

## e~Print—Quick Reference Guide

### When to use e~Print

Use this Web-based tool to view Financial reports, Telecommunication reports and Payroll Distribution reports for accounts to which you have query access. (See **Side 2** for system and software requirements.)

### How to access e~Print

1. Open MS Internet Explorer (PC) or Netscape Navigator (PC or Mac).
2. Access insideND at: <http://inside.nd.edu>
3. Enter your NetID and Password and log in and click **Staff** tab.
4. Under Reporting, click **Standard Report** link.
5. Click **Yes** (or **OK**) to any Security messages and the Repository page appears, listing all reports for your accounts .

### How to locate and view a report in e~Print

The Repository page lists the reports you have access to view and the Latest Date (last time report was run).

Report	Description	Latest Date
 FARCINV	Open Invoice Report	Fri Jun 18, 2004 3:26pm

1. Click the **PDF** icon of the report you wish to review. On the left a list of account codes displays for that report.
2. From the Navigation pane at the left, click the appropriate fund/organization code to display a report associated with a specific account. (**Note:** *Only codes for accounts you are authorized to access are displayed.*)

**Note:** You may note similarly titled reports ending in: **c** (current month's activity only), **m** (prior month's activity only—taken off e~Print once prior month closed), or **p** (archived monthly reports created at close of each month).

### How to navigate a report

Use tools from the Acrobat toolbar (not the browser) to: increase the report display size, move through the pages of the report, or search specific text in the report.


### How to return to e~Print from Acrobat Reader

How you do this will depend on whether your report displays in a standalone Acrobat window or a browser window.

- If report displays in standalone Acrobat (no browser Back button shown in active window): click **Close** button for the Acrobat window.
- If report displays in a browser window: click the browser **Back** button).

### How to view the available versions of a report

Access the Repository Page (**Staff** tab, Reporting section, click **Standard Report** link).

1. Click the **Drill Down** icon  . A Report Detail page appears, listing all existing versions of the selected report (most recent first).
2. Click the **Magnifying Glass** icon to access the Pick Pages box where you can limit the report search to specific codes you have access to:
  - **Pick Values Manually:** to select certain accounts from a list of your authorized accounts
  - **Search:** to key a specific code (use hyphen)
  - **Range:** you can enter a range of codes of accounts.

## e~Print—Quick Reference Guide

### When to use e~Print

Use this Web-based tool to view Financial reports, Telecommunication reports and Payroll Distribution reports for accounts to which you have query access. (See **Side 2** for system and software requirements.)

### How to access e~Print

1. Open MS Internet Explorer (PC) or Netscape Navigator (PC or Mac).
2. Access insideND at: <http://inside.nd.edu>
3. Enter your NetID and Password and log in and click **Staff** tab.
4. Under Reporting, click **Standard Report** link.
5. Click **Yes** (or **OK**) to any Security messages and the Repository page appears, listing all reports for your accounts .

### How to locate and view a report in e~Print

The Repository page lists the reports you have access to view and the Latest Date (last time report was run).

Report	Description	Latest Date
 FARCINV	Open Invoice Report	Fri Jun 18, 2004 3:26pm

1. Click the **PDF** icon of the report you wish to review. On the left a list of account codes displays for that report.
2. From the Navigation pane at the left, click the appropriate fund/organization code to display a report associated with a specific account. (**Note:** *Only codes for accounts you are authorized to access are displayed.*)

**Note:** You may note similarly titled reports ending in: **c** (current month's activity only), **m** (prior month's activity only—taken off e~Print once prior month closed), or **p** (archived monthly reports created at close of each month).

### How to navigate a report

Use tools from the Acrobat toolbar (not the browser) to: increase the report display size, move through the pages of the report, or search specific text in the report.


### How to return to e~Print from Acrobat Reader

How you do this will depend on whether your report displays in a standalone Acrobat window or a browser window.

- If report displays in standalone Acrobat (no browser Back button shown in active window): click the **Close** button for the Acrobat window.
- If report displays in a browser window: click the browser **Back** button).

