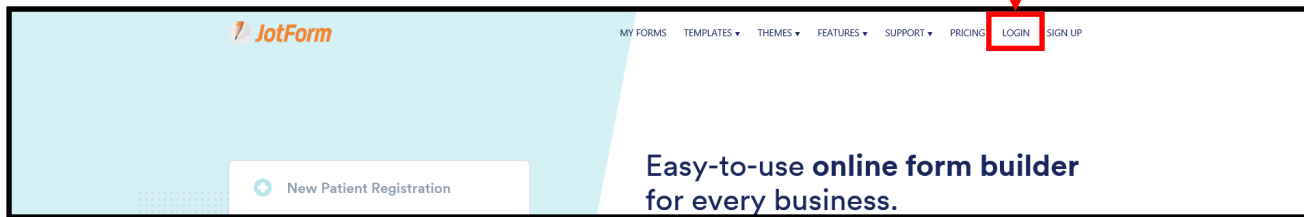


How to Print Transportation Logs

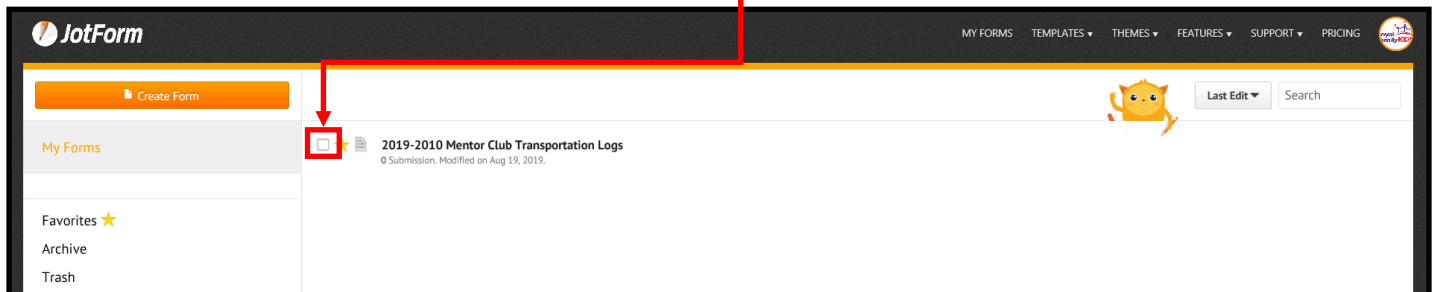
STEP #1: Go website (www.jotform.com)

STEP #2: Click on LOGIN at top of screen

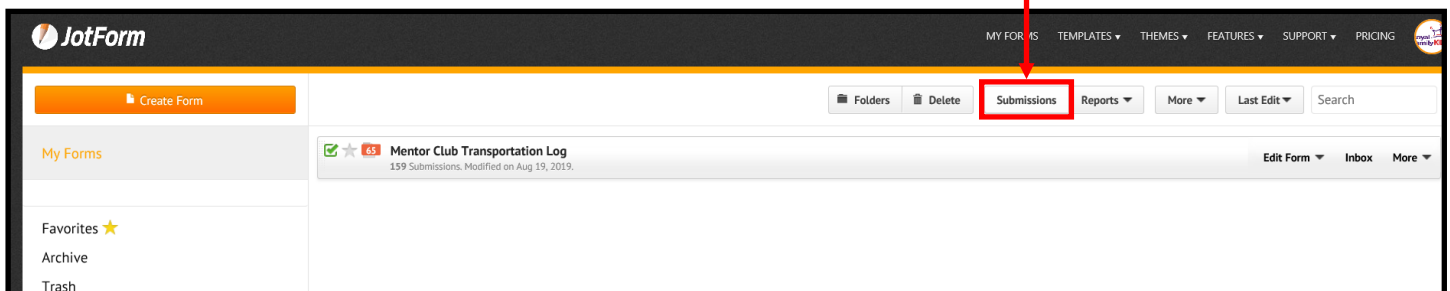


STEP #3: User name: RFKPasco | password: starfish

STEP #4: Click on checkbox to the left of the report title

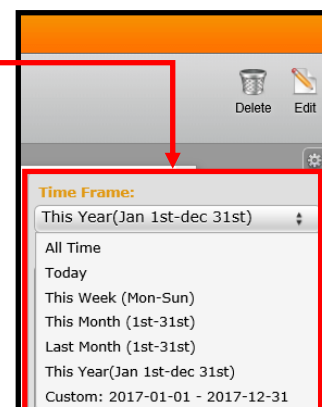
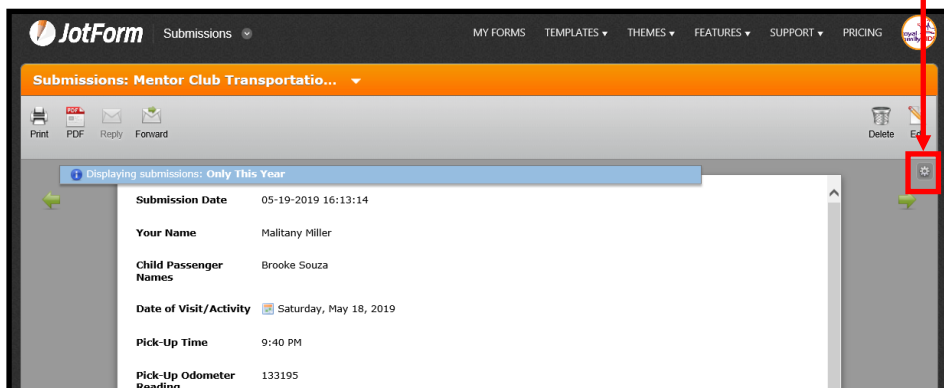


