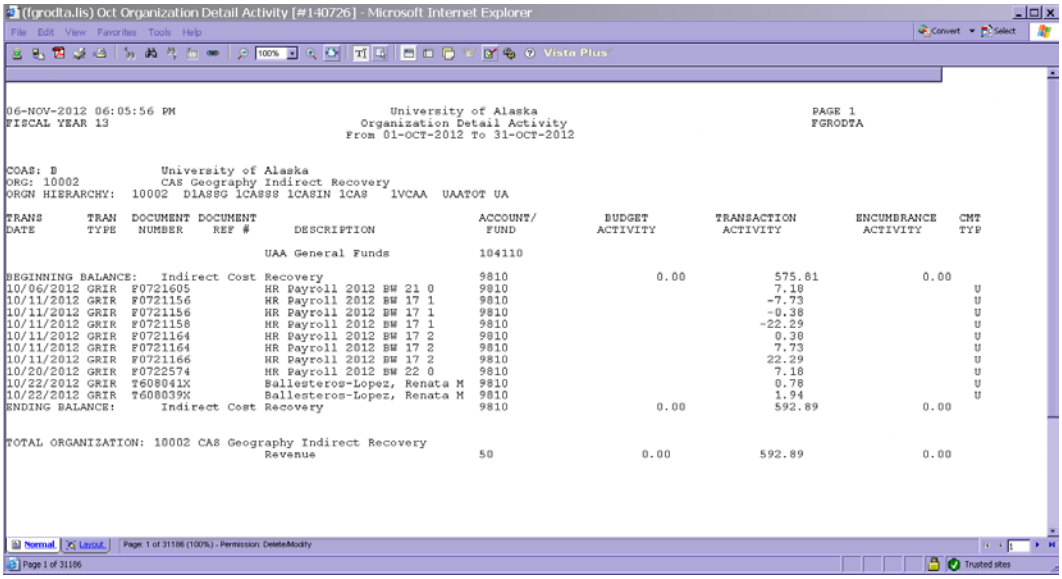
Viewing and Printing Documents in Vista Plus

OIT has implemented a fix to correct the issue of information being cut-off when viewing/printing a report via Vista Plus. BUT, the left and right hand margins are extremely slim. If these steps are followed, a report can be obtained with all data displayed.

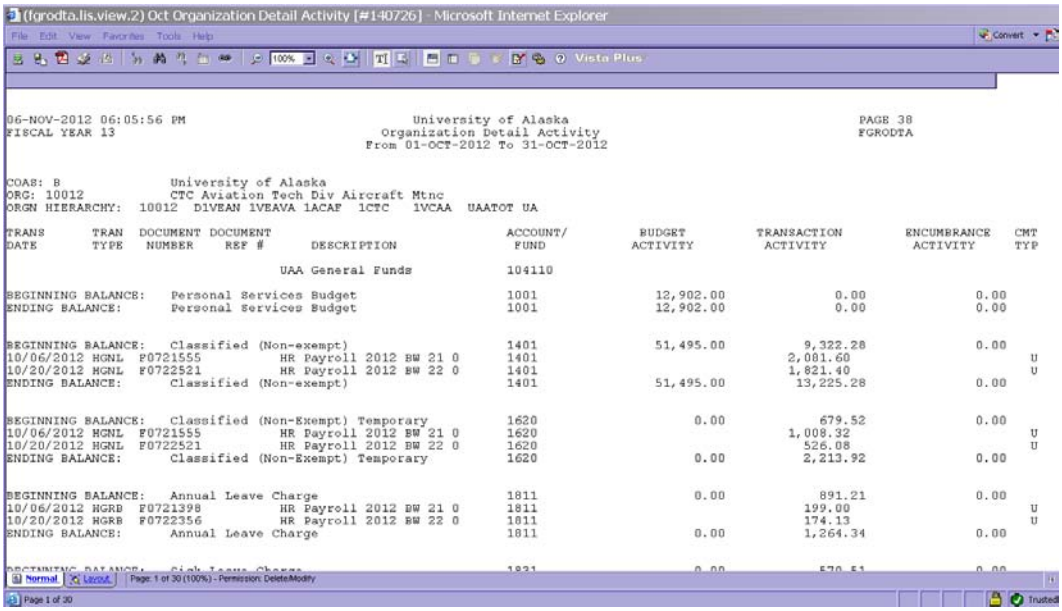
1. Login to Vista Plus and navigate to the Browse window



2. Select and view report of interest.



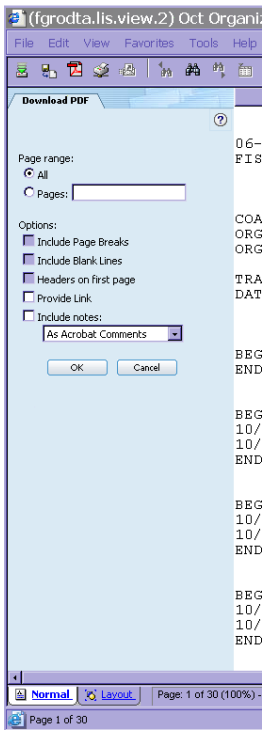
3. Use the search feature to identify pages of interest



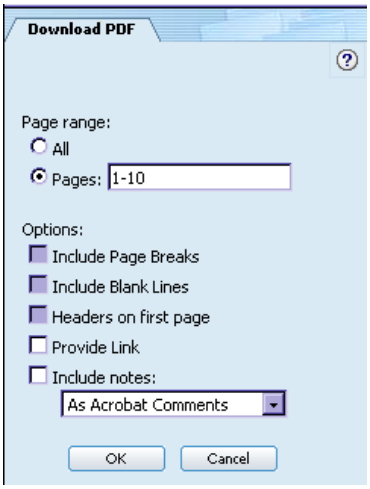
4. Click on the PDF icon in the Toolbar at the top of the page



5. A download PDF sidebar displays on the left side of the requested report



6. Enter the page range to be converted to a PDF file and click <OK>.



7. The requested PDF document is displayed and can be saved or printed. Please NOTE that the margins are extremely slim but the last column(s) are no longer cut off (yeah!)

