# Banner ePrint

Access – Log On – Navigation – My ePrint – Reports

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## Access and Log On to ePrint

- Access ePrint by clicking on the 'ePrint' link on the Banner Enterprise Information System page (http://www.siue.edu/its/banner/).



- The repository should be Banner ePrint Reports.
- Click Enter.

# Navigation of ePrint

## Report List

- Page will open to your ePrint Repository (a list of the reports that you have been granted access to).



- ePrint will default to list 8 reports per page. To navigate to other reports you can click the 'Next' button at the bottom right of the page (circled above) or use the drop down menu in the bottom center of the page.

- To use the drop down menu:
  - Click on the arrow next to the report name displayed. This will give you the entire list of reports to which you have access.
  - Click the report you wish to view.



  - This will take you to the page where that report is displayed on the top row of the table.



- Once you have navigated from the first page, you will notice a 'Previous' button at the bottom left of the page (circled above). Use this to button to navigate through previous pages of reports.
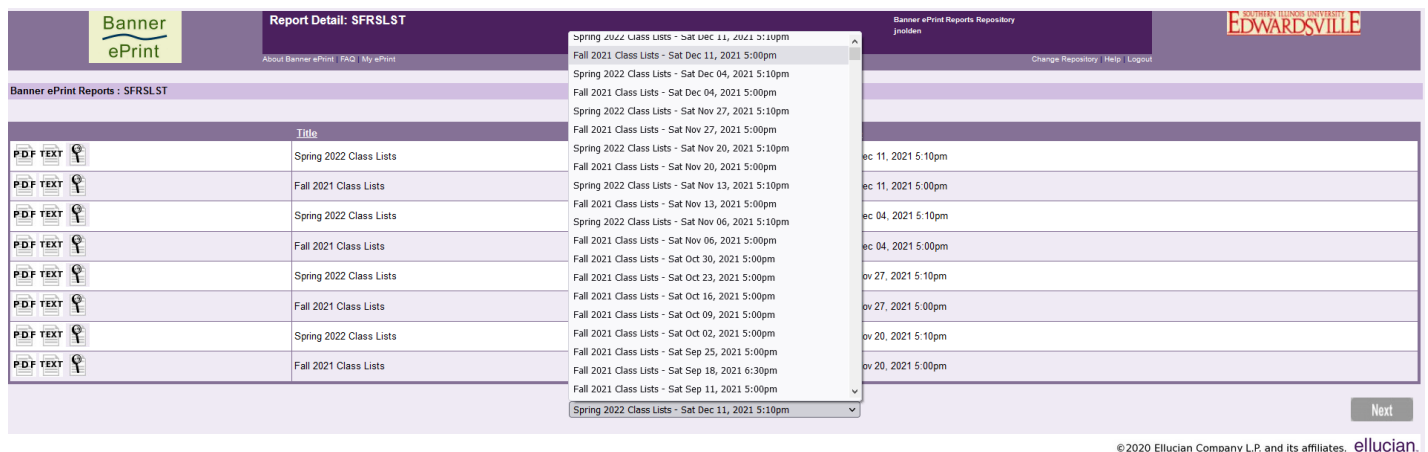
## Report Access Options

- Each line of the table contains access options and report details.

| | Report | Description | Latest Date |
|---|---|---|---|
| PDF TEXT 〒 | sfrslst | Class Lists | Sat Dec 11, 2021 5:10pm |

- The first column of the table contains the three access option buttons (detailed below).
- The second column of the table contains the report name.
- The third column contains a more detailed description of the report.
- The fourth column contains the date of the most recent report (this is the default report that will open when accessing from this table).

  - Choosing PDF will open the report in the current browser as a .pdf document.
  - Choosing TEXT will open the report in the current browser as a .txt document.
  - Choosing the image of the drill 〒 will open an historical list for that specific report (see image below).
    - The Banner ePrint Reports heading will change to include the name of the report selected (circled below).
    - Navigate this report list in the same manner you would navigate the previous report list ('Previous' and 'Next' buttons and the drop down menu).
    - Instead of a list of different reports available, the drop down menu in the bottom center of the page will display a list of dates available for the report selected.

