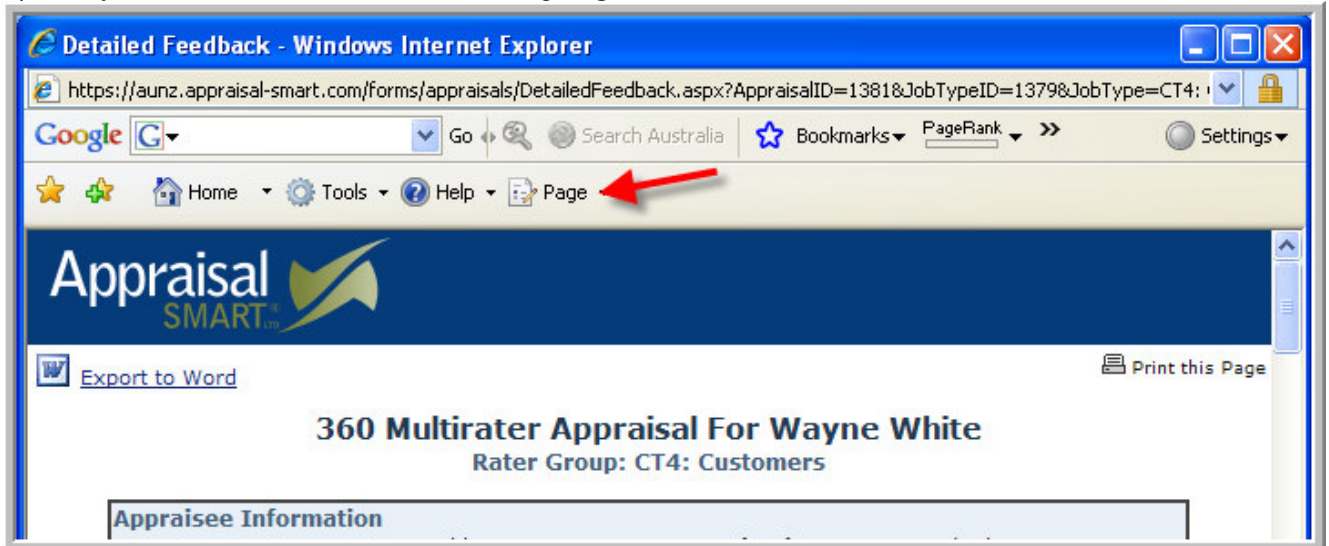


# Saving Appraisal Smart Forms/Pages on your PC (using Internet Explorer)

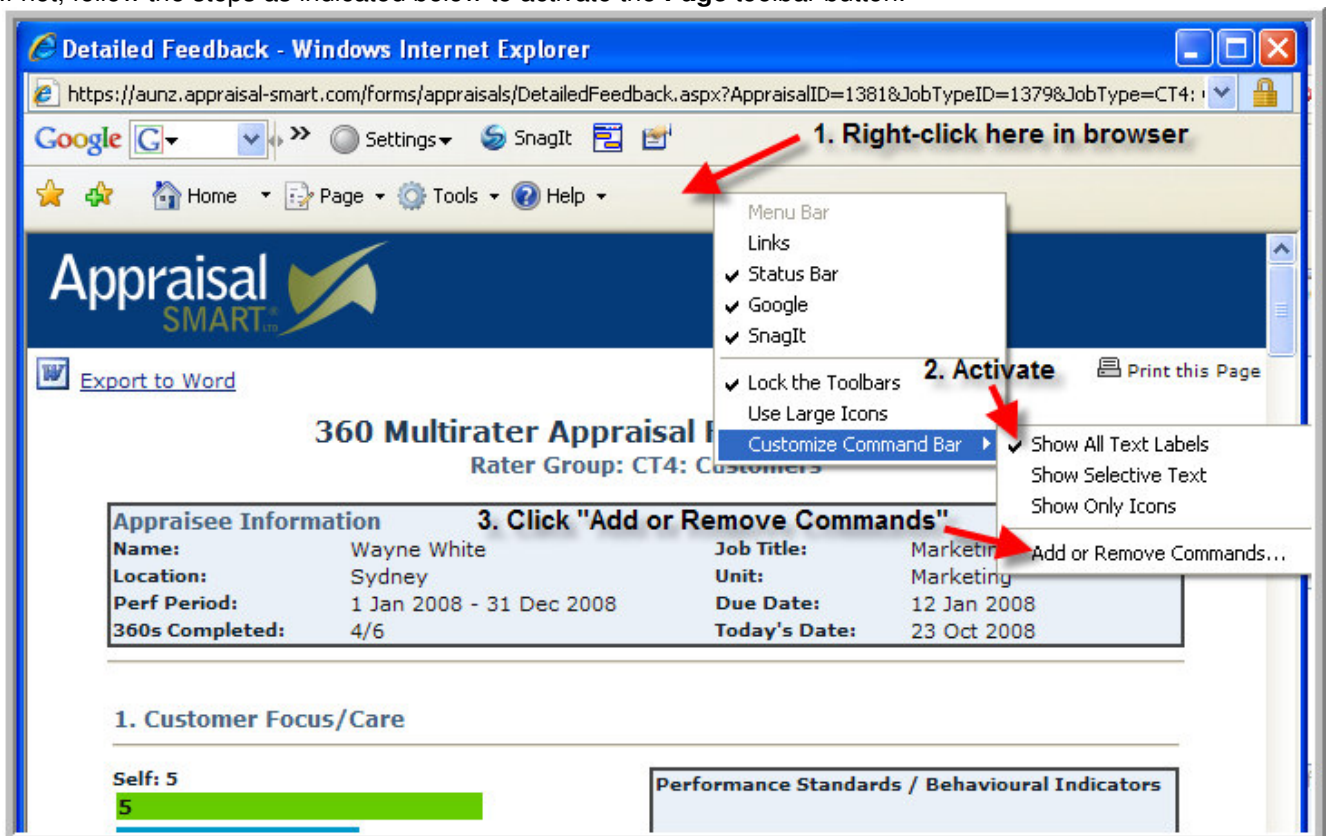
## 1. SAVING

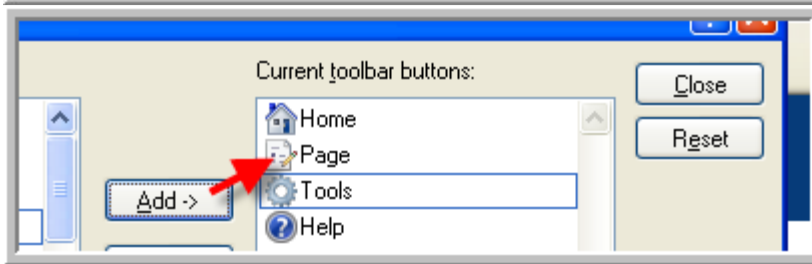
