RISO Accounting Tool Lite

User's Guide

ComColor GL Series
ComColor GD Series
ComColor FT Series
ComColor FW Series

Ms6806-21

Introduction

The RISO Accounting Tool Lite covered in this document is application software specifically designed for RISO printers. It can aggregate account record stored in a printer. For effective use of the product as well as this document, please read it before you start operation.

Applicable Printers

- ComColor GL Series
- ComColor GD Series
- ComColor FT Series
- ComColor FW Series

System Requirements

In order to activate “RISO Accounting Tool Lite”, your PC must satisfy the following system requirements and you must be logged in with an administrator's account.

■ Windows

CPU	Intel Pentium and completely compatible products
Clock	1.0 GHz or more
Memory	For 32-bit OS: 1.5 GB or more For 64-bit OS: 2.5 GB or more
Hard disk	For 32-bit OS: 16.1 GB or more free space For 64-bit OS: 20.1 GB or more free space Depending on the accounting data volume, additional free space may be required separately.
Display	Resolution of 800 X 600 or higher, High Color or above
Java	JRE1.80_65

Fonts dependent on a particular environment or computer may come out garbled or otherwise cause improper operation of the printer. Do not use environment-dependent or computer-dependent fonts.

■ About This Guide

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Procedure Setup

About RISO Accounting Tool Lite

RISO Accounting Tool Lite is an application for managing page count data using the page-count summing-up function installed on the printer. It can aggregate data by printer, group or owner to create a list, output to a CSV-format file and plot graphs.

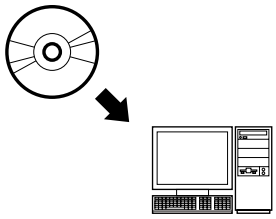
To use the Accounting Tool Lite for aggregating, the following settings must be made in the printer beforehand.
Administrator Setting (Login setting/User setting/Account record setting etc.)
See Administrator's Guide

Preparation

1. Install this product (only for the initial time). (See page 6)

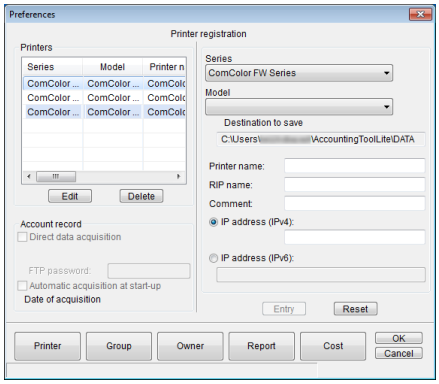
For ComColor GD/ComColor FW
Set the "RISO Printer Driver DVD-ROM" into your PC and install the software.

For ComColor GL/FT
Download the application from the RISO website.



2. Register items for filtering. (See page 9)

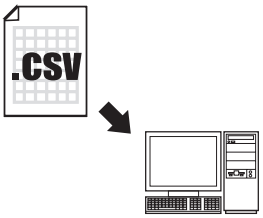
Register printers, groups and owners (users) in the application.
Multiple sets of data for aggregation can be associated with a certain owner (user) even if different user names are involved.
You only need to register data once to use the data as needed.



Using the Accounting Tool Lite

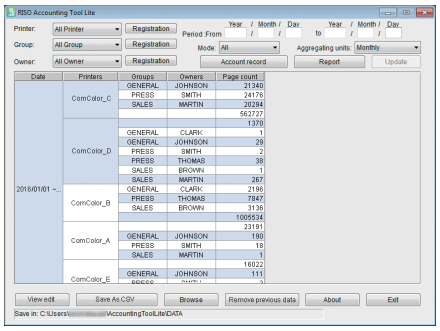
1. Acquiring account record. (See page 22)

Load accounting (counter) data saved in the CSV-format into the application.



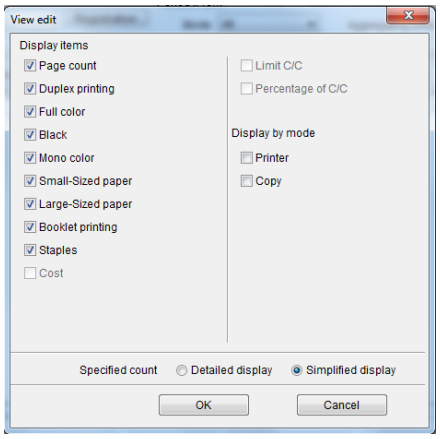
2. Specifying aggregating conditions. (See page 26)

Select a printer, group, owner (user), period, aggregating unit and mode.



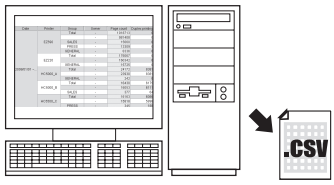
3. Setting the display items. (See page 27)

You can select the number of pages you want to print in monochrome or color printing and items to be displayed on an aggregation result list.



4. Performing aggregation. (See page 29)

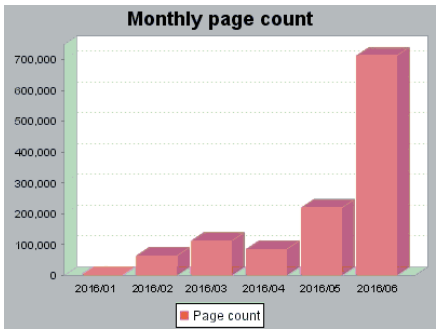
You can check the aggregation result on the display. Also, you can save it in a CSV-format file.



Using the Accounting Tool Lite

5. Plotting a graph from an aggregation result list. (See page 31)

You can create a graph using an aggregation result list.



Preparation

Installing the Application and Startup

Before you can install RISO Accounting Tool Lite, you must first log into Windows with account privileges to change the system settings (as Administrator, for example).

Installing “RISO Accounting Tool Lite”

1 **Set the “RISO Printer Driver DVD-ROM” into the DVD-ROM drive of your PC.**

For ComColor GL/FT

Download the application from the RISO website.

2 **In the DVD-ROM, open [Utility] - [Accounting Tool Lite] folder, and double-click the [setup(.exe)] file.**

The installer starts.

- If you have logged in without account privileges to change system settings, installation is aborted. Log in again as Administrator, for example, to redo the installation process.
- The [User Account Control] screen may be displayed while installing. In that case, click [Continue] or [Allow].

3 **Click [Next].**

4 **Read the license document (Oracle Binary Code License Agreement for the Java SE Platform Products and JavaFX). If you agree, select [I accept the terms of the license agreement] and click [Next].**

If the Accounting Tool (old version) has already been installed, this screen does not appear.

5 **Read the license agreement (End User License Agreement). If you agree, select [I accept the terms of the license agreement] and click [Next].**

If the Accounting Tool (old version) has already been installed, the update is completed here. The account record can also be used as is.

6 Check the installation destination and click [Next].

To change the installation destination, click [Change] to select a folder.

7 Click [Install].

The installation process starts.

8 Click [Finish].

This completes the installation process.
Upon the completion of the installation process, the [Readme] screen appears. There, you can find operational precautions. Please be sure to read them thoroughly.

9 Remove the “DVD-ROM” out of your PC.

For ComColor GD/ComColor FW

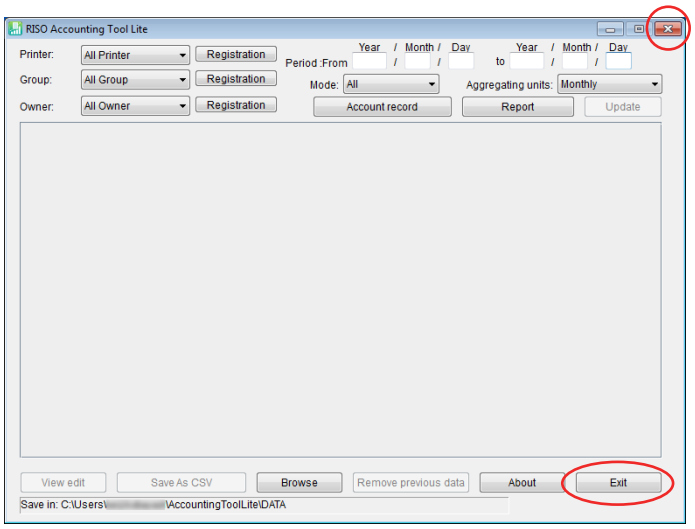
After retrieval, put the DVD-ROM in safekeeping.

Starting “RISO Accounting Tool Lite”

1 Click [Start] - [All apps] - [RISO] - [RISO Accounting Tool Lite].

The main screen appears.

- In Windows 8.1, open the [Apps] screen, and select [RISO] - [RISO Accounting Tool Lite].
- When this product is activated the first time after a version upgrade, it may take a longer time than usual to boot up in order to convert the database.
- When you finish “RISO Accounting Tool Lite”, click or [Exit] on the main screen.



Registering items for filtering

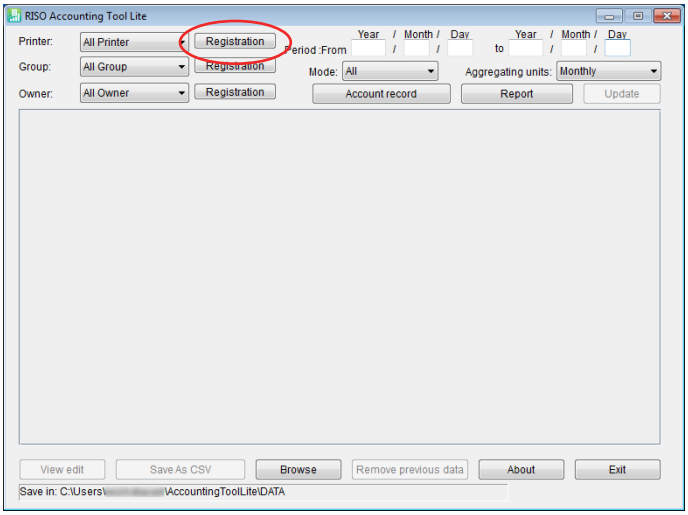
Filtering refers to a process for retrieving or removing certain data out of a volume of data.
In this step, register items for filtering aggregation results.
Items available for filtering include “Printer”, “Group” and “Owner”.

1 Registering a printer

When registering a printer, you must obtain the account record from the printer to be used. You can obtain the account record via USB memory, browser, or network.
You can register up to 99 printers.

