

Partner Administration Manual



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About Focalist

Focalist is a modern solution to manage a fleet of printing devices on multiple networks, using public or private cloud-based servers and a set of data collection agents on the end customer network. From a web browser, customers can display the status of devices and their supplies, and they are enabled to automatically order supplies and routing of device alerts to qualified maintenance teams.



- Starting from the end user, there is a Web Browser client that allows Customers to manage their fleets of printers.
- Afterwards there is Server infrastructure that can be provided directly from Focalist or can be installed on Customer devices, and be managed locally. The server part includes: database and web components that allow the app to work.
- Agent is installed locally in each network where customer printing devices are connected. It searches the network looking for printing devices, and after adding them to the company device list it monitors their state as well as their supplies level.



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First steps

Register and log in

To access the application, users must first complete a simple registration process. The registration procedure remains largely the same across all versions, whether using Focalist's public cloud server or a locally installed server within the customer's infrastructure.

The key difference lies in access after logging in. The public cloud version offers a default 14- day free trial, allowing users to explore the platform's features before committing. In contrast, for servers installed on customer devices, access to the application's functionalities requires the purchase of a valid license. This ensures a tailored experience, whether opting for a cloud-based solution or an on-premises deployment.

Registration

- 1. Go to https://princity .com/ and click the "Register" button.
- 2. Select your country from the available list.
- 3. Choose the cloud service you want to use:
 - In case of pubic Focalist server: <u>https://eu-focalist.cloud/public/register</u>
 - In case of local Focalist server, in depends on configuration but Server-IPAddress/v3/public/register
- 4. Choose the interface language.
- 5. Fill out the following fields with your personal information:
 - Email(login) login of the administrator who manages the application. An email confirming correct partner registration will be sent to the email provided.
 - CHOOSE PASSWORD administrator password to app , be sure it's safe.
 - Phone contact information.
 - Country- region information.
 - Subdomian defines the address under which the platform will be available. (https://<YourSubdomianName>.focalist.cloud/)
- 6. Click on Register





Register for a 14-day free trial	
The most advance device managment solution	
Email	
Choose a password	
Phone	
Country	
· · ·	
Subdomain .eu-focalist.cloud	
I agree with terms and conditions	
I already have an account Register	

Login

To login you enter <u>https://<YourSubdomianName>.Focalist.cloud/</u> then write your login(email) and password after which click on Login button for further configuration.

FOCALIST		English (US) Y
	Login to your account Access the application web panel using login or email and passwor	d
	Login / Email	
	Remember me I forgot password Login	
		version: 6.1.1-SNAPSHOT

If you are using the public Focalist server, you can start working immediately. However, if you are using a local server, you must contact support to obtain your license before proceeding.



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To get started with the application, we encourage you to explore the introductory materials we've prepared to make your first steps easier. In the top right corner of the screen, you'll find an icon with a question mark - this is the "Resource Center." Here, you'll find helpful tutorial videos and interactive tooltips that will guide you step by step through the key features of our system. Additionally, the Resource Center includes a support option, allowing you to get answers to any questions or concerns you may have. It's the perfect place to seek assistance if needed.



Add Company

In the Focalist application, devices are assigned to companies and their branches. Therefore, after logging in, the first step for a new user should be adding a company:

- 1. Upon login, the home page is the **Companies** interface.
- 2. Click the green Add a new company button to get started.

Company Data

After clicking the button "Add a new company", you access a form in which you enter the company data. The entered data can be edited later from the settings of individual companies. Required information about the company is

- Company name,
- Language,
- Country,
- Address,
- Postal code,
- City
- Prefix: short name allowing easy identification of a given company. All devices in the company will receive IDs consisting of: {Prefix}-nextNumber of Device. For example, if the Company name is "DEMO", identifiers of subsequent devices are DEMO-1, DEMO-2; etc.; Marking printers allows for the quick and convenient linking of devices to the company in which they are located.





Optional fields are

- Tax ID
- Trade.

Company Contacts Data

Company contacts data are information about company employees responsible for the maintenance of printing devices. Messages from the system will be sent to this person (e.g., about the dispatch of consumables or on detected device failures). The supervisor provided at this stage will be marked by the system as the 'company's main coordinator'.

1. COMPANY DATA 2. LOCA	TIONS 3. PRICES		
Company data			
Company name	Language	Country	
		✓	~
Address	Postal code	City	
Prefix	Tax ID	Trade	
•			
Company contacts data Handler is the person who will be re	esponsible for the care of the printers and the co	ntact	
Full name	Email address	Phone number	

Locations

At the Locations step you can add more locations for your company, and you can always edit them or add more in the company settings.

Having multiple locations can be useful during adding multiple printers located in different places. Thanks to that option, you can define where your printers are located.





where the printers to be available in	the application are locate	ed	
Address	Postal code	City	Location
Malborska	30-646	Kraków	00 🔟
Address	Postal code	City	Location
	Import a file	COMPANY.	IMPORT_LOCATION.PARSE
	Address Address Address Address	Address Postal code Malborska 30-646 Address Postal code Import a file Import a file	Address Postal code City Malborska 30-646 Kraków Address Postal code City Import a file COMPANY

Prices

In the Prices tab, select the company's settlement model. To do that you choose either settlement per printed page or settlement per toner. Next select Currency from default one or add another. You can always change that in company settings.

• Settlement per printed page

Enter here standard prices for a page divided by mono, color and scan. More advanced options such as the number of pages in the subscription or subscription fee can be customized later

Settlement per toner

Prices for individual toner models can be changed in the company options.

Add company				
1. COMPANY DATA 2. LOCATIO	DNS <u>3.</u>	PRICES		
Set prices per printed page				
Change to these prices will be effective	e from the l	beginning of the current billi	ng period. Previous bil	illing periods will not be affected.
	^	Euro (€)	× •	Add currency
Settlement per printed page				
Settlement per toner				Cancel

Summary

After completing the data entering, there will be a summary of the added company information.





mmary	Add company
ompany data	AGENT
NoName	
Malborska,	
00-000 Kraków	1. Download the Agent file
PL	The file will be installed on your computer
Trade	Download Agent installer file
Location coordinator	
Bob	2. The key that the installer will ask for
NoName@test.com	During the installation, the user will be asked to enter the company's key
999 999 999	
Locations	EJKA-YQMJ-CQSA-QBIG
NoName	
Malborska,	3. You can send the installation instructions by email
00-000 Kraków	If you would like to email installation instructions to your client. After clicking you will be able to customize the content of the message.
Prices	Candiestallation instructions
Settlement per toner	Send instantation instructions
	Cancel Close

You can just close this window and go to the next step or download the Agent files now. To do that you need to select from the drop-down list the version for your device. You can also additionally send instructions with links to download the Agents to mail.

1. Download the Agent file



The file will be installed on your computer

Installation of Agent

Once the company is added, the next step is to install the Agent.

The Focalist Agent is a background software that collects data from printers and sends it to the Focalist server. It's crucial to install it on a computer that will run continuously every day. If the computer running the Agent is turned off, it will prevent feed-



back from being sent and disrupt the proper functioning of related services (such as consumables and maintenance) for the printers covered by the contract.

If you haven't downloaded the Agent yet, you can find it by going to:

- Companies > Selected company (click on the company name) > Agent > Download Agent installer file
 Before starting the installation, you'll need an Agent key. You can get it from the summary window after adding the company, or find it in the Agent settings. To access the settings, follow these steps:
- Companies > Selected company (click on the company name) > Agent > Click on the 3 dots in the "Action" column and select "Edit".
 When the company is added, the next phase would be installation of Agent.
 Focalist is responsible for searching for other devices in the network, checking their status and sending information about them to the server.

If you didn't download agent, you can find it at:

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 Companies > Selected company(click on company name) > Agent > Download Agent installer file

Before you start installation you need to have an Agent key. You can get it from the summary window after adding company or find it at Agent settings. To get there you have to go to:

• Companies > Selected company (click on company name) > Agent > click on 3 dots in the column action and select edit:

F	Dashboard Companies Devices Supplies Maintenance Reports Settings		admin ¹ 9 ⊞ (→
Back to list <	KT Master f Universe	Download Agent installer file	✓
fint Statistics	Agent information: Think		
IIh Locations	Agent key: Version: System information Send installation instructions		
Prices	CAGO-PQDR-BGZY-QSQC (2) New Local network: TP Adverse		
风 Coordinator	System -		
Notifications	Revola certificate. If you want to reinstall agent you need to generate new Agent key by revolving old certificate. Attention old agent work be able to connect.		
Agent	Supplies and counters scanning All times are specified in UTC in 94 hour format, UTC time right now is 124436. Last read attempt:		
W Order configuration	Supplies and counters scanning Scan now		
A Ignored devices	Frequency: At the hour		
Invoices	Add		
Other settings			
	Alert scanning Scan now		
	Frequency: At the hour		
	Add		- I
	Network scarning		
	IP range Days Time Automatically assign to the location	Actions	
			Save

Under the company name you can find **Agent Key for selected Agent**. You will need it during installation.

Devices that will be used for installation need to be a part of the network where printing devices are connected. If you have printers in multiple networks you will have to install an Agent for each one.





Also for installation independently from the operating system you need to have installed JDK 8+ or JRE 8+ on your device.

Installation on Windows

For installing Focalist Agent on Windows you need to run downloaded instalator "Focalist-agent.msi" and enter the mentioned earlier Agent key.

