



OPS Webportal

User Guide - Reporting v.2.1

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OPS Reporting

The OPS Web Portal has an optional feature that allows users to run reports. The types of reports that you will have access to, will depend on which reporting pack you have selected.

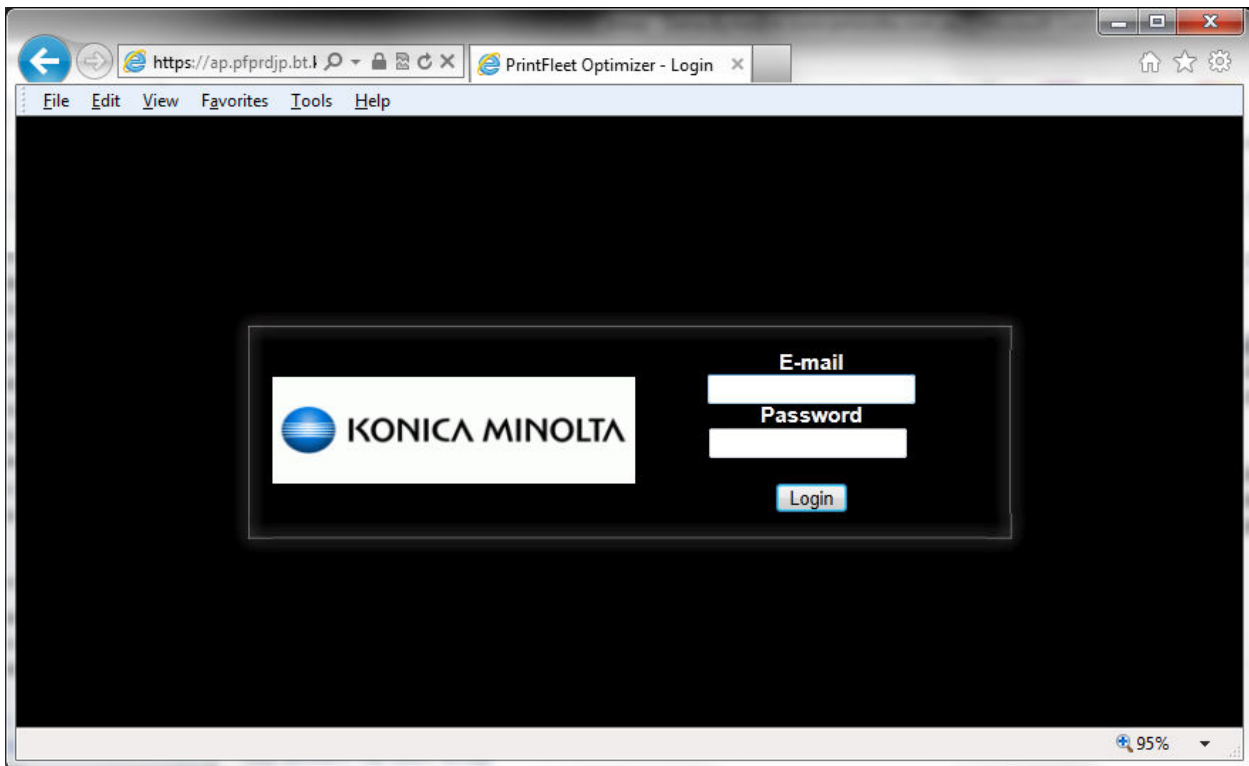
If you do not currently have access to the OPS Web Portal reporting functionality, and would be interested in discussing how it works and what sort of information it can provide you, please contact your Konica Minolta Account Manager.

OPS Web Portal

The OPS Web Portal is where reports can be run from.

