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Overview

Objectives

The e~Print online training module will demonstrate the basic functions involved in using e~Print, the University’s online report repository.

The objectives of this course are to:

- Introduce the e~Print system
- Describe how to login to the myMemphis Portal
- Describe how to login to e~Print
- Explain how to use the e~Print system

Intended Audience

University employees
Introduction

The e~Print system allows you, the user, to access your department’s reports electronically, eliminating the need for paper copies to be distributed.

In the past, departmental reports were distributed in hard copy and received via campus mail. That printing and distribution process could take as long as two weeks prior to the implementation of the e~Print system. Now, when reports are generated from the mainframe they are transmitted electronically to the e~Print server and made available via the Web within 15 minutes.

Reports in e~Print are stored in electronic compartments known as repositories. Currently, there are two repositories in the system: one for Banner Finance reports, and one for Banner HR reports. You must have access to Banner Finance and/or Banner HR in order to access these repositories in e~Print. If you need access, fill out the appropriate forms on Business and Finance Support Services’ Web site, at http://bf.memphis.edu/support.

The reports that are available to you are based on your role in Banner Finance and/or Banner HR. The options made available to you when you log in to e~Print will be generated as a direct reflection of your classification as a user in Banner.

Reports in e~Print are maintained for a minimum period of three years. Therefore, May 2009 reports will be available online through June 2012.

e~Print offers a number of noteworthy benefits to the University community.

• The system reduces your need for filing space, as printed copies will be generated only on demand by you.
• The system dramatically reduces printing costs for the University.
• The system saves valuable work time for University staff members. The e~Print system is available 24 hours a day, 365 days a year.

Logging into the myMemphis Portal

To access e~Print, your computer must meet a few basic requirements. You must be connected to the Internet, and be using a relatively up-to-date Web browser. You will also need to have Adobe Acrobat Reader, which is a helper application that enables your browser to view, navigate and print documents in the Adobe® Portable Document Format (PDF). The latest versions of all of these programs are available at the University’s software distribution site at http://software.memphis.edu. Contact your department’s Local Technical Support Provider (LTSP) if you need assistance with any of these installations.
Enter e-Print through the myMemphis Portal; go to the Web site http://my.memphis.edu/. Login to the Portal using your UUID and password. Your UUID is your Universal User ID. The username and password required to enter the Portal are the same username and password you use to login to your University email and UMdrive accounts. When logging in, keep in mind that your login is case sensitive. If you have trouble logging in, contact the ITD Helpdesk at (901) 678-8888.
Upon entering the myMemphis Portal, you will see a series of “tabs” directly under your name. These tabs are generated based on the roles you hold at the University. For example, if you have been granted access to Banner Finance, you have a Finance tab; if you are an employee of the University you have an Employee tab; students have a series of student tabs, and so on.

Each tab is comprised of a series of “channels.” Channels contain information and often feature clickable hyperlinks to additional content.

The Portal is a continuously growing resource for faculty, staff, and students. As it expands, you may see new services and noticeable changes in the layout and positioning of portal tabs and channels. Once you have entered the myMemphis Portal, locate the channel for e~Print. You should be able to locate this channel on either the Finance or Employee tabs.

Select the hyperlink for **Banner Finance and Banner HR repositories**. Your U of M password must be synchronized with Banner INB for the e~Print login to work. If you have recently changed your U of M password, or have never used Banner INB, click on the Banner INB hyperlink "Finance/HR Users (in a new browser window)” to set/synchronize your credentials for Banner Finance and Banner HR repository access in e~Print.
Logging into e~Print

Log into the e~Print system using your UUID and PH password. The username and password required to enter e~Print are the same username and password used to login to the myMemphis Portal, and your University e-mail and UMdrive accounts. When logging in, keep in mind that your login is case sensitive.

Next, identify the repository you wish to access in your session, currently you may select either Banner Finance or Banner HR from the repository drop-down menu. When other repositories are brought into e~Print they will be listed in this repository drop-down menu.

Once your username and password are entered, and a repository is identified, click on the Enter button. You must click on the Enter button; pressing the Enter key on your keyboard will not work.
Using the e~Print System

Files in e~Print are viewable and downloadable in a variety of formats, each indicated by its own icon onscreen. The most commonly used formats are PDF and TEXT; occasionally you will have the option of DATA.
PDF Format

Clicking the PDF icon will open the selected document in Adobe Acrobat Reader for viewing and printing. Acrobat PDF files can also be saved to your personal computer, if desired, and are formatted to print identically across both PC and Mac computer platforms, regardless of your type of printer. Acrobat offers a variety of functions, including zoom views and commenting tools.
TEXT and DATA Formats

TEXT and DATA formats download a specified file to your hard drive. Should you need the TEXT option, right-click (Macintosh users click and hold) on the TEXT icon and from the pop-up menu that appears, select the option “Save Target As.”

The data will begin downloading, upon which the Save As dialog box will appear. Select a destination, rename the file if you prefer, and select the Save button. The data will complete downloading and then will be saved on your computer. Open the saved file with a text editing program, such as Notepad or Microsoft Word.
The same procedure is used for the DATA icon, though instead of opening the saved file in a text editing program, use a spreadsheet or database program, such as Microsoft Excel or Microsoft Access. The DATA format uses a formatted style of text that breaks up all necessary data into the appropriate cells in an Excel or database table.

Keep in mind before saving any files to your local system that all e-Print files are stored online for a minimum of three years, potentially eliminating your need to save these files to your computer at all and helping to keep your computer’s storage space free.

Drill & Looking Glass Tools

Two other icons used in e-Print are the Drill and the Looking Glass. Clicking the Drill icon allows you to “drill down” in large amounts of data to the specific period of activity you are searching for. This will become an especially useful tool as more and more months’ reports are added to the server.
Clicking the Looking Glass icon allows you to search within a particular report for a specified code, a range of codes, or by a toggled menu of all available codes.

The type of report you access identifies the type of code by which to search. For example, the Banner Finance Open Invoice Report is organized by fund code, therefore requiring the fund code of the FOAPAL to be the value by which to search. In addition to the report type, the search page also displays a **Page Key** that identifies the code needed for the search.

Once you select or enter your search criteria and press the GO button, you will see a page validating your choice. If everything is correct, click “Get the Report.” You will be taken to the appropriate page to view the data or be given the choice to select the type of report format to view, such as PDF or TEXT.
As you navigate through e~Print, it is easy to return to screens you have previously visited by using the navigation bar near the top of the screen. Each of the words in this area is clickable and will return you to that page within the e~Print repository. Use these methods of navigation and avoid using your browser’s Back button in e~Print, as it does not always function correctly.

When you are finished using e~Print be sure to logout by clicking the Logout button in the upper right portion of your screen.

If you have further questions about using e~Print, please consult the online help utility available on every screen within e~Print or submit a request for help via the Admin Helpdesk at http://helpdesk.memphis.edu/admin. Select either Banner Finance or Banner HR; in the Functions drop-down menu select e~Print.

**Contact Information**

For additional assistance call the ITD Helpdesk at 678-8888.