

Print a PPR or BFR

Step-by-Step Instructions

Notes: These training videos were created the fall of 2015. The content of each screen is subject to change over time; therefore, when you are in LGIS, some of the screens may look slightly different, but the functions remain the same unless otherwise noted.

For optimum viewing and functionality of LGIS use **Internet Explorer 11**.

You may wish to Print a PPR or a BFR.

1. Open the tab of the report that you want to print.
2. **Click on Printer Version** at the top right of the page. A window will open with the form displayed.
3. **Click on Print and Close** at the top right corner of the pop up.

For PPRs where there are multiple tabs, only the tab selected will print. Each tab will need to be selected and printed separately.