This guide provides instruction for the basics plus additional e-print features used in viewing your FRS financial reports on the web. Please refer to the Southwest Basic e-Print Guide for the “bare bones” version of using e-Print.

1. Log on using the e-Print Login 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 sent to this server from the administrative Alpha machine.
Note: There are three monthly FRS reports distributed campus-wide through e-Print for Southwest, 1) FBM092 – in executive level order, 2) FBM092 – in account number order, or 3) FBM091 – Report of Transactions

4. Select a report and “Drill Down” to view the different versions of that report.
   - Select the “Drill Down” icon

5. The report detail page will appear, listing all existing versions of the report selected. The most recent report is always at the top of the list. The example below is the FBM092 in account number order.
6. 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.) To avoid large printing errors, review the number of pages selected to print.

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

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

7. 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 this subject, 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.

8. 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.

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

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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