
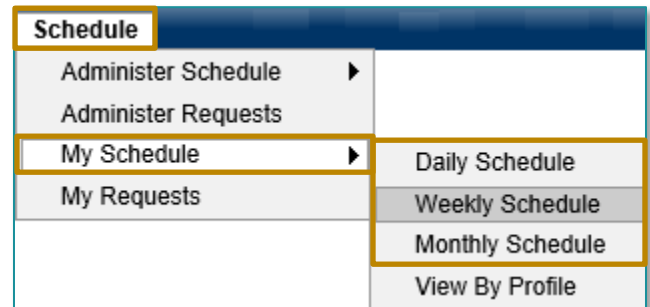


Within the Clairvia Web Solution, there may be times when it is desired to print a personal schedule. The steps below outline the process for printing a schedule. It is important to note that since the schedule is web based, and able to be synced with calendar apps such as iCal and Google Calendars, printing the schedule may not be necessary. Please use caution when printing a schedule since it is only accurate as of the current date and time, and will not be updated with potential schedule changes such as Shift Swaps and Awarded Opportunities.

Printing a Personal Schedule

- Click the Schedule link from the toolbar, then hover over My Schedule.
- Choose either Daily, Weekly, or Monthly Schedule from the options listed.
- From the Schedule Page, click Printable View on the right. 

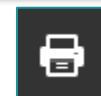
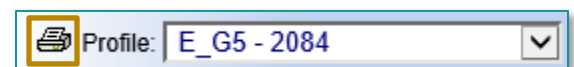
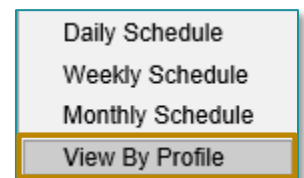


- The schedule, formatted for easy printing, opens in new browser window or tab, depending on which browser you are using.

- Click the browser Print button, or from the browser File menu, select Print.

IMPORTANT: A printed schedule is only accurate as of the current date and time. Please refer to Clairvia Web concerning potential schedule changes such as Shift Swaps and Awarded Opportunities.

- To print the View by Profile page
 - Click the Schedule link from the toolbar, then hover over My Schedule.
 - Choose the View by Profile option.
 - From the View by Profile page, click the Printable view Icon, located next to the profile selection dropdown.
 - This opens the schedule as an *Adobe* PDF file.
 - Click the *Adobe* Print button or press CTRL+P on the keyboard.



IMPORTANT: A printed schedule is only accurate as of the current date and time. Please refer to Clairvia Web concerning potential schedule changes such as Shift Swaps and Opportunities.