How to Access Top Access for Department Codes

This document will take you through the steps on how to access the area to view/edit your department codes, as well as managing them. Department codes can be added, edited, and deleted in the same area. You can view the department codes individually to see their usage as well. This will help in the monitoring process of each code. The last part of the documentation will focus on how to export the file to keep for your records in an Excel file.

1. First, to access Top Access, you will need the IP Address from the copier. Open Internet Explorer (or whichever browser you use) and type the IP Address into your address bar. If you already have this page saved as a favorite, open this page up.

2. Next, let's click on **Administration Tab** at the top right side of the page

3. You will see the login screen shown below. The password is **123456**. Then click on the Login button.

4. Click on **User Management** tab at the top of the page.

5. Click on **Department Management** under the dark blue bar

6. Here you will see your department codes. From this view you can see a quick snapshot of the codes' Total Printing, Total Scanning, as well as Fax Transmission and Reception. (NOTE: The Undefined code cannot be deleted. This is for the machine itself)

| Device | Job Status | Logs | Registration | Counter | User Management | Administration |

User Confirm/Create/Modify | Authentication

User Information List | Role Information | Department management

REFRESH

[New] [Reset All Counters] [Delete All]

Number	Department Name	Dept Code	Total Printing	Total Scanning	Fax Transmission	Fax Reception
1	test 1	12345	0	0	0	0
2	test 2	23456	0	0	0	0
1001	Undefined	00000	15	0	0	0

Go to top of this page

7. When you click on a department code, you will see the following screen. This is a more detailed view of the usage of this code. You can print this screen if you'd like (either by doing CRTL + P on your keyboard or by right-clicking on the page and choosing print)

Department Information - Windows Internet Explorer

http://10.64.88.249:8080/TopAccess/UserManagement/Confirm_Create_Edit/Department/DeptEdit.htm

Department Information

[Save] [Cancel] [Reset Counters] [Delete]

Department Number	1
Department Name	test 1
Department Code	12345
Set Limitation of Full Color	OFF
Maximum reached for Full Color output	
Set Limitation of Black	OFF
Maximum reached for Black output	

Total Counter

	Full Color	Twin Color	Black	Total
Copy	-	-	-	-
Fax	-	-	-	-
Printer	-	-	-	-
List	-	-	-	-
Total	0	0	0	0

Copy Counter

	Full Color	Twin Color	Black	Total
Small	-	-	-	-
Large	-	-	-	-

Fax Counter

	Full Color	Twin Color	Black	Total
Small	-	-	-	-
Large	-	-	-	-

Print Job Counter

	Full Color	Twin Color	Black	Total
Small	-	-	-	-
Large	-	-	-	-

List Counter

	Full Color	Twin Color	Black	Total
Small	-	-	-	-
Large	-	-	-	-

Scan Counter

|	Full Color	Twin Color	Black	Total
Copy Small	-	-	-	-
Copy Large	-	-	-	-
Fax Small	-	-	-	-
Fax Large	-	-	-	-

