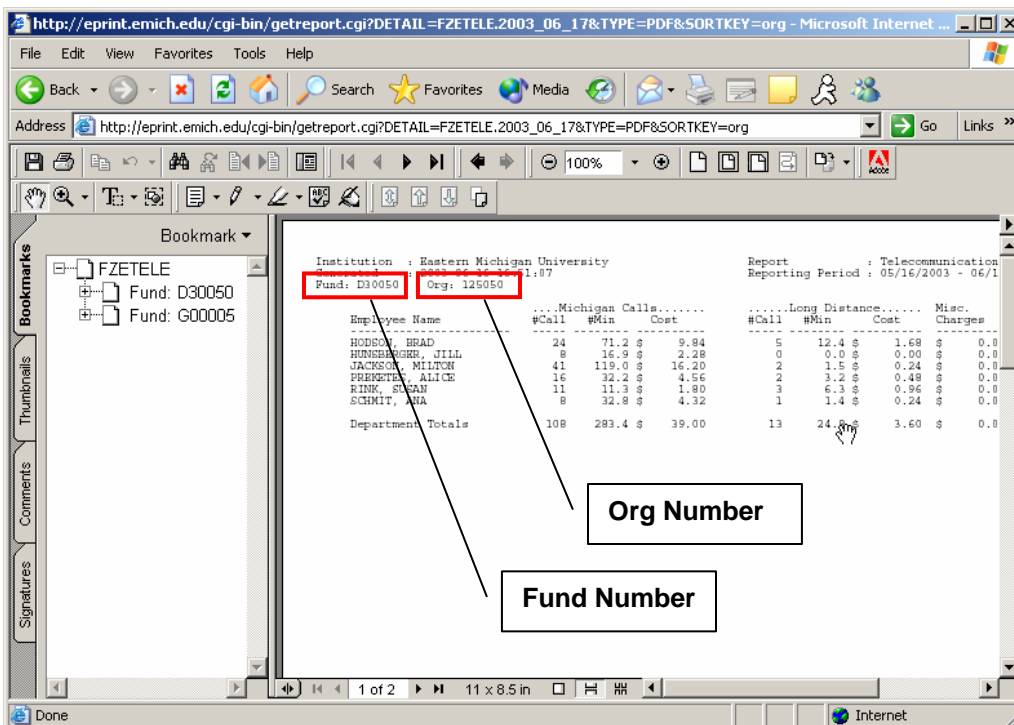


## FZETELE - Telecommunications Chairperson Report

FZETELE is the Telecommunications Chairperson report. This will give you summary data on phone calls made by individuals in your department. Follow these steps to print your FZETELE report:

1. From the List of Reports screen, click on the **Drill** icon next to the **FZETELE** report listing. This will open the Report Detail Screen for FZETELE.
2. Click on the **Magnifying Glass** icon next to the report you want to print out. This will open the Pick Pages screen.
3. Type your Org number into the search box and click the **GO** button under the search box.
4. Click on the **PDF** icon to open the report.

To find your General Fund information you need to check the Fund numbers on the reports. You may have Designated Funds and/or Grants affiliated with your Org number.



You may need to scroll down to find the General Fund number (G00005). If you track the other Funds affiliated with this Org number, you can simply print all the pages of the report and sort the hardcopy by Fund number.

5. To return to Eprint, click on the **Back** button in the browser, then click on the **Production Repository** link on the Eprint interface.