ENTERPRISE SERVER

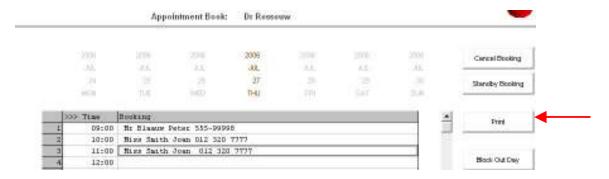## IES Appointments: Appointment Reports

Purpose

The purpose of this Document is to advise the Report options on Appointments in a Book.
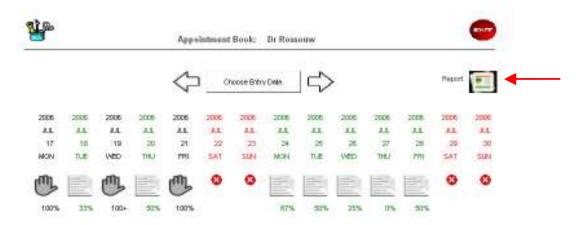
Introduction

The are 2 primary Report options for appointments, the 1st being from the Book View (wherever you have placed the current dates), and from the Day View.

Day View

From a Day View, just choose PRINT.

Book View

While looking at a Book View, for whichever Dates, just choose the Report icon (as shown above), for a Report on the Appointments list for the Dates currently shown.

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