1 6 7				_		\times
Configuration Please configure	e application					Ð
Key:	EJKA-YQMJ-CQSA-QBIG					
Connect using	proxy server					
		Back	Next		Can	cel

Installation on Linux

- 1. After downloading, unzip file (preferred to directory /opt/Focalist-agent).
- 2. Open the terminal and go to the agent destination directory.
- 3. Run script install_linux.sh as root.
- 4. Enter your Agent Key and press enter.



If everything went as it should be in agent settings status should change to connected.





Agent key:	Version:	System information	Send installation instructions
CAGO-PODR-BG7Y-OSOC	4.3.0-WEBSOCKET	Local network: 10.2.1.0/24, 192.168.0.0/24	
	Connected	IP Address: 10.2.1.102,192.168.0.109	
		System: -	

Adding printers

Focalist is an application to manage a fleet of printers, so final steps that would allow using an app main feature is adding printers. To do that you need to make sure that installed agents are in the same network as printers and they are connected to the server.

- 1. Select Devices from the menu at the top.
- 2. Press button Add a device.
- 3. You will see a list of companies and agents in them, you need to choose an agent with new device status, at the screen below it is a one named "linux agent".



Add devices	
Select an agent from the list	
Search	Q
Example, Malborska, 30-646, Kraków	
Example	i 0
tort	a 0
NeNeza Melhareka 00.000 Kraków	
Noname, Maldorska, 00-000, Krakow	
Agent	i 0
NoName	🖶 0
Inux agent	Add
test. test. 23-312. krakow	
Add upmopoged devices	Cluss
Add unmanaged device	Close

- 4. Before adding a device you may choose location from the list of locations added for the company(You can always change this latter in print settings).
- 5. Finally check the mark near the print name and press Save assigned devices.

Summary

From this point most of the application features are available. You now have remote access to things such as:

- Collective statistics of the state of supplies for added printers and the ability to send prior notifications in the event of a lack of any resource.
- Generating reports.
- Remote access to device control panel.

They will be defined in detail in the description of the individual modules.



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Dashboard

The dashboard contains some statistical information. By default it will load data from one company, the first one on the list. However, you can load more or change companies in the right menu.

FSCALIST Deshboard	Companies Devices	Supplies Maintene	ance Reports Set	lings							admin 'D ⊯ [→	
Hello, Check devi	ce and material s	tatistics from y	our companies!		Companies 5	Printers 3337	Connected agents	3 Mont	Disconnected agents	3	ch. Q Select all Malborska Master of Universe Tex. 00-000 Tex: Krynice z.o.o. wrd. red med	
Top 10 quantity of device models			No. of print for individu	al models							HP 1912, 12 12	
140			Device model		Color		Mono		Total		DoxDruk 12, 12-300 Snow Town	
100 80 60			Develop ineo 363		0		29965		29965			
40			HP OfficeJet Pro 8710		198-49		8631		28480			
	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	la la	HP PageWide Pro 477		16368		3692		20040			
weath weath weath and the second	of Production Production Production	AR CR. SHITT	Konica Minolta bizhob	2364	11412		8357		10760			
Device producers	Top 50 device by print v	olumes						698	813			
	Device ID	Manufacturer	Model number	Color	Mono		Total			*		
	MB-469	Develop	ineo 363	0	26098		26098	478	598			
	MB-1671	Konica Minolta	bizhub C364	11412	8357		19769	MON	•	/		
	MB-968	Konica Minolta	bizhub 558	0	19265		19265					
	MB-967	Sharp	MX-M3158NV	0	15157		15157	COLO	215 DUR			

The first line at the top of the Dashboard view contains information about the entire application, that is the total number of: companies, printers, connected agent and disconnected one. On the other hand, in the part below there is statistics informationes only for chosen Companies (by default only one). This informationes separate into three different parts:

Devices

This is the basic look that is seen on entering this tab, the one that is on the screen above. You can see here some statistics for your top devices used in chosen companies.





Companies

FOCALIST	Dashboard Companies Devices	Supplies Maintenance Reports	Settings							edmin ᠑ ᠿ
	lello, admin!			Companies	Printars	-		$\mathbf{\mathbf{r}}$	0	earchQ
C C	heck device and material sta	itistics from your compar	nies!	5	3337	Connected agents	3	Disconnected agents 3	•	Malborska Malborska, 30-646 Kraków
									•	Master of Universe Test, 00-000 Test
DEVICES	ANIES SUPPLIES						Week		• •	Krynica z.o.o. avd. avd avd
Number of prints										HP 1212, 12 12
60000 50000 40000 20000 10000 0										DexDruk 12, 13-300 Snow Town
19.03.2022	20.03.2022 21.03.202	2 22.03.2022		23.03.2022	24.03.3	2022	25.03.2023	26.03.20	22	
Number of prints by companies Company name	Number of devices	Mono	Color		Total		17421 TOTAL	•		
DoxDruk	1	0	9		9		1204	02		
Malborska	847	120389	53709		174098		MONO		, ,	
Master of Universe	647	12	90		103		5380 COLOU	8 🚺		

In the Companies section there is a chart showing the number of pages printed in a selected time interval. In the chart, the total number of printed pages is marked in colorful lines, while Mono is shown in gray lines.

Supplies

This preview contains all information from tab <u>Supplies</u>. Thanks to the menu on the right site all of that data can be easily sorted by the chosen company. This allows to display in a transparent form information, enabling a quick preview of the emerging shortages of resources.

	Ch	neck device and ma mpanies!	aterial statistic	cs from y	our	Companies 5	Printers 3337	Connected agents	3	Disconnected agents	3	5m	Select all	۹
DEVICES A 1159 NEEDS ATTEN see the See the	COMPAI 5 TION 9 list HIPMENT 9 list	NIES SUPPLIES		soft men	Empty supplies away Device MB-0 Lexmark X990 MB-2 Develop inset 220 MB-24 Sharp MX-2200	aiting for installation	Toner OPC WASTE_T TONER DEVELOP	DNER	Awa 255 (255 (255 (255 (iting for days days days days	1		Malborska Maliborska, 350-646 Krakow Master of Universe Test, 00:000 Test Krynice at 0.00 and, and and HP 10:10, 131 12 DesDruk 15: 723-000 Snow Town	
Device with top cov	verage Toner	Pages printed	Coverage	Compar	y name Co	rs waiting to be proc	cessed Number of	devices	174210 TOTAL		7			
MB-1690 1135 dox-0 Color Larer let ME	TONER OPC	1	1250.00 %	Malbors		Colour toners	87		120402 MONO					
MB-909 DCP-J105 MB-237	• TONER	145	341.38 %	Malbors		Colour drums	5	1	53808		2			
	TONED	80	187829	Malkard	r	Mono drums	9		COLOUR					



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Companies

Tab Companies contains the list of companies, with basic information about their current state.

Displayed information according to columns are as follows:

- Company name, as column says, this is company name together with the main location below it (by choosing company name you can go to selected company settings)
- Prefix, shortcut representing a given company
- Locations, number of added location for certain company(by clicking on them you will go to company location settings)
- Billing type, represents method of settlement with each company
- Agent, last used agent with date and current state
- Number of devices, represent information about amount of devices attached to a company(by pressing it you will go to device tab with filter on for the chosen company)
- Volumes in last month, number of prints from previous month
- Action, by clicking 3 dots you can choose edit and go to company settings, or deactivate company.

F	CALIST Dashboard	Companies Device	as Supplies Mainteni	ance Reports Setting	3 2			admin w [ə				
Com	panies		7 entries		۹			Add a new company]			
0	Company name .	Prefix 0	Locations 0	Billing type 0	Agent 0	Number of devices	Volumes in last month	Actions				
•	Malborska Malborska, 30-646 Krakow	мв	1 locations	Cost per page per d Biling per page for the dev	Ambiguous 17.08.2021 11:00:44	1657 devices	242994856 pages	i				
•	Master of Universe Test, 00-000 Test	KT	3 locations	Per toner Billing per toner	Obcorrected 20.05.2021 14:34:37	0 devices	0 pages	•				
•	USB Company 1212, 12 12	USB	1 locations	Cost per page per d Biling per page for the dev	• Discorrected 10.05.0021 15:38:38	2 devices	0 peges	÷				
•	test test, 72-723 Testtt	ttt	3 locations	Per toner Billing per toner	Ambiguous 15.07.2021 09:26:02	1 devices	0 pages	i				
•	Numbers SA 123, 123 123	123	484 locations	Per toner Biling per toner	Arthquest 26.07.2021 13:17:46	3 devices	0 pages	i	٩			dd a new company
0	MK test Malborska, 00-000 Kraków	МК	1 locations	Cost per page overall Biling per overall cost	None	0 devices	0 pages	i	Agent 0	Number of devices 0	Volumes in last month ©	Actions
	Krynica z.o.o.	daw	1 locations	Per toner Billing per toner	• New 26.07.2021 11:21:02	0 devices	0 pages	1	Avtiguess 17.08.2021 11:00:44	1657 devices	242994856 pages	i
									Disconnected 20.05.2021 14:54:37	0 devices	0 pages	i
•	< (1) → 0							۲	Disconnected 10.05.2021 15:58:38	2 devices	0 pages	i
				test test, 12-	123 Testtt	ttt	3 locations	Per toner Billing per toner	Arzbiguous 13.07.2021 09.26-02	1 devices	0 pages	i
				 Number 123, 123 	rs SA 123	123	484 locations	Per toner Billing per toner	Arrbiguous 26.07.2021 13:17:46	3 devices	0 pages	i
				MK tes Melbors	it ka, 00-000 Kraków	МК	1 locations	Cost per page overall Billing per overall cost	• Nore	0 devices	0 pages	i
				Krymic: avid, and	1 2.0.0. 1 and	daw	1 locations	Per toner Billing per toner	• New 26.07.2021 11.21.02	0 devices	0 pages	i
				0 < 1 >	0							۲

The search is based on data in columns: Company name and prefix.

