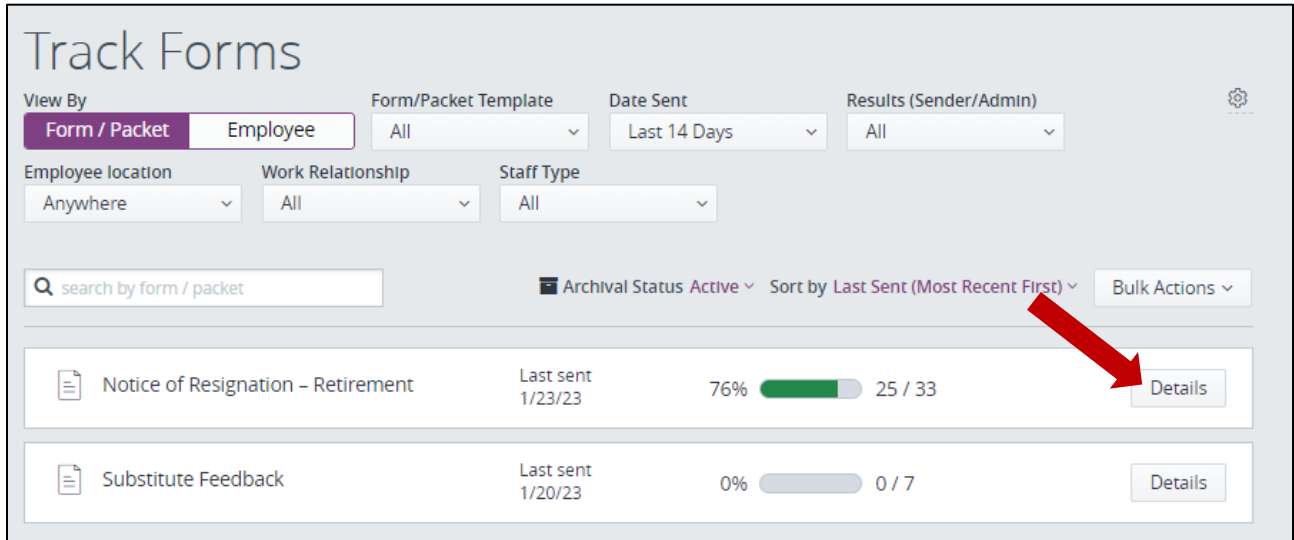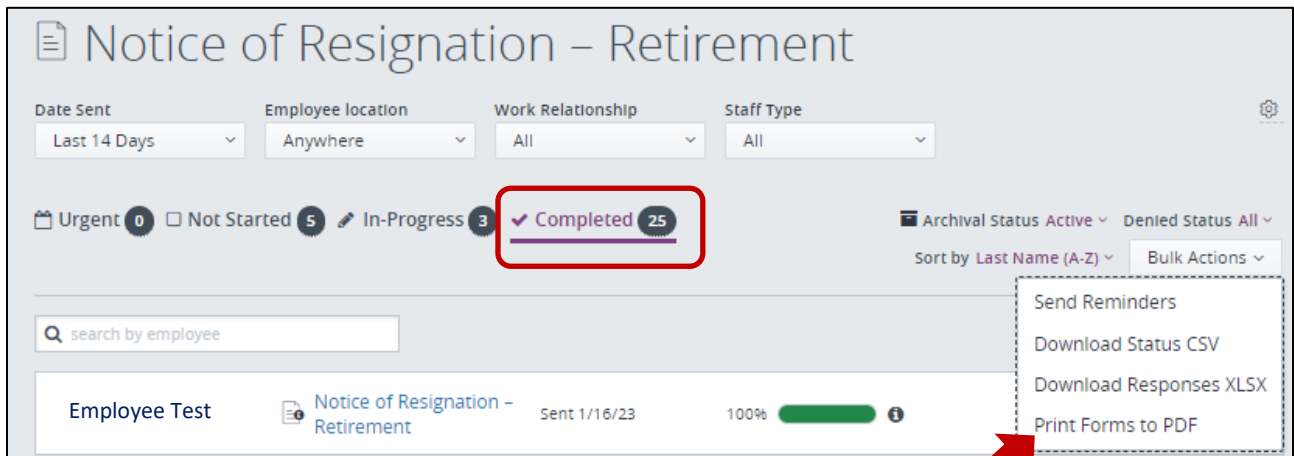# Preview Completed Forms, saving PDF, and Printing