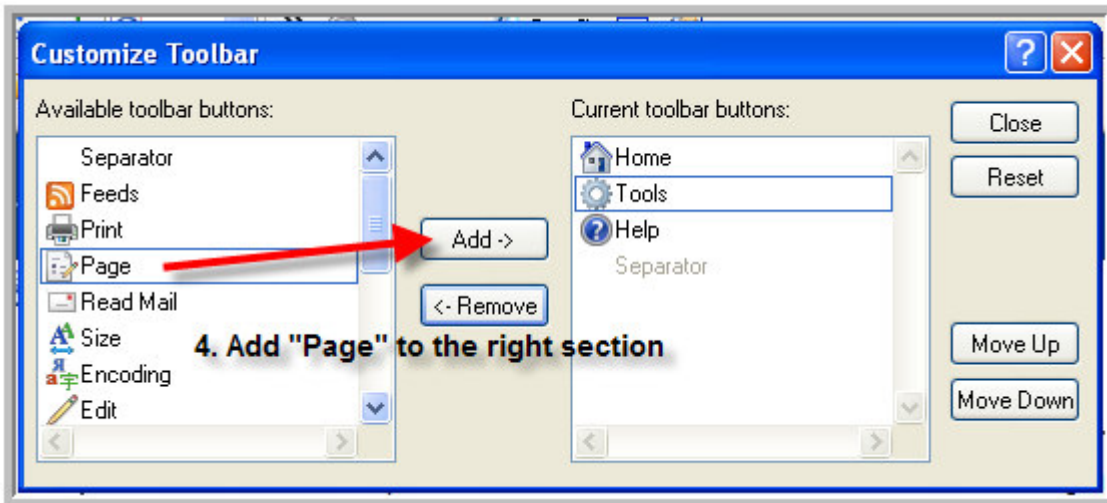
- 360 Reports
- Template Previews
- Job Descriptions

Open any of the above, and see if the following **Page** toolbar button shows:



