

Steps to Printing CRC Certificates

- ❖ Log into Validus
- ❖ Select Report Portal
- ❖ Select Test Location
- ❖ Select the Start Date and the End Date

(Example) 01/01/2020 select ok. End Date
01/31/2020 select ok.

- ❖ Select Apply

After selecting Apply you will see a blue dial spinning, based on the number of certificates it might take a minute. When the blue dial stops spinning you should be able to see the selected certificates in your date range.

- ❖ Select the printer icon in the top right corner above certificates.
- ❖ Select the page range (if you are needing to print (1) certificate, you will need to select page range 1-2 in order for the certificate to print front and back.
- ❖ Select Preferences
- ❖ Two-Sided (Duplex) printing

- ❖ **Orientation**
- ❖ **Landscape**
- ❖ **Print on both sides**
- ❖ **Select ok**
- ❖ **Print**