

Using PRINTFLEET™ with Xerox® PagePack®

PRINTFLEET meter read data is compatible with PagePack. This document describes the steps Xerox partners use to create a PagePack report in PRINTFLEET and then import it into PagePack.



There are four steps to create a PRINTFLEET report and import the report into PagePack.

- A. In PRINTFLEET, add the report.
- B. In PRINTFLEET, run the report.
- C. In PRINTFLEET, configure the report schedule.
- D. In PagePack, import the report.

A. In PRINTFLEET, add the report.

To create the Xerox PagePack report:

1. On the *Administration* menu, point to *Reports*, and then click *Report Manager*.
2. Click the *New Custom Report* button.
3. Type a name for the report in the *Name* box (not entirely important for this as long as it's descriptive).
4. Type a title for the report in the *Title* box. This is the title that will appear at the top of a generated report, and can include variables listed under the *Substitutions* tab.
5. Optionally, enter a description in the *Description* box.
6. Select the roles that will be able to view the report from the *Restrict Access* area.
7. In PRINTFLEET, under the *PFSQL* tab, type the code that will generate your custom report (found in the attached *XeroxPagePak.sql*) and then click *Check Syntax* to verify the code. Click the *Substitutions* tab to view the variables that can be used in the code.
8. Click *Save*.

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B. In PRINTFLEET, run the report.

To run the Xerox PagePack report:

1. On the Reporting menu, point to Report Console and then click Create Report.
2. Select the Xerox PagePack report from the Report Selection list.
3. Click View Report.
4. To Download the Xerox PagePack report:
 - Click the Download option in the top right.
 - Select CSV as the download type.

C. In PRINTFLEET, configure the report schedule.

To configure the Xerox PagePack report schedule:

1. On the Reporting menu, point to Report Console, and then click **Create Report**.
2. Select the Xerox PagePack report from the Report Selection list.
3. Click the select *Set Up Schedule*.
4. Type an email subject line for the report in the *Schedule Name* box.
5. Type in one or more email addresses for the report to be sent to in the Email address(es) box. Multiple email addresses can be separated by commas, semicolons, or spaces.

6. In the *Start Date* area, type or select a start date and time for the report to begin sending.
7. In the *Repeat* area, select one of the following intervals for the report to send:
 - **Daily:** Type in the interval, in days, that you want the report to run
 - Every X days
 - **Weekly:** Type in the interval, in weeks, that you want the report to run, and select the day of the week that you want the report to run.
 - Every X weeks on (day of the week)
 - **Monthly:** Type in which day of the month and interval in months that you want the report to run.
 - Every X day of every Y months
 - **Advanced:** Select which occurrence of which day of the week in a month and the interval in months that you want the report to run.
 - Every (first/second/third/fourth/fifth day of the week) of every Y months
8. Click *Save Schedule*.

D. In PagePack, import the report.

1. Send an email to: **pagepackprogram@xerox.com** requesting your specific reseller upload URL (first time only).
2. Copy and paste this URL into the address bar in your Web browser.
3. The login link displays. Click *Login*.
4. The login window displays. Type the channel partner login name in the *User Name* box, and then type the password in the *Password* box. Click *Login*.
5. The *Import Meters* screen displays. Using the drop down menu, select the *Chargeback Code* (SCOT Registration ID). A separate upload is required for each unique chargeback code. For example, if there are five devices on one chargeback code, and one device on a different chargeback code, two uploads must be performed.
6. Click *Browse* next to the *Source File* box, locate the meter read source file, and then click *Import*.
7. The progress screen displays.
8. After a successful PagePack upload, "Import completed successfully" displays.

For PRINTFLEET support, contact your PrintFleet distribution partner.
For PagePack support, email pagepackprogram@xerox.com

