


Navigate360: Viewing Appointment Campaign Reports in V3

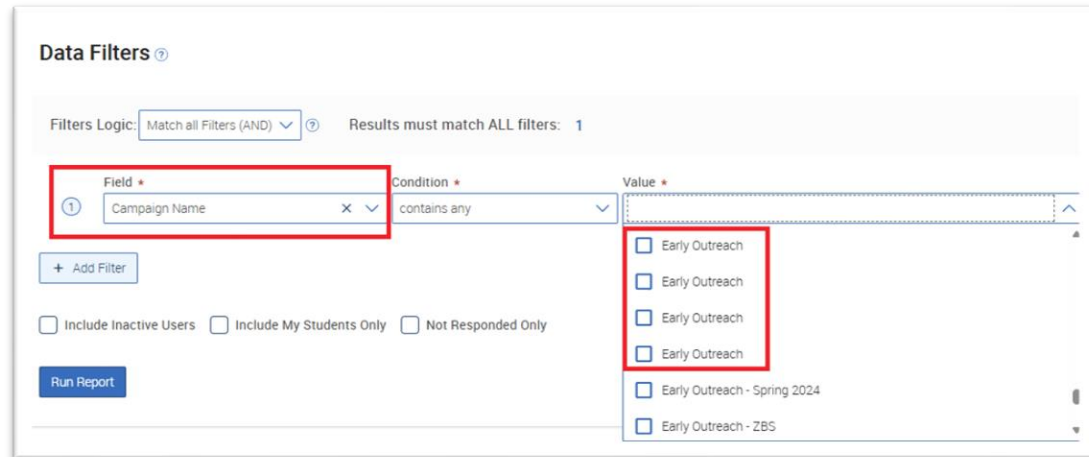
The Appointment Campaign report allows staff to export lists of students who have or have not made an appointment in a campaign

1. Navigate to Reporting

- Click the Reporting  icon from the navigation menu on the left side of the screen.
- Click the *Standard Reports* tab
- In the *Report Type* column, click *Appointment Campaigns Report*.

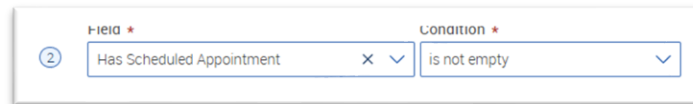
2. Define the report to be created

- Under *Data Filters*, select *Campaign Name* under *Field 1*
 - The *Condition* is *Contains Any*
 - The *Value* is the name of the campaign you are searching for




- **RECOMMENDATION:** When selecting the Value name of the campaign, this will give you a dropdown. See from the picture example above what happens when a user does not include a term and their initials in the campaign name.

- Click *+ Add Filter*
- Select *Has Scheduled Appointment* under *Field 2*
 - The *Condition* is *is not empty*
 - Click *Run Report*
 - This will generate results for all students in the campaign, including students who have or have not scheduled an appointment
- To search for students who have not scheduled an appointment, revert to *Field 1*
- Check the box beside *Not Responded Only*
- Click *Run Report*
- This will generate a list of students in the selected campaign who have not scheduled an appointment



3. Export the report

- When a list of students is generated, click *the hamburger menu*  to the right of the search result box
- Click *Export*
- Manage the columns in excel, deleting the columns you do not want

