
Remote Access – BAIRS – Printing and Saving a Report

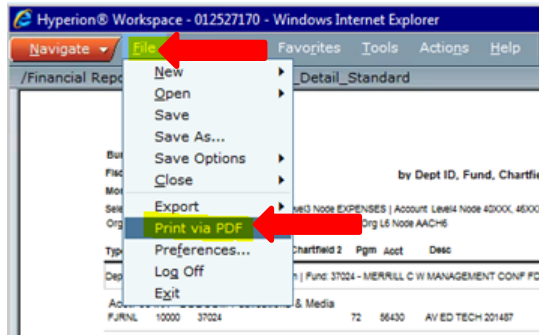
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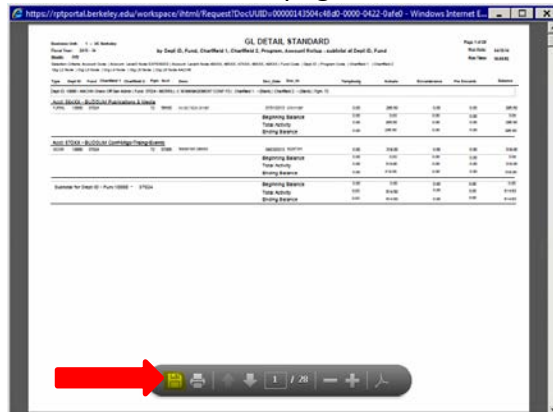
Remote Access – BAIRS – Printing a Report – PDF – HTML

1. You are accessing BAIRS remotely and you want to create a PDF of a BAIRS HTML report.

From the header menu, select **File, Print via PDF**.



2. At the bottom of the page, select the **Save a Copy** icon.



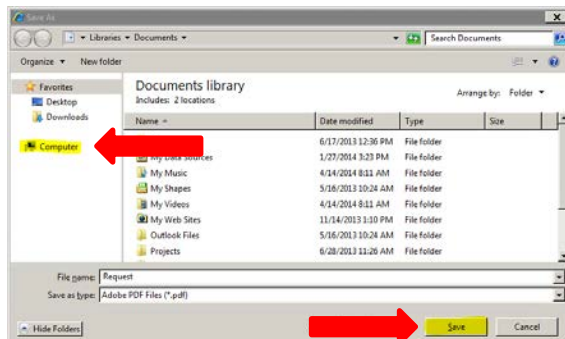
Note: If you do not see the icons at the bottom of the page, move your mouse to the middle center of the page and they will appear.

From the Save As pop up window, click on **Computer** and navigate to the location you wish to save the PDF.

For example:

- 1) C: drive > Users > your name > Desktop (or folder) or
- 2) The network drive that your Desktop is on (for example H: drive for computers set up by CSS IT) or
- 3) Your shared drive

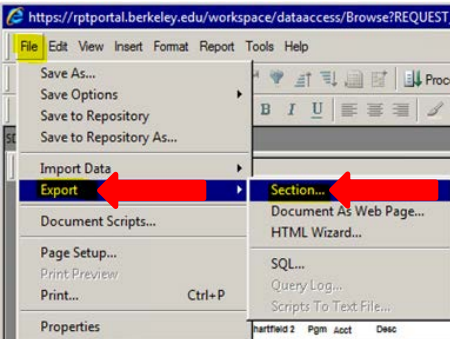
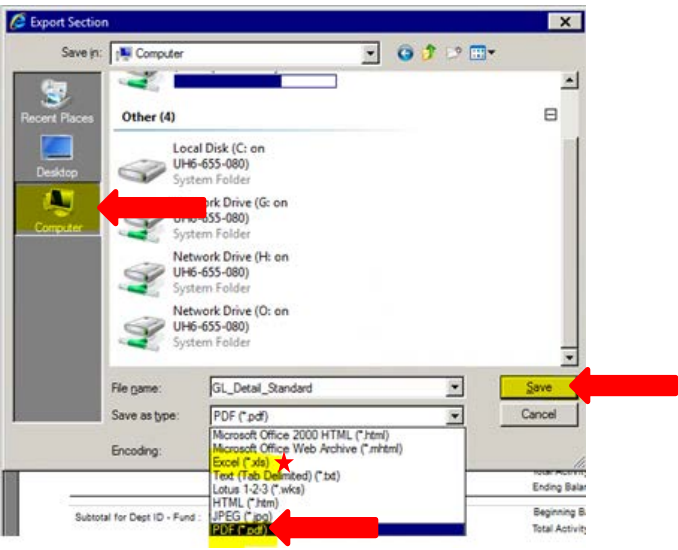
Select **Save**.



