



# PHAROS BLUEPRINT® ENTERPRISE 5.2

Reporting Guide

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# INTRODUCTION

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This document covers how to access Blueprint Enterprise reports and lists the reports that are available. Also, as the set of standard reports has changed as of Blueprint 5.0, this document also covers how this new set of reports compares to the set of standard reports that was included with Blueprint 4.2.

## How do I Access the Reports?

Blueprint Enterprise standard reports are viewed and exported using the Blueprint Administrator component. This component is automatically installed with the Blueprint Analyst; it can also be installed on other workstations. This allows users without server access to run reports.

Once installed, you still require a valid Blueprint logon account to access the functionality of the Blueprint Administrator; these logons are stored centrally on the Blueprint Analyst and are managed using the Blueprint Administrator. This ensures that, even if an employee installs the Blueprint Administrator on his machine, he can only access the Administrator if he also has a valid account.

The logon accounts have two access levels:

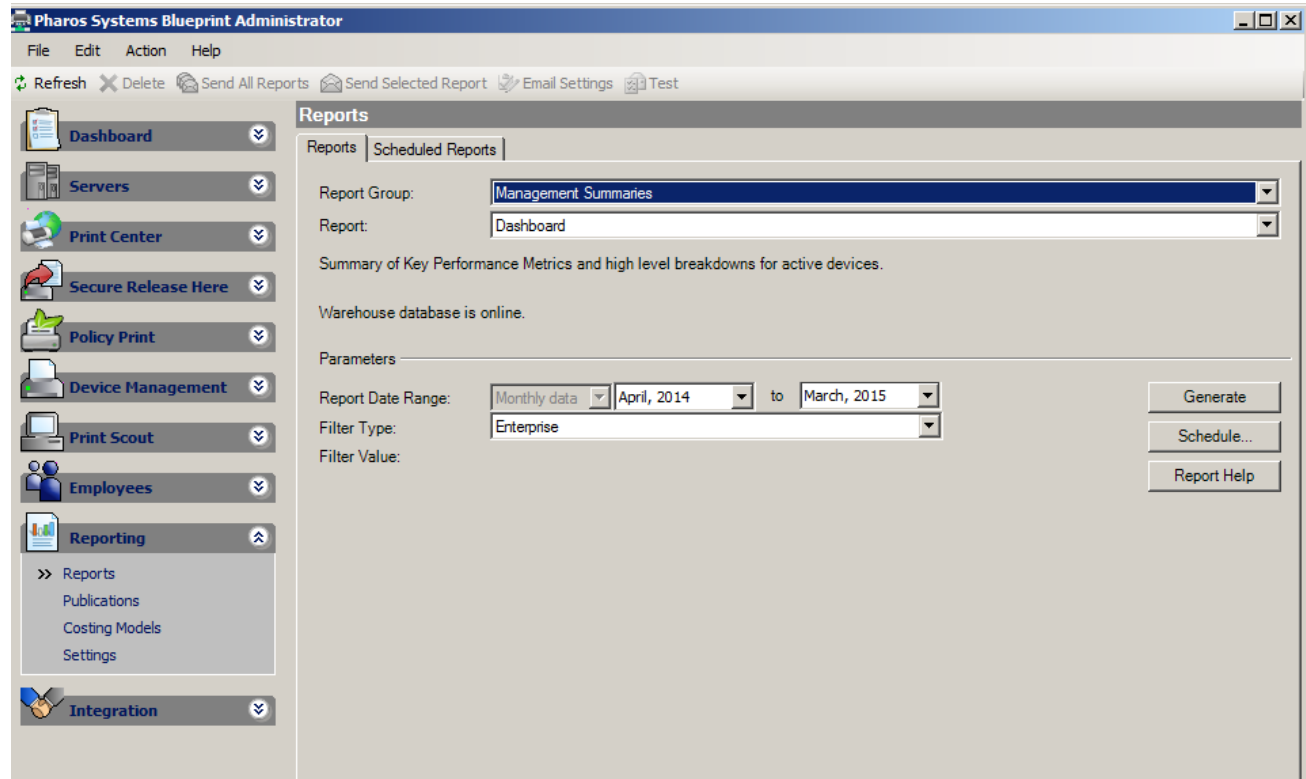
- Full administrative rights
- View reports only

Either access level has permissions to view and export reports.

Reports are accessed in the Blueprint Administrator on the **Reporting > Reports** screen.




## How Do I Generate a Report?



1. Run the Blueprint Administrator.
2. Open the **Reporting > Reports** screen.
3. Select the desired **Report Group**.
4. Select the desired **Report**.
5. Select and/or enter the parameters as required for the selected report.
6. Click the **Generate** button.

## How Do I Export a Report?

1. Generate a report using the steps in the section above.
2. When the Report Viewer appears, click on the Export button: 
3. In the **Export Report** dialog, select the desired location, file name and format (e.g. Word, PDF, Excel data only). Then click **Save**.

## How Do I Schedule a Report?

1. In the **Reports** tab, select the report that you want to schedule. If the report has a filter type parameter (e.g. Department, Budget Center), select the desired filter type first.
2. Click the **Schedule** button. This opens the **Scheduled Reports** tab.
3. In the **Details** tab, modify the parameters (e.g. Report Date Range) of the report as necessary. Details vary depending on the report type selected.



