

# Task Assignment: E-print

**Task description**

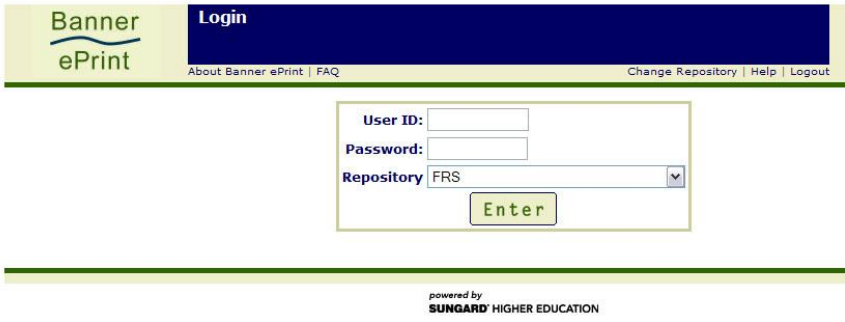
The following procedure outlines how to login, view, and print reports via E-print.

**Purpose**

The purpose of E-print is to make report data easily accessible to users via their regular internet browser. It allows the user to quickly and easily retrieve data and print the reports that they are authorized to view.

**Procedure**

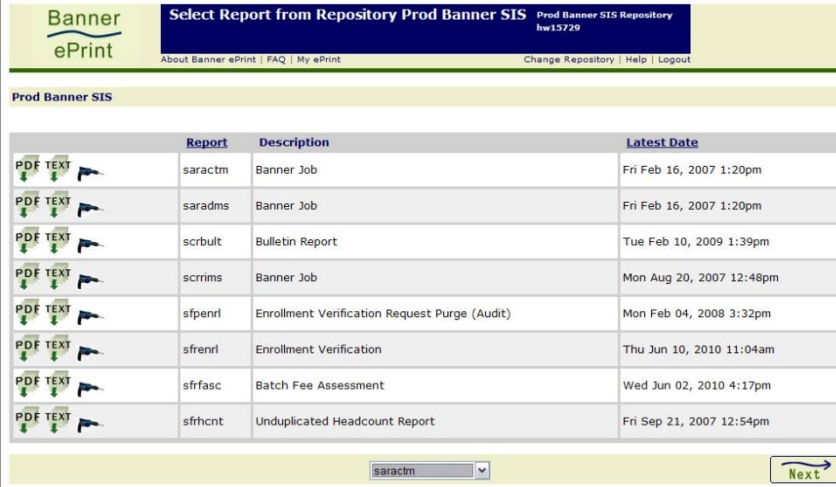
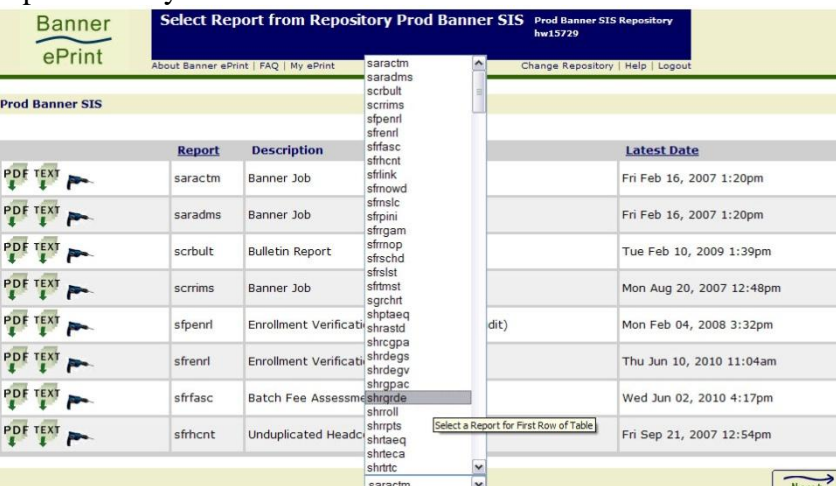
Follow the steps in the table below to complete the task.

Step	Action
1	Open an Internet Browser.
2	If you are using an on-campus computer, enter 'eprint' (no other text is needed) in the URL line. From an off-campus computer, you will need to enter 'eprint.appstate.edu'.
3	Press Enter.
4	You should see the login screen for Eprint. 
5	If the cursor is not already in the User ID field, click inside the field and begin typing your User ID. (It should be the same username and password that you use to login to Banner).
6	Tab or click to enter Password.
7	Select a repository from the drop down list. Most student reports are found under the PROD Banner SIS repository.
8	Click on the Enter button.

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## Task Assignment: E-print, Continued

