

Printing and/or Saving Final Copy of Evaluation Packet Outside of OnBase

This guide instructs Department Heads and Faculty on how to print a copy of your evaluation as well as saving outside of OnBase.

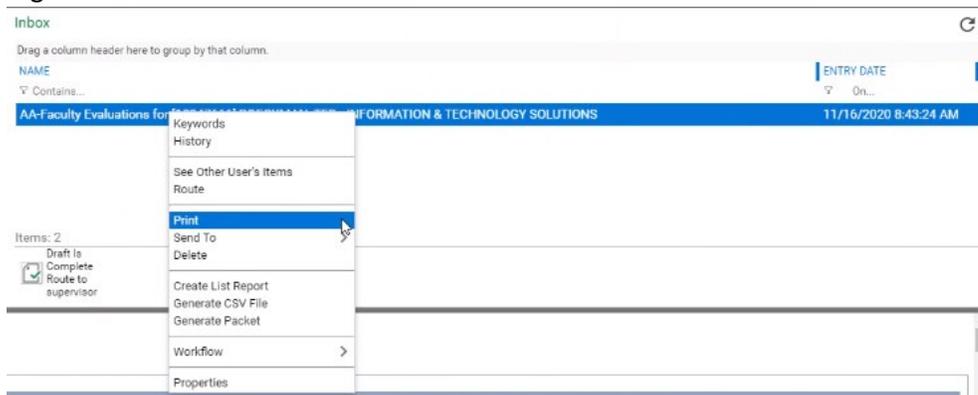
Instructions on how to print a PDF

There are two options for printing your evaluation:

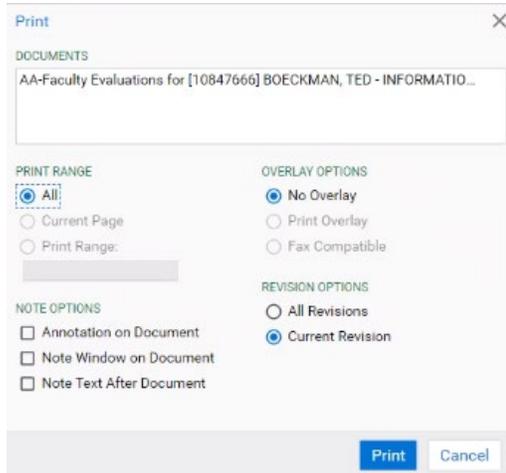
- Print the evaluation while it is in workflow
- Print the final signed evaluation

Print the Evaluation (in 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 the download or print icon.

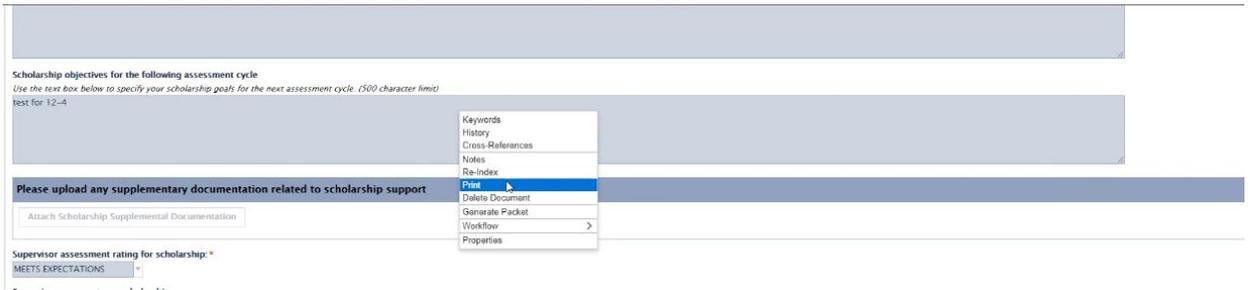
OnBase Quick Reference Guide



Print the final signed Evaluation (in workflow)

1. Once the evaluation has been fully signed and submitted to Academic Affairs, you will receive an email notification titled "Signed Copy of your Evaluation Form" containing a link to the evaluation. Click on the link or copy and paste the link into a web browser to open the evaluation.

Right-click the evaluation and select Print.



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

