How to generate a PDF and print a report

1. Navigate to the **Reports** page using the three-line menu
2. Click on the report you would like to view and adjust the filters as needed
3. Click on the **red three-dot menu**
4. Click **Create PDF**
5. Choose the layout of the PDF and it will generate
6. The page break option will generate individual PDF pages based on the gray group lines
7. Click the **share icon** in the top right
8. Click **Print**

[Video: How to generate a pdf and print a report]