4. In the **Recipients** text box, enter one or more email addresses to send the report to.
5. **Optional:** If you want to customize the email body (the email message that will be sent out with the report), go to the **Email Content** tab and edit the message, otherwise the default email body will be used.
6. Click the **Apply** button to create the scheduled report.

The new scheduled report will be added to the Scheduled **Reports** tab. The next step is to test the report to check if you have configured the correct report parameters. This is done by sending the report to your email address.

For more information about Scheduled Reports, refer to the “Configuring Scheduled Reports” section of the Blueprint Configuration Guide.

## Why is a Particular Date Unavailable in Reports?

In general, Blueprint’s standard reports require start and end date parameters. The date selection controls associated with these parameters will only allow you to select valid dates. These valid dates are determined by the data available in the Data Warehouse.

Reporting data must be published to the Data Warehouse before it can be accessed in the reports. A publication occurs automatically each day at the default time of 12:00 AM (this time can be easily changed by an administrator on the **Reporting > Settings** screen if necessary). Once published, the data is kept for a defined period of time. For example, monthly summary data is kept in the Data Warehouse for 5 years.

How does this impact the report date controls?

- The earliest date you can select is the first day that has associated data in the data warehouse
- The latest date you can select is the last day that has associated data in the data warehouse

For example, Blueprint was installed and starting collecting data on 11<sup>th</sup> July 2011. The current date/time is now Wednesday 24<sup>th</sup> August 2011 3PM. The last publication occurred on 24<sup>th</sup> August 2011 12AM. The earliest date you can select is 11<sup>th</sup> July 2011. The latest date you can select is 24<sup>th</sup> August 2011.

Note: the Data Warehouse only contains that was present in the operational system as at 24<sup>th</sup> August 2011 12AM. Any data received after this time will be included in the next daily publication.

## Manual Publication

Typically, it is not necessary to perform a manual publication. However, if you need to update the Data Warehouse with the most current data and configuration, you can trigger a manual publication on the **Reporting > Publications** screen. Click on the **Publish to Data Warehouse** button on the toolbar. In the dialog that opens, select the date range that you want republished or updated.

Note: You must have full Blueprint administrative rights to access the Publications screen.



# WHAT REPORTS ARE AVAILABLE?

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Refer to the “Available Blueprint Enterprise 5.2 Reports” section on page 9.

## WHAT NEW REPORT DO I USE?

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Many of the original reports included with Blueprint Enterprise 4.2 are replaced by a newer equivalent. In a number of cases, Blueprint Enterprise 5.2 combines many reports into a single new report that uses a flexible filter; hence, the majority of original reports will have a status of “Replaced”.

In some cases, a new report may contain the same or similar set of information; however, the presentation and grouping of this information may be different.

Refer to the “Blueprint 4.2 Reports to Blueprint 5.2 Reports” section on page 23.





# AVAILABLE BLUEPRINT ENTERPRISE 5.2 REPORTS

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The Blueprint Enterprise 5.2 standard reports are grouped based on their area of focus:

- **Administration:** Reports related to the deployment and health of the Blueprint Print Scout and management of policies.
- **Management Summaries:** Reports focused on high-level summaries and trends.
- **Opportunities:** Reports focused on highlighting areas where change may have the greatest return.
- **Supporting Material:** Reports focused on detailed information, normally focused on a particular object (e.g. device, users, manager).

## List of Reports

Group	Report	Description	Available For <sup>1</sup>	Filtering Parameters
Administration	Enterprise - Print Scout Health	List of machines with the Print Scout installed which have not recorded a print job for more than the number of days specified.	Enterprise	Days Since Last Print Job Sent, Machine Type (Workstation or Print Server)
Administration	Enterprise - Uninstalled Workstations	List of machines which have had the Print Scout uninstalled since the specified date.	Enterprise	Workstations Uninstalled Since
Administration	Enterprise - Workstation Health	List of machines with the Print Scout installed which have not sent a heart-beat to the server for more than the number of days specified.	Enterprise	Days since last Heartbeat

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<sup>1</sup> Available For indicates the types of data that a report can be filtered on. For example, a report that is available for “Enterprise” will show all data for the entire enterprise (no filter value is required). A report that is available for “Budget Center” will show all data related to the selected Budget Center value; the user running the report must selected the desired budget center.

