LifeLoop Trainings

Activity Reports and Charts

Reports

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

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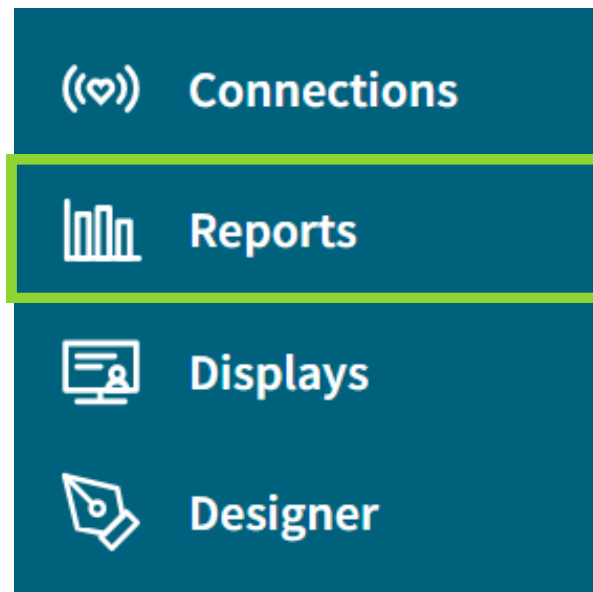
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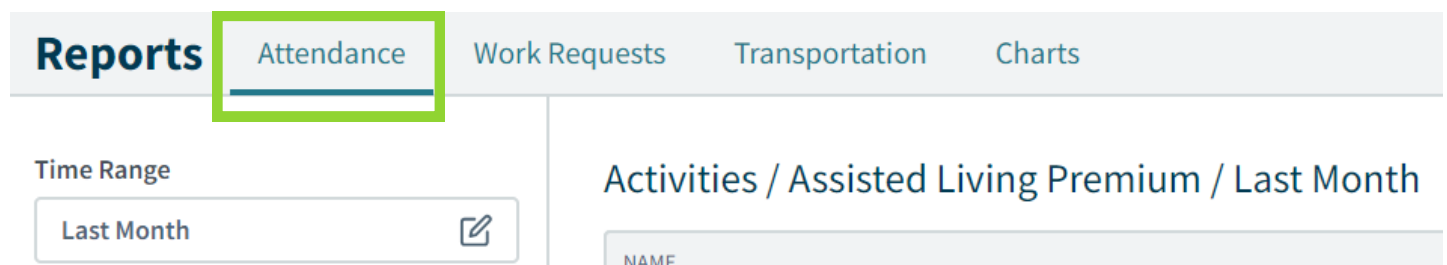
Activity Attendance Reports

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**.

Activity Attendance Reports

Step 3

Utilize the **filters** located on the left-hand side of the screen to specify the desired information to retrieve.

Time Range

Last Month	✑

Group By

Activity	Resident	Community

Calendar

Filter by Calendar	⌄

Communities

✕ Assisted Living Premium	⌄

Activity Name

Filter by Activity Name

Activity Type

Filter by Activity Type	⌄

Calendar Type

All	Activity	Meal

Stat Type

Totals	Weekly Average

Activity Attendance Reports

Step 4

Select **Time Range** at the top of the filter list to view the attendance from the last month, last 3 months, last 6 months, or a custom time range. Select **Done** to confirm this time range.

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 generate a report that displays the attendance of each individual resident. Lastly, choose group by Community to show a report for the each level of care.

Activity Attendance Reports

Step 6

Filter by **Calendar** 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

| Filter by Calendar | ⌄ |

> Assisted Living Meal Calendar
>
> Assisted Living Activity Calendar
>
> Hair Salon Calendar (Source)
>
> Nail Salon Calendar (Target)
>
> Staff Calendar

Step 7

Filter by **Community** to show attendance specific to one or multiple communities.

Communities

| ✕ Assisted Living Premium | ⌄ |

Memory Care Standard

Activity Attendance Reports

Step 8

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

Activity Name

Filter by Activity Name

Step 9

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

Activity Attendance Reports

Step 10

Select the **Calendar Type**.

