TIMELINK.

Printing and Exporting TimeLink Reports

I. Setting-up your PC to Enable File Downloads

This is a one-time only step that enables file downloads required for printing your TimeLink Reports.

Use the following web address to login

Web Address	https://timelink.utoronto.ca/timelink/login
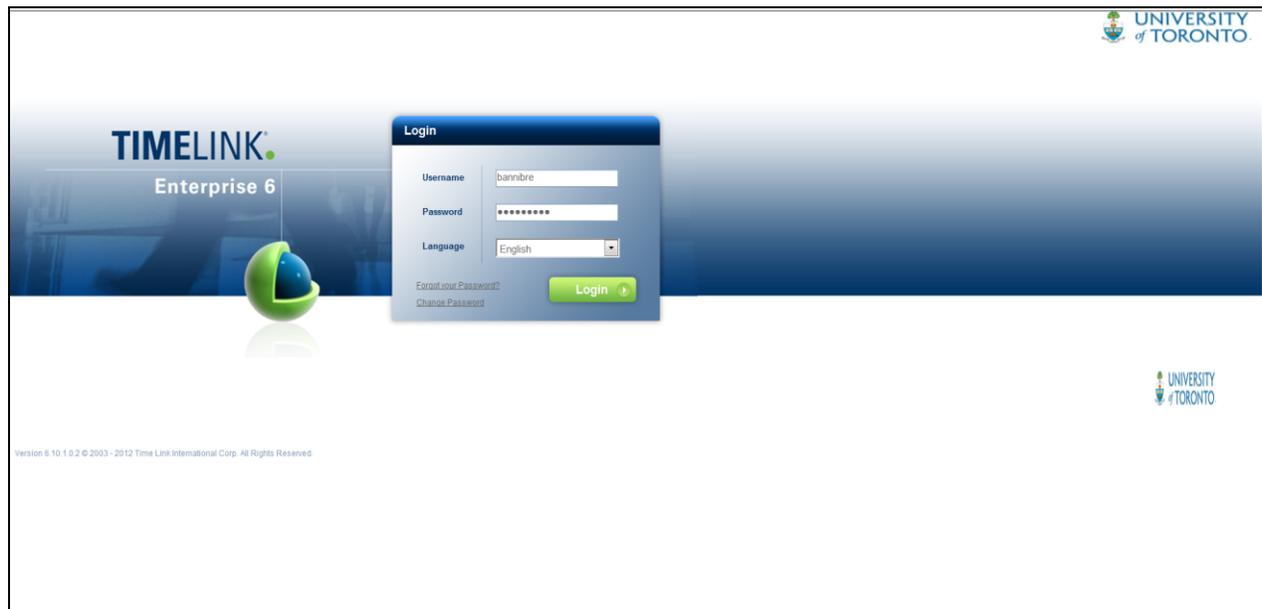
User Name	Enter User Name
Password	Enter your Password
Language	Defaults to English
	Click on **Login**

➢ From your Menu Bar, select **Tools** and scroll down to **Internet Options**
➢ Select the **Security Tab**
➢ In the Internet Explorer zone, select **Custom level**
➢ Scroll down to **Downloads** and under **Prompting for File Downloads** select **Enable**
➢ Select OK
➢ Select Apply and OK
   Your PC is now ready to download files for printing your reports

II. Printing your TimeLink Report

Select the Print Icon 🖨 and the report required should print.

II. Exporting and Printing your TimeLink Reports

Please ensure that Section I is complete before attempting to export and print reports.

➢ Select the **Export this Report** Icon 📩

➢ In the Export Options go to **Formats** as seen below:
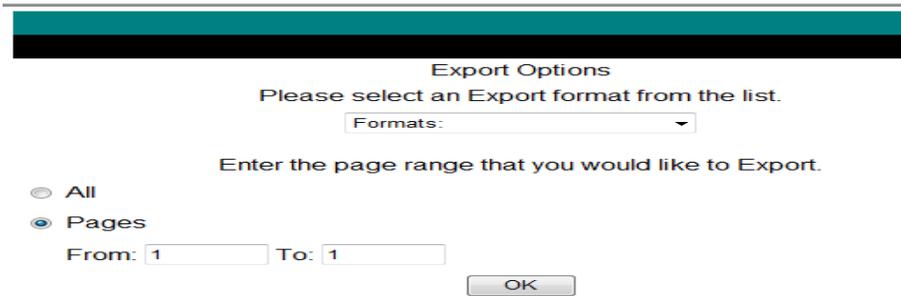
Export Options
Please select an Export format from the list.

Formats: ▼

Enter the page range that you would like to Export.

○ All
● Pages
From: 1   To: 1

OK

➢ In Formats dropdown menu, select your requested format (e.g. MS Excel)
➢ Your report is ready to print.
➢ Select the Print Icon 🖨

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