



DALHOUSIE NOTES ON EPRINT

QUICK REFERENCE

As of July 27, 2012

Quick reference document outlining the basic steps to using ePrint

What is ePrint?

ePrint software will allow you to view a report electronically. The reports in ePrint are for a specific time period.

Who is using ePrint to distribute reports?

Financial Services distributes their monthly financial reports, Human Resources distribute their Hours and Fringe Benefit report and Network & Systems distribute the telephone bill through ePrint.

How do I log into ePrint?

To log into ePrint, you need to first **log into Dal Online** (<https://dalonline.dal.ca>) and **click** on the following: **Web for Administrators, Finance, ePrint Repository**.

How do I use ePrint?

Understanding the icons within ePrint is the key to knowing how to use ePrint and where to go to obtain the report you are requiring.



Loads the report into an Acrobat Viewer. Click on the PDF icon will opens the report on screen. Right click on the PDF icon and click on Save As allows you to save the acrobat file on your computer.



Download report as a .txt file. Right click and select Save As to save the report to your computer. Open excel and open the .txt file in excel. You will need to go through the wizard process to indicate where the columns should be in the report.



Allows you to drill down to see older reports that are in ePrint



Able to select specific accounts to either view through PDF or TEXT. This would be useful if you only wanted to download only one account to excel.

Which reports do I look at?

The list of reports displayed when you first log into ePrint are all the financial reports sent out each month. Depending on your security access, you may only be able to access a few of the reports. Included in the description field are the types of accounts that can be found on the report. For example:

Research Reports:


- FWRODPI – Transaction Detail – Research & Special Purpose
- FWRPIRE – Revenue & Expense by Orgn – Research & Special Purpose
- PWRHFRB – Payroll Hours & Fringe Benefits

Operating Reports:

- FWRODAD – Transaction Detail – Operating, Capital, Annual Givings, Endowment
- FWROFRU – Revenue & Expense by Orgn – Operating
- PWRHFRB – Payroll Hours & Fringe Benefits

These steps below will allow you to limit the reports to only those you wish to view the next time you come into ePrint.

To **create groupings of reports** so you don't have to view all reports,

1. **Click on My ePrint** in the header section of the screen
2. On the **Configure Report Groups, Create Group** tab, give your group a name (eg. Research)
3. From the **Available reports** list, **highlight the report** you want and then **click** on the **arrow**  to move the report to the Selected reports box.
4. Repeat step 3 for all the reports you wish to be included in this group.
5. Once done, click on **Save**.
6. Go to the **Modify Group** tab, select the group you created.
7. Click on the **Default login group** box and then click **Save**.

To **view reports:**

- If you **click** on the **PDF icon** on the screen when you first go into ePrint, it will bring up the **most recent report** loaded into ePrint. For the financial reports, this is easy to determine, if the latest date is August 1, 2012, then the monthly report is for July 2012.
- To view **older reports**, **click** on the **drill icon**. This will bring up a list of all occurrences of this report in ePrint.
- For the **Payroll Hours and Fringe Benefits** report, **always click on the drill** to get a list of all the Hours & Fringe reports because you don't know which report was loaded last into ePrint. As the Payroll reports are received by Financial Services from Payroll, these

reports are loaded into ePrint. You must know which payroll a person is paid from and then click on the PDF file for this payroll (MN, BW, B1 or B2).

Helpful Tricks & Tips:

- The vendor only supports this program in Internet Explorer. While it will work with other browsers normally, occasionally you may have difficulties. Just close your current browser and open Internet Explorer. It should be fine. The next time you use ePrint, try your default browser again. It may work.
- While viewing a report, click on the binoculars icon to search for something specific. This would be useful if you are searching for someone on the Hours & Fringe report.
- Click on the Repository Message is Available link if you want to know exactly what financial reports were last loaded into ePrint.