







Printing Management and Diagnostic Reports

Objectives:

- Print management and diagnostic reports in 2 easy steps
- 2 Learn how to print your report using keyboard shortcuts
- 3 Print your report using your preferred printing option





Printing Management and Diagnostic Reports

First, hover your cursor over the reports tab and select managements reports. Next, find and select the report you intend to generate.

Once the report is generated, you have two options to print the report.

Option 1: You can print the report by pressing the following keyboard keys in your computer:

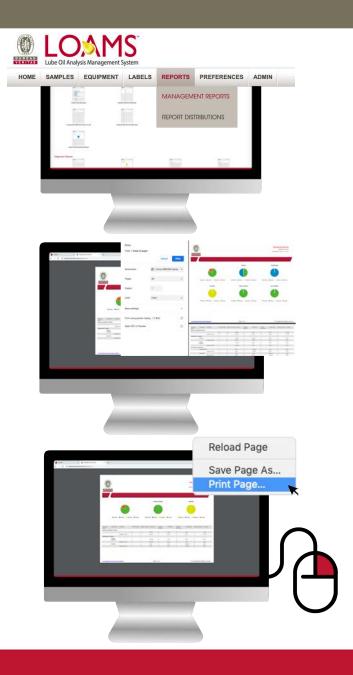
PC users: Press and hold CtrI+P

Mac users: Press and hold Command+P

Option 2: You can also print the report by right clicking your mouse and selecting the print option.



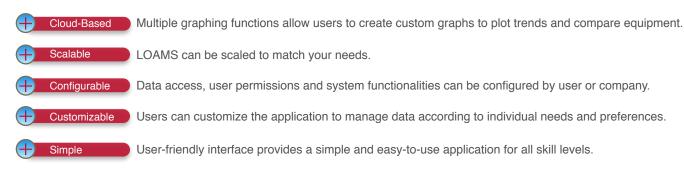
Please note, your right click menu options will vary depending on the browser you use.







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LOAMS SUPPORT DESK

Phone: 1.800.655.4473

Email: LOAMS@us.bureauveritas.com