

Handling Procedure 5 – Printing in Ci-Cloud

In Ci-Cloud, all printing actions generate a PDF report rather than sending directly to a physical printer. This ensures consistency, cloud accessibility, and download flexibility.

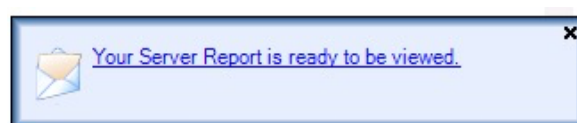
Step 1: Print the Report

1. Within any FMIS screen that offers reports, choose the print option for the desired report.
2. 'Print the report to the printer' – will default to the “CLOUDPRINTER” which has been setup to convert reports to PDF.

The screenshot shows the 'Server Report' configuration interface. The left sidebar contains sections for 'Actions to Perform' (Report Options, Submit, View Processing History, Save as Function), 'Sections to Display' (General, Extended Criteria, Output Options, Sort Order, Advanced Options, Expand All, Collapse All, Find), and 'Logical Printer'. The 'Report Options' section is active. The main content area shows the 'General' tab with a 'Destination' dropdown set to 'Print the report to the printer'. The 'Show Detail (Y,N):' is set to 'N'. The 'Extended Criteria' section indicates no criteria are currently set. The 'Output Options', 'Sort Order', and 'Advanced Options' sections are visible but empty. The 'Logical Printer' section at the bottom of the sidebar shows the current printer is 'CLOUDPRINTER' with a 'Change' link.

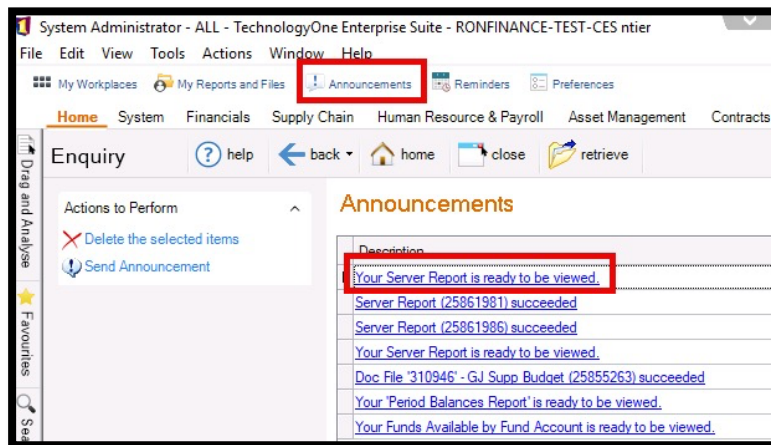
Step 2: Wait for Report Notification

- Once the report is processed, a popup will appear in the bottom-right corner of your screen.
- Click the link in the popup to view or download the PDF report.



Step 3: Missed the Popup? Check Announcements

- If you miss the notification, go to the 'Announcements' area (usually found at the top or side panel).
- Find the most recent notification for your report and click the link to open it.



Step 4: Access the Report Later

- A copy of the report is automatically saved in your **'My Reports and Files'** folder.
- You can return to this folder anytime to retrieve, re-download, or share the report.

 *Note: You can also transfer the PDF from Ci-Cloud to your local computer using the "Download from Server" option described in Handling Procedure 3.*