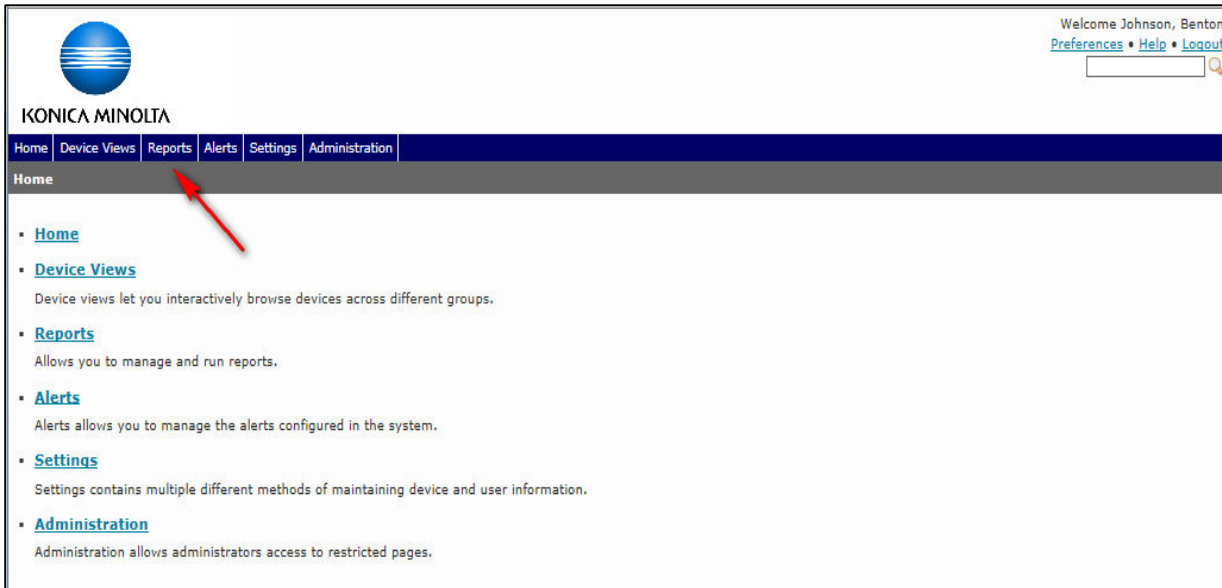
To access the OPS Web Portal, go to the following website:

<https://ap.pfprdjp.bt.konicaminolta.com/>



Enter your email address and password, then click on "Login"

From the top menu, click on "Reports"

