Activity Reports

- Open the CDS Calendar (any view will do).
- Click on Reports in the main menu and then select Activity Reports.

In the Activity Report Options window, select options for each available field.

- Select a date for the report in the Date field. By default, the current date is selected. Select a different date by clicking on the Date button.
- Select the user for whom the report will be created in the User Name drop-down. Available users will be determined by Proxy settings in User Preferences.
- Select Monthly, Weekly, or Daily report formats in the Report Type drop-down. Selecting the Monthly report type allows you to preview Daily and Weekly report types as well.
- Select detail information to be included for each activity in the Show section.
- Click OK when finished selecting options.
• The selected report will open in a new window.
• If desired, select a different report type in the Report Type drop-down.

![Report Type Dropdown]

• Click the Print button to print the selected report.

**Activity Summary Reports**

• Open the CDS Calendar (any view will do).
• Click on Reports in the main menu and then select Activity Summary.
• In the Activity Summary menu, select the desired Activity Summary report.

![Activity Summary Reports]

The Activities for current day report and the Activities for next 7 days report will give a detailed listing of all un-timed activities, followed by a detailed listing of all timed activities.

The Calls for current day report and the Calls for next 7 days report will give a detailed listing of all activities designated as a Call in the Type field of the Activity Detail window.

The Appointments for current day report and the Appointments for next 7 days report will give a detailed listing of all activities designated as an Appointment in the Type field of the Activity Detail window.
The selected report will open in a new window.
Click the **Print** button on the toolbar to print the selected report or export the report in a variety of formats by clicking the **Export** button.