

Generating a Calendar from the Reports Section

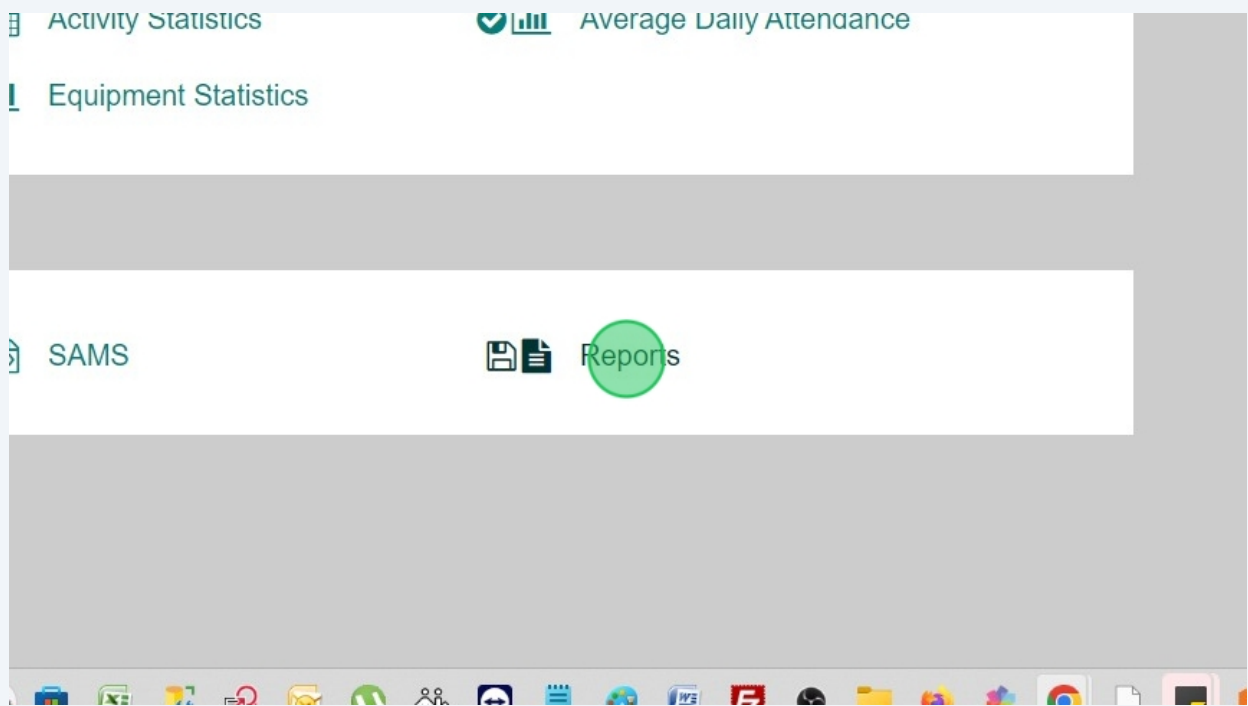


This calendar provides Daily, Weekly, and Monthly versions. Simply set the proper date range to determine which version you get. If you cannot find this report you can contact support to request it be activated.

