

Purpose

Use this procedure to print a specific page of the FML Low Balance report. This is done to send a letter to the Employee notifying them that they have a low FML Balance.

Trigger

Perform this procedure when you need to print a specific page of the FML Low Balance Report .

Prerequisites

- The current FML low balance report is sent by email on the fifth of every month.

Menu Path

Use the following menu path to begin this transaction:

- None

Transaction Code

None

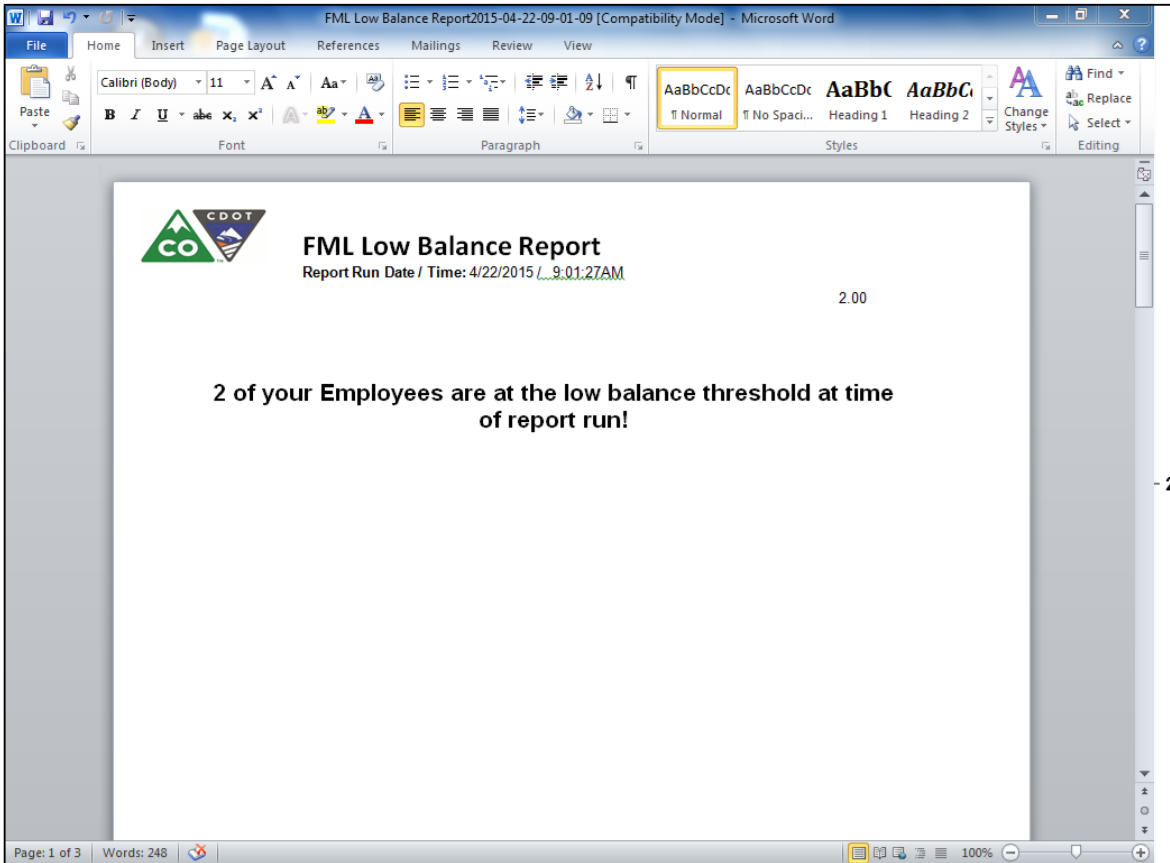
Helpful Hints

- You can select print as PDF from the print option to create PDF version of the letter.
- Addresses for sending the letter are sent in a separate Excel file.
- The address of all of the employees is included in the letter and has been formatted to use a window envelope to mail the letter.
- You will receive an email even if you do not have employees in the report.
- The report will contain all employees in you region and/or division even if you are not the primary FML Liaison for the employee.

