In order to print a Requisition…
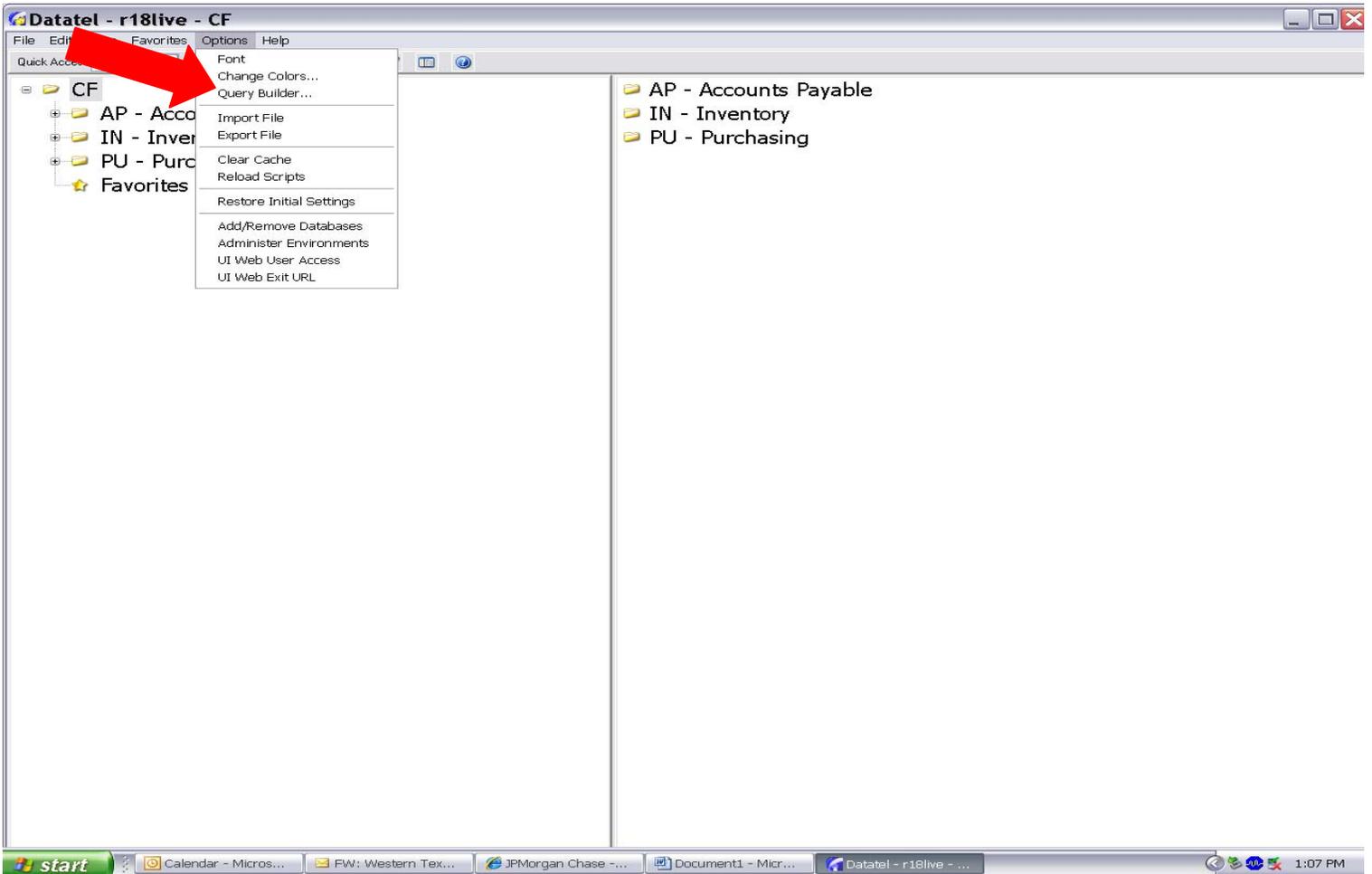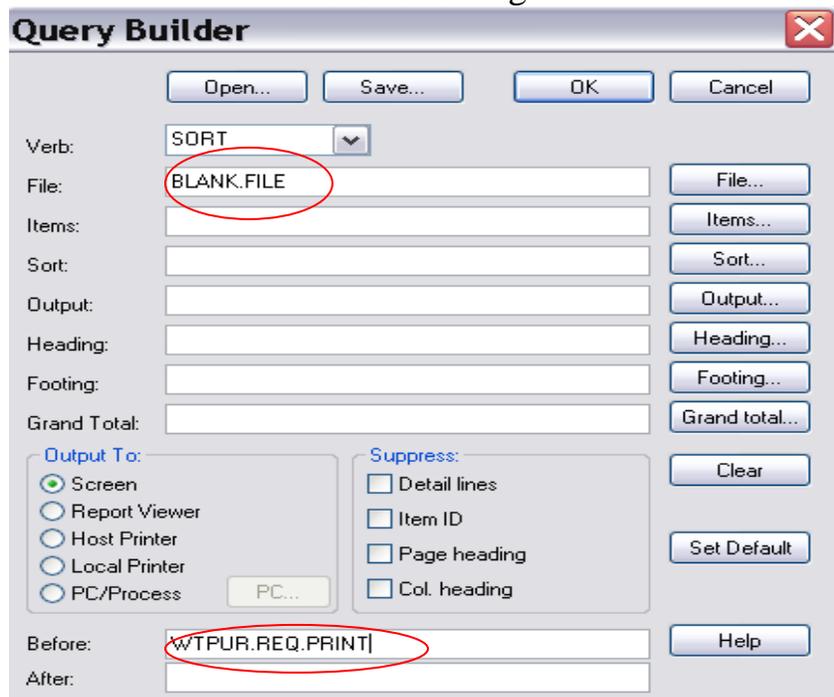## 1.) Go to the main screen of Datatel and choose the options menu, then choose the query builder option.

