



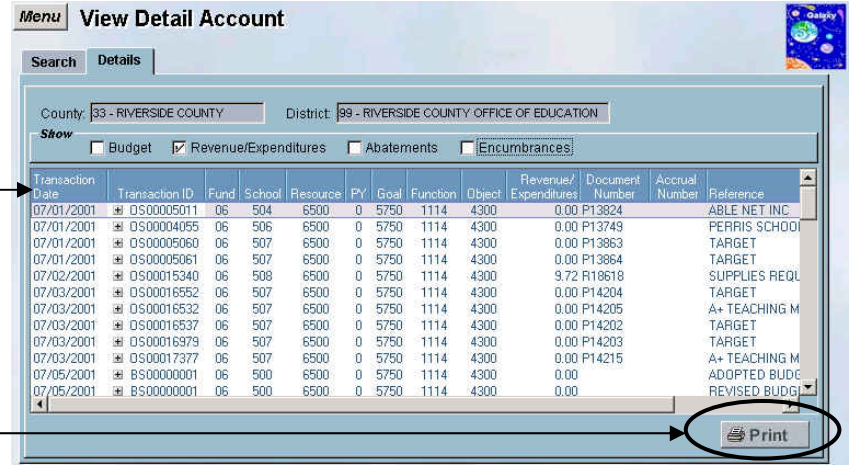
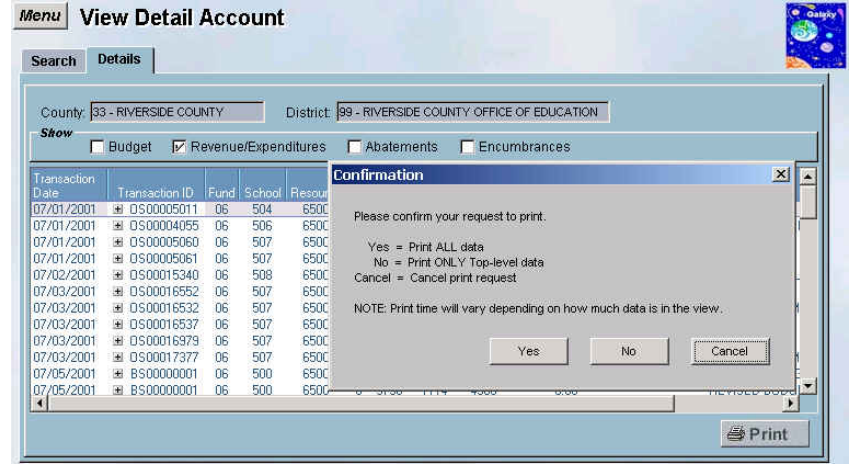
Print Screen Feature

This document contains step-by-step instructions on how to use the Print Screen Feature in the *Galaxy* system.

Print Screen Feature

Many screens now have the Print Screen Feature which allows you to print the data displayed as a result of the criteria input on the Search tab. The Print Screen Feature prints all of the data not just what is visible. The data is exported to the default browser (Internet Explorer or Netscape) and can be printed from there. Also, once the data is in the browser, it can be copied to Excel if desired.

This document will explain how to use the Print Screen Feature including printing from the browser and copying the data to Excel. The View Detail Account screen is used here, however the procedure is similar for all screens with this Print Screen Feature button on it (see below.)

<p>Step 1. Sort the data as necessary by clicking on any of the headings.</p> <p>Click the Print button.</p>	 <p>The screenshot shows the 'View Detail Account' window with a table of transactions. The 'Print' button is located at the bottom right of the table area and is circled in red. Arrows point from the text in the left column to the 'Print' button.</p>
<p>Step 2. A confirmation window will appear.</p> <p>Select one of the following:</p> <ul style="list-style-type: none"> Yes - to print all data including drill down data. No - to print only the top level data Cancel - to cancel print request. 	 <p>The screenshot shows the same 'View Detail Account' window, but with a 'Confirmation' dialog box overlaid. The dialog box contains the following text: 'Please confirm your request to print.', 'Yes = Print ALL data', 'No = Print ONLY Top-level data', 'Cancel = Cancel print request', and 'NOTE: Print time will vary depending on how much data is in the view.'. There are 'Yes', 'No', and 'Cancel' buttons at the bottom of the dialog box.</p>

Step 3.
The default browser will open and the data will appear.

If you do not see the browser or the data does not seem to be the current data, see step 9.

