

## Printouts & Reports -----

### Standard Printouts & Exports

Each Schedule View has a **Print** button that brings up a "printer friendly" version of the Daily Weekly or Monthly schedule you are viewing on the screen and an **Export** button that allows you to export that weekly schedule. These views and printouts can be filtered to only show certain Positions and/or Categories etc. before printing.

You also can use the "Change Layout" link at the top left of all the Schedule Views to change things like what appears in the printout, what size fonts you want to use, how to show names (first, last etc) on the printout.

To print out or export information for a specific time range or with more advanced options you can use the [Reports](#) section.

#### Related Topics:

- [Custom Reports - Specific Date Ranges](#)
- [Change Layout - Fonts, Name Order etc.](#)
- [Filtering the Schedule View/Printout](#)
- [Printing Problems - Page Breaks, Colors](#)
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## Custom Reports - Specific Date Ranges

You can create custom reports based on date ranges and what you want to include and then either print the report or export it so that it can be used in other programs.

### To Create and Print a Custom Report

From any page

- In the top menu choose **Reports** to go to the Reports page
- Under Custom Reports choose a predefined range or choose a begin and end date (and any other things you want to include)
- Choose the Position & Category to include and indicate if you want Pay Rate and Approximate Cost to be included
- Click the **Print** link next to the report you want

The report page will be opened along with a print dialog window. To view the page you can cancel the print dialog. To send to printer after canceling the print dialog you can Right Click in the window - Print.

**Custom Reports**

Choose a Date Range ▾

or click on calendars to select dates below

begin date

end date

**Schedule Information Reports**

Include:  ▾

Include:  ▾

Include Pay Rate & Approx. Costs

By Employee - Summary	<a href="#">Print</a>	<a href="#">Export</a>
By Employee - Detailed	<a href="#">Print</a>	<a href="#">Export</a>
By Position - Summary	<a href="#">Print</a>	<a href="#">Export</a>
By Position - Detailed	<a href="#">Print</a>	<a href="#">Export</a>
By Category - Summary	<a href="#">Print</a>	<a href="#">Export</a>
By Category - Detailed	<a href="#">Print</a>	<a href="#">Export</a>
Shift Details		<a href="#">Export</a>
<b>Time Off Report</b>		
Summary Report	<a href="#">Print</a>	<a href="#">Export</a>

#### Related Topics:

- [Exporting Data](#)

## Printing Problems - Page Breaks - Print Background Colors

### Print Margins and Portrait - Landscape Settings

To control how your printer controls printouts you can change your browser options under File - Page Setup.

### Page Breaks

If you want better control over how your browser and printer handle the printouts (page breaks etc.) you can try the following:

If you are using the By Employee schedule view try unchecking the "Show the **date header once on each page**" option in the "Change Layout" window. This may result in your printout be slightly longer but it will prevent pages from breaking within an employee's row.

Try printing a filtered schedule. Ex. filter your schedule first to show one position, position group or category at a time.

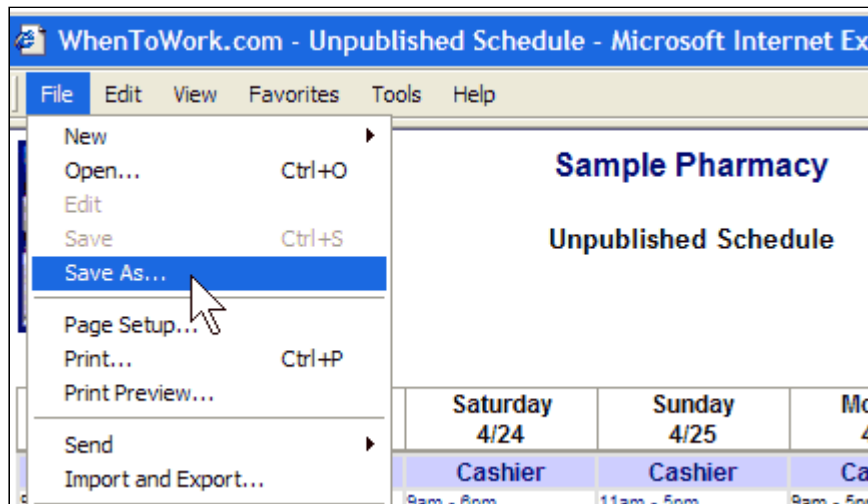
Or try adjusting the margins in your browser under File/Page Setup.

You can save the "printer friendly" page and use a word processing program to make whatever changes you like to the page and then print from that program.

### To save a page and print it using another program:

From any page you want to save

- Click **Print**
- When your printer dialog window comes up click **Cancel**
- In the top menu of your browser Choose **File>Save As**



- Save the file to your computer and then open it with your word processing or other program.

### Background colors not printing

If your color printouts are not including the blocks of color it is probably because your browser is not set to "Print Background Colors."

### To Turn on background color Printing - Internet Explorer



1. On your Internet Explorer browser tool bar choose "Tools"
2. Choose "Internet Options" to bring up a small popup options screen
3. Click on the "Advanced" tab (may be the last tab option) and you

will see a long list of checkbox choices.

4. Scroll down to the Printing section and there should be an option saying "**Print background colors and images**" which you should check to yes then save by clicking "Ok"

### To Turn on background color Printing - FIREFOX

1. On your Firefox browser tool bar choose "File"
2. Choose "**Page Options**" to bring up a small popup options screen
3. On the Format & Options Tab check the box next to "**Print Background (colors and images)**"
4. Click the Okay button

## Export Data

You can export weekly schedules from each schedule view and also "custom reports" based on date ranges and what you want to include so that it can be used in other programs.

NOTE to Mac users: you may need to Export to a CSV file to open in Excel.

If you have trouble opening an exported file try saving it to your computer first and then opening it with your other program.

### To Export from a Weekly Schedule:

From any weekly Schedule View:

- On the top menu choose **SCHEDULES** to go to the Schedules section
- Click the **Export** button
- **Type the Filename** you want to create
- Choose the format you want to export
  - Excel Spreadsheet (.XLS)
  - XML
  - Comma Separated Values (text .csv)
  - Dif-file (Data Interchange Format)
  - LOTUS 1-2-3 (WKS-file)
  - Quattro Pro (WQ1-file)
- Click the **Create Export** button
- When prompted specify where on your computer to save the file.

### To Export a Custom Report

From any page

- On the top menu choose **REPORTS** to go to the Reports page
- Under Custom Reports choose a **predefined range** or choose a **begin and end date**
- Choose what Position and Categories you want to include and check whether to include pay rate/cost info
- Click the **Export** link next to a report to open the Export window
- Check off the information that you want to include
- **Type the Filename** you want to create
- Choose the format you want to export
  - Excel Spreadsheet (.XLS)
  - XML
  - Comma Separated Values (text .csv)
  - Dif-file (Data Interchange Format)
  - LOTUS 1-2-3 (WKS-file)
  - Quattro Pro (WQ1-file)
- Click the **Create Export** button
- When prompted specify where on your computer to save the file.

#### Related Topics:

- [Custom Reports - Specific Date Ranges](#)