



UPDATE

eXpressReports

Introducing Batch Printing Capabilities

Campus Partners is pleased to announce this enhancement to eXpressReports

Welcome to Batch Printing

When you log on to *eXpressReports*, you will notice that we now have a new Welcome Page. At the request of our customers, we have released a new application within *eXpressReports* that allows you to print multiple reports at the same time. This enhancement required routing your request to another site to provide the necessary steps required for your selection. Our original access to *eXpressReports* has not changed, and reports are still available for review and single copy printing.

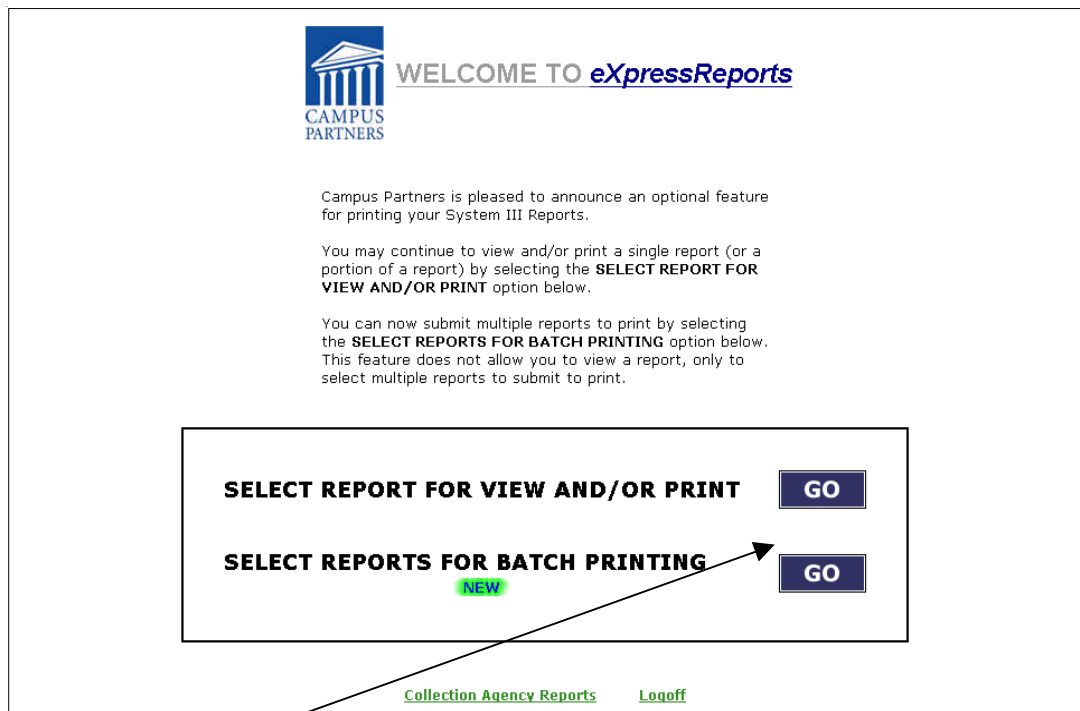


Figure 1. New Welcome Page for *eXpressReports* with Select Report for View And/Or Print Option Indicated

You can continue to use *eXpressReports* as you have since its original release in May 2004 by selecting the “GO” button associated with the **SELECT REPORT FOR VIEW AND/OR PRINT** option. This selection provides the same step by step process of retrieving, viewing, and/or printing a single report that you have become familiar with over the last several months. Your current ability to access *eXpressReports* has not changed.

Access Batch Printing

To access the new batch printing feature, simply select the “GO” button beside the **Select Reports for Batch Printing** option.

