
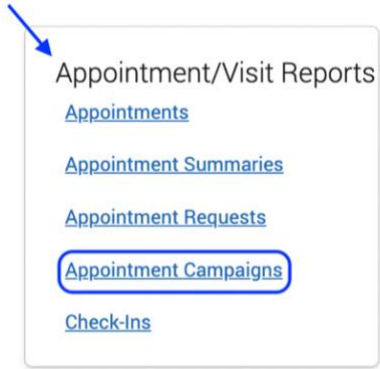


# Navigate - Viewing Appointment Campaign Reports

## 1. Navigate to the appointment campaign reporting tool

- Click the Reporting  icon from the navigation menu on the left side of the screen.
- In the *Appointment/Visit Reports* box on the right side of the screen, click *Appointment Campaigns*.

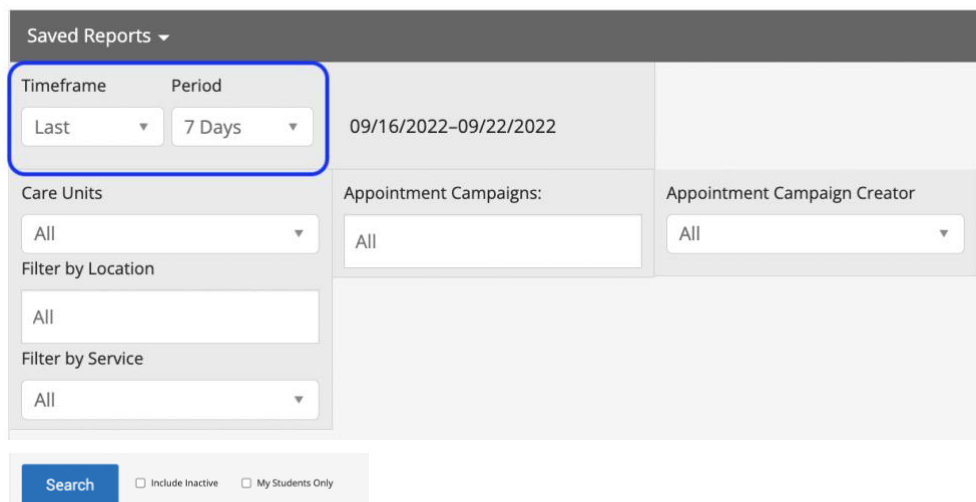


## 2. Define the report to be created

- Under *Activity Filters*, select *Timeframe* and *Period*. Click inside the *Appointment Campaigns* box to select a specific appointment campaign.
- Click *Search*.

## New Appointment Campaigns Report

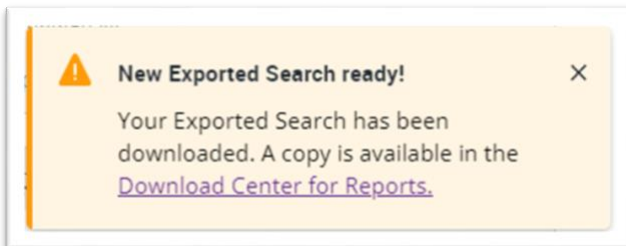
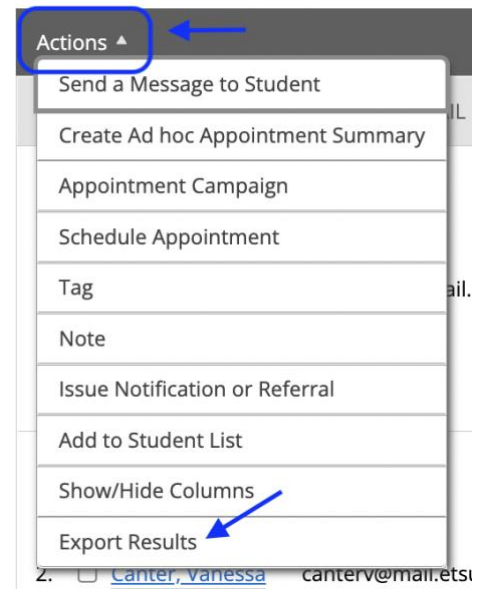
Activity Filters 



A screenshot of a report configuration form. At the top is a "Saved Reports" dropdown. Below it are several filter sections: "Timeframe" (Last) and "Period" (7 Days) are highlighted with a blue box; "Appointment Campaigns" (All) is also highlighted with a blue box. Other filters include "Care Units" (All), "Appointment Campaign Creator" (All), "Filter by Location" (All), and "Filter by Service" (All). At the bottom is a "Search" button and two checkboxes: "Include Inactive" and "My Students Only". A blue arrow points from the "Activity Filters" text above to the filter sections.

### 3. Export the report

- When a list of students is generated, click *Actions* at the top of the search result box.
- From the drop-down menu, click *Export Results*.
- In the *Export Results Column* window that appears, use the checkboxes to select the columns for the export.
- Click *Export*.
- A pop-up will appear in the bottom right of the screen when the export is ready. In that pop-up box, click *Download Center for Reports*.
- Click the name of the file to download. It will download to the location you have set in your browser.
- The download center can also be accessed by clicking *Download Center for reports* under *Quick Links* on the staff homepage. To return to the homepage click the Home icon in the left navigation menu.



### Download Center for Reports

NAME	GENERATED FOR	TYPE	BEGINS ON	CREATED AT
<a href="#">My_Assigned_Students_for_Fall_2021.csv</a>		Exported Search		10/11/2021 2:53pm ET
<a href="#">My_Assigned_Students_for_Fall_2021.csv</a>		Exported Search		10/11/2021 9:04am ET