View Detail Account
DISTRICT 99 - RIVERSIDE COUNTY OFFICE OF EDUCATION
Begin Date: 07/01/2001 / End Date: 09/25/2001

NOTE: Generated from Galaxy screen on 09/25/2001 2:05 PM

Transaction Date	Transaction ID	Fund	School	Resource	PY	Goal	Function	Object	Revenue/Expenditures	Document Number	Accrual Number	Reference
07/01/2001	OS00009011	06	504	6500	0	5750	1114	4300	0.00	P13824		ABLE NET INC
07/01/2001	OS00004055	06	506	6500	0	5750	1114	4300	0.00	P13740		PERRIS SCHOOL DISTRICT
07/01/2001	OS00005080	06	507	6500	0	5750	1114	4300	0.00	P13883		TARGET
07/01/2001	OS00005061	06	507	6500	0	5750	1114	4300	0.00	P13864		TARGET
07/02/2001	OS00016340	06	508	6500	0	5750	1114	4300	9.72	R18618		SUPPLIES REQUISITION
07/03/2001	OS00016552	06	507	6500	0	5750	1114	4300	0.00	P14204		TARGET
07/03/2001	OS00016532	06	507	6500	0	5750	1114	4300	0.00	P14205		A+ TEACHING MATERIALS
07/03/2001	OS00016537	06	507	6500	0	5750	1114	4300	0.00	P14202		TARGET
07/03/2001	OS00016979	06	507	6500	0	5750	1114	4300	0.00	P14203		TARGET
07/03/2001	OS00017377	06	507	6500	0	5750	1114	4300	0.00	P14215		A+ TEACHING MATERIALS
07/05/2001	BS00000001	06	500	6500	0	5750	1114	4300	0.00			ADOPTED BUDGET
07/05/2001	BS00000001	06	500	6500	0	5750	1114	4300	0.00			REVISED BUDGET
07/05/2001	BS00000001	06	500	6500	0	5751	1114	4300	0.00			ADOPTED BUDGET
07/05/2001	BS00000001	06	500	6500	0	5751	1114	4300	0.00			REVISED BUDGET
07/05/2001	BS00000001	06	502	6500	0	5750	1114	4300	0.00			ADOPTED BUDGET
07/05/2001	BS00000001	06	502	6500	0	5750	1114	4300	0.00			REVISED BUDGET
07/05/2001	BS00000001	06	502	6500	0	5751	1114	4300	0.00			ADOPTED BUDGET
07/05/2001	BS00000001	06	502	6500	0	5751	1114	4300	0.00			REVISED BUDGET
07/05/2001	OS00018381	06	503	6500	0	5750	1114	4300	0.00	P14243		CM SCHOOL SUPPLY
07/05/2001	BS00000001	06	503	6500	0	5750	1114	4300	0.00			ADOPTED BUDGET
07/05/2001	BS00000001	06	503	6500	0	5750	1114	4300	0.00			REVISED BUDGET
07/05/2001	BS00000001	06	503	6500	0	5751	1114	4300	0.00			ADOPTED BUDGET
07/05/2001	BS00000001	06	503	6500	0	5751	1114	4300	0.00			REVISED BUDGET
07/05/2001	OS00018291	06	504	6500	0	5750	1114	4300	0.00	P14242		TFH (USA) LIMITED
07/05/2001	BS00000001	06	504	6500	0	5750	1114	4300	0.00			ADOPTED BUDGET
07/05/2001	BS00000001	06	504	6500	0	5750	1114	4300	0.00			REVISED BUDGET
07/05/2001	BS00000001	06	504	6500	0	5751	1114	4300	0.00			ADOPTED BUDGET
07/05/2001	BS00000001	06	504	6500	0	5751	1114	4300	0.00			REVISED BUDGET

Step 4.
Choose File/Print to print the data.

When the print dialog box appears, adjust the parameters as necessary.

Step 5.

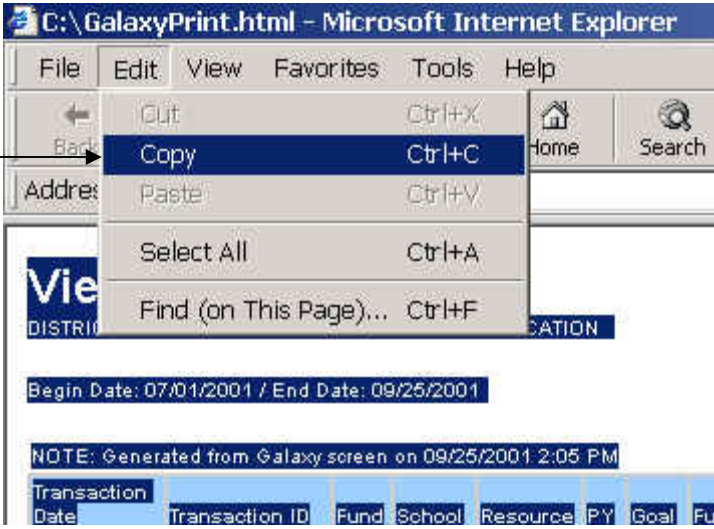
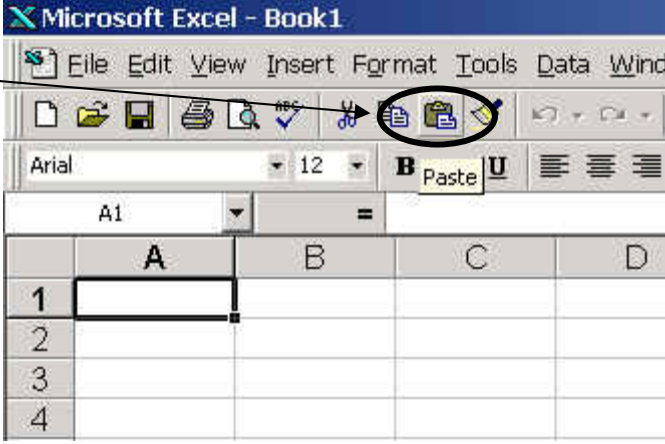
To copy the data to Excel, choose Edit/Select All.



