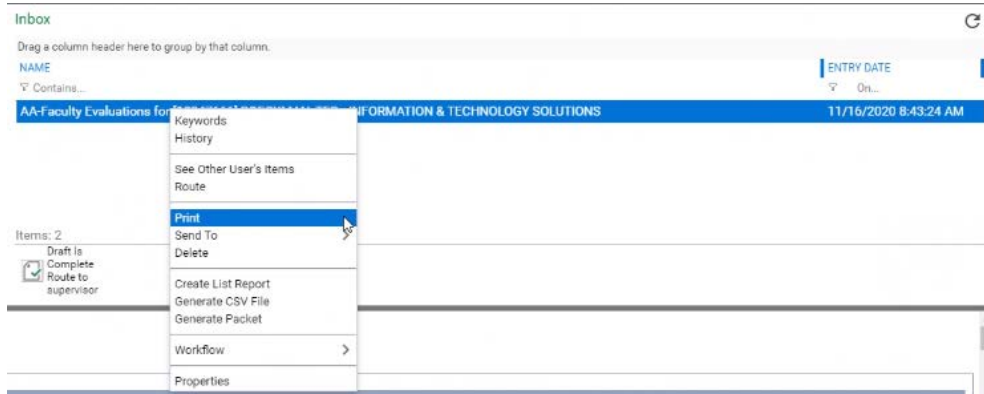


Printing or Downloading a Copy of the Evaluation Packet

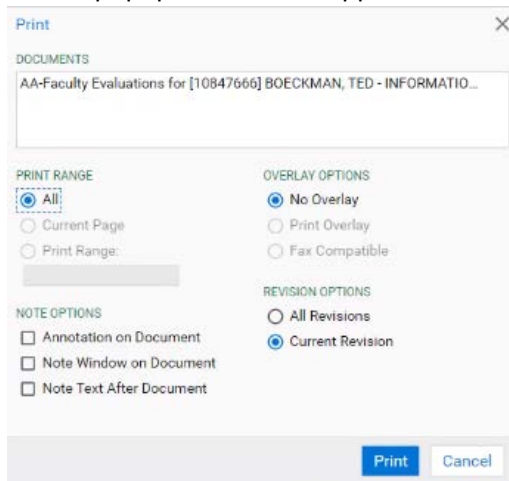
This guide instructs Department Heads (DHs) and faculty on how to print or download a copy of the evaluation.

Printing or Downloading Any Version of the Evaluation from OnBase Workflow

1. Right-click the evaluation and select **Print**.



2. A Print popup window will appear. Click the **Print** button.



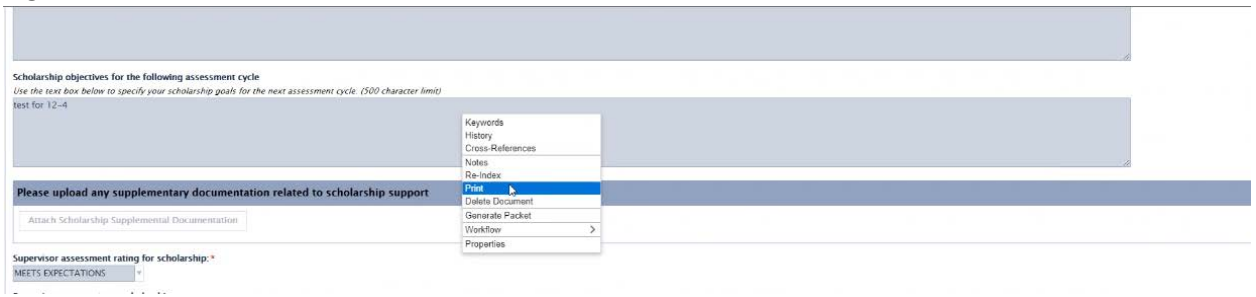
3. A popup window with a PDF view of the document will appear. Select either to print or to download the document from that window.

Printing or Downloading the Final Signed Version of the Evaluation

1. Once all required signatures have been added to the evaluation, the faculty and DH will receive an email notification titled "Signed Copy of your Evaluation Form." This email contains a link to the finalized evaluation. Click on the link or copy and paste the link into a web browser to open the evaluation.

OnBase Quick Reference Guide

Right-click the evaluation and select Print.



2. A popup window with a PDF preview will appear. Select the desired destination (Save as PDF or a printer) and click Save.

