

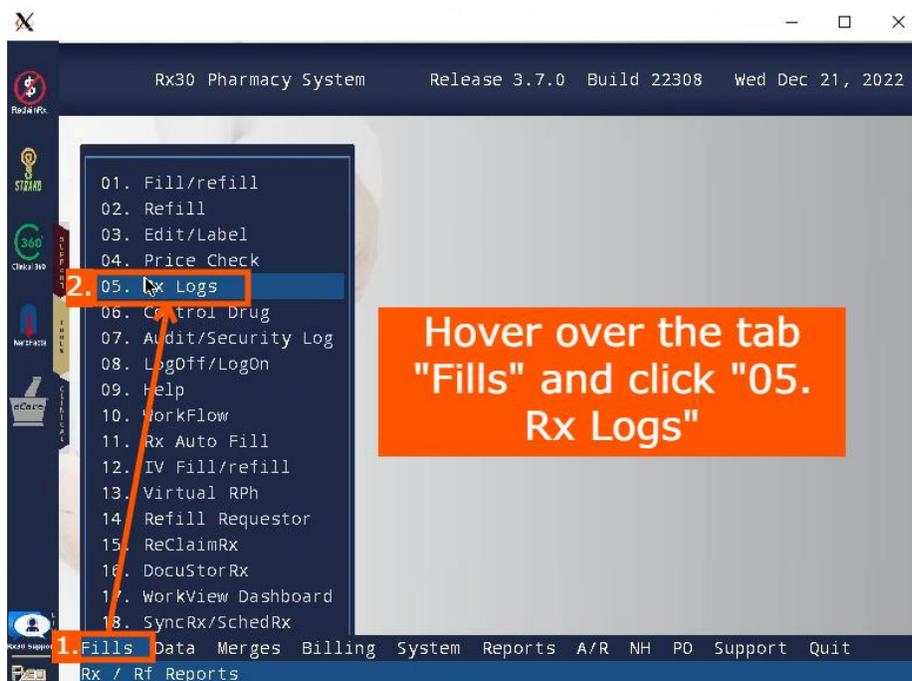
RX30 Usage Report Guide

Pulling A Usage Report

1. Open RX30 and login to navigate to the main screen.
2. From the main screen hit your F1 key on your keyboard. This will open the menu.

