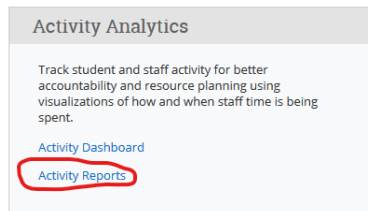# How to look up incomplete appointment summary reports

Step 1: Navigate to the Analytics area by clicking on the [icon] icon.

Step 2: Choose 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.