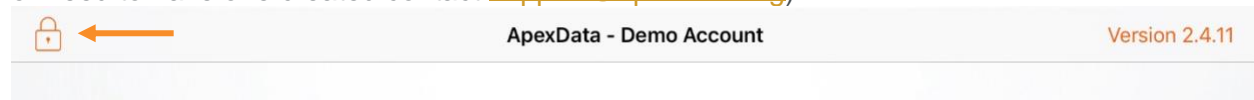


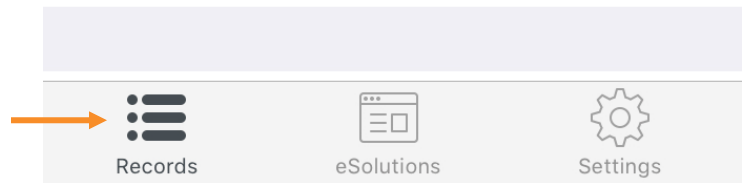
# PRINT REPORT FROM IPAD

*Note: In order to print directly from the Apex Data application, you will need to have a printer that supports wireless printing that is either on the same Wi-Fi network, or can be connected to directly.*

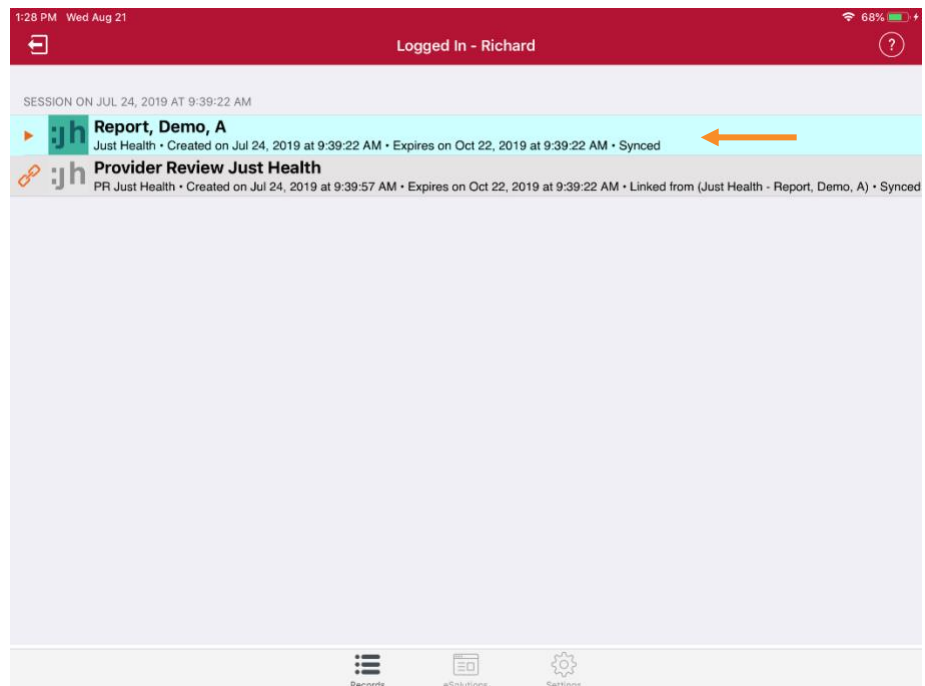
Open the Apex Data application on the iPad and access the admin page by tapping on the orange lock at the top left of the screen, and entering your PIN (If you have forgotten your PIN or need to have one created contact [support@apexeval.org](mailto:support@apexeval.org)).



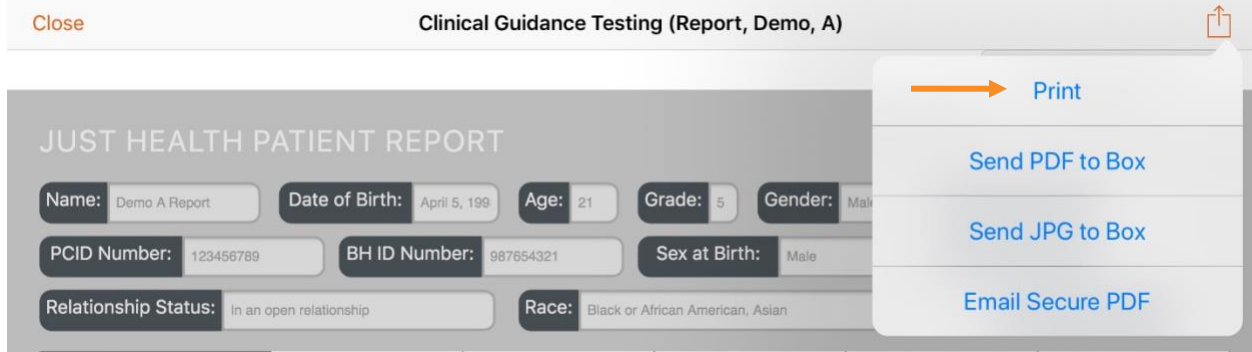
On this screen make sure “Records” is selected on the bottom of the page”