### Procedure (continued)

Step	Action																											
9	<p>Now you will see a list of reports that looks similar to this:</p>  <p><b>Banner ePrint</b> <b>Select Report from Repository Prod Banner SIS</b> <b>Prod Banner SIS Repository hw15729</b>  <small>About Banner ePrint   FAQ   My ePrint</small> <small>Change Repository   Help   Logout</small></p> <p><b>Prod Banner SIS</b></p> <table border="1"> <thead> <tr> <th>Report</th> <th>Description</th> <th>Latest Date</th> </tr> </thead> <tbody> <tr> <td>saractm</td> <td>Banner Job</td> <td>Fri Feb 16, 2007 1:20pm</td> </tr> <tr> <td>saradms</td> <td>Banner Job</td> <td>Fri Feb 16, 2007 1:20pm</td> </tr> <tr> <td>scrbult</td> <td>Bulletin Report</td> <td>Tue Feb 10, 2009 1:39pm</td> </tr> <tr> <td>scrirms</td> <td>Banner Job</td> <td>Mon Aug 20, 2007 12:48pm</td> </tr> <tr> <td>sfpnrfl</td> <td>Enrollment Verification Request Purge (Audit)</td> <td>Mon Feb 04, 2008 3:32pm</td> </tr> <tr> <td>sfrenrl</td> <td>Enrollment Verification</td> <td>Thu Jun 10, 2010 11:04am</td> </tr> <tr> <td>sfrfasc</td> <td>Batch Fee Assessment</td> <td>Wed Jun 02, 2010 4:17pm</td> </tr> <tr> <td>sfrhcnt</td> <td>Unduplicated Headcount Report</td> <td>Fri Sep 21, 2007 12:54pm</td> </tr> </tbody> </table> <p>Dropdown menu: saractm [Next]</p>	Report	Description	Latest Date	saractm	Banner Job	Fri Feb 16, 2007 1:20pm	saradms	Banner Job	Fri Feb 16, 2007 1:20pm	scrbult	Bulletin Report	Tue Feb 10, 2009 1:39pm	scrirms	Banner Job	Mon Aug 20, 2007 12:48pm	sfpnrfl	Enrollment Verification Request Purge (Audit)	Mon Feb 04, 2008 3:32pm	sfrenrl	Enrollment Verification	Thu Jun 10, 2010 11:04am	sfrfasc	Batch Fee Assessment	Wed Jun 02, 2010 4:17pm	sfrhcnt	Unduplicated Headcount Report	Fri Sep 21, 2007 12:54pm
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10	<p>To find a specific report, you will need to use the drop-down list in the center bottom of the page. The reports should be arranged alphabetically.</p>  <p><b>Banner ePrint</b> <b>Select Report from Repository Prod Banner SIS</b> <b>Prod Banner SIS Repository hw15729</b>  <small>About Banner ePrint   FAQ   My ePrint</small> <small>Change Repository   Help   Logout</small></p> <p><b>Prod Banner SIS</b></p> <table border="1"> <thead> <tr> <th>Report</th> <th>Description</th> <th>Latest Date</th> </tr> </thead> <tbody> <tr> <td>saractm</td> <td>Banner Job</td> <td>Fri Feb 16, 2007 1:20pm</td> </tr> <tr> <td>saradms</td> <td>Banner Job</td> <td>Fri Feb 16, 2007 1:20pm</td> </tr> <tr> <td>scrbult</td> <td>Bulletin Report</td> <td>Tue Feb 10, 2009 1:39pm</td> </tr> <tr> <td>scrirms</td> <td>Banner Job</td> <td>Mon Aug 20, 2007 12:48pm</td> </tr> <tr> <td>sfpnrfl</td> <td>Enrollment Verificati</td> <td>Mon Feb 04, 2008 3:32pm</td> </tr> <tr> <td>sfrenrl</td> <td>Enrollment Verificati</td> <td>Thu Jun 10, 2010 11:04am</td> </tr> <tr> <td>sfrfasc</td> <td>Batch Fee Assessme</td> <td>Wed Jun 02, 2010 4:17pm</td> </tr> <tr> <td>sfrhcnt</td> <td>Unduplicated Headc</td> <td>Fri Sep 21, 2007 12:54pm</td> </tr> </tbody> </table> <p>Dropdown menu: [List of reports] [Next]</p>	Report	Description	Latest Date	saractm	Banner Job	Fri Feb 16, 2007 1:20pm	saradms	Banner Job	Fri Feb 16, 2007 1:20pm	scrbult	Bulletin Report	Tue Feb 10, 2009 1:39pm	scrirms	Banner Job	Mon Aug 20, 2007 12:48pm	sfpnrfl	Enrollment Verificati	Mon Feb 04, 2008 3:32pm	sfrenrl	Enrollment Verificati	Thu Jun 10, 2010 11:04am	sfrfasc	Batch Fee Assessme	Wed Jun 02, 2010 4:17pm	sfrhcnt	Unduplicated Headc	Fri Sep 21, 2007 12:54pm
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## Task Assignment: E-print, Continued

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### Procedure (continued)

<b>Step</b>	<b>Action</b>
11	<p>After you have selected the report you wish to view, it should appear at the top of the list. You have several different options:</p> <ul style="list-style-type: none"><li>• By clicking on the PDF icon or TEXT icon, you will be able to view the most recent version of the report. (Note: the TEXT icon will open the report in your browser and if the report is too large, it may cause your browser to become unstable.)</li></ul> <p>By clicking on the drill icon, you will be able to view a list of the current report and past reports arranged by date.</p>
12	<p>Once you have selected a report, you will see several different icons on the left hand side of the page:</p> <ul style="list-style-type: none"><li>• Pages – will allow you to view specific pages of the report.</li><li>• Binoculars – will allow you to search for a specific term or string of character, for example: Banner ID</li><li>• Question mark – will give you access to more specific help.</li></ul>
13	<p>Use the icons at the top of the report to either print, save, or email the report.</p>
14	<p>By using the back arrow in your browser, you can return to the list of reports and view other reports as needed.</p>
15	<p>If you need to change repositories while viewing reports, you can click on the “Change Repository” link at the top right-hand corner of the page.</p>
16	<p>When you are finished using E-print, you need to use the ‘Logout’ link at the top right-hand corner of the page to logout.</p>

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