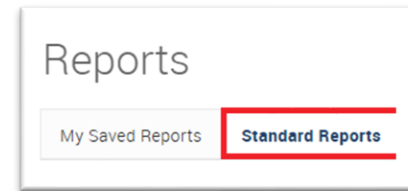


## Navigate360: Pulling an Appointment Report in V3

*During times of direct student outreach (Early Outreach, Re-Enrollment, ESPRs, Academic Alerts), it can be helpful to run a report of students who already have an upcoming appointment scheduled*

### 1. Open the Appointments Report

- Click on the [Reporting](#) icon  from the left navigation menu
- Click the [Standard Reports](#) tab
- Select the [Appointments Report](#) under [Report Type](#)



### 2. Set the Data Filters for the Appointment Report

- **Field 1:** Scheduled End Date
  - **Condition:** Date Range
  - **Start Date:** The start date of the date range you are searching for
  - **End Date:** The end date of the date range you are searching for
- Click [+ Add Filter](#)
- **Field 2:** Care Unit
  - **Condition:** Contains any
  - **Value:** Select the Care Unit you belong to
- Click [+ Add Filter](#)
- **Field 3:** Location
  - **Condition:** Contain any
  - **Value:** Select the Location(s) you advise for
- To search for students who you have a list of E#s for, click [+ Add Filter](#)
- **Field 4:** Student ID
  - **Condition:** Contains
  - **Value:** Copy and paste the list of E#s from a list into the [Value](#) box. The box will process up to one hundred E#s.
- **OPTIONAL:**
  - Check the box beside [Include My Students Only](#) to search for students who are assigned to you
  - Check the box beside [Include Cancelled Appointments](#) for cancelled appointments to be included in the search
  - Check the box beside [Include No Shows](#) to include students who were marked as a no-show
  - Check the box beside [Report Filed Only](#) to view only appointments that have a documented appointment summary
  - Check the box beside [Campaign Appointments Only](#) to view only appointments scheduled in an appointment campaign
- Click [Run Report](#)


Continue to next page...






















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### Data Filters Example


#### Data Filters

Filters Logic: Match all Filters (AND)  Results must match ALL filters: 1 AND 2 AND 3 AND 4


1	Field *	Condition *	Start Date *	End Date *
	Scheduled End Date  	date range 	mm/dd/yyyy 	mm/dd/yyyy 
			 Start Date is required	 End Date is required
2	Field *	Condition *	Value *	
	Care Unit  	contains any 		
			 Value is required	
3	Field *	Condition *	Value *	
	Location  	contains any 		
4	Field *	Condition *	Value *	
	Student ID  	contains 		
			 Value is required	

 Add Filter

☐ Include Inactive Users ☐ Include My Students Only ☐ Include Cancelled Appointments ☐ Include No Shows ☐ Report Filed Only ☐ Campaign Appointments Only

 Run Report

### 3. Export Results

- Once the list has been generated, click *the hamburger menu*  to the right of the list of the search results
- Click *Export*
- Click the file in your downloads