Group	Report	Description	Available For <sup>1</sup>	Filtering Parameters
Administration	Enterprise - Workstation Install Base	Summary of the status of the installed machines for the selected date range.	Enterprise	Start and End Date Range (maximum window of 60 days)
Administration	Policy Summary	List of Policy Print policies and their associated rules and groups.	Enterprise	None.
Management Summaries	Dashboard	Summary of Key Performance Metrics, Volumes by Category and Function, Volumes by Device Connectivity and Type, Volumes by Manufacturer, and other summary tables.	Budget Center, Building, Department Group, Enterprise, Floor, Location Group, Manufacturer	Start and End Dates, Filter Type (refer to Available For column for supported filters), Filter Value
Management Summaries	Quick Start	Useful first report for a new Blueprint Enterprise deployment where data has only been captured for a small period of time. Show potential areas of interest in the output environment.	Enterprise	Start and End Dates
Management Summaries	Trends - Output Produced On	Shows trends for print out volumes and costs. These include locally attached printer usage and costs, network-based device usage and costs, and usage by type of network device.	Enterprise	Start and End Dates
Management Summaries	Trends - Type of Output Produced	Shows trends for physical output volumes and costs. These include color usage and costs, one-sided usage and costs, and pages per job.	Enterprise	Start and End Dates
Opportunities	Application / Process Opportunities	Shows the top applications based on usage across the Enterprise. Also shows the top application based on usage by Budget Center, Position, Building and Manager.	Enterprise	Start and End Dates

Group	Report	Description	Available For <sup>1</sup>	Filtering Parameters
<b>Opportunities</b>	Color Opportunities	Find the key contributors to color volume in the enterprise, helping to direct further investigation on areas with greatest potential return.	Budget Center, Building, Department Group, Location Group, Manager, Position	Start and End Dates, Group By (refer to the Available For column for supported groupings)
<b>Opportunities</b>	Device Technology Opportunities	Find the key contributors of volume printed to various types of devices in the enterprise fleet, helping to direct further investigation on areas with greatest potential return.	Budget Center, Building, Department Group, Location Group, Manager, Position	Start and End Dates, Group By (refer to the Available For column for supported groupings)
<b>Opportunities</b>	Device Use by Group Detail	Shows a summary report showing the device usage broken down by employees returned by the filter selected (e.g. Department Group, Budget Center).	Budget Center, Building, Department Group, Location Group, Manager, Position	Start and End Dates, Group By (refer to the Available For column for supported groupings)
<b>Opportunities</b>	Device Use by Group Overview	Provides a summary report showing the number of jobs and pages submitted to a device. It provides a view of the total number of print jobs and pages per device based on the selected grouping.	Budget Center, Building, Department Group, Location Group, Manager, Position	Start and End Dates, Group By (refer to the Available For column for supported groupings)

Group	Report	Description	Available For <sup>2</sup>	Filtering Parameters
Opportunities	Mobile Print by Employee	Provides a summary report showing the number of jobs and the number of pages that a user has printed using MobilePrint. These volumes are shown in comparison to all volumes by that user.	Budget Center, Building, Department Group, Location Group, Manager, Position	Start and End Dates, Group By (refer to the Available For column for supported groupings)
Opportunities	Mobile Print Overview	Provides a summary report showing the number of jobs and pages submitted using Mobile Print. It provides a view of the total number of mobile print jobs and pages compared to the jobs submitted using other methods and for all users in the selected filter group.	Budget Center, Building, Department Group, Location Group, Manager, Position	Start and End Dates, Group By (refer to the Available For column for supported groupings)
Opportunities	One-sided Opportunities	Find the key contributors to one-sided volume in the enterprise, helping to direct further investigation on areas with greatest potential return.	Budget Center, Building, Department Group, Location Group, Manager, Position	Start and End Dates, Group By (refer to the Available For column for supported groupings)

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<sup>2</sup> Available For indicates the types of data that a report can be filtered on. For example, a report that is available for “Enterprise” will show all data for the entire enterprise (no filter value is required). A report that is available for “Budget Center” will show all data related to the selected Budget Center value; the user running the report must selected the desired budget center.

Group	Report	Description	Available For <sup>2</sup>	Filtering Parameters
Opportunities	Policy Violations	Shows the groups that do not adhere to print policies.	Budget Center, Department Group, Manager, Position	Start and End Dates, Group By (refer to the Available For column for supported groupings)
Opportunities	Volume and Cost Opportunities	Break down of volume and cost by the selected grouping.	Budget Center, Building, Department Group, Location Group, Manager, Position	Start and End Dates, Group By (refer to the Available For column for supported groupings)
Opportunities	Waste Savings by Employee	Provides a summary report showing waste savings information broken down by job type (e.g. Policy Print, Secure Release Here) for the employees returned by the filter selected (e.g. Budget Center, Building). It shows the number of jobs and pages that were deleted and cancelled by the selected user or purged by the system for that employee.	Budget Center, Building, Department Group, Location Group, Manager, Position	Start and End Dates, Group By (refer to the Available For column for supported groupings)
Opportunities	Waste Savings Overview	Provides a summary report showing waste savings broken down by job type (e.g. Policy Print, Secure Release Here) grouped by the selected filter group. It provides a view of the total number of jobs and pages that were deleted and cancelled by users and purged by the system for all users in the selected filter group.	Budget Center, Building, Department Group, Location Group, Manager, Position	Start and End Dates, Group By (refer to the Available For column for supported groupings)
Supporting Material	Application Summary	Shows the usage summary for the top Budget Centers and Positions that use the selected applications. Also shows how usage of these applications is distributed over time.	Applications	Start and End Dates, Applications



