How to open a detailed printing report for a specific device or devices

This report lists every job printed or copied on the printers you choose, with the date, user, document name and cost. For more about the settings, see *How to open a printing report*.

1. Open **PD Reports**.
2. In the tree, click **Reports** > **Usage Reports** > **All Usage Reports** > **Grouped by Device & Serial Number**. (Grouping by serial number as well as name keeps a replaced or loan printer with the same name separate.)
3. On the **Data Options** tab:
   - Under **Report type**, choose **Detailed (Show every transaction)**.
   - Under **Time Period**, choose the **Period**, or choose **Custom** and set **From** and **To**.
   - Under **Include data**, tick what to include, for example **Print** and **Copy**.
4. Click the **Filter Devices** tab and tick **Filter devices**.
5. Tick the printers to include. To find one quickly, type part of its name in **Search for**. Printers that have been deleted are hidden unless you tick **Show deleted Devices**.
6. Click **Open Report**.

To save the report as a PDF or Excel file, see Save the report as a file in *How to open a printing report*. To have it emailed every month instead, see *How to automatically email a detailed printing report for a specific device or devices*.

Related articles

- *How to open a printing report*
- *How to automatically email a detailed printing report for a specific device or devices*

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