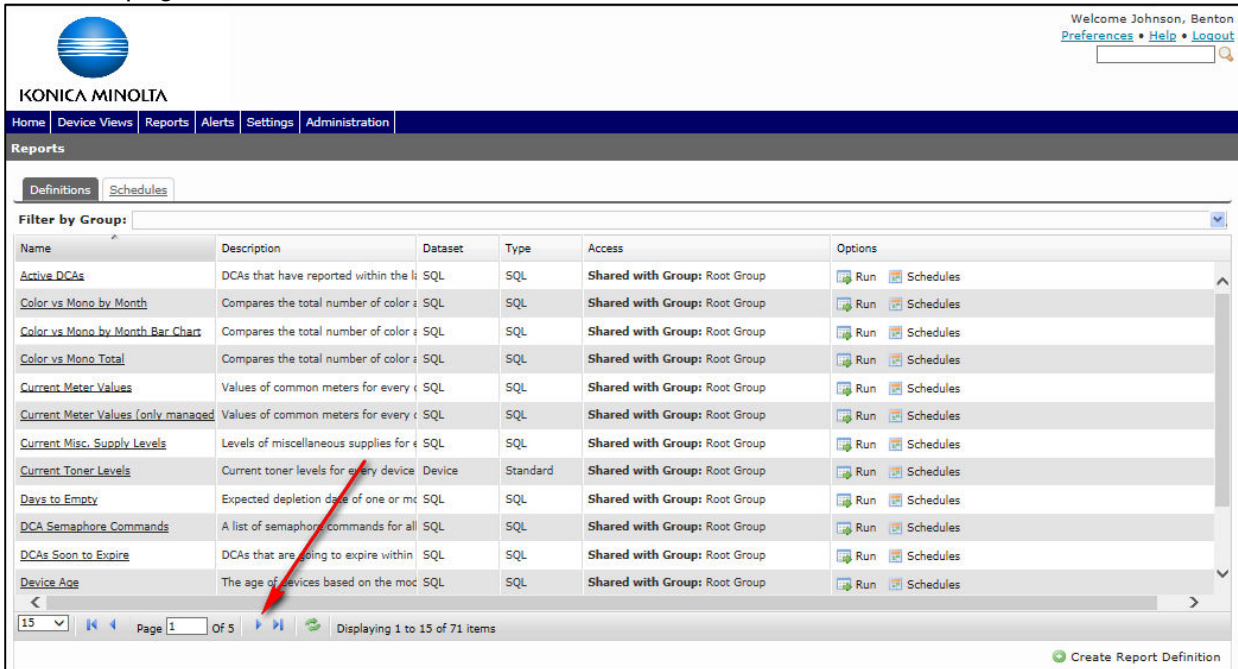


Running Reports

Report Navigation

Locate the report you would like to run.

- If required, use the navigation arrows at the bottom left of the screen to navigate through the available pages



Once located, select the required report

The screenshot shows the 'Reports' section of the Konica Minolta interface. A table lists various reports with columns for Name, Description, Dataset, Type, Access, and Options. A red arrow points to the report 'KM_ADVANCED_VOLUME_A3_LARGE'.

Name	Description	Dataset	Type	Access	Options
Inactive Devices (under 200 pages)	Devices that have printed less than 2	SQL	SQL	Shared with Group: Root Group	Run Schedules
KM_ADVANCED_VOLUME_A3_LARGE	KM_ADVANCED_VOLUME shows the	Device	Standard	Shared with Group: Root Group	Run Schedules
KM_ADVANCED_VOLUME_UNFILTERED_BETA	KM_ADVANCED_VOLUME shows the	Device	Standard	Shared with Group: Root Group	Run Schedules
KM_BAU_Admin - User List by Folder	Shows all users in the selected folder	SQL	SQL	Shared with Group: BAU (limited roles)	Run Schedules Delete
KM_BAU_Admin - All Advanced Customers		SQL	SQL	Shared with Group: BAU (limited roles)	Run Schedules Delete
KM_BAU_Admin - All DCAs (incl KM count)	KM_BAU_Admin - All DCAs (incl KM c	SQL	SQL	Shared with Group: BAU (limited roles)	Run Schedules Delete
KM_BAU_Admin - All New Installs	Returns all customers pending install	SQL	SQL	Shared with Group: BAU (limited roles)	Run Schedules Delete
KM_BAU_Admin - All Standard Customers	KM_BAU_Admin - All Standard Custo	SQL	SQL	Shared with Group: BAU (limited roles)	Run Schedules Delete
KM_BAU_Admin - CRM Report - OPS Monitorin	KM_BAU_Admin - CRM Report - OPS	SQL	SQL	Shared with Group: BAU (limited roles)	Run Schedules Delete
KM_BAU_Admin - Stale DCAs - 3 days stale (incl K	Shows all DCAs that have been stale	SQL	SQL	Shared with Group: BAU (limited roles)	Run Schedules Delete
KM_BAU_Admin - Stale DCAs - 60 days stale (incl	Shows all DCAs that have been stale	SQL	SQL	Shared with Group: BAU (limited roles)	Run Schedules Delete
KM_BAU_Fleet - Asset Report - All Devices	Shows all assets on the customers er	SQL	SQL	Shared with Group: BAU (limited roles)	Run Schedules Delete

Group (Client) Selection

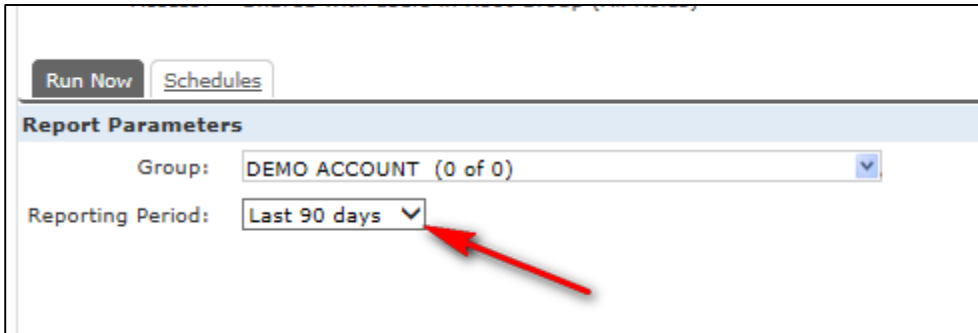
To find your client, search for their name in the 'Group' window
Once located, select the desired account