"Add a new company" button and how it works has been described in the first steps in the subsection Add Company

In the lower right corner there is a gear icon where you can change the default display information about each company. Such as visible columns and rows count.





Visible columns	Rows count
Company name	 10 20
Locations	50 100
Billing typeAgent	
Number of devices	

Company

Company is a module generated for each company, which can be specified as company settings. You can go there by pressing on company name or choosing edit from possible actions on companies list in Companies tab. In this module, you can modify the settings for the selected company. The settings are splitted into individual elements depending on their subject and functionality. Each of them will be discussed in detail.

Statistics

Statistics is the first tab in company settings, it contains basic information about company and statistics of made prints in the company.





F <mark><>></mark> C	ALIST •	ashboard	Companies	Devices	Supplies	Maintenance	Reports	Settings				
≡ Ba	ick to list K	м	alborska									
Înî Sta	atistics		Company data	a		Prints in the	company				DAYS	~
mi Loc ⊗ Pric © Co ⊡ No	cations ces wordinator tifications		Prefix Main adress Country / Langu	N 30-64 vage I	MB Ialborska Aalborska 6 Kraków PL(pl-PL)	120000 100000 80000 60000 40000 20000			الدا يا	ال الدة		
₩ Ord	der configuration		Company handl	er	mk & m@k.pl	1.8.8.1.8.1.1.	294 296 27.8 294 89	2				
[] Inv	voices		Device model	s					Locations			
0,00	ner settings		Device model nu	mber	Mono	c	Color		Location	Mono	Color	
			HP OfficeJet	Pro 8710	30211	g	3797		Malborskaa	799288	361014	
			Fuji Xerox Ape	osPort C	11081	6	4886		wylotowa óżźć1	635468	309027	

Statistics were divided into four labels:

- Company data, information about Company
- Prints in the company, visual representation of pages used, which can be displayed by days or months
- Device model, list of devices as well as printed pages(mono and color) for each device
- Locations, list of all locations added to the company, together with printed pages (mono and color) in each

Locations

This tab contains information about the locations of printers within a given company. Each location in the table by default contains information about:

- Location name, given name to location
- · Address, accurate address with street name, number, postal code and city
- Coordinator, a person assigned to be responsible to perform maintenance activities in the location
- Number of devices, devices in the location
- Active (Active or Deactive)
- Action (Statistic, Edit, Activate/Deactivate, Delete)

F CALIST Das	hboard Companies Devices	Supplies Maintenance Re	ports Settings				admin ₩ [→
Back to list <	MB Malborska	2 entr	ies Search	۵			Add a new location
Ben Statistics	Location name 🖨	Address 🗢	Coordinator 🗢		Number of devices ¢	Active 🗢	Actions
Th Locations	Malborska	Malborska 30-646 Kraków	mk m@k.pl മ		1656 devices	~	:
Ö Prices	wylotowa	wylotowa 32121 123	Jahy		0 devices		
风 Coordinator		21-321 London	Jany Inink@work.gg e				
Notifications							
🖾 Agent							
W Order configuration							
"A Ignored devices							
- Invoices							
Other settings							
	0 < 1 > 0						0





Action

Statistic, display statistical information about printed pages, per month or day in a given location.

FSCALIST Dasht	board Companies	admin 🖙 (>
Back to list <	MB Malborska	Malborska - Pages printed
ni Statistics	Locatio	MONTHS V 25000000 10 Active 0 Actions
The Locations	Malbo	July 2021
Prices	wylote	15000000
员 Coordinator		
Notifications		10000000
C Agent		5000000
Order configuration		0 Epitoso 2021 March 2021 April 2021 May 2021 June 2021 June 2021 April 2021
- Invoices		Individual model numbers
Other settings		08 08 04 02
		-0 -02
		Cancel

Edit, allow you to modify/update location details, such as address and coordinator. You can choose a coordinator from the list or create a new one which would be added to the database after saving.

Locatio	Edit location				s Ф	Activ
Malbc	Location details					
	Name		Address			
wylotc	Malborskaa		Malborska			
	Postal code	City		Number		
	30-646	Kraków				
	Coordinator					
	Use company's main	coordinator				
	mk	× •		슈 Add		
					·	

Activate/Deactivate, you can activate or inactivate selected locations. If location is active then it can be chosen during adding a new device, if it is set to inactive at that point it is not displayed there.

Delete, it is used to delete permanently selected branches from the locations in a given company.





Prices

Prices is a modul where you can specify the billing type for the chosen company. You can choose your billing type by clicking on the "Advanced settings" and selecting one from the drop-down list. User can't create or change the settlement model, he only has the option to modify the selected model.

There are four different billing types, but each of them has one common option on top to choose. It's "Type". This option is responsible for defining the range of data responsible for billing reports .

Туре	Day of month
Day of month	^ 1
Day of month	
Last day of the month	
The day before the last day of the month	Price per color page
Two days before the last day of the month	0
Quarterly	

Use a simple billing method

In the default settings of the company, the application uses a simple billing model, visible in the 'Prices' tab, which takes into account the prices quoted during the company registration for the monochrome, color, and scan. The user can change prices at any time during the company's operation.

Note: it should be remembered that a change in these prices will apply from the beginning of the current accounting period. Previous billing periods will not be changed.

In addition, the user can define the number of pages available in the subscription for the device. This is an additional option (subscription system), which allows the client to determine what number of printed pages is settled in the general terms of the contract, and each page above the set threshold will be paid in accordance with the prices specified in the first section.





	board Companies Devices Supplies Ma	ntenance Reports Settings		admin (→
■ Back to list <	^{daw} Krynica z.o.o.			Advanced settings
<u>finn</u> Statistics	Type Day of month	Day of month		
Back Locations Õ Prices	Price per A4 page			
Coordinator	Price per mono page	Price per color page 3	Price per scan	
Agent	Number of pages included per device Mono pages included per device	Color pages included per device	Scans included per device	
₩ Order configuration * Ignored devices	1000 ©	700 🗘	000	
- Invoices	0			
💮 Other settings				
				Save

Be sure to click 'Save', as without this, changes will not be entered into the system. This applies to all billing types.

The custom price for the device model

Custom price for device model allows to set unique prices for a defined printer. In this model there are default set price thresholds as in previous one, but additionally we can define rates for a specific printer model or an actual connected printer.

USB USB Company							💮 Advanced settings
Туре	Di	ay of month					
Day of month	~	1					
Price per A4 page							
Price per mono page	1	Price per color page		Price per scan			
1	\$	1	\$	1		\$	
Number of pages included per de	vice	Color pages included per device		Scans included per	device		
3	0	23	0	123	denice	Ċ.	
Fixed fee							
0	\$						
The custom price for model numb	er						Add
The custom price for model numb	er	Manageria	d Colorado	aas iaaludad — G			Add

By clicking on the "Add" button window with "Manufacturer" and "Model number" lists will appear. You need to choose an option in each list and press save.





9	Add an individual price for a m	odel number	ber
	Location details		
	Manufacturer	Model number Field is required	
	Canon	•	
	Brother		
	Canon	Cancel	
	Dell		
Price	Develop	ono pages included per Color pages included pe evice device	r
	Fuji Xerox		
5	НР	100 0 100	0

The administrator can define individual prices for several device models at the same time:

USB USB Company	,						(Advanced set
he custom price for model number								
Manufacturer	Price of mono page	Price per color page	Price per scan	Mono pages included per device	Color pages included per device	Scans included per device	Fixed fee	Options
Canon LBP6230	3 0	5	5	100	100	200 🗘	0	۵
HP LaserJet P2015	1	2	3	0	0	0 🗘	0 🗘	١
he custom prie	ce for the device	•					Search	۵
Device	Price of r page	nono Price p page	er color Price pe scan	er Mono pages incl device	uded per Color pages in device	ncluded per Sc de	ans included per vice	Fixed fee
USB-1 Kyocera ECOS\ P3055	/S 1	1	1	6	0	0		0

The custom price for the overall number of printed jobs

Model is based on multiple thresholds. This option allows you to set the price for printouts in specific quantitative thresholds, which are set individually by the customer. The system calculates the settlement of the contract according to the given prices, that is depending on the number of pages printed.

After exceeding the number of printed pages given in the first threshold, the system calculates the price for the page given in the second threshold. The number of price thresholds is arbitrary and depends on the client's needs





F CALIST Dash	ooard	Companies	Devices Su	upplies	Maintenance	Reports	Settings						
Back to list <	_{daw} Krynic	a z.o.o.										Advanc	ed settings
[]nil Statistics	Type Day o	f month			Day of mont	h							
Locations Or Prices	Billing	per page wi	th thresholds										
员 Coordinator	Mono					t Add	Color				¢	Add	
Notifications	1	100	٢	10	٥		1	100	٢	12	٢		
 Agent Order configuration 	101	1000	٢	8	\$	٥	101	1000	٢	10.5	٢	۵	
"A Ignored devices	1001	10000		6	0	٥	1001	10000	٥	7.75		٥	
 Invoices Other settings 	10001	00		4	0	٥	10001	00		5.2	٥	ŧ	
													Save

Note: It is necessary to use the 'Save' option when you have finished, otherwise the system will not remember the previously set price thresholds.

