

# Copittrak Print Room

## FULLY AUTOMATE TRACKING AND JOB MANAGEMENT IN YOUR COPY CENTER

Print Room is a comprehensive Copy Center management application which allows Copy Center managers to easily track, manage and bill all jobs.

Copittrak Print Room links with the Job Submission module to allow users to automatically flow jobs to the Copy Center. An accurate job ticket will save Copy Center personnel from unproductive follow-up on missed details.

The shop manager can now easily monitor and control jobs submitted by users. The system also allows the shop

manager to “drag n drop” jobs to a selected device from the Print Room Application. Users can query the Copittrak System Software (CSS) server for real-time status of their jobs progress.

Of course, all jobs will be accurately priced and transactions available for immediate transfer to the firm’s Financial Software.

### Features Include

- Immediate notification when a job enters the System.
- Job Number, User Information, Account, Date, Time and a convenient Job Status bar appear on the Quick Ticket view.
- Ability to simply drag the job to any Copier or Print device and the Production Manager submits the job and works in concert with the Eclipse System to track the job.
- The Shop Manager can easily monitor and control jobs submitted by the users placing higher priority on more critical jobs.
- Walk-up Jobs can be setup in the system with a few Mouse clicks.
- Real-time feedback to User on status of jobs.
- Double-click any Job for detailed information about that job.
- Advanced Crystal Reporting allows for an infinite number of Reports including, Job Specific report, and Copier/Printer utilization Reports, Production Staff productivity reports, and many more.
- Multi-tier pricing allows reports to reflect both cost to client (including mark-ups) and cost to the Production Center.
- Invoice style reports which can be submitted along with Client billing.

System Totals: 4 Jobs requiring 10 Man-Hours  
Next 4 Hours: 3 Jobs requiring 9 Man-Hours

Intake (2) Finishing (1) Delivery (1) Outsource (0)

Job Number	Job State	User	Account	Due Date	% Complete	Location	Chat
31237050	Normal	Ron Baldwin	888888-000978	4/21/2008 2:38 0 %		Reception	
43634000	Normal	Graham Allen	111111-000006	4/21/2008 11:11 0 %		Reception	
80235050	Normal	Ron Baldwin	111111-000002	4/22/2008 9:00 0 %		Messenger	
92438020	Normal	Ron Baldwin	888888-000978	4/21/2008 2:57 0 %		Finishing	

Transaction Date	Operator	Unit ID	Work Code	Quantity	Duration
4/21/2008 11:36:21		LT2005	Production	1	0
4/21/2008 11:38:04		LT2005	VELO	1	360
4/21/2008 11:38:04		LT2005	COVER	1	0
4/21/2008 11:38:04		LT2005	Finishing	1	0
4/21/2008 11:38:04		LT2005	BACK	1	0

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**COMPANION PRODUCT TO THE COPITRAK PRINT ROOM, THE COPITRAK JOB SUBMISSION PLUG-IN FOR THE COPITRAK DESKTOP ALLOWS USERS TO EASILY SUBMIT JOBS TO THE COPY/PRINT CENTER.**

The Job Ticket Feature is triggered by Users dragging a Document onto the Copitrak Production Manager Icon or by simply right clicking the Icon and choosing Submit Job. Like all Control Systems products the Copitrak Job Ticket Interface walks users through the process of submitting jobs.

After choosing an Account and any other fields required for billing the User is guided through building his/her job step by step. Easy to read options guide the User through the process. The system even displays the jobs total cost as they build it.

The Job Ticket Plug-In can be set to self-install on the users workstation along with Copitrak Print and requires little to no additional resources.

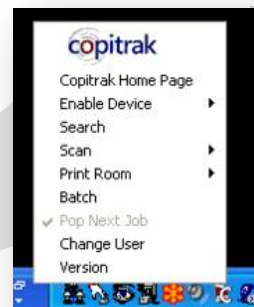
Job Cost Estimate = \$5.83  
6 \* 8.5 x 11 = \$0.33  
1 \* Spiral = \$1.50  
1 \* Clear = \$2.00  
1 \* Black = \$2.00

Job Type: Specific Date/Time  
Date Required: 5/22/2008  
Time Required: 12:25:33 PM  
Work Type: Printing/Copying  
Submission Method

Return To: See Delivery Instructions  
Delivery Instructions  
Special Instructions

Submit Cancel

- Significantly increase Productivity in your Copy Center.
- Increase billings to Clients.
- Dramatically reduce mistakes often associated with the manual billing process many Copy Centers use today.
- Flow all Billing data directly into the Firms Accounting Software.



Users can easily submit jobs to the Copy Center by simply Right clicking the Copitrak Desktop Icon