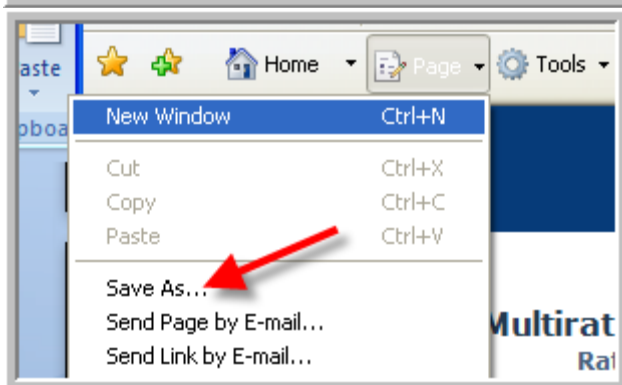
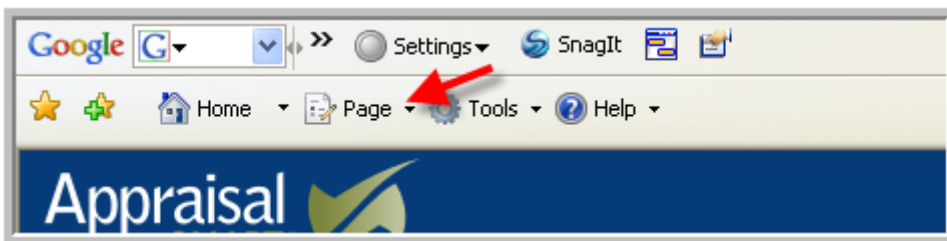
If not, follow the steps as indicated below to activate the **Page** toolbar button.



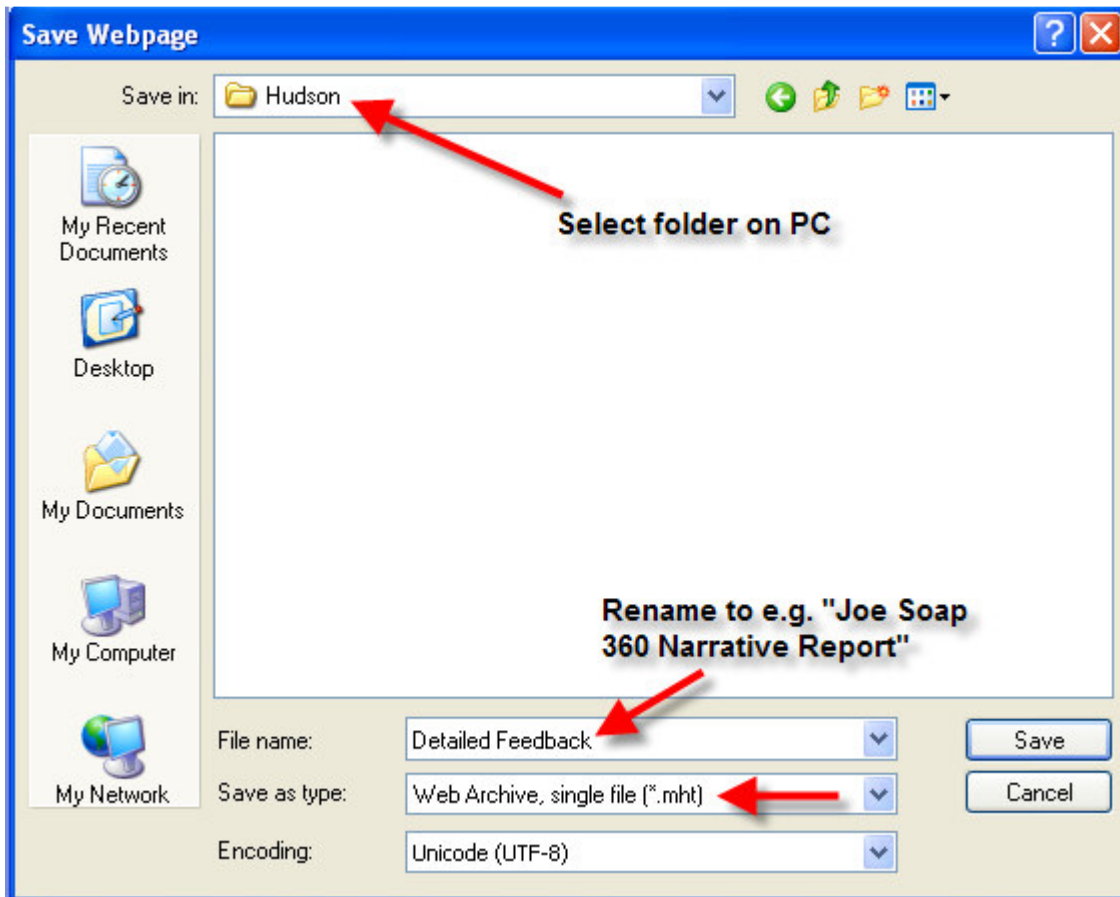


To save the page on your PC, do the following:

