

From: dopmannouncement
Sent: Thursday, October 05, 2017 11:54 AM
To: DOPM All Users <DOPMAllUsers@uabmc.edu>
Subject: Computer Tip of the Week -- Print your Tel Documents

Print your Tel Documents

Brought to you by Lisa
Schwaiger-
HelpDesk Triage and Computer Tech
(now in MT-403)



SITUATION:

I'm a "non-exempt" person (i.e. I get paid biweekly). As part of that, now I have to print in Oracle my:

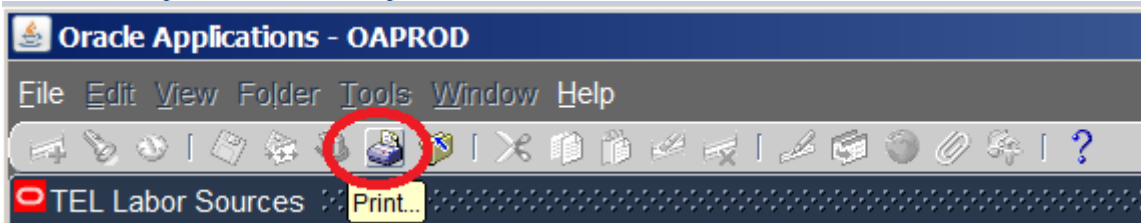
- main Tel page that has the time I worked each day, and
- my [Labor sources] page.

Do I do that using "screen shots"? Or is there an easier way?

SOLUTION:

Very easy.

Just click the print icon on the top, (as shown circled in red here):



Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?

Let us know at dopmHelp@uabmc.edu

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>