Procedure

1. Start the transaction from the open FML Low Balance Report from your email.

FML Low Balance Report2015-04-22-09-01-09 [Compatibility Mode] - Microsoft Word

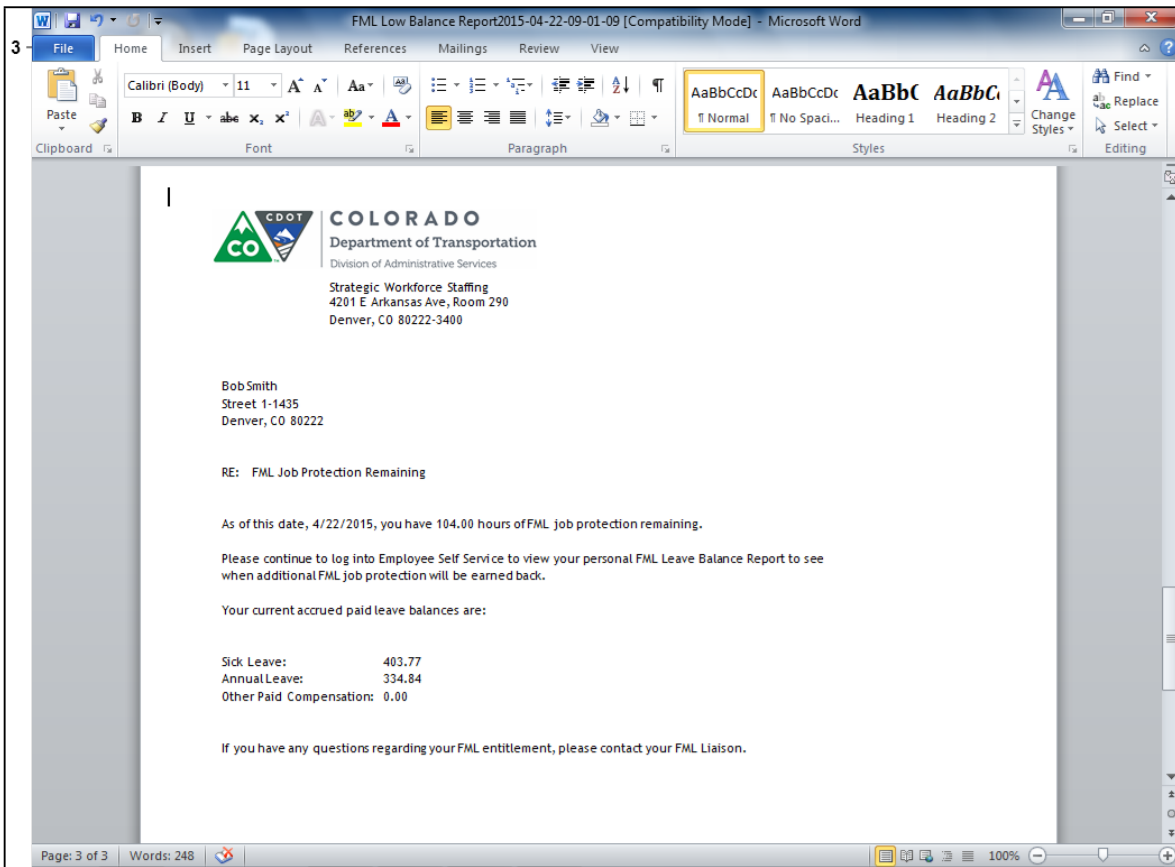


2. Navigate to the page that contains the letter you want to print.



In this example, the second letter of the report for Bob Smith is going to be printed.

FML Low Balance Report2015-04-22-09-01-09 [Compatibility Mode] - Microsoft Word

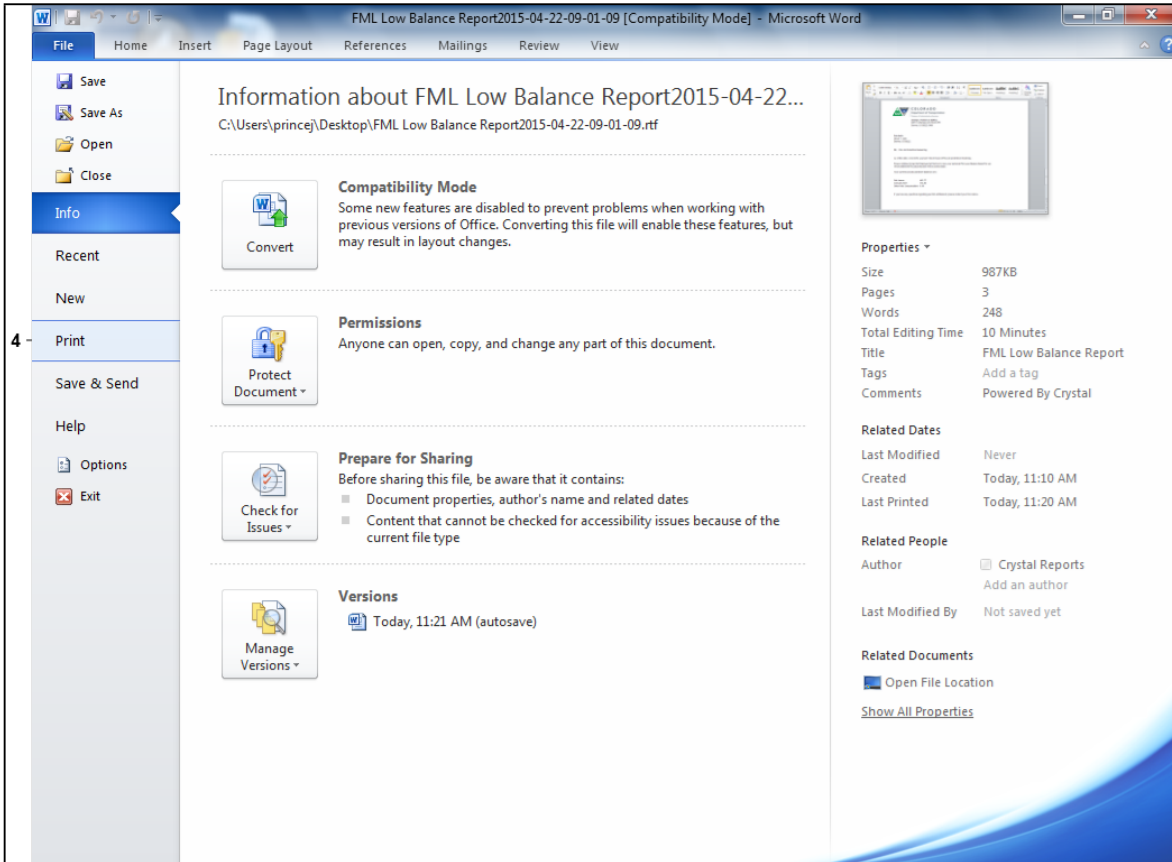


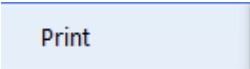
3. Click **File Tab** button .