Tap on the report you want to print and select “Alert Report” from the options that appear.



At the top right of the report tap on the square icon with the arrow coming out of the top. You will get a list of options, and from here you want to tap on “Print.”

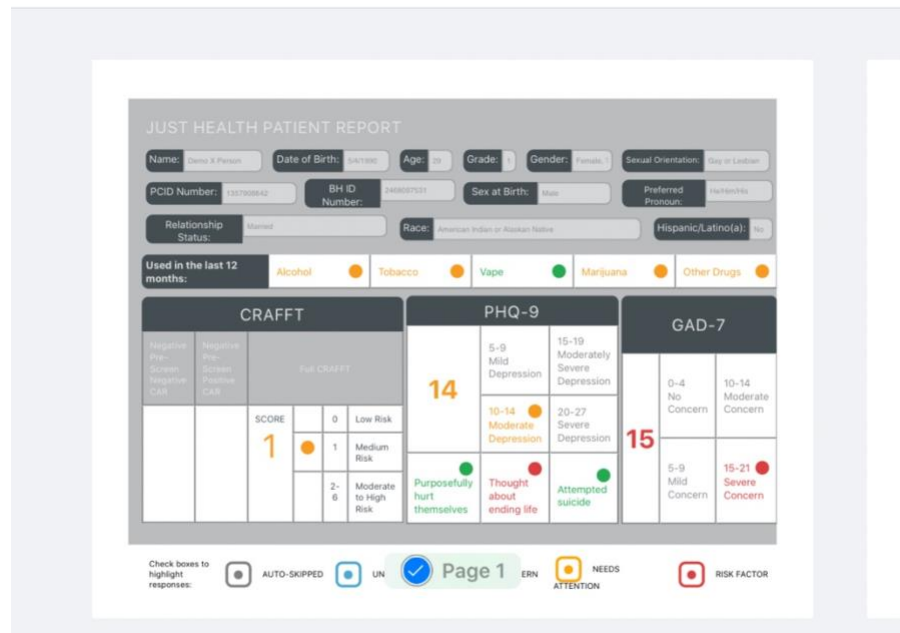
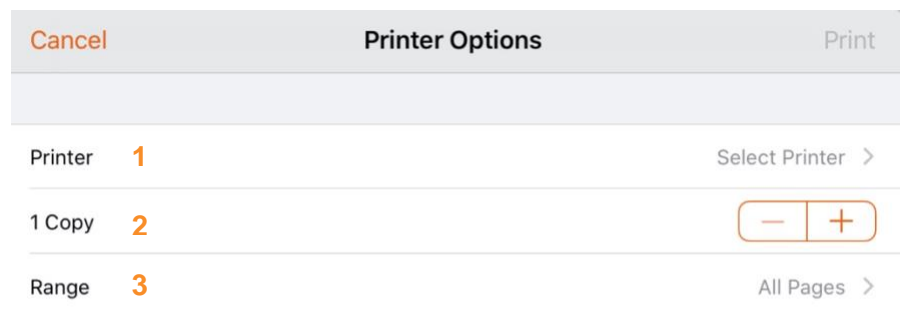


You will see another window on the screen that will display your print preview and print options. You will have the options as follows:

Option 1 – Tap where it says “Select Printer” to choose the printer you would like to send the report to.

Option 2 – Tap the ‘-’ or ‘+’ buttons on the right to change the total amount of copies needed.

Option 3 – Before selecting your printer this option will only allow you to choose which pages you are wanting to print. After selecting your printer this will change to allow you to change different settings according to the capabilities of your



printer. Those options may include, but are not limited to printing in color, printing double sided, stapling, and possibly other options depending on the printer you are printing to.

When you are ready to print tap on the “Print” button at the top right, which should now be colored orange, to send your job to the printer.