Reports

When you log into pickAtime, you'll land on the **Event Reports** page by default. Reports fall into two categories: **Event-Specific** and **Account-Specific**.

Event-Specific Reports

Select your event from the **Event** pull-down. If your event's dates have already passed, enter a **From/To** date range to pull historical data — otherwise, this is optional.

Report	What it shows
Teachers' Schedule	Appointment schedule per teacher. Supports filtering by teacher, plus "Show All Slots" to see every slot (booked or not). Can be emailed to all teachers or one individual.
Teachers' Appts	Number of appointments scheduled per teacher
Teachers' Slots	Number of available vs. total slots per teacher
Teacher By Rooms	Sorted list of appointments by room — includes room, teacher, time, student, and parent. Supports "print one per page" for a page break per room.
Parents' Schedule	Sorted appointment list per parent. Filterable by individual parent; can be emailed to all or one parent. *Can be sent directly to parents.*
Students' Schedule	Sorted appointment list per student. Filterable by individual student. *Can be sent directly to students.*
Number of Parents and Students	Count of parents/students with appointments, sorted by date for multi-day events
Appointment Histogram	Number of appointments by date and time
Appointment Count by Parent	List of parents and how many appointments each has made
Appointment Count by Student	List of students with booked appointments
Students Without Any Scheduled Appointments	Students whose parents haven't booked any appointments. *Can be sent to parents.*
Students Without Any Scheduled Appointments by Class	Per-class gaps — e.g., a student enrolled in 7 classes with only 5 booked will show the 2 missing. *Can be sent to parents.*

Report	What it shows
All Teacher/Team Appointments	Like Teachers' Schedule, but for teachers on a team, shows a combined master schedule of both individual and team appointments
Class Rosters	Class roster per teacher/class
Appointments by Date/Time	All appointments listed chronologically
Display Only Empty (Not Blocked) Slots	List of open, unblocked slots per teacher

Additional Report Fields: Most reports support adding extra columns via links like "*Student's Contact Fields,*" "*Parent's Contact Fields,*" and "*Appointment Fields*" — useful for pulling in details like email addresses or Student IDs.

Managing Reports

Every report supports the following options:

Action	Description
Format	Print, export to XML, or export to tab-delimited (Excel-compatible)
Email Report	Send the report to yourself or others
Save Report Settings	Saves customizations (e.g., added fields) so they persist next time you run the report
Schedule Report Delivery	Set a date range, time of day, and frequency for automated email delivery

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Account-Specific Reports

Toggle to **Account Reports** mode to view data across your **entire vendor account** (all events).

Report	What it shows
Settings	Your account's auto-generated scheduler URL
Account – Invoices and Payments	Account balance, invoice history, and payment history. Click an invoice # to view it and pay by credit card.
Problem Appointments	Appointments placed "on hold" — e.g., when a slot with an existing appointment is deleted, the appointment isn't deleted but flagged here for review
Appointments from All Events	All appointments across every event on your account

Report	What it shows
Contacts Without Appointments	Contacts who've logged in but never booked an appointment
List of Administrators	Admin emails and access levels. For teachers (auto-assigned Appointment Viewer access), this also shows which resources/teachers they can access. Click **Additional Fields → Last Logged In** to see last login dates.
% Full	Percentage of booked vs. available slots, across multiple events
Cancelled Appointments	All cancelled appointments, with cancellation date/time and who cancelled
Appointment Counts for All Events	Total appointment counts across every event
Resource Mapping	Shows all resources and their associated contacts/teachers — useful for verifying Team assignments
Parents Without Students	Parents not linked to any student
Students Without Parents	Students not linked to any parent
Parent-Student Relationship	Table of all parent-student associations
Scheduled Report Delivery	Overview of your automated report deliveries — recipients, frequency, last sent date. Delete entries here to cancel a scheduled delivery.
Appointments Summary by Contacts	Appointments booked by specific contact(s), across all events on the account

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