Preview completed forms for printing or collecting necessary data. Filter if needed then select Details to the far right.
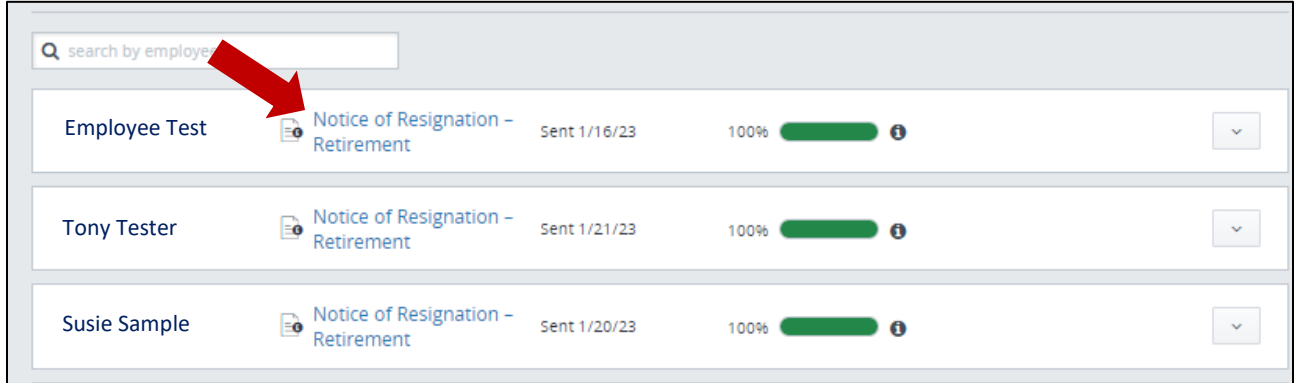

Filter if needed > Select Completed
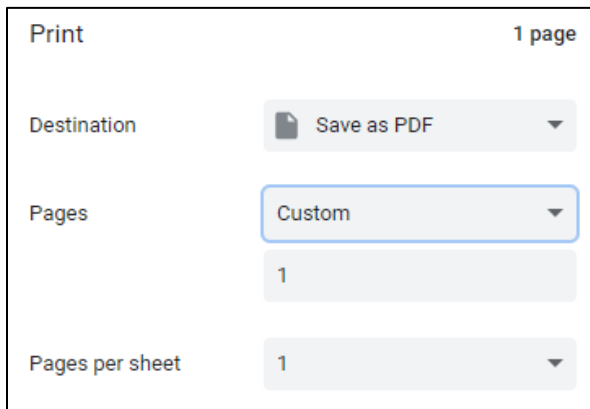

Print in bulk to PDF if desired (see above)

Select form title next to Employee

Employee Test		Notice of Resignation – Retirement	Sent 1/16/23	100%		⌄
Tony Tester		Notice of Resignation – Retirement	Sent 1/21/23	100%		⌄
Susie Sample		Notice of Resignation – Retirement	Sent 1/20/23	100%		⌄

All pages of the PDF view will display, including the exit survey.

When printing Notice of Resignation or Retirement as a PDF print page 1 only to remove the Exit Survey.
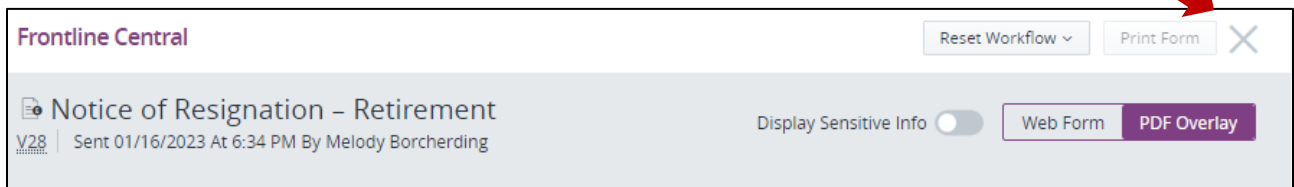
Print	1 page
Destination	Save as PDF ▾
Pages	Custom ▾
	1
Pages per sheet	1 ▾

When finished, click X to exit the preview mode.

Frontline Central   Reset Workflow ⌄   Print Form   ✕

📄 Notice of Resignation – Retirement   Display Sensitive Info ◯   Web Form | PDF Overlay
V28 | Sent 01/16/2023 At 6:34 PM By Melody Borcherding