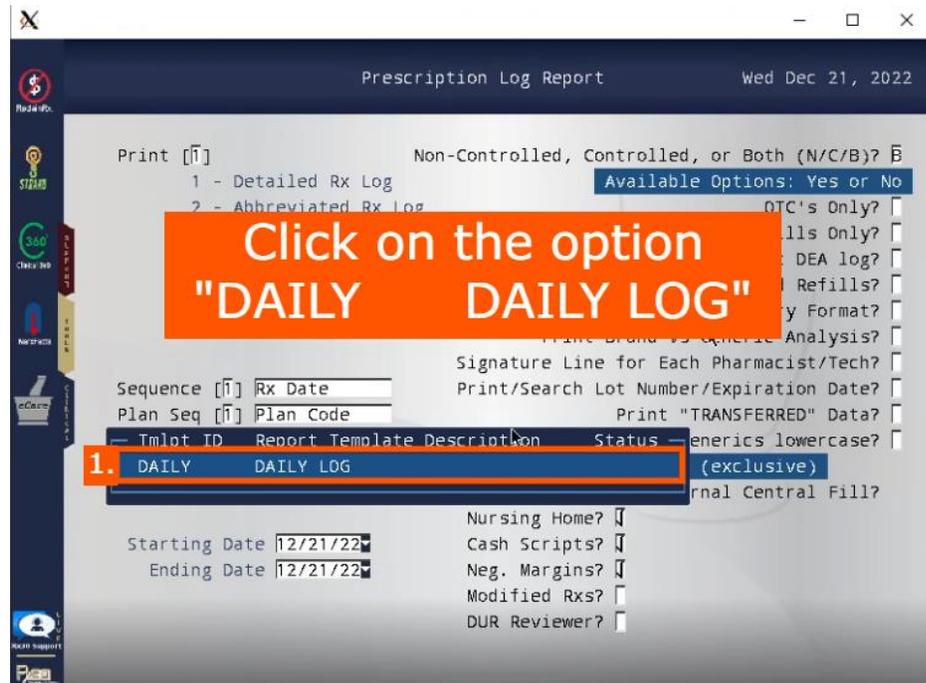


3. Hover your cursor over the "Fills" tab at the bottom of RX30 and click on the 5th option named "Rx Logs".

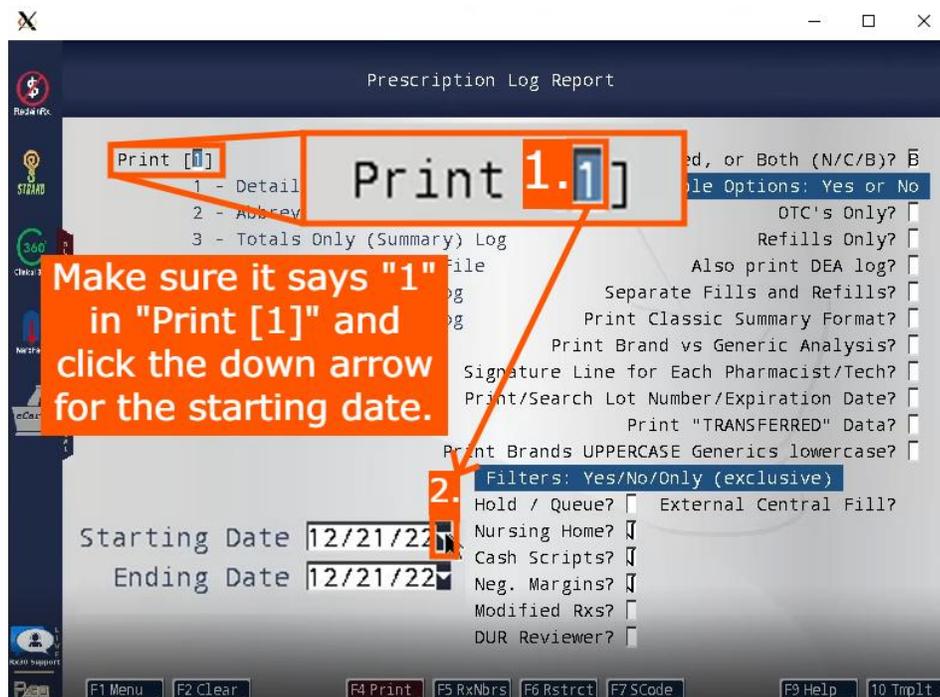


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- Click on the option "DAILY DAILY LOG" or hit enter.

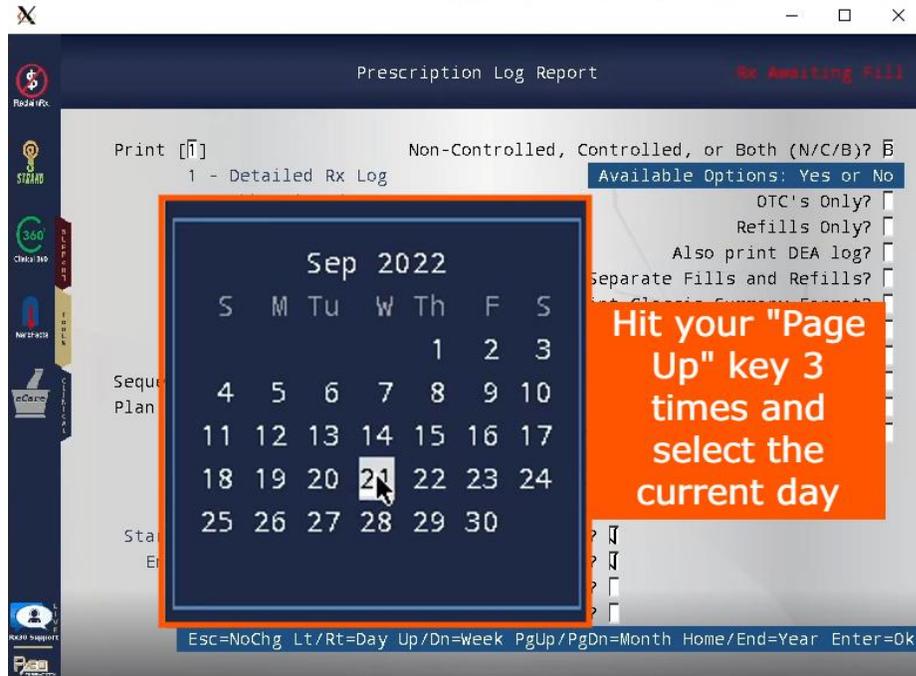


- Make sure the input box has the number "1" in it. To the right of the "Starting Date", click the down arrow to open the calendar.

