





Printing Instructions for SFPS Transportation Reports May 26, 2004

All of the data entered and reported through the SFPS web-based system can be printed for review. There are two different methods of accomplishing this as follows:

1) To print an individual data screen (not a complete report)


Select the button on the top right that looks like:  **PRINTER VERSION**

This will change the appearance of the screen to remove all of the web formatting and title boxes, and create a printer-friendly page. Select the print button on your browser to print this page.

To return to the normal page, select the button on the top right that looks like:  **BACK TO FULL VERSION**

2) To print a complete document that includes all portions of the T-report being worked on:

(All reports in this system are generated through a Crystal Reports program, which requires several extra steps in creating a printed report)

- a. Select the reports menu (or select the report directly from the completion page.)
- b. Select the report for the desired fiscal year. (If printing from the completion page, this will already have been done. If printing from the reports menu, you will have to select the fiscal year)
- c. From the new window, select the  icon on the gray command bar.
- d. From the new window, click on the down arrow in the drop down box and select "Portable Document Format (.pdf)"
- e. Select "Click here to start download of exported report"
- f. After the report generates, a new window will open. Select the print icon to start the report.

3) To export your report to Word or Excel:

Follow the directions as listed in 2) above until step (d.) At that point, select the option Microsoft Word, or Microsoft Excel, and then continue on as above.