Example:

Customer printed 13,207 mono pages and 11,216

Monthly settlement will look like this:

MONO:

FROM	ТО	QUANTITY	PRICE	FINAL PRICE
1	100	100	10	1000
101	1000	900	8	7200
1001	10000	9000	6	54000
10001	00	3207	4	12828
SUM		-		75028

Color:

FROM	ТО	QUANTITY	PRICE	FINAL PRICE
1	100	100	12	1200
101	1000	900	10,5	9450
1001	10000	9000	7,75	69750
10001	00	1,216	5,20	6323,2
SUM				86723,2

Note: If the contract provides for the number of pages printed in a month for which you will not be charged, you should use the 'subscription system'.





Billing per toner

Initially, this model is empty. To use it, first of all, you need to add an agent and scan the network for a new device. After scanning the network you need to add a found device. Consumable parts will be detected and added there. If the agent did not find the device, you will not be able to set anything in this model. The application allows you to set a price for each consumable.

	ashboard Companies D	evices Supplies	Maintenance Reports	Settings		
Back to list <	123 Numbers SA		s	earchQ		Advanced settings
<u>Infl</u> Statistics	Type Day of month		Day of month			
In Locations Ô Prices	Billing per toner					
员 Coordinator	Туре	Capacity	Purchase price	Sales price	Compatible devices	
Notifications	TONER MAGENTA	22000	600	1000	C Lexmark X950	
C Agent	TONER YELLOW	22000	700	000	C Lexmark X950	
"A Ignored devices	OTHER	480000	0	0	C Lexmark X950	
 Invoices Other settings 	OTHER	200000	0	0	C Lexmark X950	
	OTHER	320000	0	0	C Lexmark X950	
						Save

After entering them into the system it is necessary to use the 'Save' option, otherwise the system will not remember the changes.

Note: Sometimes it takes some time to load consumable parts. So if you are sure that you have already added devices, be patient and wait.

Coordinator

In the Coordinator tab, there is a list of coordinators defined in the company's configuration. As previously mentioned, Coordinators are persons responsible for device maintenance in dedicated locations or the whole company. Each company has one main coordinator who can be chosen by default while adding new locations within the company. The company's main coordinator is marked on the list of all coordinators.

MB Malborska				Add a coordinator
Full name 🖨	Email 🗢	Phone 🗢	Main coordinator 🗢	Actions
Jahy	Jahy.Think@work.gg	777 000 999		:
Mikey	mikey@mail.com			:
mk	m@k.pl			:

The administrator has the option to add a new coordinator using the 'Add coordinator' option.





Email 📤	Dhana 🔺	
Add coordinator		
Coordinator		
Full name	Email	
Phone		
	Main coordinator	
	Cancel	Save

When you add a new coordinator, you can mark it as your company's main coordinator or do it later if you need to. In the editing level, the same option is available to identify a person as the main company's coordinator.

Notifications

In the notification tab, the application user can manage the information delivered directly to the email.

On preview, notification have been separated into category as follow:

- Device notifications
- Supply notifications
- SNMP alert notification
- Agent notification
- Other notifications

New device detected	
Frequency:	Immediately ~
Communication type:	MAIL Customize email message
Adresses:	Send to device coordinator 💿 Send to location coordinator 💽 Send to company coordinator
	Send to email address zbyszko.zBogdanca@abc.pl

To enable chosen notification, you have to click on the ON/OFF button next to a given notification. After that you can write a custom email or select recipients from the list. Additionally you can choose the frequency of the email.

Customize email message

This feature allows you to customize email that would be sent. You can add additional information depending on preferences.



Subject	🚺 Use default	Tokens	
<@translate>Notice.NEW_ORDER.Su	ubject @ - \${COMPANY_NAME}	• Contract	~
/our message	Use default	○ Device	~
#sep #list , <#list ENTRIES as ENTRY>\${ENTRY.LOCATION_ADDR	RESS}<#sep>, #sep #list , <#list	• Device model	~
ENTRIES as ENTRY>\${ENTRY.LOCA <#list ENTRIES as ENTRY>\${ENTRY.	TION_CITY}<#sep>, #sep #list LOCATION_POSTAL_CODE}	o Dictionary	~
<#sep>, #sep #list	td>	 Location 	~
ENTRIES as ENTRY>\${ENTRY.ORDE	R_DATE <= sep <, #sep </ #list</td <td>o Other</td> <td>~</td>	o Other	~
</td <td>laceholder.SUPPLY_MODEL<!--@-->: TRY>\${ENTRY.SUPPLY_COLOR}</td> <td>• Previous supply</td> <td>~</td>	laceholder.SUPPLY_MODEL @ : TRY>\${ENTRY.SUPPLY_COLOR}	• Previous supply	~
\${ENTRY.SUPPLY_TYPE}<#sep>, #s<br <h5><@translate>Placeholder.PN<!--@<br-->ENTRY>\${ENTRY.SUPPLY_PN}<#sep <h5><@translate>Placeholder CAPA</h5></h5>	<pre>sep><!--#list-->>>>>>>>>>:>:>:>:>:>:>:>:>:CITY>::</pre>	 Shipping details Courier contact person Courier email 	on
Attach list result		Courier name Courier phone	
		Shipping details desc Shipping list	ription
		 Supply model 	~
		 Supply order 	~

Note: Each company has separate settings, so your setting will apply only for the company that you are currently editing.

Agent

Agent tab provides us with features to manage agents. After entering a tab you can see a table with agents in the company. There is displayed information such as agent name, current agent status, there are also actions which are edit/delete agents. In case that selected company has only one agent you will be automatically moved to that agent's setting.





F	Dashboard Companies Devices Supplies N	laintenance Reports Settings		
Back to list <	KT Master of Universe	2 entries Search. Q	Download Agent installer file	✓
a Statistics	Name 🗢	Status: 🗢	Keys	Actions
Locations	Klekot test	Disconnected	MMOC-RQFV-HOJK-QUUE	i
Prices	Think	Connected	CAGO-PQDR-BGZY-QSQC	1
员 Coordinator				
Notifications				
Agent				
Urder configuration				
"A Ignored devices				
Invoices				
Other settings				
				0
				÷

Status:

- New added in server application but not connected to any agents on devices.
- Connected properly working connection
- Ambiguous multiple agents have different status
- · Disconnected can't connect to agent

What is an Agent? Why do I need to install it?

- You can think of an agent as something like a proxy that allows our application to gain access to printers.
- Each network with printers needs an agent installed on one of the PC's in the network. We call them Network Agents, and each one needs to have a different logical agent in the Company->Agent tab.
- In the case of a usb printer You have to install a USB Agent. To work properly the printer needs to be connected to Computer with a USB Agent.
- For one logical agent in Company->Agent tab you can have multiple USB Agent connected. You can connect One Network agent and multiple USB agents to one logical Agent.
- USB Agent is not available by default. To unlock it you have to contact support.
- Agents allow remote access to the printer panel but it's not available by default. To unlock that you have to contact support.

Agent Settings





FOCALIST	Dauhboard Companies Devices Supplies Maintenance Reports Settings		
Back to list <	KT Master of Universe	Download Agent installer file 🛛 🗸	🗎 Add an agent
Back to list < Back to	Agent information: Think: Agent information: Chink: Code Hodd*Add*-Case Code Hodd*Add*-Case Out of memory VS11504, YS14504 Out of the set		
	Frequency: At the hour Binisted i w tstat Mercel testing Image Days Time Adventedicity assign to the testion	Actions	Save

Agent Information

In this section there are basic information about selected agent, such as:

- Agent name given name to agent we recommend giving names that can be easily identified with the device where the Agent is Installed.
- Agent key used to connect Agents to the server, needed during Agent installation.
- Version information of currently used agent version
- System information IP address where network agent is installed.

Revoke Certificate

Each logical Agent in the server can have only one network Agent. If you want to reinstall an agent or install on a different device, you have to revoke the certificate from the old one. This button is responsible for it on the server side.

Supplies and counters scanning

In this part you can customize a scheduler for scanning which does Agent. Possible scanning option was separated into 3 different parts:

- Supplies and counters scanning
- Alert scanning
- Network scanning

Beside setting the scheduler, you can also use the option "Scan now" to check the current state of devices. Additionally, the scheduler also can be excluded by the ON/OFF button placen on the left from the scheduler name.

Adding new agent

To add a new agent you have to press the "add an agent" button which is in the top right corner and write a new agent name. Installation and adding process is described in Installation of Agent.







Order configuration

Orders are information about low levels of supplies, it changes order status which is displayed in <u>Supplies</u>. In addition, if notification for orders are turned on, it sends an email to the coordinator.

Check if the toner has been properly installed

After changing the toner, the program checks if it has been installed correctly. If option is set, it changes status to "Toner replaced" on properly toner installation. In case of improper installation, applications don't change order status. On the other hand if the option is not set, order status is always changed to "Toner replaced", regardless of whether the exchange was made correctly.

Note: Proper installation process by status:

New(Not Shipped) -> Installation in progress -> To replaced -> Toner replaced

After sending a notification, mark orders for supplies as sent

If this option is set, the application changes order status to "Installation in progress" after sending the order. It's useful in situations where the previous check mark is set. Without setting this option, supply order status will be set to "New(Not Shipped)". With turned on checking proper installation it would be necessary to manually change status to "Installation in progress".

