

# Print

PC CADDIE gives you the option of printing a predefined data area, specific persons or categories:

## Persons/to do list or Persons/daily list

Under the tab **Date/user/sorting** tab, you can first define the data area for printing. You determine whether only the main date or both the resubmission, new creation, change or completion date should be displayed. For the function **Print list** function, select **Von:** and **Für:** it is best to select „All operators“. For **sorting** we recommend sorting „by category“, although you can of course customise the settings according to your requirements.

In the tab **Category filter** tab, you can determine which categories should be printed. Here you also have the option of **with new creation** and **with change** is printed. **TIPP:** If you have not activated any categories, all categories are printed.

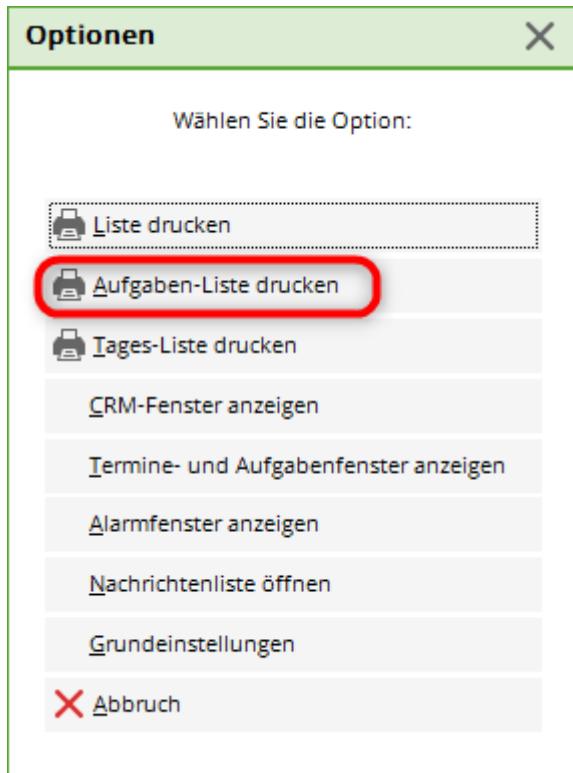
You determine further filtering processes under the tab **Status/keyword/person**. Again, if nothing is activated, all statuses are printed. It is also possible to print only on the basis of a keyword, a person or a person filter. Once you have made all the settings according to your wishes, you can start printing by clicking on **Print (F8)** to start printing.

