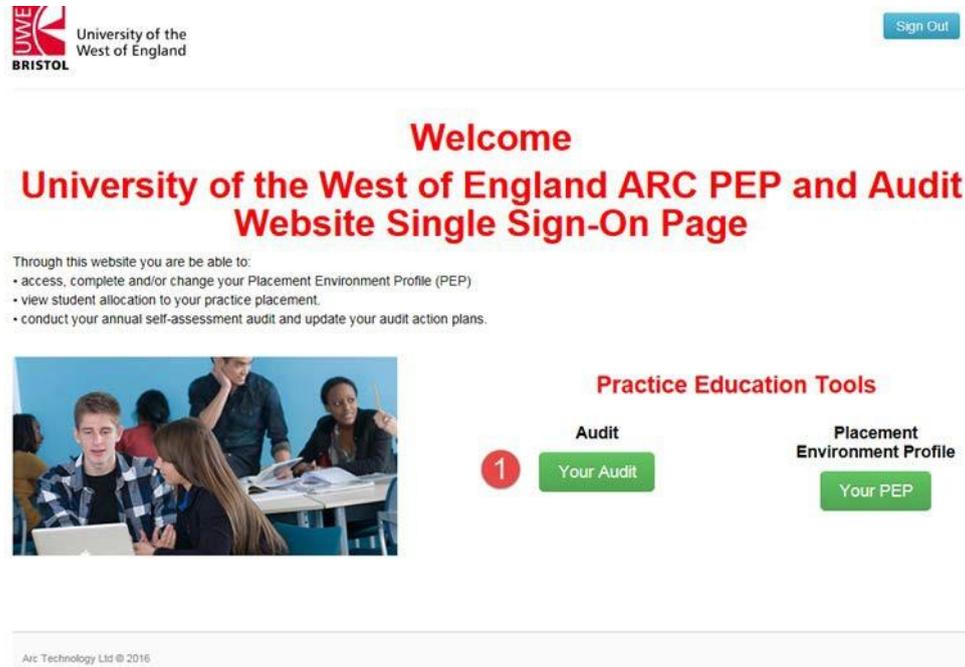


Printing completed placement audits made using the Online Audit Tool

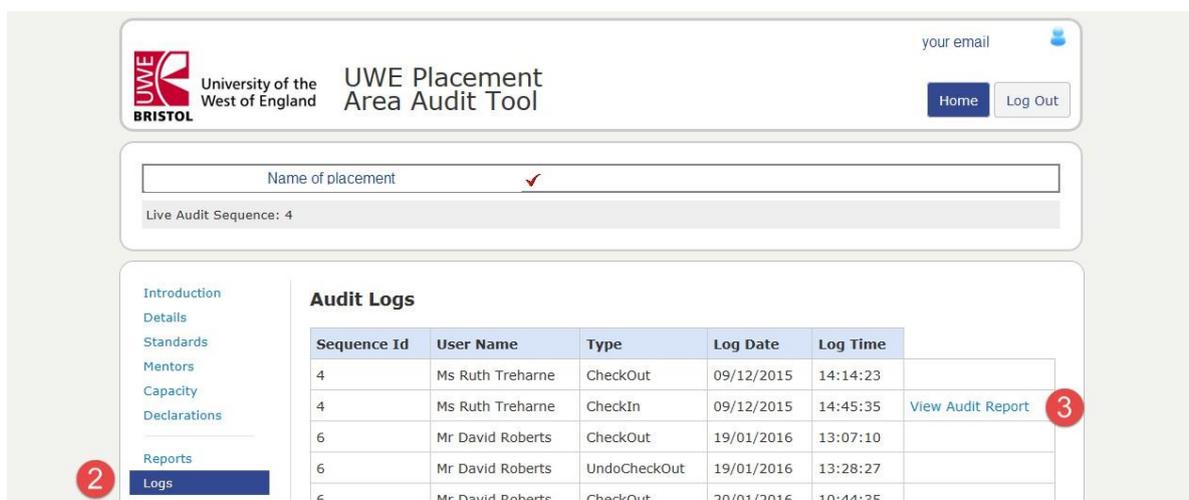
1. Log in to ARC via the [UWE Single Sign On](#) page then click on the 'Your Audit' green button (labelled 1 in Fig 1 below).

