

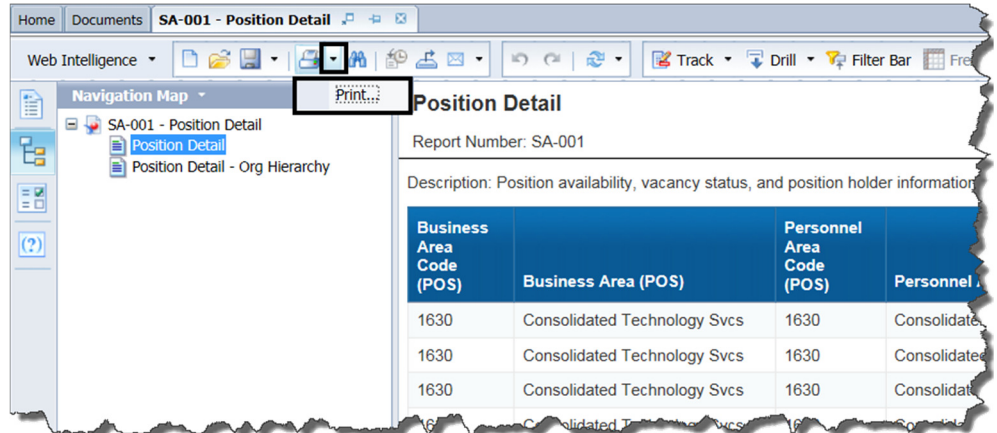
## Print a Report

Web Intelligence (WebI) reports can be printed with a variety of options. For example, you can print all of the report tabs or only the current report tab (view).

- ✓ WebI will convert the document to PDF (portable document format).
- ✓ Always consider data contents before printing reports. If your document contains employee name or personnel number, you may need to purge or anonymize the personal information before printing.

### 1. Select: **Print...**

→ WebI will display print options.



### 2. Input: **Print options.**

### 3. Select: **Print.**

→ WebI prompt you to Open or Save your PDF.

