

# **View and Print Documents**

From E2 Solutions (E2), you can view and print the following documents:

- Authorizations
- Local travel claims
- Open authorizations
- Group authorizations
- Vouchers
- Advances

### **Process Overview**

- 1. Click **My E2** on the task bar.
- 2. Select the tab for the type of travel document you want to view. A document list displays.

**TIP**: Authorizations, vouchers, and advances can be accessed via the **Trips** tab.

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#### Figure 1: My E2 – Trips tab

- 3. Locate the document.
- 4. Click the document's **Show** link. This displays the document or document dashboard.
- 5. If the dashboard displays, click the **Show** link for the document you want to open.
- In the Other Actions section, click the **Printable...** or **Compact Printable...** (if available) document link. The name of the link will vary depending on the document. A default browser opens with the document displayed as a PDF file. (If a PDF cannot be generated, the document is displayed as an HTML file.)

7. Print or save the document using the options available in your browser window.

# Printing from the Receipts and Attachments Section of a Trip Document

- 1. Open a document to the Summary page.
- 2. Scroll to the Receipts and Attachments section.
- 3. Click the **Show** link for the document you want to open. The default browser opens with the document displayed as a PDF file. (If a PDF cannot be generated, the document is displayed as an HTML file.)
- 4. Click the **Print** icon (<sup>1</sup>). This displays the standard Windows Print dialog box.
- 5. Select your printing options.
- 6. Click OK.

# **Print Dialog Setup**

Be sure *Shrink to Printable Area* is selected from the **Page Scaling** list. This setting ensures all document information prints correctly, based on the printable area available for the selected printer.

### **Verify Internet Options Selection**

If you are using Internet Explorer and encounter problems with this function, be sure to all encrypted pages to be saved to disk. This is the default browser setting.

- 1. Click Tools.
- 2. Click Internet Options.
- 3. Click the **Advanced** tab.
- 4. Scroll to the Security section.
- Verify the Do not save encrypted pages to disk check box is <u>not</u> checked.

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