Step 11

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

Step 12

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

Activity Attendance Charts

Step 1

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

Step 2

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

Step 3

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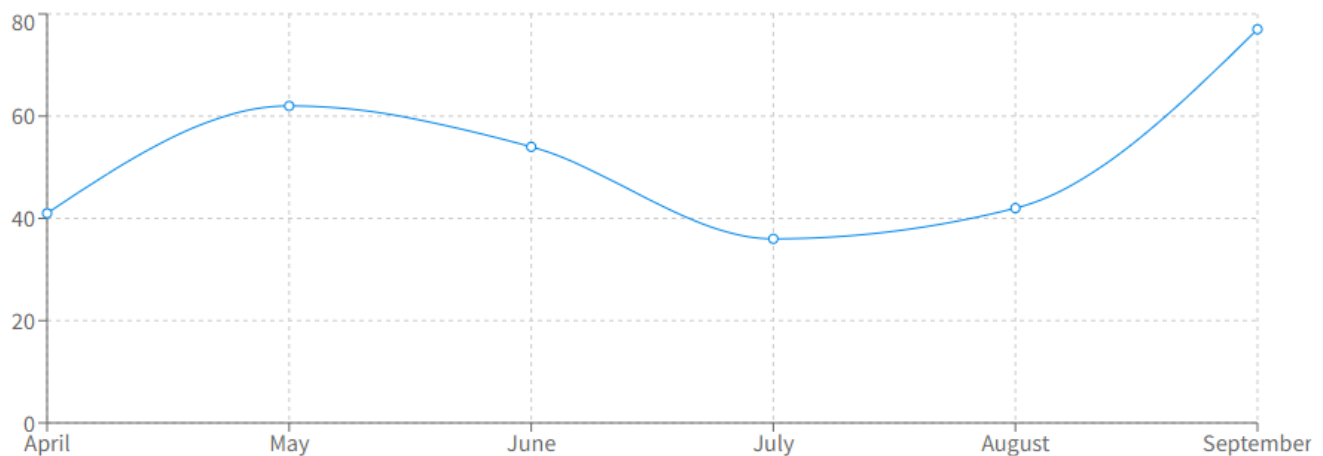
Activity Attendance Charts

Residents Attending Scheduled Activities

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

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.

Shows breakdown in activity types per month in the selected calendar.
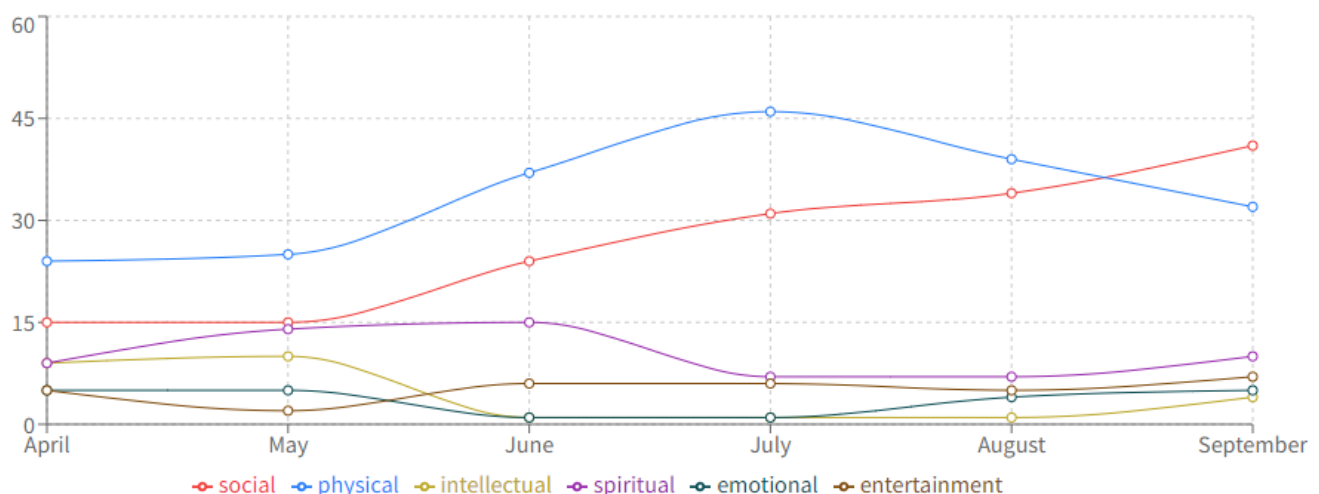
Activity Attendance Charts