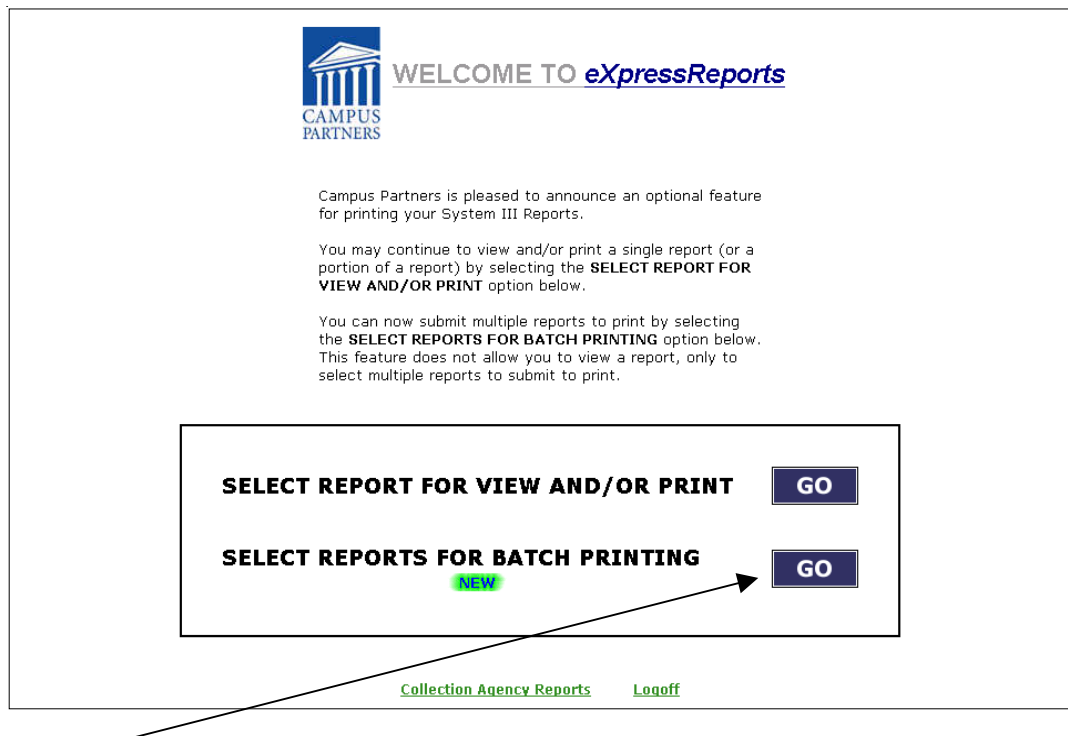


Figure 2. New Welcome Page for eXpressReports with Select Reports for Batch Printing Option Indicated

After selecting the batch printing option, the following page will launch, which provides you with the necessary options to select multiple reports to submit to print.

