

# RISO Account Record Analysis Tool — User Guide

Updated: 27 Sep 2025

## What this tool does

Imports one or more RISO Account Record CSV files and produces:

- A sortable usage summary by user (A4/A3 × Mono/Colour, totals, costs).
- Quick filters by Month and Printer (serial number).
- Three visualisations: Top 20 Users by Total Prints  
Colour vs Mono by Size (pie)  
Hourly Usage.

Exports the summary grid to Excel and each chart to PNG image format.

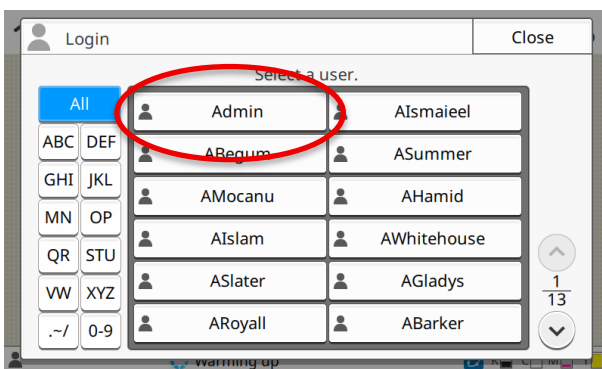
## Requirements

- Windows 10 or later.
- RISO Account Record CSV files (you can multi-select from multiple printers).

## Acquiring the Account Record CSV files

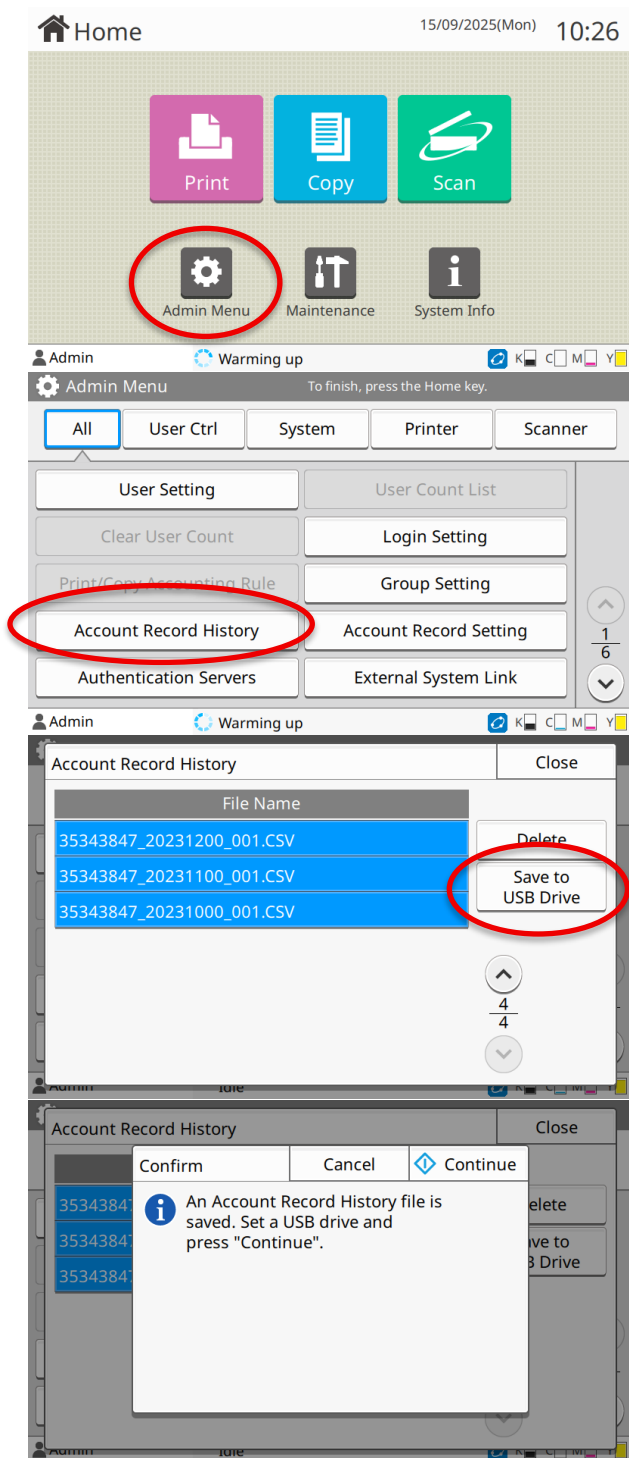
When your RISO Printer was installed, it was configured to create a log of each print / copy job. This information is stored in a small CSV (comma separated values) file, one for each month. There are two ways of obtaining these files:

