# Quick Reference

To display a report showing all hearings scheduled in Lexington for a date range (Example 10/27/14 to 11/3/14) take the following steps:

| Step | Screen |
|------|--------|
| Select Reports by "by Date-Time" field | Reports : [ O by Judge  ● by Date-Time ] |
| Select the date in the "To:" field | From: [blank] [t] [w]  To: 11/03/2014  Locations: [calendar: Nov 2014, with 3 selected]  Judges: |
| Select the date in the "From:" field | From: 10/27/2014 [t] [w]  To: [calendar: Oct 2014, with 27 selected]  Locations: Judges: |
| Select Lexington in the Location field | From: 10/27/2014 [t] [w]  To: 11/03/2014  Locations: LEXINGTON |
| Select the currently active Judges by clicking the default button | Judges: 16 selected |
| Click Submit when ready. *This will open the schedule in a new window in PDF format.* | Submit |

To display a report showing all hearings scheduled for a particular Judge for a date range (Example 10/27/14 to 11/3/14) take the following steps:

| Step | Screen |
|---|---|
| Select Reports "by Judge" field | Reports :  ● by Judge    ○ by Date-Time |
| Select the date in the "To:" field | From : [ ]  t  w <br><br> To : 11/03/2014 <br><br> Locations : ◄ Nov ▼ 2014 ▼ ► <br> Su Mo Tu We Th Fr Sa <br> Judges : <br> 1 <br> 2 3 4 5 6 7 8 <br> 9 10 11 12 13 14 15 |
| Select the date in the "From:" field | From : 10/27/2014  t  w <br><br> To : ◄ Oct ▼ 2014 ▼ ► <br> Su Mo Tu We Th Fr Sa <br> Locations : <br> 1 2 3 4 <br> Judges : 5 6 7 8 9 10 11 <br> 12 13 14 15 16 17 18 <br> 19 20 21 22 23 24 25 <br> 26 27 28 29 30 31 |
| Select ALL locations in the Location field by clicking on the default button | Locations :  -All-  ⬍  [🔲] |
| Select the specific Judge, begin typing in the **Filter** textbox to narrow the options and use the check box to make your selection. | Judges :  Karen K. Caldwell (KKC)  ⬍ <br> Filter: Cald  ✓  ✗  ⊗ <br> ☑ **Karen K. Caldwell (KKC)** |
| Click Submit when ready. *This will open the schedule in a new window in PDF format.* | Submit |