samegoal

Bulk Print

Documents can be printed/downloaded in bulk (up to 50 at a time) with the PLUS or PRO edition of SameGoal.

Bulk print

Steps *To preview or print documents in bulk:*

1. Navigate to a document list page and search for documents to print.
    - Use filters as necessary.
2. Select all the documents you wish to print.
3. Click on the 🖶 in the top right of the screen.
4. Select **Full Documents** or **Full Documents + PDF Attachments**.
    - While the print preview is generating, you can navigate away from the **Print Preview** page and a notification will be sent to you when the preview is ready.
5. While previewing the documents, you'll see options to **Download Zip**, **Download**, **Print**, and **Pop-out** in the top right next to the **Exit Preview** button.
    - To download all documents as a single file, select **Download**. If you want each document to be downloaded as a separate file, select **Download Zip**.

Additional views

When you are selecting documents to bulk print, if you select all of the same form type, you can print any of the available additional views for that form type in bulk as well. For example, if you want to print the IEP at a Glance view for multiple IEPs at once, you may do so.

Steps *To bulk print additional views:*

1. Navigate to a document list page.
2. Use the **Forms** filter to only show documents of one form type.
    - This step isn't required, but keep in mind that if you include any other form types in your selection, you will not be able to bulk print any of the additional views - all documents must be the same form type.
3. Select the documents you wish to print/download an additional view for.
4. Click on the 🖶 icon in the top right of the screen.
5. Choose the additional view you would like to bulk print.
    - While the print preview is generating, you can navigate away from the **Print Preview** page and a notification will be sent to you when the preview is ready.
6. While previewing the documents, you'll see options to **Download Zip**, **Download**, **Print**, and **Pop-out** in the top right next to the **Exit Preview** button.
    - To download all documents as a single file, select **Download**. If you want each document to be downloaded as a separate file, select **Download Zip**.

Tip If you have multiple form types in your selection, you will NOT be able to bulk print additional views. For example, if you are trying to print additional views for IEPs but have even one Progress Report included in your selection, you will not have the option to print additional views.