

## How to print reports

Printing reports is easy, simply find the machine using the keyword search, then click REPORT.

1. Keyword Search
2. Find Machine
3. Print Report

Printing previous assessment reports:

1. Keyword Search
2. Find Machine
4. Edit Machine > History
5. Print old report

PURPOSE	DATE	ASSESSOR	STATUS	ASSESSMENT	REPORT	ACTIONS
Plant in use	09/10/2014	Mark Wheeldon	Valid	display	print	29 actions
Hire	01/09/2014	Mark Wheeldon	Incomplete	display		