

## Exporting and Printing the CRP Check Certification Form

1. Select the **Export** (  ) icon to export the CRP Check Certification Form to Crystal Reports (RPT), Acrobat Format (PDF), MS Word, MS Excel 97-2000, MS Excel 97-2000 (Data Only) or Rich Text Format.



Back To CRP Check

PA pennsylvania

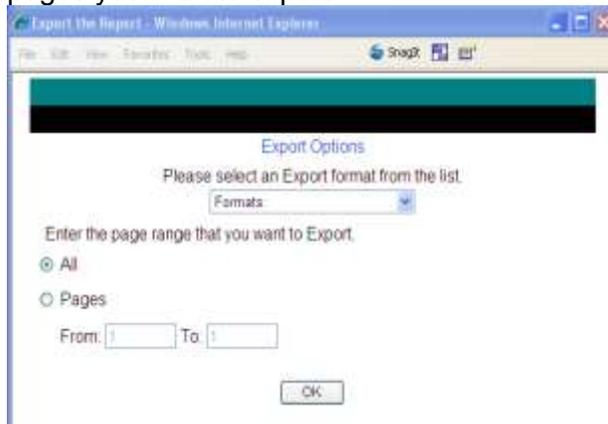
**CRP CHECK CERTIFICATION FORM**

Contractor TIN : \*\*\*\*\*1967

Contractor Name : Any Corporation

User Performanc : r.malinc

The Export the Report dialog box will display to allow you to select the desired format and pages you wish to export.



Export the Report - Windows Internet Explorer

Export Options

Please select an Export format from the list.

Formats

Enter the page range that you want to Export.

All

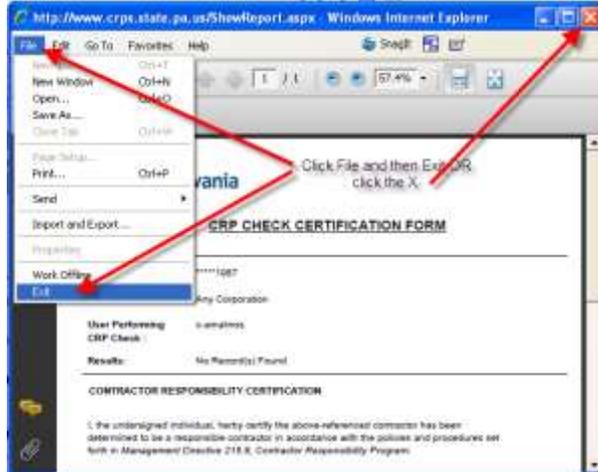
Pages

From: To:

OK

- a. Select the Formats: dropdown list to highlight desired format. Select the radio button next to “All” pages or designate the “Pages” you want to export. Select **OK** button.
2. For all export formats except Acrobat Format (PDF), MS Word, and Rich Text Format, you are prompted to indicate if the file should be opened, fined or saved.

- Close the window that opened by choosing **File** and then **Exit**, or by selecting the 'X' in the upper right corner.



(This example is from exporting to Acrobat Format (PDF).)

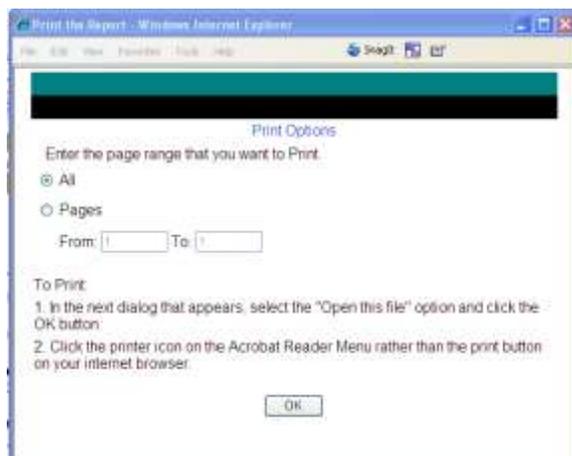
--OR--

- Select the **Print** (  ) icon to print the CRP Check Certification Form in hard copy.



The Print the Report dialog box will display to allow you to select the pages to be printed.

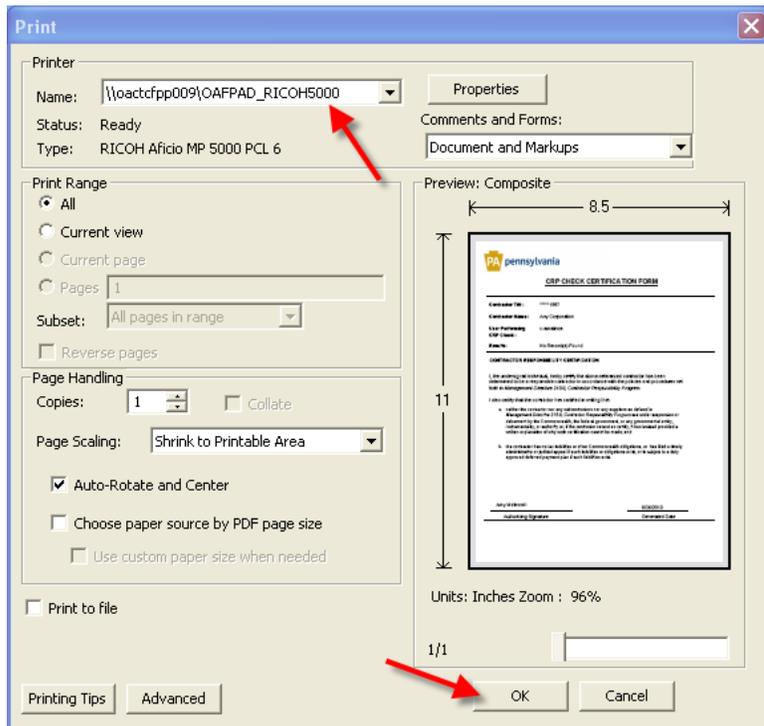
**Note:** The CRP Check Certification Form will most likely only be one page so the page option may not be available.



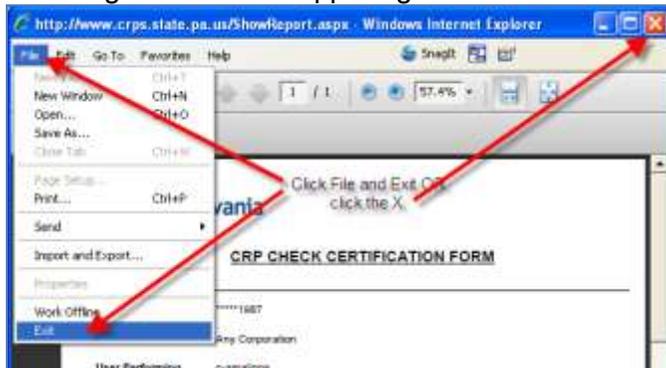
5. Choose which pages to print and then select **OK**.
6. Select the **Print** (🖨️) icon in the display window.



7. Choose the appropriate printer and select **OK**.



- Close the window that opened by choosing **File** and then **Exit**, or by selecting the 'X' in the upper right corner.



- Select **Back to CRP Check** to return to the CRPS.

