



Planning, Designing and Integrating Alagus Print Admin 4.0

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1. Why do you need Print Control Software?

In the last few years business world is experiencing high demand of print control software. The reasons are quite different but the main ones are two: cost related and security related. The first one stands for reducing paper expenses and the second one concerns providing information about who, where, what and when is being printed.

There is of course a third reason and it is expected to become more and more important in the near future – Ecology. Thousands of trees are being cut even as we speak just because we want to have at least four paper copies of every document in the company. It's not that far in the future when every firm (at least in Europe) will be forced to use Print Control Software of some type.

Reducing print expenses is done mainly by setting Print Quotas. This leads to decreasing the consumables such as ink, toner and mainly paper. Amortization of print devices also lowers.

Security of printing may be upgraded by setting rules for not printing type of documents or those containing certain phrases.

2. Overview of Alagus Print Admin 4.0

Alagus Print Admin 4.0 is a very powerful tool for managing the company's printer environment. The product has been created to ensure realization of the Ultimate Print-Ruling Solution, which means no less than satisfying all possible requirements of the print control software.

Alagus Print Admin 4.0 offers you many services in one product:

- Print Audit – Audit the customer's print activities and devices
- Print Quota – Limiting printing by setting print quota for a user and a group of users.
- Printer & Printing Management – Full management of the printers and print documents
- Print Monitoring – Track, control and observation of the events in the printing process
- Printing Analysis – Statistics and reports of the actual print activity of users and printers

3. Planning

The planning part is an important stage in the process of full integration of the Alagus Print Admin 4.0 in your organization. In the planning process some main points must be clarified.

- What is the company's strategy about implementing print control software in principle
- Measuring the expenses for introducing Alagus Print Admin 4.0 and the lost benefits if not using it

- What are the possible discomforts that staff may experience after introducing the software? Diminishing the system administrator's responsibilities.

3.1 Company's strategy

The decision to start using print control software in general and Alagus Print Admin in particular should be taken after making cost/benefits analyses. The company must first decide if decreasing print expenses and having control over printing process is vital enough.

3.2 Reducing expenses

Reducing print related expenses depends mainly on the efficiency of the chosen restrict policy. This includes Print Rules and Print Quotas. The company executives must take into account that all heavy restrictions lead to saving money but they also cause discomfort for users. The two things must be estimated correctly.

In general when reducing print activity you lower expenses for:

- Print paper
- Toner, ink and other consumables used by the printers
- Amortization
- Electricity

3.3 Integration cost

The expenses for integration of the Alagus Print Admin in your company depend on what kind of license is needed for using *Alagus Print Admin Server*.

When considering which license you would need for using Alagus Print Admin properly have in mind a few things: network topology, number of domains, print servers, printers, users and average print activity. What kind of license you need is described in the Chapter *Network Topology and Printer Environment*.

3.4 Possible users discomfort

The most likely discomfort that users might experience is the print quotas, which would limit their printing activities. The second reason for canceling printing is possible conflict with some of the Print Rules for the user. However, in both cases the user will receive notification why the printing has been stopped.

4. Design

Designing is the process when you decide where physically and logically you will install Alagus Print Admin. It depends on the topology and the kind of network. It is also important to consider the grouping policy for users and printers (Printer groups, Users groups). You should define who is to decide what the print restrictions should be.

4.1 Network topology and printer environment

Depending on the number of the sites that your organization holds, the domains per site and the print servers, you will choose where to install APAServers. The required minimum is to have one APAServer per domain. It is advisable to have one APAServer for each Print Server. Otherwise one APAServer would track all activity from several Print Servers. This is possible but will cause increased network utilization. The hardware configuration where APAServers will be installed is also vital. They must be

chosen depending on print activity. On the other hand the number of users in the domain is not of much importance for the APAServer utilization.

4.2 Printer grouping

With *Alagus Print Admin 4.0* you are able to gather the printers in groups. This way you can differentiate your printers by some indication like departments, print servers, printer type, etc. Grouping makes it easier to control and manipulate all printers even if they are too many. It is of great importance to choose successfully the indicator for defining the groups mentioned above. If you do that you would be able to use the group actions like Print Rules, Print Activity and Statistics.