All of the data will be selected.

A screenshot of the 'View Detail Account' page in Microsoft Internet Explorer. The page title is 'View Detail Account' for 'DISTRICT 99 - RIVERSIDE COUNTY OFFICE OF EDUCATION'. It shows a table of transactions with columns for Date, Transaction ID, Fund, School, Resource, PY, Goal, Function, Object, Revenue/Expenditures, Document Number, Accrual Number, and Reference. The table contains 30 rows of data, including entries for 'ABLE NET INC', 'PERRIS SCHOOL DISTRICT', 'TARGET', 'SUPPLIES REQUISITION', 'A+ TEACHING MATERIALS', 'ADOPTED BUDGET', and 'REVISED BUDGET'. The 'Revenue/Expenditures' column shows values of 0.00 or 3.00. The 'Document Number' column shows values like P13824, P13740, P13883, P13884, R18818, P14204, P14205, P14202, P14203, P14215, P14214, P14243, P14242, and P14242.

Transaction Date	Transaction ID	Fund	School	Resource	PY	Goal	Function	Object	Revenue/Expenditures	Document Number	Accrual Number	Reference
07/01/2001	0800009011	06	204	2500	0	5750	1114	4300	0.00	P13824		ABLE NET INC
07/01/2001	0800004055	06	208	2500	0	5750	1114	4300	0.00	P13740		PERRIS SCHOOL DISTRICT
07/01/2001	0800005080	06	207	2500	0	5750	1114	4300	0.00	P13883		TARGET
07/01/2001	0800005081	06	207	2500	0	5750	1114	4300	0.00	P13884		TARGET
07/02/2001	0800016340	06	208	2500	0	5750	1114	4300	3.72	R18818		SUPPLIES REQUISITION
07/03/2001	0800016562	06	207	2500	0	5750	1114	4300	0.00	P14204		TARGET
07/03/2001	0800016532	06	207	2500	0	5750	1114	4300	0.00	P14205		A+ TEACHING MATERIALS
07/03/2001	0800016537	06	207	2500	0	5750	1114	4300	0.00	P14202		TARGET
07/03/2001	0800016979	06	207	2500	0	5750	1114	4300	0.00	P14203		TARGET
07/03/2001	0800017377	06	207	2500	0	5750	1114	4300	0.00	P14215		A+ TEACHING MATERIALS
07/05/2001	8500000001	06	200	2500	0	5750	1114	4300	0.00			ADOPTED BUDGET
07/05/2001	8500000001	06	200	2500	0	5750	1114	4300	0.00			REVISED BUDGET
07/05/2001	8500000001	06	200	2500	0	5751	1114	4300	0.00			ADOPTED BUDGET
07/05/2001	8500000001	06	200	2500	0	5751	1114	4300	0.00			REVISED BUDGET
07/05/2001	8500000001	06	202	2500	0	5750	1114	4300	0.00			ADOPTED BUDGET
07/05/2001	8500000001	06	202	2500	0	5750	1114	4300	0.00			REVISED BUDGET
07/05/2001	8500000001	06	202	2500	0	5751	1114	4300	0.00			ADOPTED BUDGET
07/05/2001	8500000001	06	202	2500	0	5751	1114	4300	0.00			REVISED BUDGET
07/05/2001	0800016381	06	208	2500	0	5750	1114	4300	0.00	P14243		CM SCHOOL SUPPLY
07/05/2001	8500000001	06	208	2500	0	5750	1114	4300	0.00			ADOPTED BUDGET
07/05/2001	8500000001	06	208	2500	0	5750	1114	4300	0.00			REVISED BUDGET
07/05/2001	8500000001	06	208	2500	0	5751	1114	4300	0.00			ADOPTED BUDGET
07/05/2001	8500000001	06	208	2500	0	5751	1114	4300	0.00			REVISED BUDGET
07/05/2001	0800018281	06	204	2500	0	5750	1114	4300	0.00	P14242		TFH (USA) LIMITED
07/05/2001	8500000001	06	204	2500	0	5750	1114	4300	0.00			ADOPTED BUDGET
07/05/2001	8500000001	06	204	2500	0	5750	1114	4300	0.00			REVISED BUDGET
07/05/2001	8500000001	06	204	2500	0	5751	1114	4300	0.00			ADOPTED BUDGET
07/05/2001	8500000001	06	204	2500	0	5751	1114	4300	0.00			REVISED BUDGET

