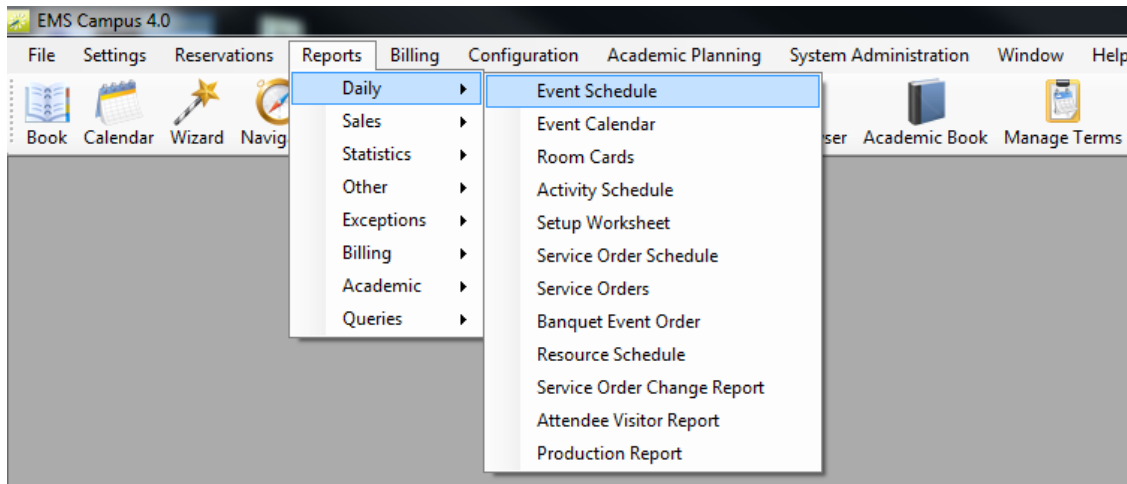


# How to Print Event Schedules

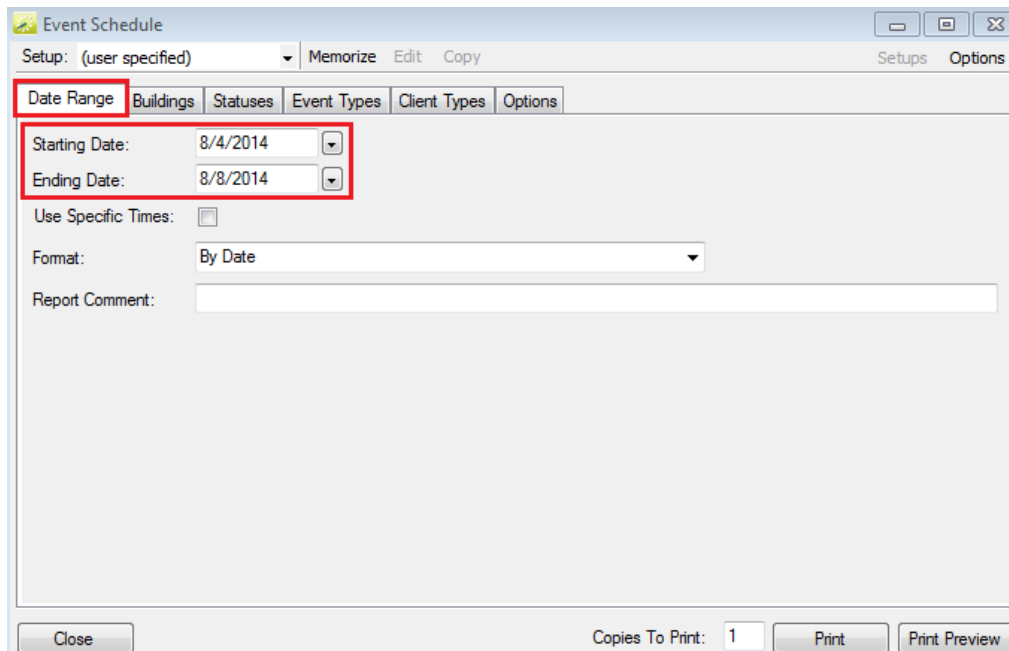
This report is useful if you would like to have a list view of all of the events taking place in a selected building.

