



## Deadlines Updates: Reports and Printing

*Deadlines Updates: Reports and Printing*  
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We've recently added some new features for deadlines including the ability for administrative users to run a report to get a list of all deadlines for a given program in the district, as well as the ability for all users to be able to print a list of their deadlines.

### Deadlines reports

Programs with deadlines in SameGoal now have deadlines reports. Administrative users can run these reports by going to **Reports**, selecting the special program they wish to see deadlines for, and then running the **Deadlines** report.

This report will generate a list of all deadlines in the district including information about what the deadline is, when it's due, the student it's for, who the deadlines is assigned to, and more.

## Deadlines printing

Districts using the Pro or Plus version of SameGoal have access to the **Deadlines** tab which displays all deadlines assigned to the logged in user. Recently, we added the ability for users to be able to print their deadlines directly from the **Deadlines** tab.

While on the **Deadlines** tab, the printer icon will now become available. To print your deadlines, select which view you'd like to print (List, Day, Week, or Month), click on the printer icon and select **Print Deadlines List Page**.