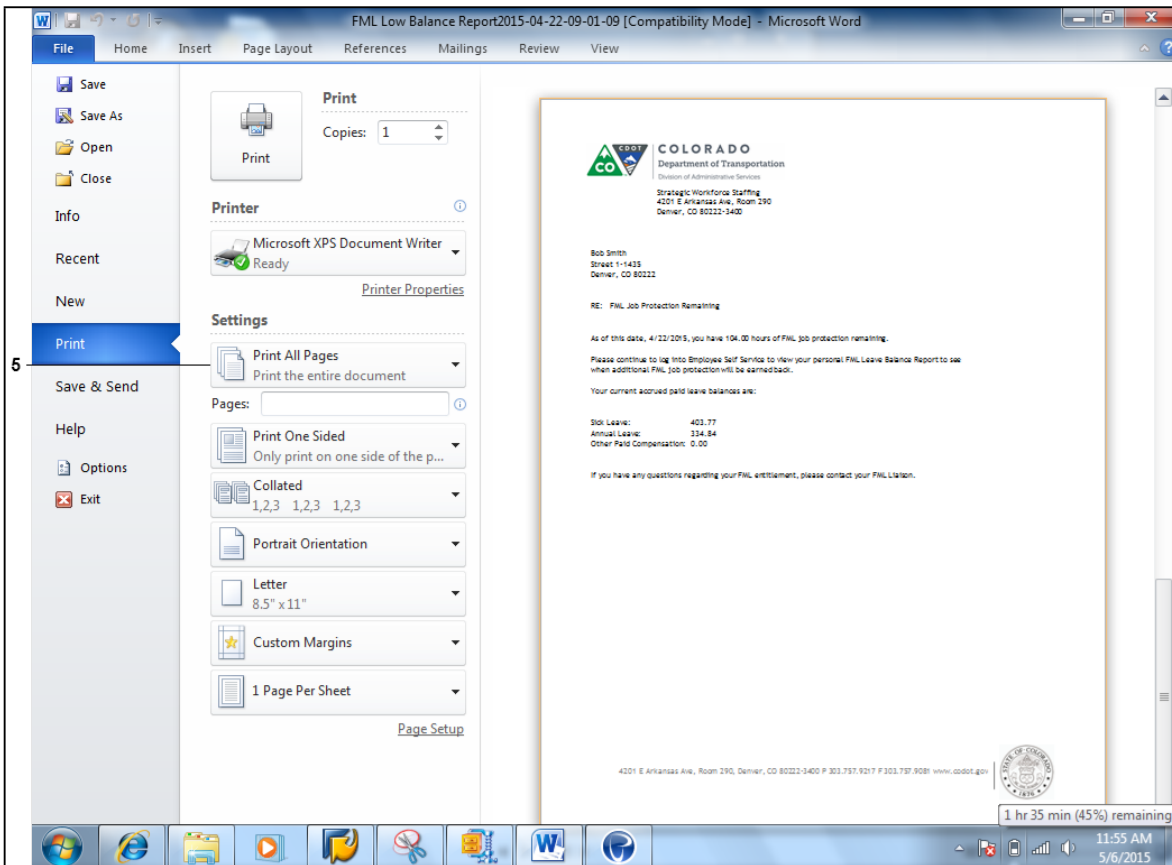
The print button is only available from the *File* tab.

FML Low Balance Report2015-04-22-09-01-09 [Compatibility Mode] - Microsoft Word



4. Click **Print** tab control  to display the print options for the document.

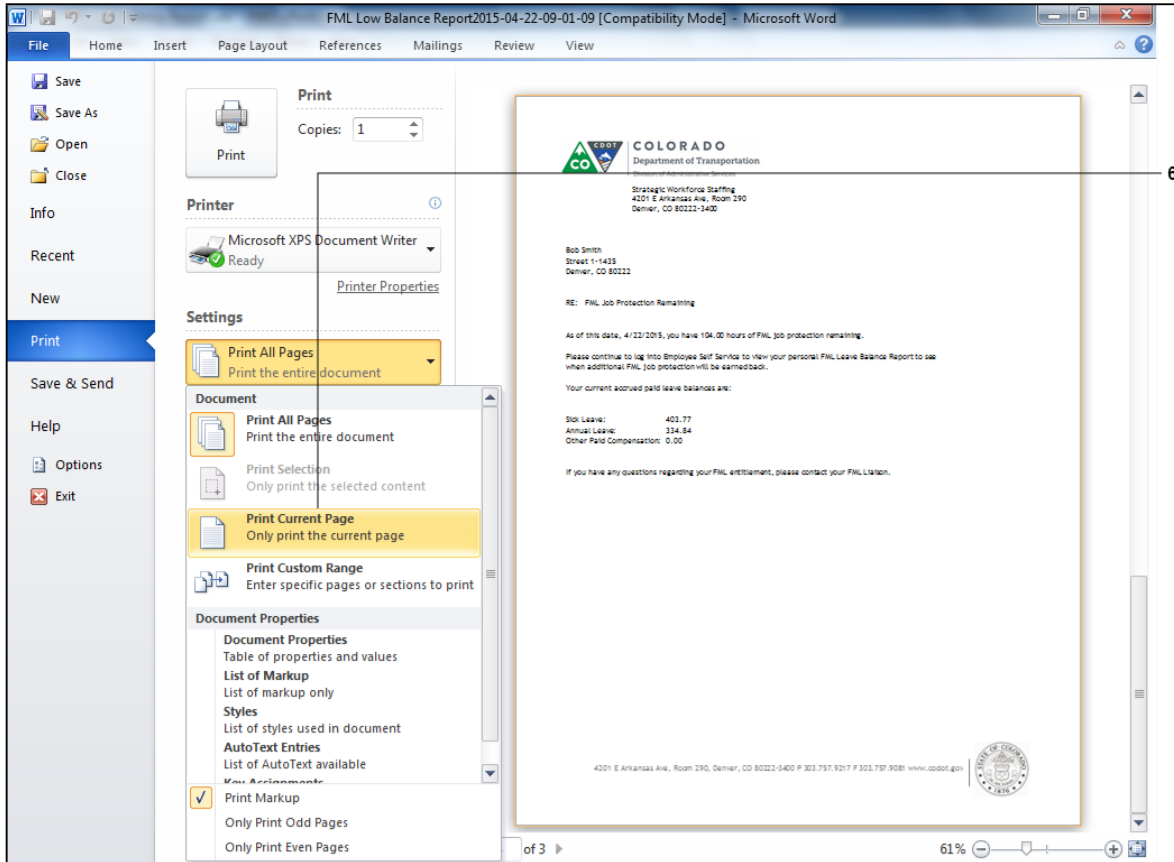
FML Low Balance Report2015-04-22-09-01-09 [Compatibility Mode] - Microsoft Word



