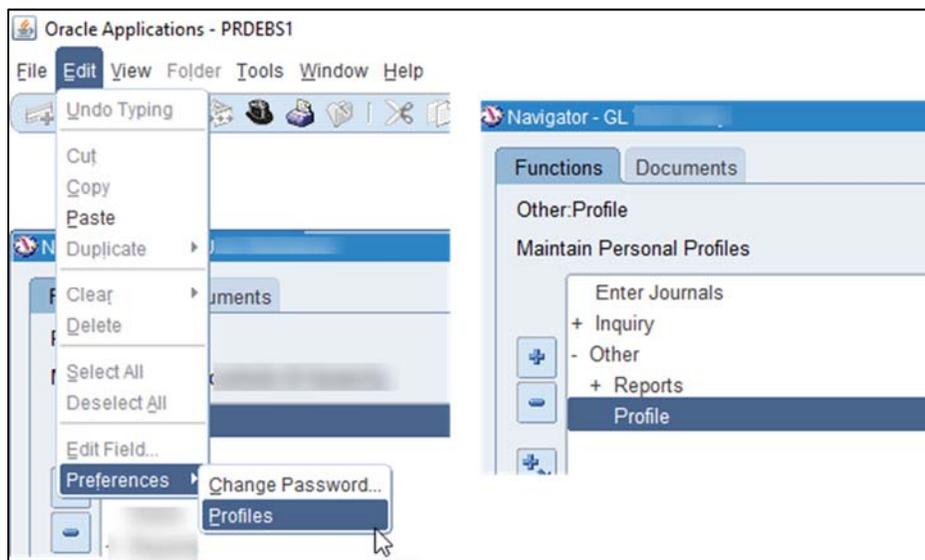


Alternative Options for PRISM Printing

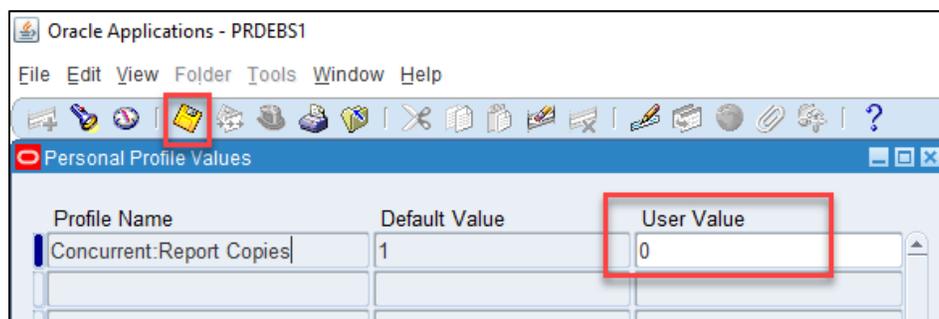
To prevent automatic printing of reports, including journal imports and posting jobs, you can set the number of report copies to zero. This will allow you to view your report on-line, reprint if needed, get an email notification and save a local copy.

Set the Copies to Zero

1. From the Navigator, open the Personal Profiles Values window.
 - a. Edit → Preferences → Profiles or
 - b. Other → Profile



2. Query the **Concurrent:Report Copies** Profile Name.
 - a. View → Query By Example → Enter
 - b. Enter profile name (**Concurrent:Report Copies**)
 - c. View → Query By Example → Run
3. Set the *User Value* to **0** and save.



Run Reports with Email Option for Standard Reports

Option 1 for Email

1. In the Submit Reports window, select your report and enter parameters. Before submitting the report, click the Options button.
2. In the Upon Completion window, use the *Name* field to enter the names of user to notify when the report is complete. The format is Last Name, First/Preferred Name. (For the name, verify in Find People from the Pitt website or contact the individual directly to verify).
 - a. Add your name and any other names of users. The named users will receive an email from the submitter when the report is completed. The email will contain a one-time link to the report output. The output can be viewed and saved locally or printed to your local printer. This email link will expire after it is used.
3. You can also verify the number of copies is set to 0 in this window.
4. Click OK to return to the Submit Requests window and then click Submit.