After sending a notification, mark orders for parts as sent

Same as for supplies that were discussed above, but for parts.

Block order for a toner, if its efficiency is lower than (%)

The materials have their efficiency, for example, if a given material has a capacity of 1000 sheets, but in reality it can only print 500 sheets, it means that its efficiency is 50%. The material yield count is proportionally scaled to the amount of material used and the pages for which the amount was sufficient.

Order generation method

To set up automatic orders, go to the details of a given company and then select the "Order Configuration" tab from the vertical menu.

FOCALIST	Dashboard Compan	Devices Supplies	Maintenance Local stock Reports	Settings	Céline 🕄 🕐 🌐 🕞
Submenu	AL Algız Technologie	>			
③ Statistics	Company data	· z 🚹	Company handler	Device models	
Q Locations	Profix	AL	Company handler Théophile LOU	Device model number Mono	Colour
③ Prices	Address, postal code	Algiz Technologie	₽ tlou@elgiztechnologie.com 03.20.20.20	No data	
 Coordinator Notifications 	Country, city	FR, Lille			
(급) Agent	Language	Français			
B Ignored devices	Currency	EUR (e)			
Invoices	Tax ID	FR000001666			
 Custom parameters Managing maps 	Trade	Editeur de logiciels			0 1 0

In our system, we offer two effective order configuration methods. The first is the



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"Proactive" option, which allows the user to specify the number of days expected until the material runs out. Once this estimated time is reached, the system automatically generates an order. Proactive methods can be implemented ONLY for printers that have more than one month of print history. If it is possible, in this method we use the history from 3 months ago, to make predictions.

The second option is "Level", which allows you to set the material inventory limit as a percentage. When it is achieved or exceeded, the system immediately generates an order, efficiently supporting the supply management process. This flexibility allows you to adapt the ordering process to individual needs and changing business conditions, contributing to efficient supply management.

The order generation view for both configurations is identical and includes three described sections, which present:

- Levels for toners, including:
 - mono toners (monochrome)
 - color toner
- Levels for drums, including:
 - Mono drum (monochrome)
 - Color drum
- Levels for the MK (Maintenance and Key Components) part, including:
 - Maintenance materials (among the articles and components that can be found here, we can mention things such as oils, filters, rollers, transfer tapes, etc.)
 - Waste toner

•



Another important function of the application is the ability to block orders for materials whose efficiency is below a certain percentage scale. The user can set the minimum acceptable performance. When a material's yield drops below this value, the system prevents you from placing an order for that material. It is an effective control tool that allows you to avoid ordering inefficient materials, positively affecting the efficiency and costs of resources.

Block orders if supply efficiency was below									
Efficiency of mono toners	50 %	Efficiency of colour toners	50	%					
Efficiency of mono drums	50 %	Efficiency of colour drums	50	*					
Efficiency of maintenance parts	50 %	Efficiency of waste toner	50	*					

Going to the "Replacement" subtab in the application, an important option appears - activating the alarm in case of improper installation of the material.

With this feature, the user can configure the system so that if the material is not installed correctly, an alarm will be generated. This is an important safeguard that helps prevent potential problems related to incorrect installation of materials, which could negatively affect the quality of prints and the efficiency of the device.

The user also has the option of:

- Maximum level settings as a percentage of when the material should be replaced:
- Activation of the alarm if the new material model does not match the ordered one.
- Activation of the alarm if the material has been replaced from another device.
- We assume that the toner levels below 80% are not new, but have been previously used in another printer (except when a device is added to the system, then the material level can be any). Additionally, if a serial number is present, we check whether such a number is already in our database.
- Activation of the alarm if there was no previously generated order for the material. Verify that an order exists for the material before attempting a replacement. If it does not exist, then the alarm is activated.
- Activation of the alarm if the order for the material has not been previously sent.

Replacement											
Check	if toner has been propery installed										
	Set maximal replacement level										
	Maximal level of mono toners	10 %	Maximal level of colour toners	10	x						
	Maximal level of mono drums	10 %	Maximal level of colour drums	10	*						
	Maximal level of maintenance parts	5 %	Maximal level of waste toner	10	*						
	Check if the model of the new material is	the one that was	ordered								
	Block orders if supply was swapped from a	another device									
	Block orders if there was no previously ge	nerated order fo	r the material								
	Block orders if the order for the ma	aterial has not be	en sent before								





Ignored devices

In this section are lists of devices marked as ignored which agents ignore during scanning the network. Devices in this list can be only added in the "adding device" window, when you decide to delete them there.

Invoices

Invoices allow you to monitor customer payments. They are only information so beside displaying there then don't do anything, like sending messages to clients. After clicking the "Add an invoice", you can write receivables to be paid by the client.

Invoice number	
TV/PRINT/132/2021	
Issue date	
17.10.2021	曲
Amount	
10000	
Upload	

After adding invoices you have 4 potential actions:

- · Edit, allow you to edit invoices data and upload file
- Add a payment, the total amount can be paid in installments, so for a better overview, each payment can be added separately
- Payments, display list of payments for selected invoices
- Delete, delete invoice from list, all data for this invoice would be lost

Invoices record example:

_{daw} Krynica z.o.o.			1 entries Search	Q			Add an invoice
Invoice number •	Issue date 🌢	Last payment date	Amount paid	Amount outstanding	Invoice amount .	Document	Actions
TV/PRINT/132/2021	17.10.2021	13.10.2021	1977.00	8023.00	10000.00		:

Other settings

Company data

In this label it's possible to change all company data which you enter during adding company. Such as: Company name, Prefix, Tax ID, Language, Address, Postal code, City, Currency, Country and Trade.





Prefix	Tax ID	Language
МВ		polski 🗸
Postal code	City	Currency
30-646	Kraków	PLN (zł) 🗸
Trade		
	Prefix MB Postal code 30-040 Trade	Prefix Tax ID MB City 30-646 City Trade

Additional settings

The period after the device is marked as not responding (days) - Is a global setting for all devices in a given company after which device would change its status from active to not responding. Not responding is treated like active but with the last record from more than days written in this scope.

Dictionaries

Dictionaries are additional information about devices that can be displayed in the tab of selected devices, under the label "Parameters" in the device "General information" tab. Additionally this information is concluded in all lists beside "Companies". There are 3 types of Dictionary:

- Text, in this option you write static text for each device while setting the dictionary for the device.
- List, on the other hand, defines a list of text at the moment of creating a dictionary, and you select one text from the list during the device setting.
- OID is an identifier that is sent to the printer via SNMP to retrieve specific data



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Devices

The Devices tab contains all devices You have added, and displays crucial information about them. Among the non-obvious features that can be seen, and the name of the column does not necessarily say what they mean, you can include:

- Status column provides information about the current status of the device connection with agent and includes four possible options:
- Active
- Not responding
- Inactive
- Deleted
- Lowest supply status column contains information about the status of the supply with the lowest level and includes four possible options:
- Ok
- Low
- Empty
- Unknown
- Connection type column contains information on how to communicate with the device, and includes three possible options:
- LAN connects using a network agent
- UBS connects using USB agent
- Unmanaged stands for an unmanaged device in other words a manually added device.

Note: To delete device go to the Actions column

Advanced search

On the left side there is an advanced search panel where you can search for devices using the following filters:

- Companies and locations, search using the name of added companys or locations
- Device model number, search using device name and specific device model number
- Coordinator, search using the name of the coordinator, person responsible for a specific device
- Device

Device

General information

To access detailed settings for a specific device, click on its name in the Device ID column. Then a window with general information about the specific device will appear, while on the right you will see the other devices. Detailed information about the device is displayed below, divided into the following columns:

• Parameters information about used dictionaries for this printer, the plus on the right takes you to <u>Device settings</u>.





- Toners and drums
- Maintenance kit/others
- Input tray

Alerts

The alerts tab is on the left side and it is about device crashes and low supply. Alerts tab displays errors for specific devices.

F _O CALIST	Dashboard Companies De	avices Supplies Maintenance Reports	Settings			admi	, '৩ ⊞ (>
😑 Back to list <	daw-411 Brother MFC-J	6720			0 I	Search	٩
General information	Toner type/Color \$	PN/name Level	order	alert reason	Actions	Brother MFC-J6720 dev-411	80.13.78.69 E72386A5F205073
Alerts	TONER	YELLOW TONER 85%	Yes	Incorrect exchange	B 4 •	Brother MFC-J4620 daw-412	89.87.187.2 E73696M7F163832
 Orders Supplies 						Brother MFC-J4620 dew-413	89.87.160.170 E75696L7F126522
🚍 Statistics 🔐 History						Brother MFC-J4620 O	89.83.112.154 E73696M7F163639
Б Мар						Epson WF-C5790 daw-415	80.11.226.86 X3B8115954
Device settings						Brother MFC-J4620 O	89.83.99.218 E73696L7F126104
 SNMP settings Remote panel 						Brother MFC-J6930 dew-417	80.11.153.93 E76309F7F133676
						Brother MFC-J4620 dew-418	176.176.69.106 E73696L7F126303
						Epson WF-5620 O daw-419	86.253.156.214 SCSY071358
Agent: DISCONNECTED Last inspection: 07.03.3022 12:45:06	0 < 1 > 0				۲	Brother MFC-J4620 •	89.83.113.1ó2 43 44 > ⊙

There are four possible action that can be taken with alerts:

- Send email
- Add note, note that
- Ignore alarm,
- Details,

The left-hand menu shows the devices discovered by the Agent that are not yet managed by Focalist. You can then add them by clicking on the **Add** button:





Orders

Orders is one of main Focalist features, agents at regular, preset intervals, it polls devices for the status of resources. And if they are low on some supply it generates order for that supply. The generated orders are visible in the section also in tab <u>Supplies</u>.