*\*Once you do this once, all of the settings will stay the same the next time you come to print the event schedule. You can change them at any time.*

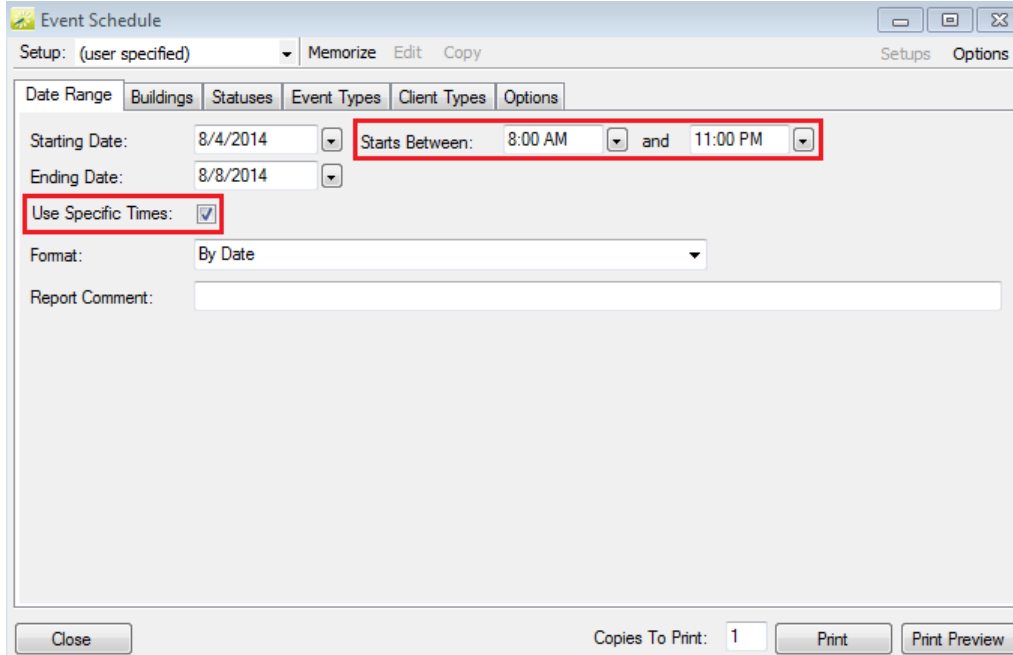
1. From the main menu, select Reports > Daily > Event Schedule



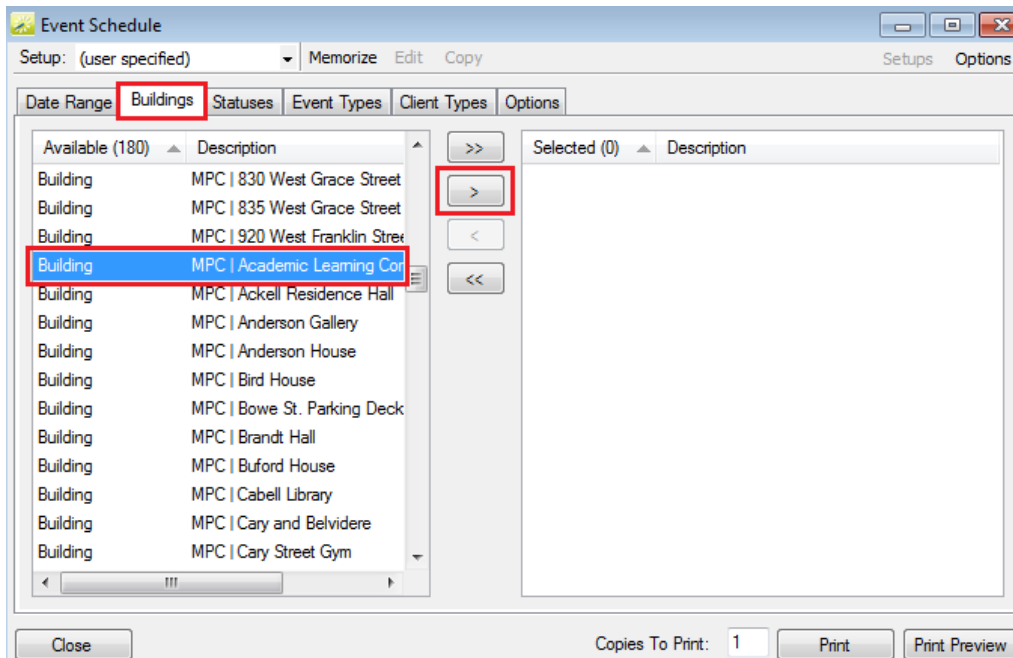
2. An information box will appear asking you to pick the “Date Range.” Enter the starting date and ending date you would like your event schedule to display. For this example, we will create an event schedule from 8/4-8/8.



