

How to Guides

View & print your Review/Check

Step 1: Click on the 'Your Review' tab.

Step 2: Tick the 'Show completed & expired tasks' box and then click on the review you want to view

Step 3: Click on 'Options' on the top right of the review and then click 'Print Review'

Note:

- If the review is from previous period it will automatically turn to a pdf when you click on it
- You may have multiple pages of reviews. If you cannot see the review on the first page please click on the page numbers at the bottom of the page.

