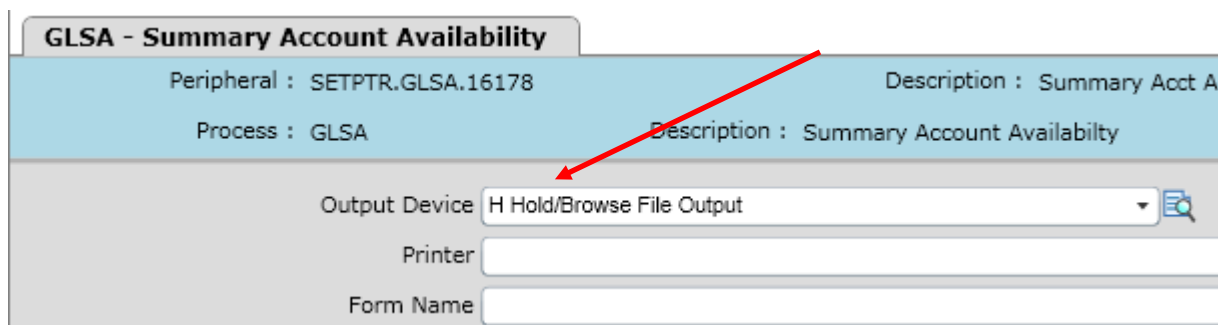


Printing PDF Reports from Colleague UI 4.3

The previous Datatel Colleague system required special printing setups, cryptic printer and form names, and provided administrative challenges when things went wrong. To get out of the printing business, Datatel UI 4.3 provides output to PDF files. PDF files can be saved to your file space and viewed on your screen at any time, or you can print them to any printer that is set up on your desktop computer. In this way, you will be much more in control of the reports that you print from Datatel. Hopefully, you will consider the environment and decide not to print paper at all. As with all University electronic information, please be mindful of security concerns.

All Colleague standard reports prompt for some user input, then take you to a Set Printer Characteristics screen where you specify your output device, printer name, and form. In this screen, enter “H” for Hold File instead of “P” for Printer in the “Output Device” field. **IMPORTANT – DO NOT CHOOSE PDF HERE** – that option is for tax forms and other special forms.



GLSA - Summary Account Availability

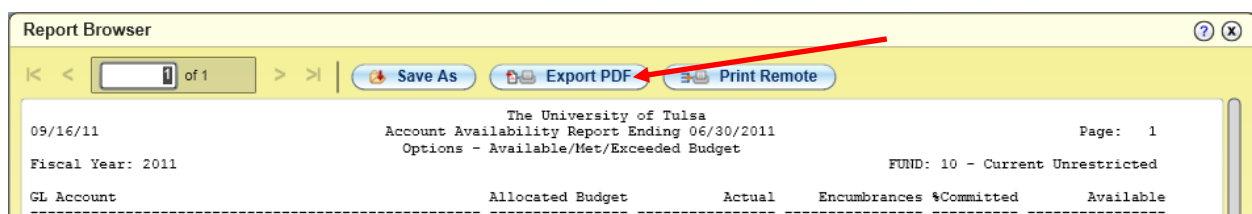
Peripheral : SETPTR.GLSA.16178 Description : Summary Acct A
Process : GLSA Description : Summary Account Availability

Output Device: H Hold/Browse File Output

Printer:

Form Name:

Your report will display in a “Report Browser” window. Click the “Export PDF” button



Report Browser

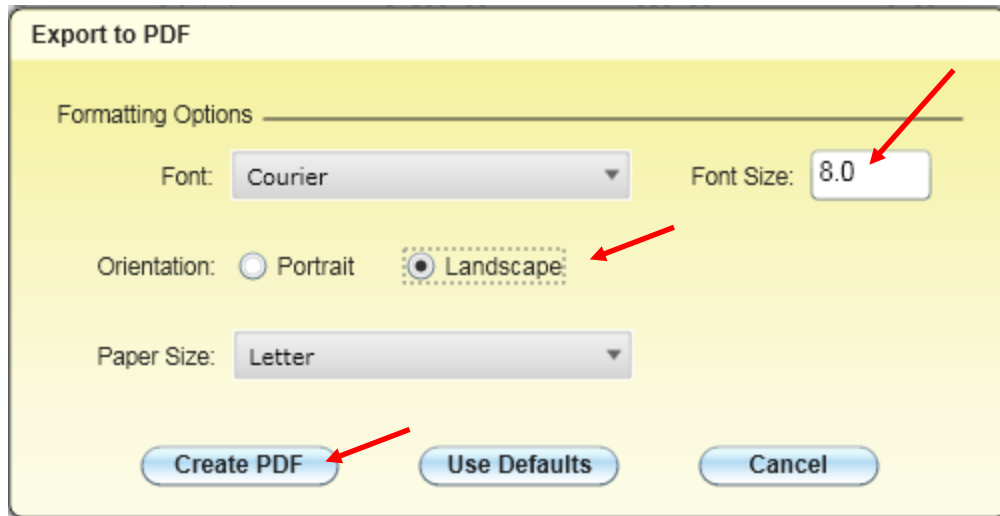
09/16/11 of 1

Save As Export PDF Print Remote

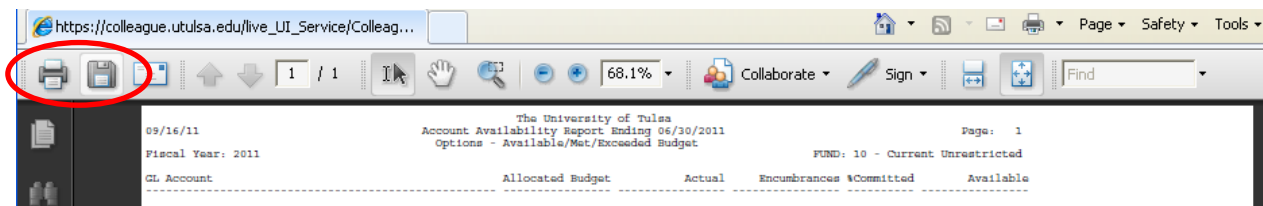
The University of Tulsa
Account Availability Report Ending 06/30/2011
Options - Available/Met/Exceeded Budget
Page: 1
FUND: 10 - Current Unrestricted
Fiscal Year: 2011

