
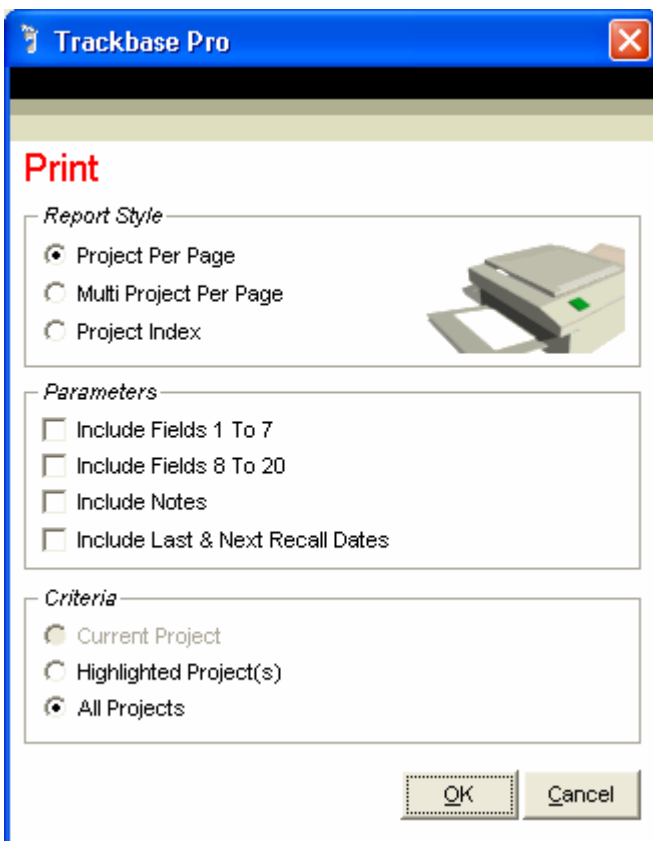


# Printing Reports

Through Trackbase Pro, you can print out Projects, Companies and People using the  print button on the bottom toolbar.

You will now be able to specify the type of report you wish to print, as the window shown below will open:



To print out the current project on the project screen, select 'Current Project'. If you wish to print all the projects listed in your project selection, select 'All Projects'.

There are three types of report to choose from:

**Project per Page:** This report contains the greatest amount of details and when selected, will open another window which will display a list of roles you can select from. Choosing one or more of these roles will result in the contacts with the selected roles being printed out in the report. If you do not select any roles, no contact information will be printed on the report.

**Multi Project per Page:** This report contains the project details and user definable fields. You can also select roles to be printed in this report. Trackbase Pro will try to fit more than one project on each page.

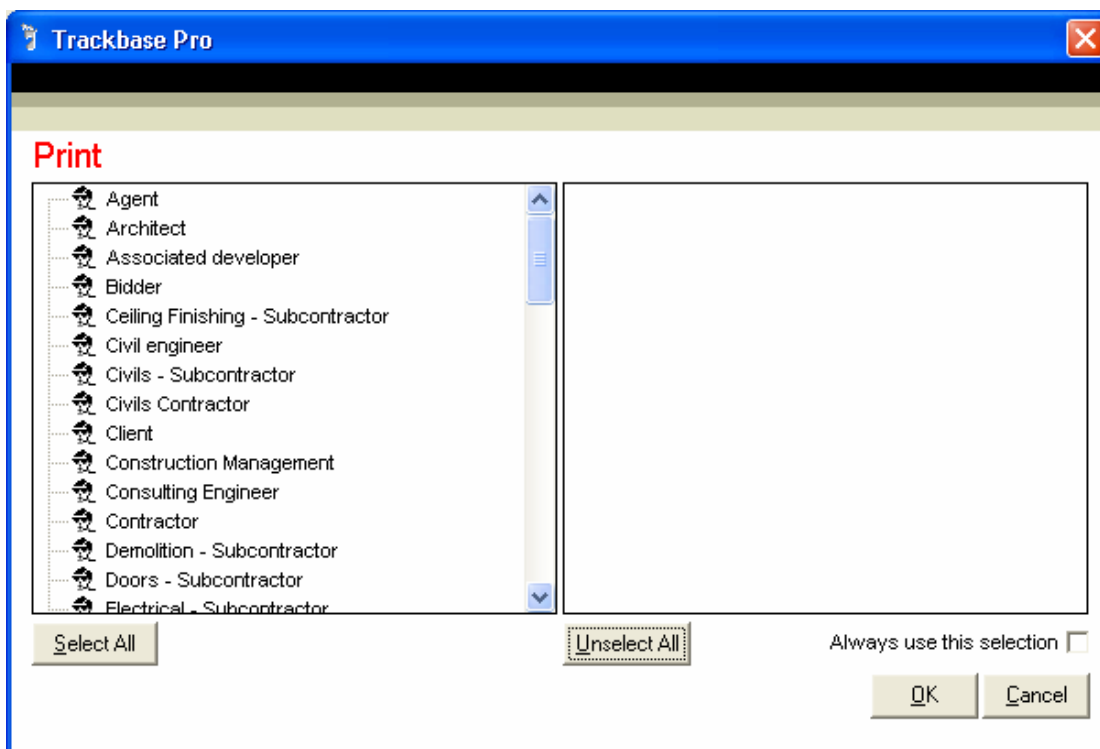
**Project Index:** This report contains just the project ID, project title, value, location and stage, printed one project per line. You can also print out User Fields 1 to 7 on this report.