- This table will also offer you the additional option of searching for data within a report. Choosing the image of the magnifying glass 🔍 will open the 'Pick Pages' page offering search options. For example:
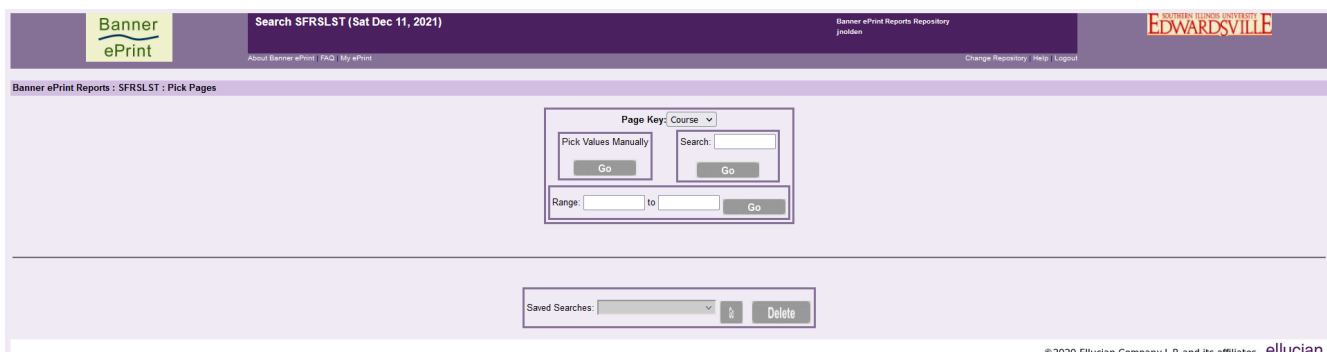


- In the report above (sfrslst – Class Lists), if you choose the Subject option from the 'Page Key' drop down menu and select the 'Go' button beneath 'Pick Values Manually', you will be taken to a list of available Subject codes within the selected report.
- If you wish to view only CS courses, select the checkbox next to CS and click 'Get the Report' at the bottom center of the page (circled below).
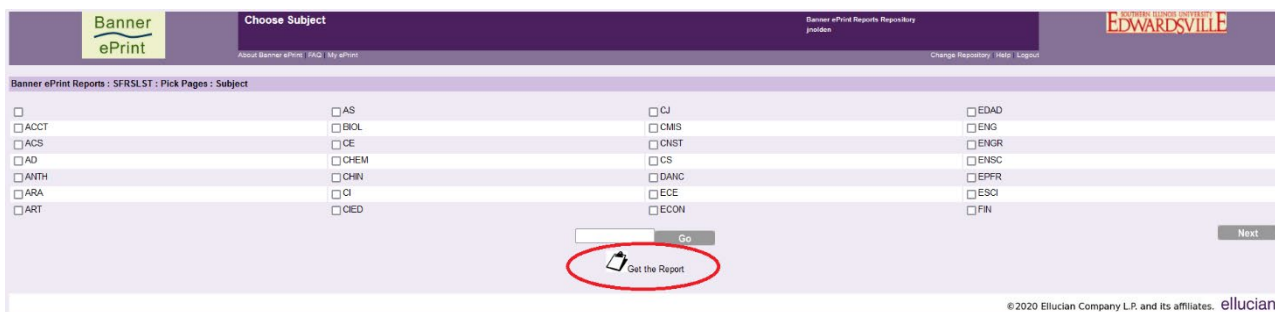


