# How to Print a PDF.

How to Print a PDF. from Different File Types

File types include: Address Change, Enrolments, Layoff, Leave, Return to Work and Terminations (excluding a Contribution File Type).

1.   From the **Dashboard**, click **Reports** located at the top right hand corner of the screen.

Tip: You can only print a PDF. from a File Type with a status of **Processed**.

⬇ Import Data ▾   ✚ Create New File   📄 Reports ▾   ❶ Tutorials ▾
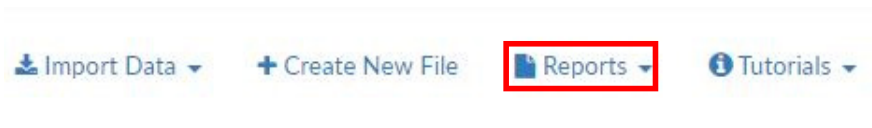
2.   From the dropdown menu select **Transaction Detail**.

3.   There are a few ways to search the documents you would like to print.

A. You may select a specific Transaction Type from the dropdown menu or leave it selected as Select All and enter the From Date and To Date.

   a. Click submit.

   b. You can either print the PDF. or Save the PDF. to your files.

B. You may select by File ID number,

   a. Click submit.

   b. You can either print the PDF. or Save the PDF. to your files.

C. You may select by SIN or Employee ID number and enter the From Date and To Date. ,

   a. Click submit.

   b. You can either print the PDF. or Save the PDF. to your files.

Tip: Under the **Print Option** you can either select **Single** or **Multiple**.

Single: if you have more than one record in a file type, the single print option will produce one document and separate the records by a page break.

Multiple: if you have more than one record in a file type, the multiple print option will produce separate PDF. documents that you can save electronically or print the PDF.