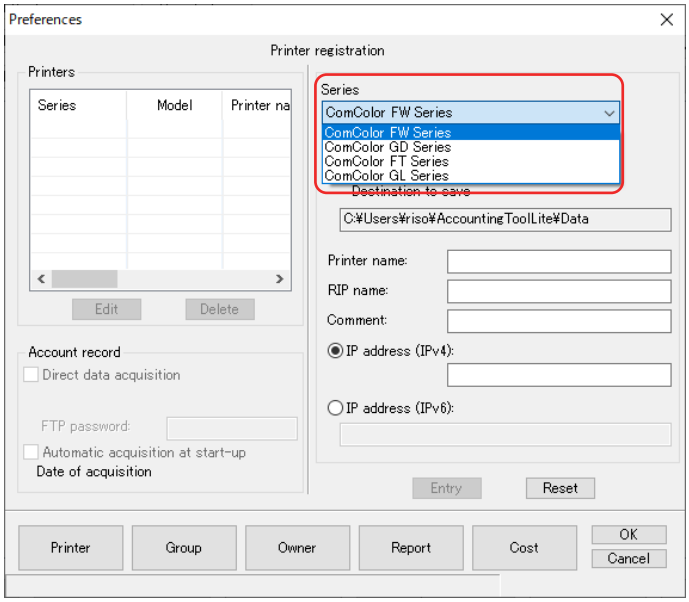
- **To obtain the account record via a USB memory, output “Account Record List” data via a USB memory drive and save the data in any desired folder beforehand. (Only for the printers with a USB port)**
- **For the procedure for outputting “Account Record List” data, see the instruction manual of the printer “Administrator’s Guide”.**

1 **On the main screen, click Printer: [Registration].**



The [Printer registration] screen appears.

2 Select printer series.



3 Enter the printer name, IP address and RIP name.

The following characters cannot be used for the printer name.
¥ / : * ? “ < > |

- You do not have to enter the IP address when obtaining the account record via a USB memory drive.
- For the RIP name, enter any desired text (such as the printer name).

4 Enter the comment, if necessary.

5 Click [Entry].

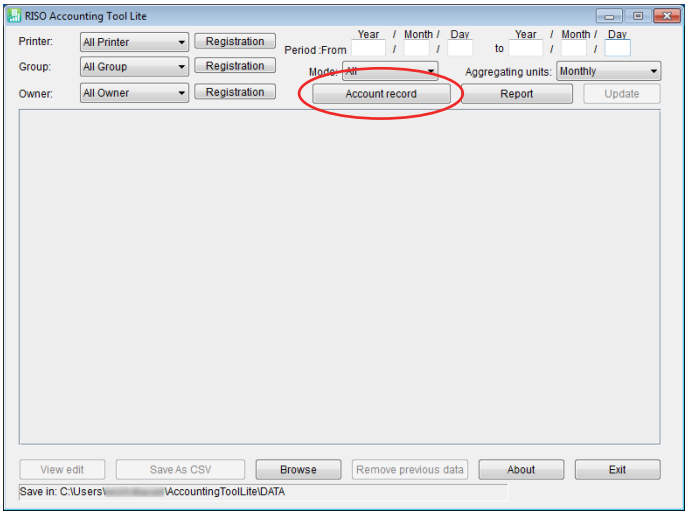
The printer name is registered in [Printers].

The printer information can be edited or deleted. See “Editing/Deleting printer information” on page 42.

6 Click [OK].

The main screen is displayed again.

7 Click [Account record].



The [Obtain account record] dialog box appears.

8 Select the printer about which you want to acquire information and click [OK].

Select the printer that was displayed in step 5.
There are three methods for obtaining account records. The steps below vary depending on the method for obtaining account records.

Obtaining via a USB memory drive

Obtain the account record via a USB memory drive.
If you do not enter the IP address in step 3, you have to obtain the account record via a USB memory drive.

Obtaining via a browser

Obtain the account record via a browser by connecting to the HTTP.

Direct data acquisition

Obtain the account record directly by connecting to the FTP website.
You can also select the setting for automatically obtaining the account record when starting up the RISO Accounting Tool Lite.

It is necessary to enter the FTP password on your printer. For details, see the instruction manual of the printer “Administrator’s Guide”.

● When obtaining account records via a USB memory drive

① The [Browse for folder] dialog box appears.
② Specify the location where “Account Record” data should be stored and select the CSV files to be acquired this time. You can select more than one file.
③ Clicking [Open] returns you to the main screen.

● **When obtaining account records via a browser or for direct data acquisition**

① The browser starts up and the destination folder where the account file should be stored automatically opens.

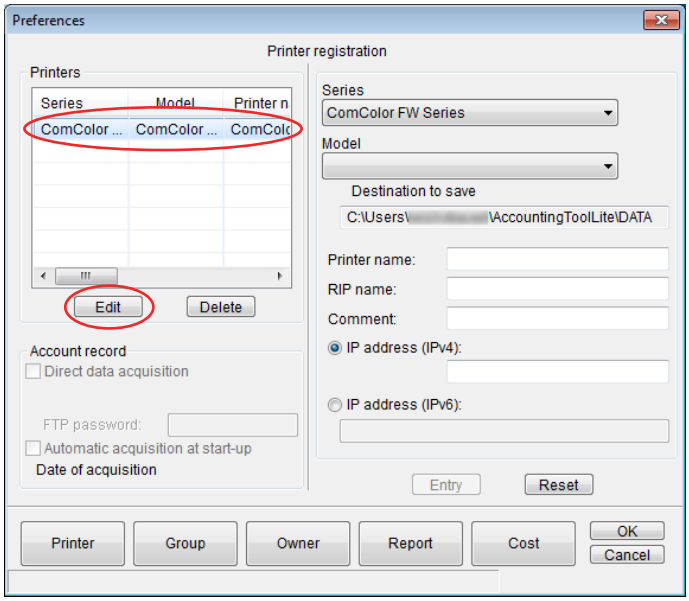
The destination folder where the account file (CSV file) should be stored (default) is shown below:
[SystemRoot]\Users\[Account Name]\AccountingToolLite\Data

② The account record is acquired and the CSV file is saved. For a detailed procedure, see the instruction manual of the printer “Administrator’s Guide”.

9 Click Printer: [Registration].

The [Printer registration] screen appears.

10 Select the data source printer obtained from the [Printers] and click [Edit].



11 Choose the selected printer model (serial number) from the [Model] pull-down menu.

12

● **When obtaining account records via a USB memory drive or browser**

Click [Entry].
This completes printer registration.

To register another printer, repeat the procedure from step 2.
To exit this program, click [OK].

● **For direct data acquisition**

Go to step 13.

13 Check the [Direct data acquisition] box.

14 Enter the FTP password.

You are required to specify "Acquisition of account record via FTP/Account record setting" in the Administrator settings of the printer beforehand.
Enter the FTP password same as the printer's setteing.

15 To acquire the account record automatically when starting up the application software, check the [Automatic acquisition at start-up] box.

16 Click [Entry].

The printer is registered in the [Printers].

The printer information can be edited or deleted. See "Editing/Deleting printer information" on page 42.

17 Click [OK].

The main screen is displayed again.

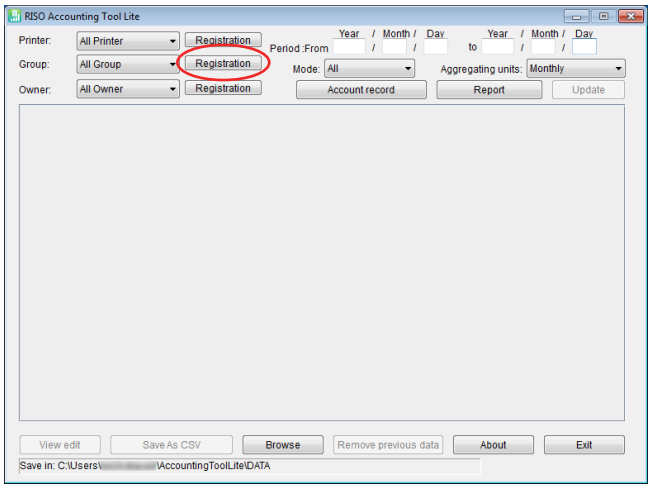
To register another printer, repeat the procedure from step 1.

2 Registering a group

Set a group for aggregation by group.
You can register up to 999 groups.

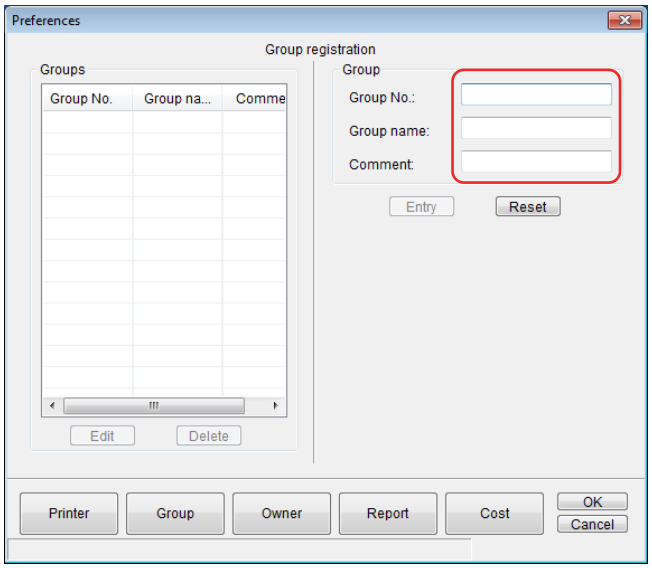
If there is no need to aggregate by group, go to “3 Registering an owner (user)” on page 16.

1 On the main screen, click Group: [Registration].



The [Group registration] screen appears.

2 Enter group information.



Group No.: In up to three digits (1 - 999)
Group name: In up to 16 characters
Comment: In up to 40 characters

3 Click [Entry].

The group is registered and displayed under [Groups].

Group information can be edited or deleted. “Editing/Deleting group information” on page 40.

Repeat steps 2 and 3 to register additional groups.

4 Click [OK].

This completes group settings and takes you back to the main screen.

3 Registering an owner (user)

Register the owner (user) for the purpose of aggregation, and configure its associations with respective printers and affiliated groups.
Be sure to complete this registration when you are aggregating by group or owner (user).
You can register up to 9999 owners (users).