- Select the format in which you wish to view the report (PDF or TEXT) to display it in the current browser window (circled below).
- The report displayed will contain CS courses only.
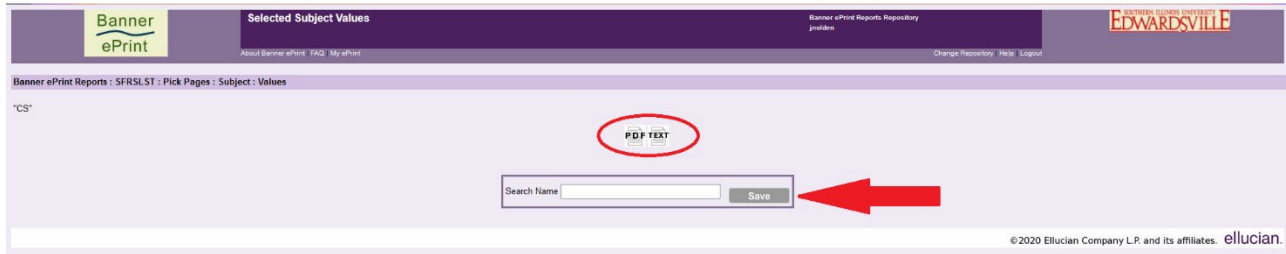
- You may also choose to save any search by entering a name in the 'Search Name' box and clicking the 'Save' button (as indicated above). This will make your search available directly from the 'Saved Searches' drop down menu on the previous 'Pick Pages' page (as indicated below).
- To remove a saved search, simply choose it from the 'Saved Search' drop down menu and click the 'Delete' button.
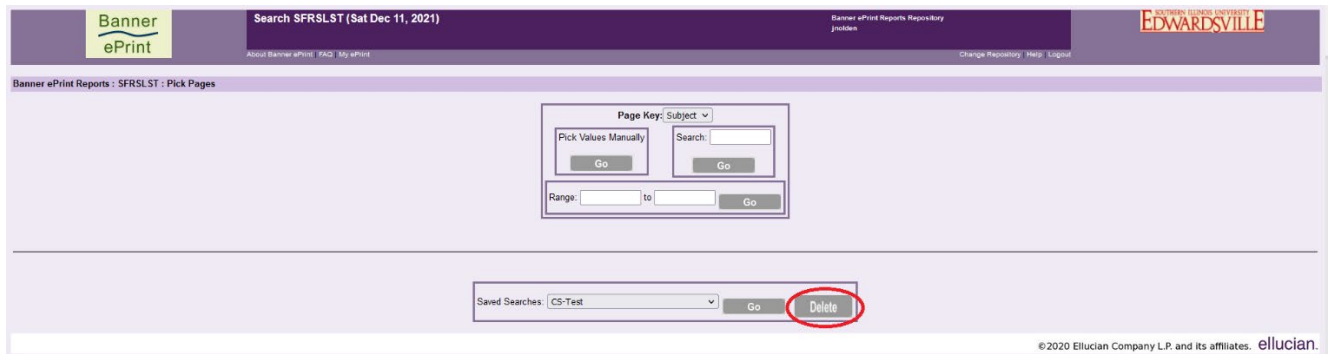


- There are multiple search options available depending on the report you are searching. The best way to find out what options are available for any given report is to simply try it.

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## My ePrint Options

- Access 'My ePrint' by clicking the 'My ePrint' link at the top of the Banner ePrint page (circled below).
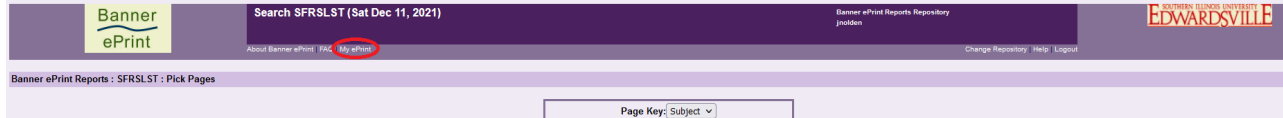


- From this page, you have the option to 'Configure Report Groups', 'Reorder Search Settings', and 'Set List Length'.

## Configure Report Groups

- Within the 'Configure Report Groups' tab, you will have the option to 'Modify Groups', 'Reorder Groups' or 'Create Groups'.

**Create a Report Group**

- Click the 'Create Group' sub tab.
    - o This page will display the 'Group Name' field, 'Available Reports', 'Selected Reports' and Report Group organization buttons ('Add', 'Remove', 'Move Up', 'Move Down', 'Save' and 'Cancel').
- Give the Report Group a name – 'Census Reports' in the example below.
- Add a report to the group by clicking on it in the 'Available Reports' column (it will then be highlighted in blue) then click the 'Add' button.



