

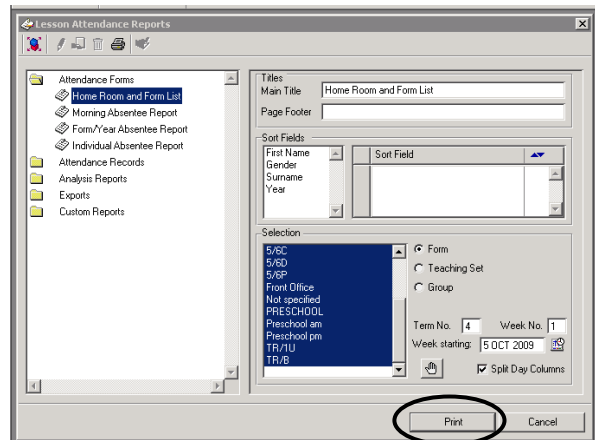
SAMS

Printing SAMS Reports from Terminal Services

October 2009

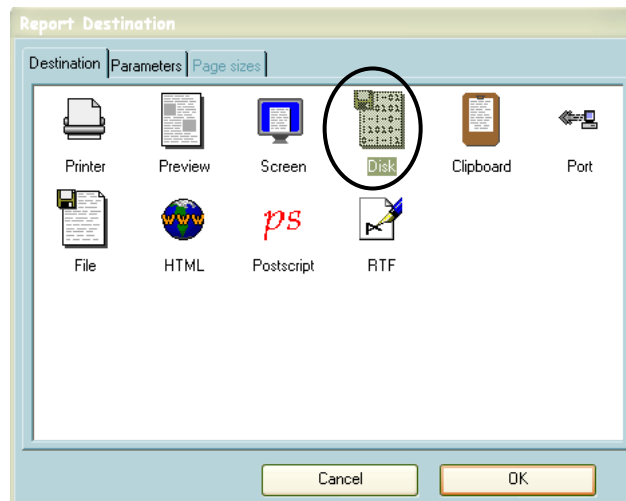
Printing SAMS Reports from Terminal Services

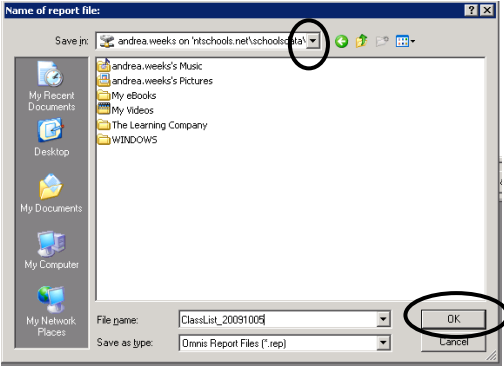
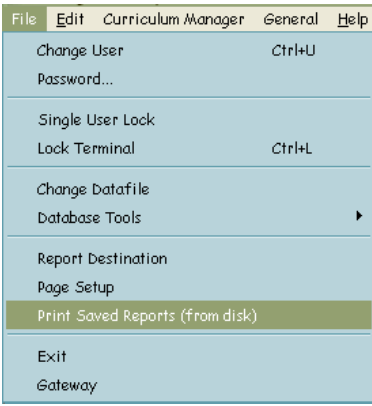
- In SAMS go to any report e.g. **Lesson Attendance > Reports > Home Room and Form List**
- Enter your selection
- Click **Print**



The following screen will appear.

- Click on **Disk**.
- Click **OK**



<p>You will have to save the report to your P drive.</p> <ul style="list-style-type: none">• In the Save in: field click on the down arrow and choose your P drive• In the File name: field type in your filename• Click OK	
<ul style="list-style-type: none">• Now go to SAMS on your workstation, NOT through Terminal Services.• Go to File>Print Saved Reports (from disk)	
<ul style="list-style-type: none">• Navigate to your P drive• Click on the file• Click Open <p>This will open on screen. You can now print it to the printer.</p>	