8. If you would like to add a department codes, you would click on **New** at the top of the page. Fill in the appropriate information (name of person/department; 5 digit code) then click on **Save.**
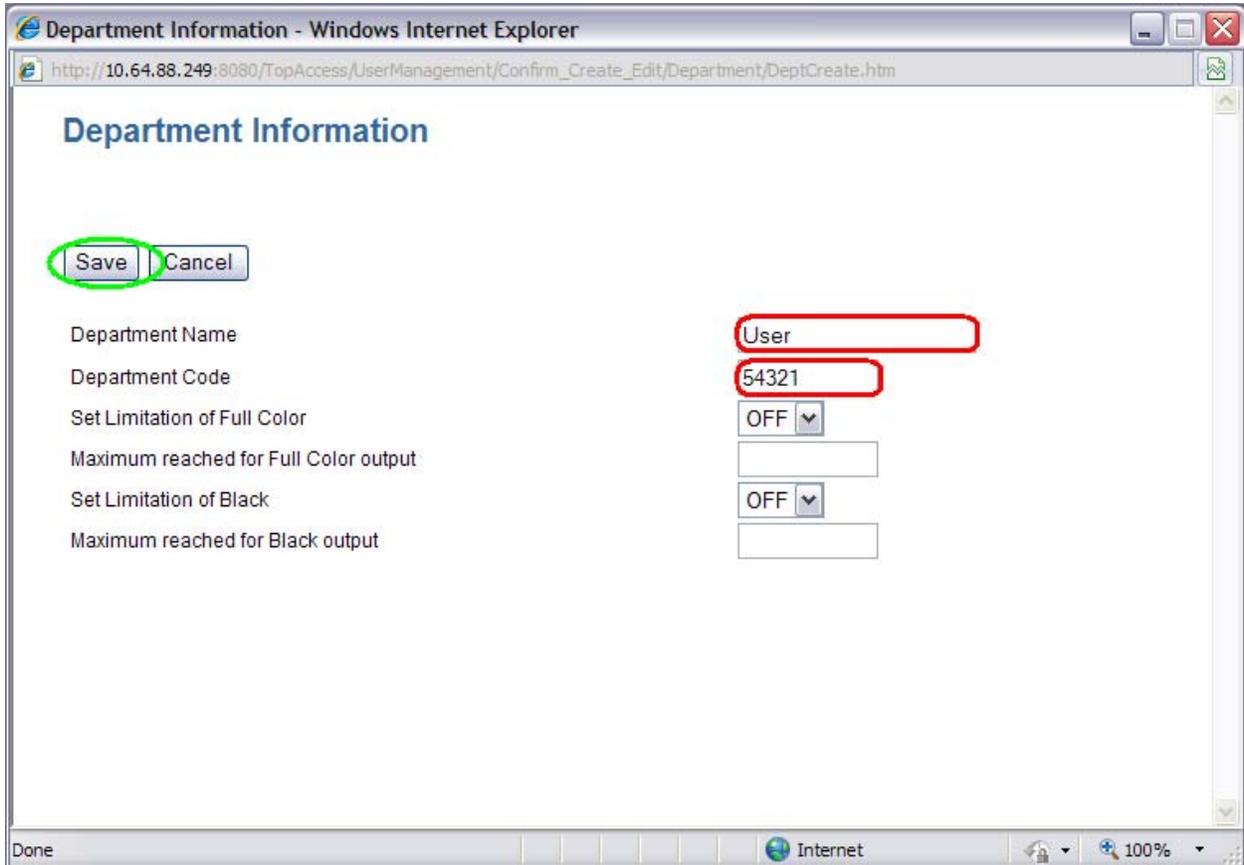

