

# Printing Award Documents



## OVERVIEW

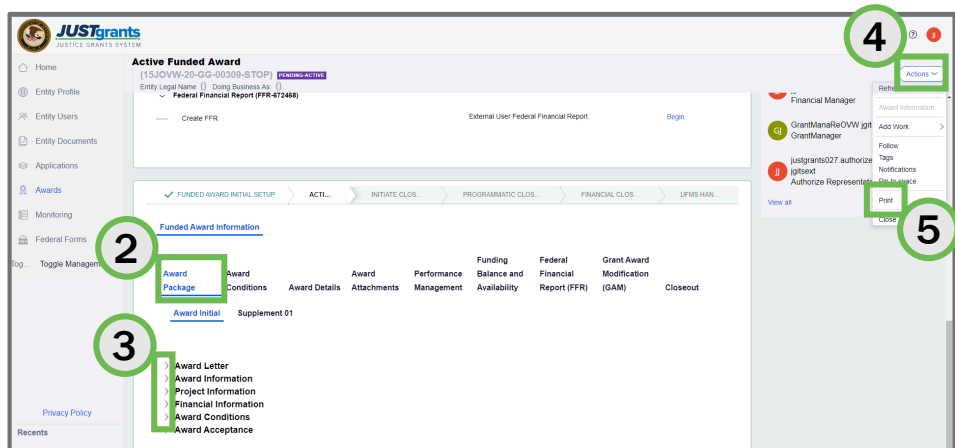
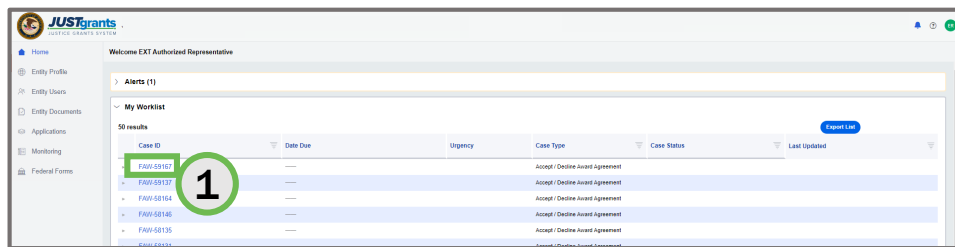
JustGrants gives you the option of printing award documents or saving them as a PDF. This guide provides you with step-by-step instructions for printing award documents in JustGrants.

## INSTRUCTIONS

- 1) Select the award from My Worklist or from the awards page.
- 2) Navigate to the Award Package Tab.
- 3) Review each section by selecting the caret  corresponding to each section to expand that section.

**NOTE:** If more than 50 award conditions appear in the Award Conditions section, select **Load More** after the 50<sup>th</sup> award condition to view all conditions.

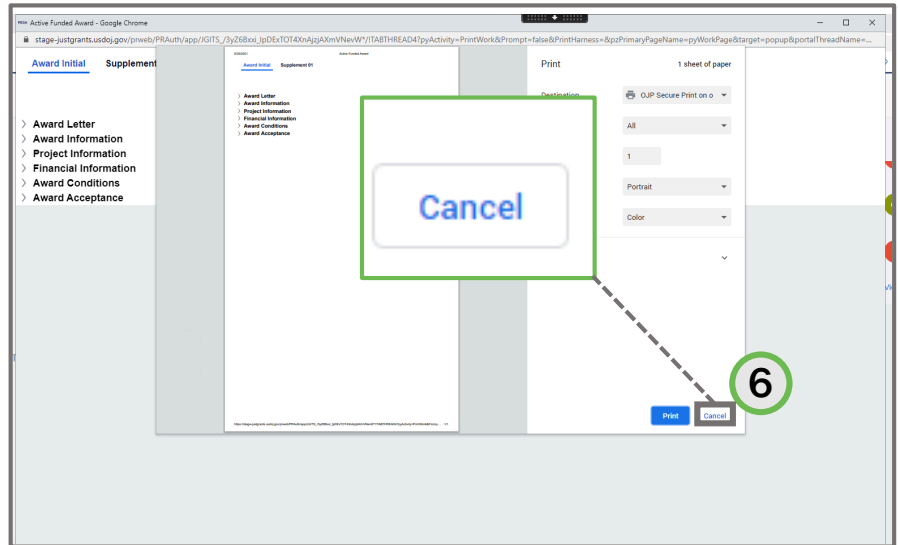
- 4) After expanding each section, select the **Actions** dropdown menu.
- 5) Select **Print**.




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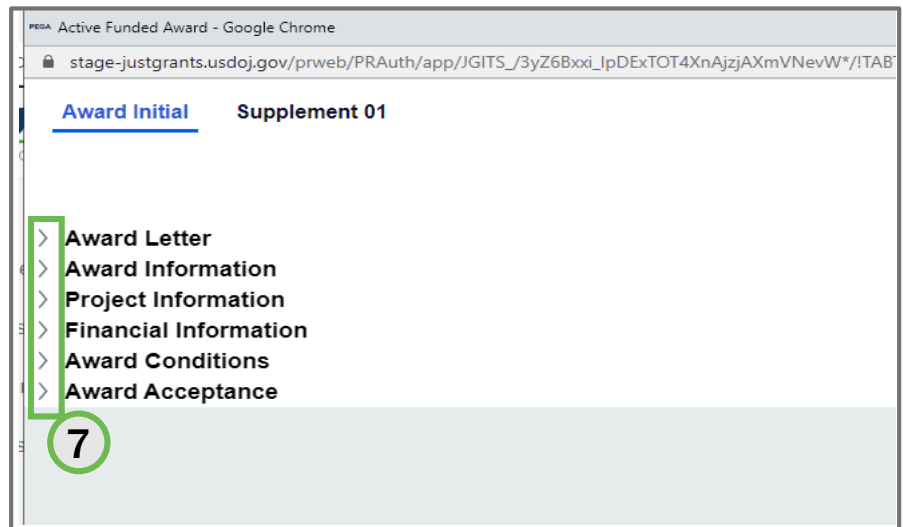


6) The Print dialogue box will appear. Select **Cancel** to make the print dialogue box disappear, as each section cannot be reviewed when the print menu appears.



7) Select the caret  corresponding to each section to expand and review that section.

**NOTE:** If more than 50 award conditions appear in the Award Conditions section, select **Load More** after the 50<sup>th</sup> award condition to view all conditions.



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**JUST**grants  
JUSTICE GRANTS SYSTEM

8) After opening all sections, right click on the screen. A menu will appear.

9) Select Print and the print dialogue box will appear. From there, either print the document or select the option to Save as PDF.

**NOTE:** The award document will save as a PDF as the default choice.