**Directly from the printer onto a USB stick:**



Insert a USB drive into the port on the side of the printer touchscreen.

On the printer, log in as **Admin**, or another user with Admin rights.



This will give you an **Admin Menu** option on the Home screen.

In the **Admin Menu**, you will find a button called **Account Record History**.

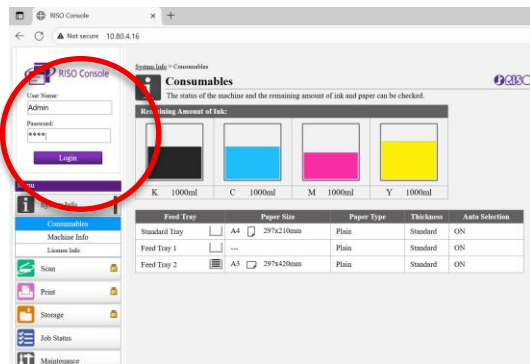
You can select the files one by one and then press **Save to USB Drive**.

The naming format is:

{printer serial number}\_{year and month}

Pressing **Continue** will write the files to your USB drive.

## Across the network via a web browser:

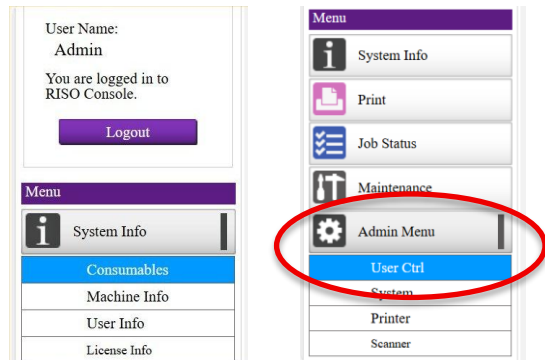


Open your usual web browser.

In the address bar at the top, enter the **I.P. address** (*network address*) of the printer.

*You may need to contact your I.T. support to obtain this information.*

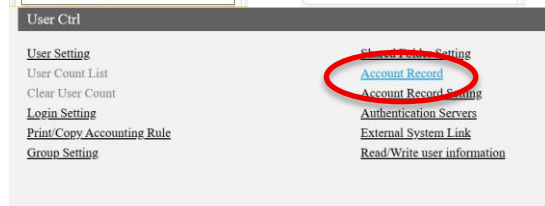
Log in as **Admin** (*make sure the A is uppercase*).



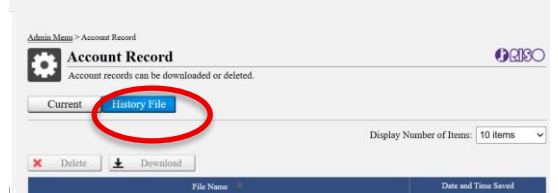
Once logged in, an **Admin Menu** will appear at the bottom of the sidebar.

Click **Admin Menu**.

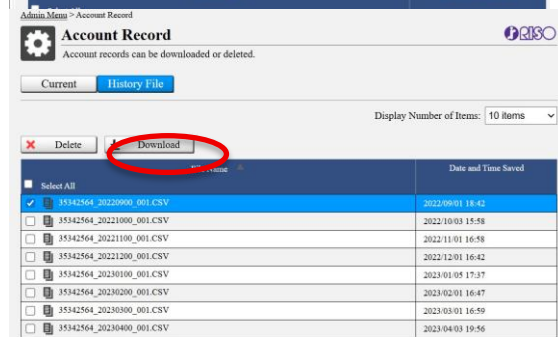
Select **User Ctrl**.