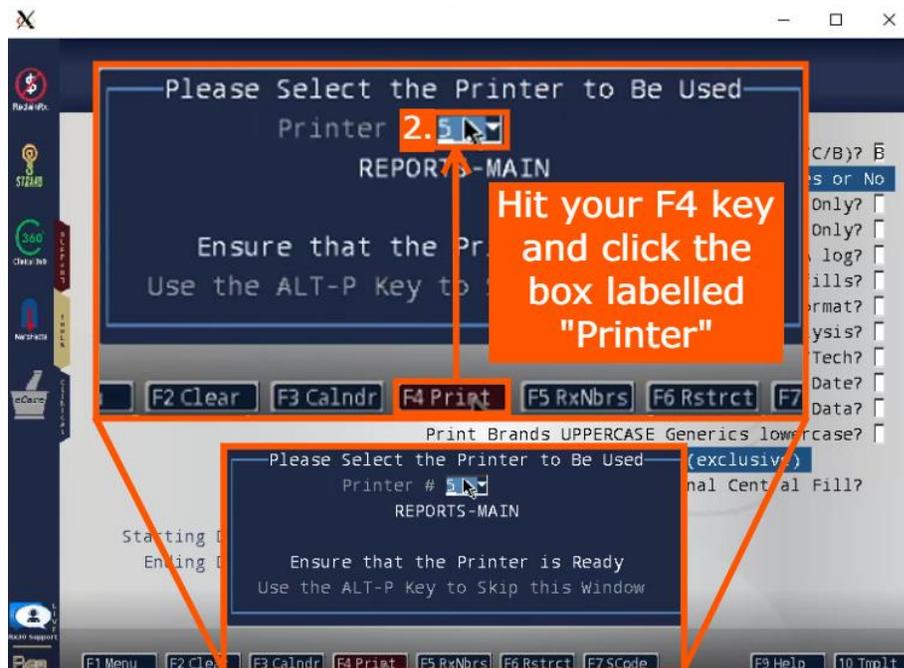


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- To go back 3 months, you will need to hit the key on your keyboard named "Page Up" 3 times. Once you do this select the current day of the month.

