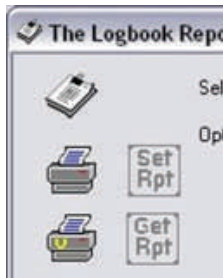




# The Concierge Assistant®

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## Pre-Set Your Reports

Do you do month-end reports?

Did you know that you can pre-set your reports?

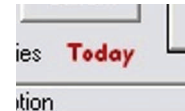
**In the "Others" tab select work with the Logbook Report Writer.**

- [More tips...](#)

Click [here](#) to watch video lesson "[Logbook Report Writer](#)"

## Today Button

In the logbook you can click the "red today" button to see either the open or all today's activities. The Administrator can select if the activities displayed are the open activities or all activities.



You can customize if you want to see today's activities in the Logbook when the users first logon.

### [How?](#)

Click [here](#) to watch the video lesson about the "[Today button](#)"

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