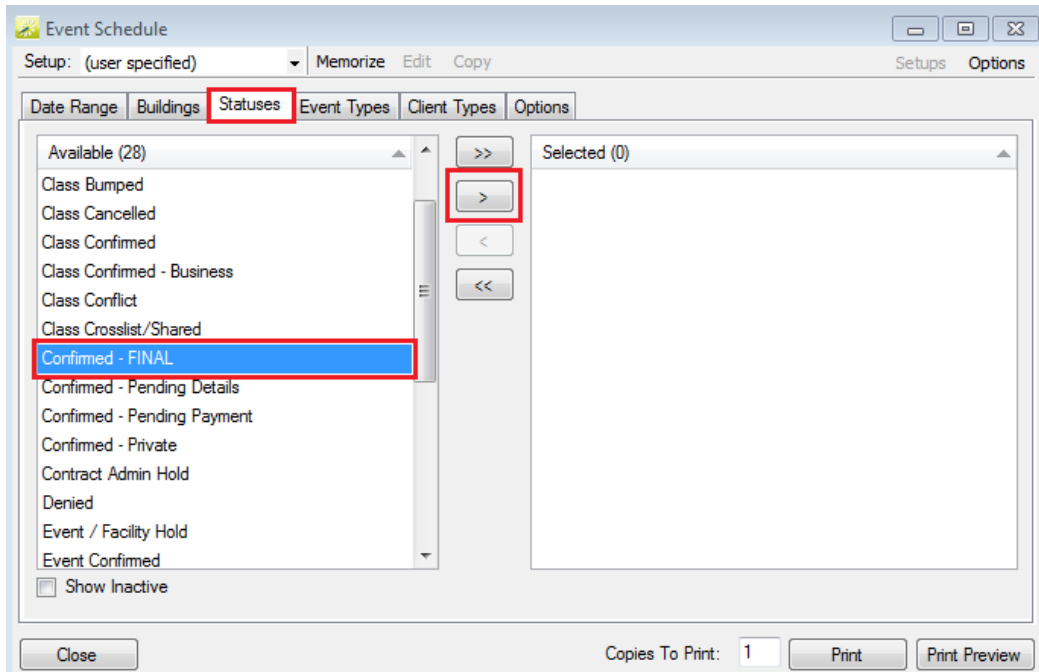
3. If you would like to have your event schedule display a specific time interval, check the “Use Specific Time” box. For this example, we will print an event schedule for the building hours of the Academic Learning Commons.



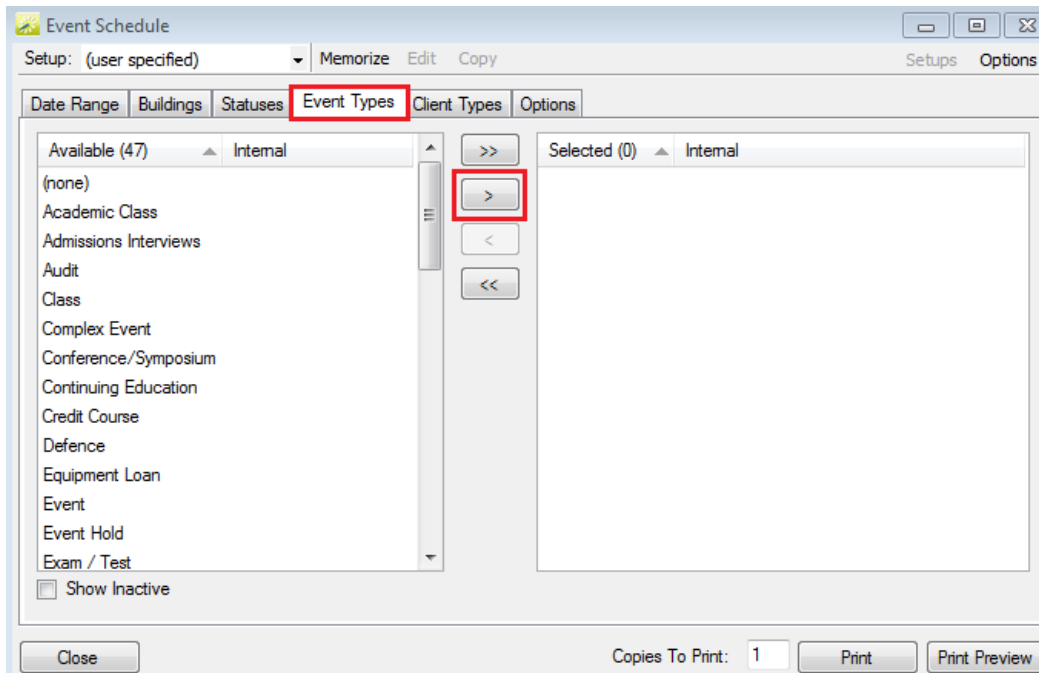
4. Click the “Buildings” tab. Pick the building you desire to print the event schedule for and click the arrow (>).



