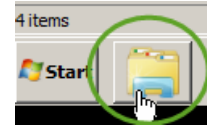




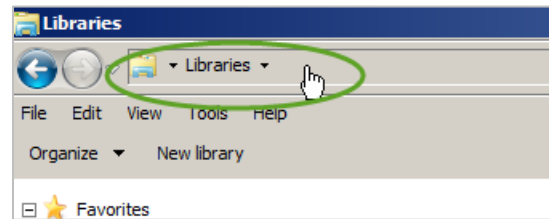
# Printing the IRP Report PDF File

You must log directly into the report server to access this report (that is, you cannot access this report from another workstation).

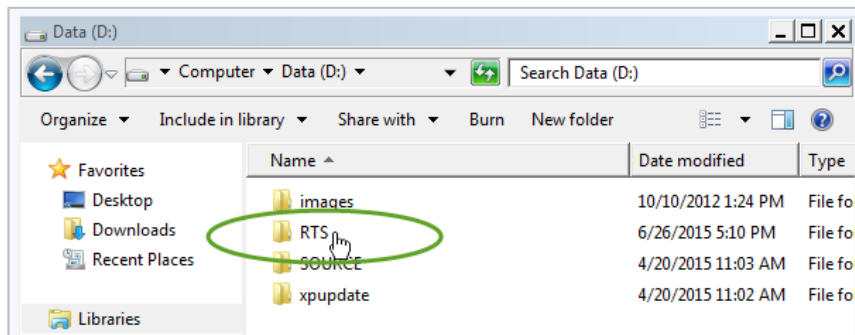
1. After logging into the RTS Report Server, locate the **File Explorer** icon on the task bar at the bottom of the screen and click it.



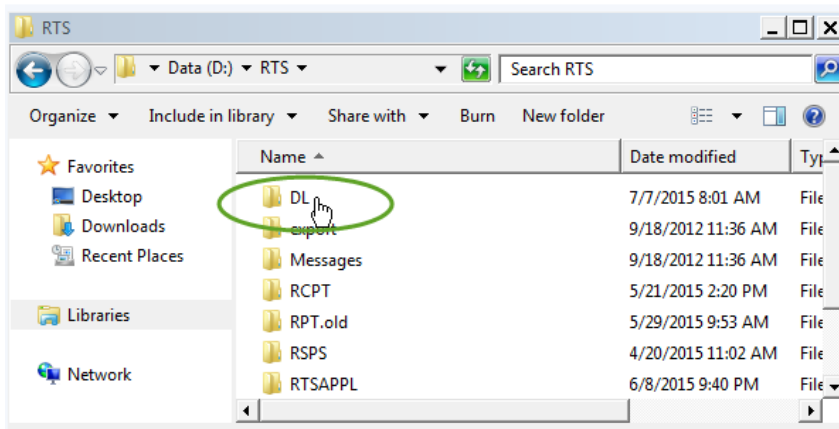
2. In the address bar at the top of the page :
  - a. Click in the open space to the right of the word **Libraries**.
  - b. On your keyboard, press the letter **D** and then the **:** (colon) key.
  - c. Press the **Enter** key.



3. In the list of folders displayed, locate and double-click the **RTS** folder.




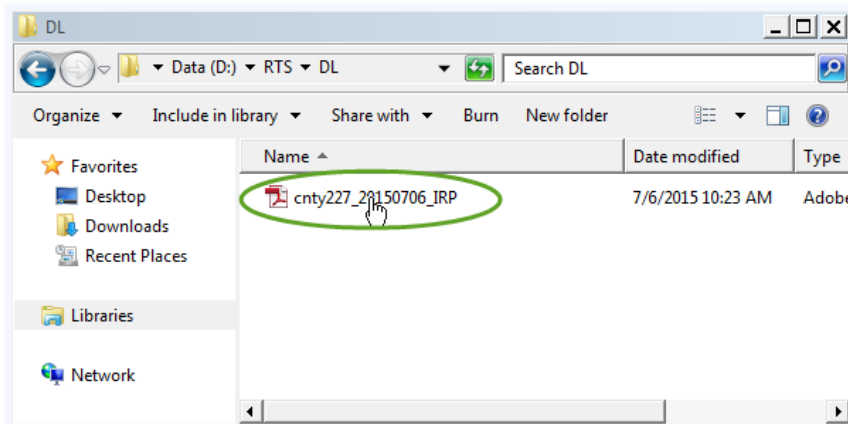
4. In the list of folders displayed, locate and double-click the **DL** folder.



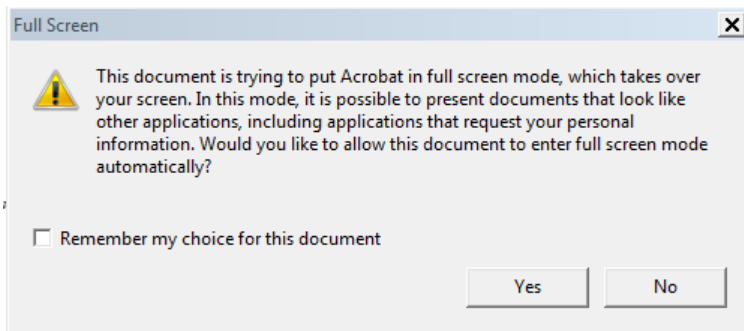


# Printing the IRP Report PDF File


5. In the list of report files displayed, locate and double-click the appropriate  report file.



6. On the **Full Screen** prompt, click the:



- **Yes** button to use your entire screen to display the report
- **No** button to display the report in a smaller window on your screen.

7. At the top of the Adobe report page, click the **File** menu and click **Print** (or click the  icon).