Save all Output Files

Layout:

Template Name	Template Language	Format	For Language

Preview

Notify the following people:

Name	For Language
Lego, Heather	

Print the Output To:

Style: LANDWIDE - HPLJ4

Printer	Copies	For Language
pcl17is0	0	All languages

Help OK Cancel

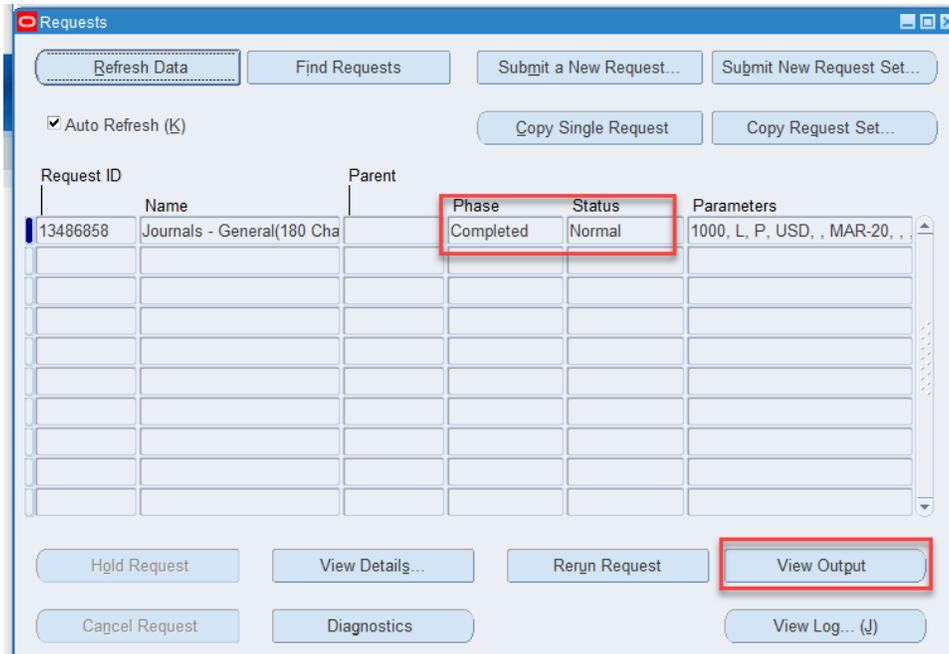
Option 2 for Email

1. In the Submit Reports window, select your report and enter parameters. Before submitting the report, click the Delivery Opts button. (If you have not set your default to 0, please go to Options and set the printer Copies to 0 as shown previously).
2. In the Email tab, enter the email address of the user in the *To* field.
 - a. This will send the output of the report in the body of the email
3. Click OK and then click Submit.

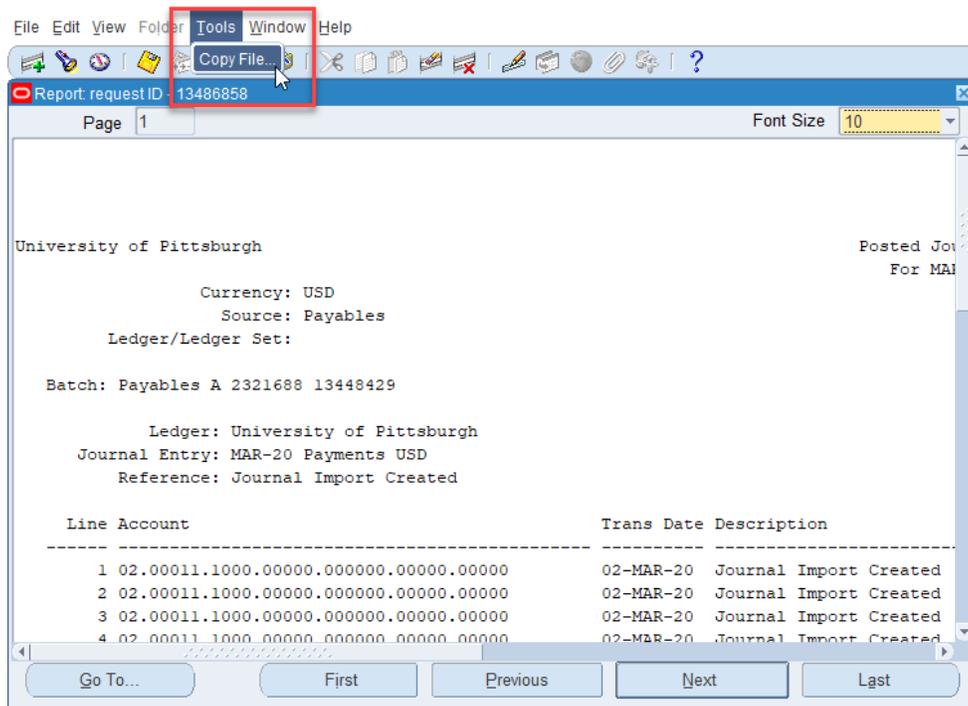
The screenshot shows a dialog box titled "Deliver to..." with several tabs: "IPP Printer", "Email", "Fax", "FTP (s)", "WebDav", and "Custom". The "Email" tab is selected and highlighted with a red box. The "From" field contains "hackerma@pitt.edu". The "Subject" field contains "prdebs1 : Journals - General(180 Char) : HACKERMA". Below these fields is a table with three columns: "To", "CC", and "For Language". The "To" column has one row with "hackerma@pitt.edu" highlighted in yellow and a red box around it. The "CC" and "For Language" columns are empty. At the bottom of the dialog, there are three buttons: "Help", "OK", and "Cancel". The "OK" button is highlighted.