Then open Query builder and fill in the file field and the before field with the following

Once you have filled in the information click ok and follow the prompts.
Enter 1 for Slaved Printer and then press enter.


```
Datatel - Query Builder
                    PRINT PURCHASING REQUISITIONS

  SET YOUR PRINTER TO 10 CPI

 (1) Slaved printing  /  (2) System printing  : 1

Ready                              Ln 5, Col 49                    NUM
```
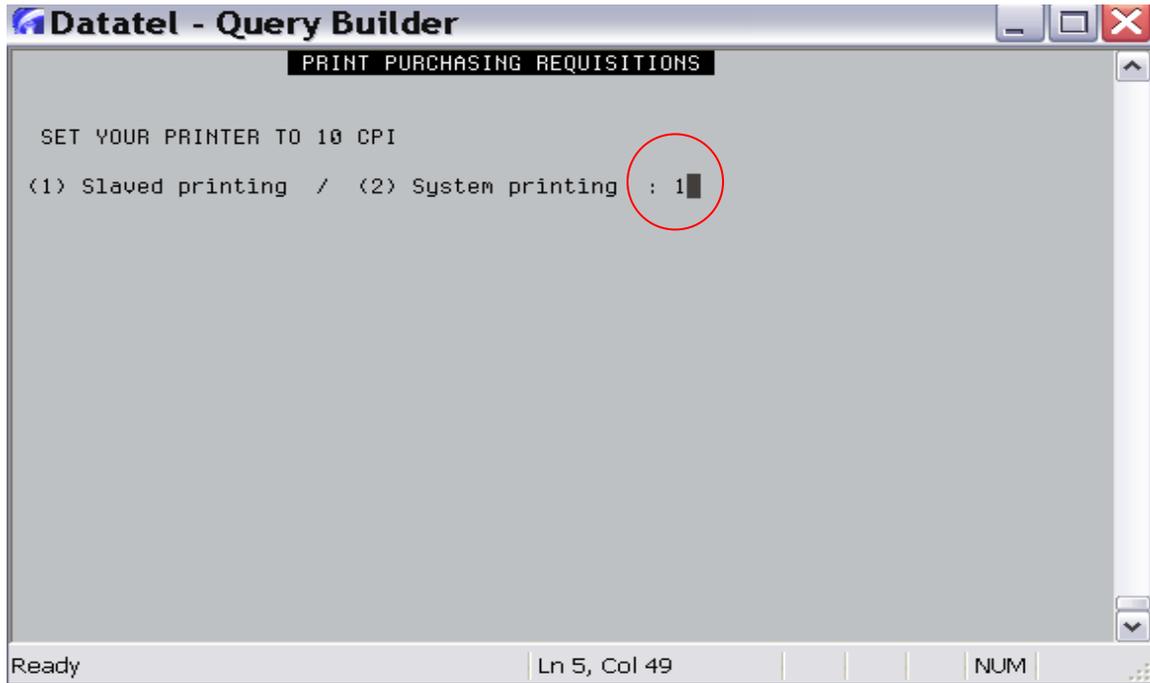
Enter I for Individual and then press Enter.


```
Datatel - Query Builder
                    PRINT PURCHASING REQUISITIONS