GL Account	Allocated Budget	Actual	Encumbrances	%Committed	Available
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A pop-up box will appear for you to set some formatting options for your PDF (orientation, font, etc.). If you usually print your reports in Landscape using the compressed font (form HP_L_LTR_C), choose font size 8. If you usually print your reports in Portrait using the compressed font (form HP_P_LTR_C), choose font size 7. You may experiment with other font size settings to suit your particular needs, but choosing a font other than Courier will produce undesired results. Click “Create PDF”.



Your PDF file will download and display in a new browser window. From here, you may save it to your filer space using the “Save” button, or print it to any printer that is set up on your computer using the “Print” button.



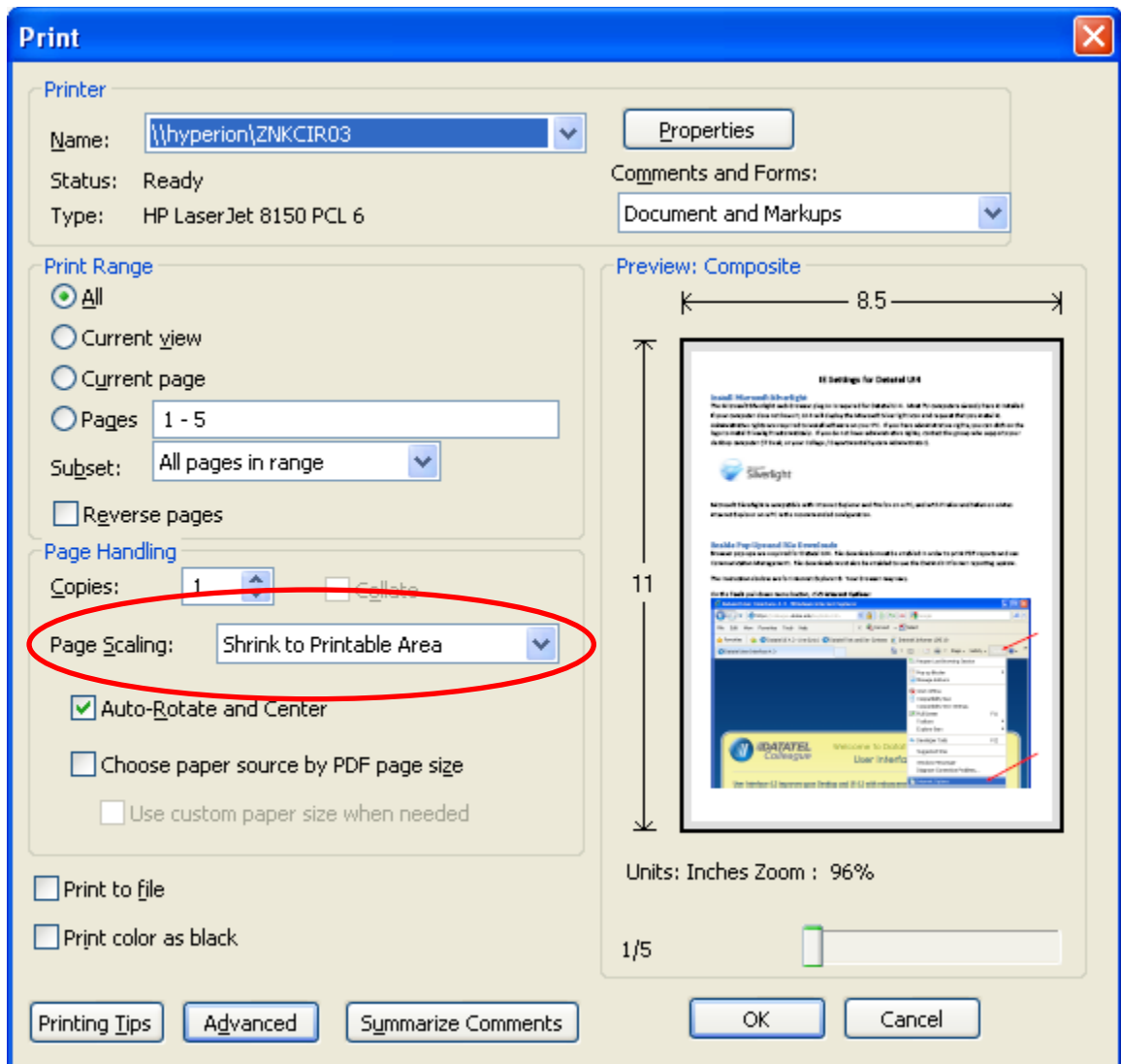
Troubleshooting

PDF file does not open automatically – must click a link to open the file

Review the settings described in the document “Internet Explorer Settings for Datatel Colleague UI4” on the IT web site. Your browser needs to be configured to “Enable Automatic prompting for file downloads” (see page 3)

Text is cut off when printing the PDF

1. From Acrobat Reader, choose print.
2. Under the Page Handling section (lower left side of the dialog), choose "Shrink to Printable Area" from the Page Scaling dropdown box.



This setting is 'sticky' and Adobe Acrobat will remember it as long as the value is not changed in the future.