- Edit the Report Group by clicking on a report in the 'Selected Reports' column and use the 'Remove', 'Move Up' or 'Move Down' buttons.

- Once you have the Report Group set, click the 'Save' button.
  - The notation 'Successfully added group "Census Reports"' will appear at the top of the page when save is complete.
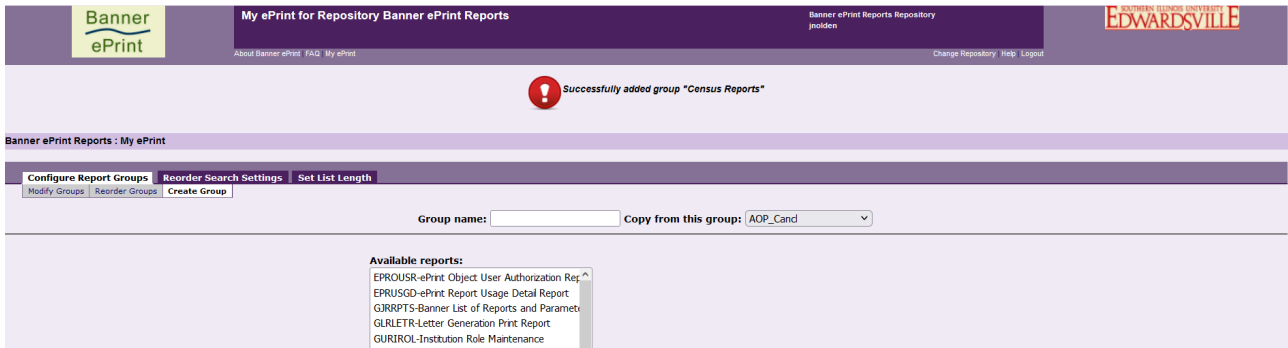


- You may also choose to click the 'Cancel' button to cancel the creation of the group or cancel any changes you may have made since the previous save.

**Modify a Report Group**

- Click on the 'Modify Groups' sub tab.
  - This page will display the 'Select a group' field, 'Default login group' checkbox, 'Available Reports', 'Selected Reports', the 'Group Name' edit field and Report Group organization buttons ('Add', 'Remove', 'Move Up', 'Move Down', 'Save', 'Cancel' and 'Delete').



- To modify an existing Report Group, use the same adding and editing procedures described for creating a new Report Group.
- Use the 'Group Name' edit field to change the name of an existing Report Group.
- Use the 'Delete' button to completely remove an existing Report Group.
- Once you have the Report Group modified, click the 'Save' button.
  - The notation 'Successfully saved changes.' will appear at the top of the page when save is complete.



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**Reorder Groups**

- Once you have established your groups, they will be visible from the main Banner ePrint Reports page, as indicated below.



- The 'Reorder Groups' tab in 'My ePrint' will allow you to determine the order in which these Report Groups appear on the Banner ePrint Reports page and, if selected, set one of them to the be the default page view upon log on.
- Click on the 'Reorder Groups' sub tab.
    - This page will display the 'Group Order' selection box and Report Group organization buttons ('Move Up', 'Move Down', 'Default', 'Save', and 'Cancel').



- To move a Report Group to the first tab position on the Banner ePrint Reports page:
    - Click on the report in the 'Group order' selection box to highlight it in blue ('Default Reports' in the above example).

- o Click the 'Move Up' button to move it to the top of the 'Group Order' selection box.
- o Click 'Save'.
- o The 'Successfully saved changes.' notation will appear at the top of the page when save is complete.
- o This Report Group tab will now be displayed first, as shown below.