● Relationship between “Basic” and “Link to owners”

Screen where owners are registered

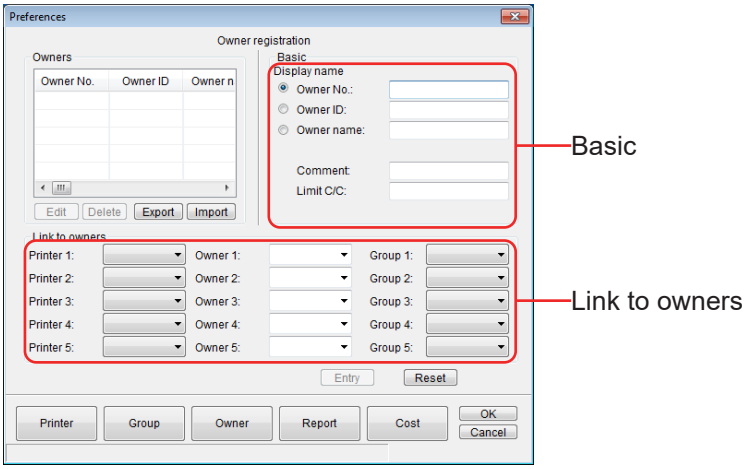
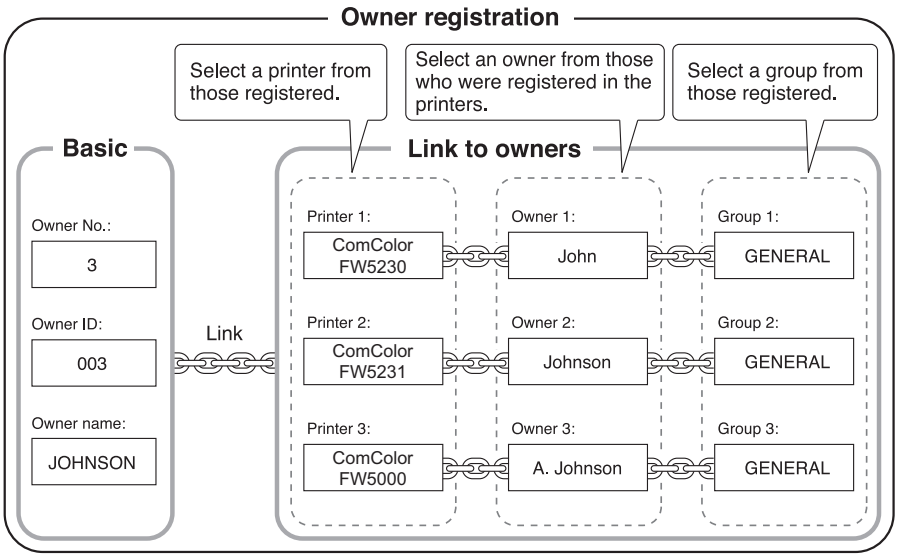


Image after registration is completed



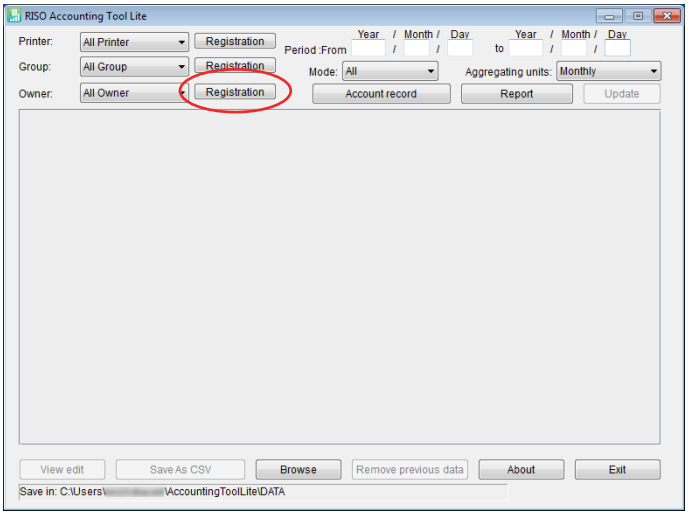
Aggregation results

When each item of "Link to owners" is linked, each cell reads the name "JOHNSON" registered in "Owner name" of "Basic".

Date	Printers	Groups	Owners*	Page count
2016/03/01 ~ 2016/03/31	ComColor FW5230	GENERAL	JOHNSON	252
	ComColor FW5231	GENERAL	JOHNSON	137
	ComColor FW5000	GENERAL	JOHNSON	423
Total	–	–	–	812

* See page 17 2

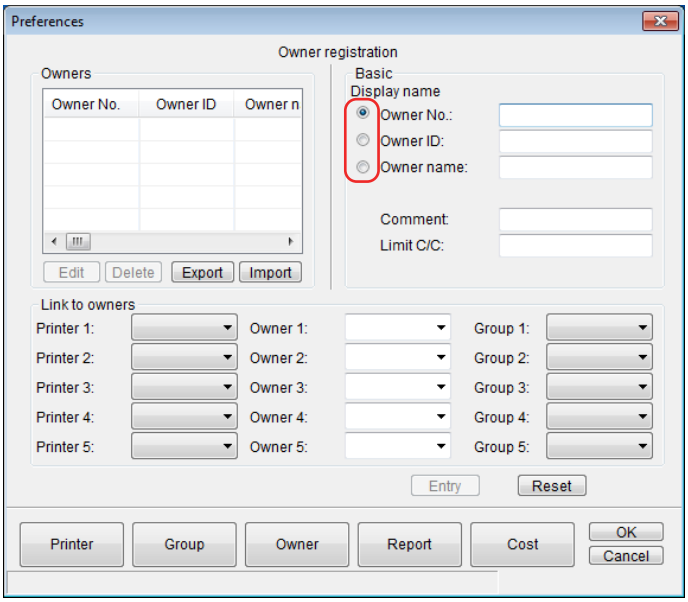
1 Click Owner: [Registration] on the main screen.



The [Owner registration] screen appears.

2 Select [Display name].

[Display name] is owner information to be displayed in the [Owner] column of the aggregation result list. Select the type for the display.
This setting is applicable to all owners registered (disabling the type of the display name to be changed between individuals).



3 Enter the basic information for the owner.

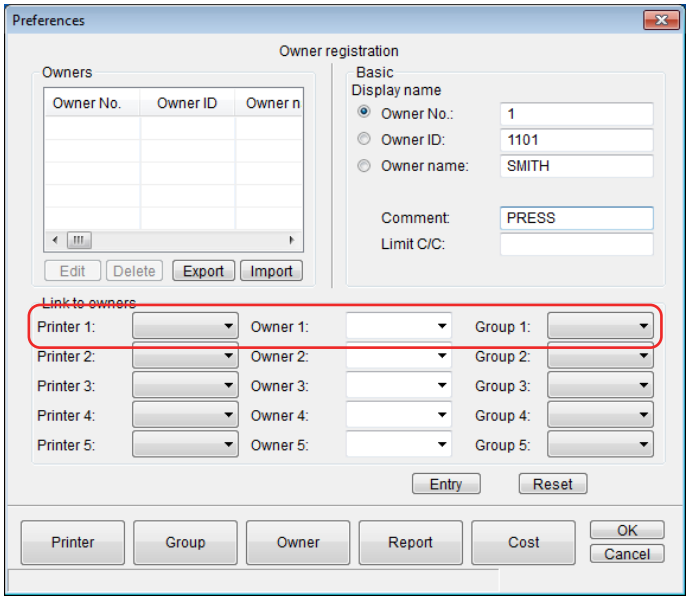
Owner No.: In up to eight digits (1 - 99999999)
Owner ID: In up to 16 characters
Owner name: In up to 20 characters
Comment*: In up to 40 characters
Limit C/C*: In up to eight digits (0 - 99,999,999)

* Registration is possible without any entry for this item.

- **When you are aggregating "Percentage of C/C", enter "Limit C/C" as well.**
- **The upper limit for printing/master making represents an assumed number of pages in this application. Users can print without being restricted by the upper limit setting.**
  Note, however, that, you cannot create masters or prints beyond the upper limit if any upper limit is set in user registration on the printer side.

4 Associate an owner with a printer.

For owners to be registered, apply data on users in account record.



① **Select Printer 1.**
Select the printer that the owner is using from the pull-down menu.
The registered printers appear in the pull-down menu.

② **Select Owner 1.**
Select an owner from the pull-down menu.
If the relevant users do not appear in the pull-down menu, move the cursor to the input column and enter user names directly.

- **The owner of the printer must be registered beforehand. Owners cannot be registered to printers from this screen.**
- **Owner names displayed on the pull-down menu vary depending on the printer type.**
  Be sure to select the owner name identical to the one currently entered as the display name.
  An incorrect association would lead to aggregation failure.
- **User names contained in the account record acquired from the printer appear in the pull-down menu. When a user is registered but the user is not contained in the acquired account record data, the user name does not appear.**
- **Changing the user name on the printer or the user name for login cancels the association for that user.**

③ **Select Group 1.**

Select the group to which the owner belongs from the pull-down menu.

The registered groups appear in the pull-down menu.

This step is not required when the data is not aggregated by group.

Groups must be registered beforehand. See “2 Registering a group” on page 14.

④ **If the owner uses multiple printers, repeat steps ① to ③.**

Up to five printers can be associated with one owner.

5 Click [Entry].

6 Click [OK].

Returns to the main screen.

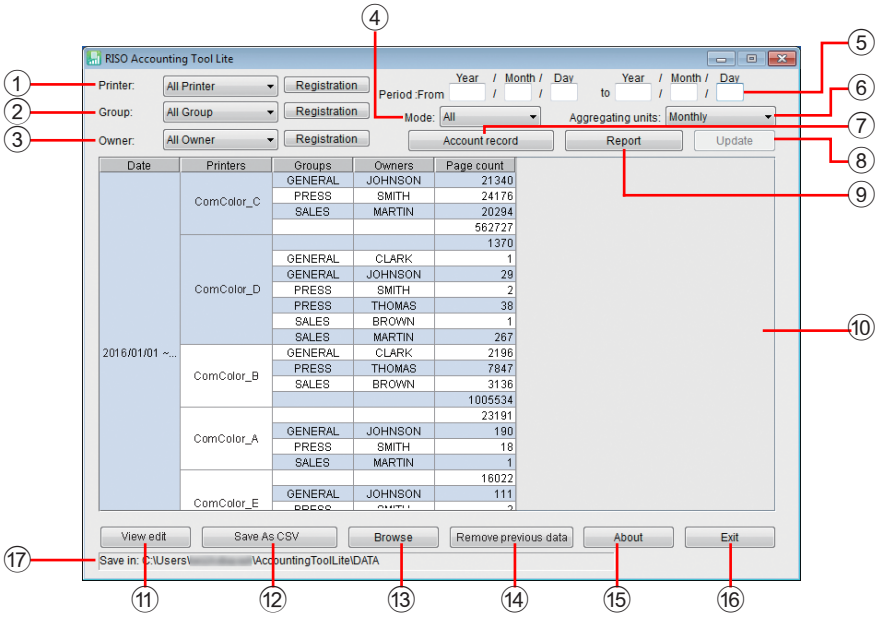
Owner information can be edited or deleted. “Editing/Deleting owner information” on page 44.

