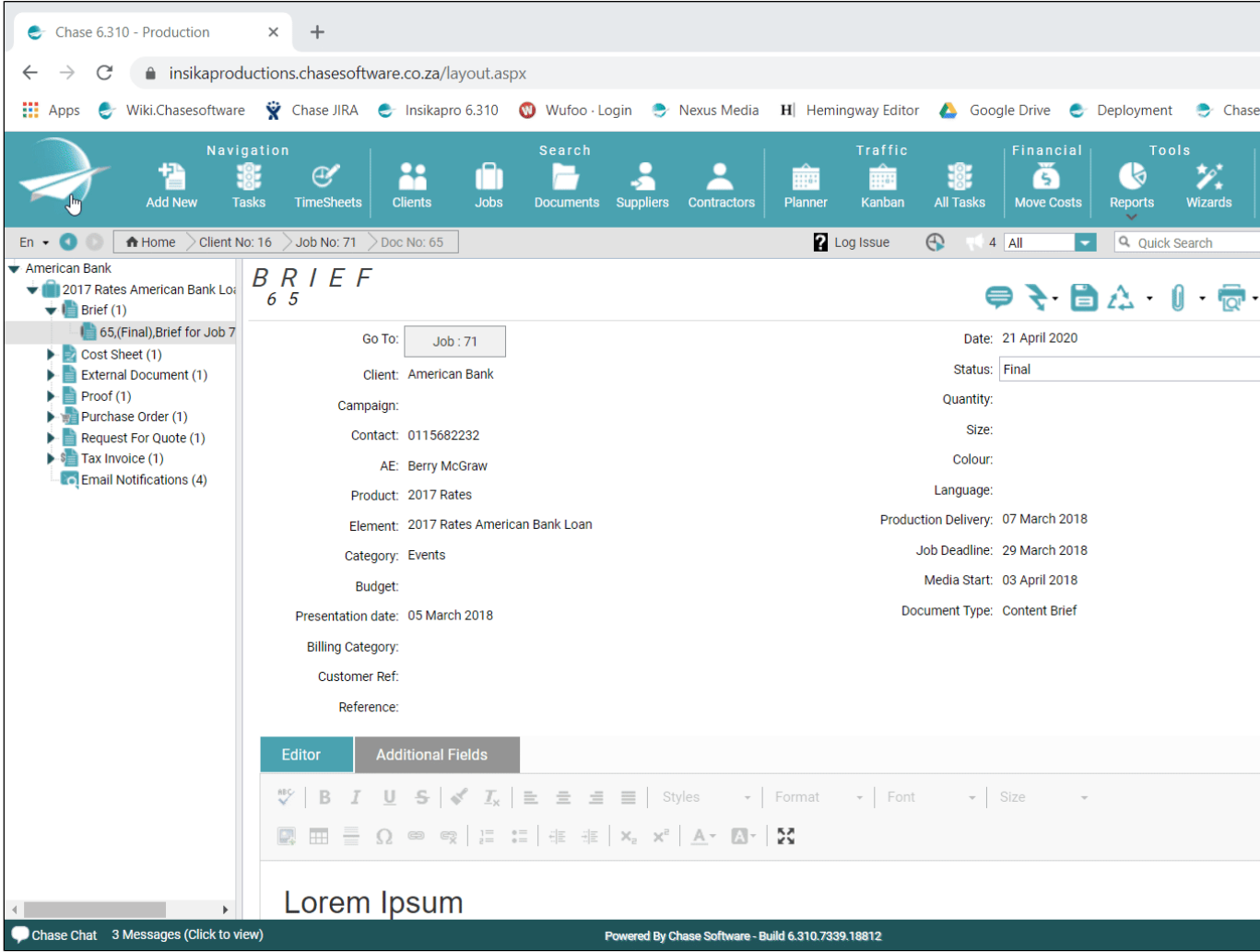


Printing from Chase

Chase allows you to preview and print the currently open document you are working on.

Here's a visual demonstration for printing in Chase



The screenshot shows the Chase 6.310 - Production web application. The browser address bar is 'insikaproductions.chasesoftware.co.za/layout.aspx'. The interface includes a navigation bar with icons for Add New, Tasks, TimeSheets, Clients, Jobs, Documents, Suppliers, Contractors, Planner, Kanban, All Tasks, Move Costs, Reports, and Wizards. The main content area displays a document titled 'BRIEF 6 5' for 'American Bank'. The document details include: Go To: Job : 71, Client: American Bank, Campaign: 2017 Rates American Bank Loan, Contact: 0115682232, AE: Berry McGraw, Product: 2017 Rates, Element: 2017 Rates American Bank Loan, Category: Events, Budget: 05 March 2018, Presentation date: 05 March 2018, Billing Category: Events, Customer Ref: 03 April 2018, Reference: 03 April 2018, Date: 21 April 2020, Status: Final, Quantity: 07 March 2018, Size: 29 March 2018, Colour: 03 April 2018, Language: 03 April 2018, Production Delivery: 03 April 2018, Job Deadline: 03 April 2018, Media Start: 03 April 2018, Document Type: Content Brief. The toolbar at the bottom right of the document area contains icons for chat, share, save, refresh, print, and close. The print icon is highlighted with a red box.

