Reprint/Republish Report

These procedures are for reprinting a report that has been run in all modules other than iProcurement.

Find the report output

a) Navigate to the requests screen
   Requests > View

b) Click OK to accept the default “My Completed Requests” (or alternatively tick “All My Requests” to see everything).

c) Select the required report and click Reprint/Republish from the Tool menu, or use the Reprint/Republish button at the bottom of the Requests screen.
d) Tick the reprint output box, then Select the printer by clicking on the magnifying glass

![Image of reprint/republish request screen]

e) Enter % to search for all printers

![Image of search and select printer screen]

f) **Quick Select** the required printer.

g) Ensure that you have the number of copies set to 1 and then click on **APPLY**.