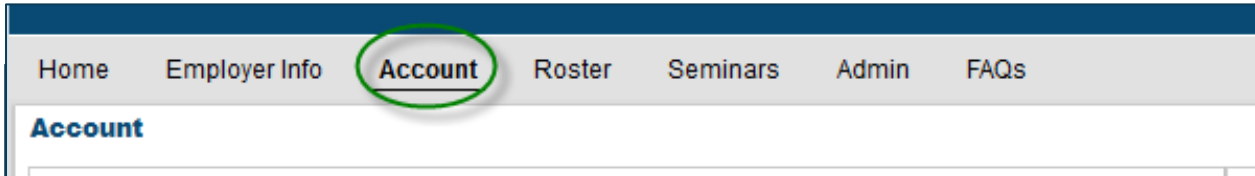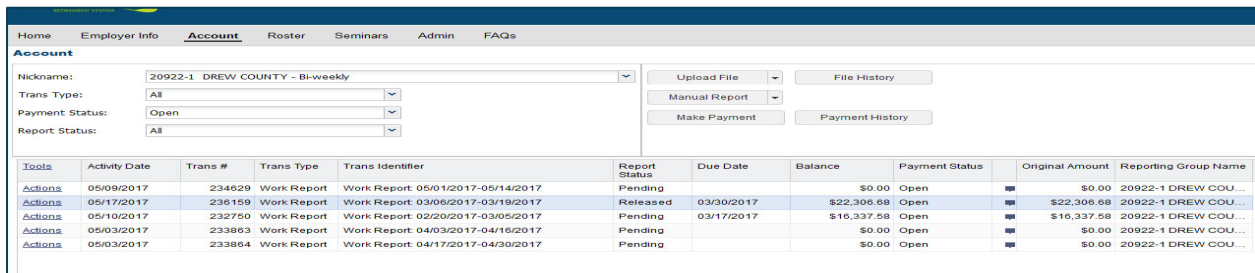# Print a Work Report

Purpose: The purpose of this function is to print a work report in PDF format to keep for your records.

Step 1: From the main menu, select the Account tab.

Step 2: On the Account page in the transactions list, select the row with the report you want to print and click on it until it turns blue.

Step 3: Click on the Tools link, click Reports, and then select Print Work Report from the dropdown menu. This action will print the report in a PDF version. All done.