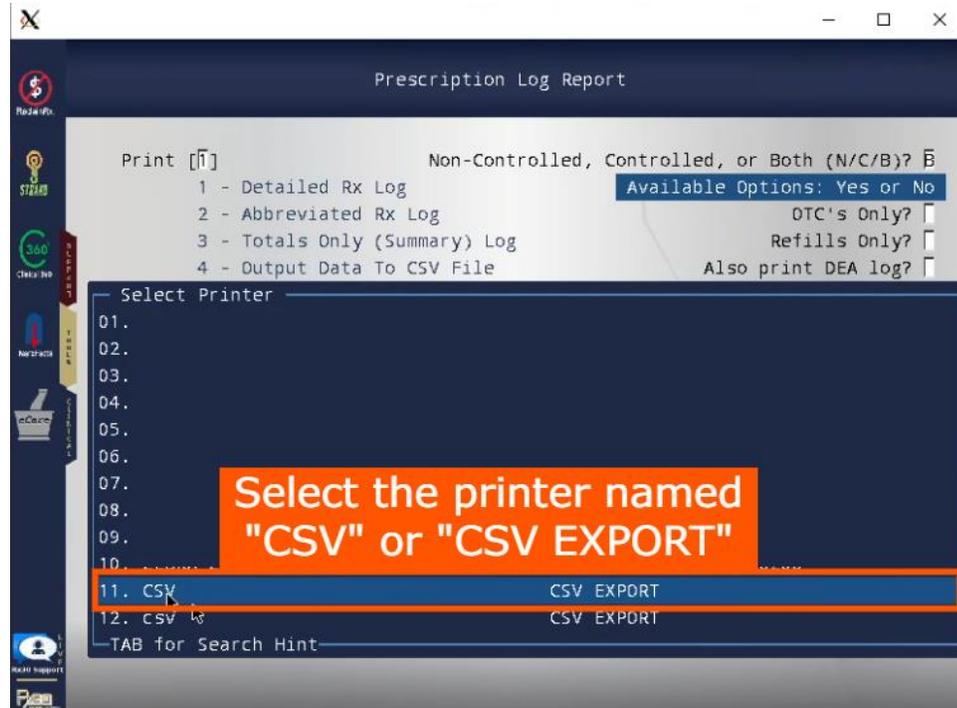


- Once you've selected the start date, hit your F4 key. This will open a menu for selecting your printer. Click on the number box to the right of "Printer".

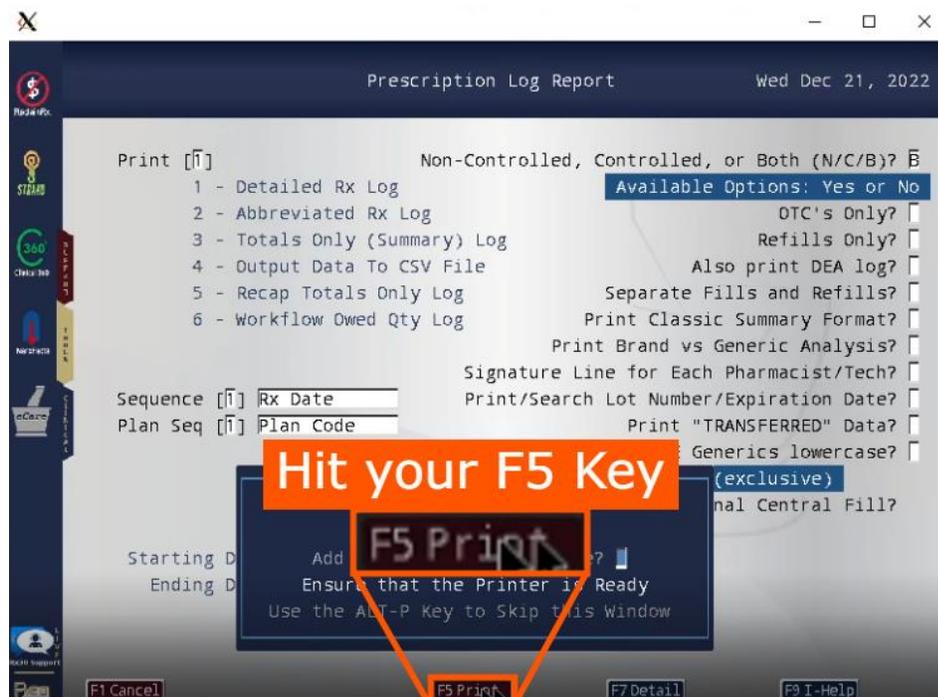


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- This will open all of your available printers. Select the printer named "CSV" or "CSV EXPORT". If you do not see it try hitting the "Page Up" and "Page Down" keys to scroll through the list of printers.