Group	Report	Description	Available For <sup>2</sup>	Filtering Parameters
Supporting Material	Device List and Usage	Shows the output volumes for each Device for the selected filter.	Budget Center, Building, Department Group, Floor, Location Group, Manager, Manufacturer	Start and End Dates, Filter Type (refer to Available For column for supported filters), Filter Value
Supporting Material	Device Summary	Shows a detailed summary of the selected device's activity.	Device	Start and End Dates, Find Device By (Device Display Name, Host Name, IP Address, Serial Number), Device
Supporting Material	Employee List and Usage	Shows the employees and their output volumes that are associated with the selected filter.	Budget Center, Building, Department Group, Floor, Location Group, Manager, Position	Start and End Dates, Filter Type (refer to Available For column for supported filters), Filter Value
Supporting Material	Employee Summary	Shows a detailed summary of the selected employee's activity.	Employee	Start and End Dates, Employee
Supporting Material	Large Transactions	Shows a detailed summary of all the large transactions (print jobs that exceed the specified number of pages) across the enterprise.	Enterprise	Start and End Dates, Minimum Pages
Supporting Material	Policy Violations Summary	Shows the cost and number of policy violations and the one-sided and color volumes. It also shows a summary of users who violated policies.	Budget Center, Department Group, Manager, Position	Start and End Dates, Filter Type (refer to the Available for column for supported filters), Filter Value



Group	Report	Description	Available For <sup>2</sup>	Filtering Parameters
Supporting Material	Transactions	Full details of transactions associated with the selected filter.	Device, Employee, Job Name	Start and End Dates, Filter Type (refer to Available For column for supported filters), Filter Value

## Sample Reports

The following pages contain a sampling of some of the reports included with Blueprint Enterprise 5.2.



# Dashboard



Summary of Key Performance Metrics and high level breakdowns for active devices.

Report Generated On 12-March-2015 11:33 am

Date Range: Apr-2014 to Mar-2015

Filtered by: Enterprise

### Quick Facts

Business Days	247
Physical Output Jobs	12,852
Physical Output Volume	35,799
Digital Output Volume	9,271
Physical Output Cost	\$2,935.83
Devices	73
Unique Models	41
Budget Centers	33
Employees	136
Employees per Device	1.86

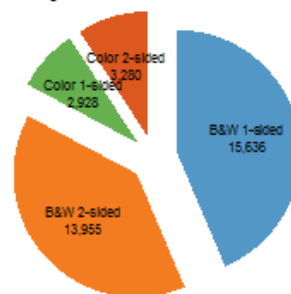
### Key Metrics for Physical Output

Average Device Utilization	0.36%
Cost per Employee Per Day	\$0.09
Average Cost per Page	\$0.08
- B&W Cost per Page	\$0.05
- Color Cost per Page	\$0.24
Average Job Size (pages)	2.8
Average Jobs per Employee	94.5

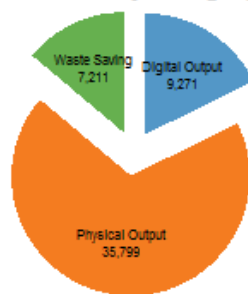
### Savings from

Output avoided due to Policy	\$94.25
Secure Prints not collected	\$199.86
Reduction in Toner used	2.46%

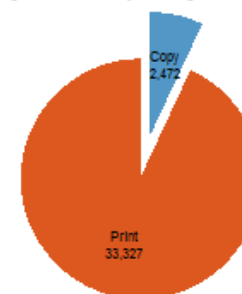
Volume by Color and One/Two-sided



Volume by Category



Physical Output by Function



Category	Function	Jobs	Total Volume	Color Volume	One-sided Volume	Cost
Digital Output	Digital Print	1,890	5,865	4,577	5,865	\$0.00
	Scan	1,267	3,406	31	3,406	\$0.00
Physical Output	Copy	726	2,472	46	2,060	\$111.57
	Print	12,126	33,327	6,162	16,504	\$2,824.26
Waste Saving	Policy	27	1,395	788	380	\$94.25
	SRH	1,711	5,816	385	1,821	\$199.86