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.

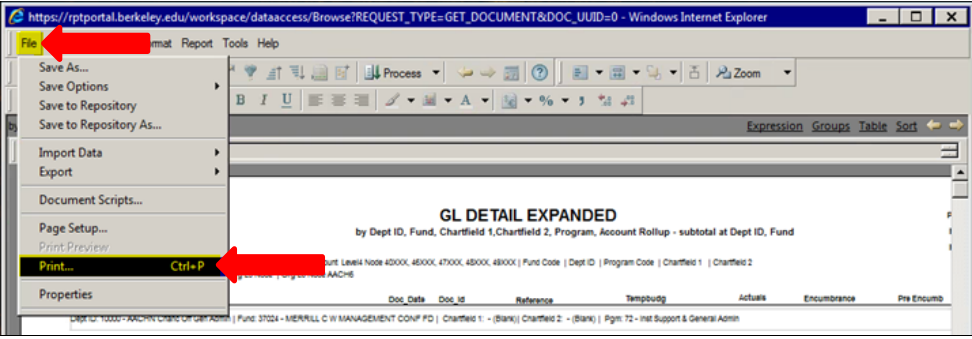
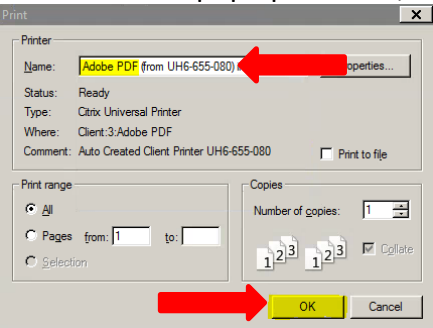
5. **End of Procedure.**

Remote Access – BAIRS – Printing a Report – Export to PDF – Interactive Reporting

1.	You are accessing BAIRS remotely and you want to create a PDF of a BAIRS Interactive Reporting report.
2.	<p>From the header menu, select File, Export, Section.</p> 
3.	<p>From the Export Section pop up window, select PDF in the drop down list, click on Computer and navigate to the location you wish to save the PDF.</p> <p>For example:</p> <ol style="list-style-type: none"> 1) C: drive > Users > your name > Desktop (or folder) or 2) The network drive that your Desktop is on (for example H: drive for computers set up by CSS IT) or 3) Your shared drive <p>Select Save.</p>  <p>★ You can also export to Excel by selecting Excel in the drop down list.</p> <p>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.</p>
4.	The completed PDF will now be saved to your selected location.
5.	End of Procedure.

Remote Access – BAIRS – Printing a Report – Print to PDF – Interactive Reporting

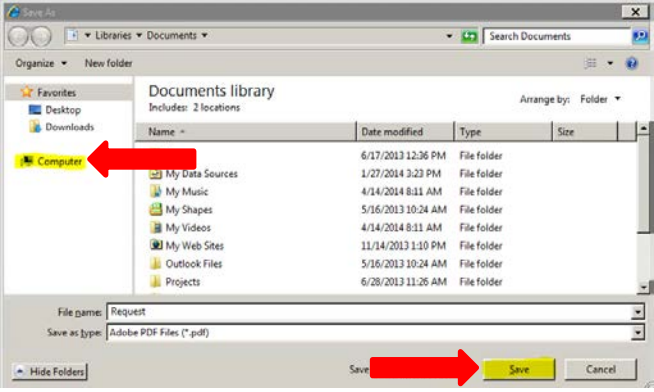
1. You are accessing BAIRS remotely and you want to create a PDF of a BAIRS Interactive Reporting report.

