How to look up incomplete appointment summary reports

Step 1: Navigate to the Analytics area by clicking on the **()** icon. **Step 2:** Choose Activity Reports

Activity Analytics	
Track student and staff activity for better accountability and resource planning using visualizations of how and when staff time is being spent.	
Activity Dashboard Activity Reports	

Step 3: Use the filters on the left side to narrow down your search parameters. Focus on the Appointment Attribute section.

- Scheduled Date Range choose the dates you want to investigate
- Appointment Type Academic Advising
- Location your area's location(s) in BC
- Staff All
- Meeting Type All
- Reason/Student Service Registration
- Report Filed? No

Step 4: Use the filters under the Student Attendances section to remove the cancelled appointments from this tally.

• Canceled? – No

Step 4: The resulting list will include all advisors in your selected location(s) who have missing summary reports.