

Calendar Overview

This report gives you an overview into all of your users' Calendar activities. View the totals of Calls, Meetings and Tasks and use the filters to select a time frame and/or specific users. The Calendar Details table at the bottom highlights key activity information and is exportable via .CSV Excel file. Filtering options included:

- 1. *Created Time* – See when all activities were created
- 2. *Start Date and Time* – See all activities starting at a certain time (emails not affected)
- 3. *End Date and Time* – See when all activities were completed (emails not affected)
- 4. *Type* – Choose a specific activity type
- 5. *Classification* – Narrow into a specific activity classification (Demo, External Meeting, etc.)
- 6. *Owner* – Choose one or multiple owners' of activities

Calendar Overview

Reset Filters

Created Date

Unfiltered

Start Date & Time

Unfiltered

End Date & Time

Unfiltered

Type

Select

Status

Select

Owner

Select

Total Calls

52

Total Meetings

18

Total Tasks

4

Calendar Details

Owner	Type	Classifica...	Title	Details	Status	Priority	Related A...	Related C...	Related O...	Related L...	R
Admin,	Call	Call	Call with	Calling to	Planned	High				Sterling,	
Admin,	Call		[Follow-up 2]	Next - follow	Planned	Low				Israel, David	
Admin,	Call		Tara @	Call to connect	Planned		theSkimm	McCabe, Tara			
Admin,	Call		***Important	...	Planned	High					
Admin,	Call		Sloan @	Would like to	Planned		Honeywell	Hastings,			
Admin,	Call		[Follow-up]	...	Planned	Medium					
Admin,	Call	Call	Calling	Call the	Planned					Jilison,	
Admin,	Call	Call	Introduction	Phone call to	Completed	Medium	Metlab Testing	Armstrong,		Hendrix,	
Admin,	Meeting		Weekly Sales	Meeting to go	Planned					Hendrix,	