**Include User Fields:** This option allows you to add the userfields belonging to a particular project, company or person to the report. Selecting 'Include Fields 1 to 7' will print the first seven userfields, whilst selecting 'Include Fields 8 to 20' will print these userfields in the report also.

**Include User Notes:** This will print any notes entered by you on the projects you have selected to print.

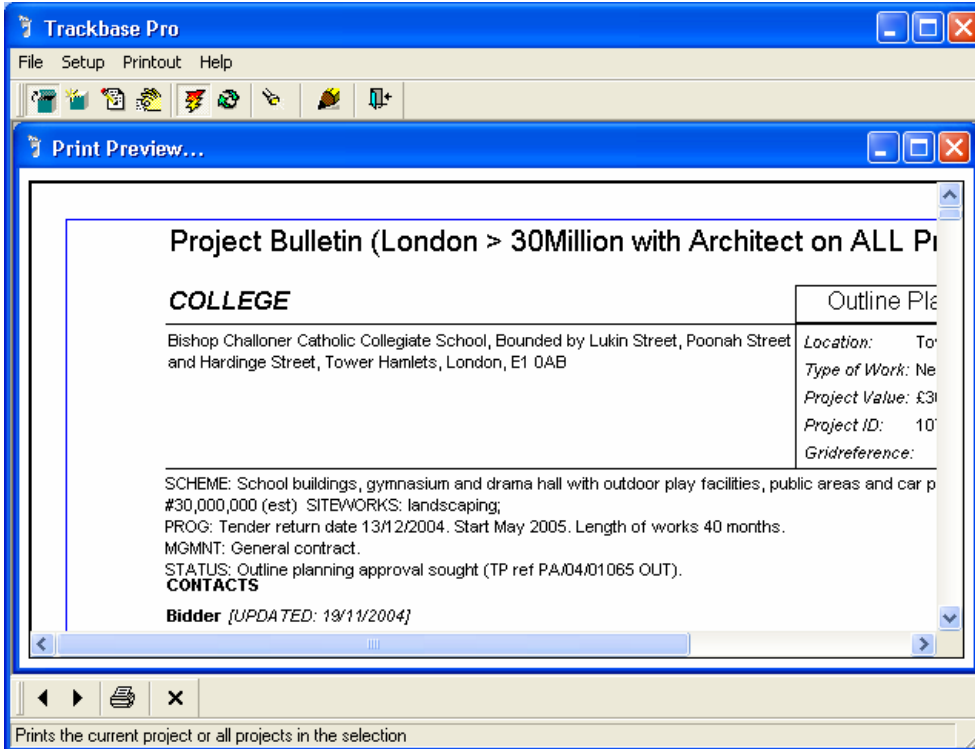
**Include Last & Next Event Dates:** This will print out the dates when you last contacted the company and when you next plan to contact them, taken from your Trackbase Pro diary.

Once you have selected your report type and chosen any addition details you wish to include in your report, click on the 'OK' button. For 'Project per Page' and 'Multi Project per Page' reports, you can now chose the roles you wish to include in your report using the screen shown below:



Select you roles and then click on the 'OK' button. The print preview window will open, where you can view your report contents before sending it to the printer.