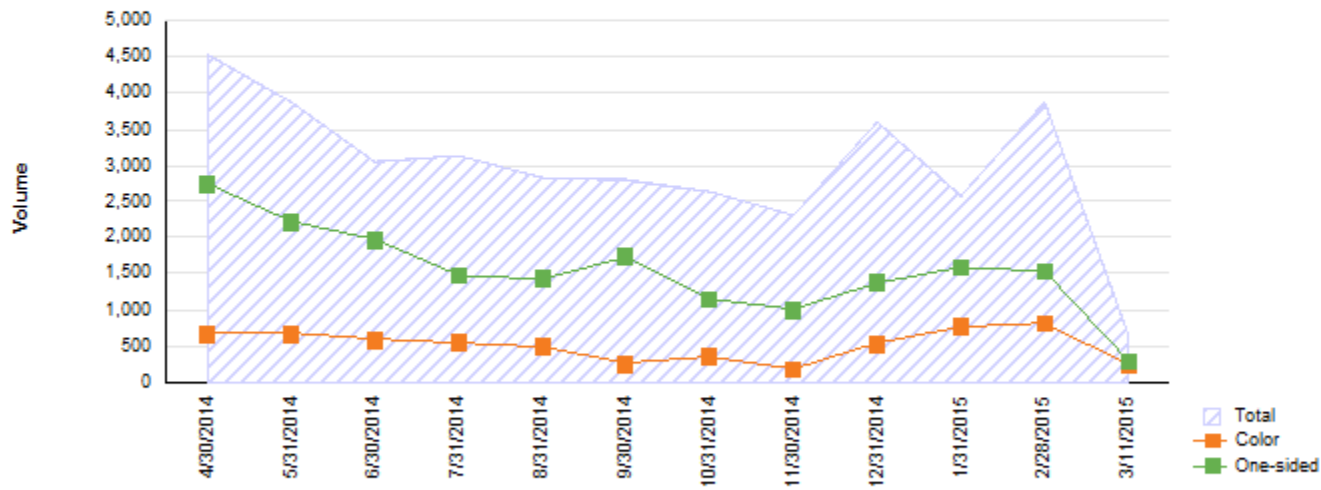


# Trends - Type of Output Produced



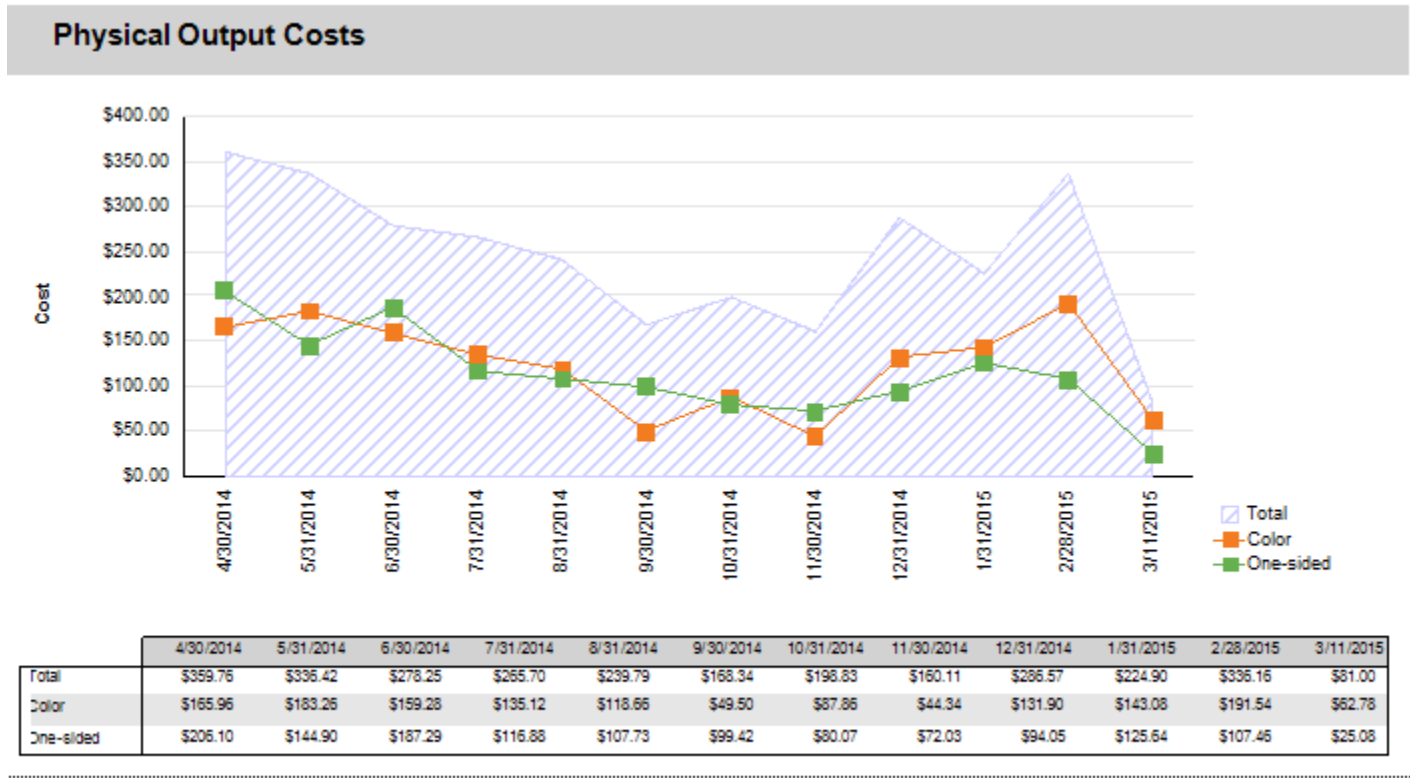
Shows trends for physical output volumes and costs.

## Physical Output Volumes



	4/30/2014	5/31/2014	6/30/2014	7/31/2014	8/31/2014	9/30/2014	10/31/2014	11/30/2014	12/31/2014	1/31/2015	2/28/2015	3/11/2015
Total	4,524	3,869	3,040	3,132	2,826	2,791	2,633	2,312	3,590	2,569	3,863	650
Color	675	676	593	557	503	263	367	184	543	775	825	247
One-sided	2,744	2,217	1,969	1,485	1,441	1,734	1,155	1,004	1,381	1,593	1,541	300





# Color Opportunities



Find the key contributors to color volume in the enterprise, helping to direct further investigation on areas with greatest potential return.

