

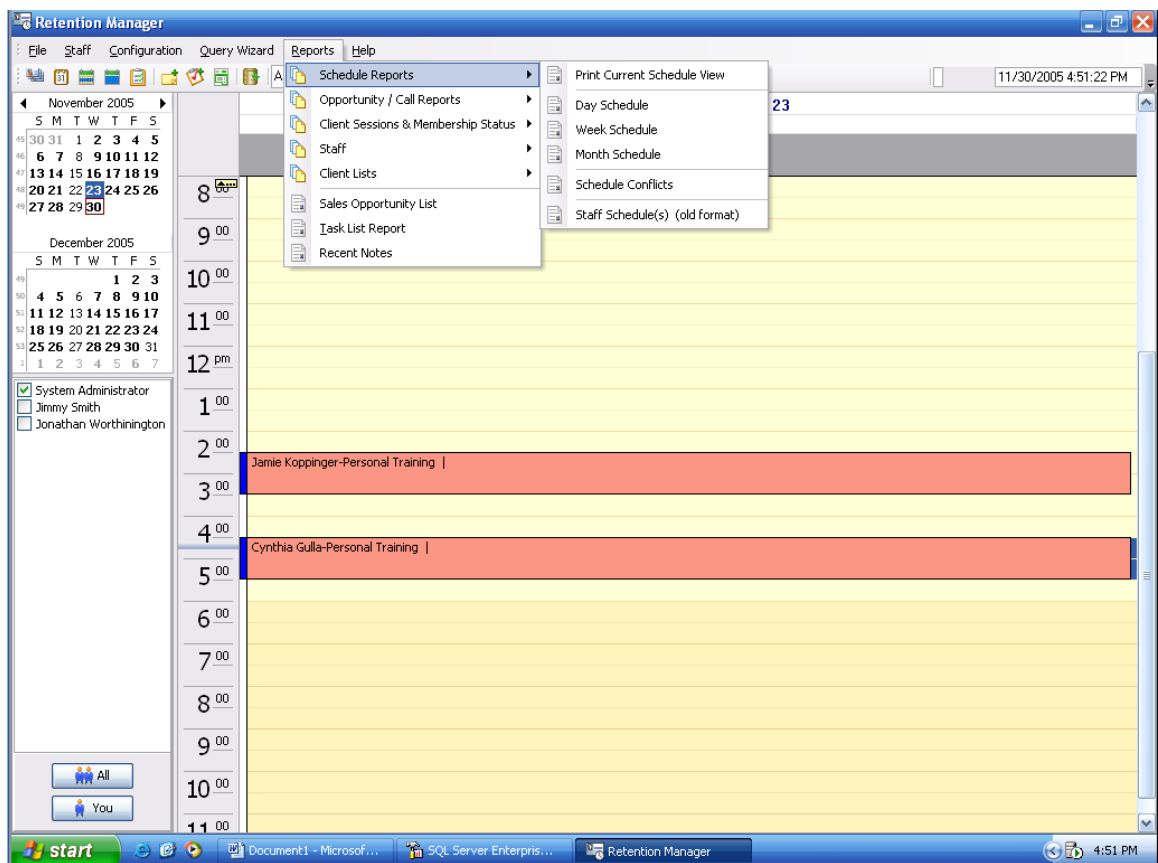
INSTRUCTIONS FOR CHANGING THE START & END TIMES FOR THE DAILY SCHEDULE REPORT

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.