5.

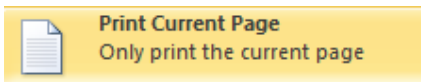
Click the **Print All Pages** drop-down  **Print the entire document**.

FML Low Balance Report2015-04-22-09-01-09 [Compatibility Mode] - Microsoft Word

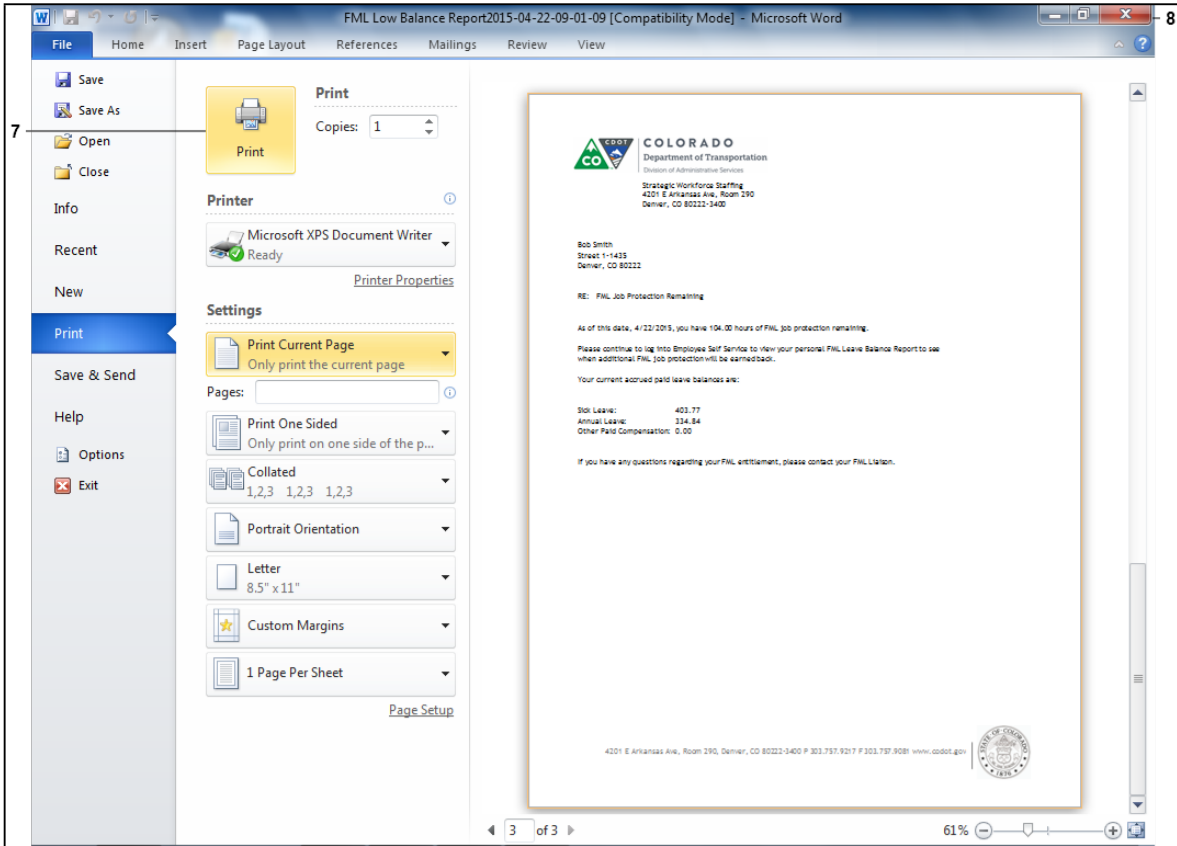


6.

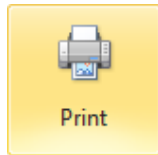
Select the **Print Current Page** option



FML Low Balance Report2015-04-22-09-01-09 [Compatibility Mode] - Microsoft Word



7.



Click **Print** button

8. You have successfully printed a page from the FML Low Balance report.

Result

You have printed a page from the FML Low Balance Report.

