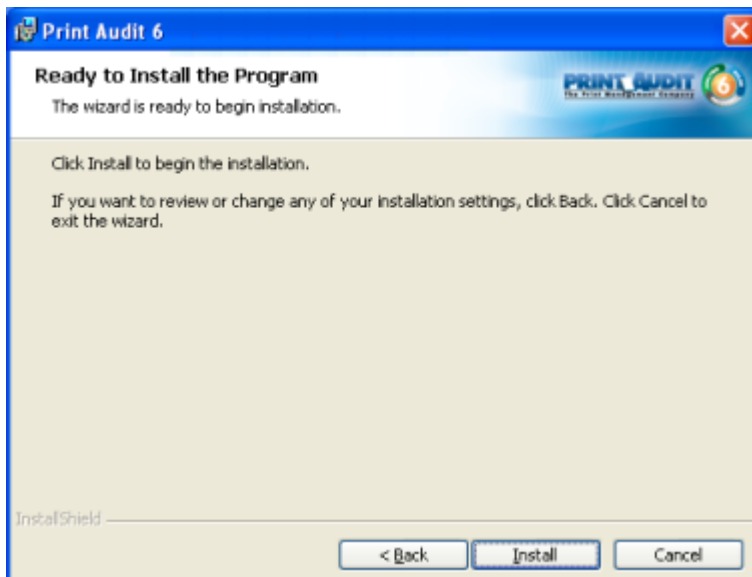
Step 11: Select Components

Print Audit 6 now gives you the opportunity to select which optional components will be installed to this machine. If this is the first machine you are installing to, it is recommended that you install all components.

Select components you wish to install and press "Next" to continue.

Step 12: Ready to Install

Print Audit 6 now has enough information to proceed with installation. If you wish to make changes to any previously entered settings, you can use the "Back" button to return to the appropriate screen. If you are happy with your selections, press the "Install" button to install Print Audit 6.

Step 13: Installation Complete

Print Audit 6 will inform you when the installation has completed. In some circumstances, if system files need to be updated during installation, Print Audit 6 may need to reboot the computer. If that is the case, you will be prompted to reboot your computer.

If you selected to use a Microsoft Access database, the installation is now complete, however, if you selected to use a SQL Server database, you will now be taken through steps that will create a database, create users and set up all necessary permissions.
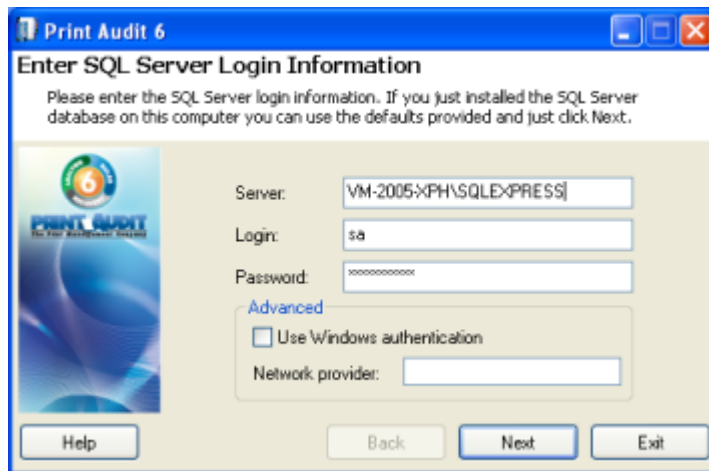

Step 14: Enter Database Login Information (SQL Server Only)

After the installation of Print Audit 6 has completed, you will be prompted with the screen below.

Print Audit 6 will attempt to create a database on your SQL Server, however, it needs "sa" credentials before it can do so. Enter your server name along with "sa" login and password into the appropriate fields. The "sa" user account will only be used to create the database and will not be stored on your system. Print Audit 6 automatically creates a user during installation with only enough permissions to function correctly. More information on the "PrintAudit" user account can be found in step 15.