- To set a Report Group as your default page view upon log on:
  - o Click on the report in the 'Group order' selection box to highlight it in blue ('Default Reports' in the above example).
  - o Click the 'Default' button.
    - ▪ The '(Default)' notation will appear next to the report name in the 'Group order' selection box.
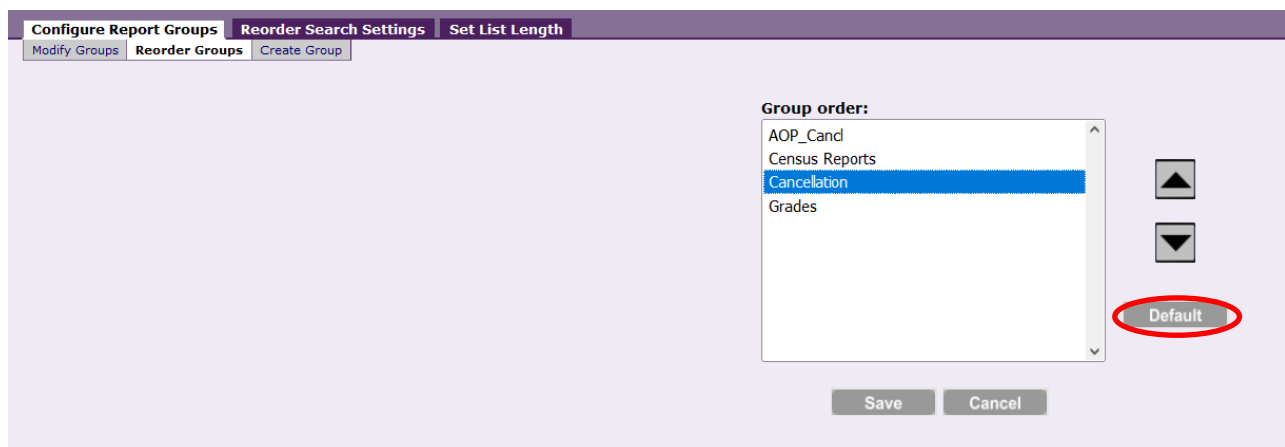


- o Click 'Save'.
- o The 'Successfully saved changes.' notation will appear at the top of the page when save is complete.
- o This report group will now display automatically upon log on.
- To view the comprehensive list of all reports to which you have access, rather than your default Report Group, simply click on the 'Banner ePrint Reports' notation at the top of the table (circled below).

## Reorder Search Settings

- Once you have saved multiple report searches (as described in the Navigation instructions above), you have the option to choose the order in which they appear on the 'Saved Searches' drop down menu.
- In the examples below, 'SFRSLST – CS Only' is the first saved search listed in the 'Saved Searches' drop down menu on the 'Pick Pages' page because it is the first saved search listed in the 'Search setting order' selection box on the 'Reorder Search Settings' tab in 'My ePrint'.
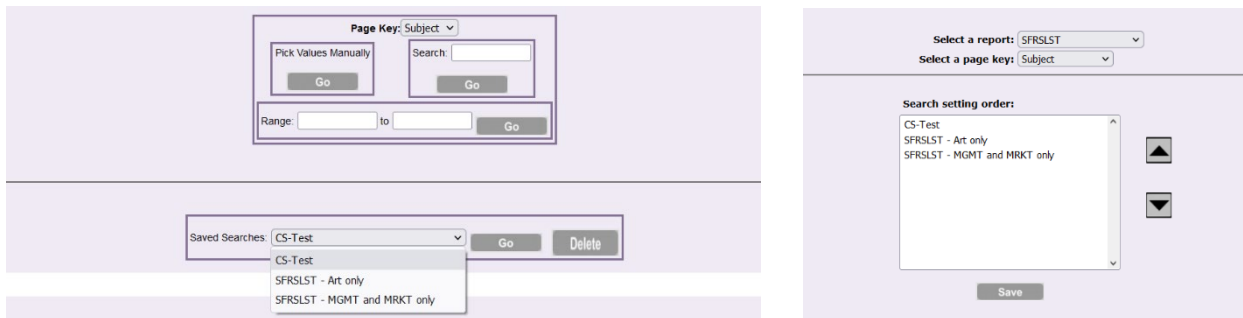