The screenshot shows the 'Report Parameters' section. Under 'Definition Summary', the report 'KM_ADVANCED_VOLUME_A3_LARGE' is detailed. Below, the 'Report Parameters' section shows a 'Group' dropdown menu set to 'Demo'. A tree view below it lists various client accounts, with a red arrow pointing to 'VIC Demorna Pty Limited 107047 (0)'.

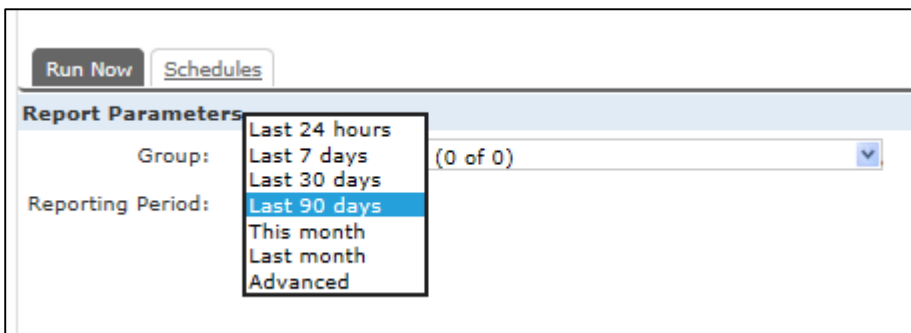
Reporting Period

Different reports will provide various options for selecting the desired reporting period.

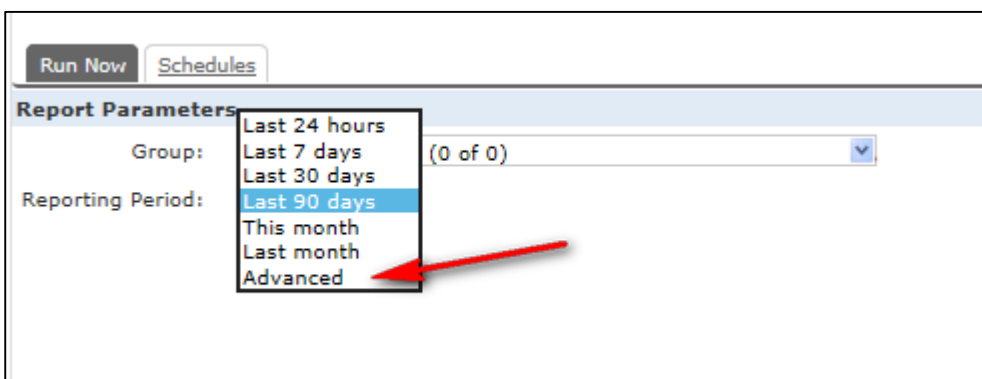
Most reports we will have pre-defined reporting periods (Eg. Last 90 days, This month)
To select a report period, select the 'Reporting Period' drop down



Select the pre-defined reporting period from the dropdown menu



Alternatively if you wish to select a specific a "Start Date" and "End Date", choose the 'Advanced'



The 'Start Date' and 'End Date' drop downs will not be displayed

Make the required sections to choose your desired date period.

Then click on "Run Report" to run the report

Downloading the Reports

Once you have clicked on “Run Report” allow the system to run your report. When the report appears on your screen, select ‘Save As’ button located bottom right of the window

ADVANCED VOLUME A3 LARGE
ADVANCED_VOLUME_A3_LARGE DEMO ACCOUNT - 03/03/2015 09:17:00 to 07/02/2015 08:17:00

Group	Serial #	IP Address	Asset #	LIFECOUNT Start Value	LIFECOUNT End Value	LIFECOUNT Filtered Delta	COPIERMONO Filtered Delta	COPIERCOLOR Filtered Delta	PRINTMONO Filtered Delta	PRINTCOLOR Filtered Delta	FAXTOTAL Filtered Delta	Duple: Filtered Delta
BAU > DEMO ACCOUNT > Konica Minolta Australia > Showrooms > Melbourne Showroom	E100 60-M 1F4D	10.244.164.70		15324.00	16381.00	1057.00	1.00	0.00	77.00	979.00	0.00	0.00
BAU > DEMO ACCOUNT > Konica Minolta Australia > Showrooms	E100 60-M A151	10.244.161.81		621.00	621.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Change Report Parameters Save As

