

REPORTS

How to pull activity reports and charts from the Reports feature.



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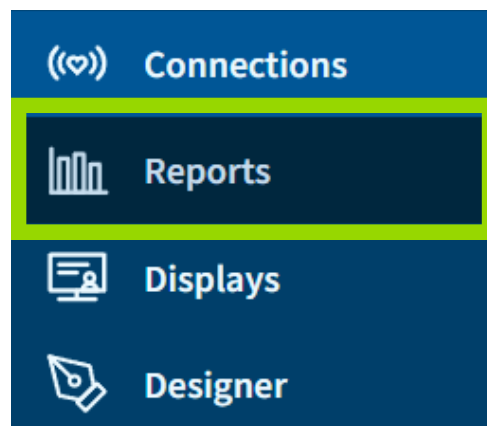
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ACTIVITY ATTENDANCE REPORTS

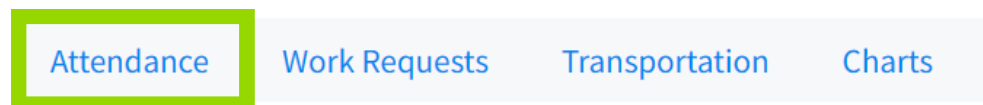
STEP 1

Select **Reports** from the feature menu on the left-hand side of the screen.



STEP 2

There are four reporting options at the top of the screen. Select **Attendance**.



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ACTIVITY ATTENDANCE REPORTS

STEP 3

Use the **filters** on the left-hand side of the screen to determine what to show in the report.

Time Range

Last Month



Group By

Activity

Resident

Community

Activity Type

Filter by Activity Type



Community

Assisted Living Premium



Calendar Type

All

Activity

Meal

Calendar

Filter by Calendar



Activity Name

Filter by Activity Name

Stat Type

Totals

Weekly Average

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ACTIVITY ATTENDANCE REPORTS

STEP 4

Select **Time Range** at the top of the filter list to view the attendance from Last Month, Last 3 Months, Last 6 Months, or a Custom time range. Select **Done** to confirm this time range.

Time Range

Last Month



Select Time Range



Reports are bundled into months. Select one of the quick options below or a custom range.

Last Month

Last 3 Months

Last 6 Months

Custom Range

Range: **All of March 2023**

Cancel

Done

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ACTIVITY ATTENDANCE REPORTS

STEP 5

Choose how to **group** the report. Grouping by Activity will provide a report showing each activity name provided during that timeframe. Grouping by Resident will provide a report showing each resident. Lastly, choose group by Community to show a report for the each level of care.

Group By

Activity

Resident

Community

STEP 6

Select the dropdown under **Activity Type** to filter the report by the different types of activities.

Activity Type

Filter by Activity Type



Emotional

Entertainment

Intellectual

Physical

Social

Spiritual

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ACTIVITY ATTENDANCE REPORTS

STEP 7

Filter by **Community** to filter the report to show attendance specific to that level of care.

Community

Assisted Living Premium



Assisted Living Premium

Independent Living Enterprise

Memory Care Standard

STEP 8

Select the **Calendar Type**.

Calendar Type

All

Activity

Meal

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STEP 9

Filter by **Calendar** to filter the report to only show reporting from one specific calendar.

Note: Calendars shown in this list are based on the community selected under the Community dropdown in Step 7.

Calendar



Assisted Living Meal Calendar

Assisted Living Activity Calendar

Hair Salon Calendar (Source)

Nail Salon Calendar (Target)

Staff Calendar

STEP 10

Filter the report by a specific activity by typing the name of the activity into the **Activity Name** box.

Activity Name

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STEP 11

Finally, filter by **Stat Type** to view the report as a total or weekly average.

Stat Type

Totals

Weekly Average

STEP 12

Print or Export the report by selecting **Export** or **Print** on the top right-hand side of the screen.



Export



Print

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ACTIVITY ATTENDANCE CHARTS

STEP 1

To view the reports as a chart, select **Charts** from the top of the screen.