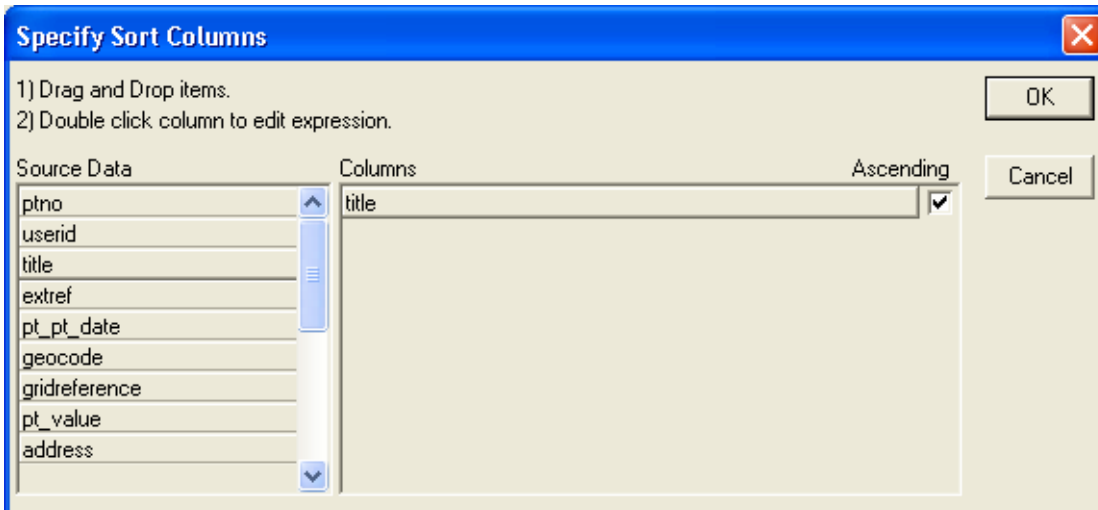
If you choose the Project Index report, you will skip the 'Select Roles for printing' window and go directly to the print preview window where your data will be displayed. The print preview window is shown below:




From this window you can order your projects for printing. Selecting 'Setup' and 'Order by...' from the top menu opens the 'Specify sort columns' window.

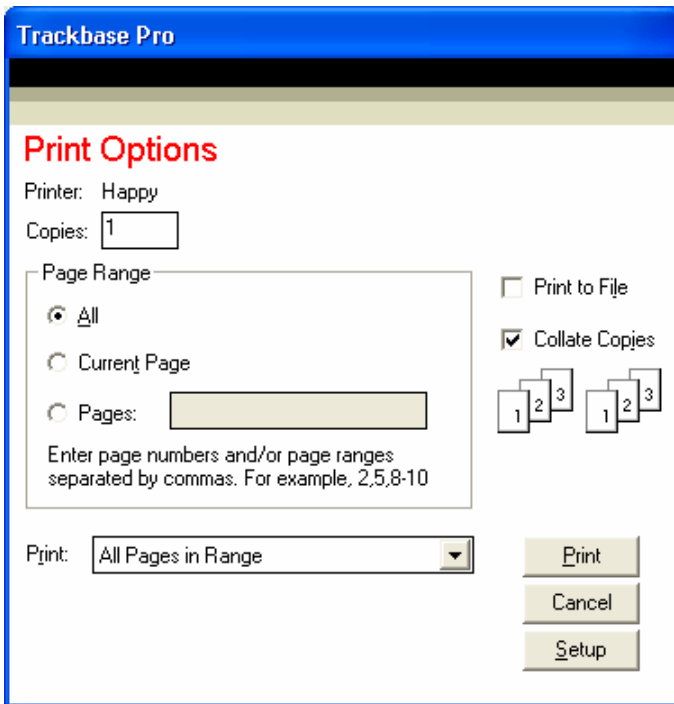
To order your report list you must select a column on the left, then click and drag it to the right-hand window.

**For example:** In the screen shot below, 'title' (project title) has been dragged to the right-hand window. By clicking 'OK' this will then re-order the projects in your print preview window in ascending project title order, ready for printing. (i.e. in alphabetical order).



When you are ready to print the contents of your preview window, click the 'Print button'  on the bottom toolbar.

This will then open the Print Options window shown below, which will allow you to specify certain parameters for your report. Here you can collate copies, print selected pages only and adjust your printer settings.



To print the report, click the 'Print' button, and your report will be sent to your specified printer.