



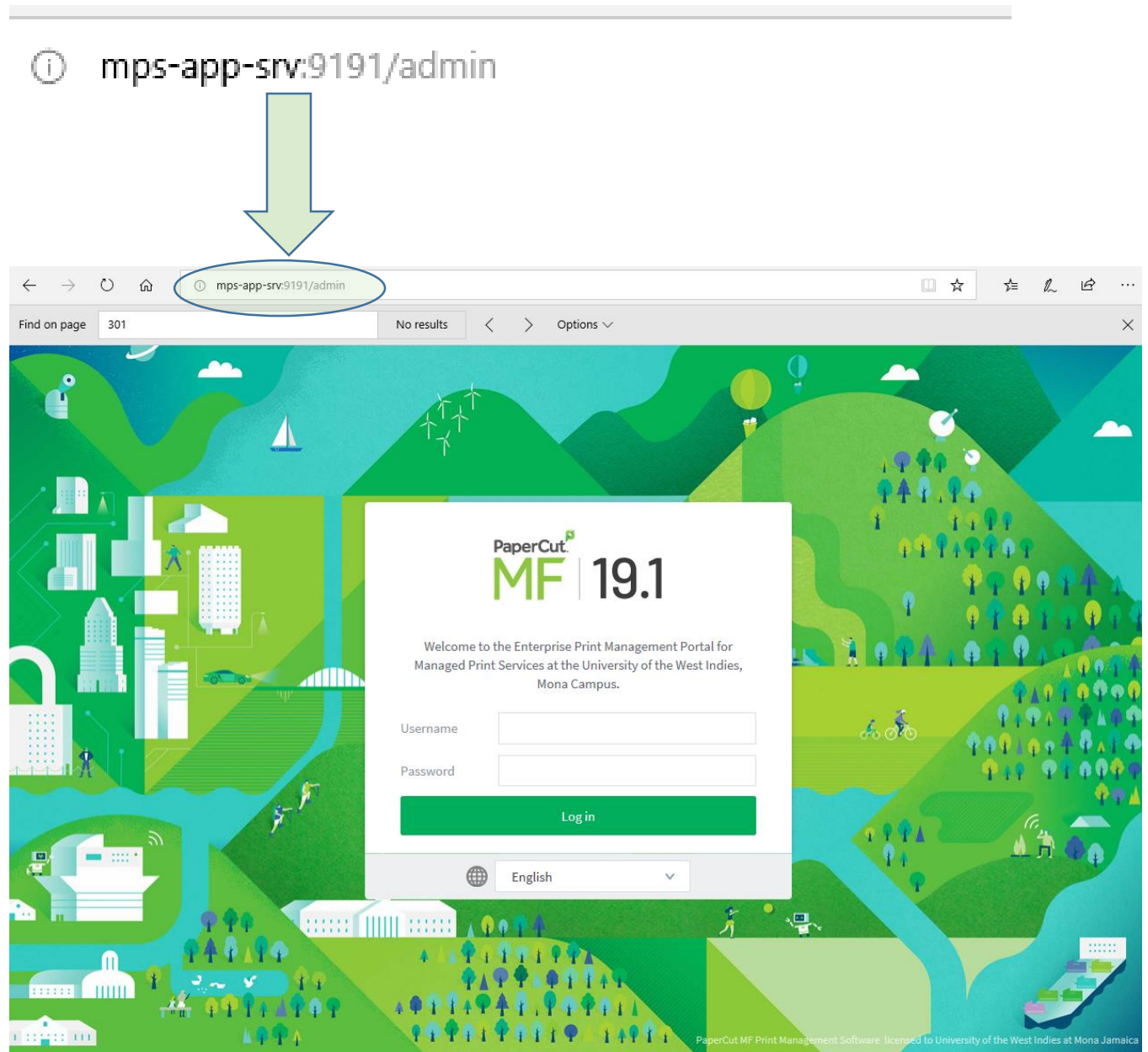
PaperCut MF 19.1

Printing Guide – Topup of Print
Accounts

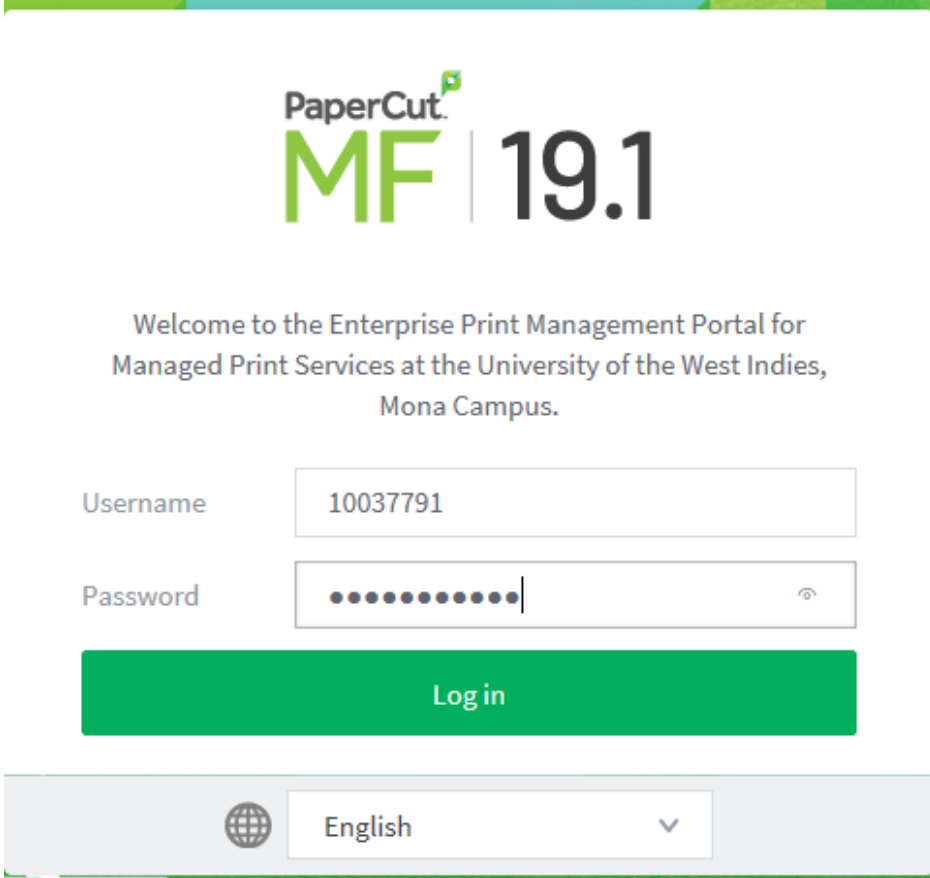
SYSTEMS UNIT – December 2019

1. Open a browser from any computer connected to the UWI_MONA domain

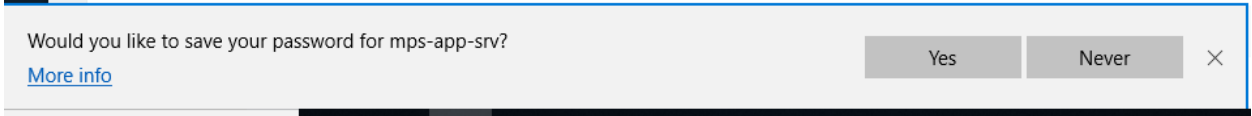
2. and type the following url in the address bar:



3. Enter your UWI credentials; i.e login and password you use to gain access to your desktop computer / email



The screenshot shows the PaperCut MF 19.1 login interface. At the top, the logo reads "PaperCut MF | 19.1". Below the logo, a welcome message states: "Welcome to the Enterprise Print Management Portal for Managed Print Services at the University of the West Indies, Mona Campus." The login form consists of two input fields: "Username" with the value "10037791" and "Password" with masked characters. A green "Log in" button is positioned below the password field. At the bottom of the form, there is a language selection dropdown menu currently set to "English".



The screenshot shows a browser security warning dialog box. The text inside reads: "Would you like to save your password for mps-app-srv?". Below the text is a link labeled "More info". To the right of the text are two buttons: "Yes" and "Never", followed by a close button (X).

N.B. IF THE MESSAGE BELOW APPEARS, REQUESTING THAT THE PASSWORD IS SAVED IN THE BROWSER, ALWAYS CLICK "NEVER". CLICKING THE "YES" COMMAND BOX WILL COMPROMISE YOUR SECURITY

- 4. Enter the Id # of the patron whose print balance is to be adjusted in the box labelled “Quick Find”. *N.B You may use your barcode scanner for convenience if one is in place*