View Report Output Locally to Save and Print

1. When a report has completed normally, click the View Output from the Requests window.
 - a. View → Requests
 - b. Other → Reports → View

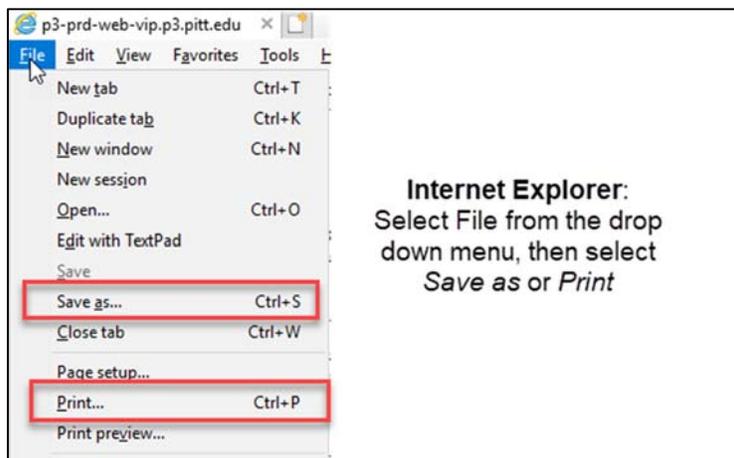
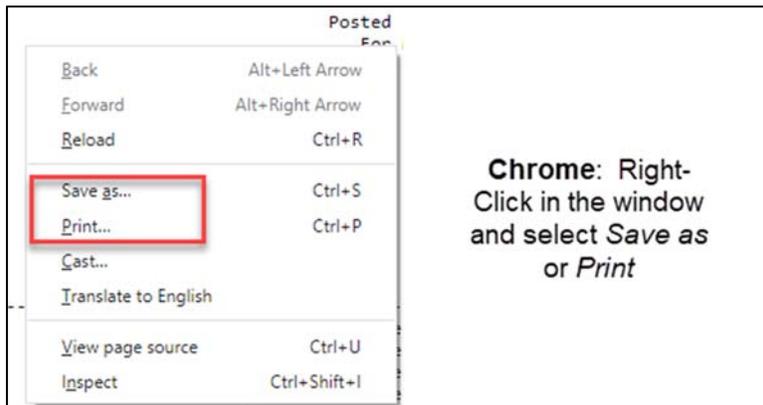
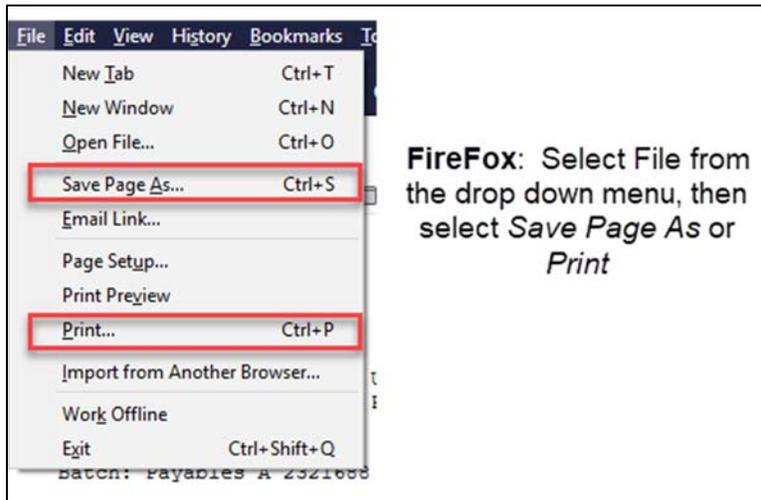


2. This will open the report within PRISM. Select Tools → Copy File from the drop down menu.



3. This will open the report in a HTML window. From here, you can print the output to a local printer (or Adobe PDF) or chose to save the output to your desktop or network drive. This is also a good option to view the entire report without having to click through pages in the PRISM application and produce a PDF copy of the report.

