

e~Print Tutorial

1. Software Requirements and Location:

Web Browser: Version 4.0 or higher of Netscape Communicator or Microsoft Internet Explorer (IE). *(NOTE: Netscape Communicator version 6 is not recommended at this time.)*

Reader: Adobe Acrobat Reader version 4.0 or higher is required. Adobe Acrobat Reader version 5.0 is recommended. Note: If using Acrobat Reader 5.0 with Microsoft IE, configure the reader to run outside the browser. If using Acrobat Reader 5.0 with Netscape Communicator, configure the reader to run inside the browser. (Adobe Acrobat 5.0, Edit / Preferences / Options, select "Display PDF in Browser".)

Location: eprint.okstate.edu

2. Log in using the e~Print login screen:

The screenshot shows a Netscape browser window titled "ePrint Reports Login - Netscape". The address bar contains the URL "http://eprint.okstate.edu/cgi-bin/eprint.cgi". The main content area features the "ePrint Login" header with a logo and navigation links for "About e~Print", "Help on Logging In", and "Logout". Below the header is a login form with three input fields: "User ID:", "Password:", and "Repository:" (a dropdown menu currently showing "HRS Production"). A green "Enter" button is positioned below the "Repository" field.

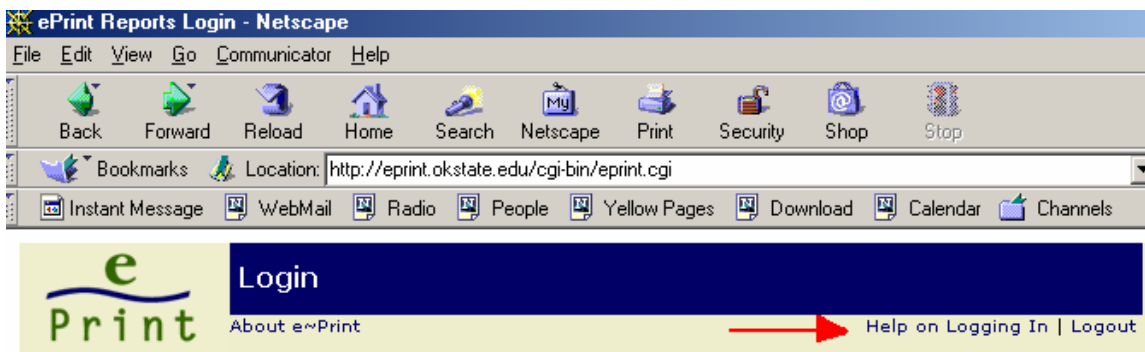
User ID: SCT Operator ID number of associated SCT system.

Password: Password associated with the Operator ID in the SCT system.

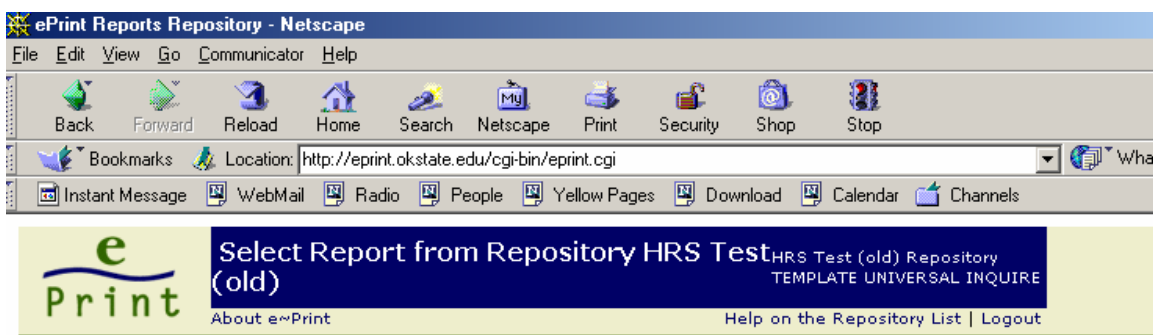
Repository: Production repository for the SCT System (example: HRS Production).

Note: The e~Print reports are organized into different report Repositories or folders based on the SCT administrative systems, such as HRS, FRS, SIS, etc., for which the reports are processed. Access to an e~Print report repository is controlled by the security associated with a particular SCT system. To access an e~Print report repository, you must first have your operator id authorized within the related administrative system.