Using the RISO Accounting Tool Lite

You can specify a printer, group and owner (user) and perform the following:

- **View aggregation results for a selected item**
- **Create graphs using aggregation results.**
- **Output results in a CSV-format file**

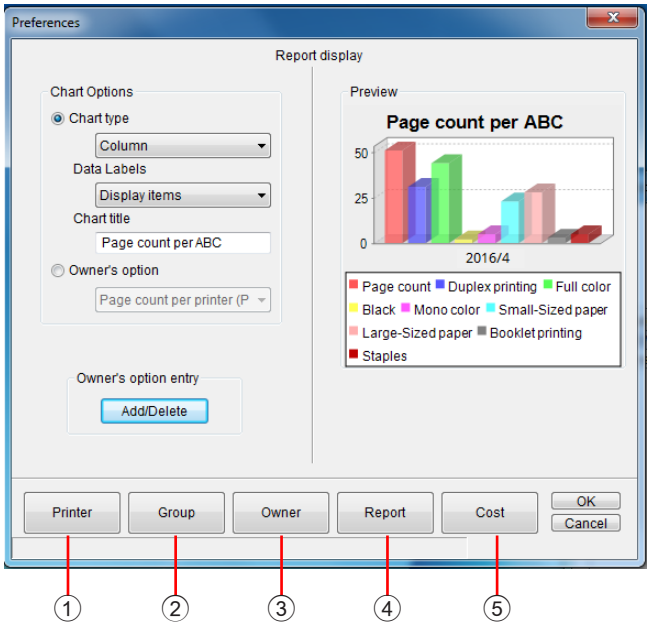
About the main screen



	Button/Item	Function	Reference Page
①	Printer	Select a printer for aggregation.	P.26
②	Group	Select a group for aggregation.	P.26
③	Owner	Select an owner for aggregation.	P.26
④	Mode	Select a count mode.	P.26
⑤	Period: From to	Enter the starting and ending dates for the aggregation period.	P.26
⑥	Aggregating units	Select a unit of aggregation (Monthly/Yearly/Total period).	P.26
⑦	Account record	Retrieves the account record file.	P.22
⑧	Update	Reflects changes of display/setting of account record and lists (Printer/Group/Owner/Period) onto the lists.	P.23, 26
⑨	Report	Displays graphs.	P.31
⑩	Aggregation result view area	Displays an aggregation result. The displayed items and contents vary depending on the preset conditions and selection of View edit.	–
⑪	View edit	Sets items in the aggregation result list.	P.27
⑫	Save As CSV	Outputs aggregation results in a CSV file.	P.31
⑬	Browse	Enables the destination for saving the account record file to be changed.	P.39
⑭	Remove previous data	Remove unneeded account records.	P.39
⑮	About	Displays version information.	–
⑯	Exit	Exits the application.	P.8
⑰	Status bar	• When attempting to acquire account record, this bar displays the time when account records are acquired and whether the operation is a success or failure. • Displays the destination for saving the account record file.	–

About the Preferences screen

Clicking [Registration] or [Report] on the main screen opens the [Preferences] screen.



	Button/Item	Function	Reference Page
①	Printer Registration*	Select a printer for aggregation.	P.26
②	Group Registration*	Select a group for aggregation.	P.26
③	Owner Registration*	Select an owner for aggregation.	P.26
④	Report*	Displays graphs.	P.31
⑤	Cost	To calculate the charge, you can set the cost per paper type and size.	P.36

* This button has the same function as the corresponding [Registration] button on the main screen.

Performing aggregation

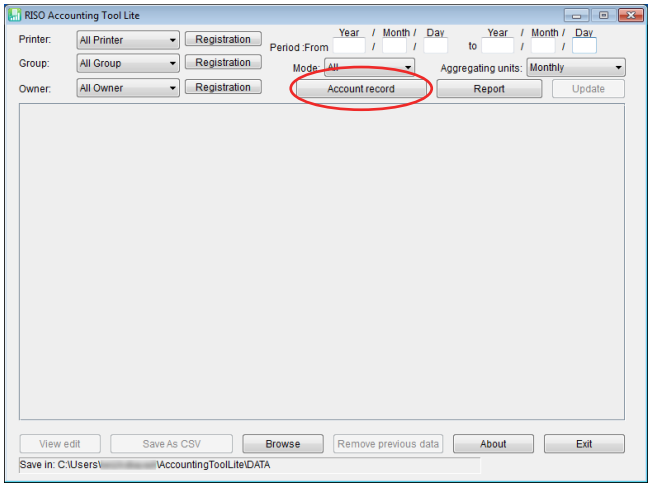
1 Acquiring account record

This procedure is not required for accounting data already acquired.
To acquire information monthly, follow the steps below.

● Obtaining account records via a browser

When using the software on OS other than English:
Change the Web browser's language setting to English when acquiring the "account record file". If the language setting is other than English, the acquisition may fail. Please refer to Web browser's Help for setting the language.

1 **Click [Account record].**



The [Obtain account record] dialog box appears.

2 **Select the printer on which you want to acquire information and click [OK].**

A browser starts and the destination folder for saving account record file automatically opens.

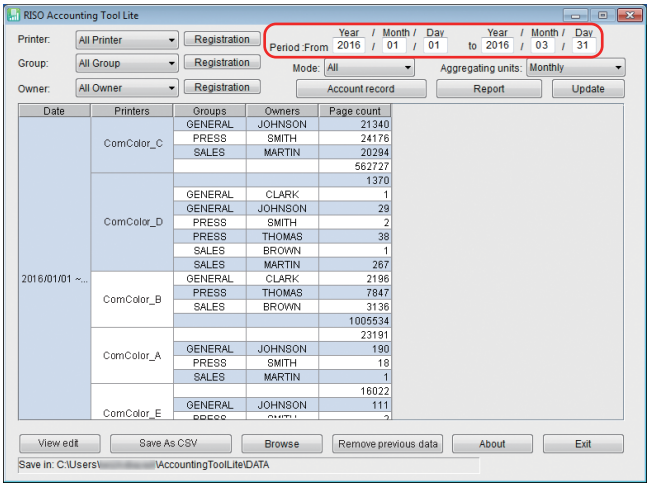
Initial destination for saving the account record file (a CSV file) is as follows:
C: \Users\[Account name]\AccountingToolLite\Data\[Printer name]

3 **Acquiring (Saving) account record.**

Save the Account record (CSV file).
For a detailed procedure, refer to the instruction manual of the printer "Administrator's Guide".

4 Specify the aggregation period.

Enter the dates whose period contains the data (file) to be acquired.

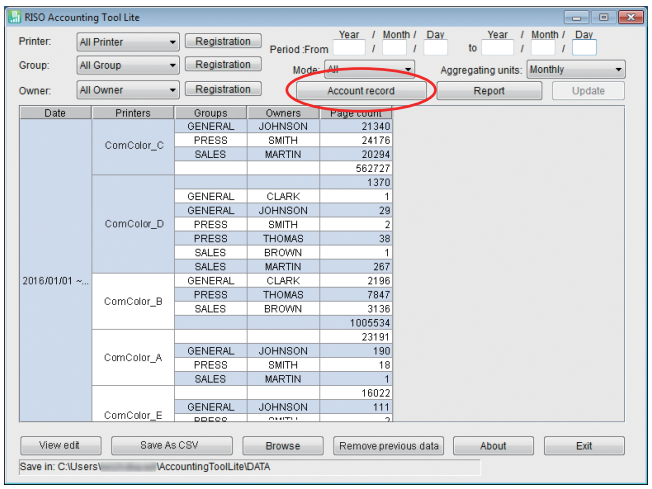


5 Click [Update].

The account record is acquired.

● Direct data acquisition

1 Click [Account record].



The [Obtain account record] dialog box appears.

2 Select the printer about which you want to acquire information and click [OK].

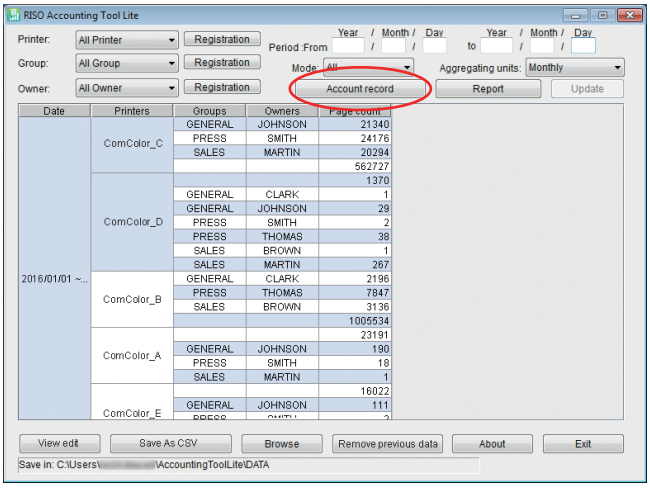
The account record is obtained.

- The account records cannot be obtained when the printer power is not turned on or when the printer is offline. Turn on the power to the printer or set the printer online and then try to acquire the account record.
- When automatic acquisition at start-up is selected, the account record is automatically acquired when starting up the application software.

● Obtaining via a USB memory drive

For instructions on the procedure for outputting “Account Record List” data, see the instruction manual of the printer “Administrator’s Guide”.

1 Click [Account record].



The [Obtain account record] dialog box appears.

2 Select the printer on which you want to acquire information and click [OK].

The [Browse for folder] dialog box appears.

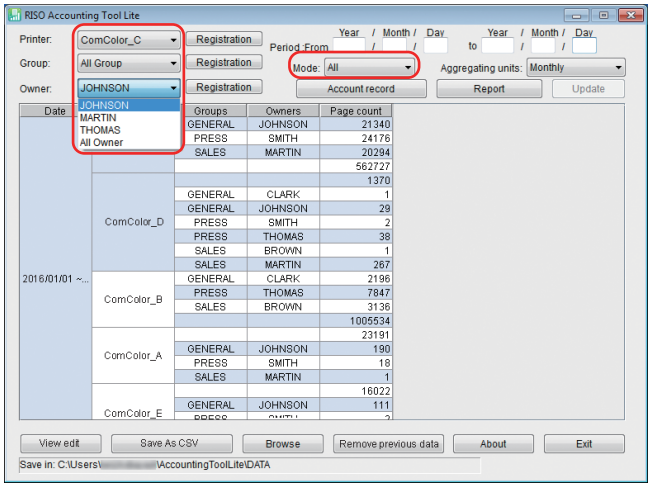
3 Specify the location where “Account Record List” data is stored and select CSV files to be acquired this time.

