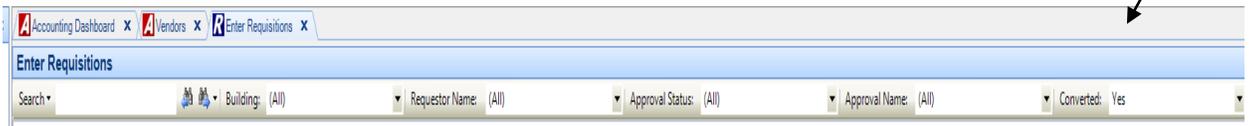
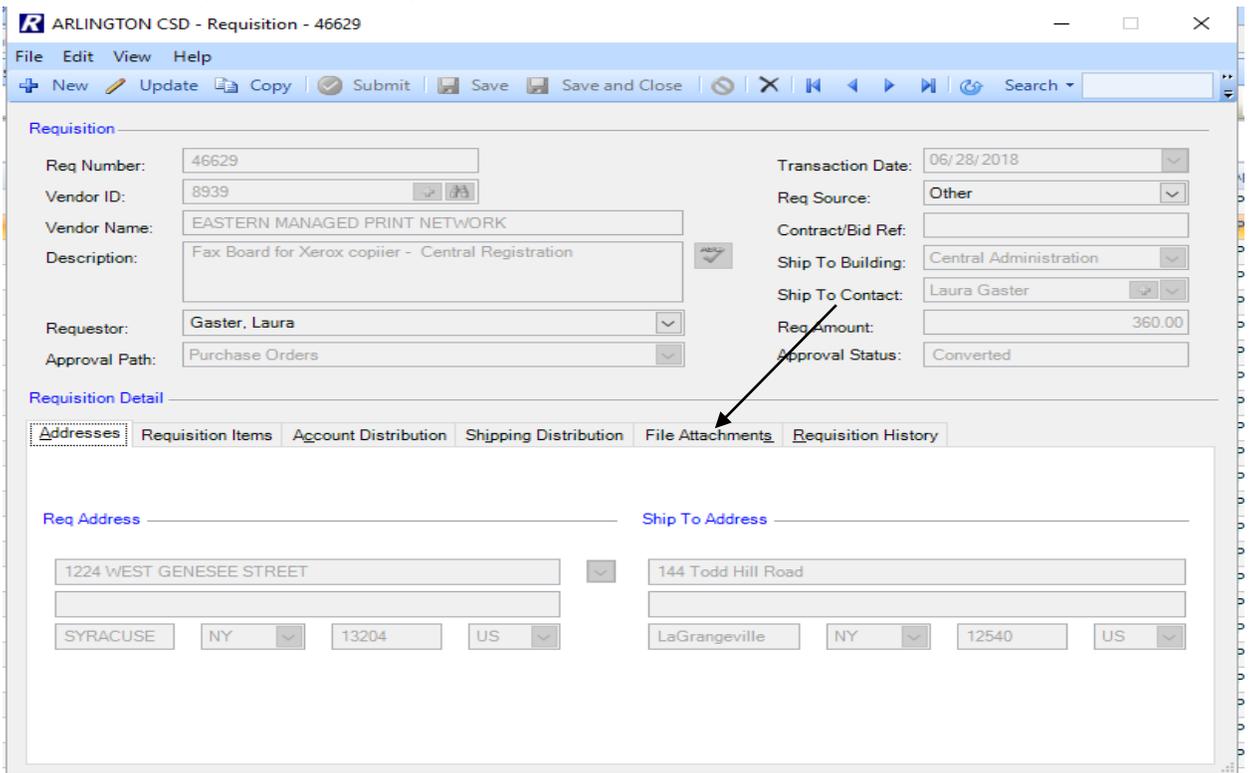


Requisition User Instructions to Print attachments

- 1) Open the enter Requisition Tab under Requisitioning
- 2) Change the drop down for converted to yes



- 3) All of your approved Requisitions will appear.
- 4) Select the requisition with your attachment and double click to open



- 5) Select the file attachment tab and open
- 6) Highlight attachment and select open (from this point you will be able to print your attachments)