

printreport_leaveunits

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The Print Options pop-up window is displayed. Select one or both of the below options:

- Print Current Leave Type - Prints only the selected leave type report.
- Print All Saved Leave Types - Prints the All Leave Units report.

Review the report using the following buttons:

Click  to go to the first page of the report.
Click  to go back one page.
Click  to go forward one page.
Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.
Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click  to close the report window. Some reports may have a **Close Report** or **Exit** button instead.