

# REPORTS

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



# INDEX

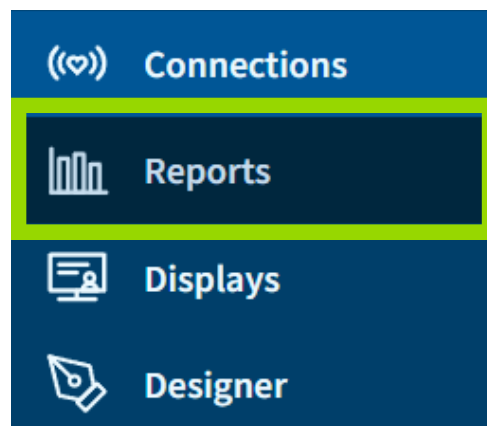
<b>Section 1</b>	Activity Attendance Reports.....pg 1-7
<b>Section 2</b>	Activity Attendance Charts.....pg 8-10
<b>Section 3</b>	Continued Learning.....pg 11

# REPORTS

## ACTIVITY ATTENDANCE REPORTS

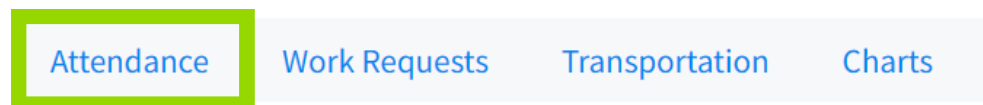
### STEP 1

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**.



# REPORTS

## 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

# REPORTS

## 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

# REPORTS

## 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

# REPORTS

## 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

# REPORTS

## ACTIVITY ATTENDANCE REPORTS

### 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



# REPORTS

## ACTIVITY ATTENDANCE REPORTS

### 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

# REPORTS

## 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**

# REPORTS

## ACTIVITY ATTENDANCE CHARTS

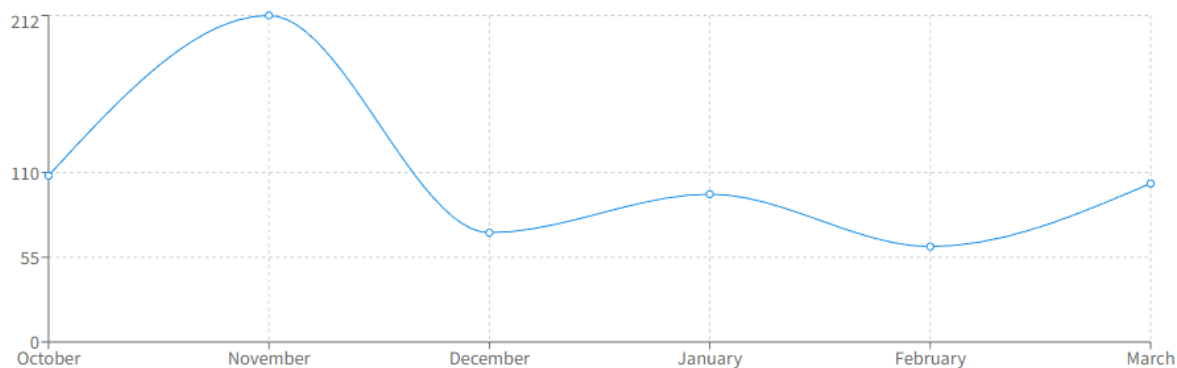


### RESIDENTS ATTENDING ACTIVITIES

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.