When the pop-up window appears, select the preferred file format

Save the report in one of the following formats:

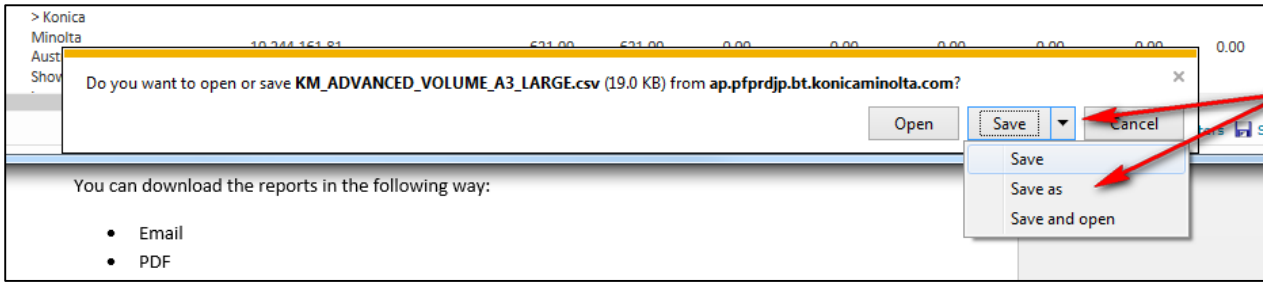
- CSV Comma-separated values .csv
- PDF Adobe portable document format .pdf
- TAB TAB-separated values .txt

Change Report Parameters Save As

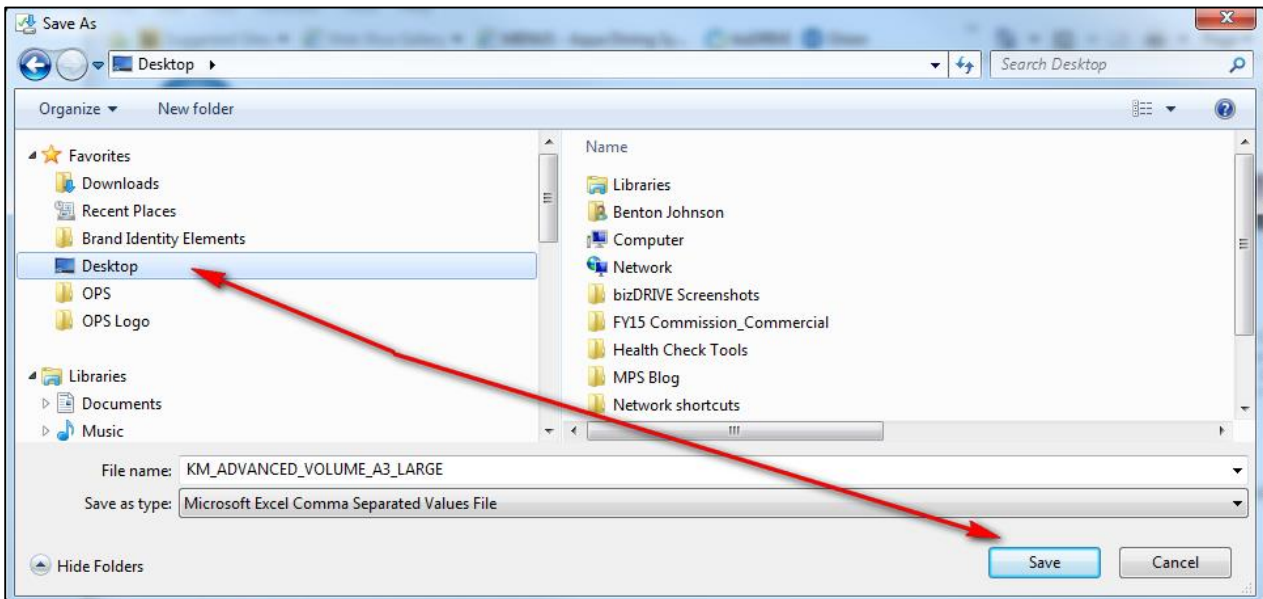
You can download the reports in the following formats

