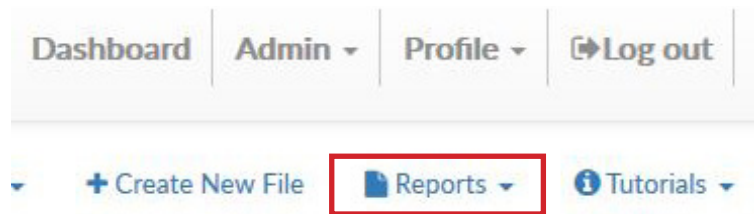## How to Print a PDF. from Different File Types

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.

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

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.

NOTE: 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.