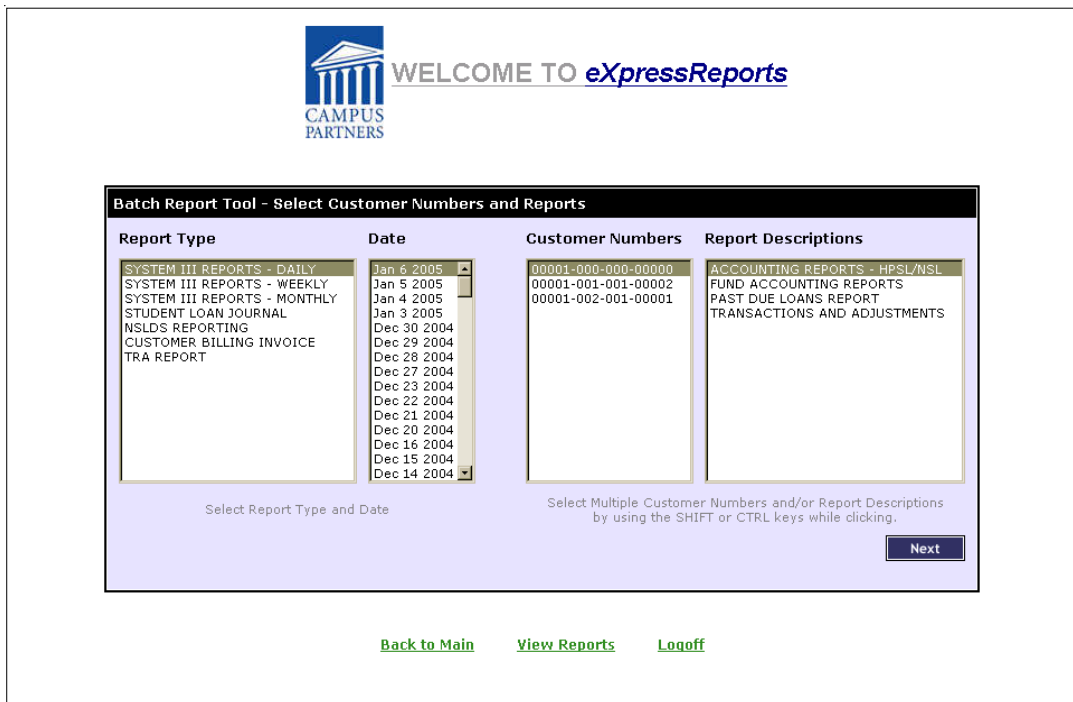


Figure 3. Batch Report Options Selection Page

Selecting Report Options

As with current *eXpressReports* access, you must first select the reports you want to print from the Report Type and Date list. In this example, we have selected System III Reports – Monthly for December 31, 2004 for our demonstration.

Batch Report Tool - Select Customer Numbers and Reports

Report Type	Date	Customer Numbers	Report Descriptions
SYSTEM III REPORTS - DAILY	Dec 31 2004	00001-000-000-00000	ACCOUNTING REPORT - NDSL/INST
SYSTEM III REPORTS - WEEKLY	Nov 30 2004	00001-001-001-00002	ACCOUNTING REPORTS - HPSSL/NSL
SYSTEM III REPORTS - MONTHLY	Oct 31 2004	00001-002-001-00001	BORROWER/LOAN NUMBER X-REF
STUDENT LOAN JOURNAL	Sep 30 2004		BORROWERS W/OUT A GOOD ADDRESS
NSLDS REPORTING	Aug 31 2004		CALENDAR YEAR INTEREST PAID
CUSTOMER BILLING INVOICE	Jul 31 2004		COHORT DEFAULT RATE REPORT
TRA REPORT	Jun 30 2004		COHORT PROJECTED REPORT
	May 31 2004		COLLECTION AGENCY INVENTORY
	Apr 30 2004		CONTROL LIST REPORT
	Mar 31 2004		CUMULATIVE CREDIT BALANCE RPT
	Feb 29 2004		ENROLLED & GRACE BORROWERS
	Jan 31 2004		FUND ACCOUNTING REPORTS
	Dec 31 2003		FUND ACCTING DETAIL
	Nov 30 2003		FUND ISSUE LISTING
	Oct 31 2003		HPSSL/NSL FISCOP

Select Report Type and Date

Select Multiple Customer Numbers and/or Report Descriptions by using the SHIFT or CTRL keys while clicking.

Next

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Figure 4. Batch Report Options Selection Page

Select Multiple Reports

You can now select multiple reports by using your **SHIFT** and **CTRL** keys while clicking the Report and/or customer number that you want to submit for print. Holding the **CTRL** key while clicking gives you the ability to select random reports. Holding the **SHIFT** key allows you to select all reports within a range.

In the following example, we have selected certain reports for Customer Number 0001-000-000-00000 by holding down the **CTRL** key while clicking each report we want to submit to print.

