

WHAT'S IN YOUR LICENSE?

Nubeprint Dashboard V3 is the most **professional and easiest** tool for MPS.

Start managing your customer's printers and copiers with **ZERO effort**:

- Get printer and copier counters.
- Get consumable alerts:
 - Automatically
 - Filtered and validated
 - In your email "just on time"
- Minimize the waste of toner
- Reads daily and shows, **on line**, the latest status:

Counters
Levels for consumables
Date of installation of the cartridge
Cartridges shipped
Remaining days before cartridge exhausted
Toner unused when cartridges is replaced
Scorecard
Printers to replace
Technical alerts

GET STARTED!

STEP 1: USE ANY MOBILE TOOL OR PC

Use an iPad, tablet or touch PC to improve your experience. A laptop does also work perfectly. Open a browser (Explorer, Firefox, or similar). Go to the URL that you have received together with your ID and Pass.

STEP 2: ACCESS THE DASHBOARD

Login by entering the ID and PASS you have received when acquiring the license. You'll get into the control dashboard. If this is the first time you login and you still have no projects created, then the table will be empty and a message tells you that there are no printers in your cloud. Please note that it may take up to 4 weeks for some apps to show the first results.

STEP 3: CREATE YOUR PROJECT

Create a project. A project groups all the printer and copiers of a customer of yours. To create a project you just need a name and an email address.

First click on the rocket you'll find on the upper left hand side of the dashboard

Name: enter a name that is useful for you to identify where these printers are installed. It can be your customer number or a full name.

Email: this is the email to where the system will send a software agent (called CPM) needed to monitor the printers of this customer. This email address will be deleted once the email is sent to the recipient.

Once fulfilled, press CREATE PROJECT

IMPORTANT: each project has its own specific CPM. Do NOT use the same CPM to handle more than one project.

CREATE YOUR PROJECT

You will receive an email with new steps and in few minutes you will be monitoring your customers' printers.

	Project Name	<input type="text" value="To identify your Customer"/>
	Email address	<input type="text" value="To send you the CPM to monitor this project"/>
	Repeat address	<input type="text"/>

STEP 4: YOU HAVE RECEIVED AN EMAIL → INSTALL YOUR CUSTOMER

The Project is now created. In 3 to 5 minutes you shall receive an email to the address you entered in Step 3. Read it carefully and follow the **instructions to install the data collector agent (CPM)**. The email also has links to download some specific guides in case you need them.

IMPORTANT: The computer in which you install the CPM should remain turned ON as much time as possible (during working hours). If a printer is OFF or not network connected the printer will NOT be monitored. Contact Nubeprint to find more about monitoring non-network connected printers.

STEP 5: GETTING HELP

Once the **CPM detects printers or copiers**, they will show up in the Dashboard. There is nothing else for you to do: the system will start populating the different fields as it grabs enough information from the printers. To learn more about the app you are in press MENU and then  **HELP**.

A pop up will then open up with help. Be aware that the app may contain a second level of help: click  **About PANEL** that you'll find on the right top corner of the pop-up to get even more information about the screen you are in.

