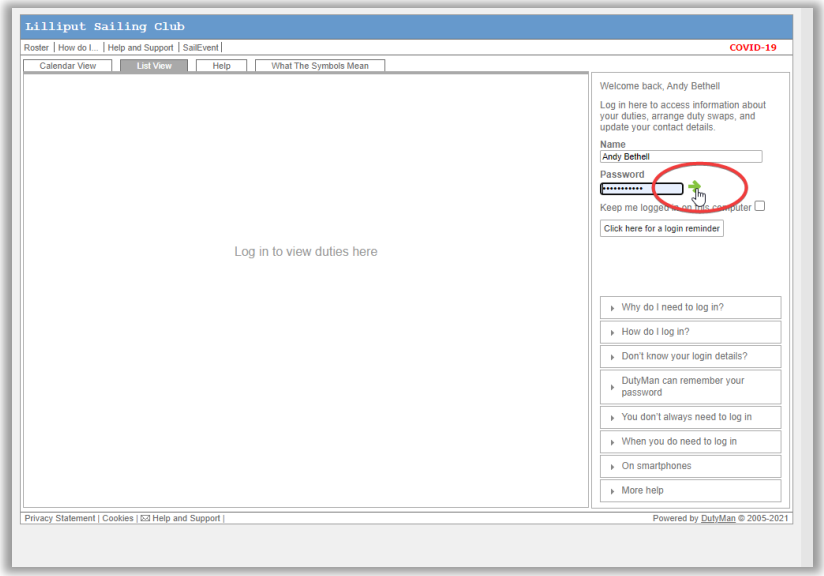
How to print out all your Dutyman duties

This note describes how to get a printout of all your dutyman duties and elaborates on the instructions in the Dutyman Help Page. If you have a smartphone or computer, you can also have your duties entered and synchronised with your digital calendar (see here).

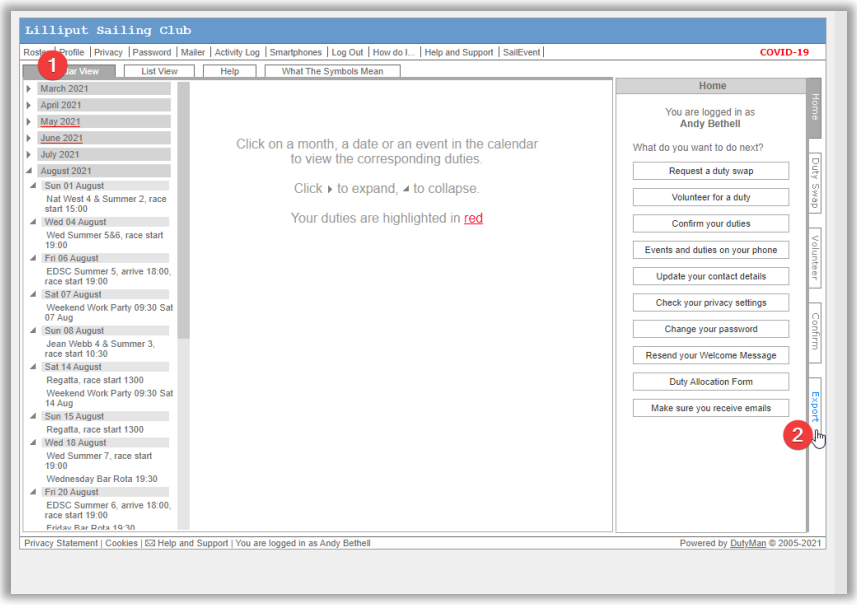
To get a printout of your Dutyman duties, you will need to use the '**Export**' option on the right-hand tab. You'll need to log in to the system first or have someone do this for you using your username and password. Here's how with screenshots…

Log in to Dutyman

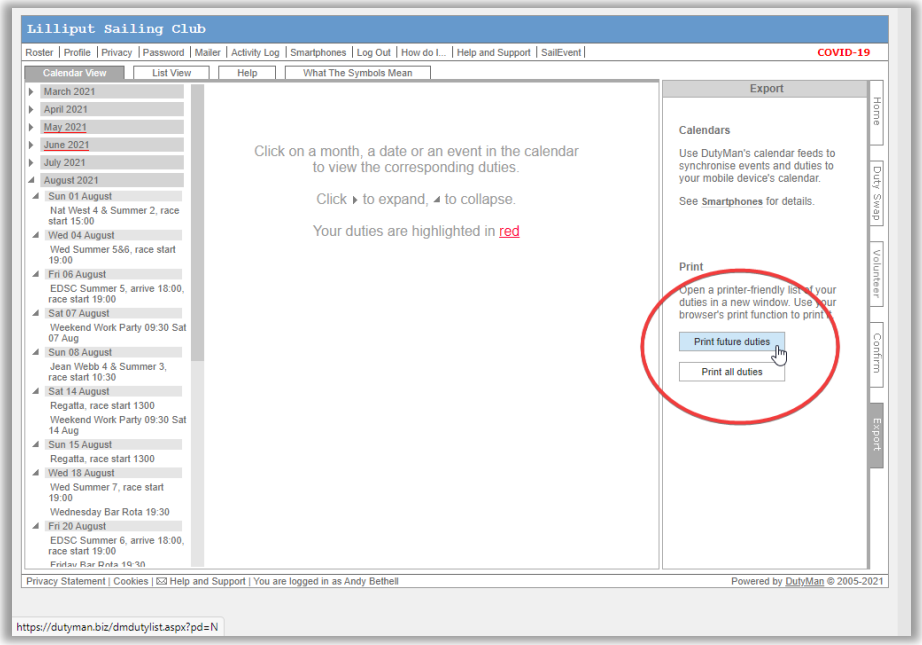
Use a link in an email from Dutyman to log in to your Dutyman account, or click here.



View the Roster tab (1), then click Export (2) on the right-hand side



Select the list you wish to print



View and print the list

This will generate a printable list, with a '**Print**' button that you can print in the usual way for your computer/phone.