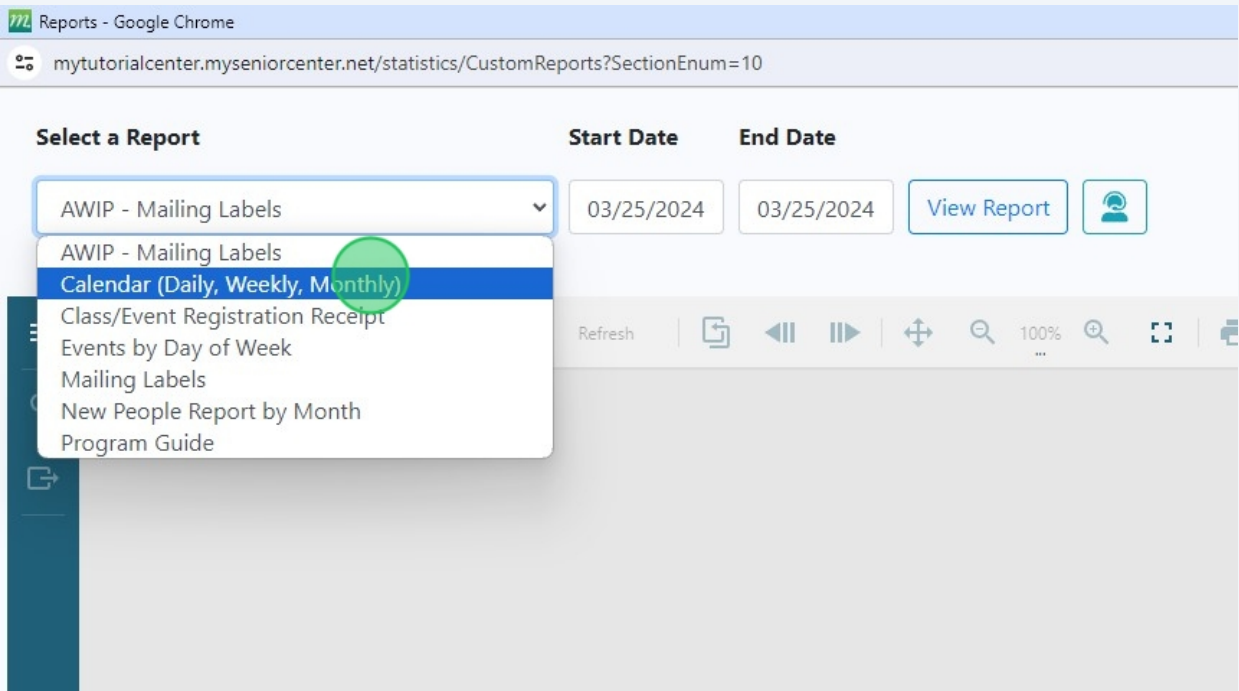
1 Click **Statistics**

The screenshot shows a web application interface. At the top, there is a navigation bar with several icons: a calendar for 'Events', a fork and knife for 'Meals', a horse for 'Rides', a bicycle for 'Equipment', a bell for 'Reminders', and a green circle with a bar chart for 'Statistics'. The 'Statistics' icon is highlighted with a green circle. To the right of these icons is a user profile dropdown menu for 'Bill Henderson'. Below the navigation bar, there are several main sections: 'ROOM SCHEDULE' with a 'Show All' button, 'TRIPS' with 'CALENDARS', 'TODAY'S CALENDAR', and 'SIGNUPS' options, and 'RESERVATION CENTER' with 'LINK PEOPLE FROM ALL SITES TO EVENT' and 'SORT TODAY'S EVENTS' options. Below these sections, there are buttons for 'Today's Events' and 'Attendees'. At the bottom, there are status indicators for 'Checked In', 'Signed Up', 'Waiting List', 'Max', and 'Virtual'. An event card for 'Strength - 9:00 AM' is visible, showing a progress bar with '0', '44', and '100' markers, and a 'PRINT LIST' button.

2 Click **Reports**



3 Choose the **Calendar** report.



4

For a Monthly Calendar, choose the date range of the month you would like to generate and click **View Report**.

net/statistics/CustomReports?SectionEnum=10

Start Date End Date

Monthly) 03/01/2024 03/31/2024 View Report [User Icon]

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Click the **Print Icon** to print the calendar.

MyTutorial Center Events Scheduled for 03/01/2024 to 03/31/2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					03/01 9:00 AM - Strength - Main Ballroom 11:00 AM - Tai Chi - Main Ballroom 9:30 AM - Knitting - Library 10:00 AM - Chair Yoga - Main Ballroom 12:00 PM - Lunch - Main Ballroom	03/02
03/03	03/04 10:00 AM - Floor Yoga - Fitness Room 9:00 AM - Strength - Main Ballroom 11:00 AM - Tai Chi - Main Ballroom 9:30 AM - Knitting - Library 12:00 PM - Lunch - Main Ballroom	03/05 9:00 AM - Strength - Main Ballroom 9:30 AM - Ceramics - Classroom I 10:00 AM - Chair Yoga - Main Ballroom 12:00 PM - Lunch - Main Ballroom	03/06 9:30 AM - Knitting - Library 9:30 AM - Ceramics - Classroom I 1:00 PM - BINGO - Main Ballroom 1:00 PM - Bridge - Library 12:00 PM - Lunch - Main Ballroom	03/07 9:00 AM - Strength - Main Ballroom 10:00 AM - Mahjong - Library 10:00 AM - Chair Yoga - Main Ballroom 12:00 PM - Lunch - Main Ballroom	03/08 9:00 AM - Strength - Main Ballroom 11:00 AM - Tai Chi - Main Ballroom 9:30 AM - Knitting - Library 10:00 AM - Chair Yoga - Main Ballroom 12:00 PM - Lunch - Main Ballroom	03/09
03/10	03/11 10:00 AM - Floor Yoga - Fitness Room 9:00 AM - Strength - Main Ballroom 11:00 AM - Tai Chi - Main Ballroom	03/12 9:00 AM - Strength - Main Ballroom 9:30 AM - Ceramics - Classroom I 10:00 AM - Chair Yoga - Main Ballroom	03/13 9:30 AM - Knitting - Library 9:30 AM - Ceramics - Classroom I 1:00 PM - BINGO - Main Ballroom 1:00 PM - Bridge - Library 12:00 PM - Lunch - Main Ballroom	03/14 9:00 AM - Strength - Main Ballroom 10:00 AM - Mahjong - Library 10:00 AM - Chair Yoga - Main Ballroom	03/15 9:00 AM - Strength - Main Ballroom 11:00 AM - Tai Chi - Main Ballroom 9:30 AM - Knitting - Library 10:00 AM - Chair Yoga - Main Ballroom	03/16