Optionally, you can use Windows authentication to create the database. Your user account will need necessary permission to create a database, otherwise creation will fail. On some networks a "Network Provider" has to be specified before Print Audit 6 can connect to your SQL Server. If you know of a specific network provider that is required for your network, enter it in the "Network provider" field.
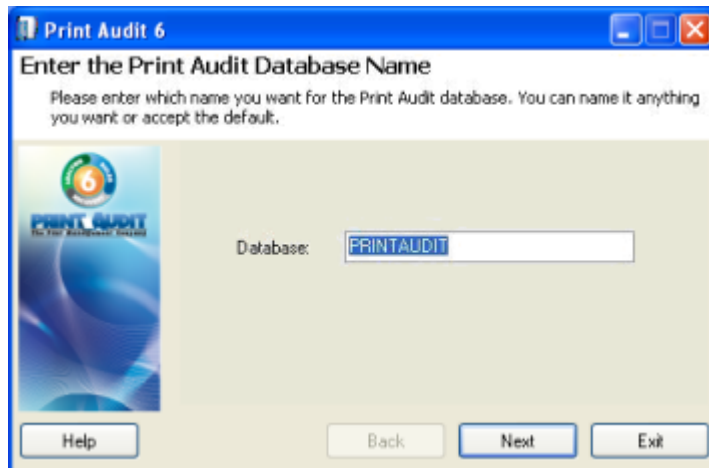
Click "Next" to continue.

Step 15: Enter Database Name (SQL Server Only)

Enter the name of the database you wish to create on your SQL Server. Print Audit 6 will automatically create all necessary tables and structures in this database. Make sure the database name you are specifying does not already exist on your SQL Server.

Press "Next" to continue.

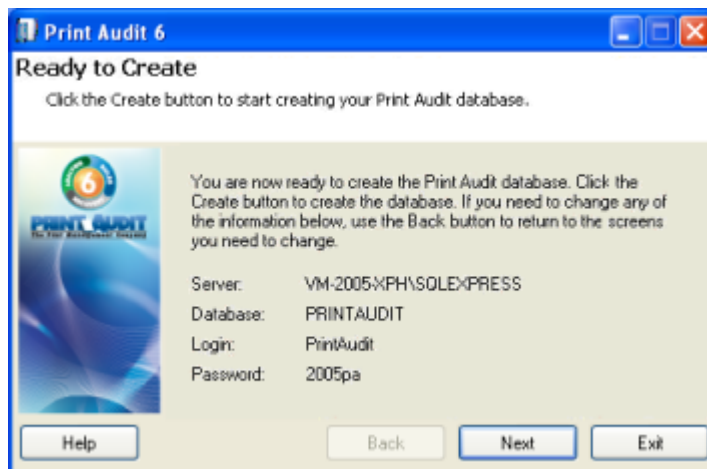## Step 16: Select Password for PrintAudit User (SQL Server Only)

Print Audit 6 automatically creates a user named "PrintAudit" and gives that user permissions to the Print Audit 6 database. The user permissions are limited to what is necessary for Clients to be able to connect to the database. You should use this user account to connect to the Print Audit 6 database.

The window below allows you to set the password for the "PrintAudit" user. If not password is set, it will be defaulted to "password". Press "Next" once you have set a password for the "PrintAudit" user account.

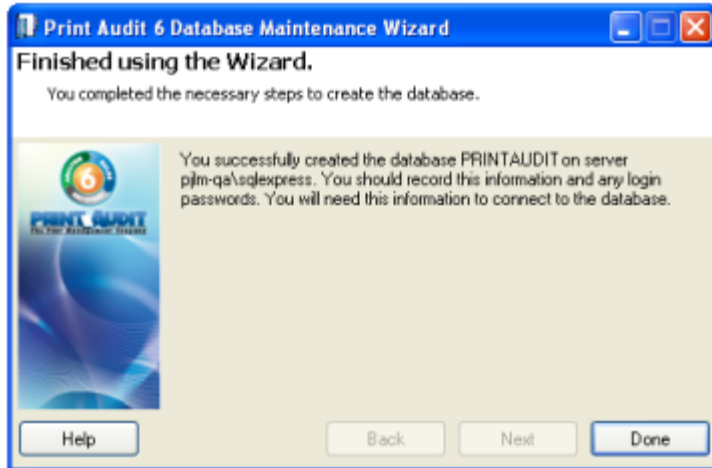## Step 17: Ready to Create Database (SQL Server Only)

The Maintenance Wizard will now show you the summary of options you selected. If there is anything you wish to change, press the "Back" button and make any required changes. If you are satisfied with the settings, press "Create" to create a Print Audit 6 database on your SQL Server or MSDE installation.

