

Reports

Our school conferences were last month, but we'd like to view the Reports from the conference. How do I view conference data in the past?

Log in to your pickAtime account and select your event from the Event pull-down. You will see two empty boxes where you can enter the from date and the to date for your conferences. If your conference date was in the past, enter in date values for the dates of your conferences.

Is there a way to sort the Student's Schedule report by student's last name instead of student's first name?

Yes, in the Admin UI, go to the [Global Setup / Business page](#), Account Level Display Options section. Under the Display Contact Name as setting, you could change from first last to last, first. This will change the sort.

Can I email each parent their schedule?

Yes, in the [Report](#) Selection section, select the Parents' schedule report from the report pull-down. On the right-hand side, you will see the option to email each parent an individual report. This will email each parent their schedule of appointments in a table format.

Can I email each teacher their schedule?

Yes, on the Report Selection page, select the report labeled Teachers' Schedule. You will then see a button labeled Email Report. This will email each teacher their own schedule.

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