

HOW TO ADD/EDIT DEPARTMENT CODES

LOG IN AS AN ADMIN (Administration Tab) – Password: 123456

TopAccess e-Filing

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

Login

Login

User Name Admin

Password

Click on **User Management** at the top of the page. Then, click on **Department Management**

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Logout

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

User Confirm/Create/Modify | Authentication

User Information List | Role Information | **Department management** | Exp

Search REFRESH

New Reset Counters Delete Reset All Counters Delete All

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Number	User Name	Domain Name	Department Number
10001	Undefined		1001.00000

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Click on **NEW** at the top of the page

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New Reset All Counters Delete All

Number	Department Name	Dept Code	Total Printing	Total Scanning	Fax Transmission	Fax Reception
1001	Undefined	00000	0	0	0	0

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This will then pop up a new entry to enter in your new department name and code.

IMPORTANT: Department Codes must contain 5 digits, no more no less.

Click on Save once you have finished.

Continue adding New Codes until you have set up as many as you would like.

Department Information - Windows Internet Explorer

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

Department Information

Department Name

Department Code

Set Limitation of Full Color

Maximum reached for Full Color output

Set Limitation of Black

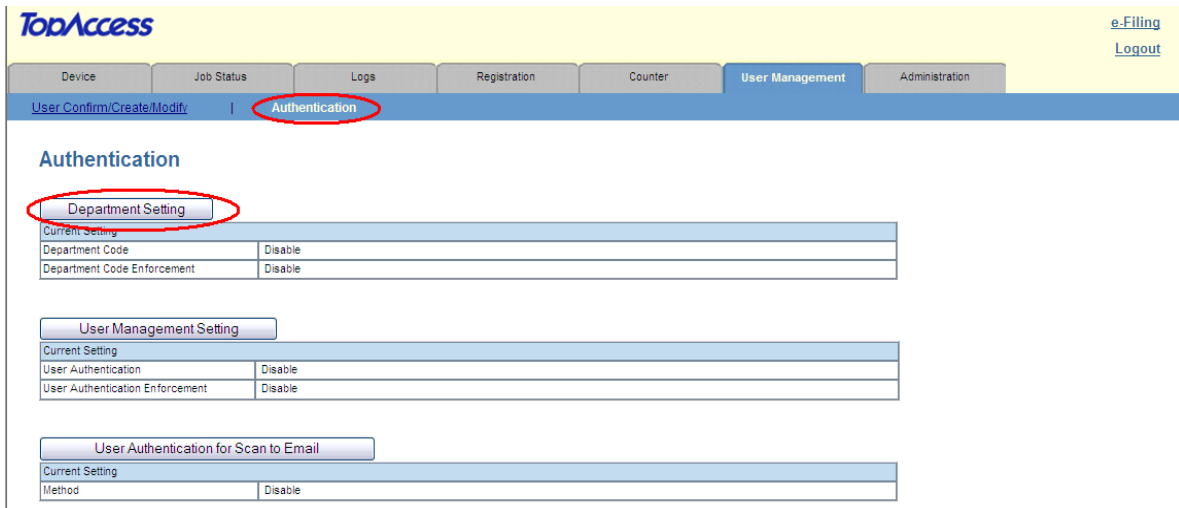
Maximum reached for Black output

Done Internet 105%

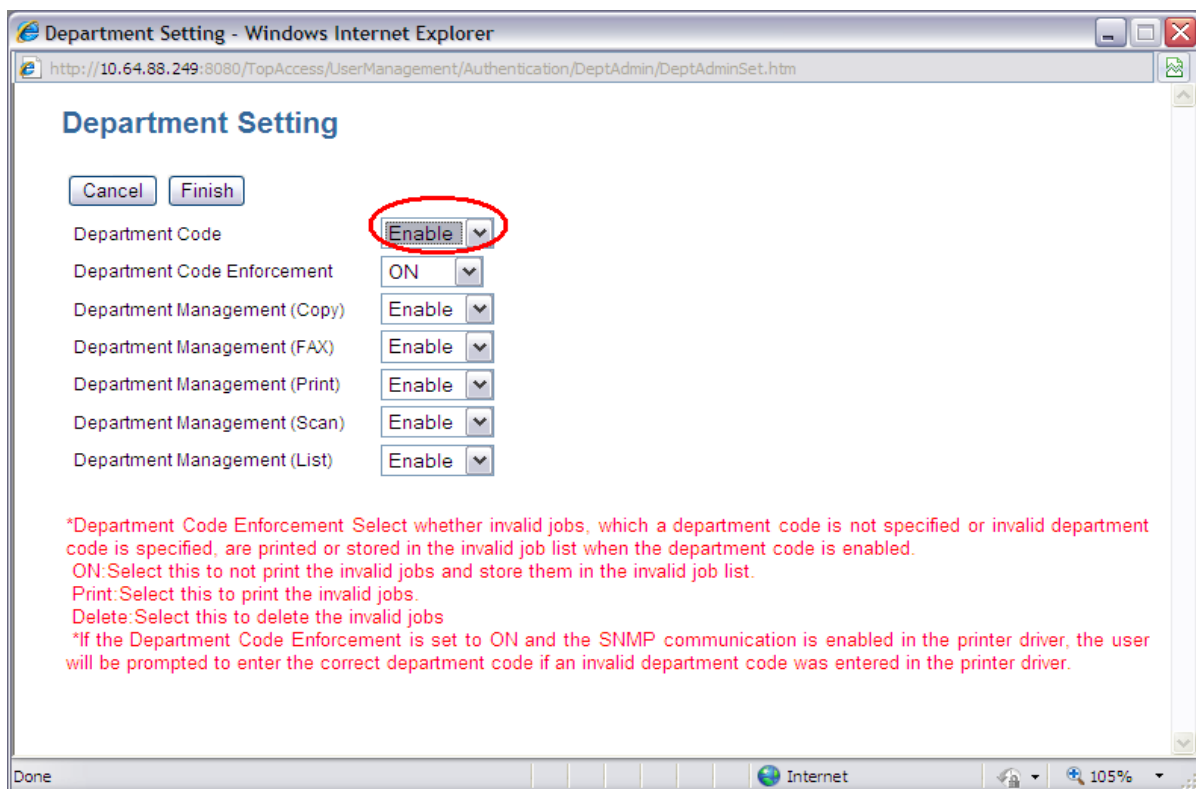
****Limitations should be monitored. If you use the limitation on the codes, once the limit has been exceeded, you will then have to reset the code to allow it to be accessible for further functionality. There is no automatic reset after any time period.**

Enabling Department Codes

Click on **Authentication** in the blue bar. Then click on the **Department Setting** button.



You will then see the following screen:



**This page allows you to enforce the department code settings. As a default, everything is enabled and fully enforced. You can disable the code being used for certain functionalities, for example: Scanning. Since there is no charge for scanning, you can keep this disabled so a code is not required. (Every situation is different. Please contact our Help Desk if you have any questions.)

Click Finish at the top of screen when completed.

EDITING A DEPARTMENT CODE

Under **Department Management**, click on the code you would like to edit.

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Number	Department Name	Dept Code	Total Printing	Total Scanning	Fax Transmission	Fax Reception
	Test	12345	0	0	0	0
1001	Unsetimed	00000	0	0	0	0

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From here, you can change the name of the department, 5 digit code, reset the counters for the code, delete the code entirely, or simply have a view of the counters for the code. You can also print out this page. **Click SAVE** once you have finished.

Department Information

Department Number: 1

Department Name:

Department Code:

Set Limitation of Full Color:

Maximum reached for Full Color output:

Set Limitation of Black:

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	-	-	-	-