Fig 1 Single Sign On page



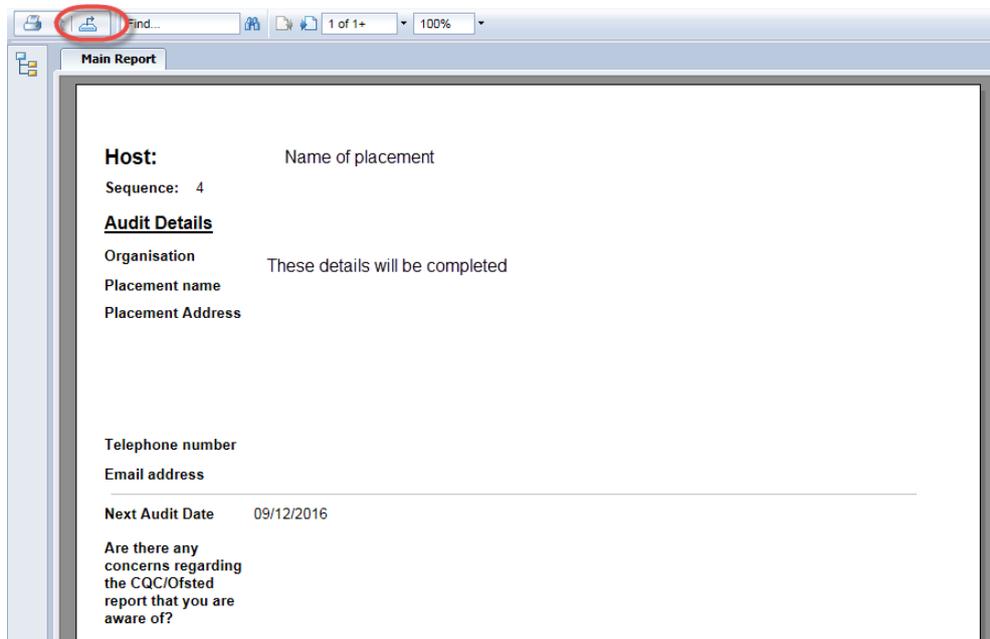
1. Select the Audit placement you want to print. Then click on 'Logs' from the menu on the left-hand side (labelled 2 in Fig 2 below).

Fig 2 Selected Audit



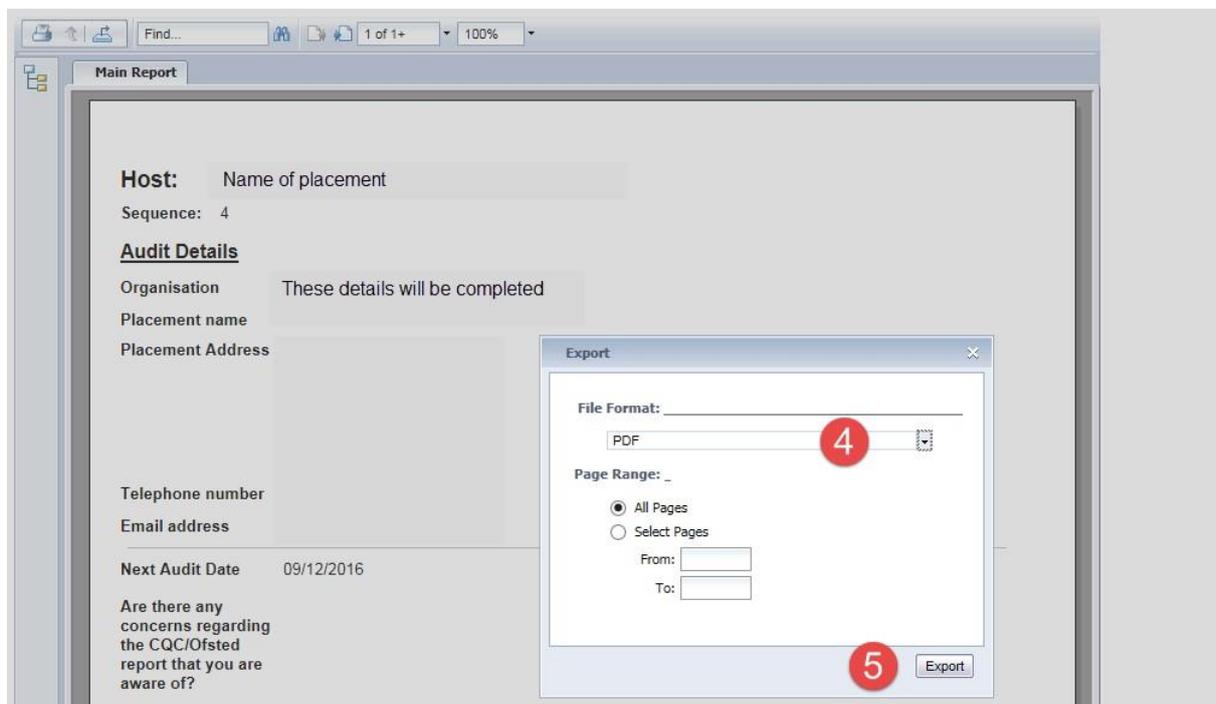
2. Click on 'View Audit Report' for the audit sequence you want to print from (labelled 3 in Fig 2 above).
3. When the report opens click on the Export button (circled red in Fig 3 below).

Fig 3 Audit Report



4. Select PDF then click on Export (labelled 4 and 5 in Fig 4 below).

Fig 4 Export Audit report



5. Click on 'Open' PDF then print as you would normally print documents.