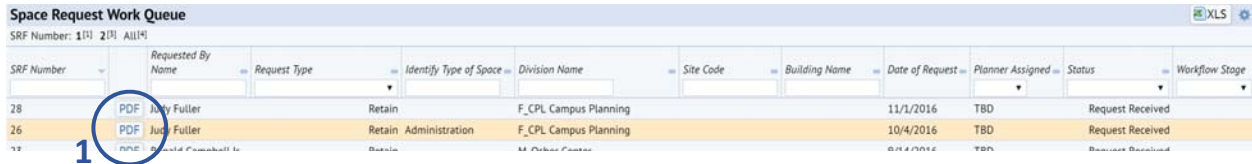## Printing an Active Space Request
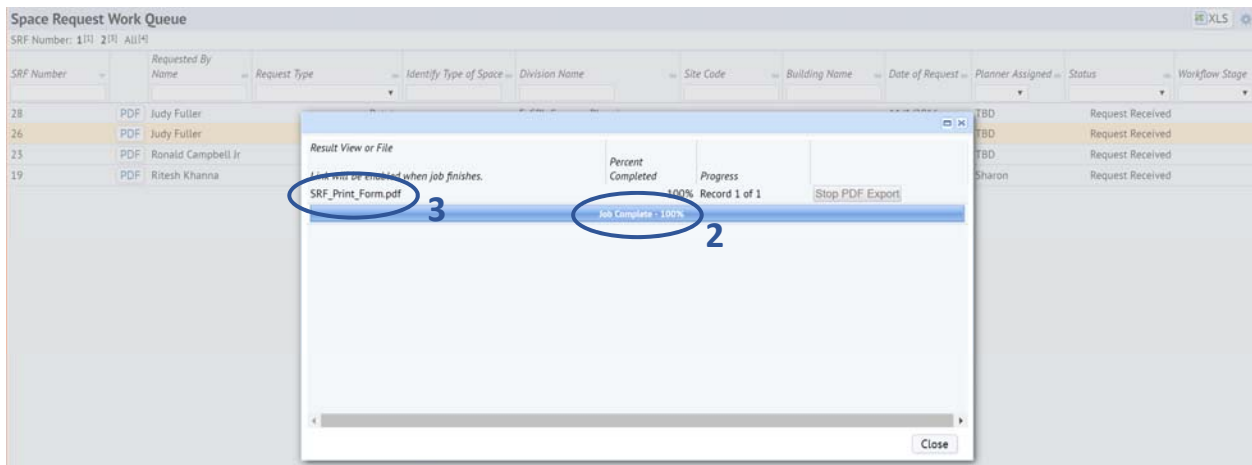
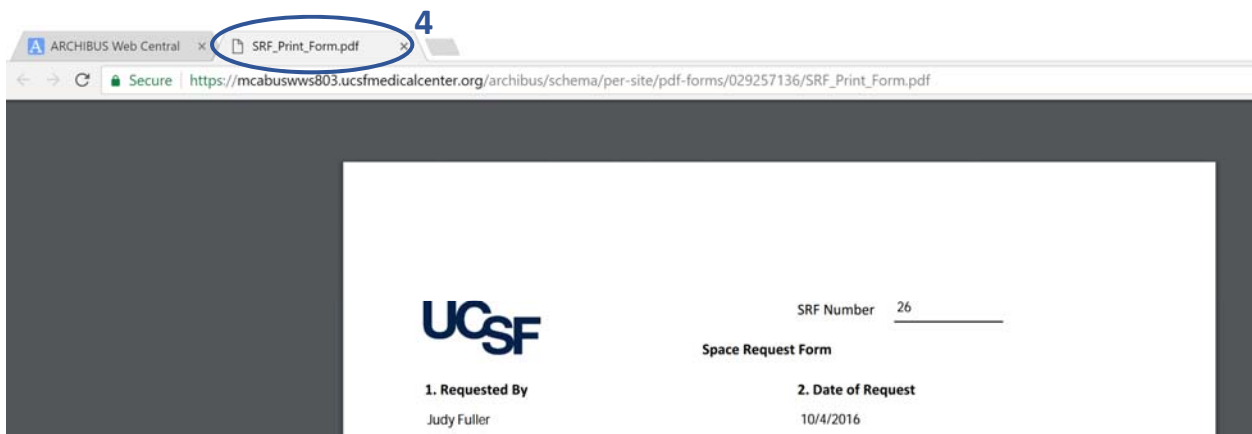1.) From the View All Space Requests view, select the PDF button for the submitted SRF to be printed

2.) A dialogue box will appear* showing a print status bar. When "Job Complete – 100%" appears on the blue status bar, the document is available to open

It may be necessary to disable pop-up blocking software if the dialogue box does not appear. You should not need to change browser settings for enabling pop-ups for this dialogue box.

3.) Click the SRF_Print_Form.pdf text to open the PDF

4.) A tab will open in your browser with the SRF document in a printable PDF format

Printing a blank Space Request Form

    1.) From the Space Request Form view, select the Blank PDF button

    2.) A second tab will open in your browser with the blank SRF document in a printable PDF format