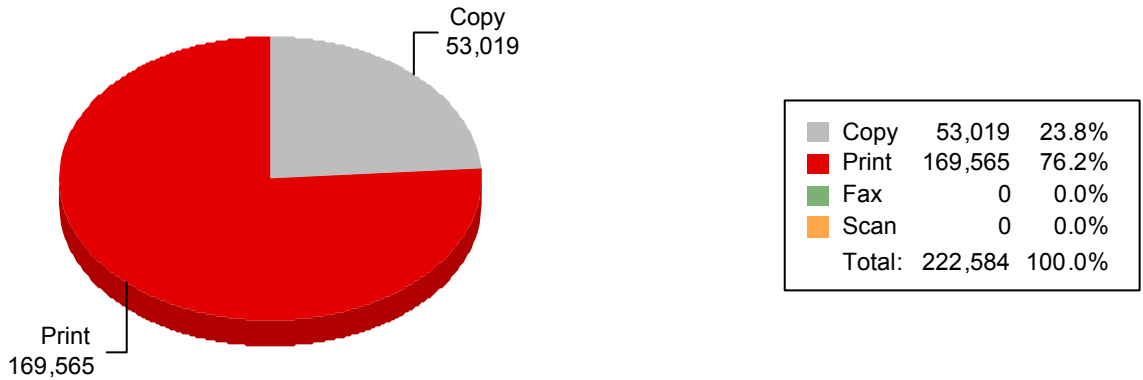


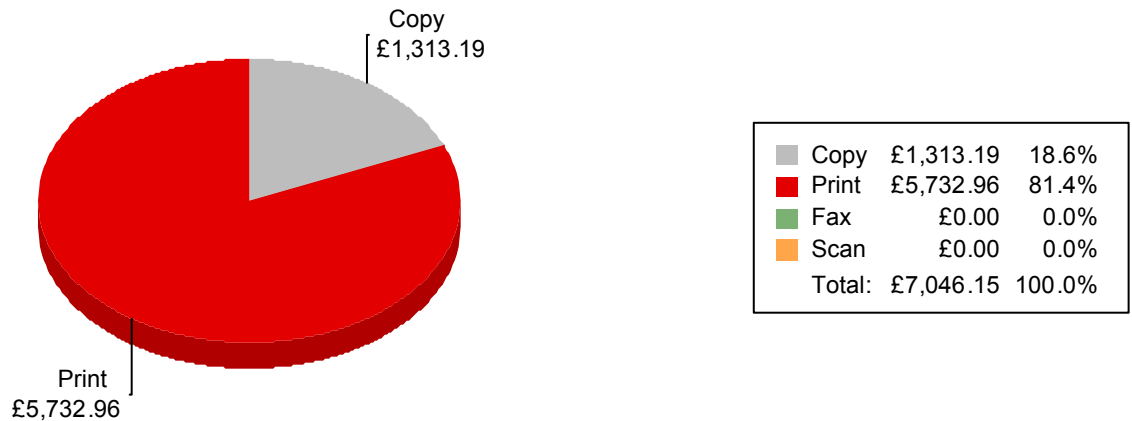
Output Service Analysis

We can first create a breakdown showing the proportion of paper that is produced from printing, copying, scanning and faxing. If any of these values are zero, that does not necessarily mean that there isn't any taking place - just that the system has not been set up to detect it