- Excel (CSV)
- PDF
- TAB

Once selected, chose 'Save As' from the 'Save' dropdown



Browse to locate your desired location and select 'Save'

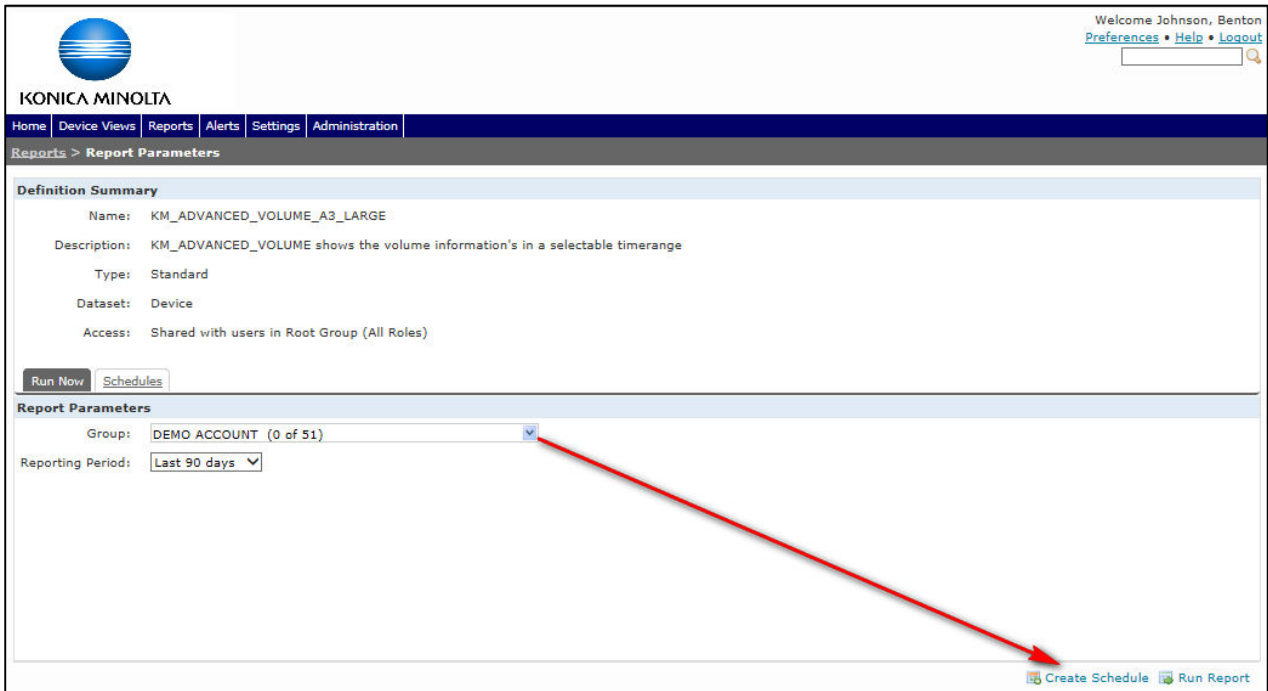


Scheduled Reports

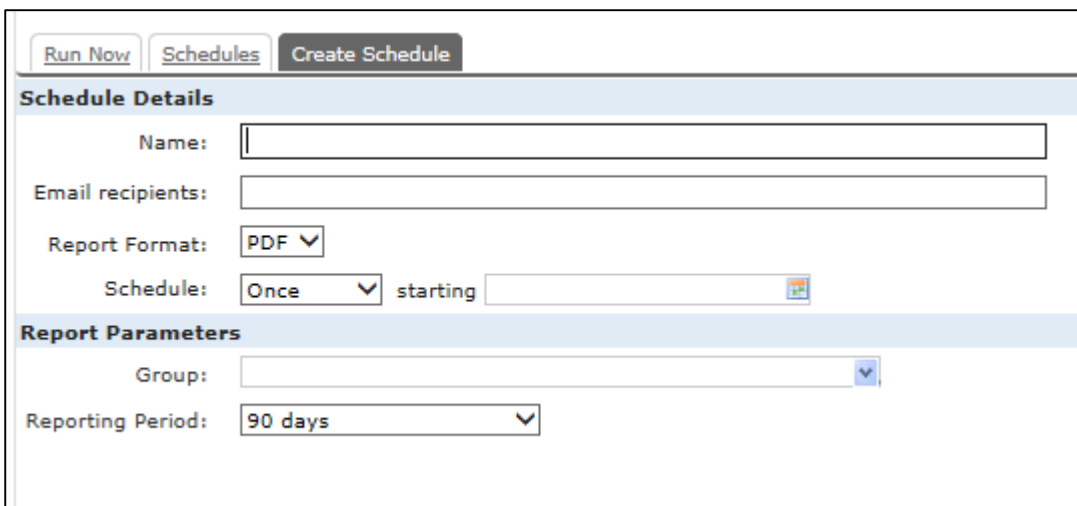
For each report, you can setup to be automatically emailed to a recipient at a set interval.

Go through the [Report Navigation](#) steps to locate the desired report.

Once the report has been selected, click the 'Create Schedule' option at the bottom right of the window



A new window will appear for you to create a report schedule.



Schedule Details

1. In the “Name” field, type in the name that you want to name the report.
2. In the “Email recipients” field, type in the email addresses
NOTE: Multiple email addresses need to be separated by” a semi-colon (;)
3. From the “Report Type” dropdown, select the desired file format
4. In the “Start Date” field, select the date when you want to start the scheduled reports.
5. In the “Schedule” dropdown, select the recurrence options of the report
 - Once
 - Daily
 - Weekly
 - Monthly
 - Advanced – allows you to setup patterns such as “the first working day of the week”, etc

Report Parameters

6. In the “Group”, search for your desired client, once located, select the desired account
7. In the “Reporting Period” field, select the range from the drop down menu
 - Last 24 hours
 - Last 7 days
 - Last 30 days
 - Last 90 days
 - Current month
 - Previous calendar month
 - Advanced – allows you to setup patterns such as “Month Start plus 3 days”, etc