4 Click [Open].

This completes acquisition of account record and returns to the main screen.

2 Specifying aggregating conditions

1 From respective pull-down menus on the main screen, select a printer, group, owner and mode for aggregation.



The pull-down menus display the contents that have been registered beforehand.
If you cannot find any relevant item, abort the operation, and perform registration (setting) first.
"1 Registering a printer" on page 9, "2 Registering a group" on page 14, "3 Registering an owner (user)" on page 16.

2 Enter the period.

3 Select the Aggregating units.

Monthly : Aggregates data monthly.
Yearly : Aggregates data yearly.
Total period : Aggregates all data.

4 Click [Update].

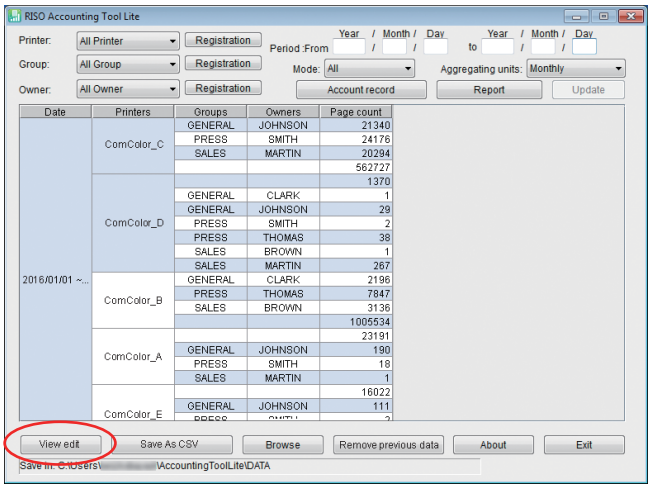
Aggregation takes place again for the printer, group, owner (user), aggregation period and aggregating units you have specified.

When [Update] is grayed, check if the entered date in [Period] is correct.

3 Setting the display items

Set items in the list to be displayed in the aggregation result view area.
You can change these settings as needed.

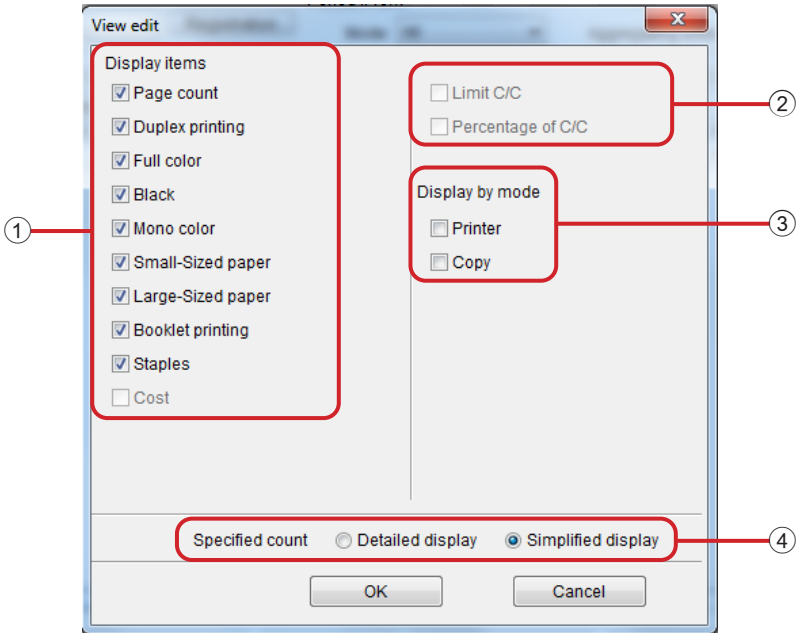
1 Click [View edit].



The view setting screen appears.

2 Select the display items and aggregating conditions.

Display items are as follows:
You can select more then one check box.



Some items are grayed depending on the printer type selected in [Printer] on the main screen or the registered information.

① **Basic items**

[Page count]:	The total number of pages printed
[Duplex printing]:	The number of pages printed in duplex mode
[Full color]:	The number of pages in color printing
[Black]:	The number of pages in monochrome (black and white) printing
[Mono Color]:	The number of pages in monochrome printing
[Small-Sized paper]:	The number of pages printed on smaller size paper
[Large-Sized paper]:	The number of pages printed on larger size paper
[Booklet printing]:	The number of pages in booklet printing
[Staples]:	The number of staples used
[Cost]:	Estimate by the established pricing

② **Advanced items**

[Limit C/C]:	The upper limit of pages established by the owner
[Percentage of C/C]:	The current use percentage ratio against the upper limit of pages entered in the owner registration A value exceeding 100% appears in red.

③ **Items**

[Display by mode]:	Number of pages used each for “Printer” and “Copy”

The following display items cannot be selected unless the related items have been set.
To select them, set the related items beforehand.

Display Items	Related Items	Reference Pages
Cost per paper type and size	Cost per paper type and size setting	P.36
Limit C/C, Percentage of C/C	Limit C/C in the owner registration	P.18

④ **Specified count**

Select items.

On the aggregation result view area, select the contents to be displayed for specified count. Refer to “Viewing specified count” on page 30 for the procedure for specified display mode.

[Detailed display]:	Displays the sums by printer and by group registered in the respective printers.
[Simplified display]:	Only displays the sum by printer.

3 Click [OK].

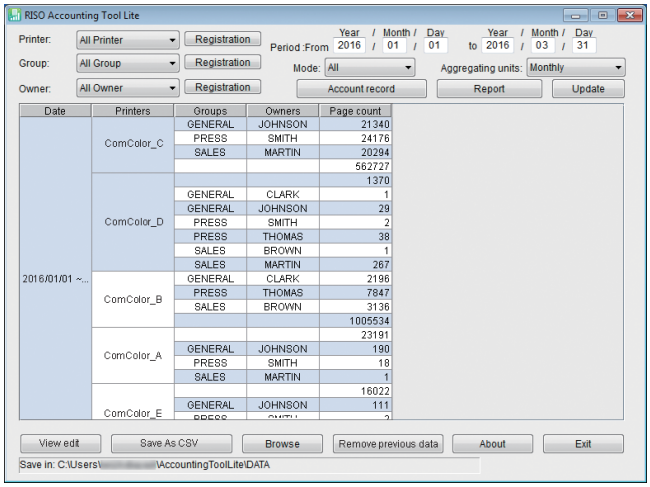
Returns to the main screen and displays a list in the aggregation result view area.

- A hyphen (-) appears for an item on which aggregation has failed because of absence of a job subject to aggregation.
- The screen size cannot be changed. Scroll when the entire list cannot be viewed at one time.

Tasks you can perform after aggregation (after the list is displayed)

This section describes operations available on the list view screen.

The contents of the list cannot be edited.



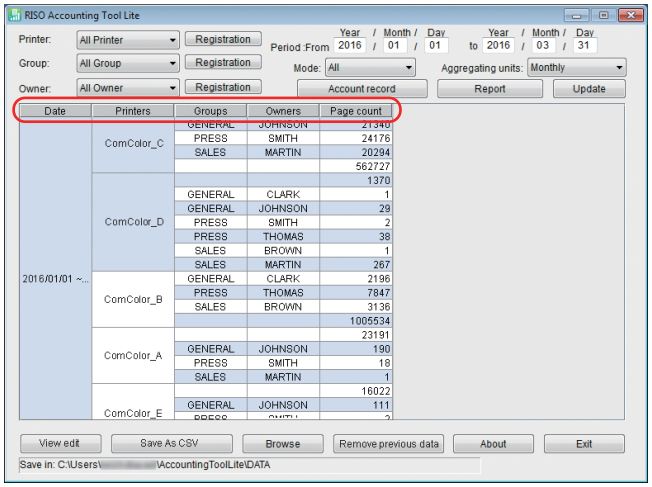
- **The width of each item can be changed by dragging the border line.**
- **Items can be rearranged through dragging & dropping.**
- **Change settings for [Printer], [Group], [Owner], [Period], [Aggregating Units] and click [Update] to display the list with updated conditions.**
- **You can change the display items anytime.**

Viewing specified count

Clicking an item name on the displayed list aggregates its data by printer or group on each printer and then sorts the data in the descending order.
The contents displayed vary depending on the settings with the "View edit" screen (page 27).

- You can display the number of used pages of only one owner, or the number of used pages of only one printer used by a group, with a combination of filtering items before specifying the display mode.

1 Click an item name on the list.

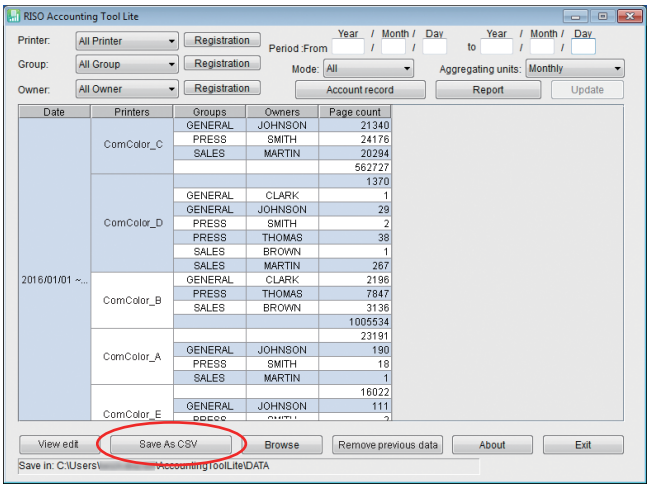


Aggregation takes place for that item and the result appears in specified display mode.
The specified item appears in light yellow.
Click the same item name again to return to the previous view.

Outputting results in a CSV-format file

You can save aggregation results at a desired location as a CSV-format file.

1 Click [Save As CSV].



The [Save As] dialog box appears.