Number of pages



Cost of pages

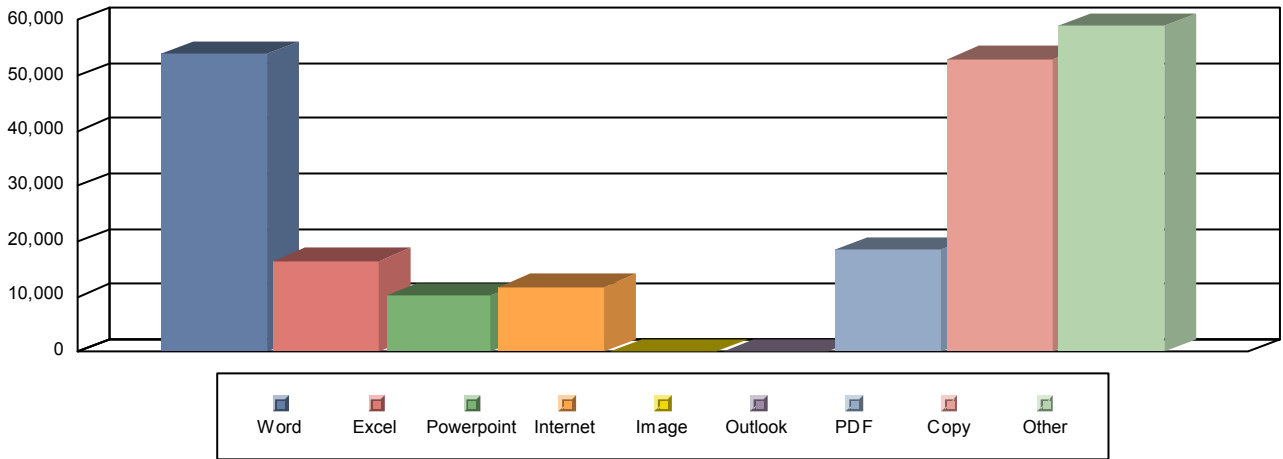


Of a total of **222,584** pages produced, **76.18%** (169,565) are due to printing and **23.82%** (53,019) from copying.

Application Usage Analysis

The first area to investigate is what applications are being used to create the print jobs. In normal organisations, people tend to print most from MS Word. A sign to look out for is a large amount of email printing as this is often an area that can be targeted to reduce the amount and cost of printing

Application usage

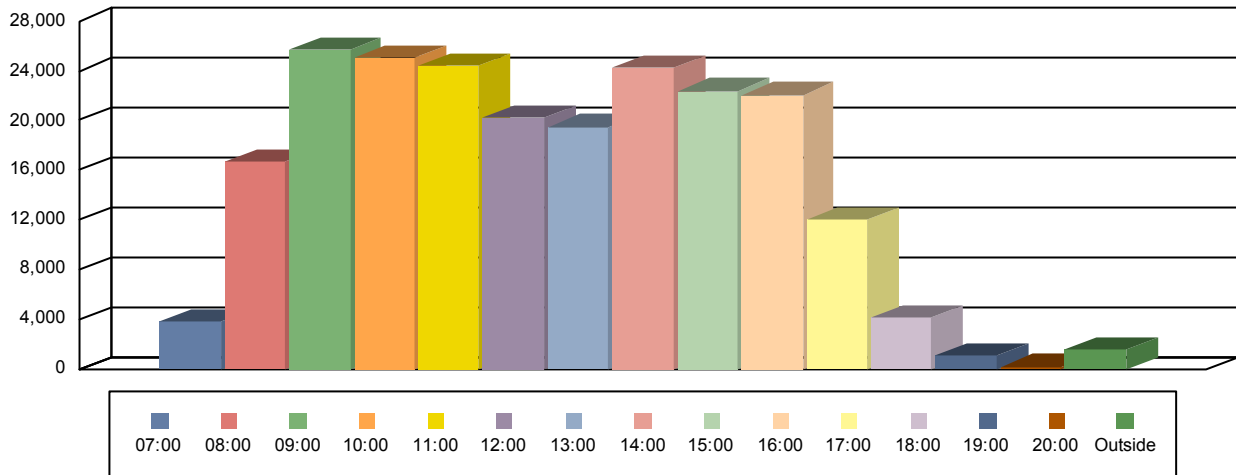


	Pages
Microsoft Word	54,030
Microsoft Excel	16,456
Microsoft Powerpoint	10,141
Internet pages	11,780
Photos and images	26
Microsoft Outlook	1
PDF	18,508
Copy Jobs	53,019
Other	58,946

Peak Printing Analysis

It is often important to see when people use the output devices to get a better understanding of the printing environment. Lots of output when people arrive in the office is often because of people printing their emails. Large output at the end of the day is often because people are trying to catch the last post or to take documents home to read. Printing outside hours when people are normally in the office is often the area to look for if the organisation is concerned about misuse as there is normally no-one around to see them.

Time of job

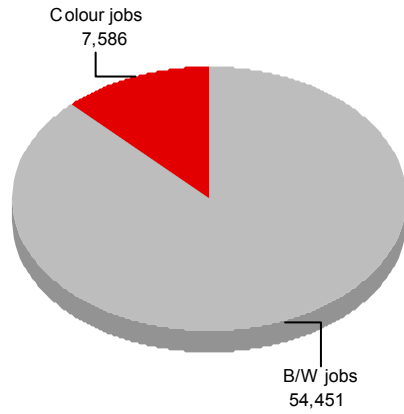


	Pages
07:00	3,796
08:00	16,672
09:00	25,637
10:00	25,054
11:00	24,366
12:00	20,199
13:00	19,489
14:00	24,237
15:00	22,387
16:00	22,032
17:00	11,966
18:00	4,131
19:00	1,053
20:00	185
Outside core hours	1,588

