

Running a Quick Calendar Report

Updated: August 21, 2014



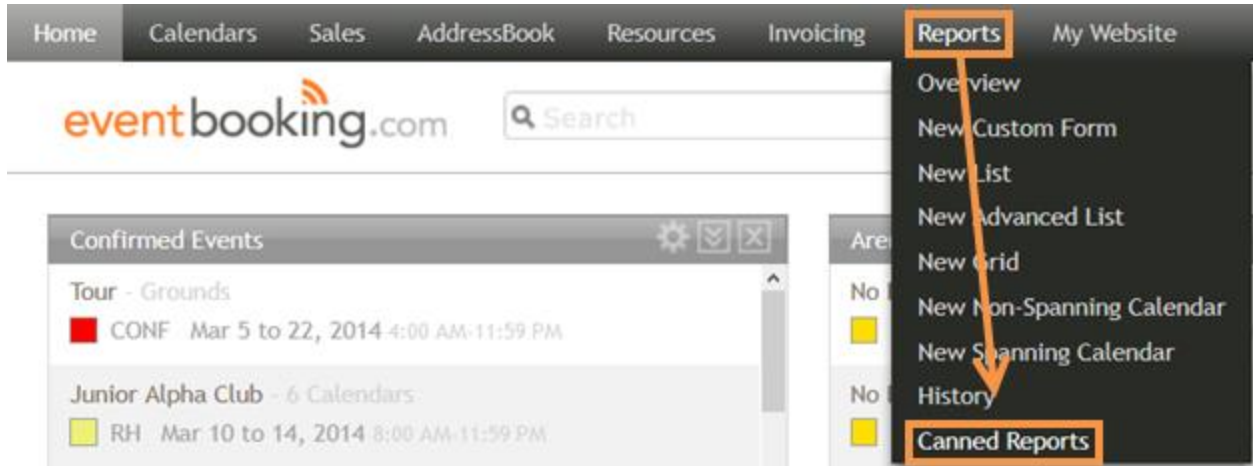
This article will walk you through running and printing a *Quick Calendar Report* from the canned reports page.

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Set Up and Run the Quick Calendar Report

1. Hover over **Reports**.
2. Click **Canned Reports**.

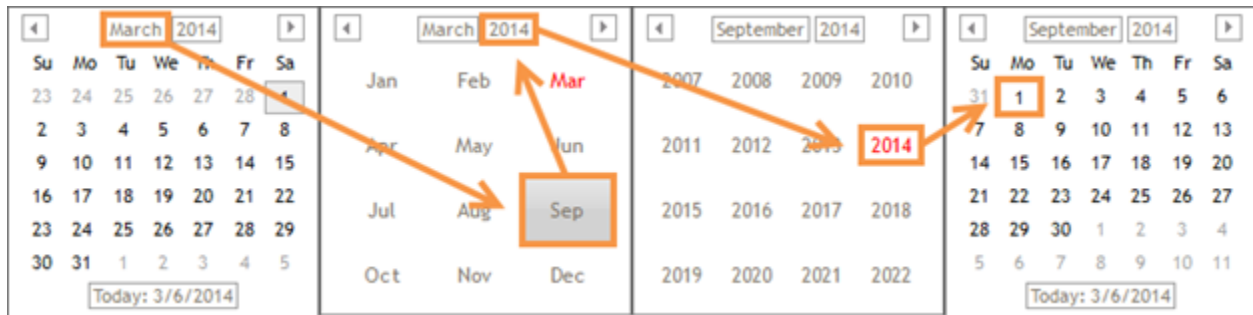


3. Set the start and end date by either manually typing the dates or by using the visual date picker.

Quick Calendar Report

Event Date Range: -

Filter options



4. Click **Filter Options** to view the other settings.
5. Select the calendars for which you would like to run the report.
6. Select the event level for which you would like to run the report, as well as whether you would like sales opportunities included.

Quick Calendar Report

Event Date Range: 9/1/2014 12:00 AM - 9/30/2014 11:59 PM

Filter options

Show all events on a single calendar

Calendars: All
 Convention Center
 EB Beta Arena
 Event City Lecture Hall
 Event City Theater
 Grounds

Event Levels: Event
 Sub-Event
 Sales

Preview

7. If you would like all the selected calendars to display their events separately from the rest, leave **Show all events on a single calendar** unchecked. If you would like to show events for all the calendars together, like the monthly calendar view, check **Show all events on a single calendar**.