6

For the Weekly Calendar, choose the date range for the week you would like to generate and click **View Report**.

net/statistics/CustomReports?SectionEnum=10

Start Date End Date

thly) 03/11/2024 03/15/2024 **View Report**

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MyTutorialCenter Events Scheduled for 03/01/2024 to

Sunday	Monday	Tuesday	Wednesday	Thurs

7

Click the **Print Icon** to print the calendar.

MyTutorialCenter Events Scheduled for 03/11/2024 to 03/15/2024

Monday	Tuesday	Wednesday	Thursday	Friday
03/11 10:00 AM - Floor Yoga - Fitness Room 9:00 AM - Strength - Main Ballroom 11:00 AM - Tai Chi - Main Ballroom 9:30 AM - Knitting - Library 12:00 PM - Lunch - Main Ballroom	03/12 9:00 AM - Strength - Main Ballroom 9:30 AM - Ceramics - Classroom I 10:00 AM - Chair Yoga - Main Ballroom 12:00 PM - Lunch - Main Ballroom	03/13 9:30 AM - Knitting - Library 9:30 AM - Ceramics - Classroom I 1:00 PM - BINGO - Main Ballroom 1:00 PM - Bridge - Library 12:00 PM - Lunch - Main Ballroom	03/14 9:00 AM - Strength - Main Ballroom 10:00 AM - Mahjong - Library 10:00 AM - Chair Yoga - Main Ballroom 12:00 PM - Lunch - Main Ballroom	03/15 9:00 AM - Strength - Main Ballroom 11:00 AM - Tai Chi - Main Ballroom 9:30 AM - Knitting - Library 12:00 PM - Lunch - Main Ballroom

8 For the Daily Calendar choose the same date in both boxes and click **View Report**.

net/statistics/CustomReports?SectionEnum=10

Start Date End Date

nthly) 03/26/2024 03/26/2024 **View Report**

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MyTutorialCenter Events Scheduled for 03/24/2024

Sunday	Monday	Tuesday	Wednesday	Thursday
03/24	03/25	03/26	03/27	03/28
1:00 PM - BINGO - Main Ballroom	10:00 AM - Floor Yoga-Fitness Room 9:00 AM - Strength-Main Ballroom 11:00 AM - Tai Chi-Main Ballroom	9:00 AM - Strength-Main Ballroom 9:30 AM - Ceramics-Classroom I 10:00 AM - Chair Yoga-Main Ballroom	9:30 AM - Knitting-Library 9:30 AM - Ceramics-Classroom I 1:00 PM - BINGO-Main Ballroom 1:00 PM - Bridge-Library	9:00 AM - Ballroom 10:00 AM Library 10:00 AM Main Ball

9 Click the **Print Icon** to print the calendar.

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MyTutorialCenter Events Scheduled for 03/26/2024 to 03/26/2024

Tuesday, March 26, 2024

This list was printed 3/25/2024 1:11:31 PM

Time	Event	Room
09:00 AM to 10:00 AM	Strength	Main Ballroom;
09:30 AM to 03:00 PM	Ceramics	Classroom I;
10:00 AM to 11:00 AM	Chair Yoga	Main Ballroom;
12:00 PM to 12:30 PM	Lunch	Main Ballroom;
01:00 PM to 03:00 PM	Diabetes Education	Small Dining Room;