



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

**How to:**

[Generate A Clinic Activity Report](#)

[Example Clinic Activity Report](#)

[Save a Clinic Activity Report to PDF or Export to Excel](#)

# HOW TO | GENERATE A CLINIC ACTIVITY REPORT

1 Manage Clinics and Users

Start Clinic Virtual Queue

Home Clinics Records Search

Clinics Listing

Search: County or venue name  All  Upcoming  Past  Closed Search Reset Create Clinic

Date	County	Venue Name	Type	Access	Registered	Menu	Action
09/22/2020	Howard	Oakland Mills Middle School		Public	20	<a href="#">» Registration List</a> <a href="#">» Clinic Activity</a> <a href="#">» Activity Report</a>	<a href="#">» View/Edit Clinic</a> <a href="#">» Customized Report</a> <a href="#">Delete</a>
09/21/2020	Howard	Howard High School		Public	37	<a href="#">» Registration List</a> <a href="#">» Clinic Activity</a> <a href="#">» Activity Report</a>	<a href="#">» View/Edit Clinic</a> <a href="#">» Customized Report</a> <a href="#">Delete</a>
09/22/2020	A County	A Venue	Flu	Public	19	<a href="#">» Registration List</a> <a href="#">» Clinic Activity</a> <a href="#">» Activity Report</a>	<a href="#">» View/Edit Clinic</a> <a href="#">» Customized Report</a> <a href="#">Delete</a>
09/22/2020	Howard	Oakland Mills Middle School		Public	20	<a href="#">» Registration List</a> <a href="#">» Clinic Activity</a> <a href="#">» Activity Report</a>	<a href="#">» View/Edit Clinic</a> <a href="#">» Customized Report</a> <a href="#">Delete</a>

2

3

4

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 **Search**.
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 Report

A Venue ▶

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

**Clinic Date**  
09/22/2020

**Administrative Summary**

<b>County</b> A County	<b>Lead Vaccinator</b> Tiffany Tate	<b>Number of Patients Seen</b> 18	<b>Clinic Staff</b> 2
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**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	-



# HOW TO | SAVE OR EXPORT A CLINIC ACTIVITY REPORT

## 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	Number
09/22/2020		A County	Tiffany Tate	18

### Vaccinated

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

### Vaccinated

Name	Date of Birth	Outcome	Type
Tiffany Tate	09/08/2020	-	-
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
Oleg Holloway	09/18/2020	-	TestProduct
UsmanTest	09/01/2020	-	Test
Clark		-	
Thor Knowles	09/18/2020	-	TestProduct
Nathaniel Curry	01/01/2020	-	Test

### Refused

Name	Date of Birth	Outcome	Type
Cathy 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.**