8. Click on “Save Schedule”

View Scheduled Reports

To see what scheduled reports you have previously setup, you can click on “Schedules” from the report navigation window

The screenshot shows the Konica Minolta Reports web interface. At the top, there is a navigation bar with 'Home', 'Device Views', 'Reports', 'Alerts', 'Settings', and 'Administration'. Below this, the 'Reports' section has two tabs: 'Definitions' and 'Schedules'. A red arrow points to the 'Schedules' tab. Below the tabs is a 'Filter by Group' dropdown menu. The main area displays a table of report definitions with columns for Name, Description, Dataset, Type, Access, and Options. The table lists various reports such as 'Active DCAs', 'Color vs Mono by Month', and 'Current Meter Values'. At the bottom, there is a pagination control showing 'Page 1 of 5' and 'Displaying 1 to 15 of 71 items'. A 'Create Report Definition' button is visible in the bottom right corner.

The “Schedules” tab will appear

From the “Filter by Group” drop down menu, search for the folder that you want to see the scheduled reports for

This screenshot shows the same Konica Minolta Reports interface, but with the 'Schedules' tab selected. The 'Filter by Group' dropdown menu is open, and the table below it is currently empty. The table has columns for Report, Name, Schedule Pattern, Last Run, Last Result, Next Run, and Email Recipients. The interface elements like the navigation bar and pagination are consistent with the previous screenshot.