1. In your browser toolbar, click **Page** and select **Save As**.



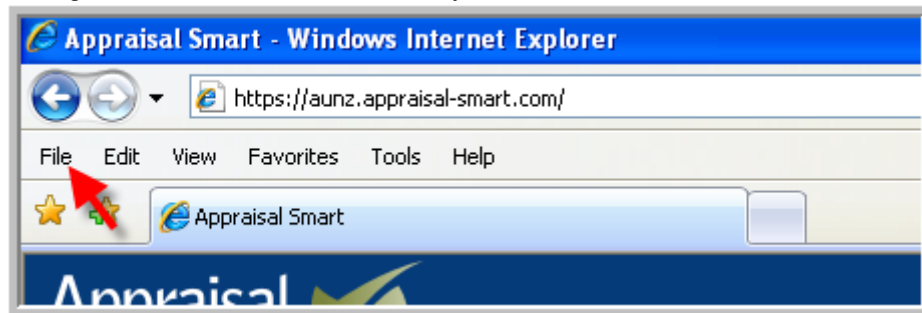
2. Select the folder on your PC you want to save the page to.
3. Rename the File Name (see example below).
4. Click the dropdown arrow next to "Save as type" and select **Web Archive, single file (\*.mht)**, and click "Save".



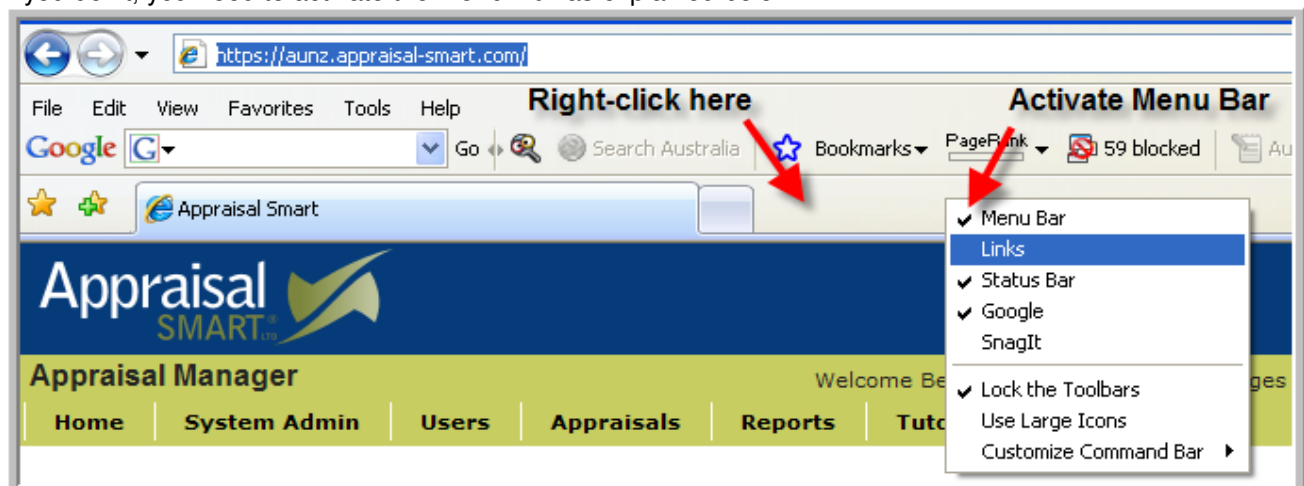
## 2. **SAVING**

- **Appraisal Forms**
- **All Report Types**
- **All other system pages**

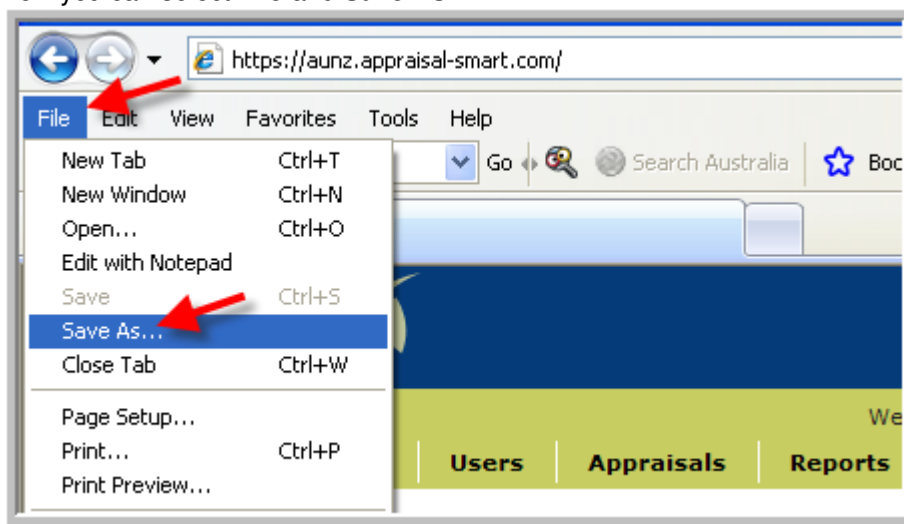
Saving the above works a bit differently. You need to see the **File** toolbar button in the Menu Bar.



