



# **Quick Reference Guide**



## **Printing**

There are three ways to print content from the CHIE system. The first two options allow you to print data that has been automatically fed from other systems. The third option allows you print documents that have been manually uploaded.

N.B. All information printed should be handled in accordance with your organisation's Records Management policy.

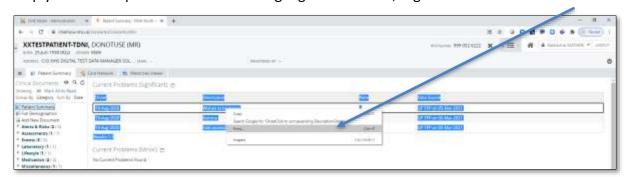
## **Option 1: Printing a selection of information**

This option allows you to highlight sections of text/data for printing.

Using your mouse, select the information you wish to print.



Keep your mouse placed on one of the highlighted sections, 'right click' and select 'Print'



Use the Destination drop down menu to print (save) as a PDF or to send to a printer.

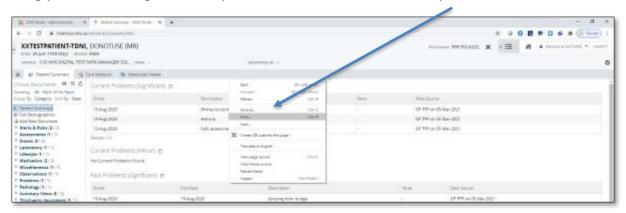
### **Option 2: Printing your current screen display**

#### Caution:

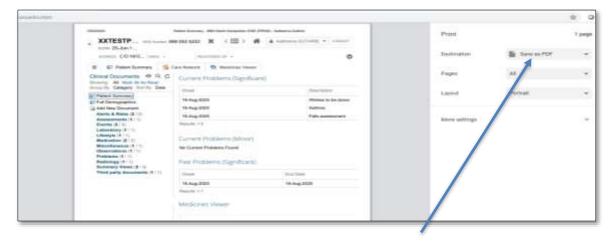
This option **only** produces prints a screen shot of everything currently displayed on your screen. The screen shot will include all side bars, menus and headers.

It will **not** print anything that is further up or down the page.

Using your mouse, 'right click' anywhere on the screen and select 'print'



A print dialogue box will appear showing a 'screen shot' of your current system view:



Use the Destination drop down menu to print (save) as a PDF or to send to a printer.

## **Option 3: Printing an uploaded document**

CHIE contains documents that have been manually uploaded to the system by a CHIE user.

Select a document in CHIE. Click on the print icon



Use the Destination drop down menu to save) as a PDF or to send to a printer.

#### **VERSION CONTROL**

Document Title	Document Type	Version	Date	Source
QRG – Printing	Crib Sheet	1.0	15/03/21	K Guthrie

## **CHANGE CONTROL**

Document Title	Version	Date	Author	Change	Purpose	Approved