How to Recreate Your Calendar Reports Using Advanced Search

We recommend creating these calendar reports prior to our **June 5th release**. You can also wait until release day and build your report from our calendar report templates available.

Follow these steps:

1. Click the search icon

2. Select Advanced Search

3. In the search from category select Calendar

4. Apply any filters to meet your Calendar report needs

5. Select any columns you would like to see in your report.

6. Run the search

7. Select Save as New

8. Name your Report

9. Choose whether you want the report shared on the reports tab.

Please contact neossupport@assemblysoftware.com if you run into any problems or have additional questions.