Colour Printing Analysis

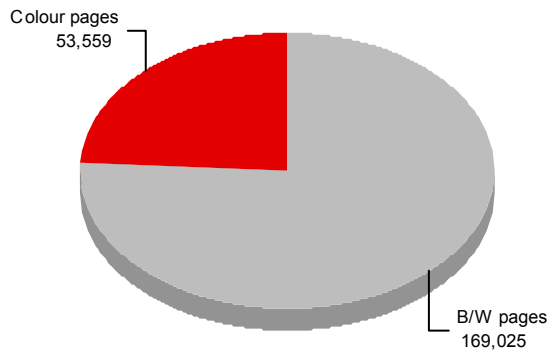
Colour printing has traditionally been restricted to key workers because of the costs associated. With prices falling and the business benefits of printing in colour being recognised, these restrictions are being removed. The following graphs show the number of jobs, pages and cost from both colour and black/white print jobs

Number of jobs



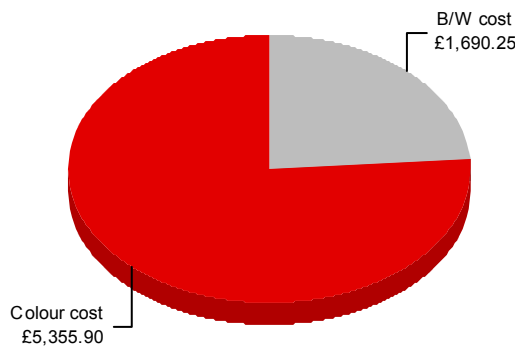
B/W jobs	54,451	87.8%
Colour jobs	7,586	12.2%
Total:	62,037	100.0%

