

Canceled Appointments

Can I see a list of Canceled Appointments for a teacher?

To view canceled appointments: In the [Reporting](#) section, check the Account Reports radio button. Then select the report labeled Canceled Appointments. Click on the Additional report fields / Appointment Fields line to add Student and Teacher to the report. Click on the Additional report fields / Contact's Fields line to add Email to the report. You can sort by the teacher's name to locate all appointments for a teacher.

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