

# Statement print

On your homepage press „Compensation“ button.

The screenshot shows a dashboard with a blue header bar containing a search bar and a notification bell. Below the header, there are several widgets: 'To-Do' with 'Recruiting Approvals' (2), 'Plan Compensation' (1), and 'Take Courses' (19); 'News' with 'Quick Links'; and 'My Team' with 'Manage My Team' (15 reports), 'Team Summary' (3 metrics), 'Org Chart' (15 direct reports), 'Compensation' (highlighted in red), and 'Reports' (0 favorites).

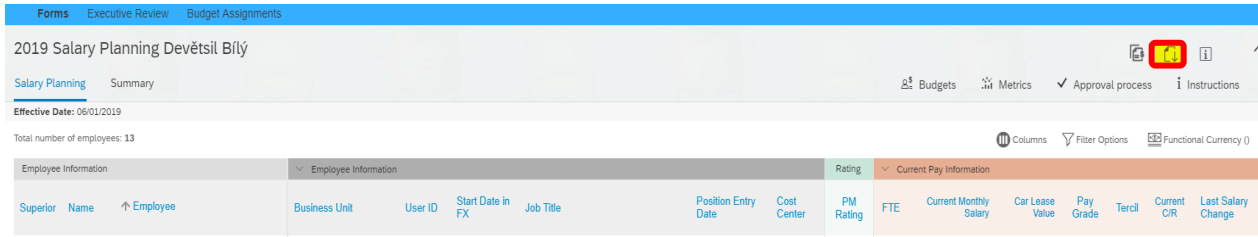
In Compensation open „Completed“ file:

The screenshot shows the 'Compensation' page with a blue header bar. Below the header, there are tabs for 'Forms', 'Executive Review', and 'Budget Assignments'. The main content area is titled 'My Forms' and includes a sidebar with filters for 'All Forms', 'In Progress', 'Inbox', 'En Route', 'Completed' (highlighted in red), and 'Form Status'. The main area shows a list of forms with columns for 'Form Title', 'Employee', 'Step', 'Date Assigned', 'Step Due Date', 'Form Start Date', 'Form End Date', 'Form Due Date', and 'Last Modified'. A 'Send to Next Step' button is visible.

Choose your plan and open with double click.

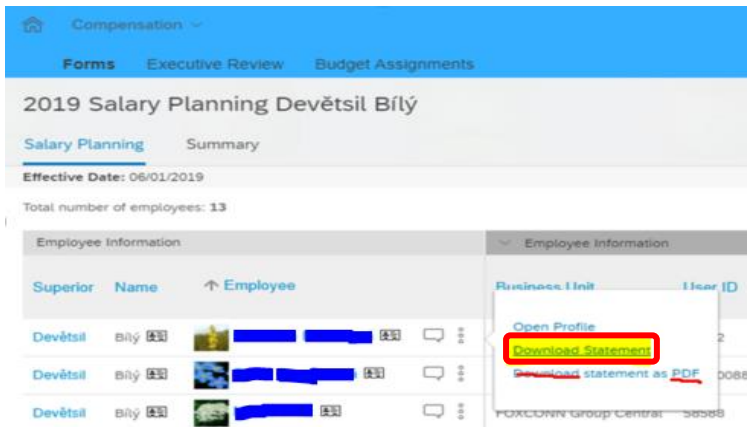
The screenshot shows the 'Compensation' page with a blue header bar. Below the header, there are tabs for 'Forms', 'Executive Review', and 'Budget Assignments'. The main content area is titled 'My Forms' and includes a sidebar with filters for 'All Forms', 'In Progress', 'Completed', 'Create New Folder', 'Un-Filed' (highlighted in red), and 'Form Status'. The main area shows a list of forms with columns for 'Form Title', 'Employee', and 'Form Due Date'. A specific form titled '2019 Salary Planning Devétzil Bily' is highlighted in red. The 'Form Due Date' is 05/31/2019.

Choose icon for Summary Statement download:

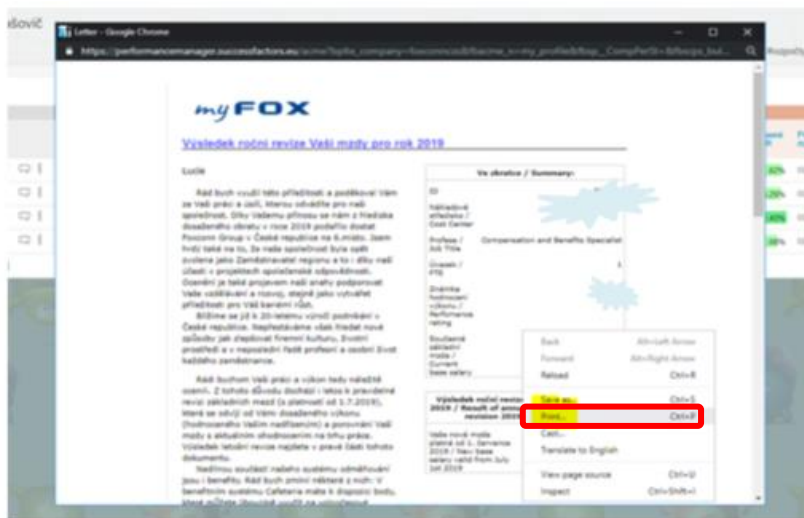


Or you can use one by one way via 3 points and Download Statement.