- System on-line help.** Each e~Print web page has on-line help. There is a link below the title bar on each page. This link will open a context-sensitive topic with information on that particular part of the system.



- Once you log in, the list of reports available to you in the Repository will be displayed. The “Latest Date” indicates the last time the report was run. *Note: The reports listed below are examples only. The report list you see will depend on the repository you select and the reports you are authorized to view.*



HRS Test (old)

	Report	Description	Latest Date
 	EJMaint	HRS Daily Updates	Wed Sep 05, 2001 10:21pm
 	HRS419	Detail Payroll Transactions	Fri Aug 31, 2001 12:03am
 	HRS419d	Detail Payroll Trans by Desk Cd	Thu Aug 30, 2001 11:52am

- Select the icon of the report you want to view.



Select the PDF icon to view the latest version of the report using the Adobe Acrobat Reader. See item 9 for additional information on using the Adobe Acrobat Reader.



Select the TEXT icon to save the latest version of the report to your harddrive in a text format.



Select the Drill icon to “drill down” and view the different versions of the report that are available.

6. When you select the “Drill” icon, the report detail page will appear. The detail page lists all existing versions of the selected report. The most recent report is always at the top of the list. The ‘PDF’ icon displays the selected version of the report and the ‘Text’ icon will save the report on your hard drive.

The screenshot shows a Netscape browser window displaying the 'ePrint Reports Repository' interface. The browser's address bar contains the URL: `/eprint.okstate.edu/cgi-bin/eprint.cgi?ACTION=DETAIL&REPORT=EJMAINT&TIME=1000484437`. The page header features the ePrint logo and the text 'Report Detail: EJMAINT'. Below the header, there is a section titled 'HRS Test (old) : EJMAINT' which contains a table of report versions.

	Title	Date
PDF TEXT DATA	BATCH CONTROL FILE LOG	Mon Sep 10, 2001 10:18pm
PDF TEXT DATA	BATCH CONTROL FILE LOG	Mon Sep 10, 2001 10:18pm
PDF TEXT DATA	BATCH CONTROL FILE LOG	Fri Sep 07, 2001 10:22pm

7. Select the Magnifying Glass icon to limit the report displayed. *Note: The fields (also known as ‘page keys’) available to limit a report depend on the specific report and how it is created. Examples of possible fields available to limit a report are the report id, ‘DivDept’ (division/department) and Account. To find out what fields are available to limit a report, click the magnifying glass icon.*



The magnifying glass icon.

NOTE: If a report has been formatted for downloading into an electronic spreadsheet such as Microsoft Excel, a ‘Data’ icon will display (see picture above).

- a. **The Pick Pages screen will appear.** This screen allows you to select the page key to use to limit your report and the specific value or values to display. If multiple page keys are available, a 'Page Key' drop down list box will be available to select a page key to use.

The screenshot shows a Netscape browser window titled "ePrint Reports Select Key - Netscape". The address bar contains the URL: `/cgi-bin/eprint.cgi?ACTION=SORTKEY&DETAIL=EJMAINT.2001_09_10_01&TIME=1000484556`. The page header includes the ePrint logo, the text "Search EJMAINT (Mon Sep 10, 2001)", and "HRS Test (old) Repository TEMPLATE UNIVERSAL INQUIRE". Below the header, the page title is "HRS Test (old) : EJMAINT : Pick Pages".

