Print Completed Reviews in Admin Review Site

You can print completed reviews from the Admin Review site.

1. Log in to **https://reviewadmin.minutemenu.com/Account/LogOn**.

2. Click the **Reports** tab.

3. Use the **Monitor**, **Review Date**, **Provider**, and **Provider #** boxes to filter the reviews that display. You can also click each column header to sort.

4. Click next to the review to print. A PDF downloads.