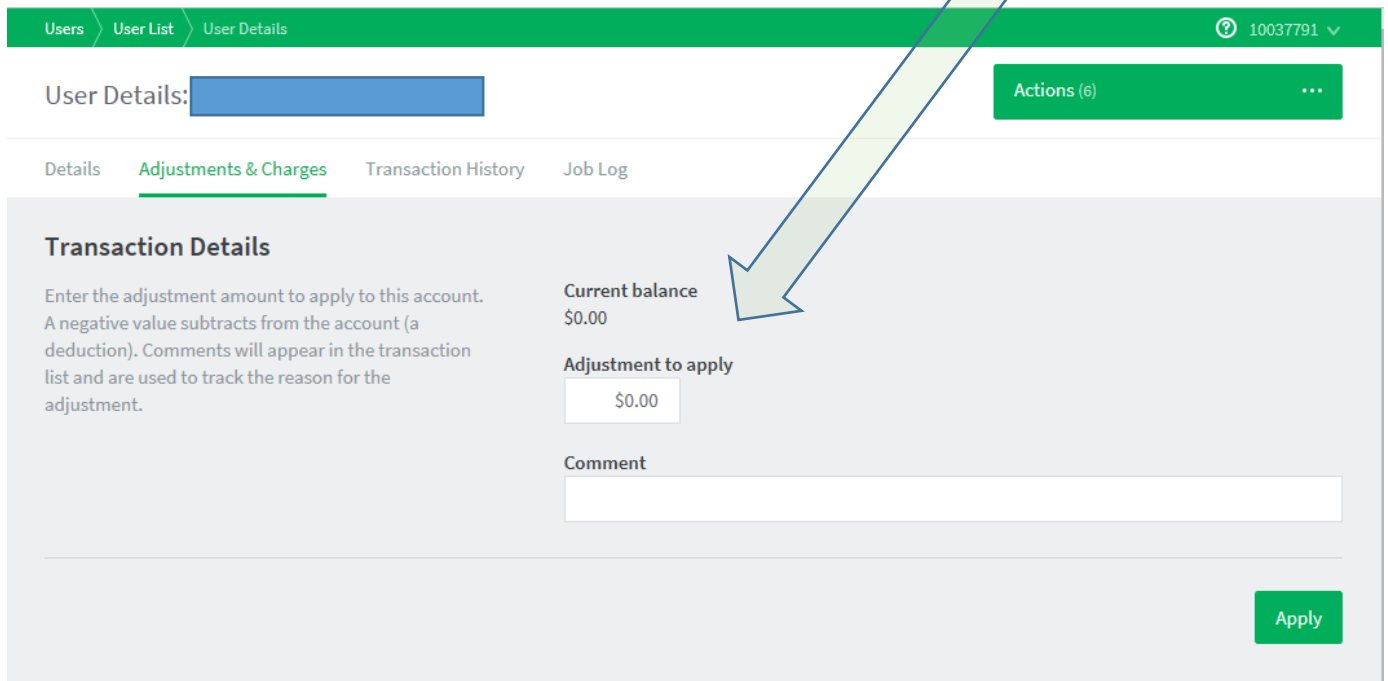
The screenshot shows the PaperCutMF User List interface. At the top, there is a search bar labeled "Quick Find" with a magnifying glass icon and a green arrow button. A green arrow points from this search bar down to the search bar in the main application area. The main application area has a dark sidebar on the left with navigation options: Dashboard, Users, Groups, Accounts, Printers, Devices, Enable Printing, Reports, Options, Logs, and About. The main content area displays a table of users with columns for USERNAME, FULL NAME, BALANCE, RESTRICTED, PAGES, and JOBS. The FULL NAME column is obscured by a large green rectangle. The table contains 10 rows of user data.

USERNAME	FULL NAME	BALANCE	RESTRICTED	PAGES	JOBS
		\$0.00	Yes	0	0
		\$145.00	Yes	0	0
		\$15.00	Yes	0	0
		\$70.00	Yes	0	0
		\$0.00	Yes	0	0
		\$100.00	Yes	0	0
		\$0.00	Yes	0	0
		\$0.00	Yes	0	0
		\$200.00	Yes	0	0
		\$0.00	Yes	0	0
		\$260.00	Yes	0	0
		\$0.00	Yes	0	0
		\$0.00	Yes	0	0

5. Select the user from the results that are displayed

6.

Enter the amount of money to be added in the “Adjustment to apply”
textbox



The screenshot shows the 'User Details' page in a web application. The breadcrumb navigation at the top reads 'Users > User List > User Details'. The user ID '10037791' is visible in the top right corner. The page has several tabs: 'Details', 'Adjustments & Charges' (which is selected), 'Transaction History', and 'Job Log'. Under the 'Adjustments & Charges' tab, there is a section titled 'Transaction Details'. On the left, there is instructional text: 'Enter the adjustment amount to apply to this account. A negative value subtracts from the account (a deduction). Comments will appear in the transaction list and are used to track the reason for the adjustment.' On the right, there are three input fields: 'Current balance' with a value of '\$0.00', 'Adjustment to apply' with a value of '\$0.00', and a 'Comment' text area. A green arrow points from the 'Adjustment to apply' field towards the 'Apply' button. At the bottom right, there is a green 'Apply' button.

7. Click the “Apply” Checkbox.

N.B. The current balance will be incremented by the amount entered above in the “Adjustment to Apply” textbox.