

Technology Tips

October 6, 2000



Question:

How can I print a copy of a Team Plan of Work? When I try to print the plan, I just get a bunch of empty boxes.



Answer:

This is one of the most common questions about the Planning & Results system. The problem is that on the “form” pages, the content in the boxes will not print. To print a copy of the plan of work (or the evaluation plan), you need to go to a special area called Search & Reports. In this section, the web pages are not set up as forms. Here’s what to do:

- 1 Log into the Planning & Results system. On the Welcome page, click the link for your team.
- 2 At the bottom of the Team page, click the link called **Search and Reports**.
- 3 On the Search and Reports page, click the **Reports** link.
- 4 The Reports page allows you to choose many types of reports including **Team Plan of Work**, Team Evaluation Plan, Summary of Individual Statistics and Summary of Individual Narrative Data. This page also allows you to select a different team or individual for a report. Choose a team or individual and then click the button for the report that you want.
- 5 When the report opens, you will notice that there are no buttons or menu bars at the top of the page where you normally find a print button. However, there are two ways to get the report to print. The simplest is to press **Control-P**, the classic keyboard shortcut for printing. The other is to scroll to the end of the report where you will find a little button labeled **Print**.
- 6 After printing, close the report by clicking on the button with an X at the upper right corner of the window. You will return to the Reports page where you can select another report to print.
- 7 When you are done, close all of your Internet browser windows to log out of the Planning & Results system.