STEP #5: Click on Submissions button at the top



STEP #6: Click on the settings icon (gear)

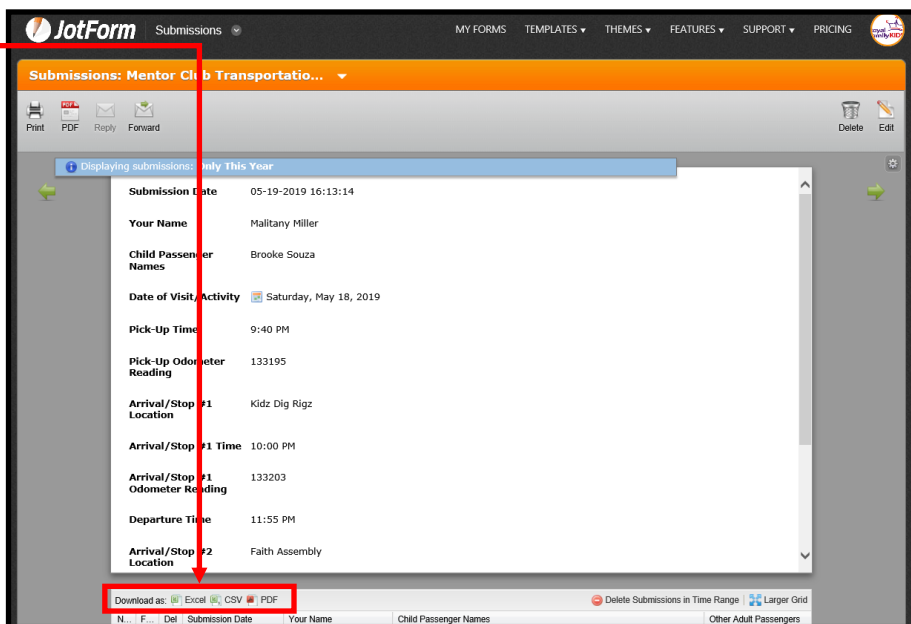
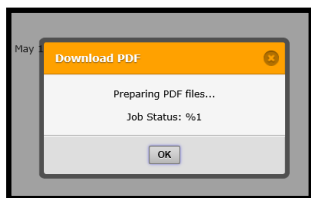
STEP #7: Under Time Frame, select the option you prefer



STEP #8: Click on Download as PDF

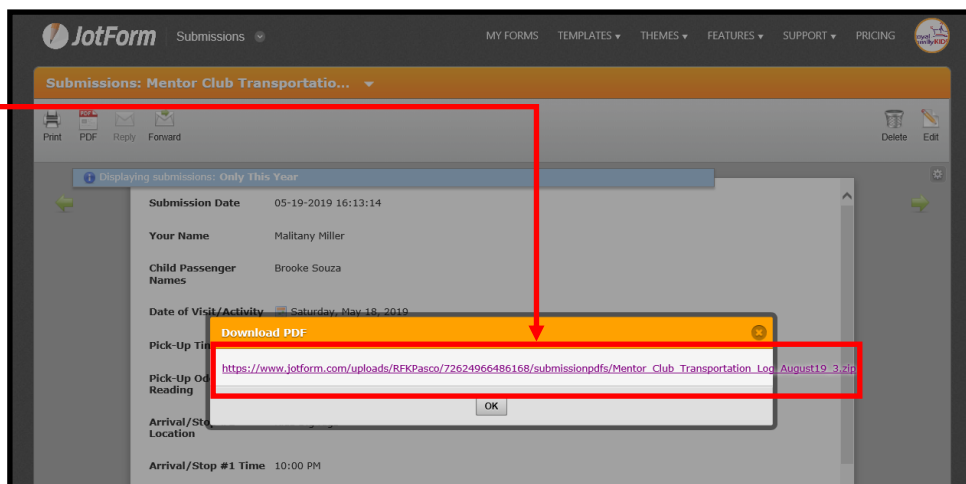
NOTE: Be sure to select the PDF option at the bottom and not the one at the top.

STEP #9: Wait for the system to prepare the file.



STEP #10: When the file is ready, click on the link provided and open the file.

NOTE: If you click on OK, you'll need to then navigate to wherever your computer stores downloads. If you click OK and can't find your file, just run the report again.



STEP #11: From here, you can open the files and print. Easy peasy!