4.3 User grouping

Alagus Print Admin 4.0 allows you to define custom groups of users. Thus you would be able to differentiate the users using some criteria. Just like for the printer grouping, this is good for ensuring easy control. It is of great importance to choose the correct criteria for defining the groups. Later you should use Print quotas, Statistics and Print activity for each of the groups.

4.4 Administration roles

Setting administrative roles for your staff is a responsible task on which the security, functionality and print management depends. *Alagus Print Admin 4.0* offers you two types of accounts to be used: administrative and custom access. The administrative one gives you full control over all modules of the program. Custom access account gives you access only to certain modules of *Alagus Print Admin 4.0*. Defining which modules are accessible through Custom access account is done while in Administrative access account.

5. Testing

In spite of the high quality of *Alagus Print Admin 4.0* it is advisable to test it with the 45-day trial version before fully integrating the product. The information received from that period would be necessary for creating Print quotas, Printer and User groups, etc. It is not obligatory to install *Alagus Print Server* on an actual Print Server. It may be installed on every computer in the local network. However, this workstation and user account should have administrative rights over the network and print servers as well as to their spool directories.

While testing *Alagus Print Admin 4.0* you can try every one of the three possible working modes - Professional, Standard and Light. That way you would easily decide which one is most appropriate for your company.

6. Integration

6.1 Installing Alagus Print Admin Servers

To install *Alagus Print Admin 4.0* you just follow the steps in the User's Guide. You must meet of course all the software and hardware requirements. After the installation you may want to use the Configuration Wizard to set the main parameters of the program. These settings like Print Rules and Print Quota must follow the firm policy.

Consider if you want *Alagus Print Admin 4.0* to run as service as described in the *User's Guide*.

6.2 Installing Alagus Print Admin Consoles

After personalizing the access accounts for using *Alagus Print Admin Console* you must install it on computers, which can be used only by authorized personnel. This is done according to the *User's Guide*. *Alagus Print Admin Console* can connect to any *Alagus Print Admin Server* in your local LAN network. All you need is the password. This way you can control several APAServers from one computer.

6.3 Training the administrators

All administrators must be trained to work with *Alagus Print Admin Console*. The documentation that comes with the software is enough for this to be done within 2-3 days. Troubleshooting problems and Frequently Asked Questions may be found at www.alagus.com. Good knowledge of the product is vital.

6.4 Introducing Alagus Print Admin to your people

It is highly advisable to let your staff know that the company has started using Print Software and there are certain print quotas that have been set. This way you will avoid any misunderstanding like activating Print Rules, exceeding the quotas or not printing some kind of documents. *Alagus Print Admin 4.0* can notify the users when they exceed certain percent of the quota. This way exceeding the whole quota would not be a surprise for them.

7. Maintaining

The number of the interventions for maintaining *Alagus Print Admin 4.0* is cut to the minimum. When Automatic compact and repair database Option is switched on *Alagus Print Admin 4.0* automatically takes care of the good condition of the database. Nevertheless it is recommended that you make backup of the database and .ini files as well as clean the .log files.

In case of losing the *Alagus Print Admin 4.0* installation (because of hardware problem or OS crash) you can install *Alagus Print Admin 4.0* again and replace the db.mdb file (the database) with the one from the last backup.

It is also recommended to clean periodically the events from *Alagus Print Admin's Event Viewer*, as well as the old documents in the database.

8. Contacts

Corporate Headquarters
Alagus Software Company
P. Box: 302, ZIP Code: 1100
Sofia, Bulgaria
Tel: +359886 861166
www.alagus.com
office@alagus.com

Technical Support

For any questions, bugs noticed, suggestions and ideas, please contact our technical support via e-mail at support@alagus.com

Sales

For any questions concerning payments, please contact our sales support team via e-mail at sales@alagus.com

We will use reasonable efforts to comply with your request.