Number of pages



B/W pages	169,025	75.9%
Colour pages	53,559	24.1%
Total:	222,584	100.0%

Cost

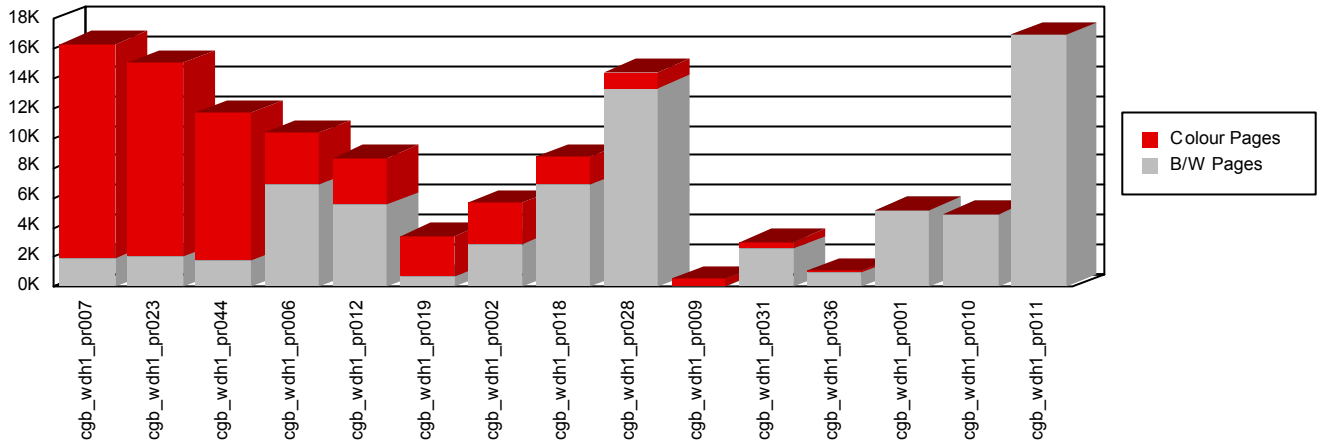


B/W cost	£1,690.25	24.0%
Colour cost	£5,355.90	76.0%
Total:	£7,046.15	100.0%

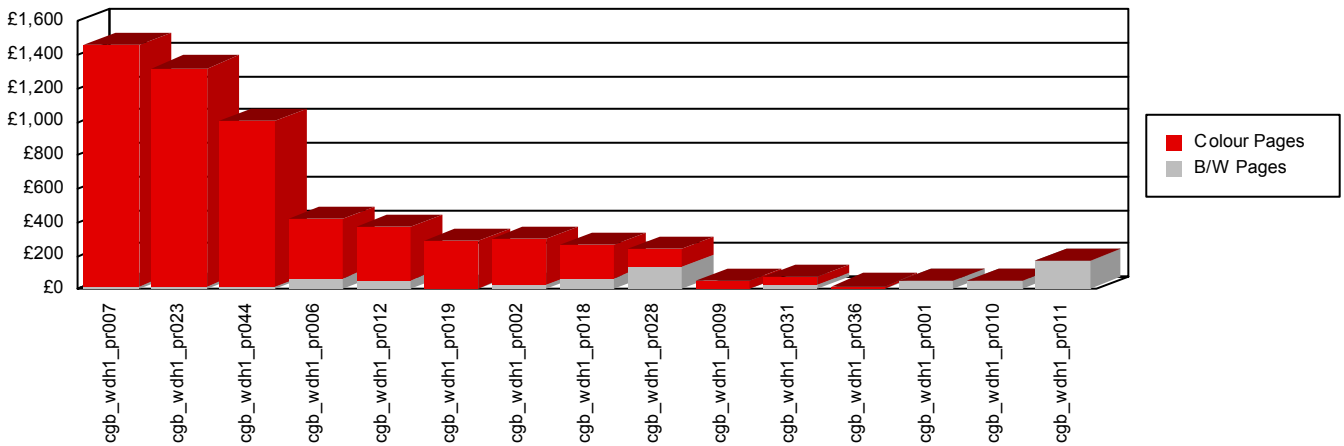
Highest volume printers - colour analysis

The following charts show more detail about which devices are responsible for the colour output in the organisation. The top 15 printers by the amount of colour printing performed are shown.

Colour printing - by pages produced



Colour printing - by cost



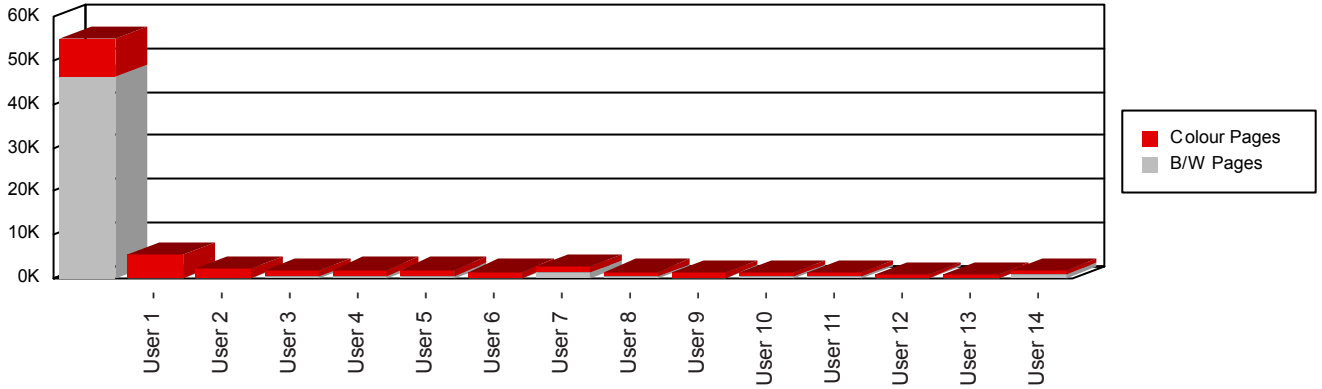
The results of the audit show that colour pages account for **24.06%** of the pages produced and **76.01%** of the total cost.

Of the **222,584** pages produced, **53,559** were in colour and **169,025** in black and white. The cost of printing and copying for the audit period was **£7,046.15**, with **£5,355.90** due to colour printing and **£1,690.25** due to black/white jobs.