Below are steps to show you how to preview and print a document.

Step-by-step guide

1. Click the **Print/Preview** button on the Toolbar.



The document will open in a new web page.

2. To print this document, click the **Print** button on the right side of the page.

JOB BAG : 13

Client :	Trish Beauty Spa - Heidelberg	Date Opened :	2016/09/22
Product :	Summer Beauty	Presentation Date :	2016/09/27
Element :	200 Flyers for Geish Nail Promotion 2016	Production Delivery :	2016/10/03
Campaign :	Summer Look	Material Deadline :	2016/10/10
Client's Code :		Media Start :	2016/10/17
Contact :	Gavin Mckrow	Finished Date :	2018/02/20
Category :	Print Production AE: Adam	Closed Date :	2018/02/20
Distribution List :	BM,CF,FFF;		
Current Status :	Closed	Quan :	200
	The client has postponed the job till the budget has been approved by their accounting manager, we will resume in a couple of months.	Size :	A3
		Colour :	RGBY
		Lang :	English
		Budget :	30000

TASKS	Action By	Alloc Hours	Act Hours	% Complete	Start	Finish	Completion
Description/Notes							
Brainstorm/briefing	Mpho Thulo	08:00	67:00	100.00%	2016/09/23	2016/09/23	
Brainstorm/briefing	Adam	08:00	67:00	100.00%	2016/09/23	2016/09/23	
Brainstorm/briefing	Carol Fourie	08:00	67:00	100.00%	2016/09/23	2016/09/23	
Brainstorm/briefing	Mark Jackson	08:00	67:00	100.00%	2016/09/23	2016/09/23	
Brainstorm/briefing	Luke Harari	08:00	67:00	100.00%	2016/09/23	2016/09/23	
Brainstorm/briefing	Siphokuhle Mazibuko	08:00	67:00	100.00%	2016/09/23	2016/09/23	

The *Print* dialog appears. If required, make any appropriate changes to the settings in the dialog.

3. Click the **Print** button.

Print

Total: 2 sheets of paper (3 pages)

Print Cancel

Destination iR C1325

Change...

Pages All

e.g. 1-5, 8, 11-13

Copies

Color Color ▼

Scale Fit to page

Options Two-sided

[+ More settings](#)

[Print using system dialog... \(Ctrl+Shift+P\)](#)

JOB BAG : 13

Client : Irish Beauty Spa - Heidelberg	Date Opened : 2016/09/22
Product : Summer Beauty	Presentation Date : 2016/09/27
Element : 200 Flyers for Gelish Nail Promotion 2016	Production Delivery : 2016/10/03
Campaign : Summer Look	Material Deadline : 2016/10/10
Client's Code :	Media Start : 2016/10/17
Contact : Gavin McKow	Finished Date : 2016/02/20
Category : Print Production AE: Adam	Closed Date : 2016/02/20

Distribution List : SMCF/FFF;
Current Status : Closed
 The client has postponed the job (E) the budget has been approved by their accounting manager, we will resume in a couple of months.

Quan : 200	Size : A3
Colour : RGBY	Lang : English
Budget : 30000	

TASKS	Action By	Alloc Hours	Act Hours	% Complete	Start	Finish	Completion
Description/Notes							
Brainstorm/briefing	Mpho Thulo	08.00	07.00	100.00%	2016/09/23	2016/09/23	
Brainstorm/briefing	Adam	08.00	07.00	100.00%	2016/09/23	2016/09/23	
Brainstorm/briefing	Carol Fourie	08.00	07.00	100.00%	2016/09/23	2016/09/23	
Brainstorm/briefing	Mark Jackson	08.00	07.00	100.00%	2016/09/23	2016/09/23	
Brainstorm/briefing	Luke Harat	08.00	07.00	100.00%	2016/09/23	2016/09/23	
Brainstorm/briefing	Sybiluzile Macshule	08.00	07.00	100.00%	2016/09/23	2016/09/23	
Brainstorm/briefing	Francine	08.00	07.00	100.00%	2016/09/23	2016/09/23	
Brainstorm/briefing	Tumelo Morake	08.00	07.00	100.00%	2016/09/23	2016/09/23	
Brainstorm/briefing	Ruth Jansen	08.00	07.00	100.00%	2016/09/23	2016/09/23	
Brainstorm/briefing	Inactive Team	08.00	07.00	100.00%	2016/09/23	2016/09/23	
Brainstorm/briefing	Berry McGraw	08.00	07.00	100.00%	2016/09/23	2016/09/23	
Design	Adam	04.00	04.00	100.00%	2016/09/26	2016/09/26	
Miscellaneous	Ruth Jansen	06.00	07.00	100.00%	2016/09/26	2016/09/26	

Chase prints the document and returns to the document preview screen.

Related articles

[Page:Adding and Applying an Amendment Template](#)

[Page:Using Require Date Acknowledgment on Amendment](#)

[Page:Adding an external document](#)

[Page:Adding an Amendment](#)

[Page:Copying a Brief from one job bag to another](#)