Report Generated On 12-March-2015 11:42 am

Start Date	End Date	Number of Days	Number of Active Business Days
01-Jan-2015	11-Mar-2015	70	50

## Color Output Grouped by Budget Center

Budget Center	Total Volume	Color Volume	% Color				
			0%	25%	50%	75%	100%
Business Administration	3,191	797					
Senior Management	406	222					
Office Administration	1,545	140					
Sales	310	121					
Uniprint	337	120					
Custom Solutions	266	116					
QA	174	73					
Technical Delivery	80	49					
IT	56	46					
Technical Support	35	32					
Product Management	197	30					
Unknown	25	23					
Development	88	21					
Client Ops	28	16					
WWCO Marketing	55	11					
Beacon Server	18	9					





# Volume and Cost Opportunities

Find the key contributors to volume and costs in the enterprise, helping to direct further investigation on areas with greatest potential return.

Report Generated On 12-March-2015 11:43 am

Start Date	End Date	Number of Days	Number of Active Business Days
01-Jan-2015	11-Mar-2015	70	50

## Volume and Cost Grouped by Budget Center

Budget Center	Total Volume <input type="text" value="v"/>	Color Volume <input type="text" value="c"/>	Cost <input type="text" value="\$"/>	Per Page Cost <input type="text" value="\$"/>
Business Administration	3,191	797	\$382.74	\$0.12
Office Administration	1,545	140	\$55.01	\$0.04
Sales	310	121	\$47.64	\$0.15
Senior Management	406	222	\$34.78	\$0.09
Custom Solutions	266	116	\$24.75	\$0.09
Product Management	197	30	\$18.63	\$0.09
Uniprint	337	120	\$15.44	\$0.05
QA	174	73	\$8.69	\$0.05
Unknown	25	23	\$7.02	\$0.28
WWCO Marketing	55	11	\$5.94	\$0.11
Client Ops	28	16	\$5.52	\$0.20
Technical Delivery	80	49	\$5.03	\$0.06
Business Development	70	0	\$4.20	\$0.06
OEM	38	8	\$4.20	\$0.11
IT	56	46	\$3.98	\$0.07
Technical Support	35	32	\$3.93	\$0.11
Development	88	21	\$3.76	\$0.04
Program Services	22	7	\$3.00	\$0.14
OEM Solutions	35	0	\$2.07	\$0.06
Solutions Architects	27	0	\$1.62	\$0.06
Beacon Server	18	9	\$1.07	\$0.06
Mobile Print	16	5	\$0.93	\$0.06
Finance & Administration	12	0	\$0.72	\$0.06
MPS Agent	22	1	\$0.61	\$0.03
Blueprint	14	0	\$0.40	\$0.03





# Device Summary

Shows a detailed summary of the selected device's activity.

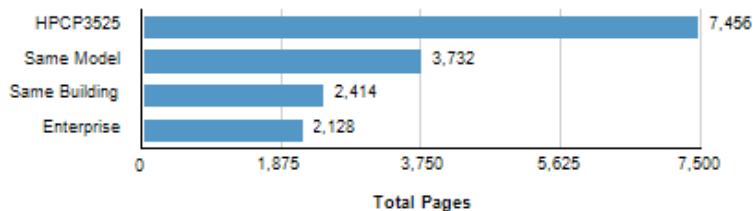
Report Generated On 12-March-2015 11:45 am

Date Range: 01-April-2011 to 11-March-2015

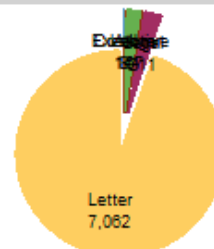
## Device Information

<b>Device Name</b>	HPCP3525			<b>Manufacturer</b>	Hewlett-Packard
<b>How Attached</b>	Network	<b>Serial Number</b>	CNBC87G00J	<b>Model</b>	Color LaserJet CP3525dn
<b>Host Name</b>	Unknown	<b>Asset Number</b>	5678	<b>Department Group</b>	Unknown
<b>IP Address</b>	[10.1.0.93]	<b>Device Type</b>	Printer	<b>Budget Center</b>	Product Management
<b>Workstation</b>	Not Applicable	<b>Device Technology</b>	Laser	<b>Location</b>	United States >NY >Unknown >Unknown
<b>Mac Address</b>	00-1F-29-24-2E-34	<b>Monthly Target Volume</b>	15,840		

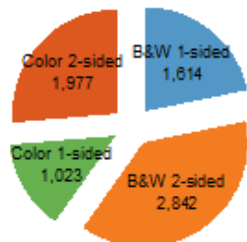
## Device's Physical Volume Compared to Averages



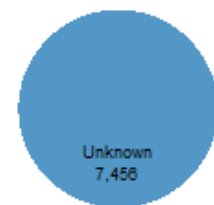
## Physical Volume by Paper Size



## Physical Volume by Color and Sides



## Physical Volume produced by Department Group



# BLUEPRINT 4.2 REPORTS TO BLUEPRINT 5.2 REPORTS

Beginning with Blueprint Enterprise 5.0, a new set of reports was included. These reports are different from the set of reports shipped with Blueprint Enterprise 4.2. The following table lists each Blueprint 4.2 report and its status in Blueprint 5.2.