2. From the header menu, select **File, Print**.
 
3. From the Print pop up window, select Adobe PDF in the drop down list and select **OK**.
 
4. From the Save As pop up window, click on **Computer** and navigate to the location you wish to save the PDF.

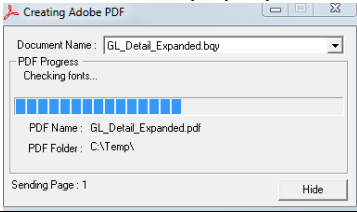
For example:

 - 1) C: drive > Users > your name > Desktop (or folder) or
 - 2) The network drive that your Desktop is on (for example H: drive for computers set up by CSS IT) or
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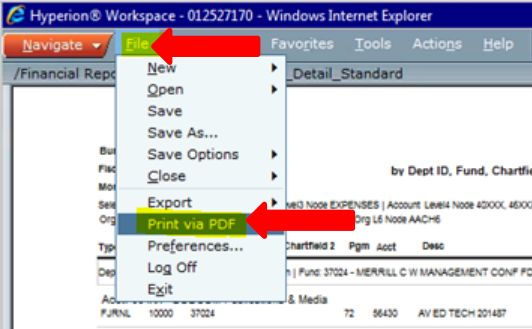
Select **Save**.

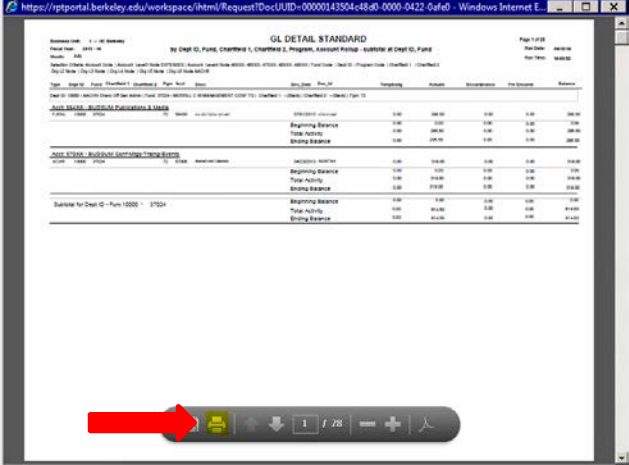


NOTE: Do not select the option to save to Desktop as it will result in file being saved to the server's desktop, not the user's.

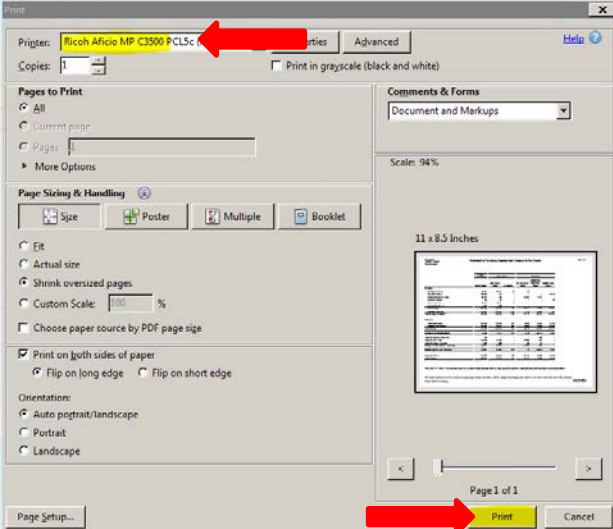
5.	<p>A brief Adobe pop up window will display and automatically close once the process is complete.</p> 
6.	The completed PDF will be displayed and will now be saved to your selected location.
7.	End of Procedure.

Remote Access – BAIRS – Printing a Report – Printer – HTML

1. You are accessing BAIRS remotely and you want to print a BAIRS HTML report.
2. From the header menu, select **File, Print via PDF**.
 

