

## INSTRUCTIONS FOR CHANGING THE START & END TIMES FOR THE DAILY SCHEDULE REPORT

By default, the Daily Schedule Report will display a start time of 6:00 AM, and will display appointments up until 9:00 PM. If you, or your facility schedule clients outside of this time frame, the instructions below will guide you through changing this timeframe displayed on the report.

## Please note: you will have to make this adjustment each time that you run the Daily Schedule Report.

## Procedure

- 1. From the Retention Manager submenu, click on "Reports".
- 2. Select "Schedule Reports" from the dropdown menu.
- 3. Then select " Day Schedule"

🔄 Retention Manager									
Ele Staff Configuration Query Wizard Reports Help									
i 🛀 🗊 📰 🗃 🛃 📑	1 🗭 📑	🚯 🖪 🚺	Schedule Reports	•		Print Current Schedule View			11/30/2005 4:51:22 PM
◀ November 2005 ►		<u></u>	Opportunity / Call Reports			Day Schedule	23		<u>^</u>
5 M T W T F S 4530 31 1 2 3 4 5		<u></u>	Client Sessions & Membership Status	•		Week Schedule			
6 7 8 9101112		<u>n</u>	Staff			Month Schedule			
47 13 14 15 16 17 18 19 48 20 21 22 23 24 25 26	Q 💮	<u> </u>	Client Lists	-		Schedule Conflicts		_	
49 <b>27 28</b> 29 <b>30</b>	0		Sales Opportunity List			Staff Schedule(s) (old format)			
December 2005	9_00		Task List Report	ľ	-		1		
SMTWTFS	10.00		Recent Notes						
49 1 2 3 50 4 5 6 7 8 910	10								
<sup>51</sup> 11 12 13 14 15 16 17	11 00								
<sup>52</sup> 18 19 20 21 22 23 24 <sup>53</sup> 25 26 27 28 29 30 31									
1 2 3 4 5 6 7	12 <u>pm</u>								
System Administrator	1 00								
Jonathan Worthinington									
	2 00	Jamia Kapr	singer Derconal Training						
	<b></b>	Jamie Kopt	ninger-reisonar maining (						-
	5								
	4.00								
		Cynthia Gu	Illa-Personal Training						-
	5.00								E I
	6.00								
	7-00								
	<b>Q</b> 00								
	0								
	9 00								
Al 🗎	10.00								
You	10 00								
	11 00								×
🛃 start 💦 🥥 🕲	) 🕑 🛛 🖻	Document1	- Microsof 🛛 📸 SQL Server Enter	rpris.		Retention Manager			🕑 🔂 4:51 PM —

4. This will display the Day Schedule in the "Print Preview" window.

PO BOX 357 • CALIFON, NJ • 07830 Phone: (908) 832-2691 Email : support@bsdiweb.com 5. Click on the <sup>2</sup> icon in the "Print Preview" window.



- 6. This will open the "Format Report" window.
- 7. Click on the "Print Styles" tab.

🎯 Format Report		
Print Ranges Print Sty	les Formatting Styles	
		Preview
Daily Style	•	
Options		
<u>L</u> ayout:	1 page/day 💌	
<u>R</u> esources/Page:	0	
Indude:	TaskPad	
	Notes Area ( <u>B</u> lank)	
	Notes Area (Lined)	
Print <u>F</u> rom:	06:00	
Print <u>T</u> o:	21:00	
Title Properties		OK Cancel Apply

8. Change the "Print From:" and "Print To:" times to your desired timeframe.

Print <u>F</u> rom:	04:00	•
Print <u>T</u> o:	22:00	÷

9. Then Click OK.

PO BOX 357 • CALIFON, NJ • 07830 Phone: (908) 832-2691 Email : <u>support@bsdiweb.com</u>

🔁 Print Preview		
<u>File View Format Go</u>		
* ≠ = ∎ 4 5 0 ⊞ 4 2		
Margins Left: 0.75 Top: 0.8	Right: 0.75 " Bottom: 0.8 " Header: 0.8 " Footer: 0.8 "	
	Wednesday, November 23, 2005 November 2005	
	45 SM TW TFS 45 1 2 3 4 5	
	% 6 7 8 9 10 11 12   */ 13 14 15 16 17 18 19   */ 19 12 3 14 15 16 17 18 19	
	Wednesday	
	Sustem Administrator	
	4:00	
	5:00	
	6:00 Tiffany Bales-Personal Training	
	7/00	
	6500	
	9:00	
	10:00	
	11:00	
	12 pm	
	1:00	
	2:00 Jamie Koppinger-Personal Training	
	3:00	
	4:00 Cynthia Gulla-Personal Training	
	300	
	6:00	
	7:00	
	8:00	
	9:00	
		-
Page: 1 Of 1 Pages Paper S	ize: 8.5 " x 11 " Status: Ready	

- 10. Click et a print the schedule.
- 11. Click to close the "Print Preview" window.

PO BOX 357 • CALIFON, NJ • 07830 Phone: (908) 832-2691 Email : <u>support@bsdiweb.com</u>