Blueprint 4.2 Group	Blueprint 4.2 Report Name	Status	Additional Information (e.g. Report Group and Report Name)	Filter To Use
Administration	Enterprise - Device Meter Read Status	Removed	Use the Site Monitor Lite Administrator to identify devices that cannot be contacted.	
Administration	Enterprise – Devices Not Reported by Device Management Import	Removed	Use the Site Monitor Lite Administrator to identify devices that cannot be contacted.	
Administration	Enterprise – Tracker Health	Enterprise – Print Scout Health		
Administration	Enterprise – Uninstalled Workstations	Same		
Administration	Enterprise – Workstation Health	Same		
Administration	Enterprise – Workstation Install Base	Same		
Costing	Building – Split Cost	Replaced By New Report	Supporting Material > Device List and Usage	Building
Costing	Building – Split Cost	Replaced By New Report	Supporting Material > Device List and Usage	Building



Blueprint 4.2 Group	Blueprint 4.2 Report Name	Status	Additional Information (e.g. Report Group and Report Name)	Filter To Use
Costing	Device – Cost	Replaced By New Report	Supporting Material > Device Summary	
Costing	Floor – Split Cost	Replaced By New Report	Supporting Material > Device List and Usage	Floor
Costing	Floor – Total Cost	Replaced By New Report	Supporting Material > Device List and Usage	Floor
Costing	Location Group – Total Cost	Replaced By New Report	Supporting Material > Device List and Usage	Location Group
Investigation	Budget Center – Device List	Replaced By New Report ‡	Supporting Material > Device List and Usage	Budget Center
Investigation	Budget Center – Employee Volume	Replaced By New Report	Supporting Material > Employee List and Usage	Budget Center
Investigation	Budget Center – Total Cost Per Employee – Color/Mono	Replaced By New Report *	Management Summaries > Dashboard	Budget Center
Investigation	Budget Center – Total Cost Per Employee – Local/Network	Replaced By New Report *	Management Summaries > Dashboard	Budget Center
Investigation	Building – Blueprint Score	Replaced By New Report †	Management Summaries > Dashboard	Building
Investigation	Building – Device List	Replaced By New Report	Supporting Material > Device List and Usage	Building





Blueprint 4.2 Group	Blueprint 4.2 Report Name	Status	Additional Information (e.g. Report Group and Report Name)	Filter To Use
Investigation	Building – Device Usage – Split	Replaced By New Report	- Supporting Material > Device List and Usage (for list of all devices and output volumes) - Supporting Material > Device Summary (break-down of volume by function)	Building
Investigation	Building – Device Usage – Total	Replaced By New Report	Supporting Material > Device List and Usage	Building
Investigation	Building – Employee Volume	Replaced By New Report	Supporting Material > Employee List and Usage	Building
Investigation	Building – Summary	Replaced By New Report	Management Summaries > Dashboard	Building
Investigation	Department Group – Summary by Budget Center	Not Available		
Investigation	Department Group – Summary by Building	Replaced By New Report	Management Summaries > Dashboard	Department Group
Investigation	Department Group – Total Cost Per Employee – Color/Mono	Replaced By New Report *	Management Summaries > Dashboard	Department Group
Investigation	Department Group – Total Cost Per Employee – Local/Network	Replaced By New Report *	Management Summaries > Dashboard	Department Group
Investigation	Device – Detail	Replaced By New Report	Supporting Material > Device Summary	
Investigation	Device – Transactions	Replaced By New Report	Supporting Material > Transactions	Device



Blueprint 4.2 Group	Blueprint 4.2 Report Name	Status	Additional Information (e.g. Report Group and Report Name)	Filter To Use
Investigation	Employee – Device List	Replaced By New Report	Supporting Material > Employee Summary	
Investigation	Employee – Transactions	Replaced By New Report	Supporting Material > Transactions	Employee
Investigation	Enterprise – Inactive Devices	Not Available		
Investigation	Floor – Blueprint Score	Replaced By New Report †	Management Summaries > Dashboard	Floor
Investigation	Floor – Device List	Replaced By New Report	Supporting Material > Device List and Usage	Floor
Investigation	Floor – Device Usage – Split	Replaced By New Report	- Supporting Material > Device List and Usage (for list of all devices and output volumes) - Supporting Material > Device Summary (break-down of volume by function)	Floor
Investigation	Floor – Device Usage – Total	Replaced By New Report	Supporting Material > Device List and Usage	Floor
Investigation	Floor – Employee Volume	Replaced By New Report	Supporting Material > Employee List and Usage	Floor
Investigation	Floor – Summary	Replaced By New Report	Management Summaries > Dashboard	Floor
Investigation	Location Group – Device List	Replaced By New Report	Supporting Material > Device List and Usage	Location Group
Investigation	Location Group – Summary	Replaced By New Report	Management Summaries > Dashboard	Location Group



