Understanding the PaperCut Dashboard
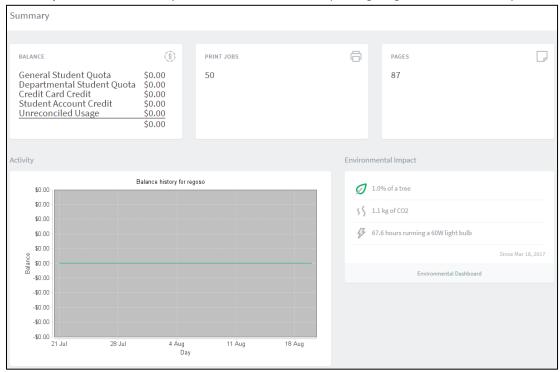
This document explains the menu items listed when you sign-in to your PaperCut account at **papercut.andrews.edu**.

1) **Summary.** Provides a summary of a user's current balance, printing usage and balance history.

2) **Shared Accounts.** Lists the accounts of University departments you can charge to. The balance on each account as well as restrictions are also listed. If you do not see an account name you may need to set a default charge account (see #8)
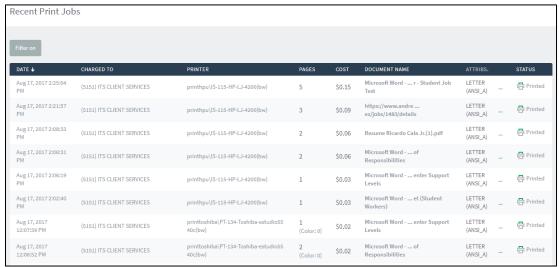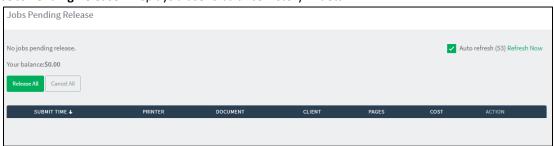
3) **Transaction History.** Lists your financial transactions

Transaction History						
Filter on						
TRANSACTION DATE	**ACCOUNT ↓**	**TRANSACTED BY**	**AMOUNT**	**BALANCE AFTER**	**TRANSACTION TYPE**	**COMMENT**

Export/Print 📄 ▦ ▦

4) **Recent Print Jobs.** Lists your recent print jobs.

Recent Print Jobs

Filter on

DATE ↓	CHARGED TO	PRINTER	PAGES	COST	DOCUMENT NAME	ATTRIBS.	STATUS
Aug 17, 2017 2:25:04 PM	(5151) ITS CLIENT SERVICES	printhpu\IS-115-HP-LJ-4200(bw)	5	$0.15	Microsoft Word - ... r - Student Job Test	LETTER (ANSI_A) ...	🖨 Printed
Aug 17, 2017 2:21:57 PM	(5151) ITS CLIENT SERVICES	printhpu\IS-115-HP-LJ-4200(bw)	3	$0.09	https://www.andre ... es/jobs/1483/details	LETTER (ANSI_A) ...	🖨 Printed
Aug 17, 2017 2:08:33 PM	(5151) ITS CLIENT SERVICES	printhpu\IS-115-HP-LJ-4200(bw)	2	$0.06	Resume Ricardo Cala Jr.(1).pdf	LETTER (ANSI_A) ...	🖨 Printed
Aug 17, 2017 2:06:31 PM	(5151) ITS CLIENT SERVICES	printhpu\IS-115-HP-LJ-4200(bw)	2	$0.06	Microsoft Word - ... of Responsibilities	LETTER (ANSI_A) ...	🖨 Printed
Aug 17, 2017 2:06:19 PM	(5151) ITS CLIENT SERVICES	printhpu\IS-115-HP-LJ-4200(bw)	1	$0.03	Microsoft Word - ... enter Support Levels	LETTER (ANSI_A) ...	🖨 Printed
Aug 17, 2017 2:02:40 PM	(5151) ITS CLIENT SERVICES	printhpu\IS-115-HP-LJ-4200(bw)	1	$0.03	Microsoft Word - ... et (Student Workers)	LETTER (ANSI_A) ...	🖨 Printed
Aug 17, 2017 12:07:39 PM	(5151) ITS CLIENT SERVICES	printtoshiba\PT-134-Toshiba-estudio55 40c(bw)	1 (Color: 0)	$0.02	Microsoft Word - ... enter Support Levels	LETTER (ANSI_A) ...	🖨 Printed
Aug 17, 2017 12:06:52 PM	(5151) ITS CLIENT SERVICES	printtoshiba\PT-134-Toshiba-estudio55 40c(bw)	2 (Color: 0)	$0.02	Microsoft Word - ... of Responsibilities	LETTER (ANSI_A) ...	🖨 Printed

5) **Jobs Pending Release.** Displays a user's balance history in detail.

Jobs Pending Release

No jobs pending release.

Your balance:$0.00

☑ Auto refresh (53) Refresh Now

Release All   Cancel All

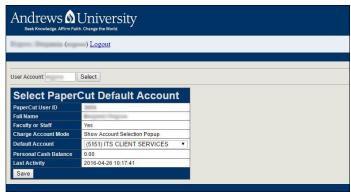| SUBMIT TIME ↓	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION

6) **Add Credit Card Payment.** Allows you to add money to your printing account using a credit card. *Transactions are made through TouchNet.*

7) **Add Student Account Payment.** Allows you to add money to your printing account by transferring any available funds from your student account. *Requires sign-in to Vault.*

8) **Set Default Charge Account.** Allows the user to set which default account to charge for every print, copy and scan job. *Requires sign-in to Vault*.

9) **Mac PaperCut Client Installer.** Download and install the PaperCut client on your Mac.

10) **Policies, Terms & Conditions.** Important information about refunds and more.

For additional information please visit:
https://www.andrews.edu/services/its/clientservices/papercut.html