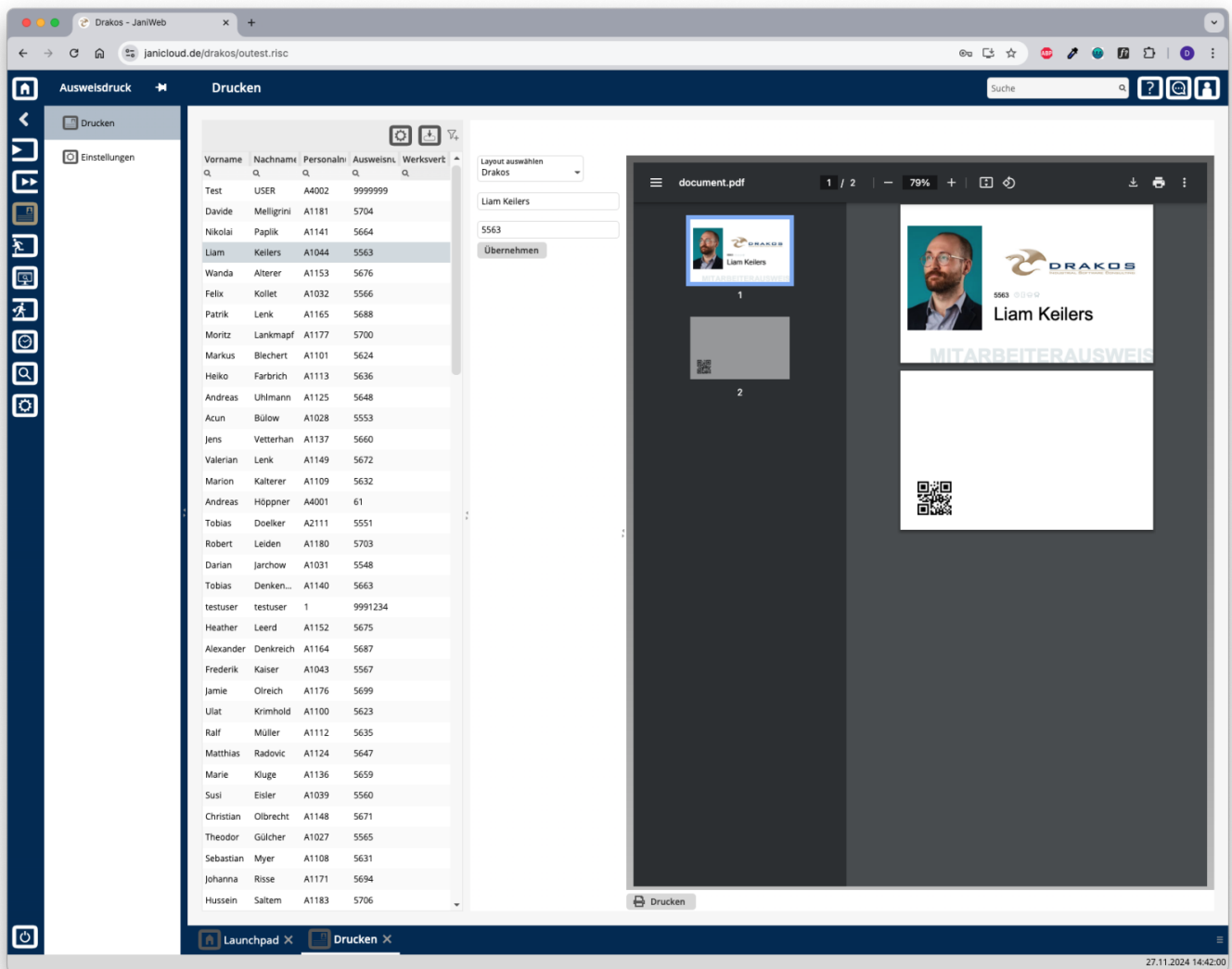


# Print

The menu item **Print** allows you to print an badge for each person for whom you have permission.



## List of persons

The list contains all persons for whom you have authorization. It offers the following options:

- **Select columns to display:** Press the gear icon. Select which columns you want to display and in which order. Arrange the columns using the mouse or the arrow icons. Press *Apply* to adopt the changes.

- **Filter by client and status:** Press the filter icon. Select the clients and the status (*Active*, *Active in future*, *Inactive*) for which persons should be displayed. Changes are visible immediately.
- **Search in columns:** Enter text or numbers in the search field (magnifying glass icon) of a column to search for names, personnel numbers, or other criteria. The entries take effect immediately: the list only displays hits.  
Tip: Search for substrings. You can find “Spencer-Churchill” with “spe”, “chur” or “hill”. The search is not case sensitive.
- **Export the entire list:** Press the download icon. Select the format in which you want to export the list. The export files are downloaded or displayed depending on the browser/operating system settings. For details on the available export formats, see the [General > Export Formats](#) chapter of this manual.

Select a person to preview the badge to be printed.

## Detail area

You have the following options here:

- **Select layout:** Select a layout using the *Select layout* drop-down menu. The preview updates automatically.
- **Customize information:** Depending on the layout, various information can be customized before printing. Enter the desired text and press *Apply*.
- **Print:** Press *Print* to print the badge.

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