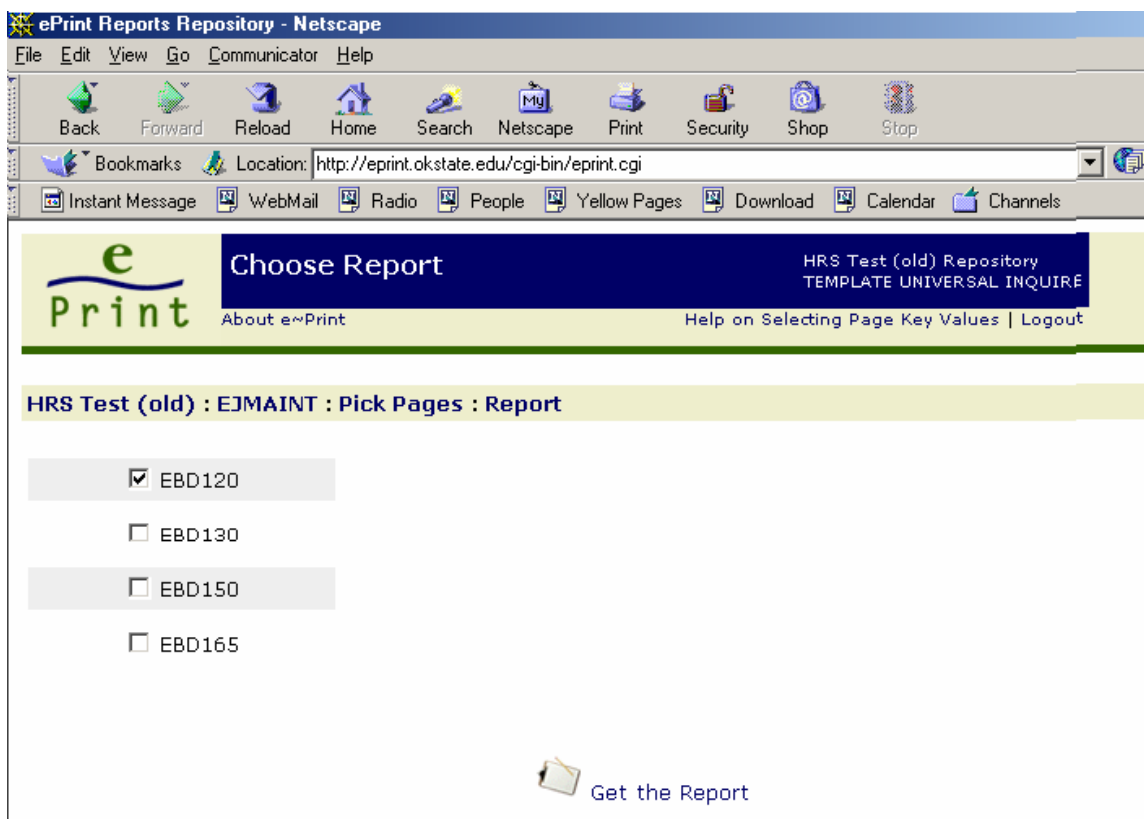
The main content area is titled "Page Key: Report" and contains three input sections:

- Pick Values Manually:** A section with a "GO" button.
- Search:** A text input field with a "GO" button.
- Range:** A section with two text input fields separated by "to" and a "GO" button.

b. There are three options available to select page key values.

- **Pick Pages Manually:**

Provides a list of page key values you are authorized to view. Click the check box next to the page key value you want included in the report. Continue until you have selected all page key values to include. Once all values are selected, click the “Get the Report” icon.



- **Search:**

Key a single page key value to view and click ‘Go’. Values are case sensitive (if the page key is capitalized text, you must enter the search criteria as capitals for the value to be found).

A complete page key does not need to be entered. For instance, if you wanted to view all “AA-1” accounts you are authorized to view, you can select ‘Account’ in the Page Key list box and enter AA-1 in the search box and click ‘Go’.

