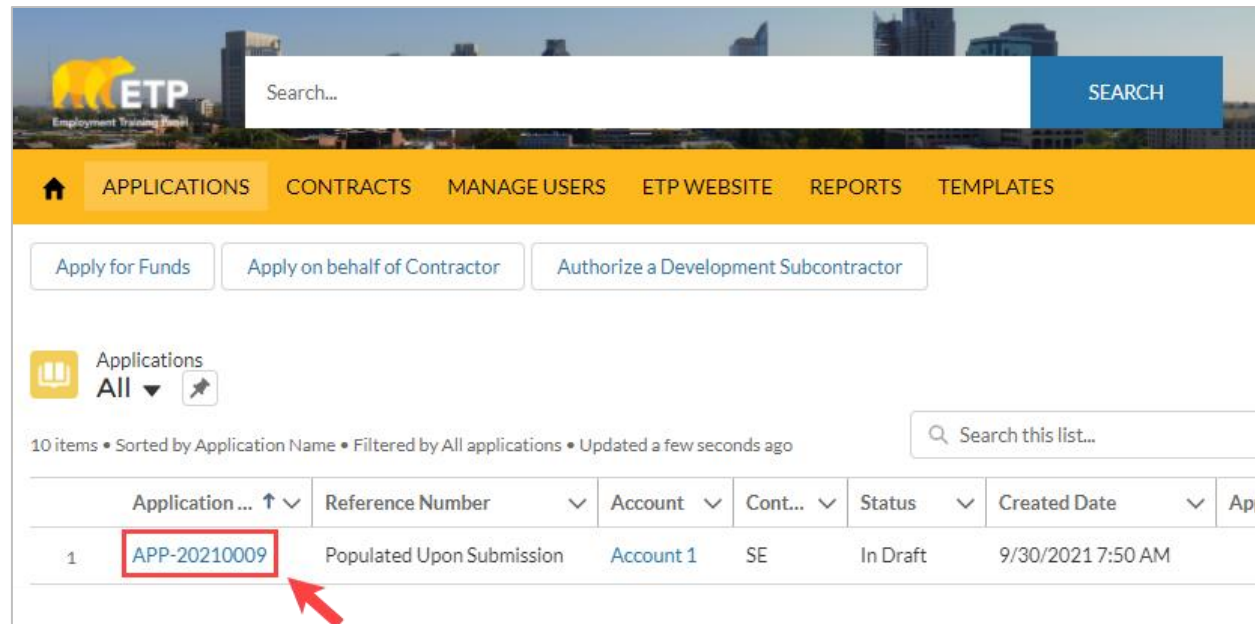


CAL-E-FORCE REFERENCE GUIDE: PRINT APPLICATION

1. At the top of the landing page, select the **Applications** button on the Navigation Bar



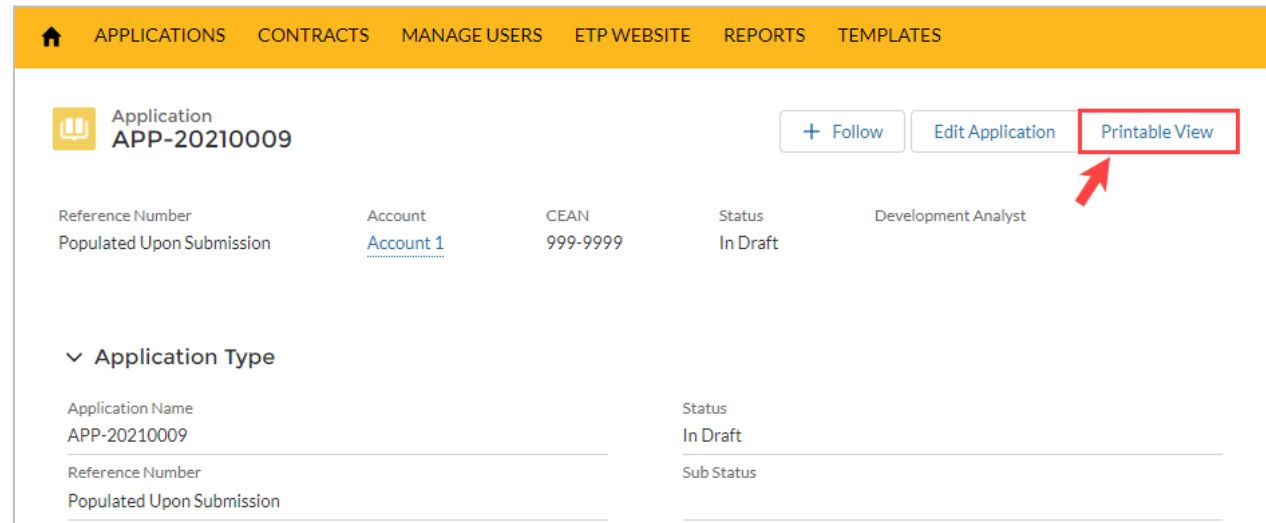
2. Click the **Application Name** of the application that you would like to print. The system will take you to that application's details page



CAL-E-FORCE REFERENCE GUIDE: PRINT APPLICATION

3. At the top of the application detail page, select the **Printable View** button

**Note: This button is available for use at any time regardless of application status. It will print all information that has been entered into the application as of that time*



The screenshot shows the top navigation bar with links: APPLICATIONS, CONTRACTS, MANAGE USERS, ETP WEBSITE, REPORTS, and TEMPLATES. Below this is the application header for 'Application APP-20210009' with buttons for '+ Follow', 'Edit Application', and 'Printable View' (highlighted with a red box and a red arrow). The main content area displays application details: Reference Number (Populated Upon Submission), Account (Account 1), CEAN (999-9999), Status (In Draft), and Development Analyst. A section titled 'Application Type' is expanded, showing Application Name (APP-20210009), Reference Number (Populated Upon Submission), Status (In Draft), and Sub Status.

4. Select the **Print This Page** button in the upper right corner



The screenshot shows the application detail page for 'ETP APP-20210009'. In the upper right corner, a context menu is open with options: 'Close Window', 'Print This Page' (highlighted with a red box and a red arrow), and 'Expand All / Collapse All'. Below the menu, the 'Application Type' section is expanded, showing Application Name (APP-20210009), Reference Number (Populated Upon Submission), Contract Type (SE), Status (In Draft), and Sub Status.

CAL-E-FORCE REFERENCE GUIDE: PRINT APPLICATION

5. Your browser print prompt will appear. Confirm your print settings and select print

**Note: The following screenshot is from a chrome browser*

ETP

[Close Window](#)
[Print This Page](#)
[Expand All](#) | [Collapse All](#)

APP-20210009

Application Type

Application Name	APP-20210009	Status	In Draft
Reference Number	Populated Upon Submission	Sub Status	
Contract Type	SE		

Contact and Company Information

Primary Contact	test Contact 1+	Account	Account 1
Primary Contact Email	contact1@test.test	Company Address	99, Winthrop Avenue, Apt - C Albany, CA 12203
Primary Contact Phone	1234564567	Company Website	
Title	test	CEAN	999-9999

Company Information

Year Founded	1234	Are you the Headquarters Location	Yes
Are you a division or subsidiary?	Yes	Location of Headquarters	
Name of Parent Company	test	List the city and state of all locations	test
Number of Affiliated Companies	1		

Print

6 sheets of paper

Destination

hp LaserJet 1300 PCL

Pages

All

Copies

1

Layout

Portrait

More settings

Print

Cancel