## **How to Guides**

## View & print your Review/Check

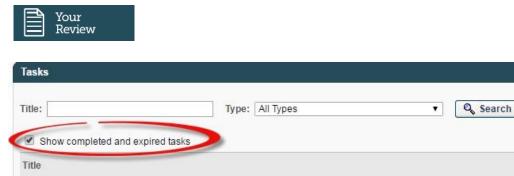
**Step 1**: Click on the 'Your Review' tab.

**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.





Ad Sales Self Review 2013/14