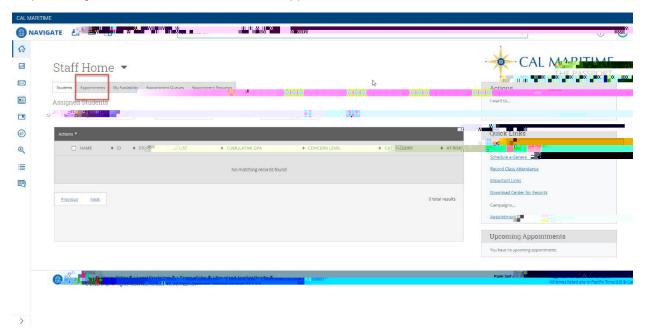Step 1: Navigate to "Staff Home" and select "Appointments"

Step 2: Scroll Down to "Recent Appointment" and select the box next to the appointment you want to report on.