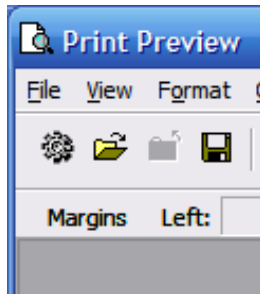
Procedure

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

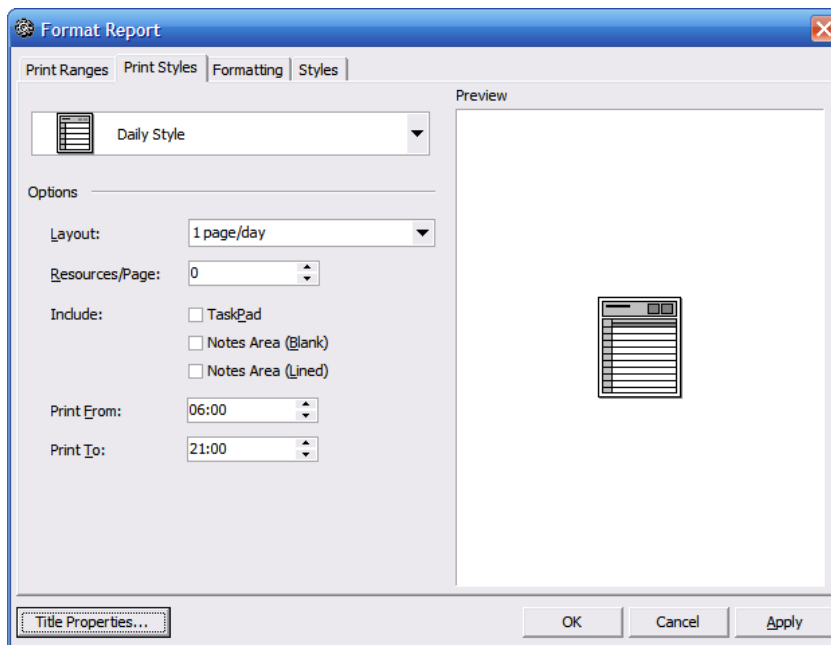


4. This will display the Day Schedule in the "Print Preview" window.

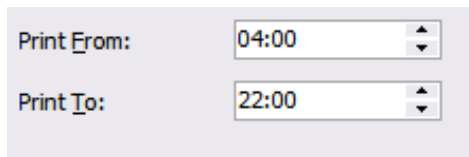
5. Click on the  icon in the "Print Preview" window.



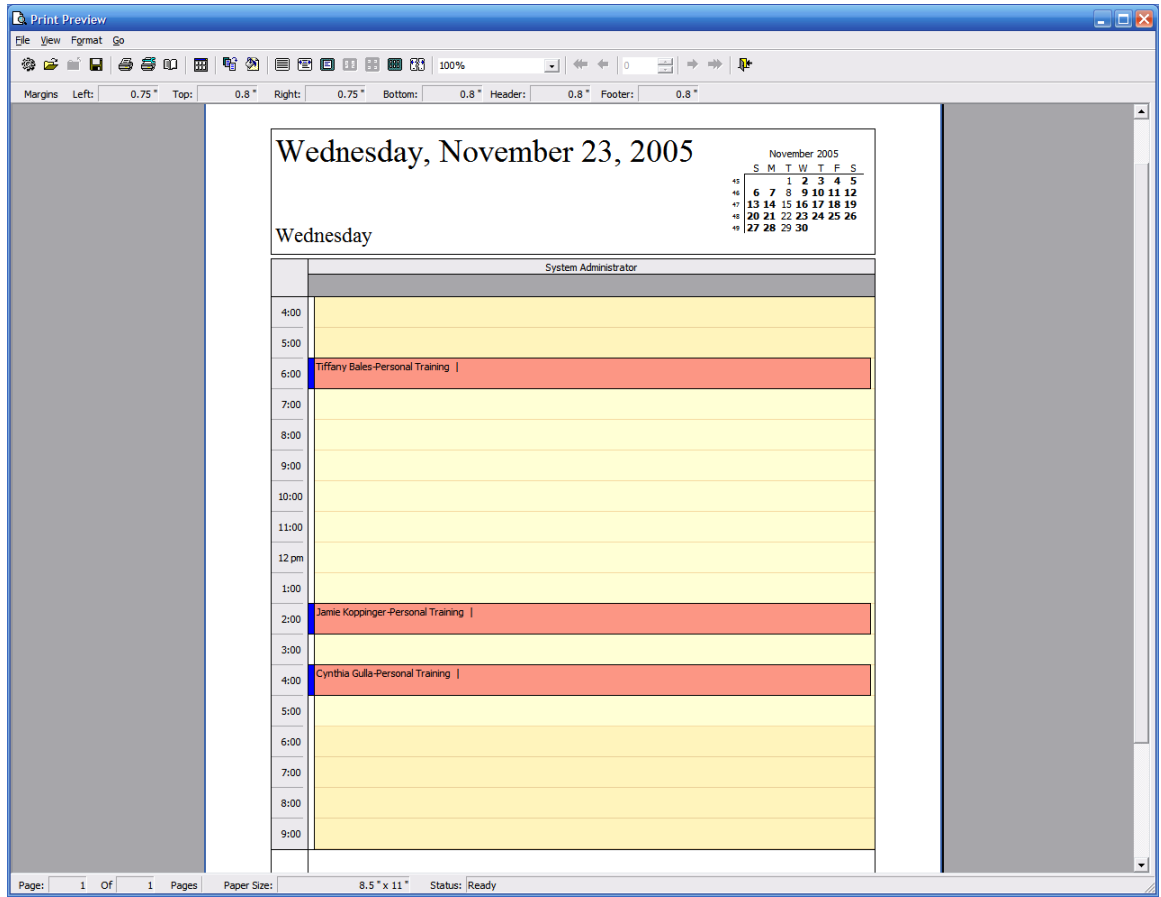
6. This will open the "Format Report" window.
7. Click on the "Print Styles" tab.





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



9. Then Click OK.



10. Click  to print the schedule.

11. Click  to close the "Print Preview" window.