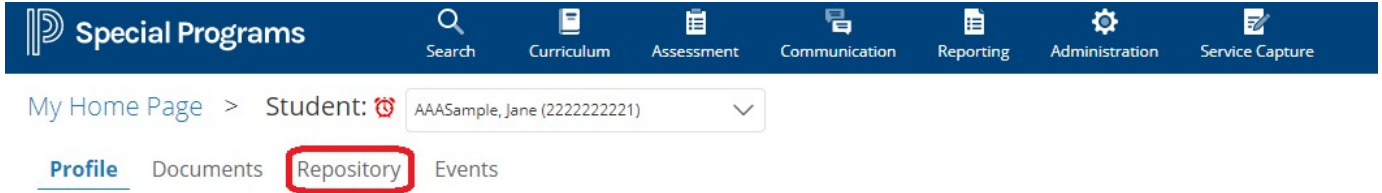


PSSP Repository: View and Print Archive Documents

1. Repository- (CEO) Archive Document View and Print with in PSSP

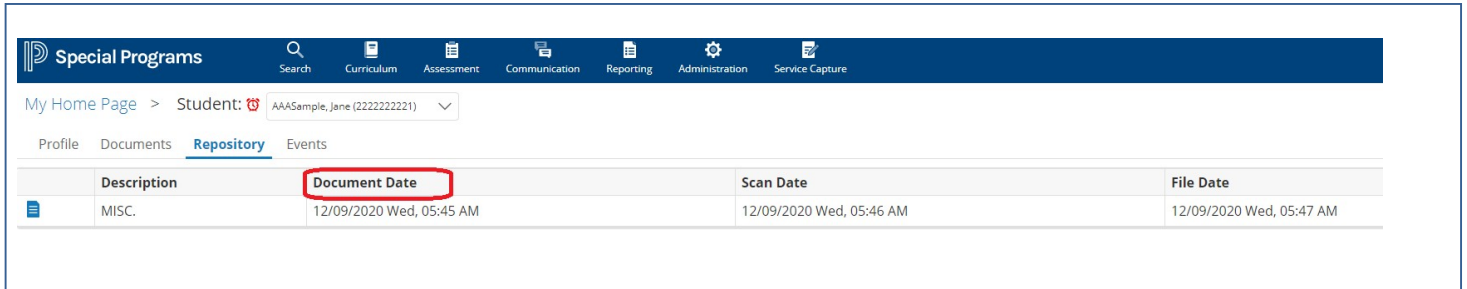
(CEO) Archived Special Education documents are available to view and generate in PDF within the Repository tab for each student:




2. Repository Document Menu

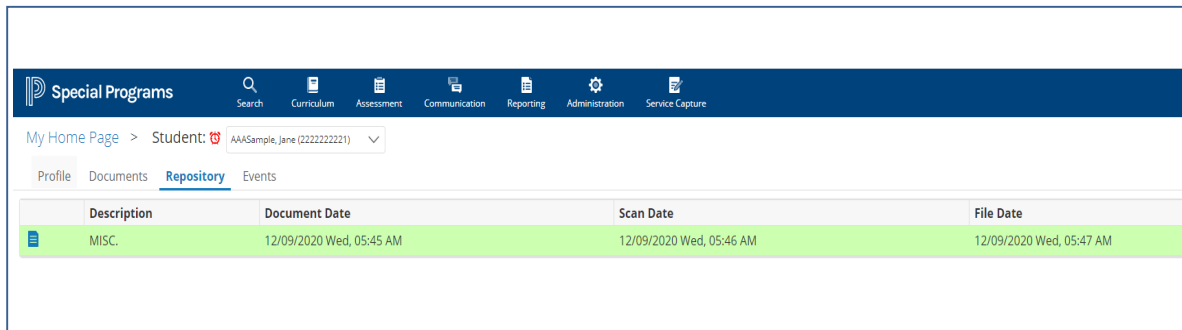
Documents are displayed in descending document date order.

Document display can be sorted by clicking on a header (click once for ascending order- click again for descending order).



3. View Archive Documents


Click  to open and view a document.

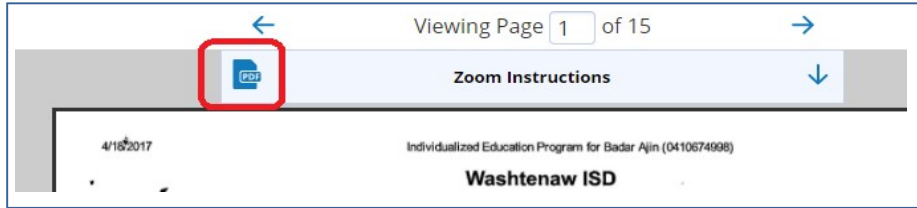


Click on the letter icon and it will save the file to the bottom of your browser window (chrome is preferred browser). Click on the file to open.

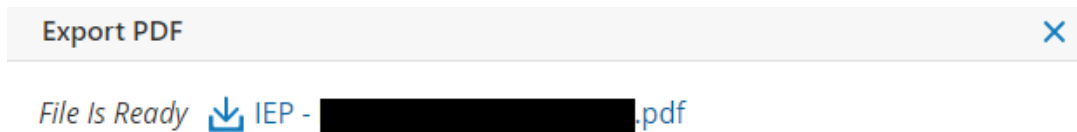
PSSP Repository: View and Print Archive Documents

4. Generate a PDF to print documents:

Click  - the top of the document to download.



Click on the file *link* to download when the **File Is Ready**:



If the document does not download automatically:
Right click to open the download file (bottom left corner of the screen)> **Select: Always open in Adobe Reader.**



Follow print steps within the PDF.

