Personal Property Apprentice

Options for Printing Vehicle Certificates

There are five different ways to print a Vehicle Certificate. First, ensure that you have selected a PPAN that has one or more vehicles. Choose one of the methods below to print the Vehicle Certificate

Quick Print—Click the *Print* button on the toolbar to immediately print the entire vehicle certificate. If the Assessment Date is not today's date, you will be prompted to update it when printing. Regardless of which answer you choose, the Vehicle Certificate will be sent directly to the printer.

Print Preview—If you want to preview the document before printing, on the main menu, select *Reports* then *Vehicle Certificate*. If the Assessment Date is not today's date, you will be prompted to update it. The Vehicle Certificate will then be displayed on screen.

Print Selected Vehicle—On the Property tab, click the *Print Selected* button. A Vehicle Certificate will be printed for the currently highlighted vehicle.

Print Vehicles Assessed Today—On the Property tab, click the *Print Today's* button. A Vehicle Certificate will be printed for all vehicles with the vehicle assessment date of today.

Print Marked Vehicles—On the Property tab, click the *Print Marked* button. It will print only the vehicles that are marked with the +, -, or * mark items. This option gives you complete control over which vehicles you want to print.