Batch Report Tool - Select Customer Numbers and Reports

Report Type	Date	Customer Numbers	Report Descriptions
SYSTEM III REPORTS - DAILY	Dec 31 2004	00001-000-000-00000	ACCOUNTING REPORT - NDSL/INST
SYSTEM III REPORTS - WEEKLY	Nov 30 2004	00001-001-001-00002	ACCOUNTING REPORTS - HPSSL/NSL
SYSTEM III REPORTS - MONTHLY	Oct 31 2004	00001-002-001-00001	BORROWER/LOAN NUMBER X-REF
STUDENT LOAN JOURNAL	Sep 30 2004		BORROWERS W/OUT A GOOD ADDRESS
NSLDS REPORTING	Aug 31 2004		CALENDAR YEAR INTEREST PAID
CUSTOMER BILLING INVOICE	Jul 31 2004		COHORT DEFAULT RATE REPORT
TRA REPORT	Jun 30 2004		COHORT PROJECTED REPORT
	May 31 2004		COLLECTION AGENCY INVENTORY
	Apr 30 2004		CONTROL LIST REPORT
	Mar 31 2004		CUMULATIVE CREDIT BALANCE RPT
	Feb 29 2004		ENROLLED & GRACE BORROWERS
	Jan 31 2004		FUND ACCOUNTING REPORTS
	Dec 31 2003		FUND ACCTING DETAIL
	Nov 30 2003		FUND ISSUE LISTING
	Oct 31 2003		HPSSL/NSL FISCOP

Select Report Type and Date

Select Multiple Customer Numbers and/or Report Descriptions by using the SHIFT or CTRL keys while clicking.

Next

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Figure 4. Batch Report Options Selection Page With Several Reports Selected

Select All Reports

In our next example, we have selected **all** reports for Customer Number 0001-000-000-00000. To select all reports for a particular Customer Number, hold down the **SHIFT** key, click the first report; scroll to the last report in the scroll box and click the last report. This highlights all reports within that range to submit to print.

Batch Report Tool - Select Customer Numbers and Reports

Report Type	Date	Customer Numbers	Report Descriptions
SYSTEM III REPORTS - DAILY	Dec 31 2004	00001-000-000-00000	INV OF LNS REF/ASSG/ACCP
SYSTEM III REPORTS - WEEKLY	Nov 30 2004	00001-001-001-00002	INVOICE DETAIL REPORT
SYSTEM III REPORTS - MONTHLY	Oct 31 2004	00001-002-001-00001	IRS SKIP TRACE REPORT
STUDENT LOAN JOURNAL	Sep 30 2004		LOAN MONITORING REPORT
NSLDS REPORTING	Aug 31 2004		LOANS BROUGHT CURRENT
CUSTOMER BILLING INVOICE	Jul 31 2004		NDLS/INST FISCOP
TRA REPORT	Jun 30 2004		NDLS/INST FISCOP SUPPLEMENT
	May 31 2004		NDLS/INST FISCOP(OLD VERSION)
	Apr 30 2004		NEW CREDIT BUREAU REPORT
	Mar 31 2004		PAST DUE LOANS REPORT
	Feb 29 2004		SEPARATION DATE VERIFICATION
	Jan 31 2004		SMALL BALANCES PMT TRANSMITTAL
	Dec 31 2003		STATUS SUMMARY REPORT
	Nov 30 2003		STOP CODE LIST
	Oct 31 2003		TRANSACTIONS AND ADJUSTMENTS

Select Report Type and Date

Select Multiple Customer Numbers and/or Report Descriptions by using the SHIFT or CTRL keys while clicking.

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Figure 6. Batch Report Options Selection Page with all Reports Selected

Selecting by Customer Number

These same options are available for selection by Customer Number as shown below.