 Do you wish to process a (S)ave List or enter an (I)ndividual Requistion?

 Enter (S) for Save List or (I) for Individual Requisition: I

Ready                              Ln 5, Col 61              CAP NUM
```
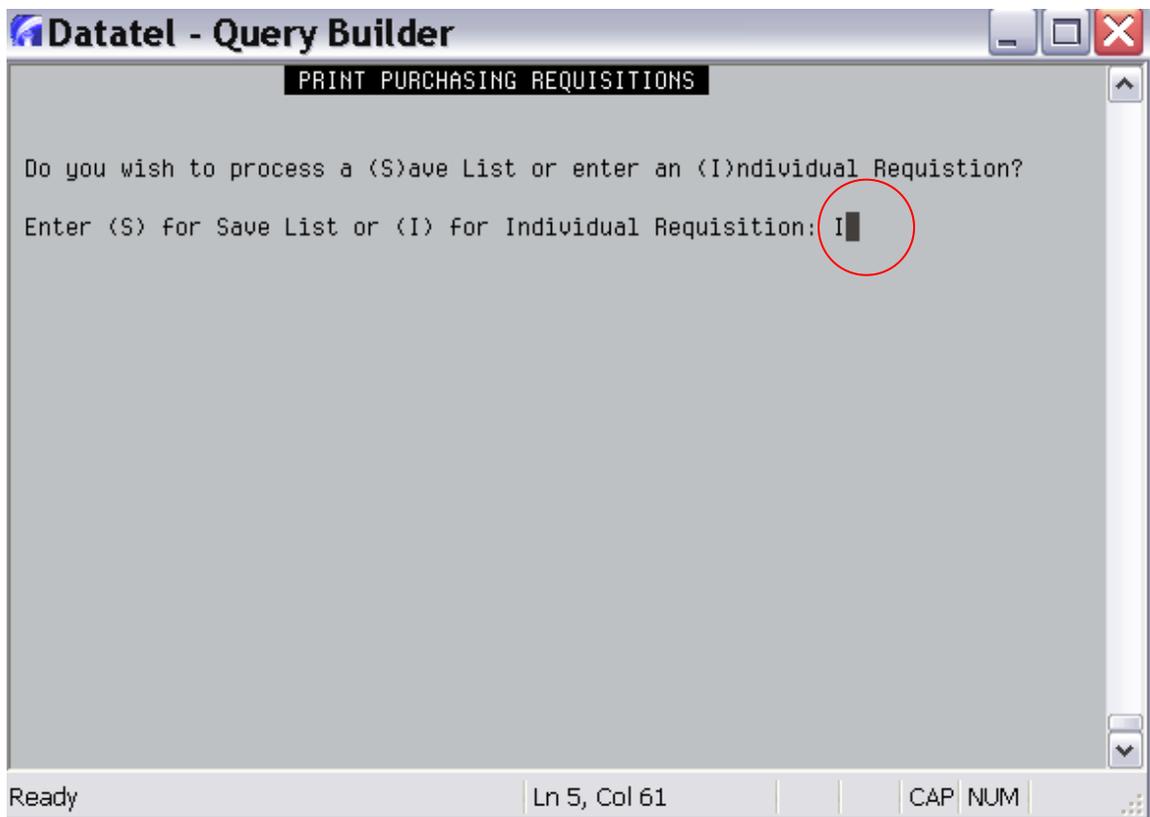
Then type in the requisition number and press Enter, your requisition should automatically print to your default printer. If it does not print please contact the IT department to make sure your printer is set up correctly.

Datatel - Query Builder

PRINT PURCHASING REQUISITIONS

REQUISITION : 45321##

Ready   Ln 3, Col 20   CAP NUM