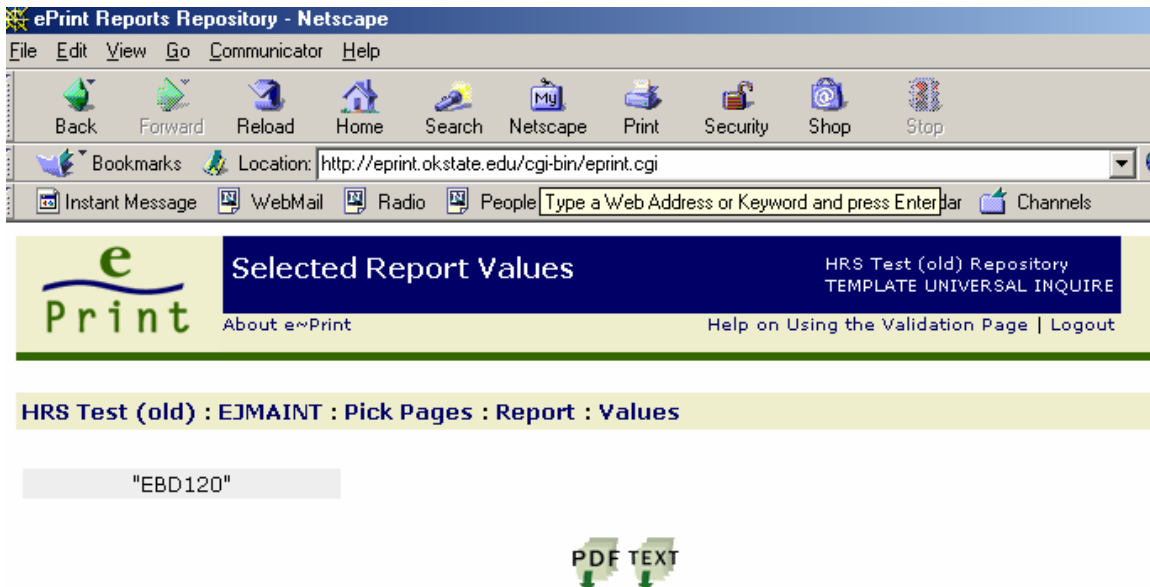
- **Range:**

Enter a range of page key values for the report to display.

NOTE: If you are unaware of how to enter the page key into one of the selection boxes, select the applicable page key in the ‘Page Keys’ dialogue box (if more than one is available) and then click the Go button in the ‘Pick Values Manually’ box. The page keys you are authorized to view will be displayed. The formatting of the page keys in the list is how a page key should be entered in a ‘Pick Pages’ box. To return to the ‘Pick Pages’ page, click the ‘Pick Pages’ entry on the navigation bar.

c. The Selected Page Keys screen will appear.

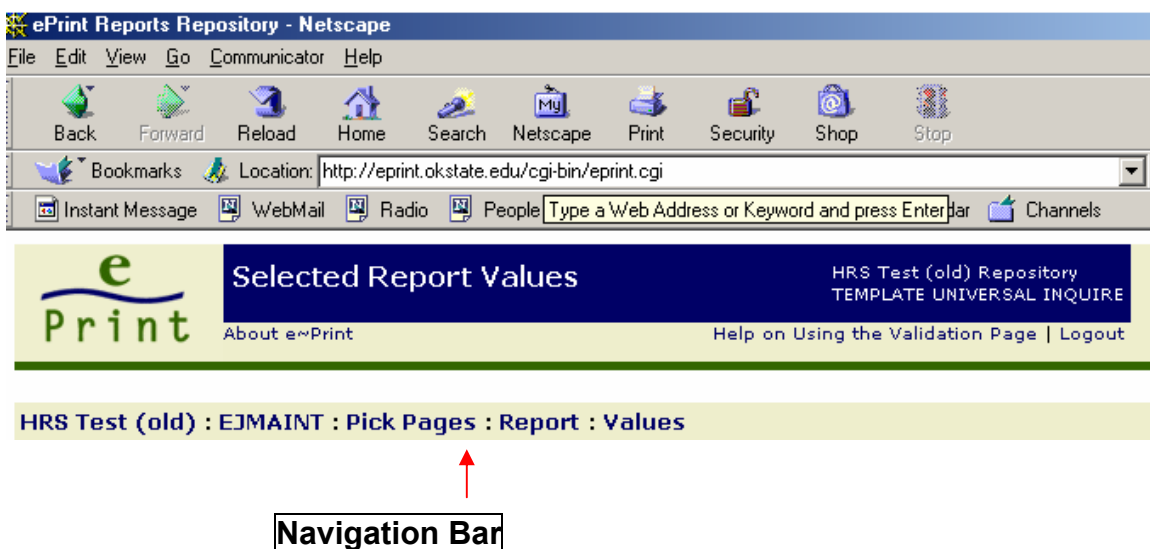
This screen confirms the page keys you have selected to display. Select “PDF” to view the report using Acrobat Reader or “Text” to download the report.

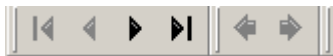


8. At this point, it is helpful to note that e~Print contains a “Navigation Bar”.

The navigation bar provides a shortcut method to go to a specific e~Print page. As you select additional options, or ‘drill down’ to a report, another entry is added to the navigation bar (entries are separated by a colon (:)). By clicking on a navigation bar entry, e~Print will return directly to that screen.

The first (leftmost) entry on the navigation bar is always the main Repository listing.





Use these icons to move through the pages of the report.