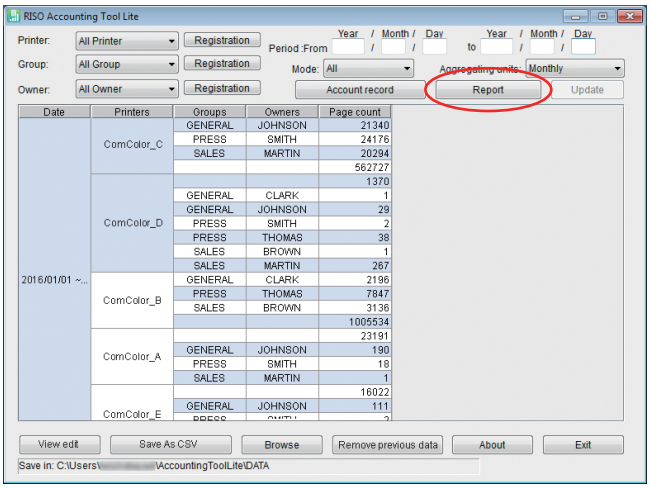
2 Specify the destination and the file name, and then click [Save].

This completes saving the data and returns to the main screen.

Creating graphs

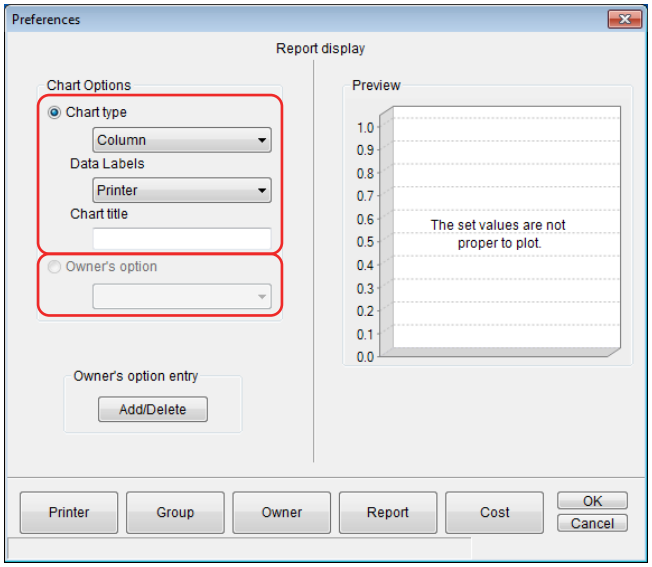
You can create a graph using an aggregation result list on the display.
The X-axis of the graph represents the period and Aggregating units, the Y-axis automatically takes values associated with displayed items.

1 Click [Report] while the list is displayed.



Report view setting screen is displayed.

2 Set Chart Options.



Select either [Chart type] or [Owner's option] and then configure settings as shown below respectively.

For [Chart type]:

Chart type Select one from a Column, Pie, Stacked Column and Line.

Data Labels Select one from the data label Printer/Group/Owner/Display items.

Chart title Enter chart title text (in up to 50 characters).

For [Owner's option]:

Select "Favorite chart settings" from pre-registered sets of chart type, data label and title setting. By default, the following settings are registered.

Monthly page count (Column)
Page count per printer (Pie)
Monthly page count per printer (Line)
Monthly page count per group (Stacked Column)
Monthly page count per owner (Line)

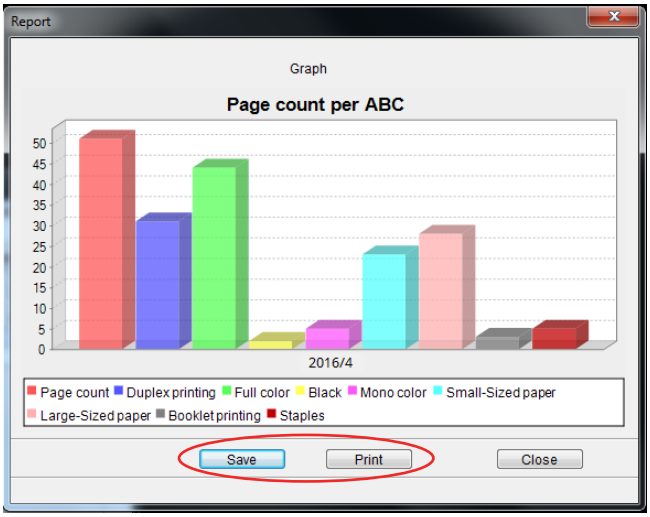
- See page 51 "Chart Pattern List" for the Chart Pattern.
- You can also register additionally the contents set under [Chart type] to "Owner's option". (Registering/Deleting graph settings to "Owner's option" on page 34)

A graph image appears in the preview area.

3 Click [OK].

After finalizing report settings, the Report screen appears.

4 Click [Save] and [Print] as needed.



Click [Save], and you can save the graph at a desired destination (in the JPEG format).
Click [Print] to display the [Print] dialog box. Specify a printer and print.

5 Click [Close].

Returns to the main screen.

Registering/Deleting graph settings to “Owner’s option”

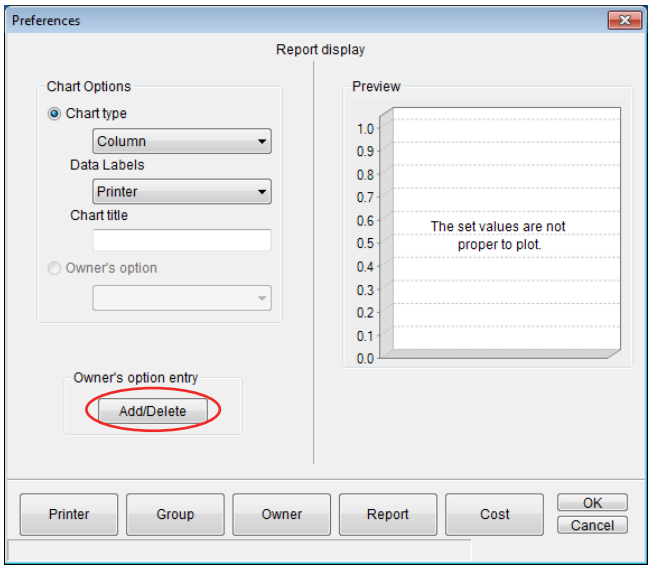
Performing registration

You can register up to 20 groups. (Including default registrations)

1 **Follow steps 1 and 2 in “Creating graphs” on page 31, and then set graphs you want to register.**

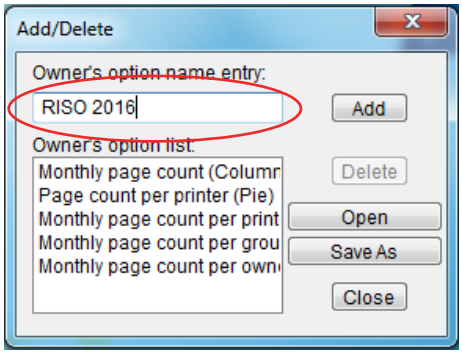
Be sure to select a [Chart type] and enter a [Chart title] under Chart Options.

2 **Click [Add/Delete] under [Owner’s option entry].**



The [Add/Delete] dialog box appears.

3 **Enter the name you want to register.**



You can use up to 50 characters.

4 **Click [Add].**

Then the name is added to the list of favorite registrations.

List of favorite registrations can be exported or imported in CSV format.
For more information, refer to “Export/Import the list of favorite registrations” on page 48.

5 **Click [Close].**

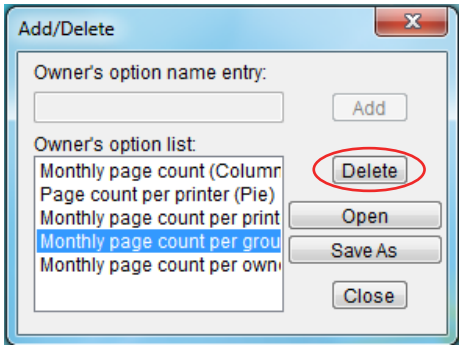
Returns to the [Report display] screen.

Deleting

1 **Click [Add/Delete] on the report view setting screen.**

The [Add/Delete] dialog box appears.

2 **Select settings to be deleted from [Owner’s option list] and click [Delete].**



The selected settings are deleted.

3 **Click [Close].**

Returns to the [Report display] screen.

Setting cost

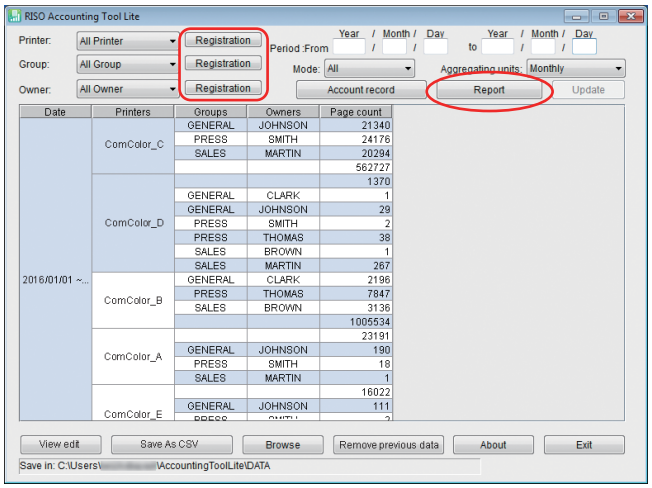
You can set a cost per paper type and size and calculate the charges payable by an owner or group.

Charge amounts represent estimates based on the cost per paper type and size setting and not the actual printing cost.

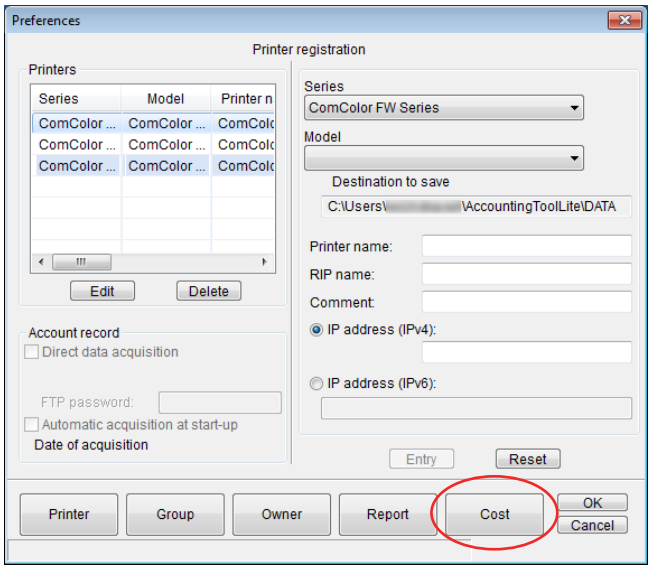
Setting cost per paper type and size

1 Click [Registration] for either Printer, Group, Owner or click [Report].

The [Preferences] screen appears.

