

Printing from On-Demand Forms

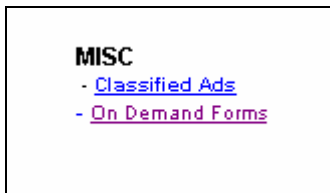
1. Launch Internet **Explorer**



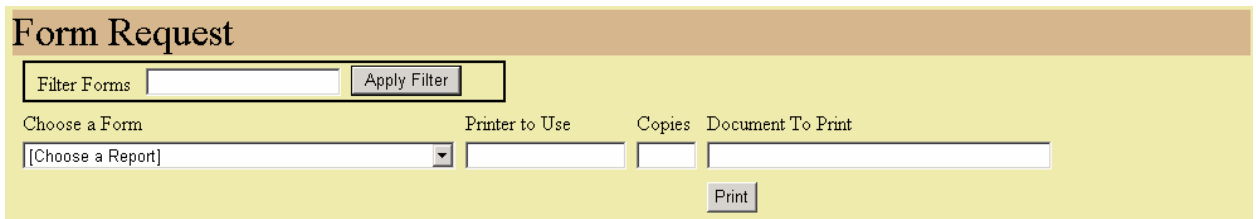
2. Go to <http://intranet.uams.edu>
3. Click on **Tools & Forms**



4. Scroll down to **MISC** and click on **On Demand Forms**



5. Use the **Filter Forms** to shorten your search. If you know a form number, enter it there. If you know a partial name, you can also enter it there and click on **Apply Filter**.
 - a. You can select from a drop-down list on **Choose a Form**.
 - b. Enter a network printer name under **Printer to Use**.
 - c. Enter the number of copies you want under **Copies**.
 - d. When you click **Print**, it will print the document to the printer you selected.

The image shows a screenshot of a web form titled 'Form Request'. At the top, there is a search box labeled 'Filter Forms' and an 'Apply Filter' button. Below this, there are four input fields: 'Choose a Form' (a dropdown menu with '[Choose a Report]' selected), 'Printer to Use' (a text box), 'Copies' (a text box), and 'Document To Print' (a text box). A 'Print' button is located at the bottom right of the form.