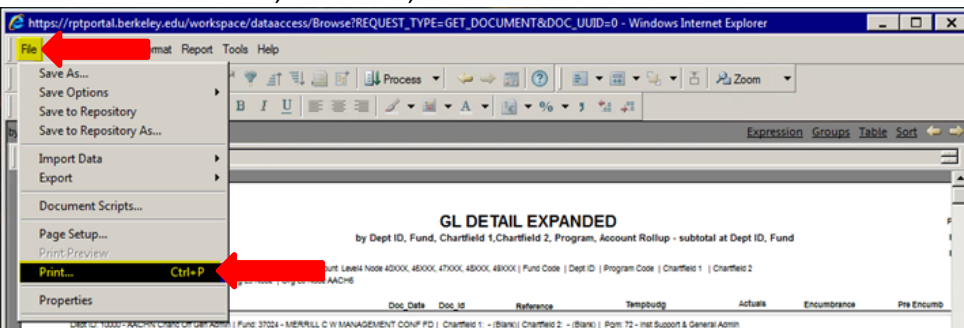
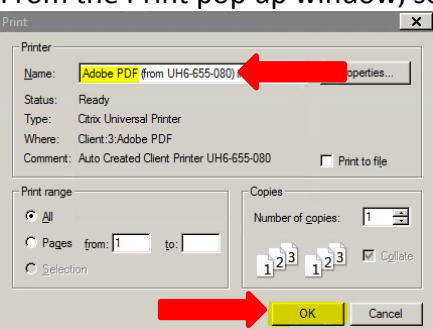
The screenshot shows the 'File' menu in a web browser window titled 'Hyperion® Workspace - 012527170 - Windows Internet Explorer'. The 'Print via PDF' option is highlighted in yellow, and a red arrow points to it. Other menu items include New, Open, Save, Save As..., Save Options, Close, Export, Preferences..., Log Off, and Exit.
3. At the bottom of the page, select the **Print** icon.
 

The screenshot shows a 'GL DETAIL STANDARD' report page. At the bottom of the page, there is a navigation bar with several icons. A red arrow points to the print icon, which is a printer symbol.

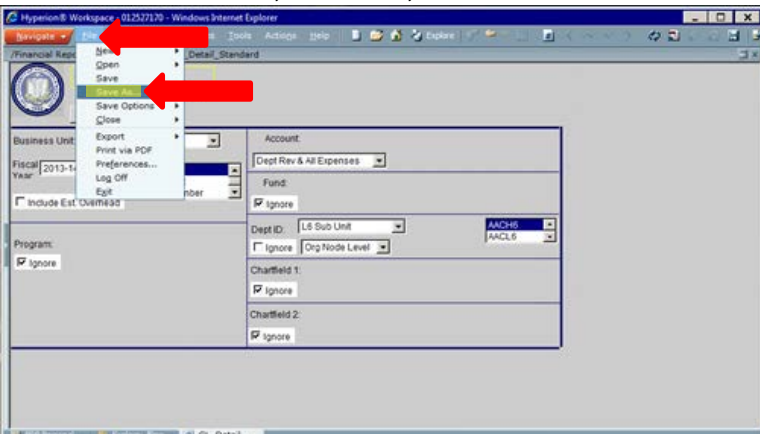
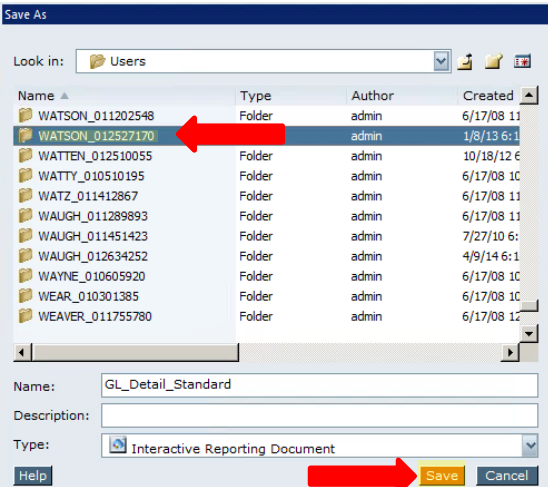
Note: If you do not see the icons at the bottom of the page, move your mouse to the middle center of the page and they will appear.
4. From the Print pop up window, select the desired printer in the drop down list and select **Print**.
 

