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Quick-Start
HOW-TO GUIDE
Module 3: Clinic Activity Report

How to:

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.)

Clinic Activity Report

A Venue ·······▶ **Venue Name**

Example

Clinic Status: Closed [Reopen]   » Registration List » View/Edit Clinic » Activity Form » **Activity Report**

[Export in PDF] [Export in Excel]

Administrative Summary

Clinic Date 09/22/2020	Venue Name	County A County	Lead Vaccinator Tiffany Tate	Number of Patients Seen 18	Clinic Staff 2

Vaccinated

List of Vaccinated Patients | Outcome | Type of Vaccination

Name	Date of Birth	Outcome	Type
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 Any Patients that Refused Treatment

Name	Date of Birth	Outcome	Type
Catthy Tate	09/10/2020	Not Vaccinated	-
Gail Dickson	01/01/2020	Not Vaccinated	-

Sick

List of Any Scheduled Patients that Were Sick/Not Vaccinated

Name	Date of Birth	Outcome	Type
Georgia Jordan		Not Vaccinated	-
Shea Joyner		Not Vaccinated	-

Clinic Activity Report
A Venue

Clinic Status: Closed [Reopen]

» Registration List » View/Edit Clinic » Activity Form » **Activity Report**

1 [Export in PDF]   **2** [Export in Excel]

Clinic Date	Venue Name	County	Lead Vaccinator	Numbe
09/22/2020		A County	Tiffany Tate	18

Vaccinated

Name	Date of Birth	Outcome
Tiffany Tate	09/08/2020	Not Vaccinat
Novella Tascoe	09/14/2020	Vaccinated
Callum Zamora		Vaccinated
Martina Decker		Vaccinated
Quemby Osborn		Vaccinated
Althea Ewing		Vaccinated

A

Vaccinated

Name	Date of Birth	Outcome	Type
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Novella Tascoe	09/14/2020	-	TestProduct
Callum Zamora		-	TestProduct
Martina Decker		-	Test
Quemby Osborn		-	Test
Althea Ewing		-	Test
Lacy Hobbs		-	Test
Noble Norman	09/18/2020	-	Test
Gay Snow		-	Test
Noble Burgess		-	Test
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Thor Knowles	09/18/2020	-	TestProduct
Nathaniel Curry	01/01/2020	-	Test

Refused

Name	Date of Birth	Outcome	Type
Catthy Tate	09/10/2020	-	-
Gail Dickson	01/01/2020	-	-

Sick

Name	Date of Birth	Outcome	Type
Georgia Jordan		-	-
Shea Joyner		-	-

To save the **Clinic Activity Report** to your computer and/or export the data to a spreadsheet:

1. Click **Export in PDF**.

   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**.

   ☀ **You've generated a Clinic Activity Report.**