For feedback on this document, please contact dot_SAPSupport@state.co.us.

Purpose

Use this procedure to print a specific page of the FML Low Balance report. This is done to send a letter to the Employee notifying them that they have a low FML Balance.

Trigger

Perform this procedure when you need to print a specific page of the FML Low Balance Report .

Prerequisites

- The current FML low balance report sent on the fifth of every month.

Menu Path

Use the following menu path to begin this transaction:

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Transaction Code

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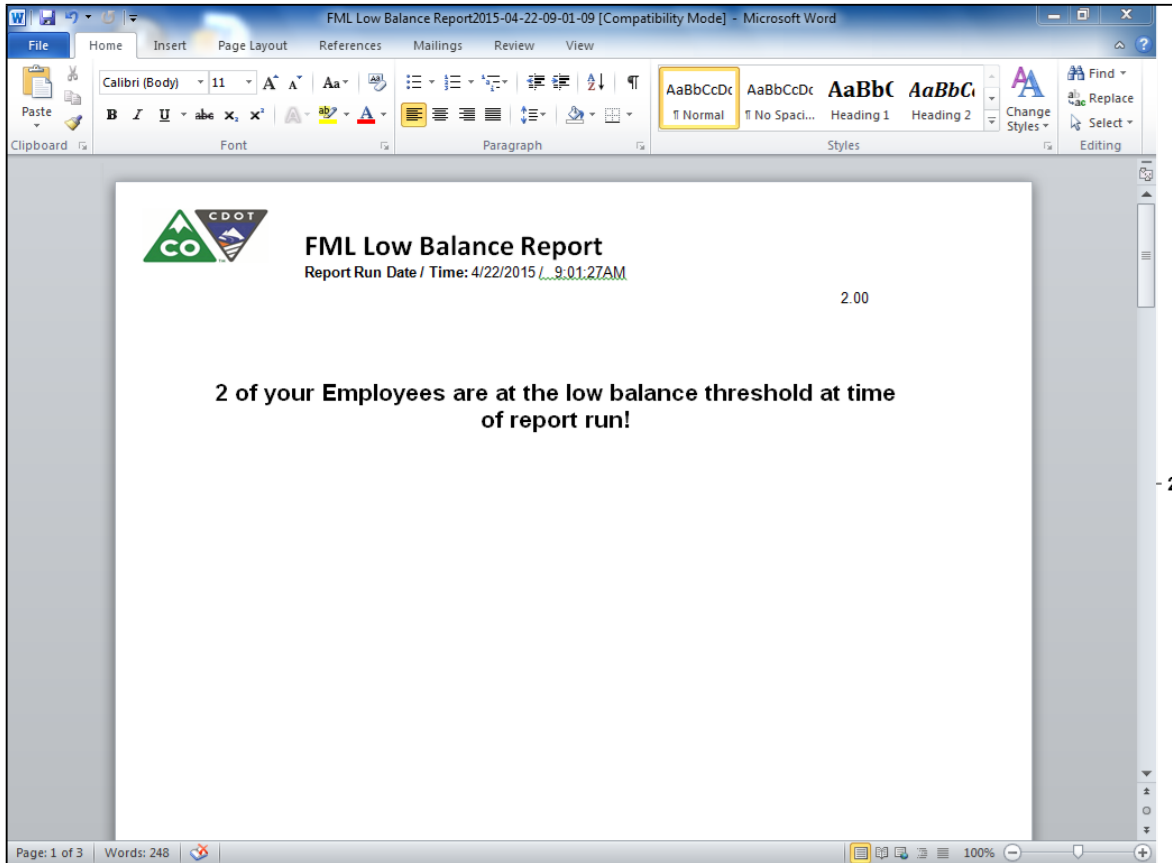
Helpful Hints

- You can select print as PDF from the print option to create PDF version of the letter.
- Addresses for sending the letter are sent in a separate Excel file

