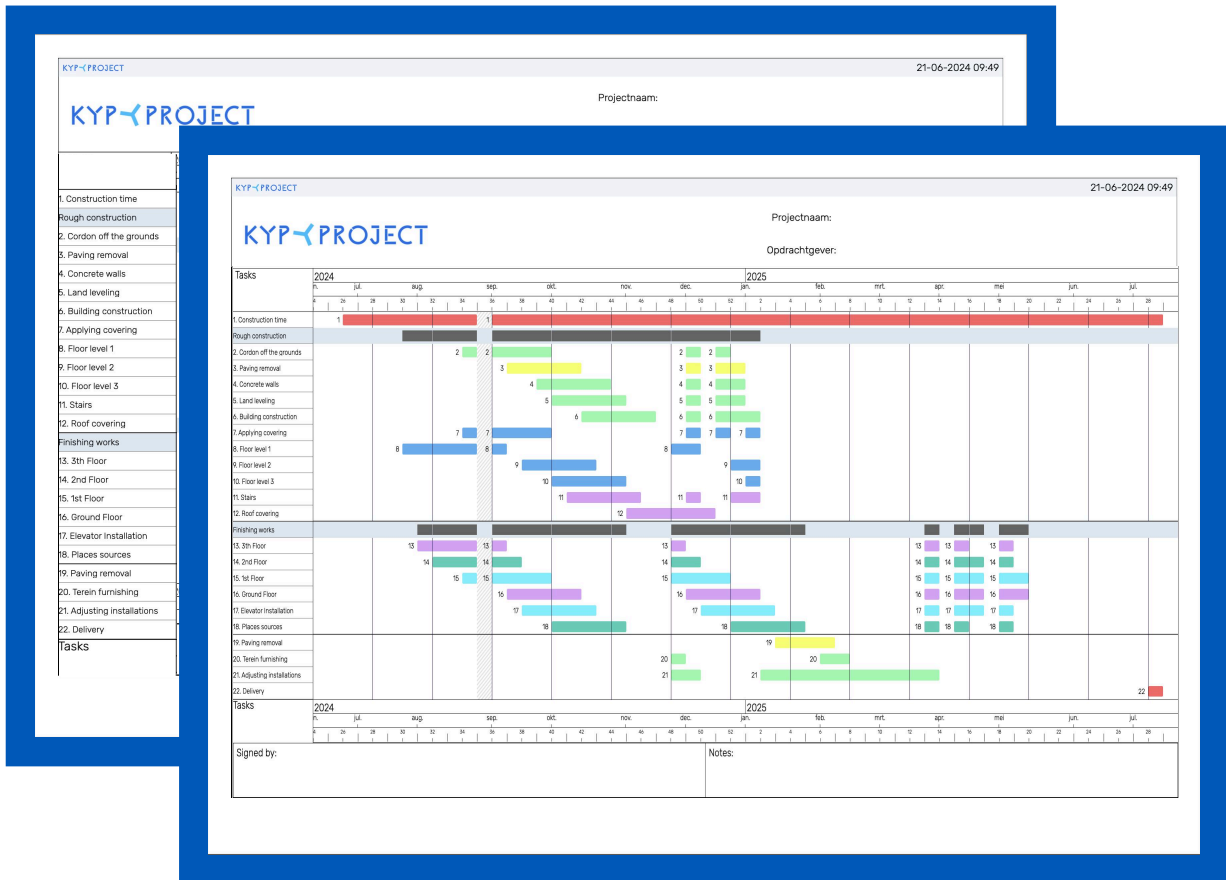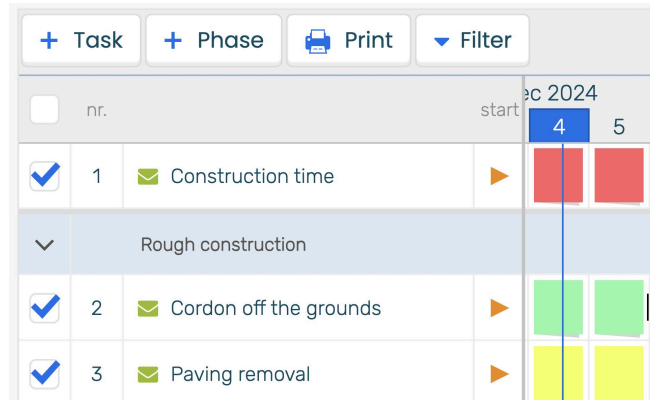# Manual