**BE AWARE – do NOT use Download as PDF – it does not have all czech letters and it is not formatted.**



In a new window use right mouse button and choose „print“:

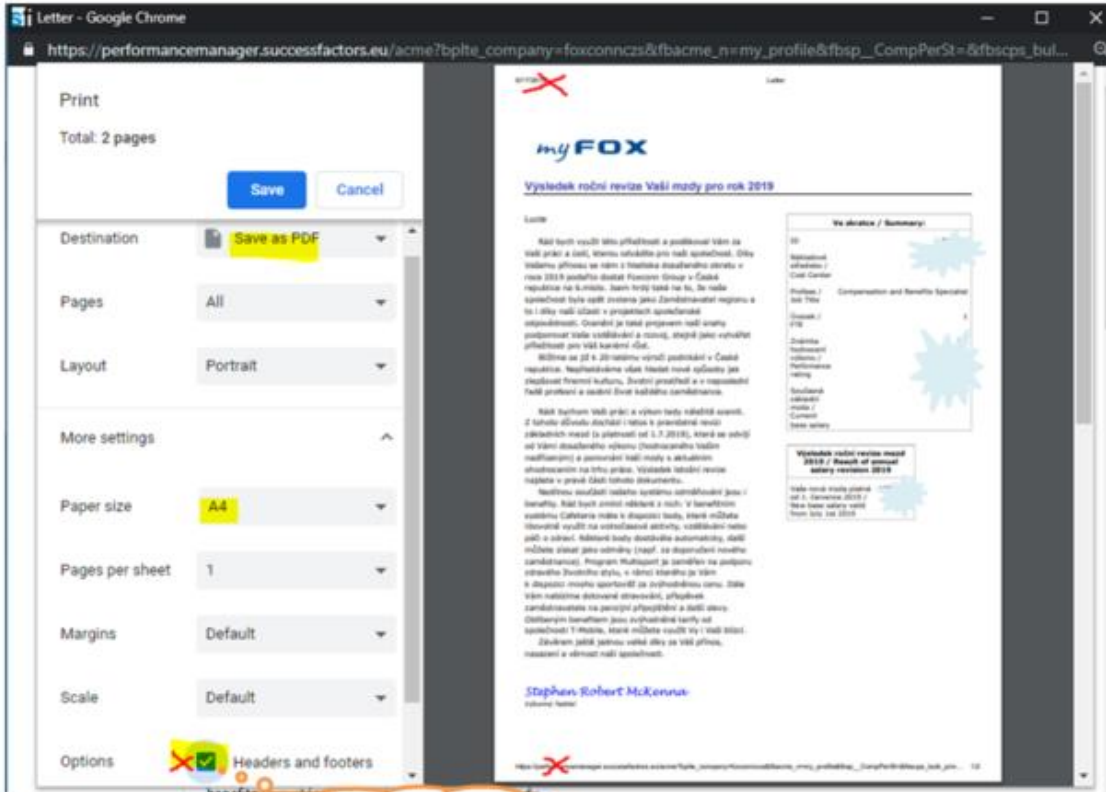


Now it depends on your web browser. We recommend Chrome – all is set up right there. You need to only change or check:

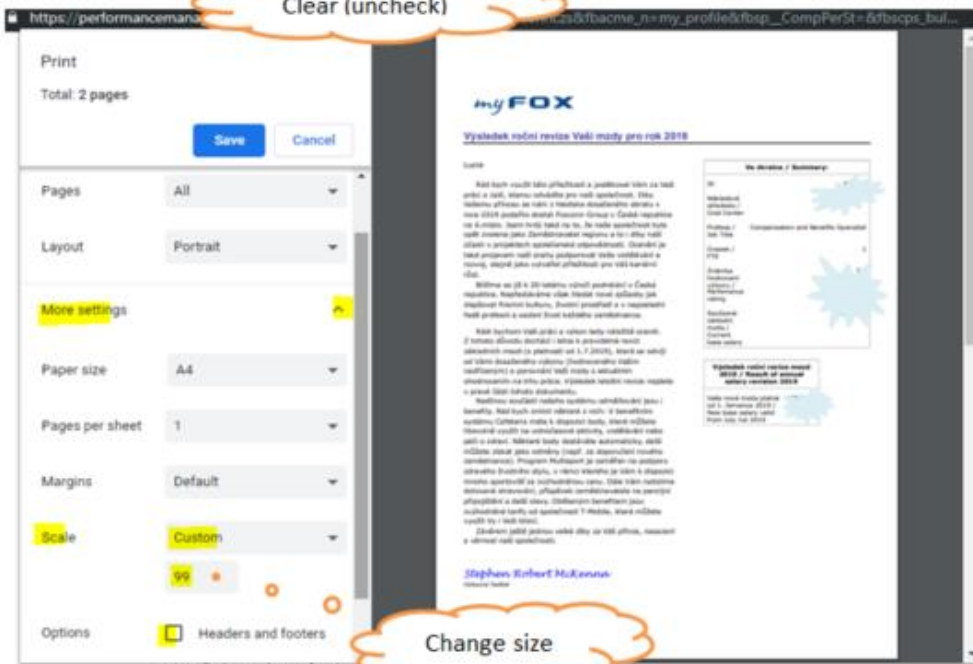
- print should be color and double side
- remove header and footer = uncheck click in front of Headers and Footers (see picture below)

- choose Page size = A4 (see picture bellow)
- you can now save it as PDF to your computer and print it later or print it right away

The format is set and depends also on the length of employee's job title, please check that Czech part is on one side and English one on other. You can change it by increasing or decreasing „scale“ by choosing custom.



Clear (uncheck)



Change size