Attendance

Work Requests

Transportation

Charts

STEP 2

Select the **calendar** to view from the dropdown on the top right-hand corner of the screen.

Assisted Living Activity Calendar



Memory Care Activity

Assisted Living Activity Calendar

Independent & Assisted Activity Calendar

iN2L Calendar

Independent Living Activity Calendar

STEP 3

Select **Print** on the right of the calendar dropdown on the top right-hand corner of the screen to print the charts.

Assisted Living Activity Calendar



 Print

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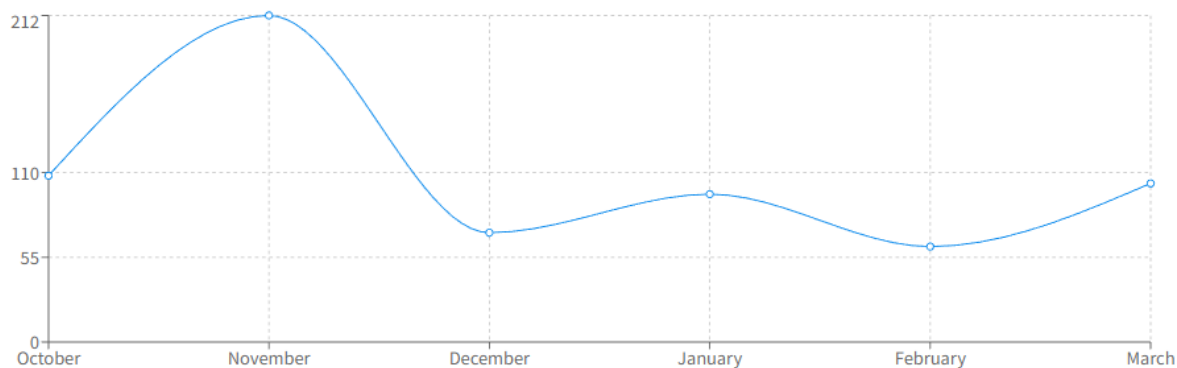
ACTIVITY ATTENDANCE CHARTS

RESIDENTS ATTENDING ACTIVITIES

This chart shows the total monthly attendance of activities by residents over the last six months.

Residents Attending Scheduled Activities

Shows the total attendance of activities at the specified calendar on a monthly basis. For example, if there were 10 activities and each activity had 20 people attend, then the value for that month would be 200.

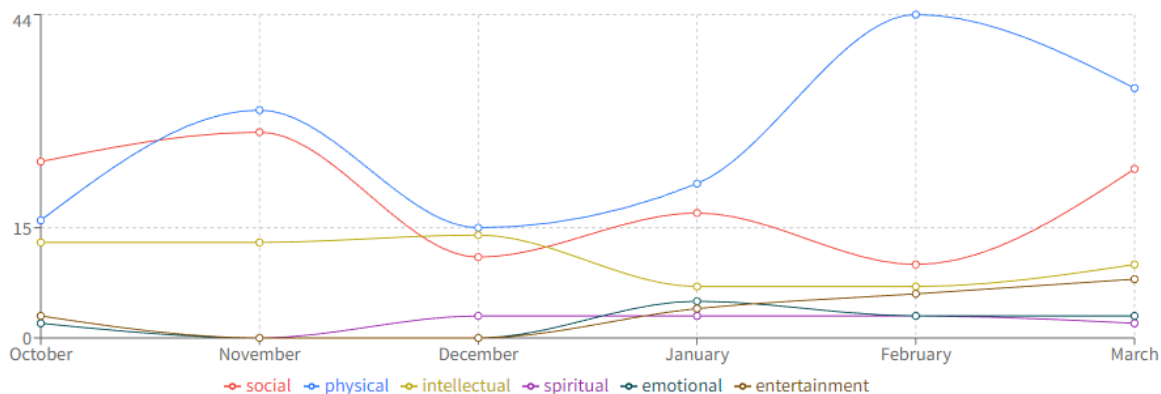


ACTIVITY TYPES

This chart shows the number of each activity type offered over the last six months.