FOCALIST	Dashboard Companies Devices	i Supplies Maintenance Rep	orts Sattings						sd a	in 'S uur (→
😑 Back to list c 🔹	daw-441 Epson WF-8510							0.0	Seerch	٩
General information	Waiting orders								Epson WF-8510 daw-441	213.566.203.219 TT8Y009600
Alerts	D 1D 0	Toner type/Color	Part no	sber	Ordered PN	Courier+Shipping no	Consignment note number	Actions	Brother MFC-J4620	176.176.70.170
Crders	daw-ORDER-176	WASTE_INK	Mainten	nce Cartridge T6712	· ·		100031		daw-442	E75090L79126744
Supplies	dev-ORDER-304	INK	Cyan Ini	Carolidge T7182		~ v			daw-443	1775891588
2 Hazary									Brether MFC-J4620 daw-444	89.87.161.42 E73499L7F126286
🖾 Мар	All orders								Brether MFC-J4620	89.83.100.122
Device settings	ID •	Toner type/Color	Part nomber	Order status 🕈	Courier-Shipping no	Shipment date	Current sup	ply level O	0av-443	E73694C74126242
R Maintenance	daw-ORDER-176	WASTE, INK	Meintenence Certridge T6712	Nee (Net Shipped)	123		2%		Epson WF-C579R daw-445	80.14.192.218 X570038469
 SNMP settings Remote panel 	daw-ORDER-314	• INK	Cyan Ink Cartridge 17352	Nov (Nat Shipped)			9%		Brother HL-L5100 daw-447	82.127.203.220 E75331E8N116927
	0 - 1 - 0							۵	Brother MFC-J4600 daw-440	89.83.114.202 E73606L7F125135
									Brother MFC-J4620 daw-449	89.83.99.162 875090M7F165947
									Lexmark XC6152 dev-450	90.43.221.36 7563713010#WW
Agent DESCONNECTED Last impaction 07.05.0003 12.45.05									• < 43 44 45	4 0 × 0

Part number - Information retrieved from device about part number, they can be accurate as on the above screen, but most of the time there is only shor information like black toner.

Ordered PN - Ordered Part Number, full catalog part name, selected from list that client can enter manually in the settings(<u>Supplies model numbers</u>)

Courier+Shipping no - clue about curier in charge of delivering supplier. Selected from list, can be added in settings(<u>Couriers</u>).

Supplies

This tab contains information about supplies installed in the printer. Additionally you can check each supply separately and see statistics about them.





Statistics

This section contains information about detailed printer statistics. If possible separate printed pages by format(A3, A4,...) and mono/color.

How does the Focalist count pages?

This is one of the most frequently asked questions, because there is often a problem that the number of pages in the Focalist app is different from those given by the printer.

At Focalist, we bring the final total result of printed pages to A4. Considering that, Focalist count pages accordingly:

- A3 and everything bigger than A3 2 pages
- All other lower sizes than A3 1 page

History

History section contains information about what has been going on with the device since it was added to the application. The historical information such as error alerts, toner installation or Device activation in chosen location.

daw-1 Samsung N	M332x 382x 402x	Ø	:
Thursday, 16.12.209	21		
10:16	Alert activation: S2-3313 The machine is currently in power saver mode. No user intervention is required. Printing will start when a job is received fr network, a Fax job has been received(if installed), or a scan/copy job is initiated at the local UI., Severity level: OTHER, Training level: NOT_DEFI1	rom the NED	Ð
10:03	Alert deactivation: S2-3313 The machine is currently in power saver mode. No user intervention is required. Printing will start when a job is receiver the network, a Fax job has been received(if installed), or a scan/copy job is initiated at the local UI., Severity level: OTHER, Training level: NOT_D	d from EFINEI	D
Friday, 10.12.2021			
10:31	Alert activation: S2-3313 The machine is currently in power saver mode. No user intervention is required. Printing will start when a job is received fi network, a Fax job has been received(if installed), or a scan/copy job is initiated at the local UI., Severity level: OTHER, Training level: NOT_DEFI	rom the NED	Ð
10:31	Toner installation: T2 Roller , Capacity: 100000, Type: OTHER, Colour: UNKNOWN, Level: 69%, Counter: 30870		
10:31	Toner installation: Tray 1 Retard Roller , Capacity: 60000, Type: OTHER, Colour: UNKNOWN, Level: 48%, Counter: 30870		
10:31	Toner installation: Fuser , Capacity: 90000, Type: FUSER, Colour: UNKNOWN, Level: 65%, Counter: 30870		
10:31	Toner installation: Black Toner Cartridge S/N:CRUM-20042349719, Capacity: 5000, Type: TONER, Colour: BLACK, Level: 60%, Counter: 30870		
10:31	Toner installation: Tray 1 Roller , Capacity: 90000, Type: OTHER, Colour: UNKNOWN, Level: 65%, Counter: 30870		
10:31	Toner installation: Black Imaging Unit Cartridge S/N:CRUM-19011909951, Capacity: 30000, Type: OPC, Colour: BLACK, Level: 94%, Counter: 3087	0	
10:31	Device activation in location: awddawawd, IP=158.75.30.124, Counters: Mono=30870 Colour=0		

Мар

This tab is really useful in case of many devices installed in different locations. You can add information about device location with an image of a map where the device is placed.

Device settings

Additional parameters

Information that are displayed In tab <u>Devices</u> and are included in generated reports under section Parameters.

Location

You can select here information about where the device is installed. It would affect future reports.

• Coordinator By default is assigned the one in charge of the location where the device is installed, but it can be changed here.





- **Reports** Include or not printer in reports.
- Order settings Option for customizing the generation of orders for chosen devices.
- Price settings Custom settings for prices, only available if chosen if Advanced billing method is chosen to be "The custom price for the device model".

Maintenance

In this tab you can submit a new maintenance request and assign someone or edit an existing one. All created requests would be visible in the <u>Maintenance</u> tab. It is only visual information, to better organize work.

SNMP settings

In this tab you can set configuration data for SNMP. In versions v1 and v2, it is enough to configure one parameter: Community String. In the case of the v3 version, more parameters must be given for authorization.

SNMP v1/v2					
Community String					
public					
SNMP v3					
Login					
Context					
Security Level					
NO AUTH, NO PRIV			~		
Auth Algorithm		Auth Password			
	~		۲		
Privacy Algorithm		Privacy Password			
	~		۲		
General settings					
SNMP timeout					

Remote panel

This option isn't available by default, so customers need to make a support request to unlock it. Additionally, the Agent by through the printer is added. Need to have unlocked this option. You can unlock the agent by adding line remotePanel=true to the file agent.config at directory config/ on the place where agent was installed. If the file doesn't exist, you need to create it and add that one line there.

When it's available it allows remote access to the device panel outside of the local network where the device is installed. Agent and Server applications work as proxy to local devices, for this reason it's locked by default.



Supplies management

Principle

What is supply management in Focalist?

- A complete set of capabilities that automates fulfillment / replenishment of supply-items for a managed fleet of devices
- Detection of supply-items nearing the end-of-life
- · Proactive recommendation for shipments before the actual end-of-life
- Detection of exceptions and workflow of associated approval processes
- Links to, and administration of, back-end fulfillment/delivery processes
- Management of supplies catalog (replacement supply-items) and fulfillment providers (supplies reseller/distributors)

What is toner fulfillment process?

- A complete set of capabilities that automates replenishment of toner cartridges for a managed fleet of devices
- Detection of toner cartridges that are getting close to empty (low toner cartridge, maintenance items, etc.)
- Proactive recommendation for shipping new cartridges before the existing ones are out of toner
- Detection of exception and workflow of associated approval processes
- · Links to, and administration of, back-end fulfillment/delivery processes
- Management of toner cartridge catalog (replacement cartridges) and fulfillment providers (supplies resellers)





Process

Adding supply (first supply installation)



1. Focalist scans the devices and downloads information about the installed supply from the printer. The following is downloaded: serial number, performance catalog number, level.

Note: Not all data are available from all devices. In some cases printer don't give capacity or exact level.

2. Focalist checks if the model of the installed material is already in the base. If it is not present, a new material will be added.

Possible Alarms

Damaged supply - Focalist can detect that the supply installed in the device returns an incorrect value and is most likely damaged. If such a situation occurs on the material, the alarm will be added: Damaged material





Inspection of supply status





Alerts

List of alerts generated by Focalist. If option Companies > chosen company > Order configuration > <u>Check if the toner has been properly installed</u> is enabled, then on unsolved alerts order would be blocked.

Alert list:

Unknown level

Indicates that material was not updated in the last inspection due to problems with data retrieved from the printer. We were unable to determine the material it was related to.

Toner inefficient

The toner yield is less than assumed in Companies > chosen company > Order configuration > Block order for a toner, if its efficiency is lower than (%).

Incorrect exchange

There are several cases that may cause incorrect exchange:

- There was no order.
- The order was but was not in "Installation in progress" status.
- The new material has a level of less than 80%.
- The material with the given serial number has already been installed somewhere.
- The material was replaced before it reached the replacement level (this is configurable in orders).
- The model of the material that was ordered does not match the model that was inserted into the printer.

Not updated

Indicates that material was not updated in the last inspection due to problems with data retrieved from the printer.

