



# requisition\_printreport










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Click to print the 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.