### How to view the available versions of a report

Access the Repository Page (**Staff** tab, Reporting section, click **Standard Report** link).

1. Click the **Drill Down** icon  . A Report Detail page appears, listing all existing versions of the selected report (most recent first).
2. Click the **Magnifying Glass** icon to access the Pick Pages box where you can limit the report search to specific codes you have access to:
  - **Pick Values Manually:** to select certain accounts from a list of your authorized accounts
  - **Search:** to key a specific code (use hyphen)
  - **Range:** you can enter a range of codes of accounts.

## Side 2

# e~Print—Additional Information

---

### How to log out of e~Print

Always close your browser or log out of e~Print to keep your Notre Dame financial reports confidential. To log out: Click Logout, which is located at the top of any e~Print page.

### What you need to use e~Print

- PC Users: MS Internet Explorer or Netscape Navigator version 4.0 or higher (but not Navigator 6.0)
- Mac Users: Netscape Navigator version 4.0 or higher (but not Navigator 6)
- Adobe Acrobat Reader version 6.0 or higher
- Account access in the financial system

### Using Acrobat to view your reports

When you view a report in Acrobat, there are two ways the Acrobat window can display:

- Within the browser window
- As a standalone application window independent of the browser display (recommended for improved performance)

Which display option is used is usually a function of your Acrobat version's preferences. For help in setting your Acrobat preferences, call the OIT Help Desk at 631-8111.

### Printing an e~Print report

To print a report, click the **Print** button on the Acrobat toolbar. (**Note:** Use this with caution! This will print the total of pages listed on the toolbar at the bottom of the screen.)

### Saving an e~Print report as a Text document

1. On the Report Repository page, **right-click** the Text icon for the report you wish to save as a text document.
2. From the menu choose **Save Target As** (wording may vary depending on OS and browser being used).
3. In the Save As box set location and file name and click **Save**.

### Getting help

Call the OIT Help Desk (1-8111) for questions about:

- upgrading software (browser or Acrobat Reader)
- configuring Acrobat preferences
- printing difficulties
- insufficient display area
- using Acrobat icons

Contact Controller's office (1-7035) for questions about:

- system login
- account access
- interpretation of report content

For help in using a specific e~Print page

- click on the Help link under the title bar of the e~Print page

## Side 2

# e~Print—Additional Information

---

### How to log out of e~Print

Always close your browser or log out of e~Print to keep your Notre Dame financial reports confidential. To log out: Click Logout, which is located at the top of any e~Print page.

### What you need to use e~Print

- PC Users: MS Internet Explorer or Netscape Navigator version 4.0 or higher (but not Navigator 6.0)
- Mac Users: Netscape Navigator version 4.0 or higher (but not Navigator 6.0)
- Adobe Acrobat Reader version 6.0 or higher
- Account access in the financial system

### Using Acrobat to view your reports

When you view a report in Acrobat, there are two ways the Acrobat window can display:

- Within the browser window
- As a standalone application window independent of the browser display (recommended for improved performance)

Which display option is used is usually a function of your Acrobat version's preferences. For help in setting your Acrobat preferences, call the OIT Help Desk at 631-8111.

### Printing an e~Print report

To print a report, click the **Print** button on the Acrobat toolbar. (**Note:** Use this with caution! This will print the total of pages listed on the toolbar at the bottom of the screen.)

### Saving an e~Print report as a Text document

1. On the Report Repository page, **right-click** the Text icon for the report you wish to save as a text document.
2. From the menu choose **Save Target As** (wording may vary depending on OS and browser being used).
3. In the Save As box set location and file name and click **Save**.

### Getting help

Call the OIT Help Desk (1-8111) for questions about:

- upgrading software (browser or Acrobat Reader)
- configuring Acrobat preferences
- printing difficulties
- insufficient display area
- using Acrobat icons

Contact Controller's office (1-7035) for questions about:

- system login
- account access
- interpretation of report content

For help in using a specific e~Print page

- click on the Help link under the title bar of the e~Print page