



Knowledgebase > Older Knowledgebase Items > Change where a VTADS form prints to

Change where a VTADS form prints to

Scott Adams - 2018-12-13 - Older Knowledgebase Items

Changing where forms print out in VTADS

Must have staff permissions

Open the county vtads session

23. System Administration Reports

1 . Data Management Reports

14. Event Document Setup

Here you choose the group of forms you are looking for

Check to see what the form is now printing to

Once you have verified that you are on the form you want you are ready to update

To update you need to be in the group of forms that contain the form, then press Shift_F4

Scroll to the form you want to update and press F2, change the printer name, and press F9 to update

Press F1 to back out of the update windows

Printer name will be dotmatrix, or laser

Tags

Form

Printer

VTADS