- To change the search order of a given report, choose the 'Reorder Search Settings' tab in 'My ePrint'.
  - This page will display the 'Select a report' field, 'Select a page key' field, 'Search setting order' selection box and 'Saved Searches' organization buttons ('Move Up', 'Move Down' and 'Save').
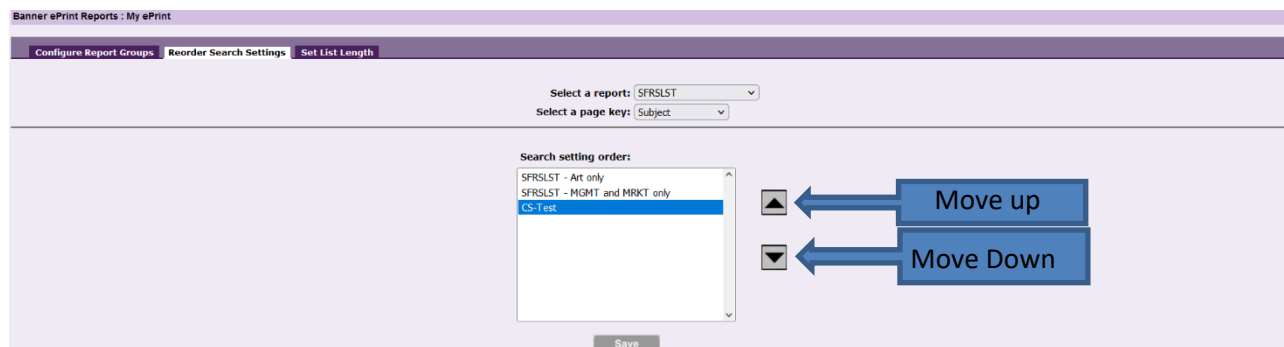


  - 
  - To change the report order, choose the report from the 'Select a report' drop down menu ('SFRSLST' in the above example).
  - Next choose the page key from the 'Select a page key' drop down menu ('Subject' in the above example).
  - This will display the previously saved searches for this report and page key in the 'Search setting order' selection box.

- o Select the report you wish to reorder to highlight it in blue ('SFRSLST – Art only' in the above example).
- o Click the 'Move Up' button to move it to the top of the 'Search setting order' selection box.
- o Click 'Save'.
- o The 'Successfully saved changes.' notation will appear at the top of the page when save is complete.
- o This 'Saved Search' will now be displayed first, as shown below.

## Set List Length

- The last tab in 'My ePrint' allows you to change the number of reports displayed on each page. In the examples below, the default report list length is set to 8; therefore the number of reports displayed on any given page will be no more than 8.

| Configure Report Groups | Reorder Search Settings | Set List Length |
| --- | --- | --- |

*Your report list length is set to 8*

Enter a number for the report list length: _____

[Save]

- To change the list length, choose the 'Set List Length' tab in 'My ePrint'.
  - This page will display current setting for the list length as well as the 'Enter a number for the report list length' field.

**Banner ePrint Reports**

| AOP_Cancl | Census Reports | Cancellation | Grades |
| --- | --- | --- | --- |

| | Report | Description | Latest Date |
| --- | --- | --- | --- |
| PDF TEXT | eprousr - ePrint Object User Authorization Report | ePrint Object User Authorization Report | Wed Mar 31, 2021 2:09pm |
| PDF TEXT | eprusgd - ePrint Report Usage Detail Report | ePrint Report Usage Detail Report | Tue Jan 04, 2022 08:55am |
| PDF TEXT | gjrrpts - Banner List of Reports and Parameters | Banner List of Reports and Parameters | Sun Feb 06, 2022 03:55am |
| PDF TEXT | glrletr - Letter Generation Print Report | Letter Generation Print Report | Mon Feb 07, 2022 10:39pm |
| PDF TEXT | gurirol-Institution.role.Maintenance | Institution Role Maintenance | Tue Feb 08, 2022 06:30am |
| PDF TEXT | gzpcnty-County.Code.Insert.for.Banner.Addresses | County Code Insert for Banner Addresses | Fri Feb 04, 2022 5:02pm |
| PDF TEXT | gzpcvid - Employee.And.Student.Extract.for.COVID.Testing | Employee and Student Extract for COVID Testing | Tue Feb 08, 2022 07:42am |
| PDF TEXT | gzpextu_audit-update.GOATPAC.Extrnl.UserId.wSIUE.campus.emai | Update GOATPAC External User Id w the SIUE Campus Email addr | Tue Feb 08, 2022 06:49am |

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- To change the report list length, simply enter the number of reports you wish to display in the 'Enter a number for the report list length' field.
- Click 'Save'.

