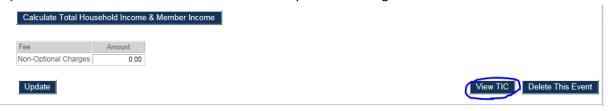
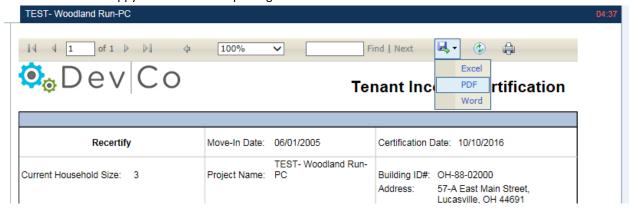


## **Step 1:** Select *View TIC* from the Tenant Event that you are viewing.



## Step 2: Select Export, PDF

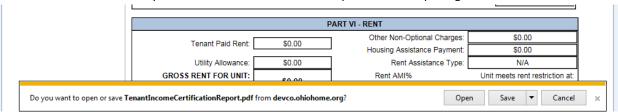
Note the floppy disk icon is for exporting



## Step 3: Open PDF, follow the prompt or message.

The format of the alert can vary based on the browser that is being used.

Note that if desired you could also save the PDF at this point or after opening it.



## Step 4: Print PDF.

Note you can use any software that can read & print the PDF file type.