Batch Report Tool - Select Customer Numbers and Reports

Report Type	Date	Customer Numbers	Report Descriptions
SYSTEM III REPORTS - DAILY	Dec 31 2004	00001-000-000-00000	ACCOUNTING REPORTS - HP/SL/NSL
SYSTEM III REPORTS - WEEKLY	Nov 30 2004	00001-001-001-00002	BORROWER/LOAN NUMBER X-REF
SYSTEM III REPORTS - MONTHLY	Oct 31 2004	00001-002-001-00001	BORROWERS W/OUT A GOOD ADDRESS
STUDENT LOAN JOURNAL	Sep 30 2004		CALENDAR YEAR INTEREST PAID
NSLDS REPORTING	Aug 31 2004		SHORT DEFAULT RATE REPORT
CUSTOMER BILLING INVOICE	Jul 31 2004		COHORT PROJECTED REPORT
TRA REPORT	Jun 30 2004		COLLECTION AGENCY INVENTORY
	May 31 2004		CONTROL LIST REPORT
	Apr 30 2004		CUMULATIVE CREDIT BALANCE RPT
	Mar 31 2004		ENROLLED & GRACE BORROWERS
	Feb 29 2004		FUND ACCOUNTING REPORTS
	Jan 31 2004		FUND ACCTING DETAIL
	Dec 31 2003		FUND ISSUE LISTING
	Nov 30 2003		HP/SL/NSL FISCOP
	Oct 31 2003		HP/SL/NSL FISCOP SUPPLEMENT

Select Report Type and Date

Select Multiple Customer Numbers and/or Report Descriptions by using the SHIFT or CTRL keys while clicking.

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Figure 7. Batch Report Options Selection Page with Various Customer Numbers Selected

Send to Print

Once you have selected the reports to send to print, click the **Next** button. The following page will appear indicating the reports you have selected. (If you want to change your selection, you will need to use your browser “Back” button.)

When you select the  button below, Adobe Acrobat will be launched.

