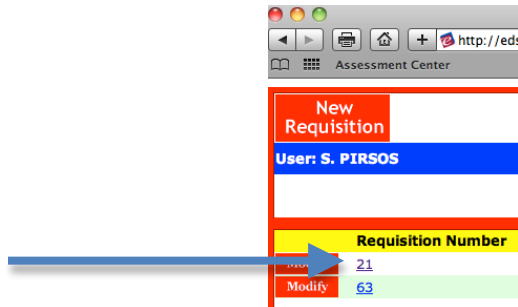


Print Ed Data Requisition

1) Log on to Ed Data

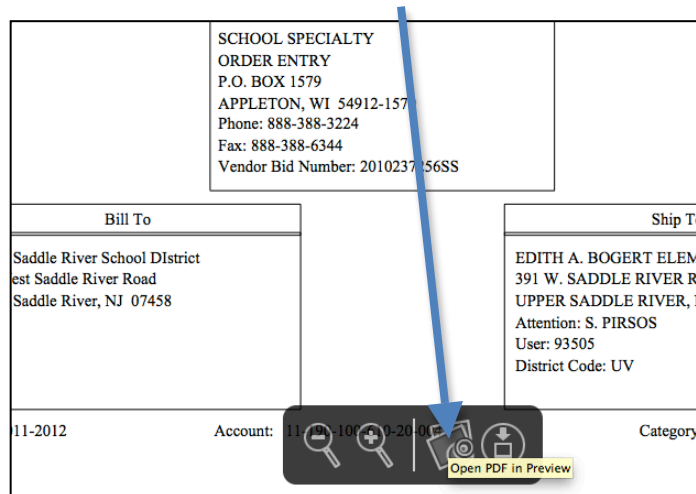
2) Create a new requisition or click on the requisition number if it has already been created



3) Click the **Print By Vendor** Button



4) When the report opens, click the **Open PDF in Preview** at the bottom of the page.



5) Once the requisition opens in Preview, you can either print it or save it.