Click **Account Record**.



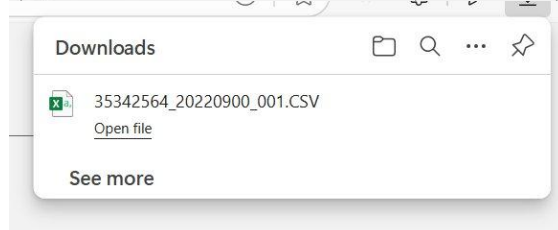
Click **History File**.



Select each file, one by one, and then click **Download**.

Selecting multiple files is only available for deletion.

The files will download to your default save location (configurable within your browser settings)



## First run & home screen tour

### Top bar controls

By default, the program will open in **Basic** mode. Once one or more **CSV** files have been imported, further options within the **Advanced** section will become available.

- Import CSV(s) — select one or many CSV files.
- Export to Excel — exports the summary grid (with cost columns if applicable) to an .xlsx.
- Month — choose a specific month or All (shown in chart titles/filenames).
- Printer — All Machines or a specific Serial number (also reflected in chart titles/filenames).
- Filter — quick text filter for the summary grid to narrow by user name.
- Cost in pence — optional per-click costs (A4 Mono/Colour, A3 Mono/Colour) that, when populated will add an extra column next to the Total column showing the cumulative cost for the users.

### Action buttons

- Show Top 20 Chart — bar chart of top 20 users by total prints using any filters applied.
- Hourly Usage — opens a chart showing the summary of Hourly Usage using any filters applied.
- Show Colour / Mono Pie — A colour / Mono / A4 / A3 pie chart using any filters applied.
- Help — Shows a cut-down quick guide.

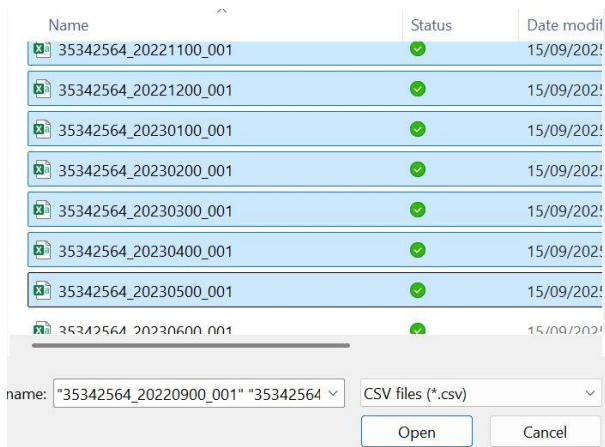
### Summary grid

- Columns: User, A4 Mono, A4 Colour, A3 Mono, A3 Colour, Total (and costed totals if costs are set).
- Click a column header to sort – ascending / descending.
- Double-click a user to open a new window with all of the print / copy job names using any filters applied.

## Importing data

Before importing the data, place all of the CSV files you wish to examine in one location. To prevent irregularities, the tool can only import one set of data per session.

Click Import CSV(s) and multi-select your files.



You can import multiple printer CSV files and then filter by Printer.

## Filtering & exploring

- Month: choose a month or All — charts and the grid update immediately.
- Printer: choose a specific Serial number or All Machines.
- Filter: type part of a user's name to narrow the grid.

## Charts & exports

### Top 20 Users by Total Prints

Bar chart of the top 20 users for the current Month and Printer selection.

Export PNG: white background; filename defaults to the chart title (includes month + serial or All Printers).

### Colour vs Mono by Size (Pie)

Shows Colour/Mono split across A4/A3 with outside labels.

Export PNG: white background; friendly filename from the title.

### Hourly Usage (End Printing)

Plots jobs per hour (all days) for your selection.

Export PNG: white background; friendly filename from the title.

## Exporting to Excel

Click Export to Excel to save the current summary grid (filters and cost calculations included) to .xlsx.

Useful for emailing monthly usage to departments or management.