Waiting orders

In this section You can asing additional information to your order and mark it as sent or deleted.

0			,	977 entries Search		٩			
	ID ¢	Toner type/Color 0	Part number	Ordered PN ©		Courier+Shipping no	Consignment note number	Device	Actions
	daw-ORDER-175	TRANSFER_UN	Transfer Unit (Belt Cleaner)		~	~		dem-425 Semsung X4500	
	daw-ORDER-176	WASTE_INK	Maintenance Cartridge T6712		•	PeoH. x v	TEssoT	dow-441 Epson WF-850	
	daw-ORDER-177	• TONER	4540 BLACK TONER	4540	~	PleoHL x v		dew-482 Brother DCP-5510	

Order PN

Full name 'Order Part Number', resource catalog number, sometimes different from those returned by the printer, the printer often returns only color It can be added in Settings > <u>Supplies model numbers</u>.





Courier+Shipping no

You can add a person responsible for delivering the missing resource to the final destination. They can be added in Settings > Couriers.

Consignment note number

Additional note added to order.

All orders

Overview list of all orders generated by the app. Containing both historical and currently processed entries, sorted by default by the 'Shipment date' column.

All supplies

List of all supplies that can be detected from printers. For each element, there is information about the resource, device and company in which it is located. Additionally , there is information about last order status as well as date of first detection of supplies in the printer(Installation date).

Level shows level from last detection, if you want to check

Additionally you can click the action button 'Details' to check how the toner consumption has changed over the last week, month or year. The change of resources would be shown in different colors as in screen below.



Manage Local Stock

Principle

Since version 7.17.1, Focalist has made it possible to manage a local stock of consumables from which the operator can obtain supplies to replace a consumable without delay.

The available functions are:

- creation of a local stock
- · assigning machines using this local stock to be supplied
- orders to replenish local stock from central stock
- tracking orders on delivery.

Procedure

1. To create local stock, click on Add new local stock:

I	=>>CALIST						Céline Deu	shy 🕐 🋍 🕞
	Local stock			1 entries Search	٩		Export 🗸	+ Add new local stock
	Name 🗸	Company/Location 🕈	Serviced devices	Quantity of orders	Supplies used	Supplies left	Manager 🗣	Actions
	Salla Stock Conso Yer Hinge	DenfRande DenfRande HO	3		0	*	Jeen MASSON messon@inydomáin.com @	0 2 9
		Add new I	Cocal stock	DOSE DEVICES 3. COORI	DINATOR 4. INITIAL SUP	PLIES		
		Name	mación	Select company		Select location		
		Local Stock He	uts-de-France	Agit Technologie	x v) (Aige Technologie, 3 place Lemartre, Lill	Next	
								O VIEW OPTIONS





2. Then select the devices on the site that can be supplied from this stock:

F&CALIST	Dashboard Compenies Devices	Supplies Meintenance Local sto	ck Report	ts Sett	lings					Céline Da	uchy Ø tab G
Advanced search	Local stock				fest	ries Search	۹			Export v	+ Add new local steck
O Companies Class o	Namo u	Company/Location	Service	d devices		Quantity of orders		Supplies used	Supplies left	,	danagar 0
Search	Salla Stock Conso ter étage	DistriFlandre DistriPlandre HD	1					0	*	÷	lean MASSON nasson@mydomain.com v ^a
Select visible Algiz Technologie											
Client test_Bice		Add new local stor	k								
Devense 2		1. GENERAL INFORMATION	2. CHOO	SE DEVIC	ES 3. COORDIN	IATOR 4. INITIAL S	UPPLIES				
Vianney TEST		 Device model 		46 cetries			Search	Q			
		Search	Q	0	Device ID -	Sorial Number 0	Manufacturer 0	Medel rumber +			
		Select visible		0	DF-0	701874800006D	Lexmark	M8452			
	Erother Cason Develop Eppon	Disther	1	0	DF-1	7559040000208	Lexmark	CH922			
		Develop Epson	, t	0	DF-2	CGDF10886	Toshiba	e-STUDIOSODEA			
		HP Konica Minolta	1	0	DF-3	5500596920	Sharp	MX-M266			
		Lewyark	1	0	DE-4	6505084000	Sharp	MX-3070			
		Phoenix	Ĵ,	0	DF-5	74632599016LN	Lexmark	M0711			
				0	DF-6	CNFTGD21FN	нР	LaserJet color flow			
				0	DF-7	QXM07587	Caron	IR-ADV 4225			
		Goback						Cancel Next			
Clear Acoly	• • •										VIEW OPTIONS

3. To replenish local stock, place an order in the Initial supplies interface:

FOCALIST							Céline Dauchy 🗇 🇰 🖯
C Advanced search	Local stock			1 entries Search	٩	Exp	ort 🗸 + Add new local stock
	Name w	Company/Location 0	Serviced devices	Quantity of orders	Supplies used	Supplies loft	Manager #
Seret. Q Select Vicible Arga Reinninges Catele Sections Descense Descen	Salik Soci. Coner for Heige	Derrifunde Derrifunde and Add new local ste 1. genebal Informatio	3 DOCK 4 2. CHOOSE DEVICES	1 COORDINATOR 4. INITIAL SUPPLIE	9		Ann MASION misseanglanytonga.com d
			ſ	Drag & drop or Icrome your CSV files	Ş		
		Gried			Cancel Add local most.		
Apply	0 0 0						♦ VIEW OPTIONS



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Maintenance

Active errors

There is a list here that contains information about the detected errors and deficiencies directly related to the device. Which has not been handled yet. Errors that appear here are automatically generated by the application. They are called SNMP alerts.

Under the Description column there is a message that contains two parts. One on top is information fetched from the device about the problem. Bottom one is the degree of difficulty of the problem which is divided into:

- untrained not require trained personnel
- trained need to be technical one
- engineer require service man

From the Active Errors tab you can assign someone to take care of a problem by clicking the action button "Transform".

Maintenance request title	Engineer
	~
Maintenance request description	
1 other	
User can repair the damage himself	
Przeglądaj Nie wybrano pliku.	

Engineer is the person In charge of the Company where the device is installed and has the role Engineer.

Repaired

Same as with the above active errors, these with repaired status are also sent automatically by the devices, also in the form of SNMP alerts. We show all of them in this section.



Maintenance request

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Active errors can be transformed into Maintenance requests, it's recommended to use it on more complex errors requiring a technician or engineer. The advantage of using this function is the ability to accurately track the error, its current status, and the ability to add comments to a specific problem.

There are five error statuses which are as follows:

- 1. Unsolved new request, to start working on it you select 'Start request' from action buttons.
- 2. In progress in the course of work on the error request.
- 3. Done problem set as resolved by worker.
- 4. Solved admin confirms that tasks have been correctly resolved.
- 5. Declined admin decline task.

Reset password

- 1. To reset your account password, click the following link : <u>https://management.eu-focalist.cloud/password-reset/yPh-sTCrpooe7V0AHjPPH28F6RsXSmJne</u>
- 2. enter your new password in the field:

New password	Set ne	w passw	ord	
	New password			
			۲	

3. click Set password.

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Reports

Reports are statistical information that can be generated based on information collected by Focalist. They can be saved as CSV or XLSX.

Each report can be downloaded instantly. To do it you have to click the Actions button with a miniature of the eye. Then select the companies you want to cover. In order to finally download the report, select CSV or XLSX in the upper right corner (Generating the report may take a while, changing the color of the inscription to light gray means that the generation process has started, when it is finished, it will return to the normal color).

F CALIST Dashbo	oard Companies Devices Supplies	Maintenance Reports	Settings				admin	"0 ₩ (>
Predefined reports <	Reports < Predefined reports	< Active supplies	8193 entri	es Search	٩		🗅 csv (B XLSX 📵
o Filters	Company name Company trade	Billing method Suppl	ly vendor name 🌒 Supply part number 🕈	Supply name 🗣	Supply type	Supply color	Supply capacity •	Supply level O
Company	Malborska	Billing per toner		Waste Toner Bottle	Waste toner	Unknown	20000	92
(MB) Malborska × × ×	Malborska	Billing per toner		320K Maintenanc	Other	Unknown	320000	83
Date 09.03.2022 🖶 - 25.03.2022 🖶	Malborska	Billing per toner		Separator Roll an	Other	Unknown	200000	98
 Vizualization type 	Malborska	Billing per toner		Photo Drum:Cyan	OPC	Cyan	115000	95
Table report	Melborska	Billing per toner		Photo Drum:Black	OPC	Black	115000	90
	Malborska	Billing per toner		Cyan Toner	Toner	Cyan	22000	60
o Datasource	Malborska	Billing per toner		160K Maintenanc	Other	Unknown	160000	67
Supplies × V	Malborska	Billing per toner		480K Maintenanc	Other	Unknown	480000	89
⊙ Data	Melborske	Billing per toner		Photo Drum:Mag	OPC	Magenta	115000	95
Coordinator	Malborska	Billing per toner		Magenta Toner	Toner	Magenta	22000	63
Device model · · · Dictionary · · · · · · · · · · · · · · · · · · ·								
Supply order	◎ < (1) 2 3 4 5 → ●							√2 ⊚

In addition to the possibility of downloading reports from the application, it is also possible to set a scheduler for sending reports via email, for chosen persons. It can be done by clicking the action button with the symbol of the clock.

Detailed information about adding schedulers are described in section <u>Report sched</u>-<u>ule</u>.