Procedure

1. Start the transaction from the open FML Low Balance Report.

FML Low Balance Report2015-04-22-09-01-09 [Compatibility Mode] - Microsoft Word

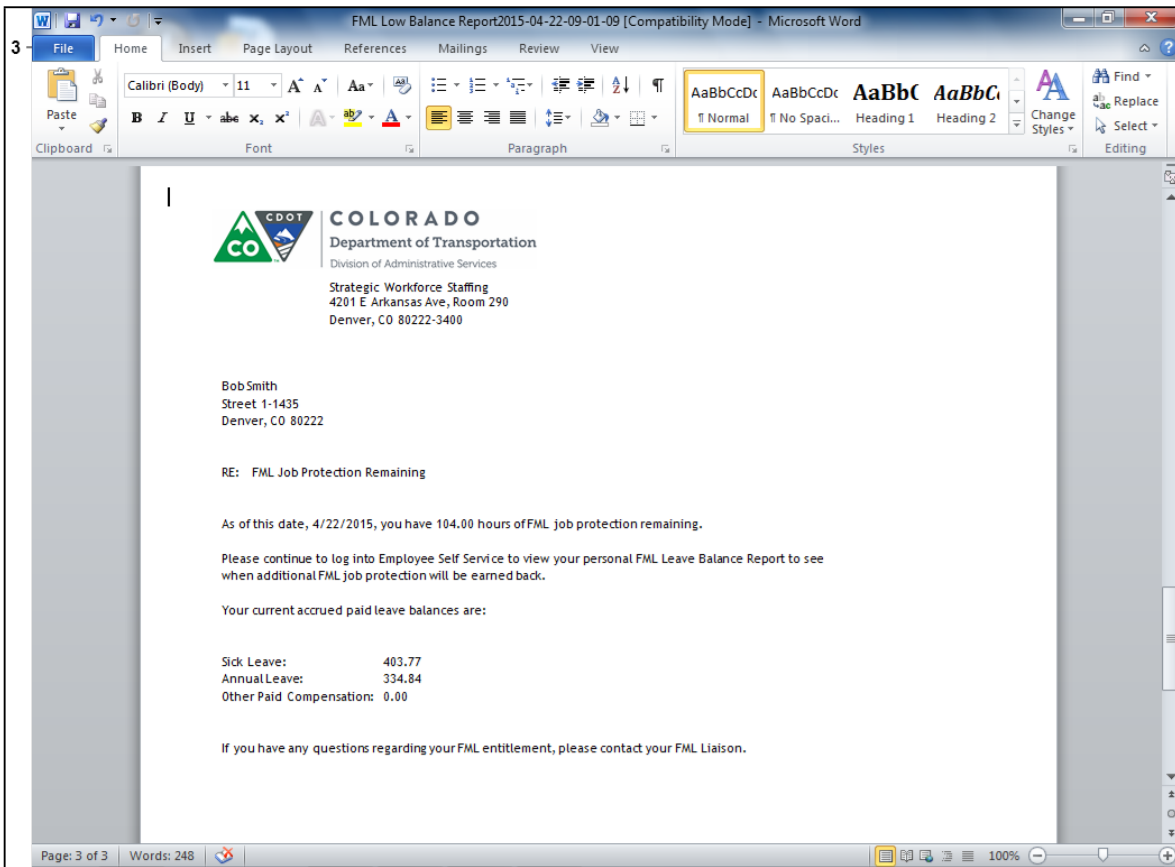


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In this example, the second letter of the report for Bob Smith is going to be printed.

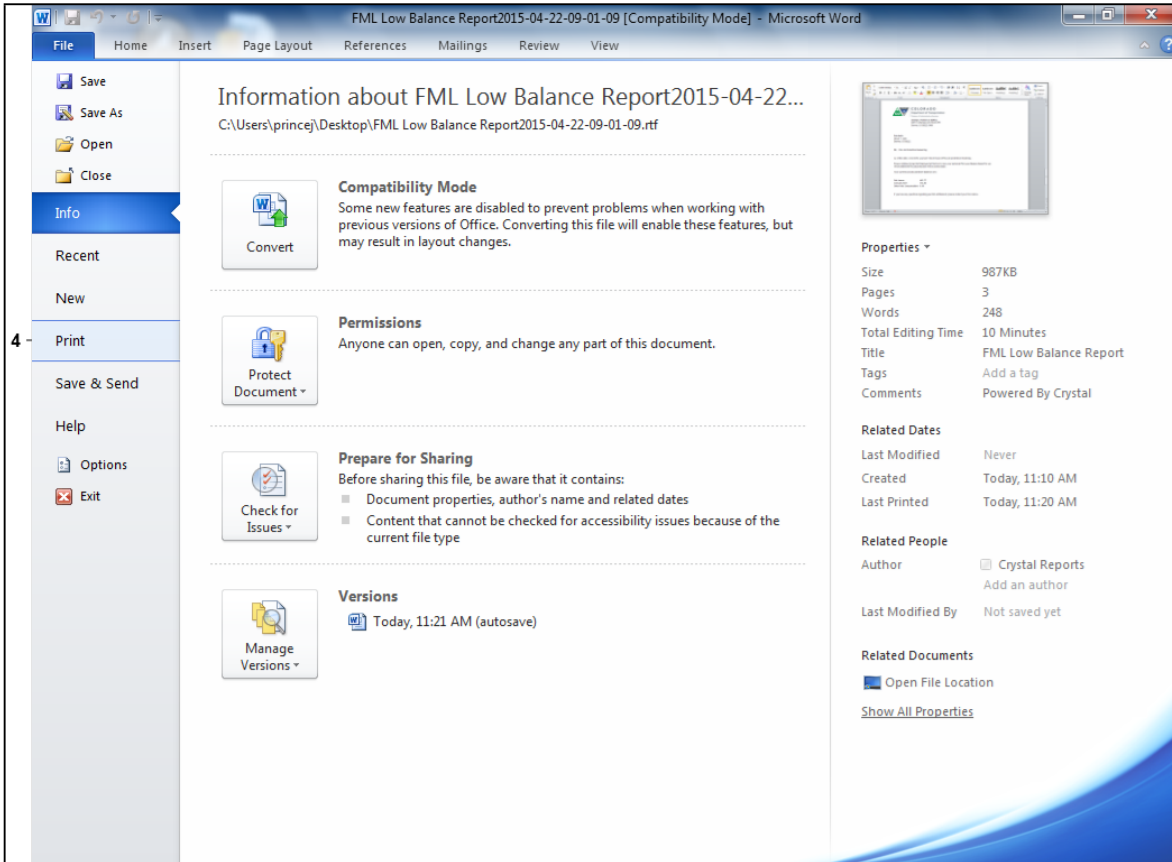
FML Low Balance Report2015-04-22-09-01-09 [Compatibility Mode] - Microsoft Word