The list of reports that have been scheduled for that group will then be displayed

The screenshot shows the Konica Minolta web interface. At the top right, it says 'Welcome Johnson, Benton' with links for 'Preferences', 'Help', and 'Logout'. Below the navigation bar, the 'Reports' section is active, showing a sub-tab for 'Schedules'. The main content is a table of reports filtered by the group 'BAU' (0 of 36167). The table has columns for Report, Name, Schedule Pattern, Last Run, Last Result, Next Run, Email Recipients, and Options. The 'Options' column contains 'Edit' and 'Delete' icons for each report. At the bottom of the table, it indicates 'Page 1 of 2' and 'Displaying 1 to 15 of 20 items'.

Report	Name	Schedule Pattern	Last Run	Last Result	Next Run	Email Recipients	Options
Active DCAs	1. Advanced Active DCA List	Every day	1/07/2015 7:00:18 PM	Success	2/07/2015 7:00:00 PM	sam.ali@konicaminolta.com	Edit Delete
Active DCAs	1. All Active DCA List	Every day	1/07/2015 7:05:14 PM	Success	2/07/2015 7:05:00 PM	sam.ali@konicaminolta.com.au	Edit Delete
Active DCAs	1. Standard Active DCA List	Every day	1/07/2015 7:10:15 PM	Success	2/07/2015 7:10:00 PM	sam.ali@konicaminolta.com.au	Edit Delete
KM_BAU_Admin - All Advan	2. All Advanced Customer List	Every day	1/07/2015 7:15:14 PM	Success	2/07/2015 7:15:00 PM	Sam.Ali@konicaminolta.com.au	Edit Delete
KM_BAU_Admin - All Standi	2. All Standard Customer List	Every day	1/07/2015 7:20:15 PM	Success	2/07/2015 7:20:00 PM	Sam.Ali@konicaminolta.com.au	Edit Delete
KM_BAU_Admin - User List	3. Advanced Customer User List	Every day	1/07/2015 7:30:16 PM	Success	2/07/2015 7:30:00 PM	Sam.Ali@konicaminolta.com.au	Edit Delete
KM_BAU_Admin - User List	3. All Customer User List	Every day	1/07/2015 7:35:18 PM	Success	2/07/2015 7:35:00 PM	Sam.Ali@konicaminolta.com.au	Edit Delete
KM_BAU_Admin - User List	3. Standard Customer User List	Every day	1/07/2015 7:40:18 PM	Success	2/07/2015 7:40:00 PM	Sam.Ali@konicaminolta.com.au	Edit Delete
KM_BAU_Admin - Stale DCA	4. Advanced Stale DCAs - 3 days stal	Every day	1/07/2015 8:00:23 PM	Success	2/07/2015 8:00:00 PM	Sam.Ali@konicaminolta.com.au	Edit Delete
KM_BAU_Admin - Stale DCA	4. All Stale DCAs - 3 days stale (incl	Every day	1/07/2015 8:05:17 PM	Success	2/07/2015 8:05:00 PM	Sam.Ali@konicaminolta.com.au	Edit Delete
KM_BAU_Admin - Stale DCA	4. Standard Stale DCAs - 3 days stal	Every day	1/07/2015 8:10:20 PM	Success	2/07/2015 8:10:00 PM	Sam.Ali@konicaminolta.com.au	Edit Delete
KM_BAU_Admin - All DCAs	5. Advanced All DCAs (incl KM count)	Once, on 6/14/2015 at 7:45:00 PM	15/06/2015 1:15:45 AM	Success		Sam.Ali@konicaminolta.com.au	Edit Delete
KM_BAU_Admin - All DCAs	5. All DCAs (incl KM count)	Every day	1/07/2015 7:50:17 PM	Success	2/07/2015 7:50:00 PM	Sam.Ali@konicaminolta.com.au	Edit Delete
KM_BAU_Admin - All DCAs	5. Standard All DCAs (incl KM count)	Every day	1/07/2015 7:55:16 PM	Success	2/07/2015 7:55:00 PM	Sam.Ali@konicaminolta.com.au	Edit Delete
KM_BAU_Admin - All New Ir	6. All New Installations	Every day	1/07/2015 8:50:18 PM	Success	2/07/2015 8:50:00 PM	sam.ali@konicaminolta.com.au	Edit Delete

If you want to edit the settings of any of the reports, click on "Edit"
If you want to delete any of the reports, click on "Delete"

