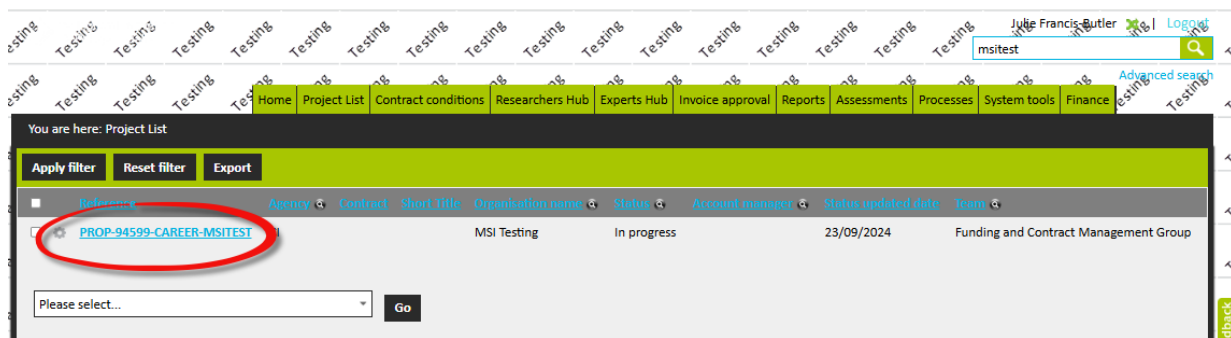
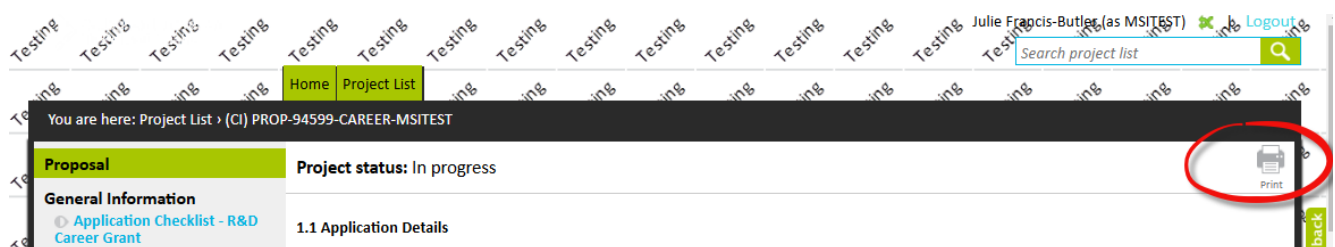


# Guidelines for saving records from the current online portal (IMS)

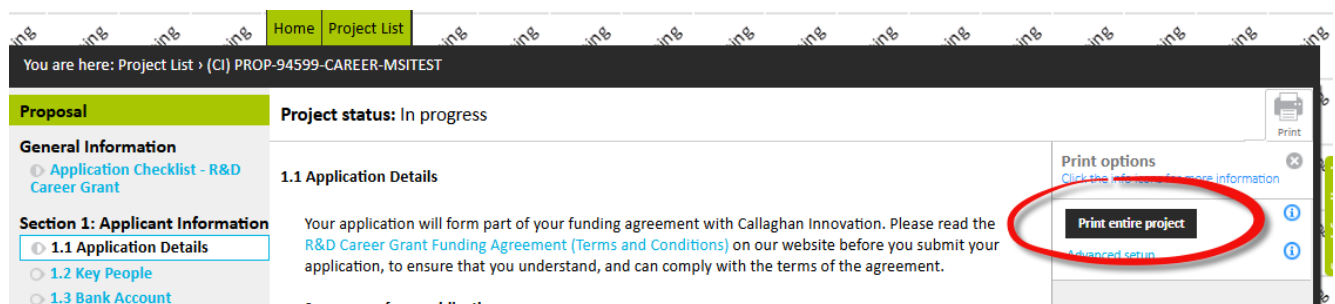
1. Select the record from your 'Project List' (This can be an application or contract record. From the contract record you can access your client reports.)



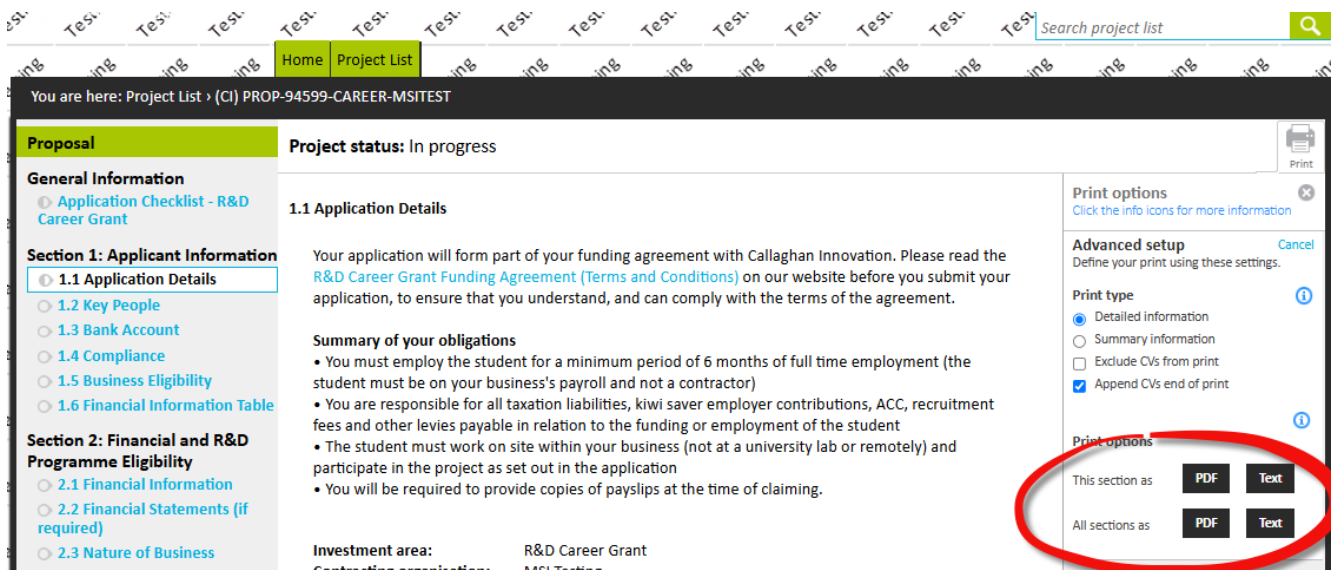
2. Click on the 'Print' icon



3. If you wish to print the entire record, Click on the 'Print entire project' button (this will include all uploaded documents)



4. If you only want to print the specific section, Click the “This section as PDF” button



5. You can also save specific uploaded documents. Navigate to the section you want, and click on the hyperlink as shown in the screenshot. This will download to your device.

