

System: Residential Statement App @ EMSOnline

## FAQ – How do I print my Residential Statement?

Visit EMSOnline, visit the Residential Statement App, then select a client in the Residential Statement form. (Check the client's statement to make sure it's up to date and press 'Save this record' near the bottom of the screen)

Select 'Print Statement' at the top of the data entry form as shown below



Say 'yes' to the following message:

Service Gazetted as a CRU?		
History Excel th There are documents associated with your report	t are marked for printing. First these documents now? (N.D. # you respond hest, please also print any document that may appear on your spree	NI D
_	Ves No	
Due	13/04/2009	

Now here is the important bit: if you want to print in a way that is "not default" (for example, in colour, or to a different printer), then you need to respond "Yes" to the following question (otherwise, respond "No", and you can ignore the remaining comments below):



Sample Only		
COMPILING REPORT, PLEASE B	Microsoft Excel Preview before printing Yes No	
03/04/2008		

Note the following "useful comment" that pops up:

	Sample Only	
Microso	oft Excel	
Repor	rt Completed.	
If you	a can't see your report, check the tabs on your task bar at the botton of the screen for a word document called Document1	
	OK	
	03/04/2008	

Then, visit that Word document called "Document 1" and select "File / print", and, if necessary, for example to print in colour, Properties", as shown below:

			Residential States		
Print		<u>? ×</u>	I		
Printer Name: //n276\p065030		<u>Properties</u>	Section 57 of the D	oisability d	
Status: Idle Type: HP LaserJet 4250 PS Where: Malmsbury Juvenile Justice Ce Comment:	ntre	Monoced Printing Sho	ocument Properties ntcuts   Paper/Quality   Effects   Fi	nishing   Job Sto	
Page range © All © Current page © Selection © Pages:	Copies Number of <u>c</u> opies:	A printing shortcut is a c with a single click. Printing shortcuts:	collection of saved print settings that	you can select	
Enter page numbers and/or page ranges separated by commas. For example, 1,3,5- Print what: Document	-12	Two-sided	(Duplex) Printing	Papers Tray 2	
Print: All pages in range	Scale to paper size:	F Factory De	faults	Staple: None Papers	
				Papert	