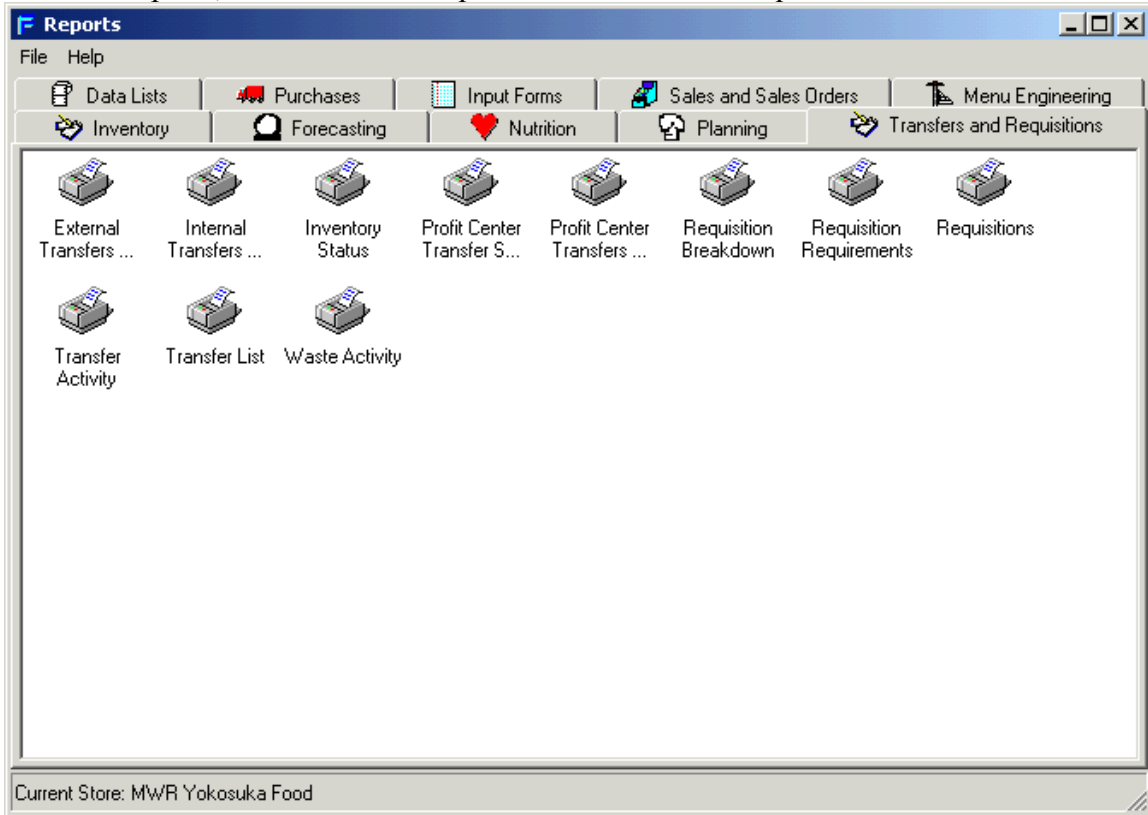


## How to print out completed Requisitions

1. Go to Reports, Transfers and Requisitions and select “Requisitions”



2. Select “Print from internal requisitions”



### 3. Select the date of the requisition

Requisition - FOOD-TRAK® Reports

Select date range of requisitions to include.

Date range of requisitions

From: 04/23/2008 12:00 AM

To: 04/23/2008 11:59 PM

Relative Date: Today

Details

Click here to make selections.

Help Cancel < Back Next > Submit

### 4. Click on "Details" to select the specific requisition

Select Requisitions

Available

Selected

>

All

<

None

OK

Available	Selected
	4/23/2008 9:51:00 AM RQI008443
	4/23/2008 9:58:00 AM RQI008444
	4/23/2008 10:15:00 AM RQI008445
	4/23/2008 10:47:00 AM RQI008447
	4/23/2008 12:30:00 PM RQI008461
	4/23/2008 12:36:00 PM RQI008462
	4/23/2008 12:37:00 PM RQI008463
	4/23/2008 12:38:00 PM RQI008464
	4/23/2008 1:40:00 PM RQI008469
	4/23/2008 5:41:00 PM RQI008484
	4/23/2008 6:33:00 PM RQI008485
	4/23/2008 7:12:00 PM RQI008486

4-1. To remove unwanted requisitions, select “None”

**Select Requisitions**

Available		Selected
4/23/2008 9:51:00 AM RQI008443	<input type="button" value="&gt;"/> <input type="button" value="All"/> <input type="button" value="&lt;"/> <input type="button" value="None"/>	
4/23/2008 9:58:00 AM RQI008444		
4/23/2008 10:15:00 AM RQI008445		
4/23/2008 10:47:00 AM RQI008447		
4/23/2008 12:30:00 PM RQI008461		
4/23/2008 12:36:00 PM RQI008462		
4/23/2008 12:37:00 PM RQI008463		
4/23/2008 12:38:00 PM RQI008464		
4/23/2008 1:40:00 PM RQI008469		
4/23/2008 5:41:00 PM RQI008484		
4/23/2008 6:33:00 PM RQI008485		
4/23/2008 7:12:00 PM RQI008486		

4-2. Then select the wanted requisition.

**Select Requisitions**

Available		Selected
4/23/2008 9:58:00 AM RQI008444	<input type="button" value="&gt;"/> <input type="button" value="All"/> <input type="button" value="&lt;"/> <input type="button" value="None"/>	4/23/2008 9:51:00 AM RQI008443
4/23/2008 10:15:00 AM RQI008445		
4/23/2008 10:47:00 AM RQI008447		
4/23/2008 12:30:00 PM RQI008461		
4/23/2008 12:36:00 PM RQI008462		
4/23/2008 12:37:00 PM RQI008463		
4/23/2008 12:38:00 PM RQI008464		
4/23/2008 1:40:00 PM RQI008469		
4/23/2008 5:41:00 PM RQI008484		
4/23/2008 6:33:00 PM RQI008485		
4/23/2008 7:12:00 PM RQI008486		

4-3. Select “OK” and then select “Submit”