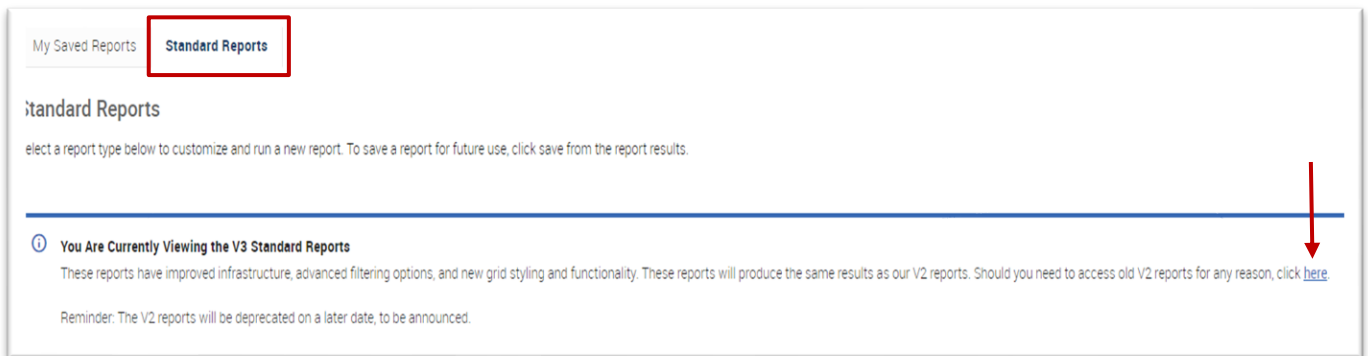# Navigate360: Viewing Appointment Campaign Reports

Appointment Campaigns let staff reach out to specific student populations and encourage them to schedule appointments.

1. Navigate to the appointment campaign reporting tool
- Click the Reporting 📇 icon from the navigation menu on the left side of the screen.
- Click the *Standard Reports* tab
- Click *here* to revert to V2 reporting
- In the *Appointment/Visit Reports* box on the left side of the screen, click *Appointment Campaigns*.


2. Define the report to be created
- Under *Activity Filters*, select *Timeframe* and *Period*. Click inside the *Appointment Campaigns* box to select a specific appointment campaign.
- Click *Search*.
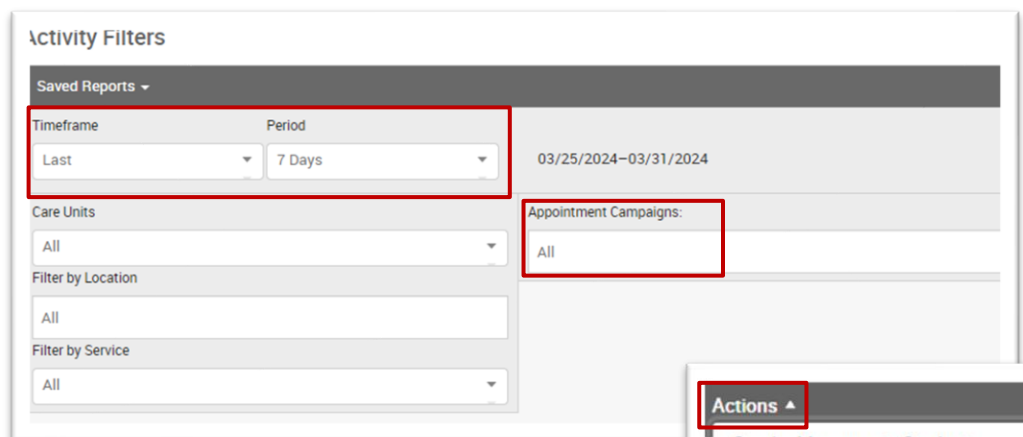
3. Export the report
- When a list of students is generated, click *Actions* at the top of the search result box.
- From the drop-down menu, click *Export Results*.
- In the *Export Results Column* window that appears, use the checkboxes to select the columns for the export.
- Click *Export*.
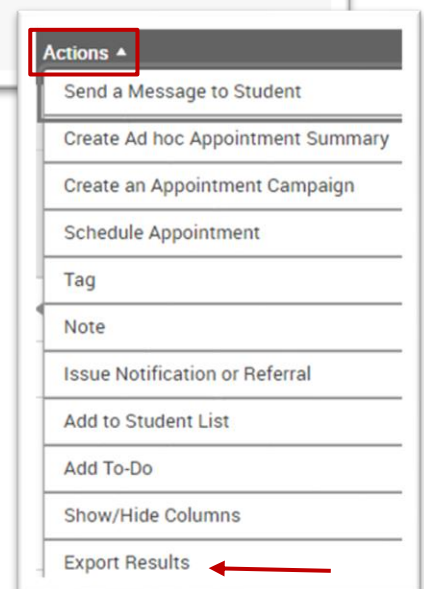
Navigate360: Viewing Appointment Campaign Reports

Appointment Campaigns let staff reach out to specific student populations and encourage them to schedule appointments.

o A pop-up will appear in the bottom right of the screen when the export is ready. In that pop-up box, click *Download Center for Reports.*

o Click the name of the file to download. It will download to the location you have set in your browser.

o The download center can also be accessed by clicking *Download Center for reports* under *Quick Links* on the staff homepage. To return to the homepage click the Home 🏠 icon in the left navigation menu.

New Appointment Campaigns Report ready!

✓ Your Appointment Campaigns Report has been downloaded. A copy is available in the Download Center for Reports.

Quick Links

Take me to...

Schedule a General Event

Record Class Attendance

Manage Assignments

School Information

Download Center for Reports

Campaigns...

Appointment Campaigns

Travel Letters