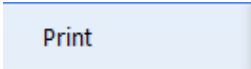


3. Click **File Tab** button .

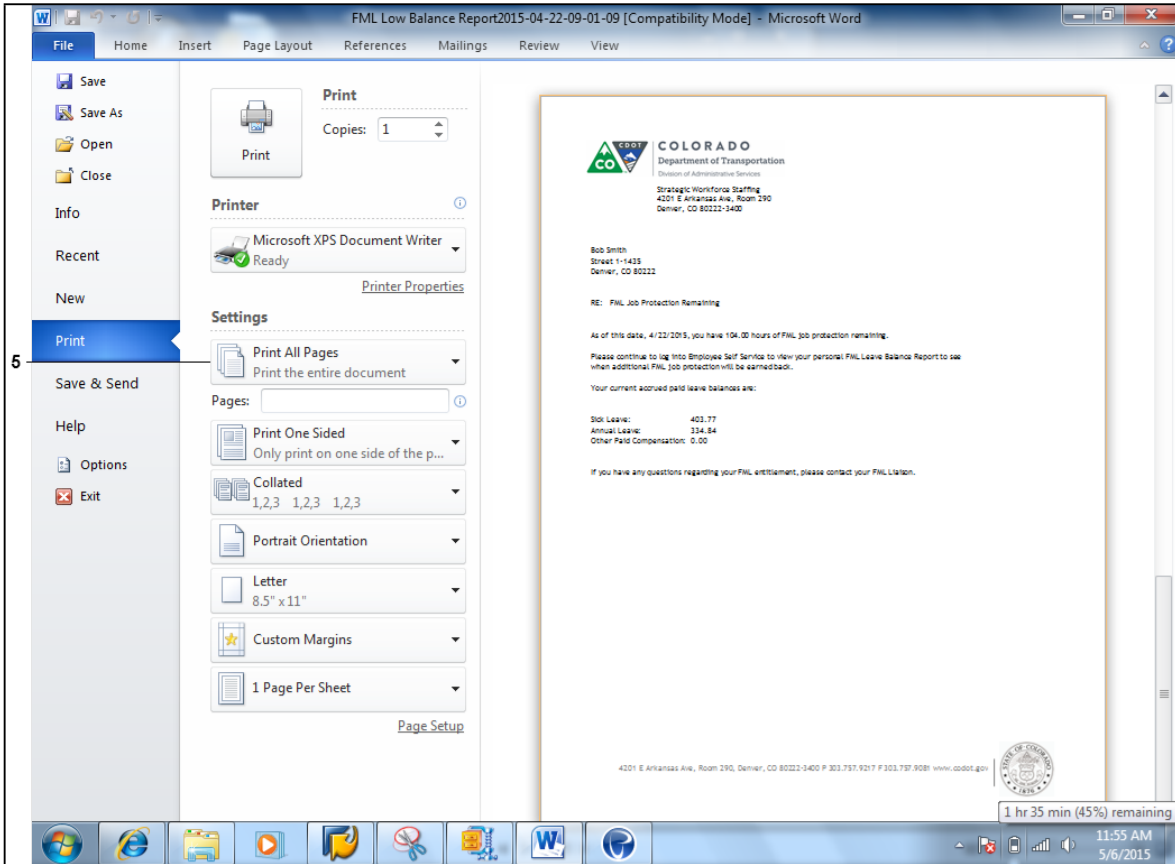
 The print button is only available from the *File* tab.

