How to Print Requests

(to be done *AFTER* request has been submitted to the core)

To print a copy of your request, follow the steps below:

Step 1: Navigate to the "**View My Requests**" tab

Step 2: Locate the correct request

Step 3: Click on the pencil and arrow icon

Step 4: Click "**Print**"

Step 5: Select "**Overview**" and "**Forms**" checkboxes to be included

Step 6: Click "**pdf**" and either choose "**Open with**" or "**Save File**"

Step 7: Print the request to your local printer

Step 8: Bring the printed copy of your request to the Histology core with your specimens