Job Aid: Remote Access – CalPlanning – Printing a Report
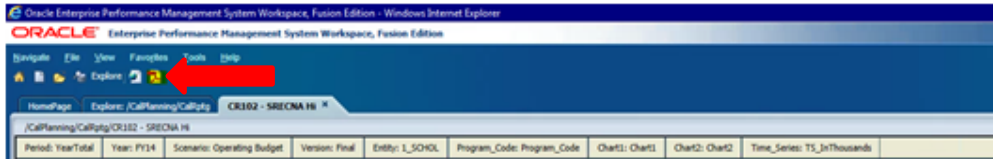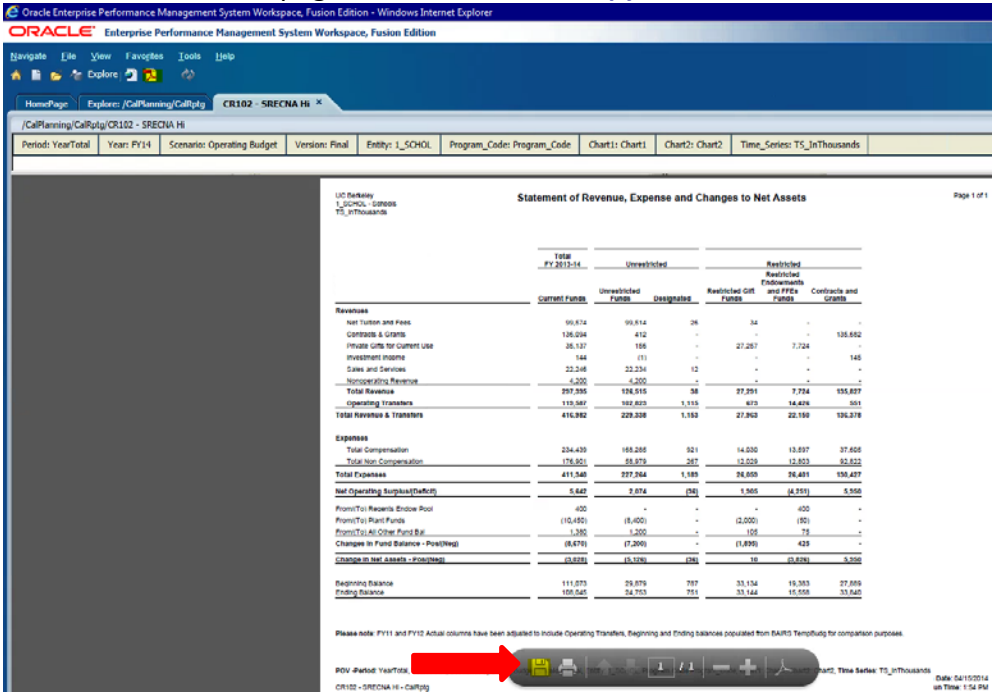
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Remote Access – CalPlanning – Printing a Report – PDF