Step 18: Database Creation Complete (SQL Server Only)

You will see the screen below if the desired database has been successfully created. If the database could not be created, Print Audit 6 will inform you of the errors and give you a chance to modify your settings.
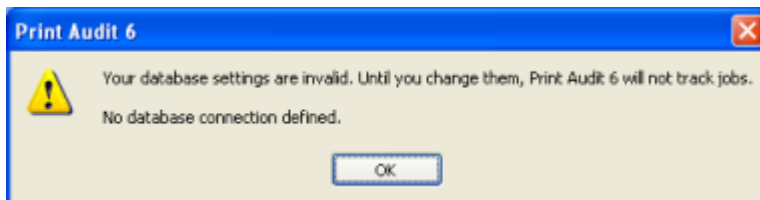
Press "Done" to complete the Print Audit 6 installation. If you selected to install the Data Communicator during this installation, proceed to step 18, otherwise you are ready to capture print information with Print Audit 6.

Step 19: Client Run for the First Time (SQL Server Only)

After installation is completed, the Print Audit 6 Data Communicator is automatically started. At this point you will see the error message below. It indicates that Print Audit 6 could not detect your database settings. This is normal behavior as we have not told the Data Communicator which account to use to connect to the Print Audit 6 database.

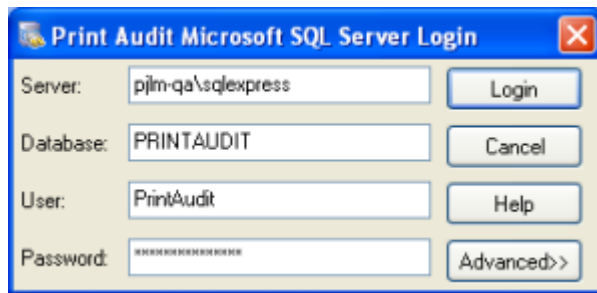Press "OK" to dismiss this dialog and proceed to the SQL Server Login screen in step 19.

Step 20: Enter SQL Server Login Information (SQL Server Only)

You will be presented with a SQL Server Login screen. The following information needs to be entered before we can connect to the database; server, database, user and password.
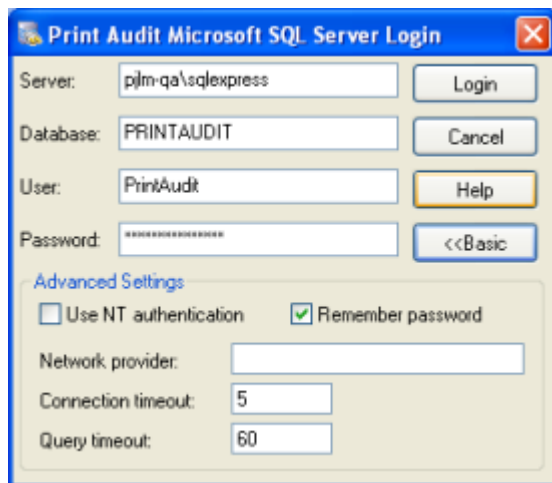
The "server" field is usually the name of your SQL Server. If you have multiple instances of SQL Server, then the server name needs to be entered in the following format "SERVERNAME\ INSTANCENAME".

In the "database" field, enter the name of the database you created for Print Audit 6 in step 15.

In the "user' and "password" fields, enter the "PrintAudit" username and the password you set in step 16.

If you are using NT authentication, press the "Advanced" button to see advanced setting, otherwise press "Login" to have the Print Audit 6 Database Communicator connect to your SQL Server and the Print Audit 6 database.

To use NT authentication, check the "Use NT authentication" checkbox.

Check the "remember password" option if you do not wish to have to reenter the password when the Database Communicator is restarted.

In the "Network provider" field enter the same information you used in step 14.

The default for "Connection timeout" is 5 seconds. If you have a slow or congested network, you may want to raise this value. This timeout determines how long Print Audit 6 waits before giving up attempting to establish a connection to your SQL Server.

The "Query timeout" field defaults to 60 seconds. This is the time Print Audit 6 will wait for a response from the SQL Server after it has been sent a query.

Press "Login" to have the Print Audit 6 Database Communicator connect to your SQL Server and the Print Audit 6 database.

Congratulations! You are now ready to start tracking your print jobs with Print Audit 6.