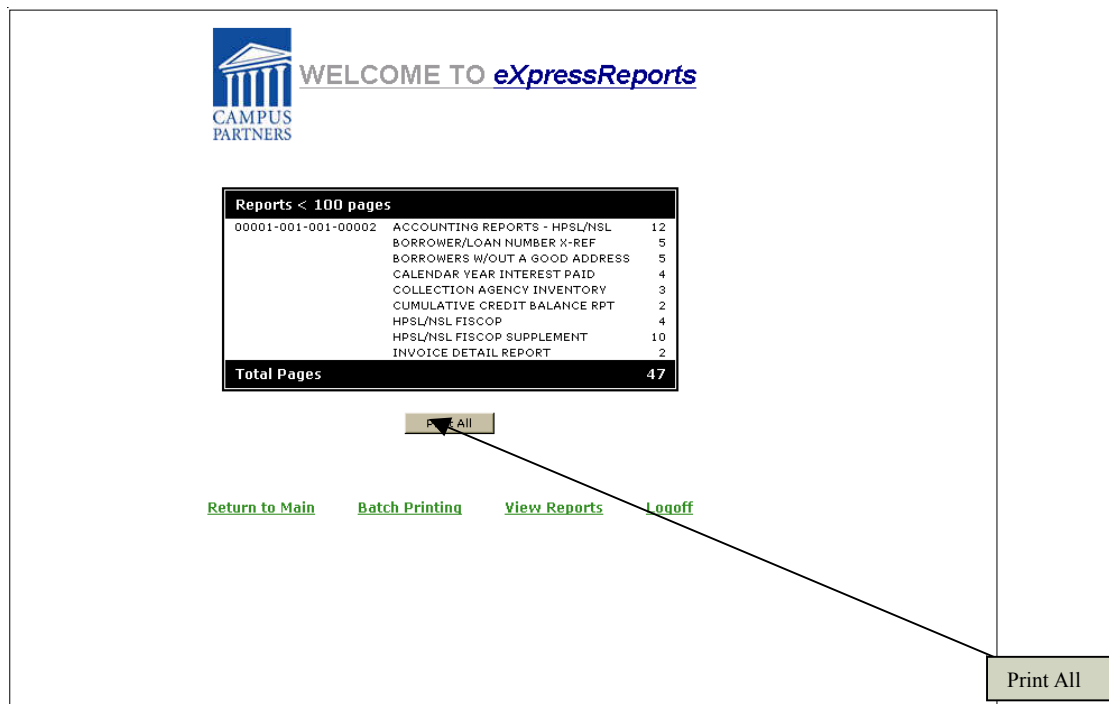


Figure 8. Print All Reports Page

Adobe Acrobat Reader

Once Adobe Acrobat Reader is launched on your system, you may then select the **Print** icon. The reports will be spooled to your printer for printing. After launching Adobe Acrobat Reader, the *eXpressReports* application has no control of the time required to spool and/or print your reports. Your internal network and/or printer capabilities will control the actual time required to spool and print your reports. You may want to experiment with the number of pages to submit to print at one time until you are comfortable with your printer capabilities. You may need to contact your network administrator to assist you in setting up your printing options.

Please see the illustration on the next page.

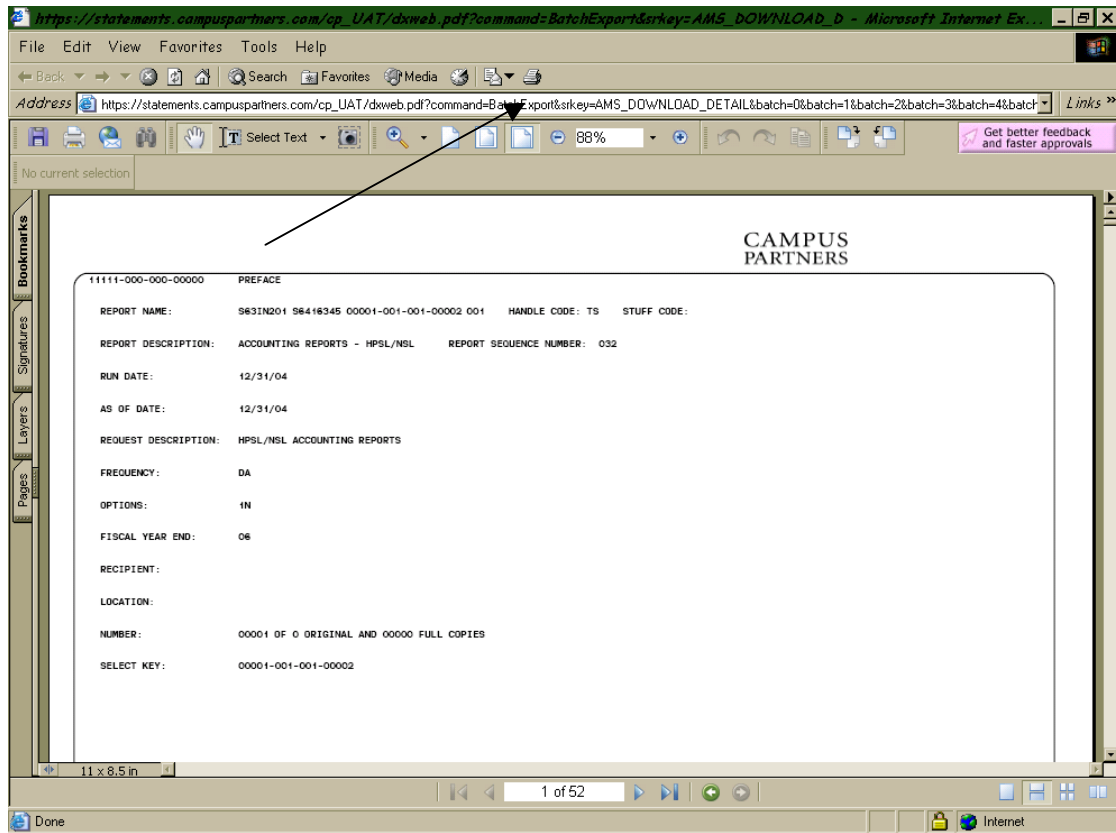


Figure 9. Report Displayed in Adobe Acrobat Reader