Web Intelligence (WebI) reports can be printed with a variety of options.  For example, you can print all of the report tabs (views) or only the current report tab.

✓  Always consider data contents before exporting a document to shared files.  If your document contains employee name or personnel number, you may need to purge or anonymize the personal information before sending it to a non-secure location.

**1.**  Select:  **Print**.
➔ WebI uses standard options to print reports. This will be very similar to how you print files in other modern business systems.
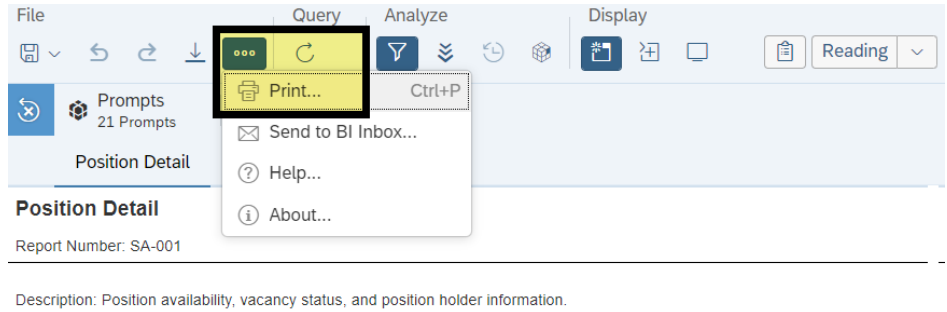
**2.**  Select:  **Range.**
➔ You can change the layout settings if needed or use the default layout settings.

**3.**  Select:  **Print.**
➔ WebI will convert the document to PDF (portable document format) so that you can print it.