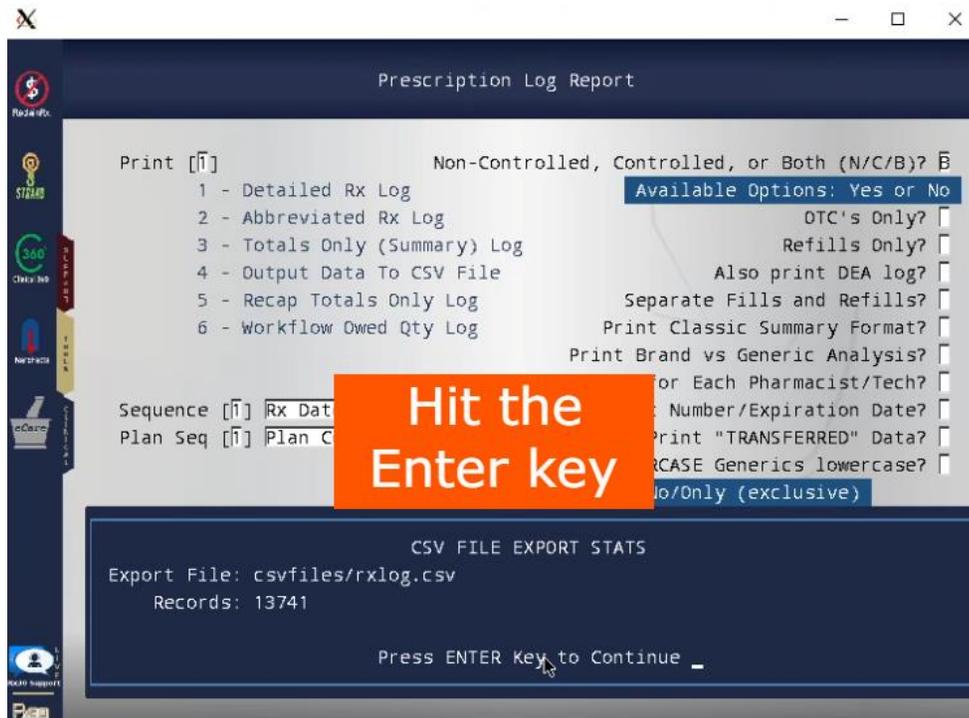


- Selecting "CSV" will close the printer menu. Now you will hit your F5 key.

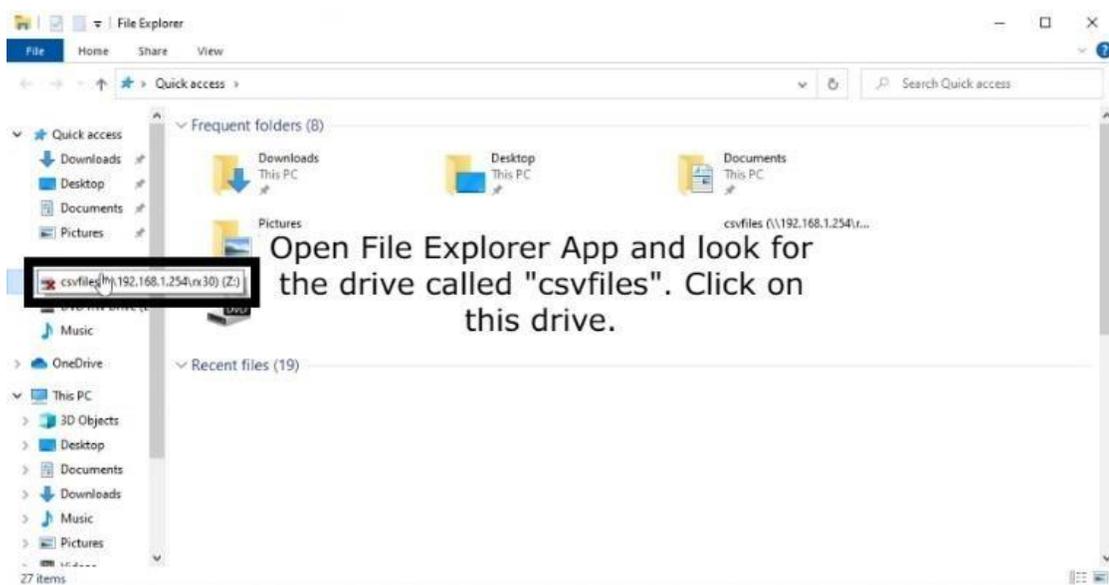


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10. The usage report will begin exporting. Once it is done you can press Enter to close the export status.



11. Now you will open the File Explorer and find a network drive named "csvfiles". Open this drive, **if any error/login pops up or if you can't find the network drive**, you will need to get in contact with RX30 to continue. They will either need to re-establish the network drive or give you access to this drive. If you can access it, continue to the next step.



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12. You will find the usage report you just pulled. You're all done!



How to Send the Report

All you have to do is fill out the form on our website [here](#). Once you fill this form out hit the “Submit” button and that’s it! Thank you for reading.