

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

- Always consider data contents before exporting a document to shared files. If your document contains employee name or personnel number, you may need to purge or anonymize the personal information before sending it to a non-secure location.
- 1. Select: Print.

→ Webl uses standard options to print reports. This will be very similar to how you print files in other modern business systems.

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Prompts	🖶 Print	Ctrl+P				
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Position Detail	⑦ Help					
Position Detail	Position Detail (i) About					
Report Number: SA-001						

Description: Position availability, vacancy status, and position holder information.

2. Select: Range. Range Layout → You can change the layout Range settings if needed or use the Range default layout settings. All reports Margins 3. Select: Print. Current report 0.28 + inches Bottom: -0.28 Top: + inches + inches Right: 0.10 + inches Left: 0.10 → Webl will convert the All Scaling document to PDF (portable Current Page Adjust to: 100 + % document format) so that you O Fit to: 0 + page(s) wide - 0 + pages(s) tall O Pages Example: 1,3,5-11 can print it. Page Size Legal \sim Orientation Portrait Landscape Print Cancel