Activity Types

Shows breakdown in activity types per month in the selected calendar.



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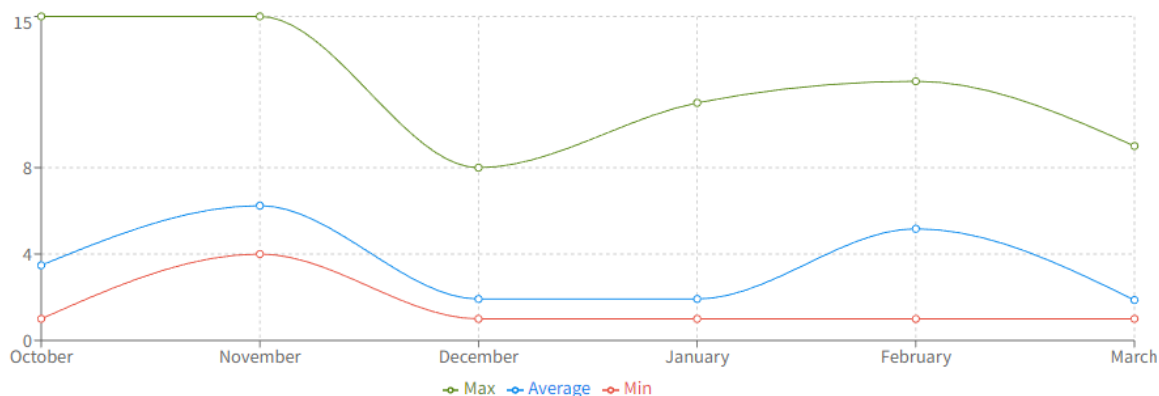
ACTIVITY ATTENDANCE CHARTS

► ATTENDANCE BY RESIDENT

This chart shows the max, min, and average number of all attended activities per resident over the last six months.

Attendance by Resident

Shows max, min, and average of all attended activities in this calendar per resident on a monthly basis. For example, if there is a 'Max' of 42, it means one resident attended 42 activities that month. If 'Average' is 30, that means that residents attended an average of 30 activities.

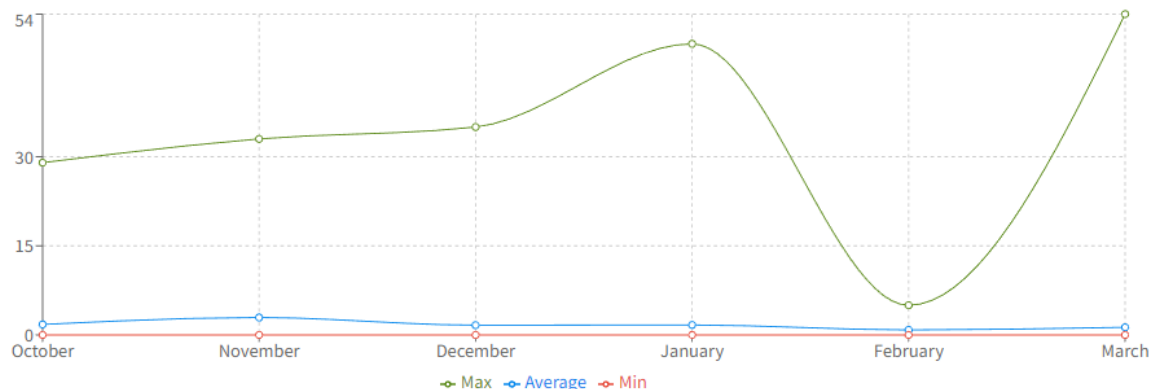


► ATTENDANCE BY ACTIVITY

This chart shows the max, min, and average number of all attended activities over the last six months.

Attendance by Activity

Shows the max, min, and average of all attended activities in this calendar on a monthly basis. For example, a 'Max' value of 60 would mean that the most attended activity that month had 60 attendees.



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