

# Is there a way to see when a conference was scheduled by a parent? Not the time of the conference, but the time/date it was actually scheduled.

Yes, you can track exactly when an appointment was created (the "transaction time") using either a broad report or by looking at an individual contact.

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## Option 1: Using Reports (For Multiple Appointments)

If you need to see the booking times for your entire event in one list:

1. Go to the **Reports** page.
2. Select your desired report (e.g., **Teachers' Schedule**).
3. Click the **Additional report fields** link (usually located near the top or bottom of the report settings).
4. Select **Appointment fields** from the list.
5. Check the box for **Created Date** and click Ok.
6. You will now see a column showing the exact date and time the parent performed the booking action.

## Option 2: Using the Contact Log (For Individual Parents)

If you only need to check this for a specific person:

1. Go to the **Contacts** page in the Admin UI.
2. Search for the parent by name and click on their record.
3. Click the small **Log** tab at the top of their profile.
4. Look at the **Record Added on** column - it will display the specific timestamp for each action.

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