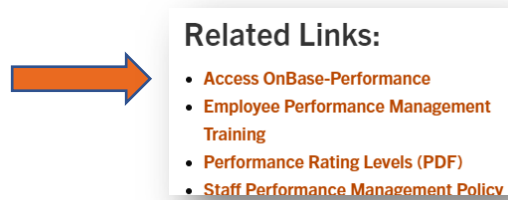
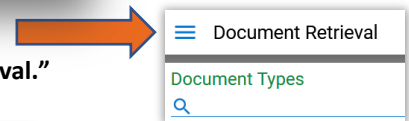


Quick Reference: OnBase-Performance Print/Save Form

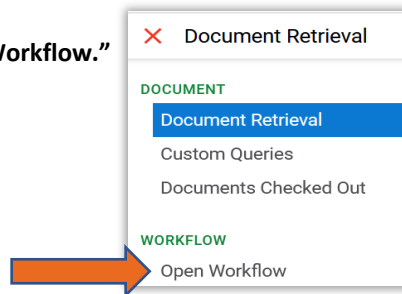
- 1) Click a link below to navigate to Clemson HR's Staff Performance Management Process
Employees: <https://www.clemson.edu/human-resources/current-employees/performance/staff.html>
Supervisors: <https://www.clemson.edu/human-resources/supervisors/managing-performance/staff.html>
- 2) Under Related Links on the right side of your screen, click "Access OnBase-Performance."



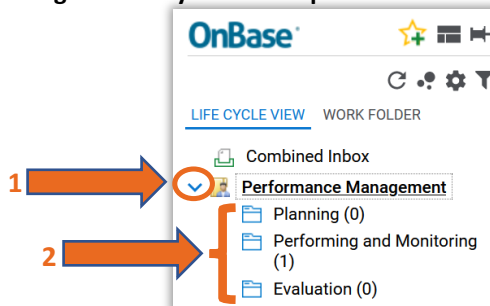
- 3) Login using your Clemson credentials and Duo.
- 4) In the top left corner of your screen, click the three lines beside "Document Retrieval."



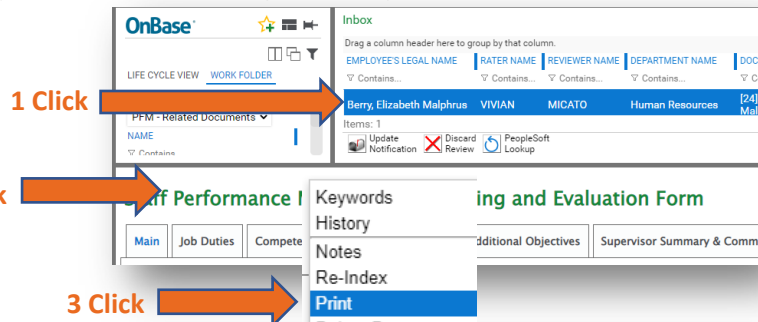
- 5) In the Document Retrieval Menu, click "Open Workflow."



- 6) Click the folder containing the form you wish to print.



- 7) Your forms in each folder should display in blue boxes on the right side of your screen.
- 8) Click on the form you wish to print.



- 9) Right Click below the gray line in the body of the form

2 Right Click

- 10) Click Print from the dropdown.

3 Click

- 11) When the print options appear do not change any settings, just click "Print" again.
- 12) Wait. It will take at least 60 seconds for the PDF to render for printing.
- 13) The form will open depending upon the settings of your computer.
 - a. If the form opens directly in Adobe, you may save the form and/or print the form using normal methods.
 - b. If the form opens in your browser, click the print icon in the top right corner. When the print screen opens, in the top right, there is a destination queue. Choose "Save as a PDF" to save and/or choose your printer to print.