Printing a document or report

If your print preferences are set to 0, or you wish to print an additional copy of your report results, you can use the Reprint function in Themis.

**Important:** for Financial Statement Generator (FSG) report requests you must have submitted the report request with the output option setting of Text in order to print the report in a legible report layout.

To print your report results

1. Navigate to the Requests screen.
   Select View > Requests from the menu bar, ensure that the All My Request option is selected, and then click the Find button. The Request screen will display, showing the most recent report/document requests made.

2. Click into the relevant report line to select the report to be reprinted.
   **Note:** for FSG reports, the report you select must have been submitted with the output option Text.

3. Select Tools >Reprint/Republish from the menu bar.
   The Republish and Reprint Request screen will display.
   The Printer setting will default based on your profile preferences but they can be changed if desired. Normally the number of copies is set to zero 0 by default so that your reports/documents do not automatically print when submitted.

4. Enter the number of copies to be printed in the Copies field, and then click the Apply button.
   You will be prompted to confirm your print request.

5. Click the OK button to confirm the print request.
   The report/document will print to your default or selected printer.