AIM Gateway Printing:

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Gateway Printing

The browser-based AIM Gateway allows you to download reports to your local hard drive and print directly to locally installed printers without the need to set up networked printers.

To download / print reports:

1. simply select the Preview or Print button
2. when the Print window displays > click Properties
3. click the Name field drop down and select **Print to PDF to the AIM Desktop**
4. click OK
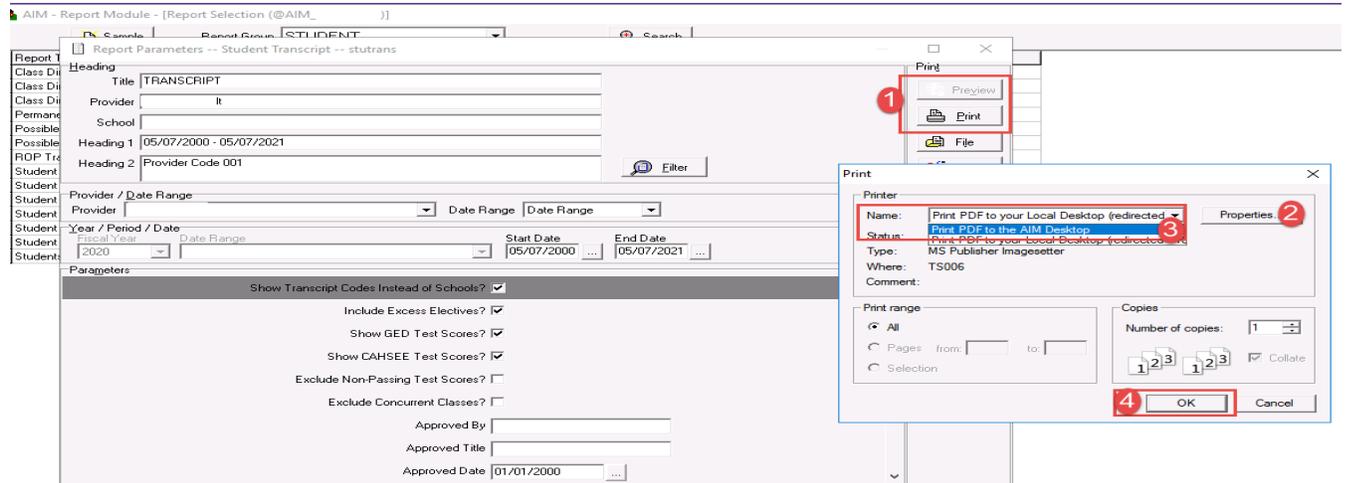
5. when Save Print Output As window displays > enter File Name of your choice
6. select & expand the G Drive for Download option in the left panel
7. click to select the Download folder
8. click Save to initiate the report download to your local drive
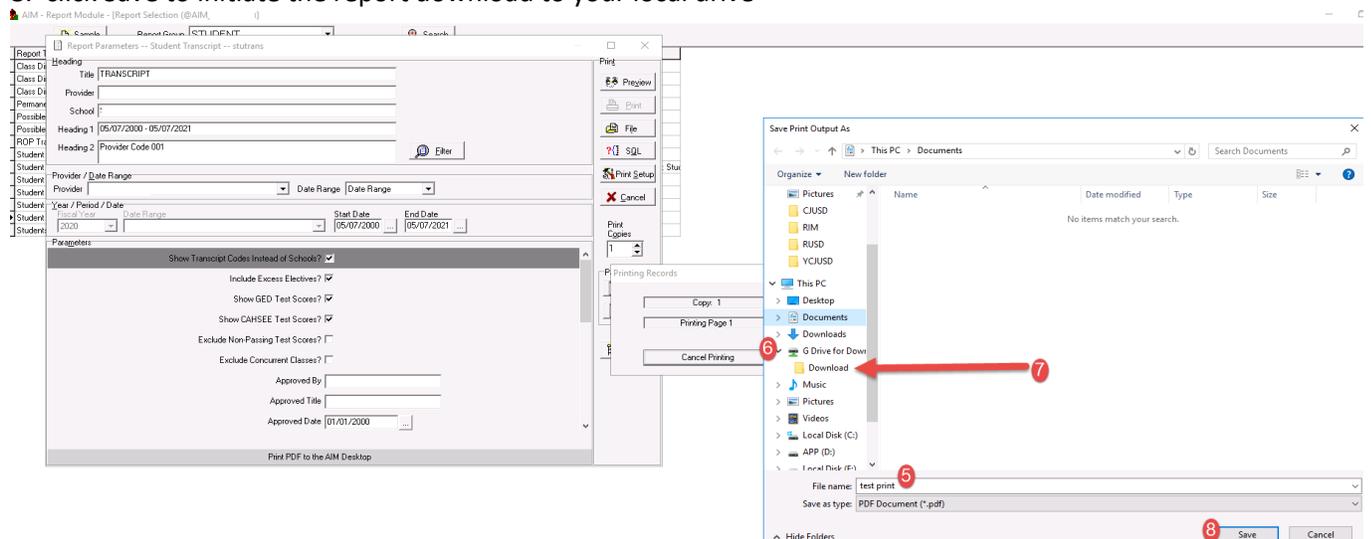
If using Preview to view and then download/print the report > click the small printer icon at top of report view > Print Range defaults to ALL or, enter pages to print specific range > click OK

The Save Print Output As window will display and you can follow steps 5 – 8 outlined above.
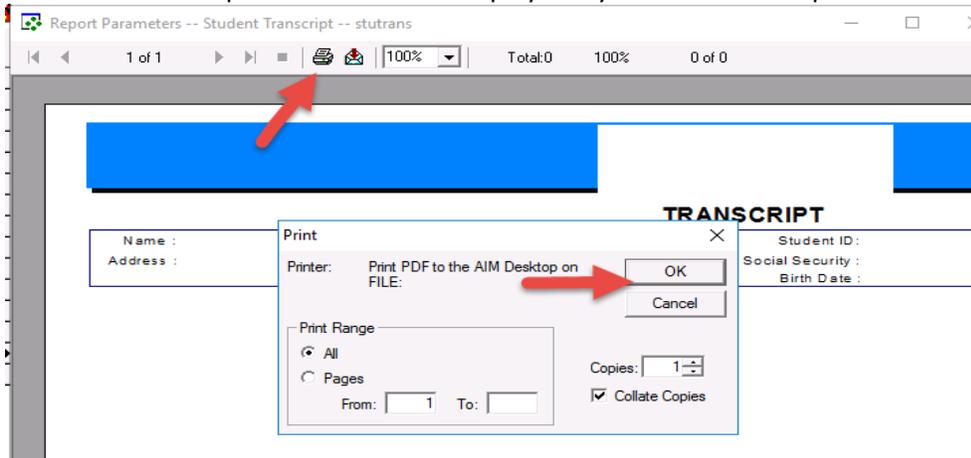
While the report is finished downloading you will see the REPORT NAME in the bottom left corner of the browser. You will be able to open and print the report, depending on your browser's settings, by clicking to open the downloaded PDF from the bottom left corner, by navigating to your internet browser's downloads, or by opening your default downloads folder.