If you don't, you need to activate the **Menu Bar** as explained below

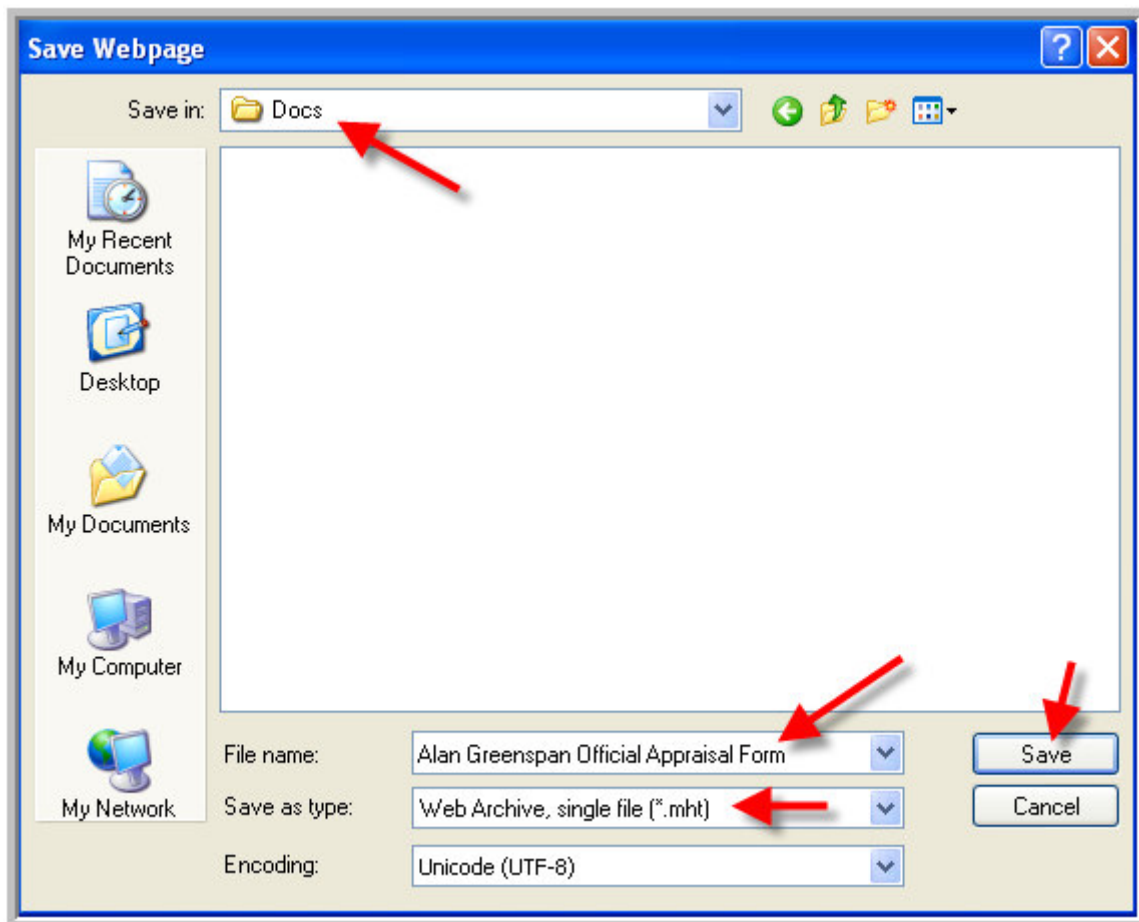


Now you can select **File** and **Save As**.



**Follow the same saving procedure as described above:**

1. Select the folder on your PC you want to save the page to.
2. Rename the File Name (e.g. "Alan Greenspan Official Appraisal Form")
3. Click the dropdown arrow next to "Save as type" and select **Web Archive, single file (\*.mht)**, and click "Save".



A saved page can be sent by email as an attachment like any other electronic document.