# View, Print and Export your To Do list

There are two ways you can look at your To Do list: **Onboard/ Logs** and **Onboard/ Overview.** However, you can only export or print the tasks from **Overview.**

Onboard/ Overview gives a **bird's eye view** of all departments, all tasks and due dates. The default view shows the oldest items at the top of the list.   Overview also has a status bar showing how many total tasks, how many are planned/ unplanned and overdue. For shoreside personnel, this will include all vessels in the fleet. However, each vessel will only see its own tasks and data.
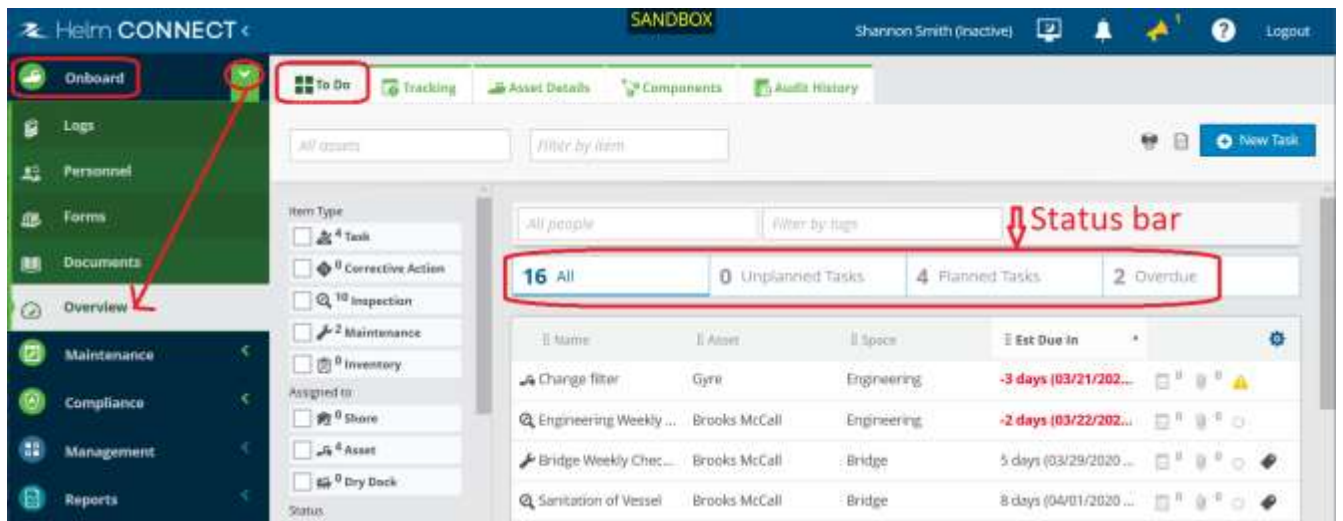

You can sort any column by clicking on the title name. Click on Asset column to sort by vessel, Name column to alphabetize by name of task, etc.

The icons on the right side quickly tell you if the task has any Notes, attachments, if it has been started or not, status of work, priority level, if it is part of a critical system and any tags to identify it.
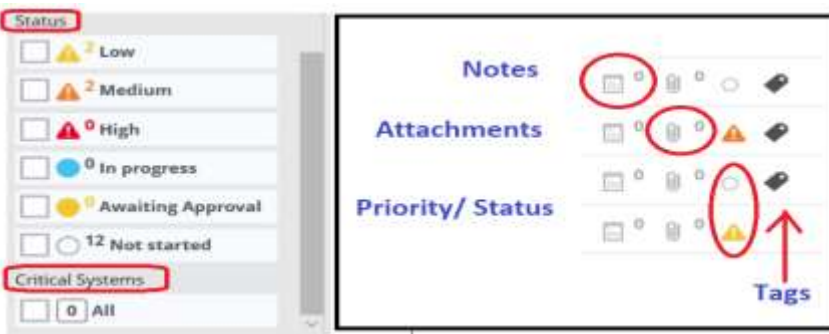

Hovering over the tag will tell show you what the tag says.
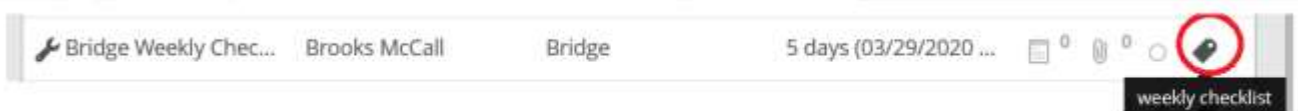
Onboard/ Logs separates tasks by departments. So if you are on the **Bridge** tab, you will only see bridge tasks. If you are on the **Engineering** tab, you will only see engineering tasks. The **History** tab shows completed work for all departments.
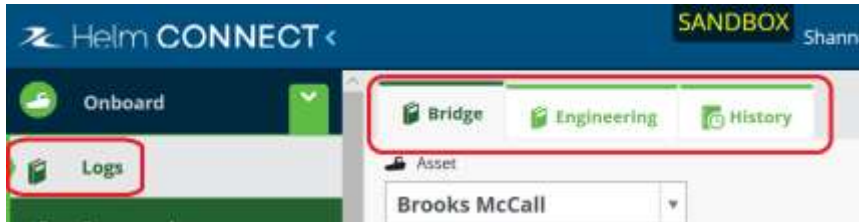

