OSCAR System Archiving
Downloading or Printing a Filled/Expired Position

To download or print the details of a filled/expired position:

1. Log into OSCAR.

2. Click **Positions** in the left navigation.

3. OSCAR displays the Positions screen with your list of positions. Click the position name to display the *Position Details* window.

4. Click the **View Printable** button. OSCAR displays the position details in a printer-friendly window.

5. Save or print the page that displays in your browser. Note: Saving and printing procedures vary by browser and operating system.

6. Repeat Steps 2 through 4 as necessary.

Questions?

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