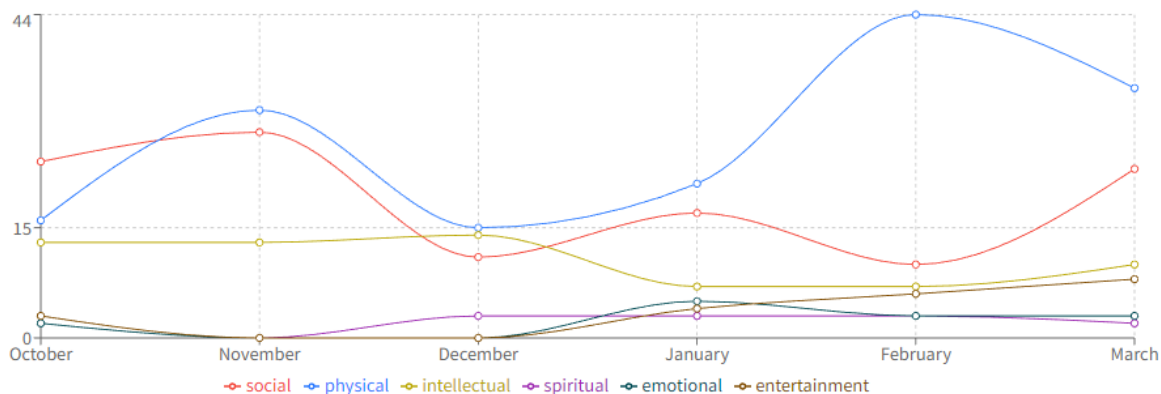


### ACTIVITY TYPES

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.



# REPORTS

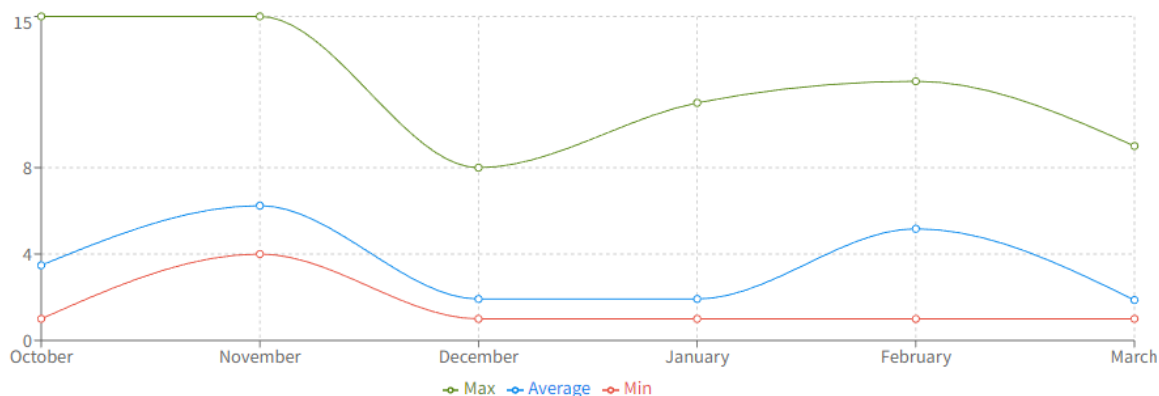
## ACTIVITY ATTENDANCE CHARTS

### ► 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.

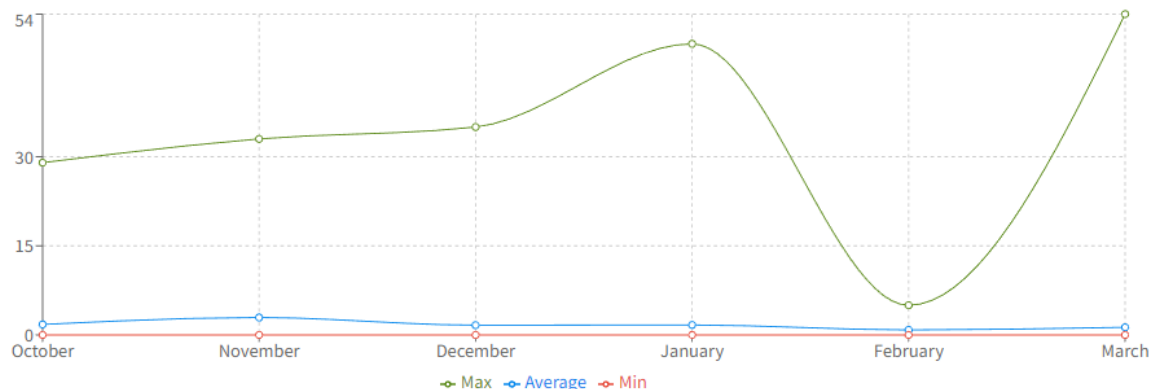


### ► ATTENDANCE BY ACTIVITY

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.



# REPORTS

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### FURTHER QUESTIONS?

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