

## Case Study:

### Cutting Expenses-Spike in office supplies usage

#### Business Issue

The legal company was looking to find ways to cut expenses. The company had noticed that there was a spike in the paper and ink usage regarding the company printers. The cost of the supplies had risen 25% in 2 months, yet there was not an increase in business to warrant this increase.

#### Solution

The Microsoft Small Business Server had an additional role of print server added to it. Now using the server to establish connections with all of the network printers in the company, monitoring and logging was established to monitor the usage of the printers and to log the times, the file names and the users that were sending the jobs to the printers.

#### Results

We were able to establish that one user was sending a large number of files to the company printers during non-standard work hours. The files that were being access were examined to determine the need for printing these files after normal working hours. It was found that the employee was planning a wedding using the company computer and supplies. The printing jobs that were in question were determined to be wedding invitations, seating plans, menus, thank you letters, and seating place cards.

The employee was presented with the log information that we provided by the owners of the company. The employee was given a written reprimand and was requested to make restitution for the supplies that were used.

The owners of the company asked that we leave the solution in place so better monitoring of supplies can maintained.



**APERIO**  
Information Technology Administrators