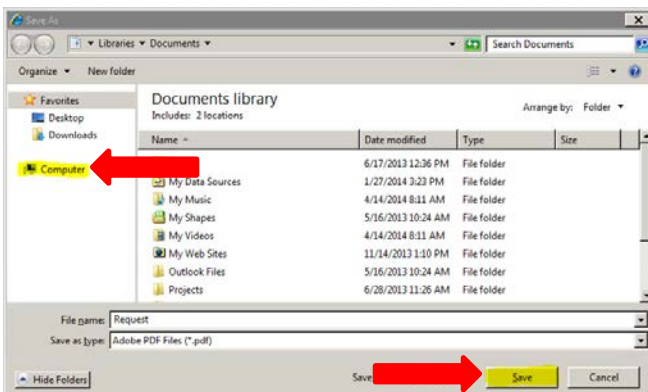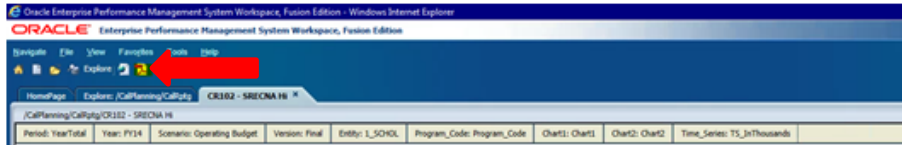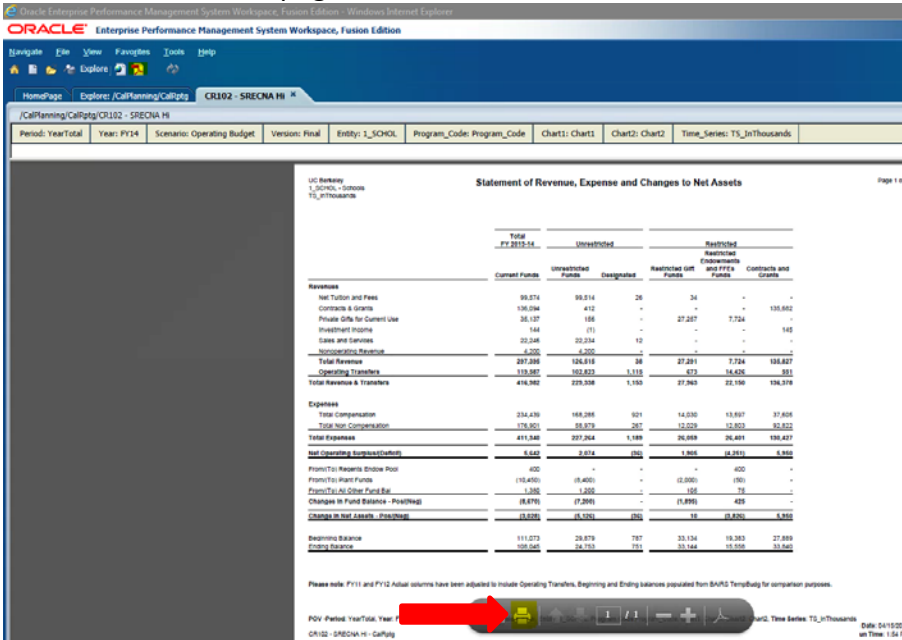| 1.	You are accessing CalPlanning remotely and you want to create a PDF of a CalPlanning report.
2.	From the header menu, select the **PDF** icon.
3.	At the bottom of the page, select the **Save a Copy** icon. Note: If you do not see the icons at the bottom of the page, move your mouse to the middle center of the page and they will appear.
4.	From the Save As pop up window, click on **Computer** and navigate to the location you wish to save the PDF. Select **Save**. **NOTE: <u>Do not</u> select the option to save to Desktop as it will result in file being saved to the server's desktop, not the user's.**
5.	**End of Procedure.**

Remote Access – CalPlanning – Printing a Report – Printer

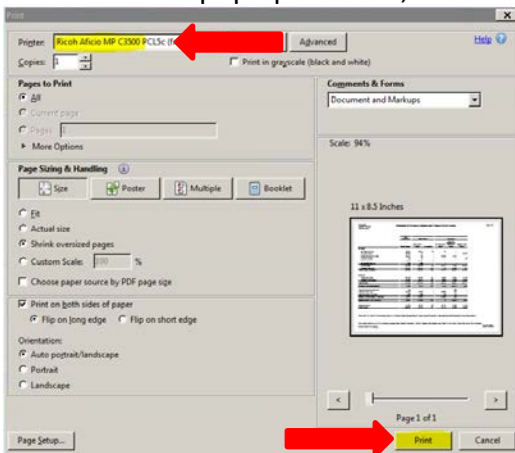| 1.	You are accessing CalPlanning remotely and you want to print a CalPlanning report.
2.	From the header menu, select the **PDF** icon.
3.	At the bottom of the page, select the **Print file** icon. Note: If you do not see the icons at the bottom of the page, move your mouse to the middle center of the page and they will appear.
4.	From the Print pop up window, select the desired printer from the drop down list and select **Print**. **NOTE: Do not select the option to save to Desktop as it will result in file being saved to the server's desktop, not the user's.**
5.	**End of Procedure.**