Quick Calendar Report

Event Date Range: 9/1/2014 12:00 AM - 9/30/2014 11:59 PM



Filter options

Show all events on a single calendar

3/6/2014 11:40 AM

Grounds



September 2014

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|--|---|---|---|----------|
| | | 1  GH1 - GROUNDS Event City Livestock Fair GH3 - GROUNDS Sample Fresh | 2 | 3 GH1 - GROUNDS Event City Livestock Fair | 4 | 5 |
| 7 | 8 | 9 | 10 | 11 | 12 GH1 - GROUNDS Event City Livestock Fair | 13 |
| 14 | 15 | 16 | 17 GH1 - GROUNDS Event City Livestock Fair | 18 GH3 - GROUNDS White Smiles Paste - Brush up your life GH4 - GROUNDS White Smiles Paste - Brush up your life GH5 - GROUNDS White Smiles Paste - Brush up your life | 19 | 20 |
| 21 | 22 | 23 | 24  GH1 - GROUNDS Event City Livestock Fair | 25 | 26 GH1 - GROUNDS Event City Livestock Fair | 27 |

Unchecked

EB Beta Arena, Grounds



September 2014

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|--|---|---|---|----------|
| | | 1  GH1 - GROUNDS Event City Livestock Fair GH2 - ARENA DID KNOT on Tour GH3 - GROUNDS Sample Fresh | 2 | 3 GH1 - GROUNDS Event City Livestock Fair GH2 - ARENA DID KNOT on Tour | 4 | 5 |
| 7 | 8 | 9 | 10 | 11 | 12 GH1 - GROUNDS Event City Livestock Fair GH2 - ARENA DID KNOT on Tour | 13 |
| 14 | 15 | 16 | 17 GH1 - GROUNDS Event City Livestock Fair | 18 GH2 - ARENA DID KNOT on Tour GH3 - GROUNDS White Smiles Paste - Brush up your life GH4 - GROUNDS White Smiles Paste - Brush up your life GH5 - GROUNDS White Smiles Paste - Brush up your life | 19 | 20 |
| 21 | 22 | 23 | 24  GH1 - GROUNDS Event City Livestock Fair | 25 | 26 GH1 - GROUNDS Event City Livestock Fair | 27 |

Checked

8. Click **Preview**.

Quick Calendar Report

Event Date Range:  - 

Filter options

Show all events on a single calendar

Calendars: All

Convention Center

EB Beta Arena

Event City Lecture Hall

Event City Theater

Grounds

Event Levels: Event

Sub-Event

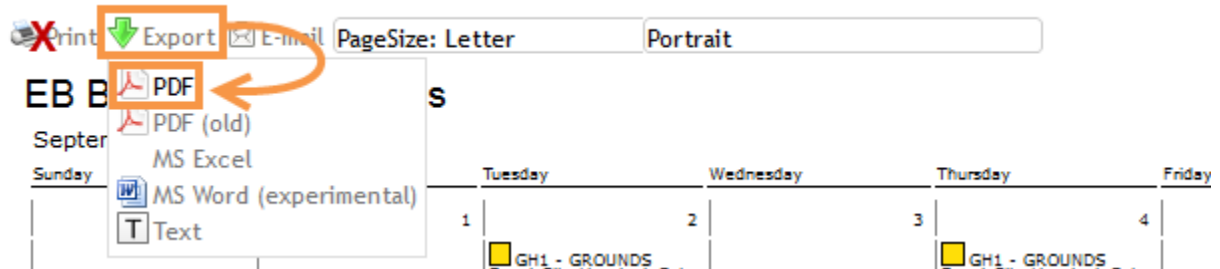
Sales

Print the Quick Calendar Report

Print the Quick Calendar Report

We recommend against printing the Quick Calendar Report directly from the preview window. Instead, users should export the report to PDF and print from their PDF reader.

1. Hover over **Export** on the report preview window.
2. Click **PDF**.



3. Open the PDF in your PDF reader (Adobe Reader is the most common).
4. Either click **File** then **Print** or click the print icon.
5. Follow the PDF reader's print menus to print your report.

