# Control Contro

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# HOW TO | GENERATE A CLINIC ACTIVITY REPORT

Home	Clinics	Records Search			3	1 Manage Clinics and Users	Start Clinic Virtual Queue
Search: C	county or venu	Je name O All (	) Upcoming	O Past O Clo	Search	Reset	Create Clinic
09/22/2020	Howard	Oakland Mills Middle School	туре	Public	20	<ul> <li>» Registration List</li> <li>» View/Edit Cli</li> <li>» Clinic Activity</li> <li>» Customized Report</li> <li>» Activity Report</li> </ul>	nic Delete
09/21/2020	Howard	Howard High School		Public	37	<ul> <li>» Registration List</li> <li>» Clinic Activity</li> <li>» Customized Report</li> <li>» Activity Report</li> </ul>	Delete
09/22/2020	A County	A Venue	Flu	Public	19	<ul> <li>» Registration List</li> <li>» Clinic Activity</li> <li>» Customized</li> <li>* Activity Report</li> </ul>	Delete
09/22/2020	Howard	Oakland Mills Middle School		Public	20	<ul> <li>» Registration List</li> <li>» Clinic Activity</li> <li>» Customized Report</li> <li>» Activity Report</li> </ul>	nic Delete

The **Clinic Activity Report** provides a line-item summary of all patients and corresponding outcomes from the day's clinic.

To complete a Clinic Activity Report for your clinic:

- 1. Click Manage Clinics and Users on the PrepMod Home Page.
- 2. Locate your clinic under Clinics Listing.
- 3. You may also type the clinic name into the search bar and click **Searc**h.
- 4. Click Activity Report.

**Result:** The **Clinic Activity Report** will open for the selected clinic. (Next page.)





## HOW TO | GENERATE A CLINIC ACTIVITY REPORT

Clinic Activity R	eport	_	Example
A venue	Venue Name		
Clinic Status: Closed Reo	pen »	Registration List » View/Edit Clinic » A	ctivity Form » Activity Report
Export in PDF Export in Clinic Date 09/22/2020	Excel A Name County Lead Va A County Tiffany T	ccinator Number of Patients Seen	Clinic Staff 2
Vaccinated	List of Vaccinate	d Patients   Outcome   Typ	e of Vaccination
Name	Date of Birth	Outcome	Туре
Tiffany Tate	09/08/2020	Not Vaccinated	
Novella Tascoe	09/14/2020	Vaccinated	TestProduct
Callum Zamora		Vaccinated	TestProduct
Martina Decker		Vaccinated	Test
Quemby Osborn		Vaccinated	Test
Althea Ewing		Vaccinated	Test
Lacy Hobbs		Vaccinated	Test
Noble Norman	09/18/2020	Vaccinated	Test
Gay Snow		Vaccinated	Test
Noble Burgess		Vaccinated	Test
Oleg Holloway	09/18/2020	Vaccinated	TestProduct
UsmanTest Clark	09/01/2020	Vaccinated	Test
Thor Knowles	09/18/2020	Vaccinated	TestProduct
Nathaniel Curry	01/01/2020	Vaccinated	Test
Refused	List of An	y Patients that Refused Tr	reatment
Name	Date of Birth	Outcome	Туре
Catthy Tate	09/10/2020	Not Vaccinated	÷
Gail Dickson	01/01/2020	Not Vaccinated	-
Sick	List of Any Sched	uled Patients that Were Sig	k/Not Vaccinated
Name	Date of Birth	Outcome	Туре
Georgia Jordan		Not Vaccinated	-
Shea Joyner		Not Vaccinated	-



### HOW TO | SAVE OR EXPORT A CLINIC ACTIVITY REPORT

Clinic Acti	vity Repo	rt						
inic Status: Clo 1 Export in PDF Clinic Date 09/22/2020	esed Reopen 2 Export in Excel Venue Name	County A County	» Registra Lead Vaccinator Tiffany Tate	ntion List » V Numbe 18	iew/Edit Clinic » Vaccinate Name Tiffany Tate Novella Tascoe Callum Zamora Martina Decker Quemby Osborn Althea Ewing Lacy Hobbs	Activity Form d Date of Birth 09/08/2020 09/14/2020	» Activity	Type - TestProduct Test Test Test Test Test Test Test
lame		Date of Birth		Outcome	Noble Norman	09/18/2020	-	Test
iffany Tato		00/08/2020		Not Vaccinat	Noble Burgess		2	Test
inany rate		03/08/2020		NUL VACCINA	Oleg Holloway	09/18/2020	-	TestProduct
ovella Tascoe		09/14/2020		Vaccinated	UsmanTest Clark	09/01/2020	-	Test
allum Zamora				Vaccinated	Thor Knowles	09/18/2020	-	TestProduct
Aartina Decker				Vaccinated	Nathaniel Curry	01/01/2020		Test
Quemby Osborn				Vaccinated	Refused			
Althea Ewing Vaccinat			Vaccinated	Name         Date of Birth OutcomeType           Catthy Tate         09/10/2020         -         -           Gail Dickson 01/01/2020         -         -         -				
o save the	e Clinic Ac	tivity Rep	<b>port</b> to		Sick Name D Georgia Jordan	Pate of Birth C -	Outcome Ty -	ype

### 1. Click Export in PDF.

spreadsheet:

- a. A separate window will open displaying a pdf / print-ready version of the activity report.
  - Go the toolbar of your internet browser and click FILE > Export as PDF or Save As \_\_\_\_\_.
- 2. You may also export into an Excel spreadsheet by selecting **Export in Excel**.

