Fast Class File | SmartOffice®

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.
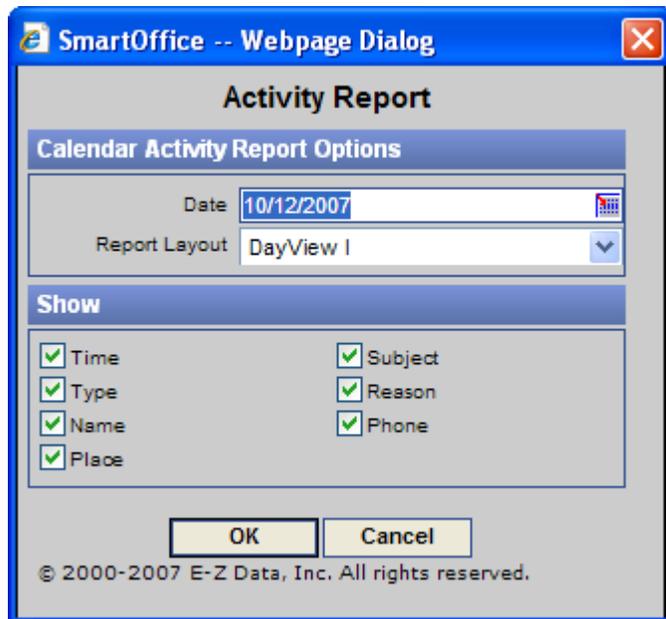
Figure 1: The Activity Report window.