**Your report list length is set to 8**

Enter a number for the report list length: [10]

[Save]

- Upon opening your report list(s), you will see the report list length has been changed to the number chosen.



**Banner ePrint Reports**

| | Report | Description | Latest Date |
|---|---|---|---|
| PDF TEXT | eprousr - ePrint Object User Authorization Report | ePrint Object User Authorization Report | Wed Mar 31, 2021 2:09pm |
| PDF TEXT | eprusgd - ePrint Report Usage Detail Report | ePrint Report Usage Detail Report | Tue Jan 04, 2022 08:55am |
| PDF TEXT | gjrrpts - Banner List of Reports and Parameters | Banner List of Reports and Parameters | Sun Feb 06, 2022 03:55am |
| PDF TEXT | glrletr - Letter Generation Print Report | Letter Generation Print Report | Mon Feb 07, 2022 10:39pm |
| PDF TEXT | gurirol-Institution.role.Maintenance | Institution Role Maintenance | Tue Feb 08, 2022 06:30am |
| PDF TEXT | gzpcnty-County.Code.Insert.for.Banner.Addresses | County Code Insert for Banner Addresses | Fri Feb 04, 2022 5:02pm |
| PDF TEXT | gzpcvid - Employee.And.Student.Extract.for.COVID.Testing | Employee and Student Extract for COVID Testing | Tue Feb 08, 2022 07:42am |
| PDF TEXT | gzpextu_audit-update.GOATPAC.Extrnl.UserId.wSIUE.campus.emai | Update GOATPAC External User Id w the SIUE Campus Email addr | Tue Feb 08, 2022 06:49am |
| PDF TEXT | gzplegl_name-check-rpt-Legal.Name.Discrepancy.Report | Legal Name Discrepancy Report | Thu Jun 10, 2021 12:02pm |
| PDF TEXT | gzplegl_rpt-SPBPERS.Legal.Name.Update.Report | SPBPERS Legal Name Update Report | Mon Feb 07, 2022 5:02pm |

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## ePrint Reports

- All Banner users have access to:
  - SFRSLST  - Class List
  - SSRSECT – Class Schedule
  - SSRTALY  - Section Tally
- Banner users with access to SHADEGR in Banner have access to:
  - SZRSTAR_RPT1 - Graduation Stats – Summary of Majors and Degrees by Division
  - SZRSTAR_RPT2 - Graduation Stats - Detail of Majors and Degrees by Division
  - SZRSTAR_RPT3 - Graduation Stats - Majors by Degree
- Deans, Directors, Chairs, and their support staff (upon request) have access to:
  - SZPCENE_ERROR-RPT - Enrollment Report for Term - Error Report
  - SZPCENE_MAJOR-RPT - Enroll Rpt - Major & First Concentration Listing
  - SZPCENE_MINOR-RPT - Enroll Rpt - First Minor Listing Listing for Term
  - SZPCENE_SCHOLAR-MAJOR-RPT - Other State of Origin Enrollment Report
  - SZPCENE_SCHOLAR-MINOR-RPT - Enroll Rpt - First Minor Listing Listing for Term
  - SZPCENE_SCHOLAR-SEC-MAJOR-RPT - Second Major& Concentration Listing for Term - Scholars
  - SZPCENE_SECOND-MAJOR-RPT - Enroll Rpt - Second Major & First Concentration Listing
  - SZPCENL_ERROR-RPT - Error Report
  - SZPCENL_GRADUATE-MAJOR-RPT - Graduate First Major within College Rpt
  - SZPCENL_MAJOR-RPT - First Major Listing Report
  - SZPCENL_MINOR-RPT - First Minor Listing Report
  - SZPCENL_SECOND-MAJOR-RPT - Second Major Listing Report
  - SZPCENL_SUMMARY-MAJOR-RPT - Summary By Major Report