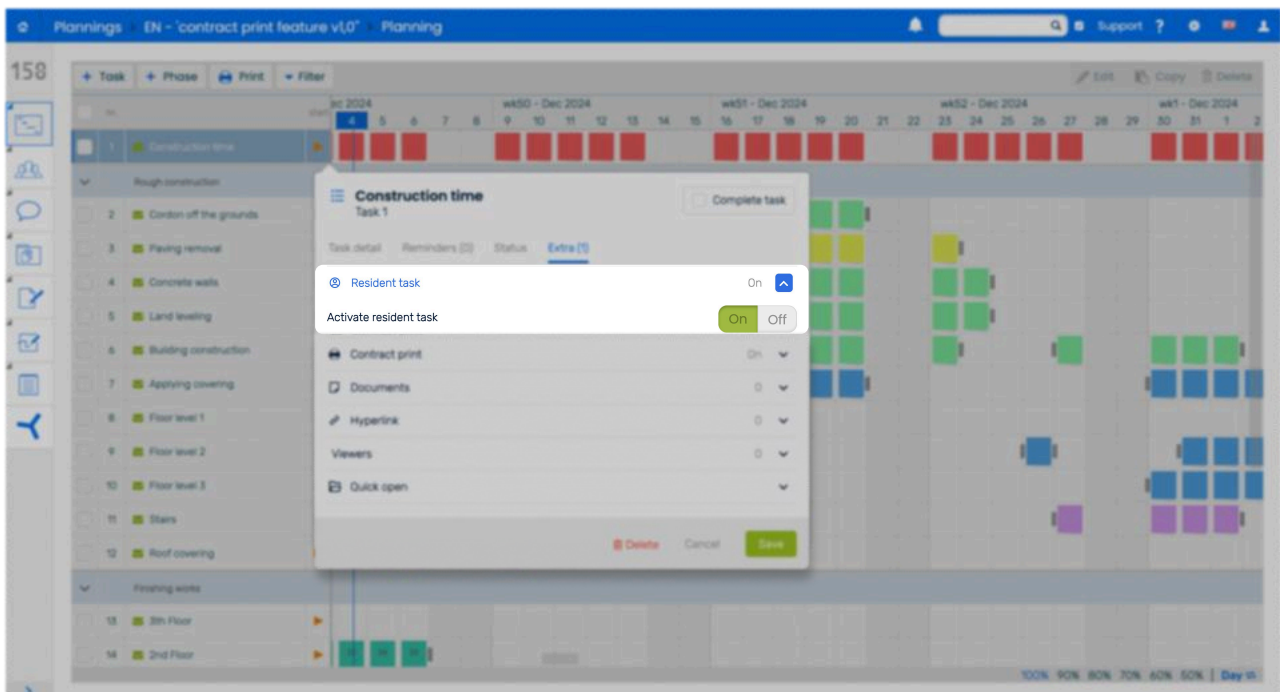## Contractual schedule in KYP Project

Define your contract task

1 Open a project containing tasks

2 Select which tasks you want to include in the contract print
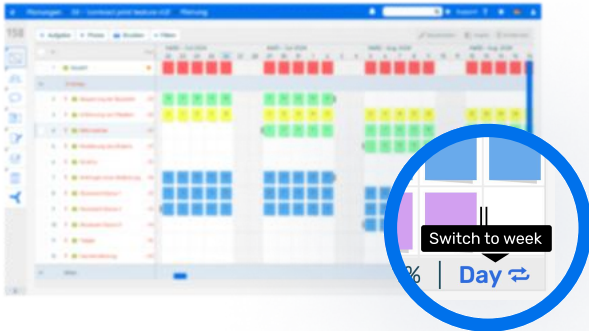
3 Click on the green button

