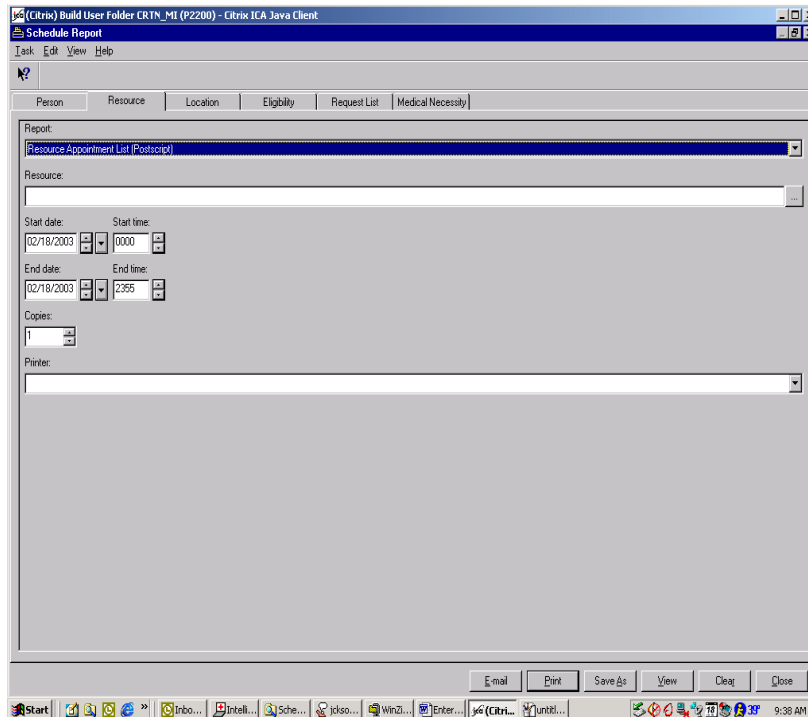


Printing Reports

To Print Reports from the Scheduling Appointment Book, follow the steps below:

1. Click on the Appointment Reports Icon in the tool bar:
2. The Screen Below will appear:



3. Select the appropriate tab (Person, Resource and Location are most often used)
4. Select the desired report from the drop down box.
5. Set filters of resource, person or location.
6. If appropriate, set start and end date of report.
7. Select the number of copies to print
8. Select printer from drop down box.

Hint: To default printer in all screens, right click on printer in box and click “Set as Default.” This will stick for the time that the user is logged onto the application.