

# e~Print Quick Steps

## Viewing Reports using e~Print Quick Steps

ACTION	KEYSTROKE	NOTES
Log into e~Print		
Access Finance Repository	Select from drop-down menu	
Select report	Click on PDF or Text icon	
View Report		
Exit Report	Click Back Button	

# WebXtender Quick Steps

## WebXtender Scanning Quick Steps

ACTION	KEYSTROKES	NOTES
Access WebXtender	Link on SNAP or Banner Icon	Use Banner user name & password
Create a new batch	Click on Batch Import icon	
Enter application and Batch name	Free form	Format X-mmddyy-initials-## Where X is campus smart codes and ## is for multiple batches per date
Access Scanning tool	Click NEXT + CTRL key	
Enable Scanning	Click on Page and Enable Scanning	
Choose scanner		From scanner drop-down menu
Set scanning settings	Click the Scan icon	Update settings as needed
Select Scan	Click Scan icon	Document will scan from feeder
Exit scanning	Click on Exit icon	

## WebXtender Indexing Quick Steps

ACTION	KEYSTROKES	NOTES
Access Application Batch List	Click on View from tool bar and then select Batch Index	Follow these steps directly after scanning the batch of documents
Access the scanned batch	Click on Page icon	The Page icon is to the left of the batch names
Access Document Display window	Click the New Document icon	The index Document screen appears
Index the document	Enter the document ID number and the document type	
Save	Click the save button	This will bring up the All Documents Pages Indexed message
Return to Application Batch Index	Click on OK	