4 Click on 'extra' in the task menu that opens

5 Open the heading 'contract print'
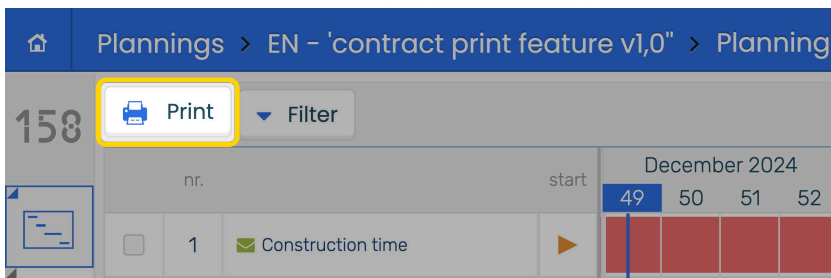
6 Switch the on/off toggle to 'on'

Generate your contract print

1   In the schedule where your contract tasks are defined, go to the week view. You do this by clicking on "Day" in the bottom-right corner.
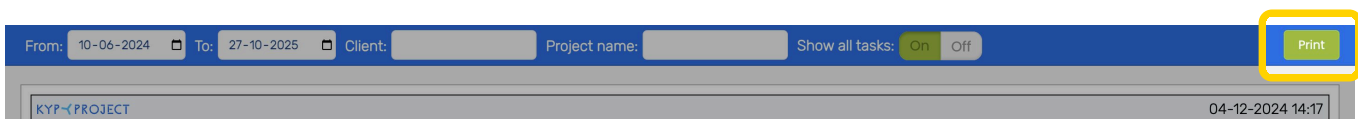

2   In the week view, click on the "Print" button to open the contract print, which displays all selected tasks in an overview.

3   Set "show all tasks" to "on" if you want to print all tasks from your schedule. When this is set to "off," only the tasks you have defined as contract print will be displayed.
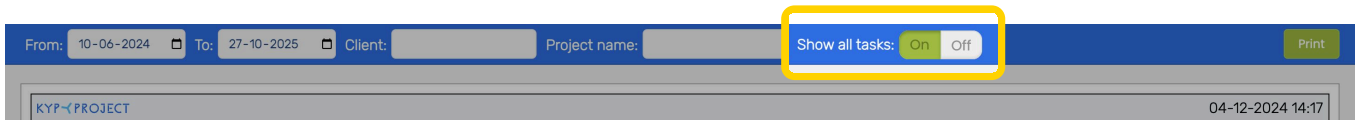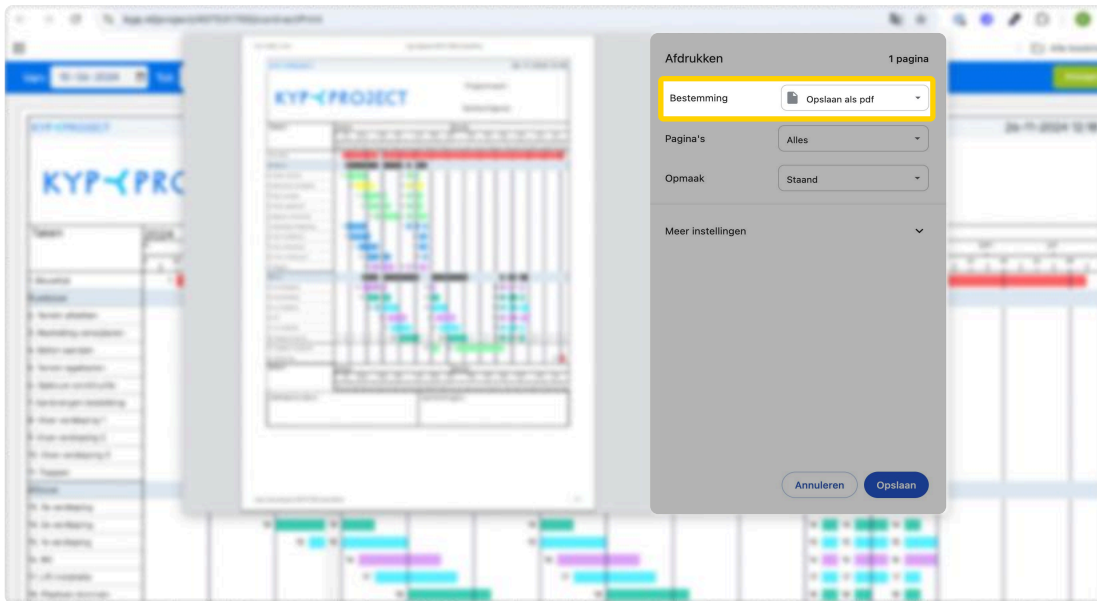

4   Click on the green print button in the blue bar to open the print window.

Create and print PDF

1 Click on the green button and choose location 'Save as pdf'.

2 Open the dropdown menu 'more settings' and choose 'background images'.

3 Set the formatting, paper size and marges.

4 Click on 'Save'. Open the pdf and start printing.