Blueprint 4.2 Group	Blueprint 4.2 Report Name	Status	Additional Information (e.g. Report Group and Report Name)	Filter To Use
Investigation	Machine – Transactions	Not Available		
Investigation	Manufacturer – Device List	Replaced By New Report	Supporting Material > Device List and Usage	Manufacturer
Investigation	Manufacturer – Device Usage – Total	Replaced By New Report	Supporting Material > Device List and Usage	Manufacturer
Measurement	Building – Blueprint Score – Comparison	Replaced By New Report †	Management Summaries > Dashboard	Building
Measurement	Enterprise – Blueprint Score – Comparison	Replaced By New Report †	Management Summaries > Dashboard	Enterprise
Measurement	Floor – Blueprint Score – Comparison	Replaced By New Report †	Management Summaries > Dashboard	Floor
<b>Policy Print and Secure Release Here</b>	Budget Center – Cost of Policy Violations	Replaced By New Report	Supporting Material > Policy Violation Summary	Budget Center
<b>Policy Print and Secure Release Here</b>	Budget Center – Policy Violations – Top X Employees	Replaced By New Report	Supporting Materials > Policy Violation Summary	Budget Center
<b>Policy Print and Secure Release Here</b>	Budget Center – Supply Cost Per Employee – Policy/No Policy	Not Available		
<b>Policy Print and Secure Release Here</b>	Budget Center – Waste Savings	Replaced By New Report	Management Summaries > Dashboard	Budget Center



Blueprint 4.2 Group	Blueprint 4.2 Report Name	Status	Additional Information (e.g. Report Group and Report Name)	Filter To Use
<a href="#">Policy Print and Secure Release Here</a>	Department Group – Cost of Policy Violations	Replaced By New Report	Supporting Materials > Policy Violation Summary	Department Group
<a href="#">Policy Print and Secure Release Here</a>	Department Group – Policy Violations – Top X Employees	Replaced By New Report	Supporting Materials > Policy Violation Summary	Department Group
<a href="#">Policy Print and Secure Release Here</a>	Department Group – Supply Cost Per Employee – Policy/No Policy	Not Available		
<a href="#">Policy Print and Secure Release Here</a>	Department Group – Waste Savings	Replaced By New Report	Management Summaries > Dashboard	Department Group
<a href="#">Policy Print and Secure Release Here</a>	Enterprise – Cost of Policy Violations	Replaced By New Report	Opportunities > Policy Violations	Select appropriate grouping filter.
<a href="#">Policy Print and Secure Release Here</a>	Enterprise – Policy Violations – Top X Employees	Not Available		
<a href="#">Policy Print and Secure Release Here</a>	Enterprise – Supply Cost Per Employee – Policy/No Policy	Not Available		
<a href="#">Policy Print and Secure Release Here</a>	Enterprise – Waste Savings	Replaced By New Report	Management Summaries > Dashboard	Enterprise
<a href="#">Policy Print and Secure Release Here</a>	Policy Summary	Moved	Now in the “Administration” group. Same report name: “Policy Summary”	

Blueprint 4.2 Group	Blueprint 4.2 Report Name	Status	Additional Information (e.g. Report Group and Report Name)	Filter To Use
Summary	Enterprise – Blueprint Score	Replaced By New Report †	Management Summaries > Dashboard	Enterprise
Summary	Enterprise – Budget Center – Volume/Cost	Replaced By New Report	Opportunities > Volume and Cost Opportunities	Budget Center
Summary	Enterprise – Building – Volume/Cost	Replaced By New Report	Opportunities > Volume and Cost Opportunities	Building
Summary	Enterprise – Department Group – Volume/Cost	Replaced By New Report	Opportunities > Volume and Cost Opportunities	Department Group
Summary	Enterprise – Large Print Jobs	Replaced By New Report	Supporting Material > Large Transactions	
Summary	Enterprise – Local Printing	Replaced By New Report	Management Summaries > Dashboard	Enterprise
Summary	Enterprise – Location Group – Volume/Cost	Replaced By New Report	Opportunities > Volume and Cost Opportunities	Location Group
Summary	Enterprise – Summary	Replaced By New Report	Management Summaries > Dashboard	Enterprise
Summary	Enterprise – Top X Network Device by Volume	Replaced By New Report	Supporting Material > Device List and Usage	Location Group ##
Summary	Enterprise – Total Cost Per Employee – Color/Mono	Replaced By New Report *	Management Summaries > Trends – Type of Output Produced	



Blueprint 4.2 Group	Blueprint 4.2 Report Name	Status	Additional Information (e.g. Report Group and Report Name)	Filter To Use
Summary	Enterprise – Total Cost Per Employee – Local/Network	Replaced By New Report *	Management Summaries > Trends – Output Produced On	
Summary	Enterprise – Utilization	Replaced By New Report **	Management Summaries > Dashboard	Enterprise

\* The Dashboard report does not include a break-down by month; however, it includes the totals for the selected months.

\*\* The Dashboard report includes utilization information. However, the presentation and grouping is different.

† The Dashboard report does not include the “Score”. However, the same key metrics are included.

‡ The Device List and Usage report with the Budget Center filter includes devices that have volume that is assigned to that budget center. It is not based on the device itself belonging to that budget center.

‡‡ The Device List and Usage report does not have an Enterprise filter (use the Location Group filter instead). Once the report is open, use the sort controls to sort by Volume.