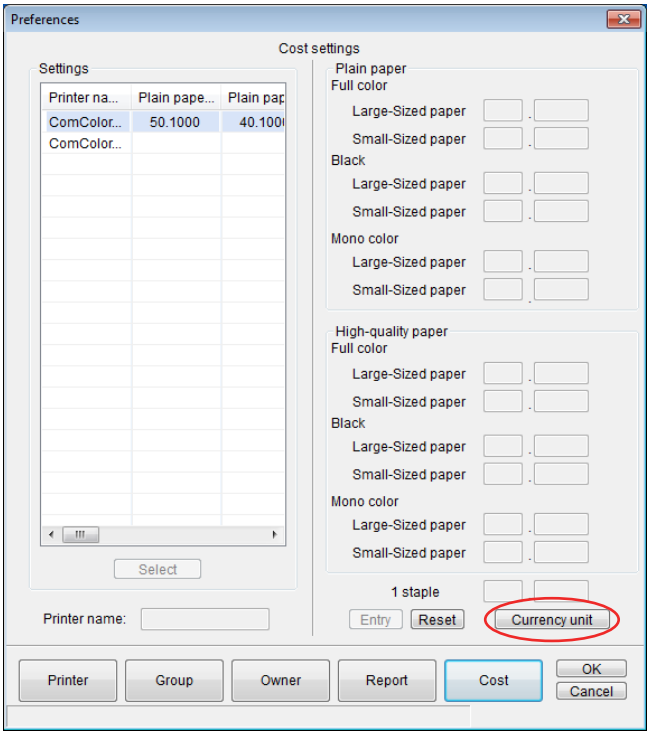


2 Click [Cost].



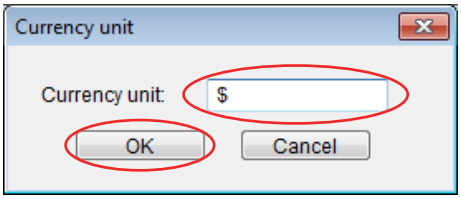
This switches to the [Cost settings] screen.

3 Click [Currency unit].



The [Currency unit] screen appears.

4 Enter the currency unit and click [OK].



Returns to the [Cost settings] screen.

5 Select a printer in [Settings] and click [Select].

This enables you to enter a cost amount in the cost setting field.

6 Enter the cost for each paper type and size.

You can use up to seven digits in single-byte numerals, including four digits after the decimal point. A field without entry is registered as “0”.

Some items cannot be entered depending on the selected printer.

7 **Click [Entry].**

The settings are registered.

Repeat steps 5 through 7 to continue to setup for other printers.

8 **Click [OK].**

Returns to the main screen.

Other functions and settings

Changing the destination for saving the account data

You can change the destination for saving the account data.

1 **Click [Browse] on the main screen.**

The [Browse for Folder] screen appears.

2 **Select a new destination and click [OK].**

This changes the saving destination, and returns to the main screen.

When you change the saving destination, the data saved in original folder will be moved to the new destination.

Remove previous data

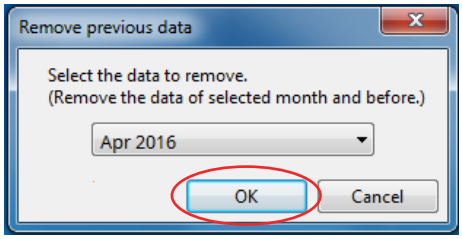
You can remove unneeded account records.
(The data will be removed from the destination folder where account records are saved and the product's database. The data saved in the printer will not be removed by using this function.)

1 **Click [Remove previous data] on the main screen.**

[Remove previous data] screen appears.

2 **Select the data that you want to remove and click [OK].**

The data saved in the pull-down menu appears in chronological order from the oldest date.
Select one data.
The selected data and data older than the selected data are removed.



After checking the message in the confirmation screen, click [OK].
The display returns to the [Remove previous data] screen.

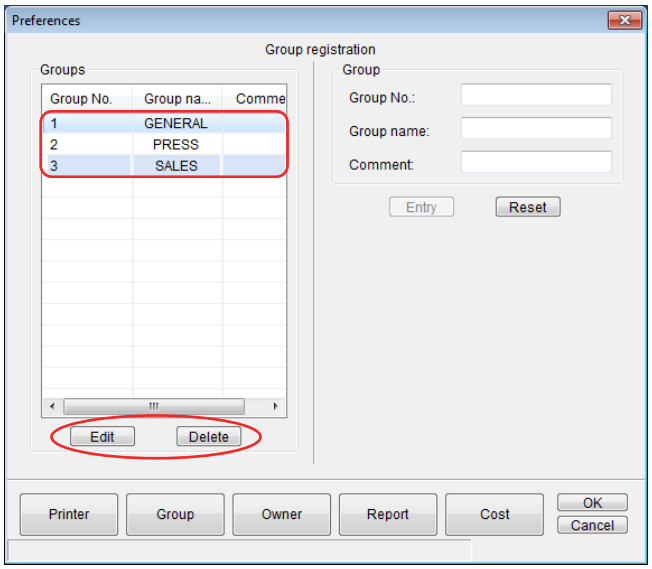
Editing/Deleting group information

You can edit or delete registered group information.
You can edit only the [Comment] item here.
If you want to correct other items, remove the registered data, and then register the corrected data again.

1 Click Group: [Registration] on the main screen.

The [Group registration] screen appears.

2 Select a group to editing or deletion from [Groups], and then click [Edit] or [Delete].



If you click [Edit], information on the selected group is displayed.
If you click [Delete], a confirmation screen appears.

For editing

3 **Edit the comment.**

(Up to 40 characters)

4 **Click [Entry].**

5 **Click [OK].**

Returns to the main screen.

For deleting

3 **Click [Yes].**

This deletes the selected group.

4 **Click [OK].**

Returns to the main screen.

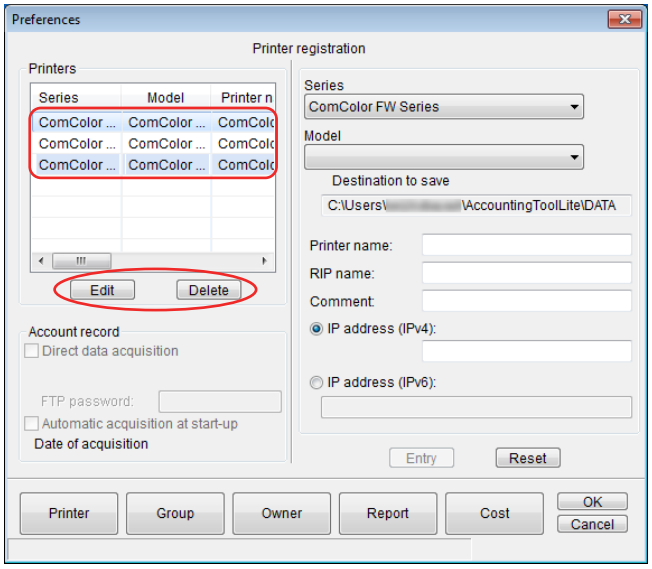
Editing/Deleting printer information

You can edit or delete registered printer information.

1 Click Printer: [Registration] on the main screen.

The [Printer registration] screen appears.

2 Select a printer subject to editing or deletion from [Printers], and then click [Edit] or [Delete].



If you click [Edit], information on the selected printer is displayed.
If you click [Delete], a confirmation screen appears.

For editing

3 **Edit printer information, following “1 Registering a printer” on page 9.**

The printer information is modified and the main screen is displayed again.

The input column of the correctable item is white.
If you want to correct a grayed item, remove the relevant printer and register it as new.

For deleting

3 **Click [Yes].**

This deletes the selected printer.

4 **Click [OK].**

Returns to the main screen.

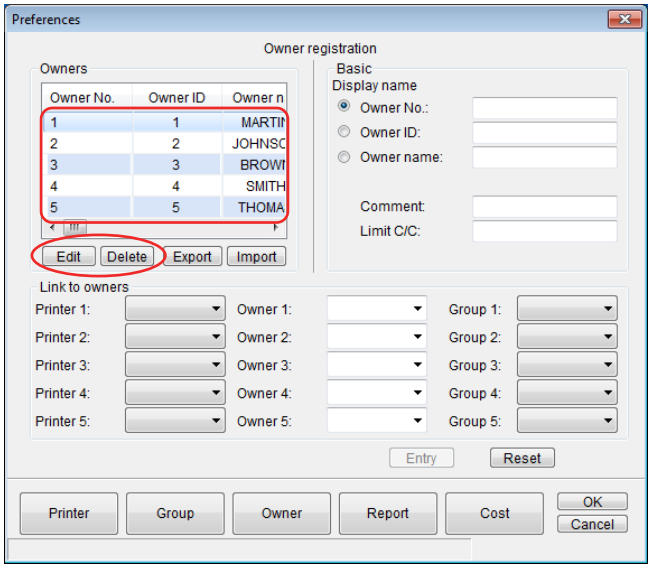
Editing/Deleting owner information

You can edit or delete registered owner information.

1 Click Owner: [Registration] on the main screen.

The [Owner registration] screen appears.

2 Select an owner subject to editing or deletion from [Owners], and then click [Edit] or [Delete].



If you click [Edit], information on the selected owner is displayed.
If you click [Delete], a confirmation screen appears.

For editing

3 **Edit owner information, following “3 Registering an owner (user)” on page 16.**

The owner information is modified and the main screen is displayed again.

For deleting

3 **Click [Yes].**

This deletes the selected owner.

4 **Click [OK].**

Returns to the main screen.

Export/Import owner information

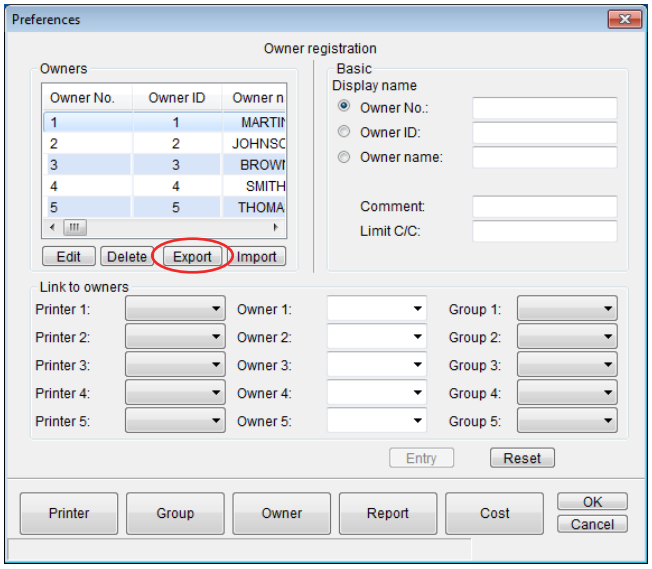
You can Export (output) or Import (load) owner information.
The file is in CSV format.

