

**Alaska Department of Education Early Learning  
Teaching and Learning Support  
NEW PRINTING PROCESS 9.1.2015**

**Printing from the funding application:** Print Button located on the Sections page of the funding application, on the right hand side.

To print the whole application, click the print button across from **ALL** (located at the top or bottom of sections)

To print an entire grant, click the print button across from the Grant Name (i.e. Title I-A).

To print just one page of the grant, click the print button across from that particular page. (i.e. budget)

1. On the Sections Page, click Print.

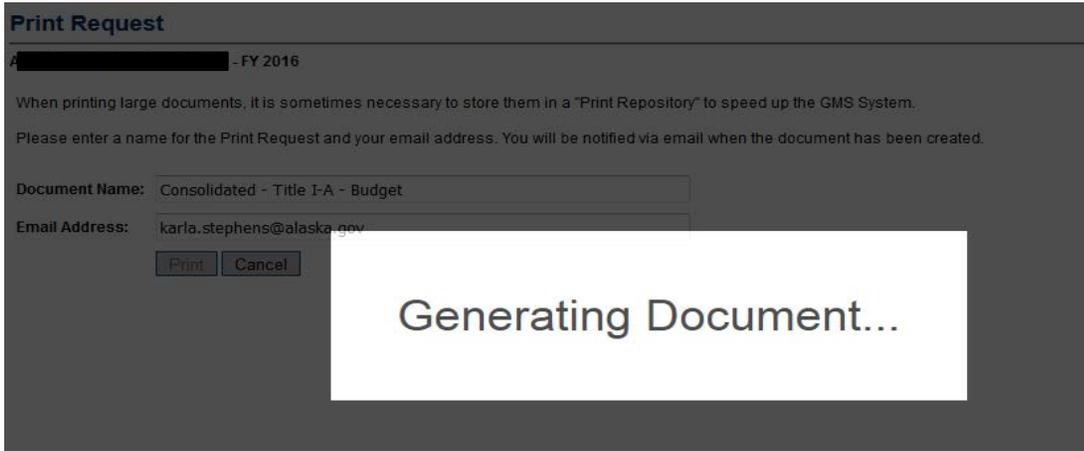
Sections		
FY 2016 - Consolidated - Rev 0		
Application Status: Authorized Representative Approved		
Change Status To: <a href="#">DEED Program Manager Approved</a> or <a href="#">DEED Program Manager Returned Not Approved</a>		
Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Validation	Print
All	<a href="#">Messages</a>	<a href="#">Print</a>
<input type="checkbox"/> History Log		<a href="#">Print</a>
<a href="#">History Log</a>		<a href="#">Print</a>
<a href="#">Create Comment</a>		
<input type="checkbox"/> Allocations		<a href="#">Print</a>
<a href="#">Allocations</a>		<a href="#">Print</a>
<input type="checkbox"/> Title I-A	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Accept/Waive Indirect Cost</a>		
<a href="#">Budget</a>	<a href="#">Messages</a>	<a href="#">Print</a>

2. A Print Request page will open. It will indicate that it will attempt to print the document immediately but if it takes too long, it will continue to work in the background and email when it is completed. GMS will prefill the Document Name and Email Address but they can be changed if desired. Click "Print" to start the print.

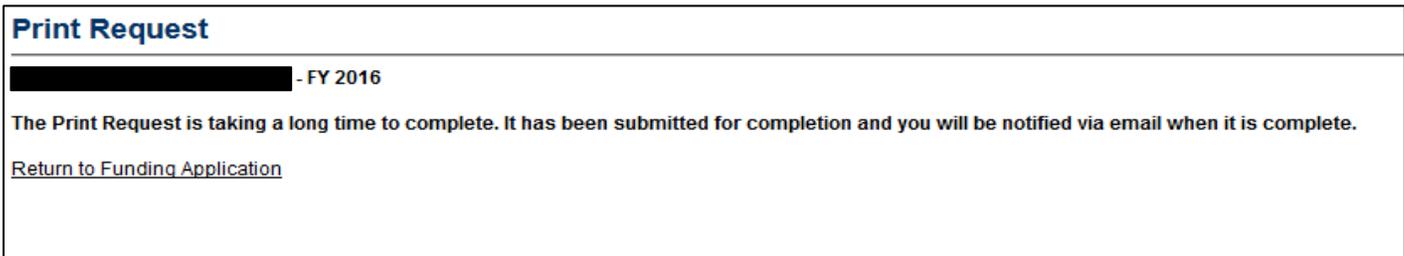
Print Request	
FY 2016	
When printing large documents, it is sometimes necessary to store them in a "Print Repository" to speed up the GMS System.	
Please enter a name for the Print Request and your email address. You will be notified via email when the document has been created.	
Document Name:	<input type="text" value="Consolidated - Title I-A - Budget"/>
Email Address:	<input type="text" value="karla.stephens@alaska.gov"/>
	<input type="button" value="Print"/> <input type="button" value="Cancel"/>

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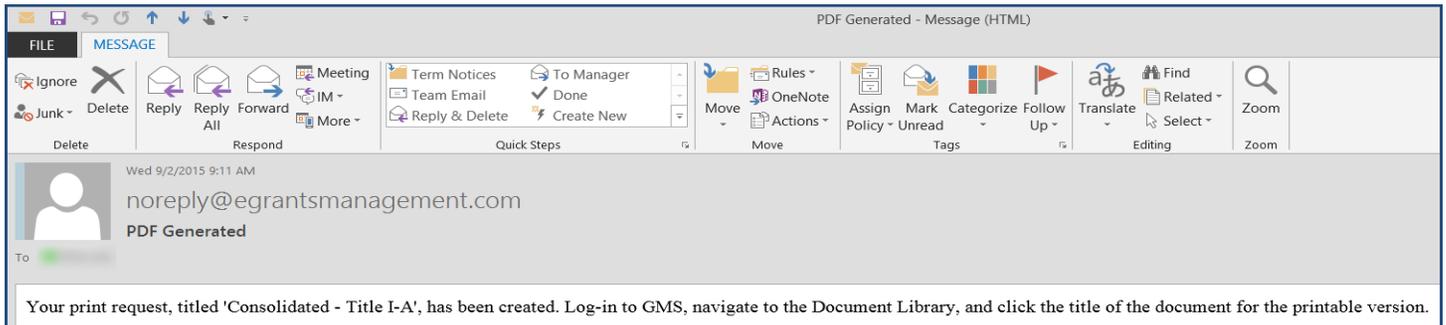
3. A window will pop up indicating that it is generating the document. If it can render the document within 30 seconds, it will pop up immediately upon completion.



4. If after 30 seconds, if it is not finished generating the document, a message will pop up notifying an email will be sent when it is completed.



5. Within a few minutes, an email should be received advising the document is ready or go directly to the Document Library to see the print request. This will only show up for the user generating the printing.



6. Go to the Document Library (user must be logged into GMS), where there is a section at the top with links to the recent print requests. Click on the link to open the document.

**Document Library**

██████████ - FY 2016

Below is your list of Print Requests.

Print Request Name	Request Date	Expiration Date	
<a href="#">Consolidated - Title I-A - Budget</a>	9/2/2015 9:29:54 AM	9/7/2015 9:29:54 AM	<a href="#">Delete</a>

**Document Library Search**