9. Next, let's go over to **Authentication** in the dark blue bar. Here is where you can set your department code enforcements for copy, printing, scanning, and faxing on the device. Click on **Department Setting**. Currently, if you're already using department codes, this option will already be enabled.
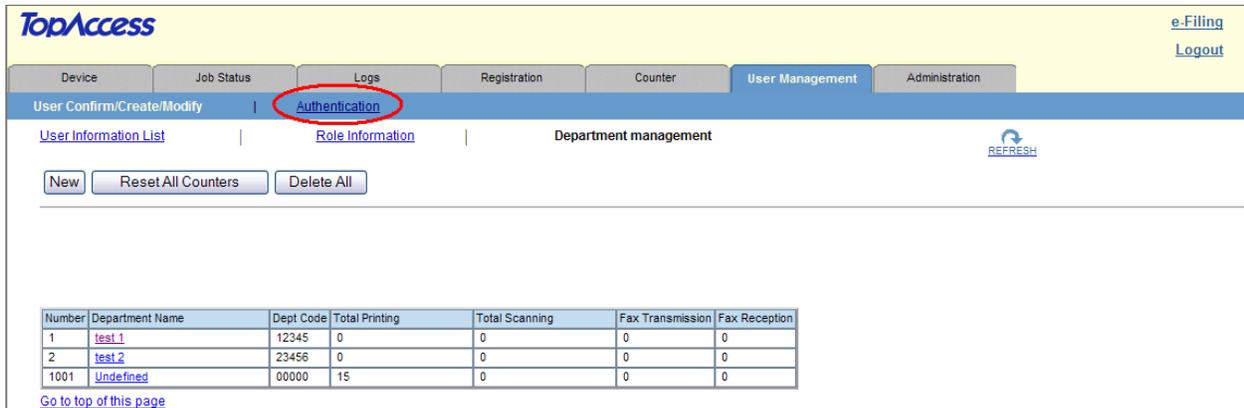
10. Let's take for example that you do not want a user to enter a department code for scanning since there is no charge for this service. You will choose <u>Disable</u> on the drop down menu next to Department Management (Scan)
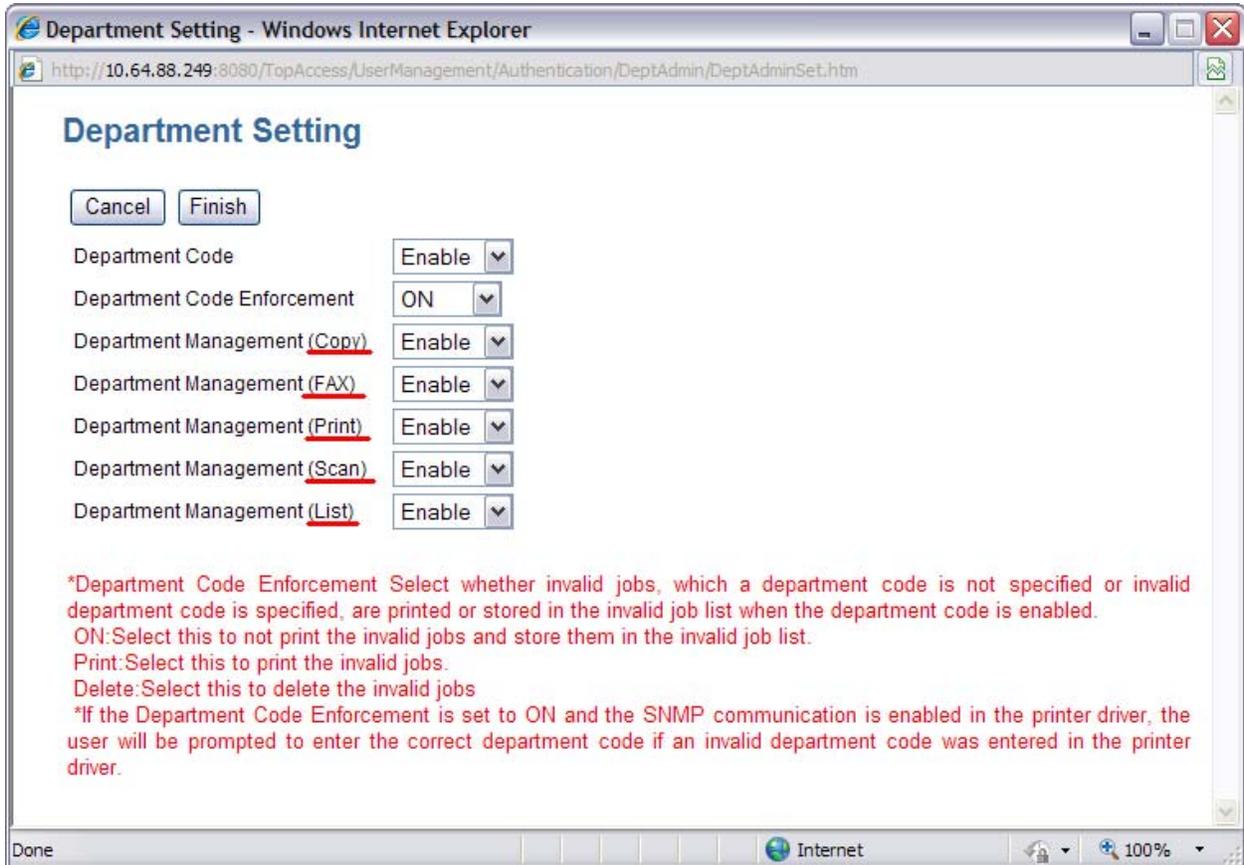

11. Finally, let's export the department code information along with counters for all department codes. It's always good to do this once in a while so you can monitor differences between weeks or monthly usage. To get to this area, let's click on the **Administration** tab at the top.
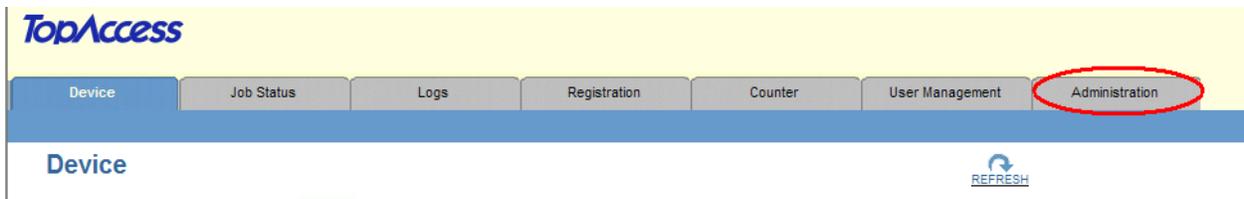
12. Next, let's click on **Maintenance** in the dark blue bar.

