

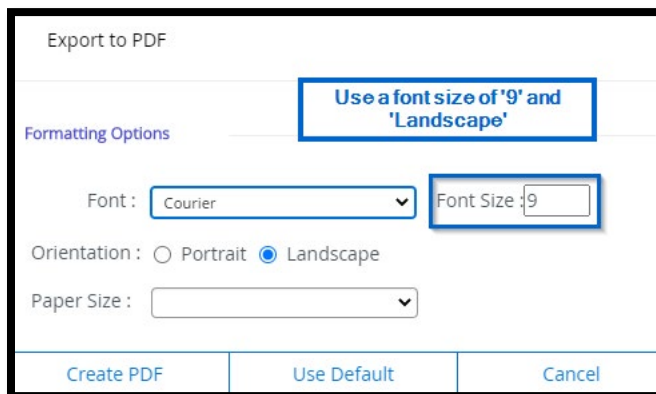
# REPORT PRINTING OPTIONS

When your report displays on the screen, you will have three options available to you:

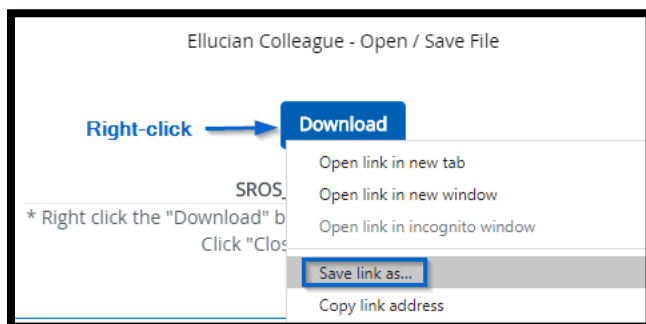


## 1. EXPORT PDF:

You can choose **Export PDF** to save your report in PDF format. Use these recommended settings and click on 'Create PDF':

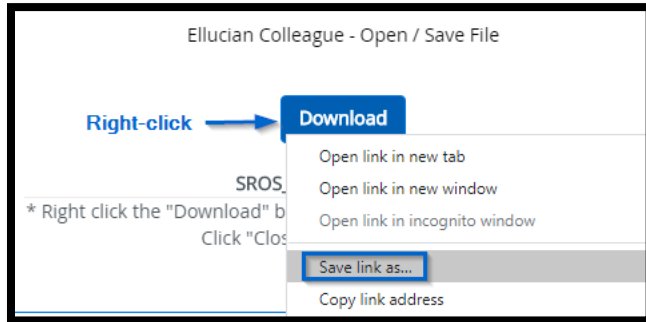


Then follow these steps to save the pdf to your favorite location on your device:



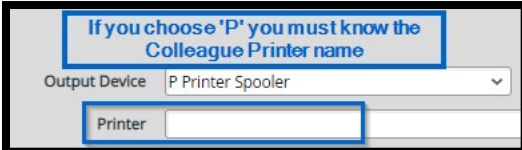
## 2. SAVE AS:

You can choose **Save As** to save your report in a text file. Follow these steps to save the text file to your favorite location on your device:



## 3. PRINT REMOTE:

Use the **Print Remote** option to print directly to a printer but you must know the name of the Colleague printer. If you do not know the name of the printer, submit a Colleague Help Desk Ticket. The Printer field **MUST** be filled in:



The screenshot shows a print settings form. At the top, a blue-bordered box contains the text: "If you choose 'P' you must know the Colleague Printer name". Below this, there is a dropdown menu labeled "Output Device" with "P Printer Spooler" selected. Below the dropdown is a text input field labeled "Printer" which is currently empty.