In each tab, the **To Do** column shows tasks to be done and the **Log** column shows recently completed. The **History** tab lists all completed tasks on the vessel. For the best view of the To Do tasks, click on the **Log arrow** to collapse it and the **Onboard/ Menu** arrow to collapse it.
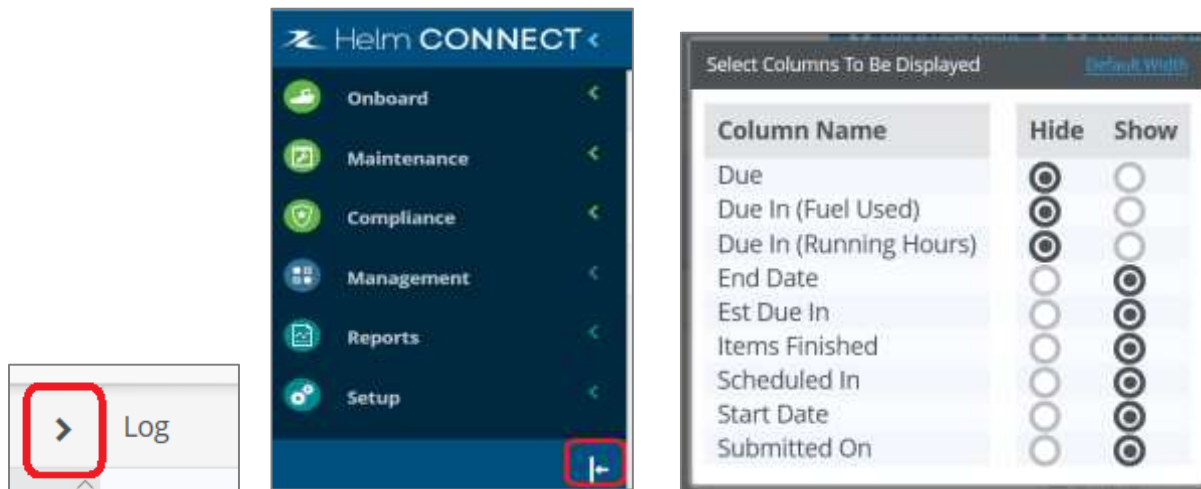
You can hide the columns you don't want to see by clicking the gear icon on the top right of the table.

Gear icon: To Do list: Select card view or list view

In the list below, the columns are set to show only the due date. The rest is automatic. Category, Descriptions and icons to the right cannot be hidden. However, you can adjust the width of each column by hovering the cursor between the columns until a double arrow appears, then slide right or left.
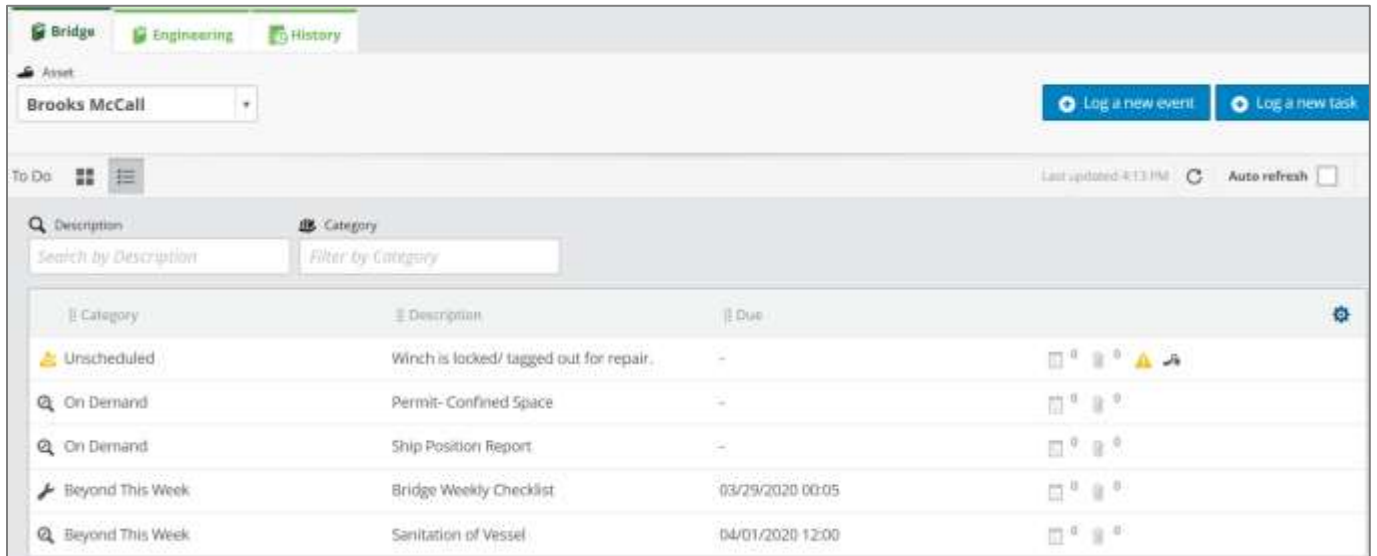
Printing and exporting the To Do list

To print the list to a printer, click the printer icon next to the **New Task** button on the upper right of the screen. (It does not offer the option of printing to a pdf.) To export to an excel spreadsheet, click the chart icon.