

EPRINT Request

EPRINT Report Name : If this is a SCT/Banner Supplied report this does not apply ?.

(if it is a custom report going to EPRINT use the following naming Convention:

First Character => Application Functional Area

F = Finance

S = Student

P = HR/Payroll

A = Advancement

Second Character => Z (this indicates it is a custom report - not supplied by SCT Banner)

Third Character => R for Report

Rest of the Name can be any Alpha Characters do not use special characters except for dash - .

Which EPRINT Repository does this Report Belong in:

- | | |
|--|--|
| <input type="checkbox"/> Test Banner FR | <input type="checkbox"/> Prod Banner FR |
| <input type="checkbox"/> Prod Banner Finance Chart A | <input type="checkbox"/> Test Banner AD |
| <input type="checkbox"/> Prod Banner Finance Chart F | <input type="checkbox"/> Prod Banner AD |
| <input type="checkbox"/> Test Banner Finance Chart A | <input type="checkbox"/> Test Banner SIS |
| <input type="checkbox"/> Test Banner Finance Chart F | <input type="checkbox"/> Prod Banner SIS |
| <input type="checkbox"/> Test Banner HR | |
| <input type="checkbox"/> Prod Banner HR | |

Report Name: _____

Report Description: (Title used on Main Eprint Report Page)

Report Title: (Title to be displayed on Drill down page - Can include variables like Run Date, etc)

Need the location on the Page Header for this Title - this Title can be multiple lines)

Report Output Type: Text

PDF (PDF will only display as PDF)

EXL (Excel format can view and export this type of file to Excel)

CSV (Comma Separated Values) for export only

Page Setup: Portriat Landscape

Junk Pages? (Are there pages on this report Eprint should not use - a first page with a title or blank pages?)

List of Banner Users to see this Report in EPRINT:

Value Based Security

Will this Report use Banner Organization Security to restrict users to only see pages of the Report with their Organization Code?

YES NO

If Yes, based on what part of the Organization:

Chart of Account Organization Code Fund Other

Note: If you are using Banner Fund or Organization Security for your Eprint Report you must put the Value in the Header of each page in the same place: For Example the header of each page should include - preferably in the upper left of the header.

Organization Code: 123456

Th position of the column and line of this value will be used to apply this security to EPRINT.

Eprint Report Retention :

Single Copy
(overwritten) **Historical Copy**
(all reports saved)

Report Contact Information

Report Contact Name:

Report Contact Phone:

Report Contact Email:

Important!

Please include a copy of your Report Output - staple one page of this Report to this form
Please print this form and have your Functional Area Coordinator give it to the Reporting Support Team (bars@appstate.edu) in ITS.

Functional Area Coordinator Sign Off:

Signature: _____ Date: _____

For ITS EPRINT personnel:

Date added to EPRINT Development: _____ By: _____

Date Added to EPRINT Production: _____ By: _____