For export

1 **Click Owner: [Registration] on the main screen.**

The [Owner registration] screen appears.

2 **Click [Export].**



The [Save As] screen appears.

3 **Specify the destination and the file name, and then click [Save].**

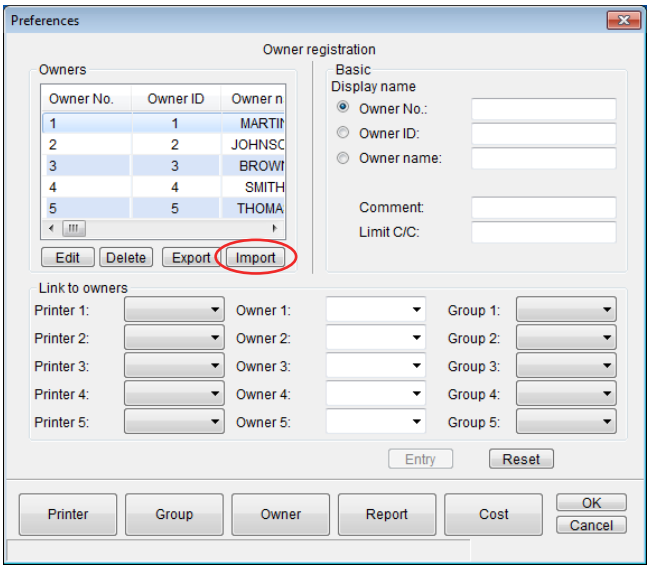
Data is saved and the [Owner registration] screen is displayed again.

For import

1 Click Owner: [Registration] on the main screen.

The [Owner registration] screen appears.

2 Click [Import].



The [Browse for folder] screen appears.

3 Select a file to be imported and click [Open].

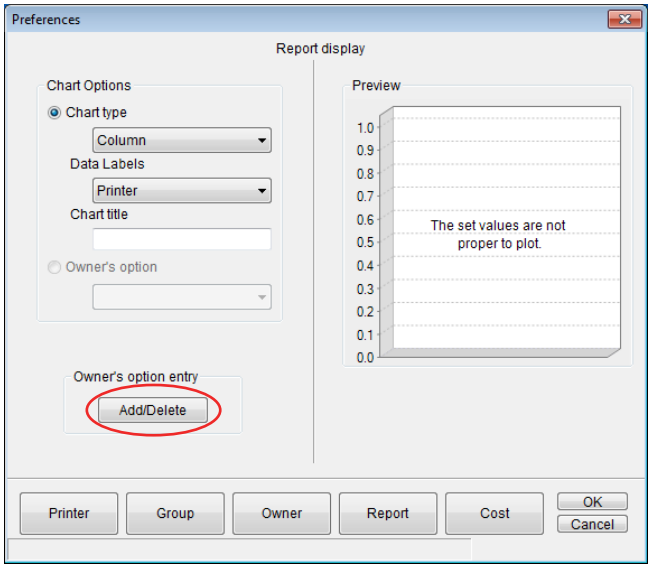
The owner information registered in the file are added to the list and the [Owner registration] screen is displayed again.

Export/Import the list of favorite registrations

You can Export (output) or Import (load) the list of favorite registrations.
The file is in CSV format.

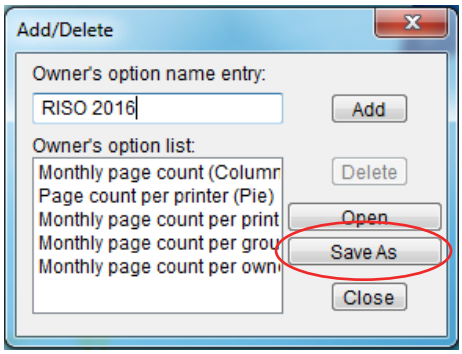
For export

1 **Click [Add/Delete] on the report view setting screen.**



The [Add/Delete] dialog box appears.

2 **Click [Save As].**



The [Save As] screen appears.

3 **Specify the destination and the file name, and then click [Save].**

This completes saving the data and returns to the [Add/Delete] screen.

4 **Click [Close].**

Returns to the [Report display] screen.

For import

1 **Click [Add/Delete] on the [Report display] screen.**

The [Add/Delete] dialog box appears.

2 **Click [Browse for folder].**

The [Browse for folder] screen appears.

3 **Select a file to import and click [Open].**

The favorite chart settings are added to the file and the [Add/Delete] screen is displayed again.

4 **Click [Close].**

Returns to the [Report display] screen.

Uninstalling

Before you can uninstall RISO Accounting Tool Lite, you must first log into Windows with account privileges to change the system settings (as Administrator, for example).

1 Set the “RISO Printer Driver DVD-ROM” into the DVD-ROM drive of your PC.

For ComColor GL/FT

Start the installer that you downloaded from the RISO website.

- The [User Account Control] screen may be displayed while uninstalling. In that case, click [Continue] or [Allow].
- If the [File currently in the DVD] screen does not appear, access [My Computer] and double-click [RISO Accounting Tool Lite].

2 In the DVD-ROM, open [Utility] - [Accounting Tool Lite] folder, and double-click the [setup(.exe)] file.

The installer starts.

3 Select [Remove] and click [Next].

A confirmation message appears.

4 Click [Yes].

This executes uninstalling process and the [Uninstall completed] screen appears.

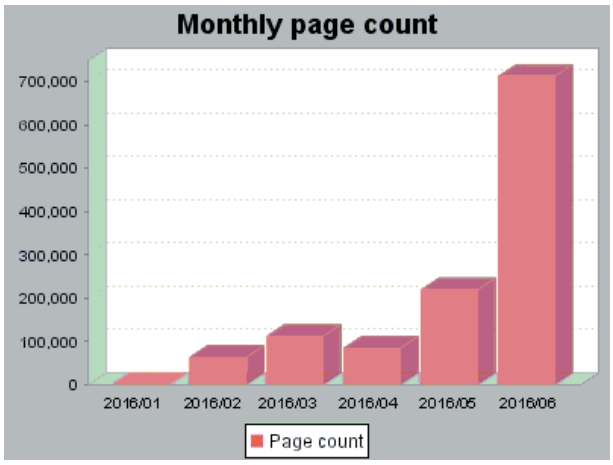
5 Click [Finish].

The [Uninstall completed] screen closes.

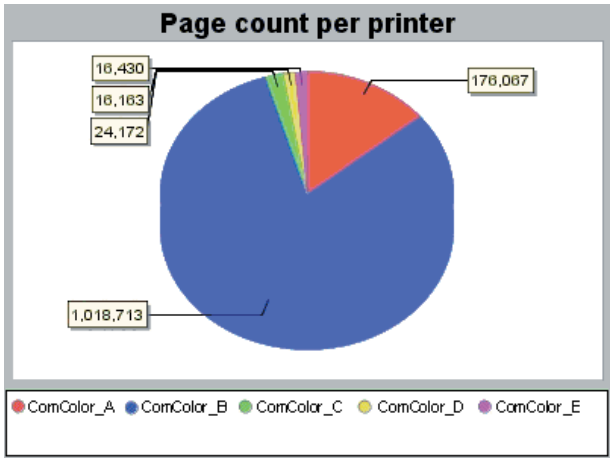
Appendix “Chart Pattern List”

This list shows display examples of favorite graph settings that are pre-registered in the list of favorite registrations.

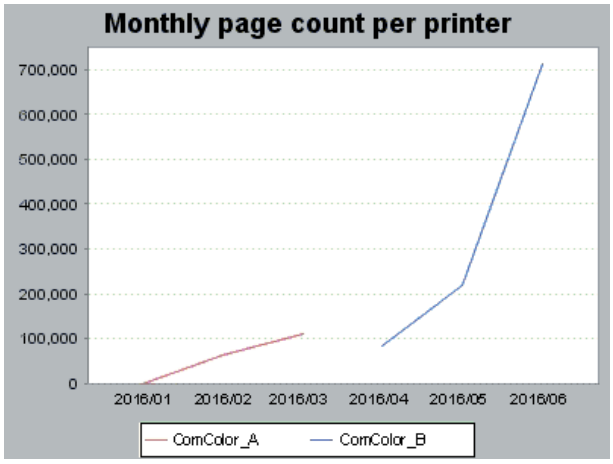
Monthly page count (Column)



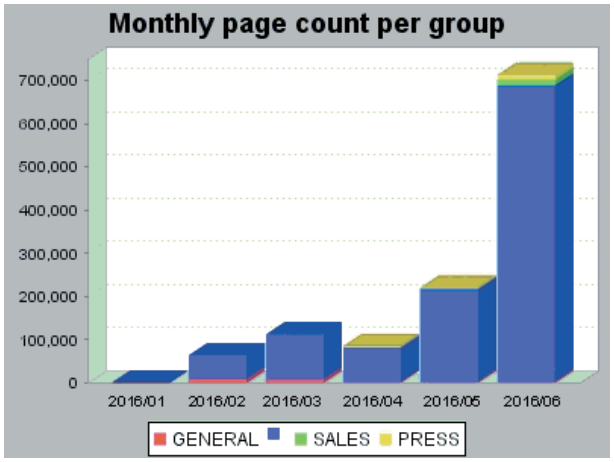
Page count per printer (Pie)



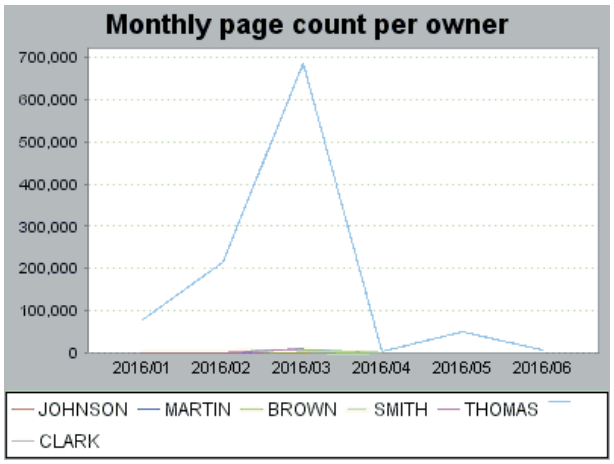
Monthly page count per printer (Line)



Monthly page count per group (Stacked Column)



Monthly page count per owner (Line)



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2021/8

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