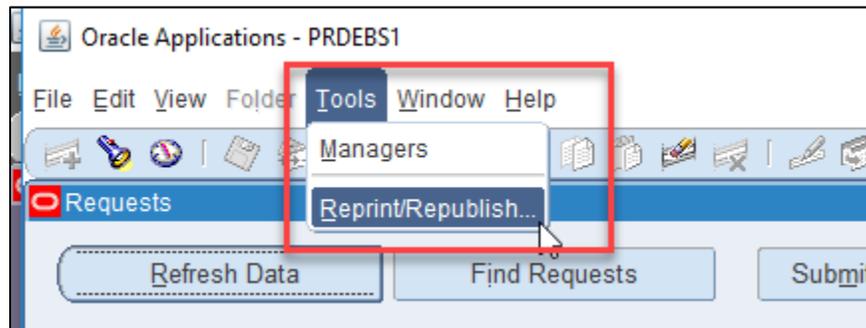
- a. Each browser may have different options to print and save. Below are some examples.



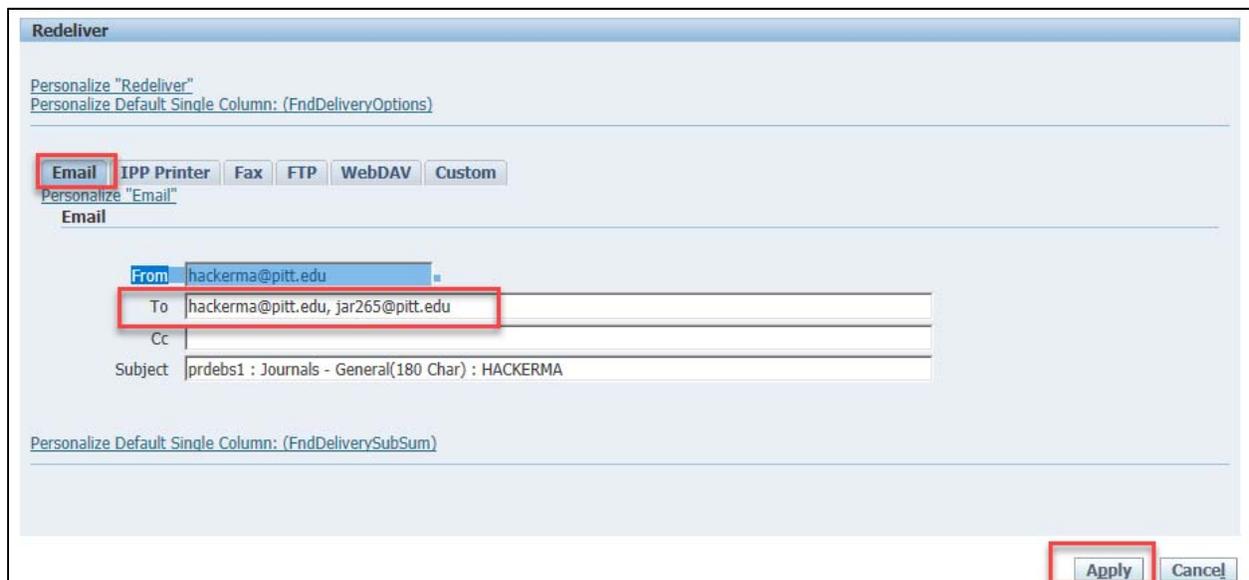
Send an Email of Report Output after Report Completion

If a report as already been submitted and completed, an email of the output can still be sent to other users using the Reprint functionality. This can also be used for reports that are automatically submitted from an application function such as journal import and post. For these processes, the email option cannot be selected on submission.

1. Open the Request window.
 - a. View → Requests *or*
 - b. Other → Reports → View
2. Verify your cursor is on the report you wish to send and select Tools → Reprint/Republish from the drop down menu.



3. This will open the Republish and Reprint Request window. In the **Redeliver** section, in the Email tab, enter the email addresses of the users you would like to send the output to. The email address should be separated by a comma for this option. Click the Apply button to send.

A screenshot of the 'Redeliver' window in Oracle Applications. The 'Email' tab is selected, and the 'To' field contains the email addresses 'hackerma@pitt.edu, jar265@pitt.edu'. The 'From' field is 'hackerma@pitt.edu' and the 'Subject' is 'prdebs1 : Journals - General(180 Char) : HACKERMA'. The 'Apply' button is highlighted at the bottom right.