Task Assignment: E-print

Task description	The follo print.	owing procedure outlines how to login, view, and print reports via E-					
Purpose	their regu	oose of E-print is to make report data easily accessible to users via ular internet browser. It allows the user to quickly and easily retrieve print the reports that they are authorized to view.					
Procedure	Follow th	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.					
		Banner Login About Banner ePrint FAQ Change Repository Help Logout User ID:					
		powered by SUNGARD' HIGHER EDUCATION					
	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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inued) St	tep				ction			
	9	Now you will see a list of reports that looks similar to this:						
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		ePrint	About Banner ef	Print FAQ My ePrint	Ch	ange Repository Help Logout		
		Prod Banner SIS						
			Report	Description		Latest Date		
			saractm	Banner Job		Fri Feb 16, 2007 1:20pm		
			saradms	Banner Job		Fri Feb 16, 2007 1:20pm		
		PDF TEXT	scrbult	Bulletin Report		Tue Feb 10, 2009 1:39pm		
		PDF TEXT	scrrims	Banner Job		Mon Aug 20, 2007 12:48pm		
		PDF TEXT	sfpenrl	Enrollment Verification Requ	uest Purge (Audit)	Mon Feb 04, 2008 3:32pm		
		PDF TEXT	sfrenrl	Enrollment Verification		Thu Jun 10, 2010 11:04am		
			sfrfasc	Batch Fee Assessment		Wed Jun 02, 2010 4:17pm		
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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:
	• 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.)
	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:
	• Pages – will allow you to view specific pages of the report.
	• Binoculars – will allow you to search for a specific term or
	string of character, for example: Banner ID
	• 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.