

## **How to Install and Enable the SchoolTool Print Control**

In order to view/print reports from SchoolTool, pop-up blockers must be disabled and an ActiveX control needs to be installed. Note: the following procedure must be performed once in **Internet Explorer**, logged in as yourself, on each computer from which you want to use the reporting features.

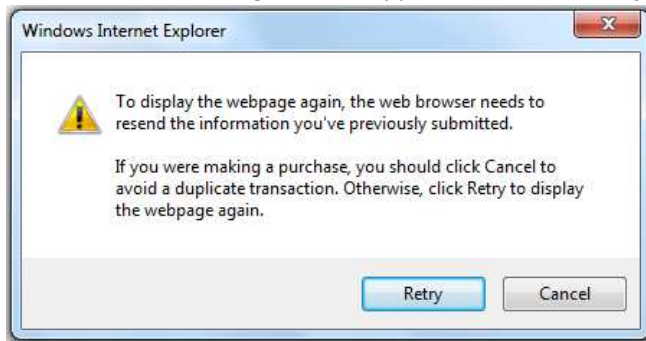
1) After clicking the **“Run Report”** button, the following will appear at the bottom of your browser:



2) Click on **“Options for this site”** and choose **“Always allow”**:

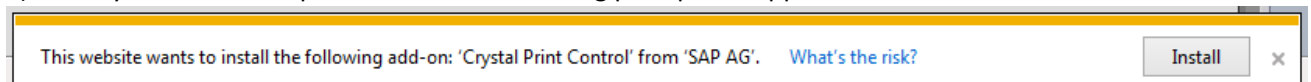


3) When the following window appears, click on **“Retry”**:

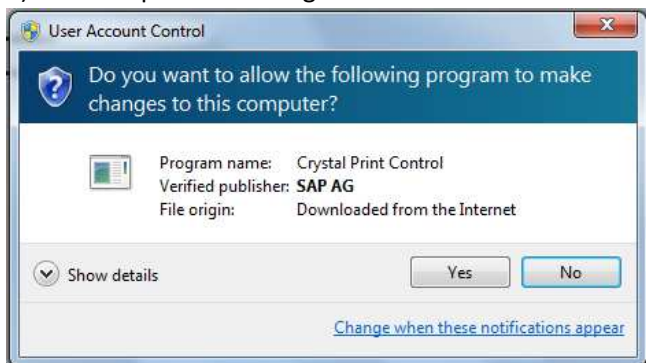


4) The page will refresh and your report will open

5) When you click on the print button, the following prompt will appear. Click on **“Install”**:



6) Click the print button again and click **“Yes”** when the User Account Control window appears:



7) The print menu will open and allow you to choose a printer