FMIS R*STARS
32 Screen

Print/Email Options for Transmittal
When you are ready to transmit to GAD, you will navigate to the 32 screen normally.

You will notice in the upper right hand corner that there are 3 new options P/E/B.

P = Print only (Hard copy will go to the printer you have listed in Printer ID).
E = Email (Will go to the email address associated with your UserID as a PDF).
B = Both (Will go to printer as a hard copy and you will get an email copy).

The next page shows screen shots of each option after the Agency is entered and the documents appear on the screen in preparation for transmit.
<table>
<thead>
<tr>
<th>DOC NO</th>
<th>PAY AMT</th>
<th>VENDOR NAME</th>
<th>VENDOR ADDRESS</th>
<th>CITY</th>
<th>ZIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>VZPD0001</td>
<td>5431.58</td>
<td>HANDY MANNY'S REPAIR SHOP</td>
<td>YOU BREAK IT, WE FIX TEST VENDOR - SHERROCK</td>
<td>0302</td>
<td>21401</td>
</tr>
<tr>
<td>VZPD0001</td>
<td>369.30</td>
<td>SHERIFF CALLIE'S WILD WEST</td>
<td>100 WILD WEST WAY, NICE AND FRIENDLY THREE SPEC</td>
<td>0301</td>
<td>21401</td>
</tr>
<tr>
<td>VZPD0001</td>
<td>258.91</td>
<td>SPECIAL AGENT OSO</td>
<td>517 UNITED NETWORK F OF QUITE USUAL THREE SPEC</td>
<td>0402</td>
<td>21401</td>
</tr>
<tr>
<td>VZPD0002</td>
<td>1470.21</td>
<td>THE 7D</td>
<td>777 SEVEN DWARFS LAN COTTAGE DIXD</td>
<td>0207</td>
<td>21401</td>
</tr>
</tbody>
</table>

Total Amount: 7530.00
Once your documents are transmitted, you will receive the 252 and 247 messages. These will be the same regardless of which print option you chose.
You will receive an email from NO-Reply FMIS Print Service with your transmittal attached. The file is encrypted. Complete the next step to view the information.

The password is the Archive Reference Number (ARN) followed by the word ‘transmit’; (ARNtransmit).

For this example, we entered '20000116transmit' in the password box, and clicked OK. The transmittal will open in your Adobe Reader or Adobe Acrobat.

Revised April 2020