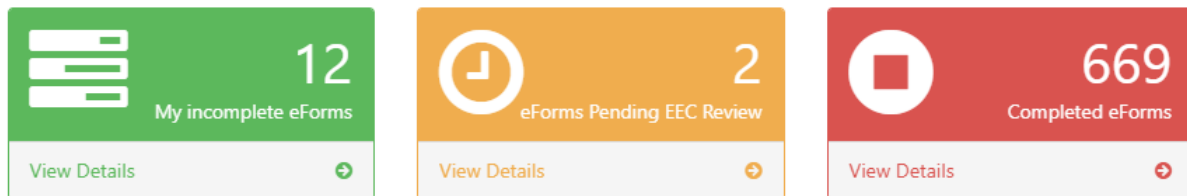


## Printing or Saving an eForm Record

The process is similar for all internet browsers. (Edge, Firefox, & Chrome)

1. Go to your KOG (Kentucky Online Gateway) Dashboard where the eForm is located within the completion process.



2. Select the correct dashboard for your form, find the correct submittal, and click on the blue submittal ID.

Drag a column header and drop it here to group by that column

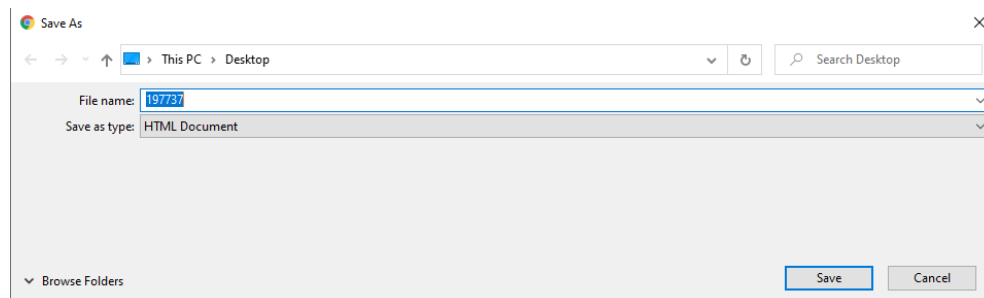
Submittal Id	Form Name	Date	Status
185504	Uniform Kentucky Water/Monitoring Well Construction Record	6-17-2020	Completed Migration to EEC Data Management System

3. Scroll down to the Documents heading and click on the icon in the 'Click Image to Download File' column.

Document(s):

Document Name	Description/Type	Click Image to Download File
185504.html	eForm Submittal	

4. This action will open up a 'save as' dialog so that you can navigate to where you want to save and name the document.

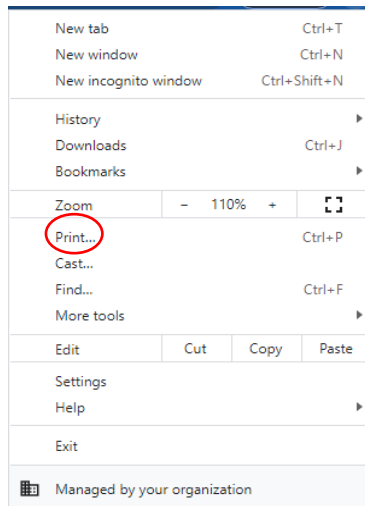


5. Once saved the document will download and open in the web browser. This is where you will print and/or save to pdf.

5.1 In the top right hand corner of the browser there are 3 dots



5.2 Selecting this will bring up the following menu where you will select Print.



5.3 Once print is selected a print dialog comes up. Here you will set whether to send the form to your printer, or to 'print to PDF' for an email-ready copy.

The dropdown for 'Destination' will show you the options available to you. This will generally include your printer name, and Adobe Print or Microsoft Print to pdf. These last 2 options will convert the html to a pdf file.

5.4 After you select your destination, click 'Print' at the bottom of the dialog window. Depending on the destination you chose, your record will either print or be saved as a pdf file.