

E-Print Basics

What is E-Print?

- E-Print is a product used to store reports on a server rather than printing them.
- Reports on the server can be viewed using an internet browser on your PC.
- E-Print is used specifically for reports generated from SCT applications (FRS, LMS, BRS)

What do I need to access the E-Print server?

- 1) A PC with an internet browser
 - a. Internet Explorer or Netscape
- 2) The E-Print web address (you might want to bookmark this URL)
 - a. <http://eprint.finance.neu.edu>
- 3) A user ID and a password
 - a. You must have FRS access prior to receiving E-Print access
- 4) Adobe reader
 - a. Can be downloaded to your PC for free from the internet if you do not already have it

What are the advantages of using E-Print?

- 1) Paper reduction
 - a. Saves money, physical space, and trees
- 2) Quick access to reports
 - a. As soon as the job is finished running, the report is available on the e-Print server
- 3) Ability to Download
 - a. Reports can be downloaded as text files or in some cases as CSV files
- 4) Archiving
 - a. Past versions of e-Print reports are kept on the server for you to access
 - b. For server space reasons, eventually old reports can be written to CDs
 - i. These reports will be removed from the server to free up space
 - ii. They can still be accessed from the CD
- 5) Access
 - a. Multiple people can access the report simultaneously
 - b. Reports can be accessed remotely from a web browser
- 6) Printing
 - a. Although the objective is to stop printing reports, the end user has the ability to print from Adobe
 - b. Adobe will allow you to print specific pages of the report if necessary, rather than the entire report

How to use E-Print

Using E-Print

- 1) Using an internet browser, go the E-Print login screen
 - a. <http://eprint.finance.neu.edu>
- 2) Log in
 - a. Type your user ID (4 character numeric)
 - b. Type your password
 - c. Using the dropdown menu, select the appropriate repository
 - i. FRS, BRS, or LMS
 - d. Click the enter button
- 3) Reports
 - a. The first menu page you see will be the list of reports available to you
 - i. 'Latest date' identifies the most recent date that each report was created
 1. To access the most recent report, click the PDF button to the left of the report you want to view
 - ii. If multiple versions of the report exist, a drill will appear to the left of the report name
 1. Click the drill to see all version of a given report
- 4) Viewing reports (Note that when viewing reports via one of these two methods, the data cannot be manipulated, just viewed)
 - a. In Acrobat – click the PDF icon
 - i. The binocular icon allows you to search based on specific words
 - ii. Some reports have tabs to separate the report by subsections
 1. For these types of reports tabs will appear at the left side of the page
 2. Click a tab to go directly to that part of the report
 - iii. Page number are displayed at the bottom of the page
 1. x of y where x = current page and y = total pages
 2. The single arrow will move you one page in either direction
 3. The arrow with a bar will move you to the beginning or end of the report
 - b. Text – click the Text icon to view the report in your web browser as a text file

- 5) Downloading reports (note that downloaded data can be manipulated on your PC, but the E-Print reports will not change).
 - a. Text file
 - i. Right click Text icon
 - ii. Click "Save target as"
 - iii. Identify the appropriate directory where the text file should be stored
 - iv. This file can now be opened in any application that can handle a text file
 - b. CSV file (comma separated value)
 - i. Right click the CSV icon (only available on certain reports)
 - ii. Click "Save target as"
 - iii. Identify the appropriate directory where the text file should be stored
 - iv. This file can now be opened in any application that can handle a text file (Excel is common)
- 6) Printing
 - a. E-Print is being used to eliminate printing
 - b. However, if part of a report must be printed:
 - i. Click the print icon (or use file, print)
 - ii. On the printing menu, use the print range to print the appropriate page or pages of the report
 - iii. NOTE OF CAUTION:
 1. If you simply click the OK button on the print menu, the entire report will print out
- 7) Logging out
 - a. To get out of the report you are in but stay in E-Print
 - i. Click the back arrow button at the top left of the screen
 1. This will bring you to the submenu of the specific report you were viewing
 - ii. Click the back arrow again
 1. This will bring you to the main report menu
 - b. To get out of E-Print entirely but keep your browser open
 - i. Click on the word 'logout' at the top right of the screen
 - c. To close E-Print and your browser
 - i. Simply click the x at the far top right of the screen
 - ii. No information is lost or damaged by closing the browser while still in E-Print