Table of Contents

Signing In and Out ........................................................................................................................... 3
  Sign In ........................................................................................................................................ 3
  Sign Out ................................................................................................................................... 4
  Timing Out ................................................................................................................................. 4

Print Jobs .................................................................................................................................... 5
  Search for a Job .......................................................................................................................... 5
  Reprint a Job ............................................................................................................................. 5
  Release a Held Job ..................................................................................................................... 6
 Signing In and Out

Sign In

1. Open your browser and go to https://ats.nycboe.net/atsprint/. The sign in screen will appear.

![ATS Print Sign In Screen](image)

Note: Sometimes you will see an important message on the top of the sign-in screen, as shown below (you will also see the message inside the application):

![ATS Print Sign In Screen with Message](image)

2. Enter your username and password.
3. Click SIGN IN.
4. If you entered your credentials correctly, you will gain access to the application. You will be on the Print Jobs tab, as shown below, by default.

![Print Jobs Tab](image)
Sign Out

Sign out by clicking **logout** located in the top right corner of the page.

Timing Out

If you are inactive in the application for more than 15 minutes, your session will time out. You will get a prompt asking if you would like to log out or stay connected. If you do nothing, after five minutes you will automatically be signed out.
Print Jobs

Search for a Job

To search for a job:

1. Click the **Search drop down menu**.
2. Select what you want to search by: **Job Name, Printer, or User**
3. Enter the corresponding value in the **For** field.
4. Click **Search**.

Reprint a Job

1. Select the **job** you want to reprint.
2. Click **Reprint** at the bottom of the screen.
3. Click OK.

4. Check the **Print Jobs homepage**. The first job should be the job you reprinted.

**Release a Held Job**
1. Go to the **Held Jobs tab** on the homepage.
2. Search for the job you want to hold. (For search instructions, see page 5).
3. Select the job you want to release.
4. Click Release at the bottom of the screen.

5. Click OK.

6. Check the **Print Jobs homepage**. The first job should be the released job.