

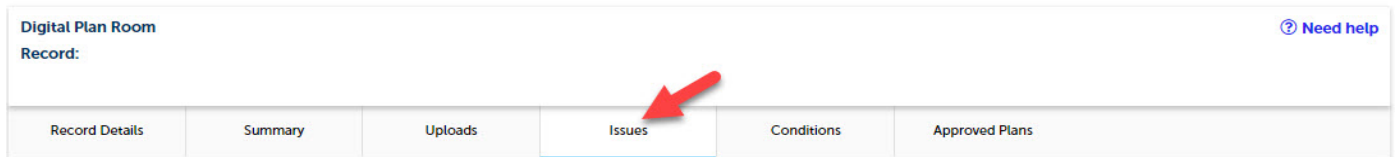
# Printing or Saving the Issues List

If you would like to save the Issues list in order to email or print the list, please follow the below steps.

1. Click on the Issues tab.

Digital Plan Room ? Need help  
Record:

Record Details   Summary   Uploads   **Issues**   Conditions   Approved Plans



Below you will see a comprehensive list of issues for this project. This list can be filtered to focus on a desired discipline or status. You can click on an open issue to view associated mark-ups and respond before uploading new plans. Please note that all open issues will require a brief response prior to uploading a revised plan set.

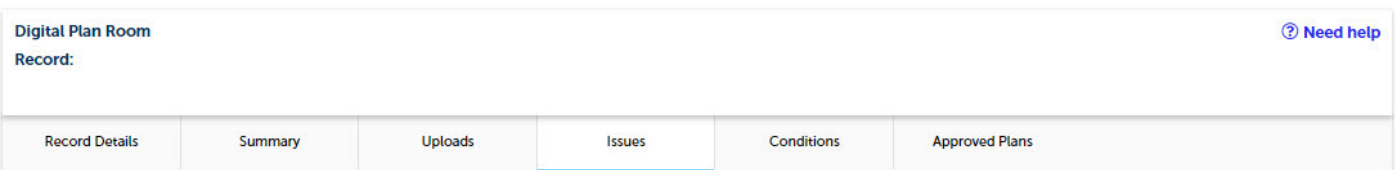
**Issues** 🖨️ Filter ▾

Discipline	Title	Status	Attached To	Created By	Last Updated	Updated By
<b>BUILDING</b>	TEST1	<b>OPEN</b>	M11.0		2/7/2019, 8:09:36 AM	
<b>URBAN DESIGN</b>	TEST2	<b>OPEN</b>	M11.0		2/7/2019, 8:09:52 AM	

2. Click on the print icon.

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3. The issues list will open. The list can then be printed or saved.