<p>Step 6. Choose Edit/Copy to copy the data to the clipboard.</p>	 <p>The screenshot shows the Microsoft Internet Explorer window titled 'C:\GalaxyPrint.html - Microsoft Internet Explorer'. The 'Edit' menu is open, and the 'Copy' option is highlighted. Other menu items include Cut (Ctrl+X), Paste (Ctrl+V), Select All (Ctrl+A), and Find (on This Page)... (Ctrl+F). The background shows a web page with a table header: 'Transaction Date', 'Transaction ID', 'Fund', 'School', 'Resource', 'PY', 'Goal', 'Fu'.</p>
<p>Step 7. Open Excel and click the Paste button to retrieve the data from the clipboard.</p>	 <p>The screenshot shows the Microsoft Excel window titled 'Microsoft Excel - Book1'. The 'Paste' button on the toolbar is circled in red. The spreadsheet grid is visible with columns A, B, C, D and rows 1, 2, 3, 4. Cell A1 is selected.</p>

Step 8.
 The data can now be formatted, sorted, and/or printed.

The screenshot displays an Excel spreadsheet titled 'View Detail Account' for District 99 - Riverside County Office of Education. The data is organized into columns for Transaction Date, Transaction ID, Fund, School, Resource, PY, Goal, Function, Object, Revenue/Expenditures, Document Number, and Accrual Number. The transactions listed include:

Transaction Date	Transaction ID	Fund	School	Resource	PY	Goal	Function	Object	Revenue/Expenditures	Document Number	Accrual Number
7/9/2001	0500005011	6	504	6500	0	5750	104	4300	0	P13024	
7/9/2001	0500004055	6	506	6500	0	5750	104	4300	0	P13749	
7/9/2001	0500005060	6	507	6500	0	5750	104	4300	0	P13062	
7/9/2001	0500005061	6	507	6500	0	5750	104	4300	0	P13064	
7/2/2001	0500015340	6	508	6500	0	5750	104	4300	3.72	R56918	
7/9/2001	0500016552	6	507	6500	0	5750	104	4300	0	P14204	
7/9/2001	0500016532	6	507	6500	0	5750	104	4300	0	P14205	
7/9/2001	0500016537	6	507	6500	0	5750	104	4300	0	P14202	
7/9/2001	0500016979	6	507	6500	0	5750	104	4300	0	P14203	
7/9/2001	0500017377	6	507	6500	0	5750	104	4300	0	P14205	
7/9/2001	0500000001	6	500	6500	0	5750	104	4300	0		
7/9/2001	0500000001	6	500	6500	0	5750	104	4300	0		
7/9/2001	0500000001	6	500	6500	0	5750	104	4300	0		
7/9/2001	0500000001	6	502	6500	0	5750	104	4300	0		
7/9/2001	0500000001	6	502	6500	0	5750	104	4300	0		
7/9/2001	0500000001	6	502	6500	0	5750	104	4300	0		
7/9/2001	0500000001	6	502	6500	0	5750	104	4300	0		
7/9/2001	0500000001	6	502	6500	0	5750	104	4300	0		
7/9/2001	0500000001	6	500	6500	0	5750	104	4300	0		
7/9/2001	0500000001	6	500	6500	0	5750	104	4300	0		
7/9/2001	0500000001	6	502	6500	0	5750	104	4300	0		
7/9/2001	0500000001	6	502	6500	0	5750	104	4300	0		
7/9/2001	0500000001	6	500	6500	0	5750	104	4300	0		
7/9/2001	0500000001	6	500	6500	0	5750	104	4300	0		

Step 9.
 A confirmation window will appear in Galaxy to let you know that the print has been completed.

The screenshot shows the 'View Detail Account' window with a confirmation dialog box. The dialog box contains the following text:

Print is completed.
 Go to the opened web browser to view and print the data.
 NOTE: Refresh (F5) the browser to show latest data if browser was previously opened.

An arrow points from the text 'Click OK.' in the adjacent column to the 'OK' button in the dialog box.

It also advises about switching to the browser in case it did not switch automatically. The browser display may also need to be refreshed by clicking the Refresh button in the browser

Click OK.