Attendance by Resident

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

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.
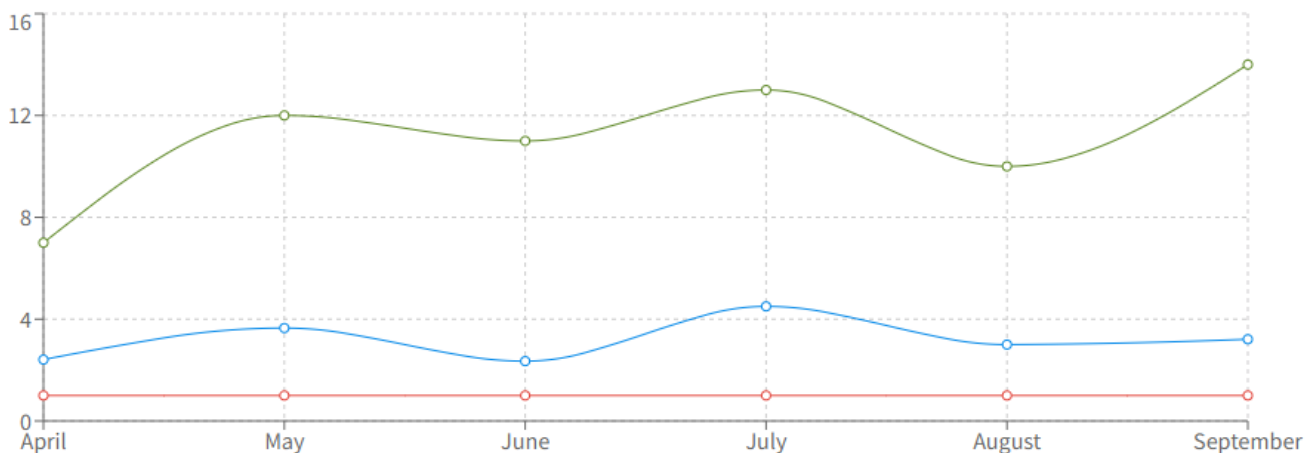
Attendance by Activity

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

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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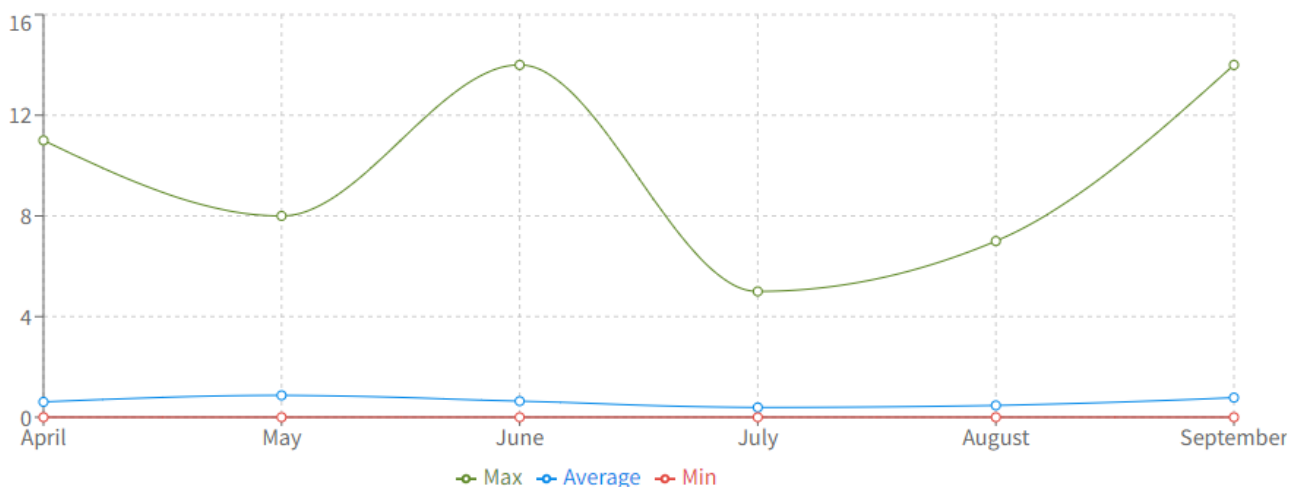
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