

# How to reprint a document.

Instructions :

1. Open the homepage.
2. Position your cursor over the **menu**, which is situated at the top of the homepage, and click the **Documents** item in the top-level menu. This action will reveal a dropdown menu, which includes an option labeled **Reprint**. Upon selecting the **Reprint** option the document search page opens.
3. Enter the complete document number into the search input located in the Blue Ribbon (for example, GRN-561, Q-23, INV-12, etc.).
4. To locate a document using the entered document number, select the Print Toolbar Button situated at the base of the document search page. This button will illuminate in green once a document number has been input into the search field in the Blue Ribbon.
5. When the document in question is located, it undergoes a reprinting process. By default, every instance of a document's printing is accompanied by a timestamp reflecting the most recent printing of the document. For additional details on a system setting that governs the enabling or disabling of the timestamp on a printed document click [here](#).

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