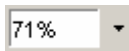
Increases/decreases the report display size.



Search/Search Again to find specific text in the report.



Prints report pages to your laser printer. **(Use with caution! The Print button will print the total number of pages listed on the toolbar at the bottom of the screen.)**



Change Display Zoom

c. Also use the toolbar located along the bottom of Acrobat Reader's window.



First page



Previous page



Next page



Last page



Single page



Continuous



Continuous – Facing

10. Returning to e~Print from the Acrobat Reader

How you return to e~Print from the Acrobat Reader will differ slightly depending on how your Acrobat Reader is configured. (The Adobe Acrobat Reader can be configured to run within your browser or in a standalone mode.)

Option 1 for returning to e~Print from the Acrobat Reader:

If you see the 'BACK' button of your browser in the active window, then your Acrobat Reader is configured to run within the browser and you should follow these steps.

Click the Browser Back Button.



In Netscape your icon may look like this:

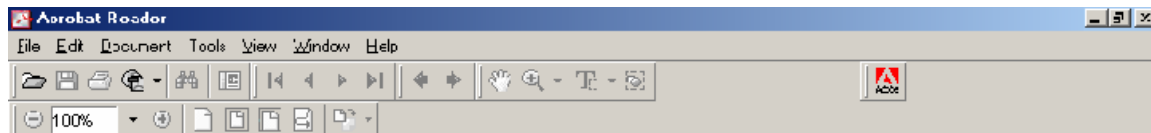


In Microsoft Explorer your icon may look like this:

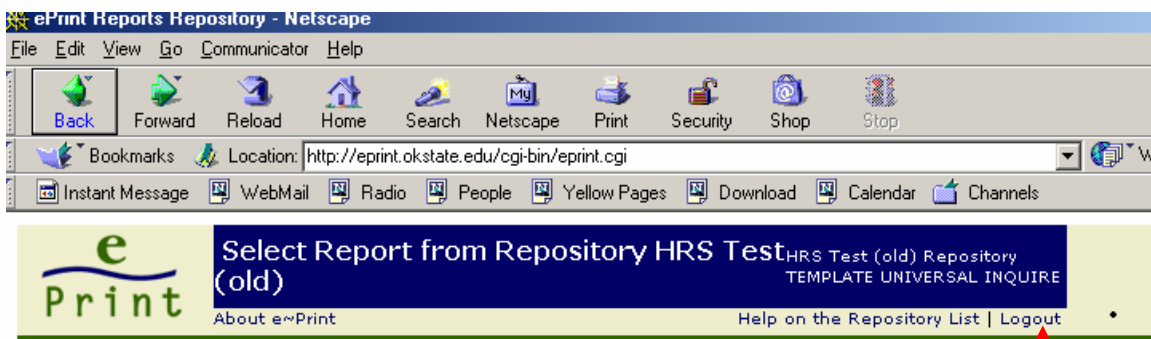
Option 2 for returning to e~Print from the Acrobat Reader:

If you do not see the back button of your browser in the active window, then your Acrobat Reader is configured to run in a standalone mode and you should follow these steps.

Close the current Acrobat Reader window by clicking on the 'close' button in the top right corner of the screen, or click on the reader's icon displayed in your Window's taskbar.

**11. Logging out of e~Print.**

Click on "Logout" which is located at the top of each e~Print system page.



You can also logout of the system by closing your browser.

TROUBLESHOOTING

Remember – to view reports using e~Print, you need:

1. **Current Web Browser:** Version 4.0 or higher of Netscape Communicator or Microsoft Internet Explorer (*NOTE: Netscape ® Communicator version 6.0 is not recommended at this time*)
2. **Adobe Acrobat Reader:** Version 4.0 or higher

Browser Locks Up:

When trying to view large reports inside the browser window, your browser may lock up. e~Print will warn you when this may occur. Follow the on-screen instructions to save the report to your hard drive, or, using the navigation bar, return to the report detail list page and select the magnifying glass icon to limit the size of the report displayed.

Support:

Contact the administrator for your specific repository (i.e. the FRS Administrator for the FRS repositories, the HRS administrator for HRS, etc.) for questions related to reports and:

- system login
- using Adobe Acrobat icons

Contact your computer support technician for questions related to:

- upgrading software (browser or Acrobat Reader)
- printing difficulties
- insufficient display area