The screenshot shows a Windows 'Print' dialog box. The printer selected is 'Ricoh Aficio MP C3500 PCLSc'. The 'Print' button at the bottom right is highlighted in yellow with a red arrow. Other options include 'Copies: 1', 'Print in grayscale (black and white)', 'Pages to Print', 'Page Sizing & Handling', and 'Comments & Forms'.
5. **End of Procedure.**

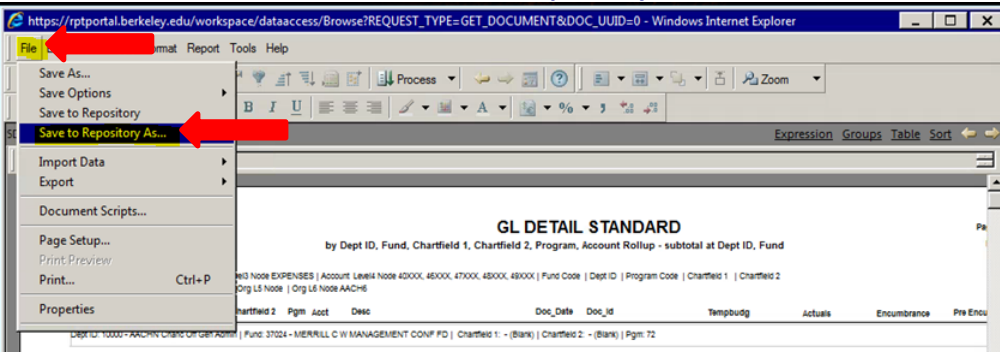
Remote Access – BAIRS – Printing a Report – Printer – Interactive Reporting

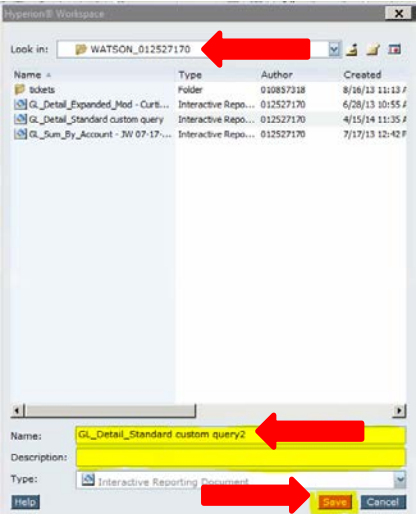
1.	You are accessing BAIRS remotely and you want to print a BAIRS Interactive Reporting report.
2.	<p>From the header menu, select File, Print.</p>  <p>The screenshot shows a web browser window with the address bar containing a URL from the Berkeley.edu workspace. The 'File' menu is open, and the 'Print...' option is highlighted with a red arrow. The background displays a report titled 'GL DETAIL EXPANDED' with various columns and data.</p>
3.	<p>From the Print pop up window, select the desired printer in the drop down list and select OK.</p>  <p>The screenshot shows a 'Print' dialog box. The 'Printer' section has a dropdown menu with 'Adobe PDF (from UH6-655-080)' selected, indicated by a red arrow. The 'Print range' section has 'All' selected. The 'Copies' section has 'Number of copies' set to 1. The 'OK' button is highlighted with a red arrow.</p>
4.	End of Procedure.

Remote Access – BAIRS – Saving Custom Queries – HTML

1. You are accessing BAIRS remotely and you have customized a BAIRS HTML query and want to save it.
- From the header menu, select **File, Save As**.
- 
- 2.
- From the Save As dialog box, navigate in the **Look In** field via Root/Users/ to the your User folder, edit the query Name and Description as needed, select **Save**
- 
- 3.
4. **End of Procedure.**

Remote Access – BAIRS – Saving Custom Queries – Interactive Reporting

1. You are accessing BAIRS remotely and you have customized a BAIRS Interactive Reporting query and want to save it.
2. From the header menu, select **File, Save to Repository As**.
 

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.
3. From the Save As dialog box, navigate to the appropriate user's folder, edit the query Name and Description as needed, select **Save**.
 
4. **End of Procedure.**