## To-do list

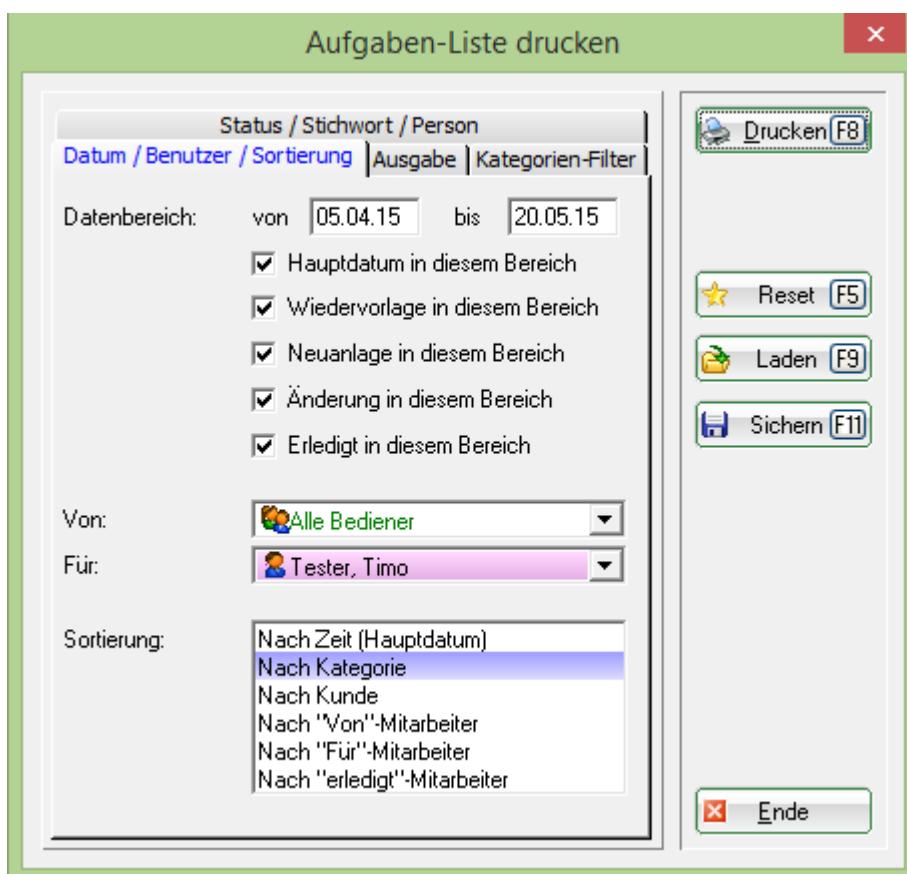


For example, would you like to know what you have to do for the coming week/month? This list will give you a good overview.

Select the item under **People/Print.../Task list** or in any person in the right-hand info window via the button **Options** the **Task list**.



The following window opens:

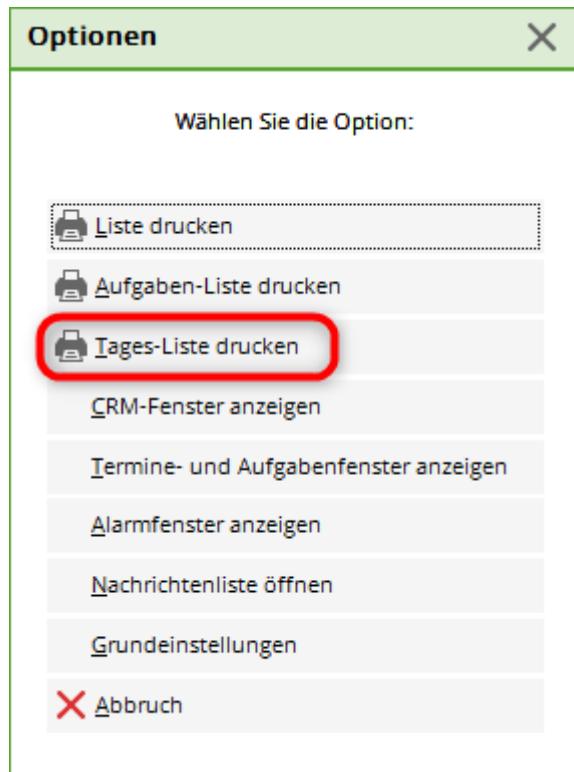


The task list is already predefined so that all information that is intended for your password and has either the status „open“, „urgent“, „alert (urgent)“, „open (do not remind)“ or „in progress“ is printed.

# Daily list

The daily list prints all entries for all users for the current day.

Select the item under **Persons/Print.../Daily list** or in any person in the right-hand info window via the button **Options** the **Daily list**.



The settings have been made appropriately. Of course, you have the option of changing the details as you wish, so that, for example, you only have to enter the tasks **For** the „Club Manager“.

### Informationen drucken

?

Drucken F8

Ausgabe

Datum / Benutzer / Sortierung Kategorien Projekte / Einträge / Dauer Zeitkonten

Datenbereich: von 24.03.20 bis 08.05.20

Hauptdatum in diesem Bereich  
 Wiedervorlage in diesem Bereich  
 Neuanlage in diesem Bereich  
 Änderung in diesem Bereich  
 Erledigt in diesem Bereich

Von: Alle Bediener

Für: Carmela

sowie Mitglieder der Gruppe

Erledigt: Alle Bediener

Sortierung:

Reset F5

Laden F9

Sichern F11

Ende

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