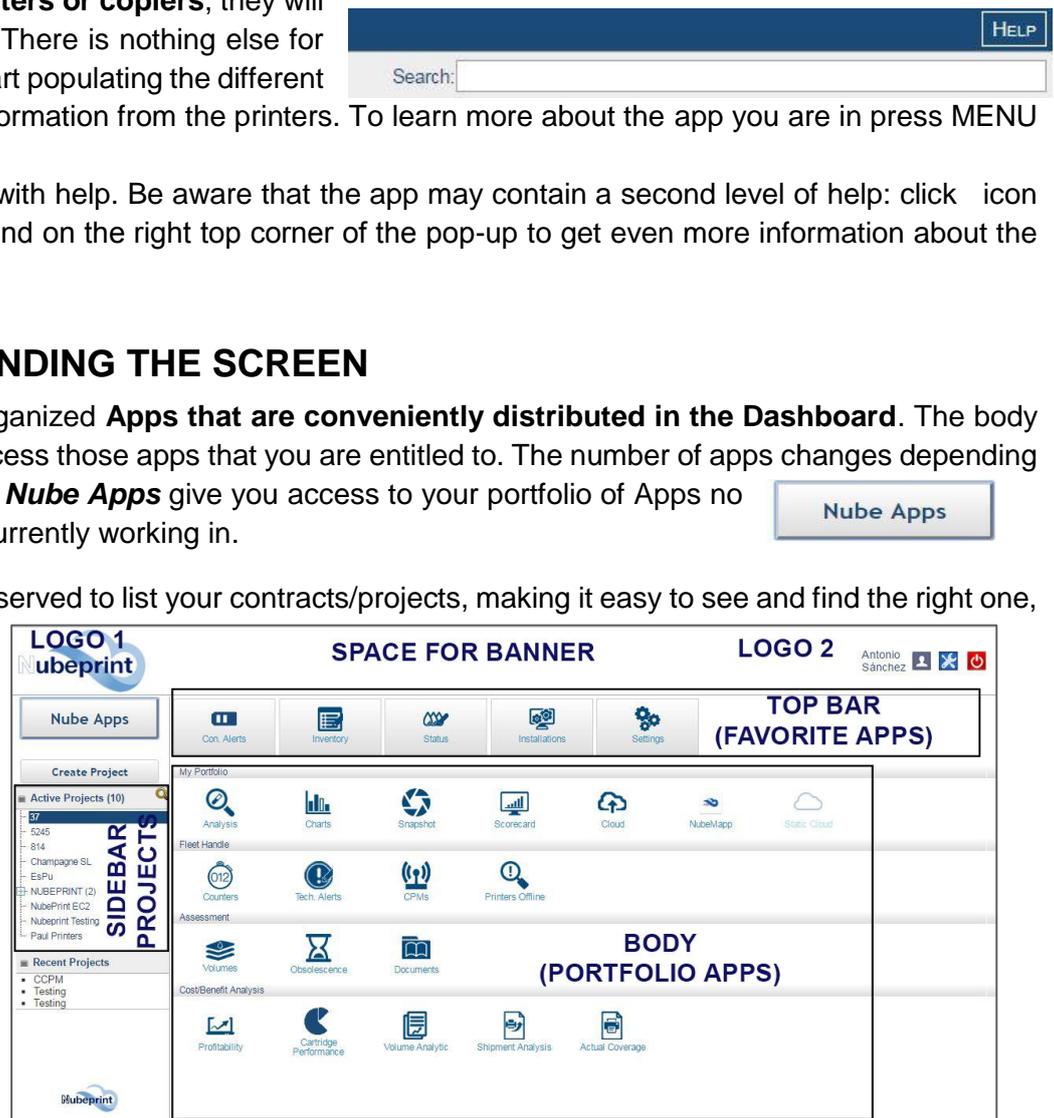
STEP 6: UNDERSTANDING THE SCREEN

All different features are organized **Apps that are conveniently distributed in the Dashboard**. The body screen shows buttons to access those apps that you are entitled to. The number of apps changes depending on the user. A button called **Nube Apps** give you access to your portfolio of Apps no matter which App you are currently working in.

The **sidebar** on the left is reserved to list your contracts/projects, making it easy to see and find the right one, no matter how long is your list. The **top bar** is reserved to give you direct access to the most frequently used Apps, without the need to first access Nube Apps. If you are working with a small screen, you can hide this bar by clicking on .

Click on . Enter the search criteria and then

click again on . The contracts/projects that match your criteria will show up. Select one or more (use CTRL combined with left mouse click) to see the results. NOTE: first select the App and then select the Contract/project.



STEP 7:

The Dashboard allows you to **navigate** in a very intuitive way to get the information you need from the printers of your customers.

1: Select your customer to show

2: Select the App you want to display

3: Use your mouse or pointer to filter results, scroll down, get more details....

Active Projects (10)

- 5245
- 814
- Champagne SL
- EsPu
- NUBEPRINT (2)
- NubepPrint EC2
- NubepPrint Testing
- Paul Printers

My Portfolio

- Analysis
- Charts
- Snapshot

Fleet Handle

- Counters
- Tech Alerts
- CPMs

Assessment

- Volumes
- Obsolescence
- Documents

Devices and Models sharing

Pages: 897,0 | 2.207,0

Model

Model	Pages	Count
Kyocera FS3900DN	985	3
Ricoh Aficio MP 2851	1.170	14
Ricoh Aficio MP C3001	1.241	4
Samsung ML-3470 Series	1.821	39
Samsung ML-371x	2.207	40

Pages: thousand pages printed since the beginning of the contract

Some other hints using Nubeprint

Apps:

1. All Apps have a Menu bar. The Menu bar gives you access to some features that can be different depending on the App:



- *Show/Hide fields*: select what you want to see by hiding columns
- *Report*: export to CSV file and work with the data in your PC. The data exported is all the data that corresponds to the Contract/project selected and only for the columns not hidden.

If the App is a table (opposite to graphical apps), multiple filter criteria are available from the bottom of each column. You still can use the SEARCH field for a smart filter. Or you can also search based on specific column value by using the empty boxes located at the bottom of each column.

2. The Apps have the following statuses:

- **Active**: the App can be accessed. Just click on it to open.

- **Inactive***: the App is installed in your system but you don't have access to it.

*Talk to your MPS services provider to activate.

3. Modify the location address of your machines:

You can enter the **location address** of each printer by clicking on the field you want to modify (this field is shown in "green" color).

4. Modify the thresholds of your machines:

You can modify the **threshold** and decide when a notification should be generated and sent to you as to when a consumable will be needed for a printer.

Click on the Printer Status App



The new App lets you identify at a glance the current level of each consumable for all your printers, and see the number of remaining days. In addition to it, the dealer can easily see the thresholds defined. Thresholds defined in terms of remaining DAYS can easily be modified. You can also swap from % threshold to DAYS threshold with a single click.

Change user pass:

Click on user's profile icon  and change your pass.

Customizing the Dashboard:

The Dashboard can be customized per user as follows:

- The active Apps can be user specific
- The end-customer user that has multiple contracts can be limited to see just pre-selected contracts/projects.

Contact Nubepoint for more details (use App "Get Help").