Highest printing users - Colour Analysis

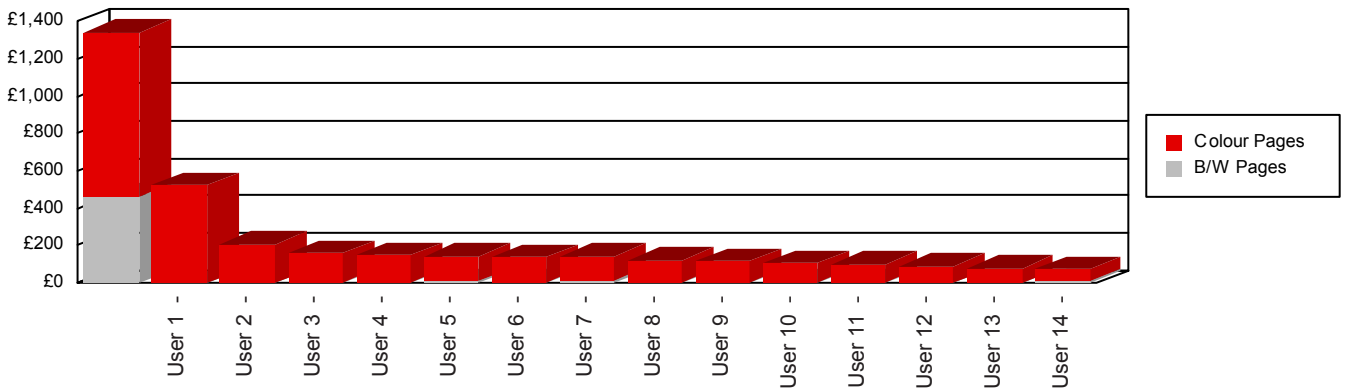
The cost of colour printing is often the reason why organisations do not buy colour printers even though they have clear and demonstrable business benefits. With the above charts, it is possible to see the top 15 users in terms of their colour output (both in number of pages and cost to the organisation). The number of colour pages is shown by the red section in the graphs while the grey section shows the number of black/white pages.

Colour printing - by pages produced



The key point to look for is users who print significantly more colour pages than their peers. Is there a business reason for this, or is it a sign that more training or that there is some misuse of the devices.

Colour printing - by cost



Printer	Total Pages	Total Jobs	Total Colour	Total BW	Total Duplex	Total Print	Total Copy	Total Cost
cgb_wdh1_pr001	5,175	1,899		5,175		4,219	956	£51.75
cgb_wdh1_pr002	5,649	972	2,717	2,932	3,102	4,919	730	£285.84
cgb_wdh1_pr006	10,343	2,148	3,484	6,859	5,540	8,587	1,756	£390.32
cgb_wdh1_pr007	16,371	2,234	14,405	1,966	4,380	15,493	878	£1,442.58
cgb_wdh1_pr009	604	228	500	104	80	412	192	£50.65
cgb_wdh1_pr010	4,919	2,149		4,919	1,824	3,809	1,110	£40.47
cgb_wdh1_pr011	16,931	4,498		16,931	2,461	12,496	4,435	£157.01
cgb_wdh1_pr012	8,684	1,583	3,131	5,553	5,926	7,147	1,537	£339.03
cgb_wdh1_pr013	1,351	338		1,351	794	1,109	242	£9.64
cgb_wdh1_pr018	8,795	2,221	1,949	6,846	3,056	7,515	1,280	£249.48
cgb_wdh1_pr019	3,459	185	2,782	677	1,378		3,459	£279.37
cgb_wdh1_pr020	7,289	2,136		7,289	1,470	6,560	729	£65.54
cgb_wdh1_pr021	1,970	428		1,970	304	1,898	72	£18.18
cgb_wdh1_pr022	2,067	659		2,067	695	1,762	305	£17.20
cgb_wdh1_pr023	15,037	2,207	13,023	2,014	5,394	11,482	3,555	£1,297.32
cgb_wdh1_pr024	6,092	1,351		6,092	246	5,185	907	£59.69
cgb_wdh1_pr025	5,251	1,800		5,251	245	4,676	575	£51.29
cgb_wdh1_pr027	7,350	3,190		7,350	2,486	5,526	1,824	£61.08
cgb_wdh1_pr028	14,478	4,782	1,084	13,394	1,168	9,919	4,559	£237.10
cgb_wdh1_pr029	2,560	962		2,560		1,970	590	£25.60
cgb_wdh1_pr030	3,265	1,196		3,265	639	2,242	1,023	£29.46
cgb_wdh1_pr031	3,032	495	480	2,552	300		3,032	£72.06
cgb_wdh1_pr033	31,270	12,832		31,270	815	22,011	9,259	£308.63
cgb_wdh1_pr036	1,095	113	96	999	4		1,095	£19.57
cgb_wdh1_pr038	2,533	808		2,533	74		2,533	£25.20
cgb_wdh1_pr039	7,527	2,367		7,527	568	4,063	3,464	£72.72
cgb_wdh1_pr042	5,342	1,184		5,342	3,878	4,688	654	£34.04
cgb_wdh1_pr044	11,692	1,897	9,908	1,784	6,574	11,299	393	£977.27
cgb_wdh1_pr045	12,453	5,175		12,453	192	10,578	1,875	£123.59
	222,584	62,037	53,559	169,025	53,593	169,565	53,019	£6,791.66