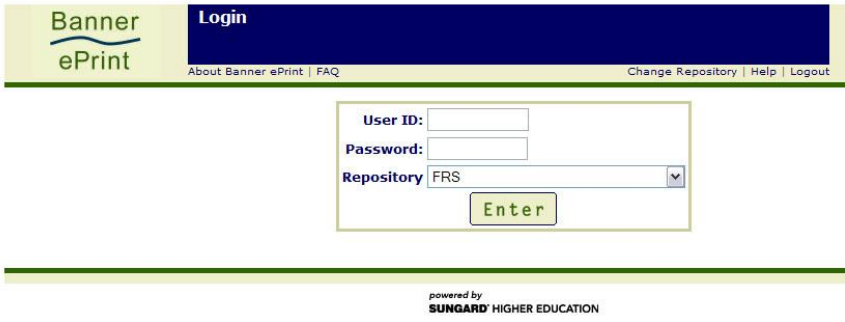# Task Assignment:  E-print

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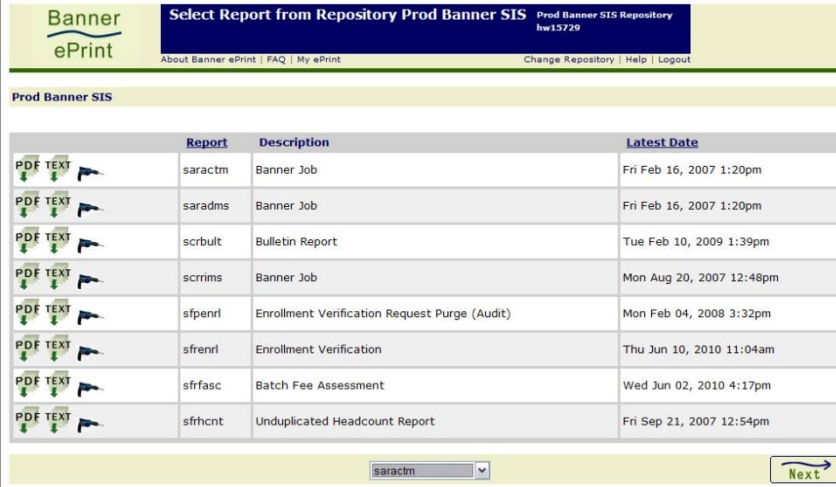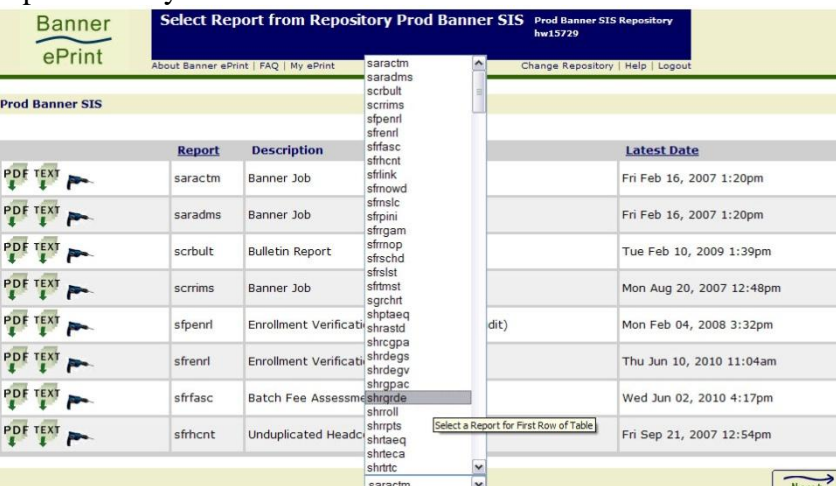
**Procedure**    Follow the steps in the table below to complete the task.

| 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. |

# Task Assignment: E-print, Continued

**Procedure**
(continued)

| Step | Action |
|------|--------|
| 9 | Now you will see a list of reports that looks similar to this:<br> |
| 10 | 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.<br> |

# Task Assignment:  E-print, Continued

**Procedure**
(continued)

| Step | Action |
|---|---|
| 11 | After you have selected the report you wish to view, it should appear at the top of the list.  You have several different options:<br>• 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.)<br>By clicking on the drill icon, you will be able to view a list of the current report and past reports arranged by date. |
| 12 | Once you have selected a report, you will see several different icons on the left hand side of the page:<br>• Pages – will allow you to view specific pages of the report.<br>• Binoculars – will allow you to search for a specific term or string of character, for example: Banner ID<br>• Question mark – will give you access to more specific help. |
| 13 | Use the icons at the top of the report to either print, save, or email the report. |
| 14 | By using the back arrow in your browser, you can return to the list of reports and view other reports as needed. |
| 15 | 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. |
| 16 | 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. |