Print a Form Quickly using Ellucian Colleague WebUI 4.4

To capture a screenshot of the current form in the old version of Datatel, one had to use the Print Screen button on the keyboard in conjunction with PrintKey-Pro. The new version of Ellucian Colleague (formerly Datatel) allows you to print a form with one click.

1. After you have opened a mnemonic (form) in WebUI, click the printer icon in the upper right hand corner of the active form. This button will not be available if the mnemonic is requesting user input (for example, a student number or date).

2. The printer dialogue window will appear allowing you to choose a local printer. Click Print to send the current form to your printer.