FML Low Balance Report2015-04-22-09-01-09 [Compatibility Mode] - Microsoft Word



4. Click **Print** tab control  to display the print options for the document.

FML Low Balance Report2015-04-22-09-01-09 [Compatibility Mode] - Microsoft Word

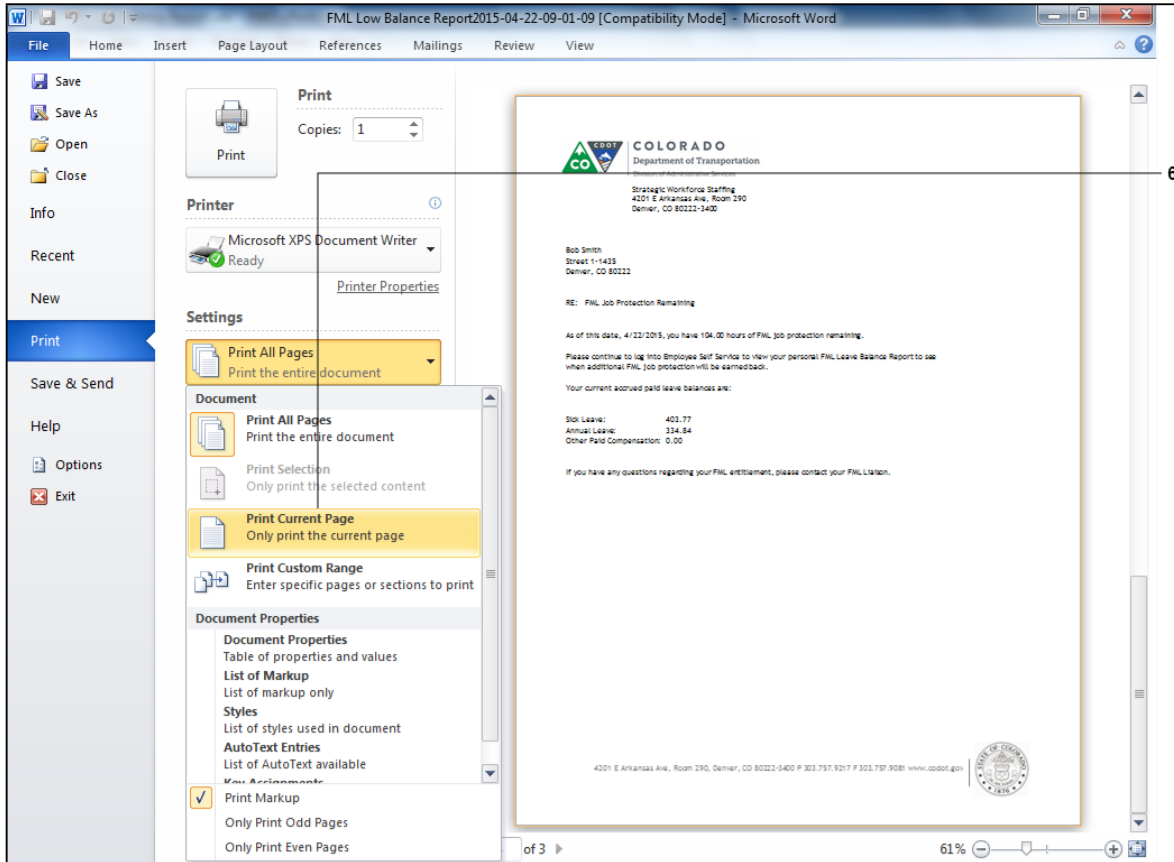


The screenshot shows the Microsoft Word interface with the Print dialog box open. The 'Print' tab is selected, showing options for printing the entire document. The printer is identified as 'Microsoft XPS Document Writer'. The 'Settings' section includes options for 'Print All Pages', 'Print One Sided', 'Collated', 'Portrait Orientation', 'Letter', 'Custom Margins', and '1 Page Per Sheet'. The document content is visible in the background, showing a letterhead for the Colorado Department of Transportation and a message regarding FML job protection.

5.

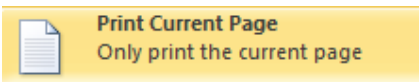
Click the **Print All Pages** drop-down  Print the entire document

FML Low Balance Report2015-04-22-09-01-09 [Compatibility Mode] - Microsoft Word

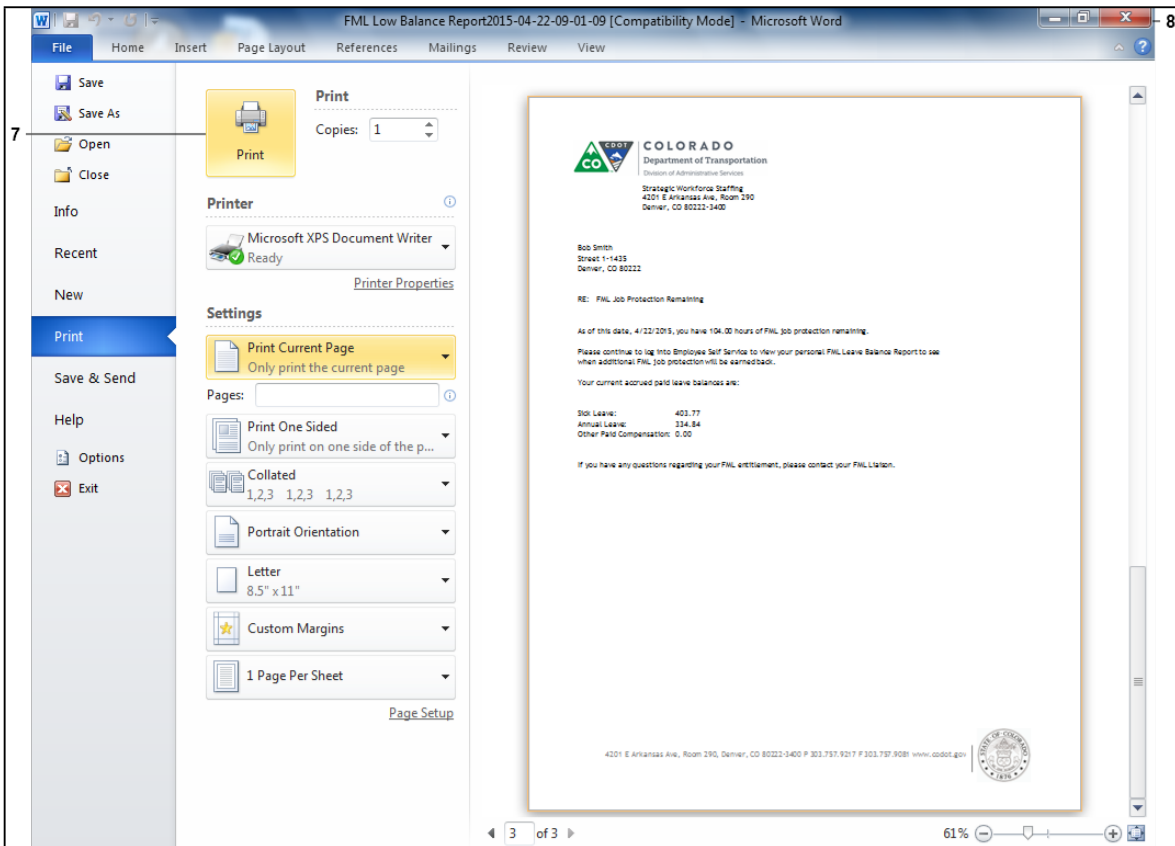


6.

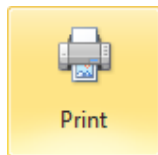
Select the **Print Current Page** option



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7.



Click **Print** button

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