Southwest Basic e~Print Guide
05/15/2003

This is the “bare bones” guide to viewing your FRS financial reports on the web. Please refer to the Southwest BasicPlus e~Print Guide for step-by-step directions on using additional e~Print features.

Southwest e~Print assistance, user guides and system access:

1. Log on using the e~Print log-on screen:

   ![Login Screen]

   User ID = FRS Operator Number (the 4-digit number used to access FRS Screens)

   Password = Password used in conjunction with this Operator Number

   Repository = FRS (Financial Records System)

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

3. Once you log in, the FRS repository page will display. This page lists the different reports you have access to view. The “Latest Date” indicates the last time the report was run.

4. Left Click on the PDF icon to view the latest version of the specified report.

- The report will appear in the Acrobat Adobe Web Browser.
Use the Adobe Acrobat Reader’s toolbar to navigate the report.

The most commonly used icons for viewing e-Print reports are described below:

- **Increases the report display size.**

- **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! Will print the total number of pages listed on the toolbar at the bottom of the screen.)**

Also use the toolbar located along the bottom of Acrobat Reader’s window.
5. 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 view within a browser or in a standalone mode.) For more information concerning Adobe configuration, please visit the tips and techniques section on the Southwest e~Print web page.

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 browser window by clicking on the browser button in the top right corner of the screen.

Set the “Change Display Layout” to continuous for a smoother page transition when scrolling through report pages.

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.

TROUBLE-SHOOTING

Remember…for the e~Print system you need:

   **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)*
   
   **Acrobat Reader:** Version 4.0 or higher

Additional technical information is available on the internal web page of Southwest for e~Print at:

   [http://internal/eprint/default.htm](http://internal/eprint/default.htm)

**Contact one of the following people for e~Print assistance.**

The main e~Print contacts for 1) getting e~Print access to reports, 2) login problems, or 3) using Adobe Acrobat icons are:

- Deborah King, dking@southwest.tn.edu at 333-4266
- Ann Everett, aeverett@southwest.tn.edu at 333-4213

For questions related to report content, contact one of the following:

- Jeanetta Grandberry, jgrandberry@southwest.tn.edu at 333-4129
- Stanley Robinson, srobinson@southwest.tn.edu at 333-4232
- Ann Everett, aeverett@southwest.tn.edu at 333-4213
- Deborah King, dking@southwest.tn.edu at 333-4266

For technical questions related to 1) upgrading software (browser or Acrobat Reader), 2) printing difficulties, or 3) insufficient display area contact:

- Scott Martin, smartin@soutwest.tn.edu at 333-4541
- Ron James, rjames@southwest.tn.edu at 333-4015

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