Predefined reports

The reports here are prepared top-down by the Focalist team. They contain sets of data collected in the form of reports that are most often used by customers. It was created based on our experience and numerous consultations with clients and their needs. These reports are non-editable and indelible, the only customization option is to create your own report based on them.

List of your reports

Customized reports created by users. They are the same as predefined reports, the only difference is that they can be deleted and they can be made as private reports. The private reports will not be seen by other accounts.



Create your own report

You can create your own reports in this section, you have two options:

Use the wizard to create a report

For new users it is recommended to use this option, by choosing it, the application step by step will ask you for information that you want to be implemented in the report.

Create report manually

With this option you are automatically moved to the customization panel, it's recommended to use this by more experienced users.

Report schedule

You can set a scheduler that would send chosen reports at regular intervals of time to email. To add a scheduler you have to click the button 'Create report schedule' that is placed in the right corner.

At the first step You have to set the scheduler name, choose report and frequency.

1. SCHEDULE FREQUENCY	2. RECEIVER	3. COMPANIES	
Schedule name			
Hardware state			
Choose a report			
Hardware			~
Sending frequency			
Daily		~	





Secondly you set receiver of email and chose type of document (CSV or XLSX)

1. SCHEDULE FREQUENCY	2. RECEIVER	3. COMPANIES	
Receiver:			
Send to location coo	rdinator	Send to company coordinator	
Send to email addres	55		
Options:			
Report format			
XLSX			~

Finally you choose companies from which you want to get information that would be included in reports.



Settings

In the settings tab, depending on the permissions you have, specific tabs are displayed.

Account

In the account tab, you can change the username, email address and password assigned to the account. It is also possible to change the language of the Focalist application.

Application Access Key is used to get access to Focalist rest api.

License

The licenses tab contains information about the license expiry date.

In order to extend the license you need to:

- If you are using Focalist installed on our server, send an email with a request for extension to the address <u>focalist@doxense.zendesk.com</u>, and after approval by support, the license will be automatically renewed.
- If you are a onesite client send an email with partner id to the address <u>focal-ist@doxense.zendesk.com</u>, after receiving the return email with the license, enter it in the upload a license tab.

Users

In the Users tab you can set whether the user should be active or not. In this tab you can assign user specific roles - users will have access to selected units in the app, depending on the role.

Note: If your account is blocked due to an unsuccessful login attempt, the Administrator needs to activate the account in this tab.

Profiles

You can add new account types in this tab, as well as change permissions for the one that already exists. Different permissions determine how many things from the application they can see and edit.

Note: SERVICEMAN on login has by default another panel called "Engineer Panel", which allows him to see only information about attached requests to him.





Appearance

In the appearance tab, you have the option to change the logo visible in the upper left corner, and the email address that will be visible as the sender of outgoing messages from the system. You can also change the new user default language.

Supplies model numbers

In this tab, you can add for each exchangeable type of resource, its part number and the supplier(Toner manufacturer) from which the resource is bought.

System options

Focalist default options that can be disable if needed.

Launch an automatic network search after the agent's first connection Start scanning on successful first agent connections. With this option disabled you have to scan manually from agent look, or wait till the first scheduler starts scanning. It can be useful when you are installing an agent in a location from which you will be moving devices soon and don't want to add them.

Keep location on device IP change

This is a feature to keep location for devices on IP change. If this option is disable, then for example if DHCP changes the IP address of the printer you will have to add again location for that printer.

On device detection deactivate this device in other companies If you move a device from company A to company B, by default the device would be deactivated in company A. With this you can safely add devices to the B company. Without this option enabled you will have 2 active devices in two different companies. From which, one printer will constantly generate errors. So you will have to personally deactivate that printer.

Notification

In the notifications tab, you can change the settings for sent notifications. It is possible to set whether notifications should be sent, to whom and in what frequency.

Order configuration

Default configuration for orders, that can be customized for each company. They are exactly the same as one in Company > Order configuration.





Couriers

This tab shows couriers that can be added when ordering. Information about couriers is also visible in the tab Supply > <u>Waiting orders</u> and also in tab Device > <u>Orders</u>.

Supplies manufactures

During adding new supplies in <u>Supplies model numbers</u>, you can choose 'Toner manufacturer' from the list. They are added in this tab. This is a friendly way to write down a list of resource vendors for your business. Thanks to this, in the lack of a given resource, you quickly know who to contact to obtain more.

Currencies

Focalist is an international solution supporting the management of a fleet of printers. Therefore, in addition to the possibility of choosing the language, we also allow you to add your own currency, which will be displayed in the application and reports.



Troubleshooting - Common problems

Unique code problem

If you are unable to download the certificate linked to your unique code, this may be due to :

- an error in entering the code (4 sequences of 4 uppercase letters separated by dashes),
- reuse of a unique code already used by another agent,
- reinstalling the agent with the same unique code without first revoking the current certificate.

Use an Internet gateway (proxy)

Some Internet gateways substitute the SSL certificates used to secure the connection. To use the web gateway, add the configuration file to the focalist-agent / config folder:

- 1. Open the TextEdit application
- 2. Click on New Document
- Insert the following line with the IP address or host name: proxyHost = <web gateway address> e.g. proxyHost = 165.212.24.11 proxyHost = justin.biber.it
- If and only if this gateway requires user authentication, add the following lines: proxyUser=<userid> proxyPassword=<password> eg: proxyUser = Hatsune.Miku proxyPassword = HatsuneMiku
 - Note: this password will be encrypted during agent installation.
- 5. If the gateway modifies SSL certificates, add the following line: sslTrustAll = true
- 6. Save the file you have created, renaming it agent.config in the focalist-agent / config folder.
- 7. Don't forget to remove the .txt extension if it has been added by default.

Using a service account

If the Internet gateway does not allow the agent to access the FOCALIST server, it may be because it is unable to authenticate the requesting computer. In this case, you need to run the agent under a service account known to the Active Directory.

Launch the Services administration module by typing services.msc in the desktop search field. Scroll down the list of services to the focal-agent line, right-click to display the Service Properties. In the Connection tab, uncheck the Local system account option and enter the account and password to be used in the This account option:





🔅 Services			
Fichier Action A	ffichage ?		
♦ ♦	Q 🔒 🛛 🖬 🕨 🖬 🕪		
Services (local)	Services (local)		
	focalist-agent	Nom Description État	Туре
	A sufficient la service	🤹 focalist-agent En cou	ur Auto
	Redémarrer le service	Propriétés de focalist-agent (Ordinateur local)	×to
		Général Connexion Récupération Dépendances	ir.
		Ouvrir une session en tant que :	ir
		Compte système local	ir.
		Autoriser le service à interagir avec le Bureau	ir
		Ce compte : Parcourir.	ir
		Mot de passe :	te
	Étendu Standard /	Confirmer le mot de passe :	

The settings will be provided by the customer's system administrator. In the meantime, you can use the Windows identifiers used to connect to this computer, but this is not recommended, as if the assignment or password is changed, the connection will no longer work.

Other installation in progress

If the installation procedure fails, check that you have not run several installations in parallel. The associated error code is 1603.



Troubleshooting - Collect and send log files

In order to diagnose the problem, you will need to consult all the log files that have been generated. Locate the logs sub-directory in the directory where the agent is installed and create a logs.zip archive on the desktop by right-clicking, then choosing the Send to > Compressed folder option:





Troubleshooting- Hewlett Packard devices - Invalid Certificate

Context

It occurs that some Hewlett Packard devices are unreachable. However, we can verify that the Focalist Agent is installed and connected.

Cause

The Agent cannot access the HP device web page (EWS) due to an invalid certificate. This is used to read counters with the default policy HP_FUTURE_SMART.

Resolution

It is advisable to proceed to a meter reading in pure SNMP by changing the strategy to HP_LASERJET_ACCOUNTING.



Reinstall the agent

A security mechanism protects the installation of your agent. If you need to reinstall the agent on the same computer or move it to another computer, you must first contact your FOCALIST service provider so that they can deactivate the current certificate and authorise reinstallation with the same agent key.

If, after a successful initial installation, you decide to reinstall the agent, either on the same computer or on another computer, you must first revoke the agent's current certificate from the FOCALIST site. On the agent page, click on the Revoke certificate button:

		Tableau de bord	Clients	Périphériques	Consommables	Maintenance	Rapports	Réglages	
	Retour à la liste <	DF DistriFlandre							
Dati	Statistiques	Information age	nt: Orléans						
Eh	Sites	Clé de l'agent :		Vers	ion :	Information du Système	Enve	over les instructions d'installation	
ð	Prix	J	Q	G 5.8.0	-WEBSOCKET Déconnecté	Réseau local: 192.168.1.0/2 Adresse IP : 192.168.1.123	4		
凤	Coordinateur					Système: -			
	Notifications	Révoquer le certificat Si vous souhaitez réinstaller l'agent avec la même clé vous devez d'abord révoquer le certificat a							
	Agent	Inspection des o Toutes heures indiqué	es en format UT	es et compteurs °C 24 heures. L'heure a	ctuelle UTC est 15:26:	08. Dernière tentative de l	ecture: 18.11.202	2 08 h:00:00	

If, after unsuccessful installation attempts, the agent has never succeeded in communicating with the server, it will retain the status New on server side. In this case, there is no certificate to revoke. However, if the agent is currently in Connected or Disconnected status, a certificate has already been exchanged and should be revoked.

To reinstall the agent on the same computer, it must first be uninstalled using the Windows Applications and Software control panel.