13. Then we'll click on **Export/Clear Log** to the far right.
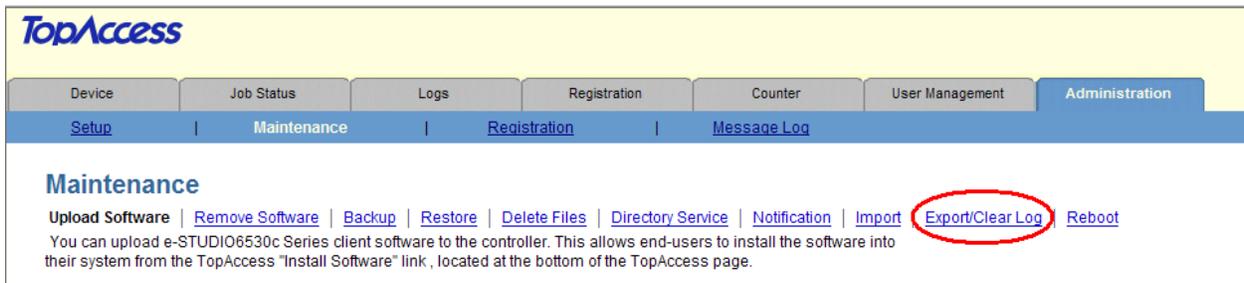
14. Scroll down to the very bottom of the page and you will see **Department Code Export (Department Information + All Counters)**. Click on **Create File**. This will create a link as shown below. Click on the link and save. Make sure you save this to a safe place so you can refer back to it.

15. When you open the file, it will open in Excel. This is going to show you similar to the following:
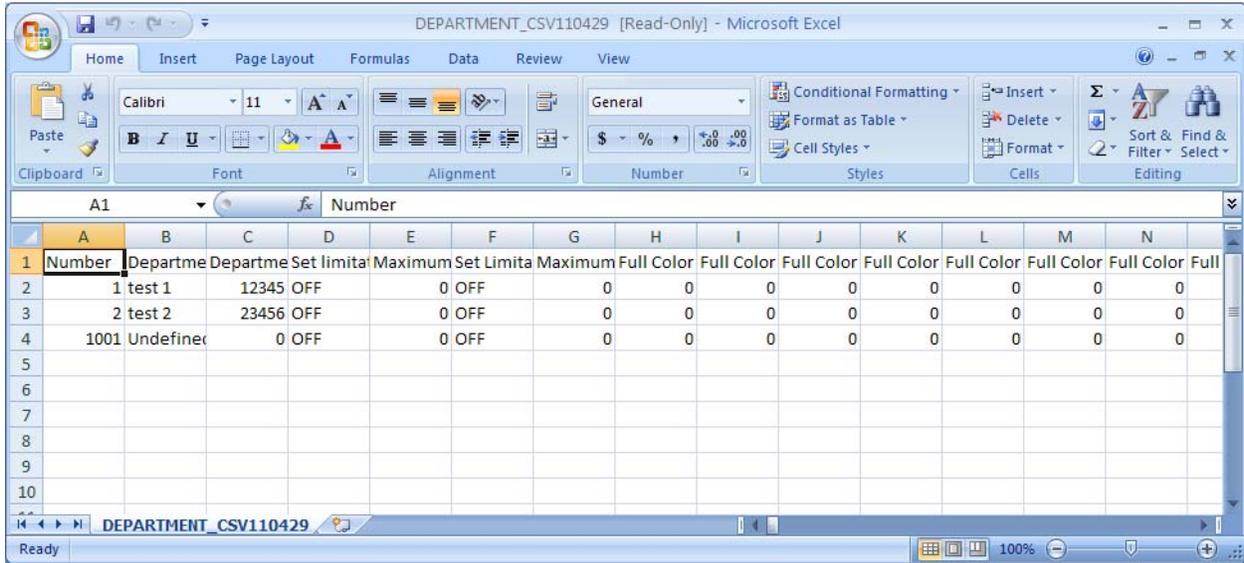
From here, you can do what you would like with the file, whether it's to save it, print it, etc. It's a great tool to be able to monitor the usage on your Toshiba multifunction device.

<u>RECAP</u>

Just to recap how to utilize the Department Code functions:

<u>To Access Department Codes in Top Access:</u>

1. Type in the IP Address of the copy machine into your browser's address bar or open your favorite saved for Top Access

2. Click on the Administration tab & enter in the admin password

3. Click on User Management

4. Click on Department Management

<u>To Add/Edit/Delete Department Codes:</u>

1. Click on New to add a department code

2. Enter in the required information for the name of the code as well as the 5 digit code & save

3. To edit a code, select the code. You may edit the information of name or 5 digit code. You can also reset the counters on the code or delete the code entirely.

<u>To Change the Authentication Enforcement of the Department Codes:</u>

1. Login under the Administration tab and choose User Management

2. Click on Authentication in the dark blue bar

3. Select Department Settings. Change the enforecement of the codes as you would like.

<u>To Backup (Export) Department Codes in Excel:</u>

1. Login under Administration. Choose Maintenance in the dark blue bar

2. Choose Export/Clear Log to the far right

3. Scroll down to the bottom of the page for Department Code (Department Info + Counters)

4. Choose Create New File

5. Click on the link it creates and save in a safe place.