View and Print Documents

From E2 Solutions (E2), you can view and print the following documents:

- Authorizations
- Local travel claims
- Open authorizations
- Group authorizations
- Vouchers
- Advances

Process Overview

1. Click **My E2** on the task bar.
2. Select the tab for the type of travel document you want to view. A document list displays.

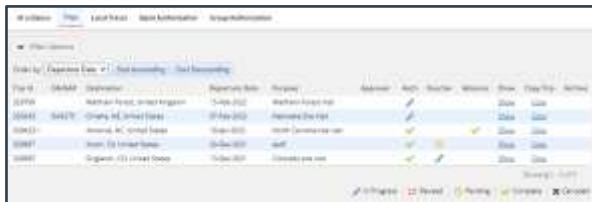   *TIP: Authorizations, vouchers, and advances can be accessed via the **Trips** tab.*

Figure 1: My E2 – Trips tab

3. Locate the document.
4. Click the document's **Show** link. This displays the document or document dashboard.
5. If the dashboard displays, click the **Show** link for the document you want to open.
6. In the Other Actions section, click the **Printable…** or **Compact Printable…** (if available) document link. The name of the link will vary depending on the document. A default browser opens with the document displayed as a PDF file. (If a PDF cannot be generated, the document is displayed as an HTML file.)

7. Print or save the document using the options available in your browser window.

Printing from the Receipts and Attachments Section of a Trip Document

1. Open a document to the Summary page.
2. Scroll to the Receipts and Attachments section.
3. Click the **Show** link for the document you want to open. The default browser opens with the document displayed as a PDF file. (If a PDF cannot be generated, the document is displayed as an HTML file.)
4. Click the **Print** icon ( ). This displays the standard Windows Print dialog box.
5. Select your printing options.
6. Click **OK**.

Print Dialog Setup

Be sure *Shrink to Printable Area* is selected from the **Page Scaling** list. This setting ensures all document information prints correctly, based on the printable area available for the selected printer.

Verify Internet Options Selection

If you are using Internet Explorer and encounter problems with this function, be sure to all encrypted pages to be saved to disk. This is the default browser setting.

1. Click **Tools**.
2. Click **Internet Options**.
3. Click the **Advanced** tab.
4. Scroll to the Security section.
5. Verify the **Do not save encrypted pages to disk** check box is ***not*** checked.