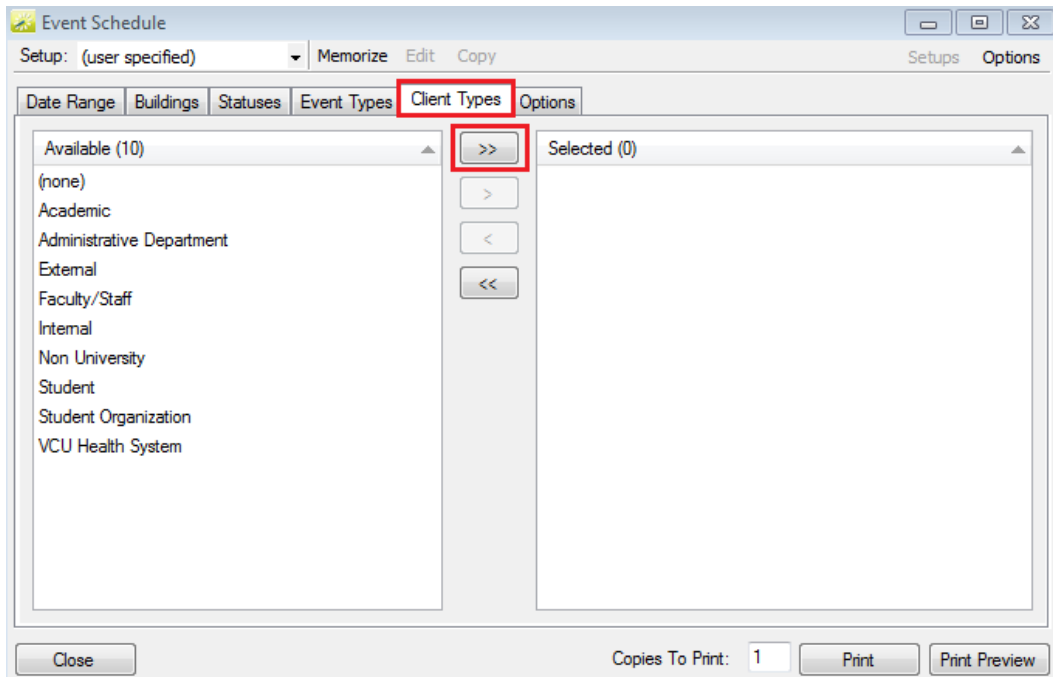
5. Click the “Statuses” tab and select all appropriate statuses you would like to show on your event schedule. Most departments use “Event Confirmed,” “Class Confirmed,” “Confirmed – FINAL,” or “Meeting Confirmed.” Select the status your department uses and click the arrow (>). For this example, we will use “Confirmed – FINAL.”



6. Click the “Event Types” tab. Many departments use different event types. Pick which event types your department uses and click the arrow (>).



7. Click the “Client Types” tab. There are many different client types used by different departments. Because of this, we recommend you select all of the available client types. Click the double arrows ( >> ).



8. Click the “Options” tab. This is where you can select certain options you would like to show on your event schedule. (i.e. page break, showing holidays, showing calendar styles). When you have selected your desired options, click “Print.”

