***Ways to Print Reports in CU\*BASE***

Did you know? When you want to print a report from CU\*BASE, there are multiple ways you can do so!

**Physically print to your closest Laser (“L”) printer**

* This is most common when you need to markup and just see a report
* Printing a teller receipt

**Print to ProDoc (“M” printer)**

* Electronically print documents for review and to have member sign
* Saves paper

**Print to HOLDxx**

* This is a common way to print material that you want to view, just not physically print
	+ Items can be saved and printed later, or simply deleted when done viewing
* A great way to view information without physically printing a large report
	+ This works great when unsure if the tool you are in is the report you need for your task

**Printing to INSTANTxx**

* Print a report from CU\*BASE right to CU\*Spy!
	+ Retained with monthly archived CDs (if applicable). Learn more [here](https://store.cuanswers.com/product/data-archival-options/)!

**Print a query in report builder**

* This is a great way to print data from a custom report
	+ A ‘[Show Me the Steps’](https://help.cubase.org/steps/Print_Query_Results.htm) is available for this feature!

**Downloading using tool #1375**

* Building a report in CU\*BASE and downloading to PC
	+ There is a step-by-step process [here](https://www.cuanswers.com/wp-content/uploads/FileTransfersDownloadingDatafromiSeriestoPC.pdf)!
* Downloading a report from a SPOOL file to PC

**Report Automation**

* Create a report in a tool and have it automatically generate/print to a HOLDxx out queue or on your Laser printer
	+ Can be very customizable with WHEN the printing happens
	+ There is a [Show Me the Steps](https://help.cubase.org/steps/Report_Automation.htm) available this process!
	+ [Learn more](https://www.cuanswers.com/wp-content/uploads/AutomatedReportsandQueries.pdf) about Automated Reports!

***Additional ways that your credit union can print reports***

**Print to PDF**

* If configured, you can print a form/document to ProDoc or save on your shared drive for review later

**Print to ProDoc from a webpage**

* Example: Print NADA results from their website right to ProDoc and save them to the membership!

**Print to the ProDOC Microsoft Printer**

* Print Word, PDF, Notepad, or websites directly to ProDOC by printing to the ProDOC Microsoft printer. This is part of the Enhanced Online Vault. If you are interested in finding out more, please email imaging@cuanswers.com.