

To Print a Calendar Report:

- Select Calendar in the Main Menu.
- Select Calendar Reports.
- From the **Available Users** window, select the user or users to view the calendar report(s).
- SmartOffice opens the Activity Report window.
- In the Date Field, select the date of the calendar report to view.
- Click on the **Report Layout** field and choose a calendar report.
- In the **Show** section, tag the items you want to appear on the calendar report.
- Click OK.

Note: If you want to view a different calendar layout, click on the Select Layout dropdown.

🖉 SmartOffice	Webpage Dialog 🛛 🚺	K
Activity Report		
Calendar Activity Report Options		
Date Report Layout	10/12/2007 Mil	
Show		
▼ Time ▼ Type ▼ Name ▼ Place	 ✓ Subject ✓ Reason ✓ Phone 	
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Figure 1: The Activity Report window.

