

# Administration guide



## PRISMAdirect

### Reporting



A CANON COMPANY

**Canon**

Production Systems - Cutsheet

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# Software version

This documentation describes the functionality of PRISMAdirect v1.2.

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# **Chapter 1**

## **Login**

# [Login]

## Introduction

Depending on the application configuration, it may be necessary to identify yourself. You have to enter your user name and password.

## Procedure

1. Enter your user name.
2. Enter your password.
3. Click [Log in].



### NOTE

A [Web user] or [LDAP user] can login to the server when that user belongs to the [Services] group.



### NOTE

A system administrator can login to the server.



# **Chapter 2**

## **Reporting**

# Generate a report

## Introduction

You can collect accounting information. Accounting information is collected in the database when:

- The [Enable accounting] option is enabled in the System Administration, and
- The order is [Finalized], and
- The ticket fields for accounting have valid values.

## Procedure

1. Select a report type.  
Each report type contains a number of items that you can use in a query.
2. Enable and configure the items that you want to use in the query.
3. Click [Generate report].  
The application generates the report and shows a preview of the report. The report is saved on the server. The old report will be overwritten when the [Overwrite existing reports] option is enabled. This option is available in [Web shop settings] - [General settings].  
You can export the report.

# Export the report

## Introduction

The application shows a preview of the generated report. You can export the report.

## Procedure

1. Click [Export this report] in the preview of the report.
2. Select the file format.
3. Define the start date and the end date for the report.
4. Click [Export].

The accounting information is collected for the defined period of time. The report is generated and becomes available in the lower-left corner of the application. The report is stored in the [Downloads] folder.



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