

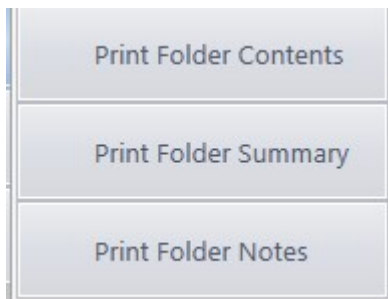


## Printing Folder Contents

1. From inside the case folder, click the **Print** button on the left side of the screen.



2. In the pop-up window that appears, click **Print Folder Contents**.



3. The Folder Print Configuration Wizard will show you a list of documents that are printable within the folder. Click **Next**.

- Select the documents you wish to print by clicking in the check box corresponding with each item.

Document Type	Document Number	Document Date	Subject	
Case Details	SRMS-046 - Brc	7/24/2019	Speed Test/Fo...	<input type="checkbox"/>
Case Report	1900000024-00	7/26/2019	Speed Test/Fo...	<input checked="" type="checkbox"/>
Property Sheet	P19-006	7/24/2019	Speed Test/Fo...	<input checked="" type="checkbox"/>

- You can also select the order in which you want the documents to print. Highlight a document and use the arrows on the left to move it either up or down the list.

Document Type	Document Number	Document Date	Subject	
Case Details	SRMS-046 - Brc	7/24/2019	Speed Test/Fo...	<input type="checkbox"/>
Case Report	1900000024-00	7/26/2019	Speed Test/Fo...	<input checked="" type="checkbox"/>
Property Sheet	P19-006	7/24/2019	Speed Test/Fo...	<input checked="" type="checkbox"/>

- Click the **Finish** button, select your printer if necessary, and then click **Print**. The selected documents will print in the order you have chosen.

If you have any questions regarding the system, please contact the SRMS staff at:

**517-335-SRMS (7767)**

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