

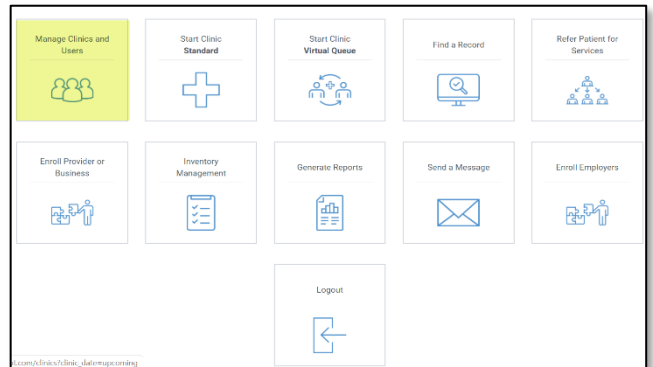
## Summary

The Clinic Activity Report provides a summary of your clinic. You can view this report at any time and it will show the status of each patient **seen in the clinic**. To see all registered patients, you will need to visit the **Registration List**. It is recommended to download the Clinic Activity Report after all patients have received services to capture a comprehensive picture of the day.

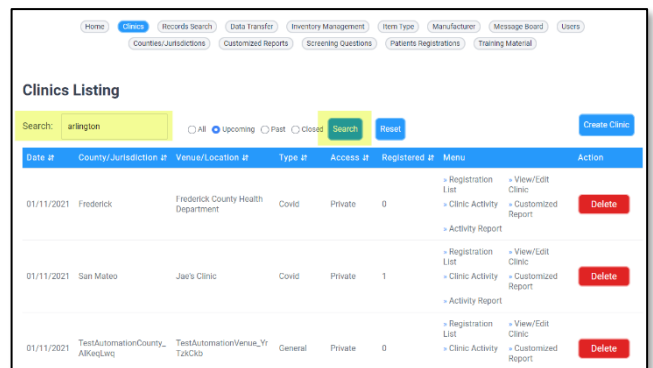
## Key Steps

### Step 1: Access and View the Clinic Activity Report

- a. Click **Manage Clinics and Users** on the PrepMod Home Page

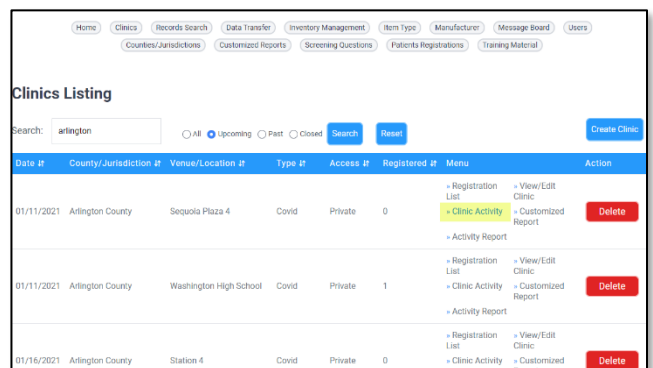


- b. Locate your clinic under **Clinics Listing**. Or you may also type the clinic name into the **search bar** and click Search



- c. Click **Activity Report** in the Menu column for your clinic.  
**Result:** The **Clinic Activity Report** will open for the selected clinic

The Clinic Activity Report provides a line-item summary of all patients and corresponding outcomes from the day's clinic. The report displays which patients were vaccinated and with which product, as well as those not vaccinated, and why (ex. refused vaccination, sick)

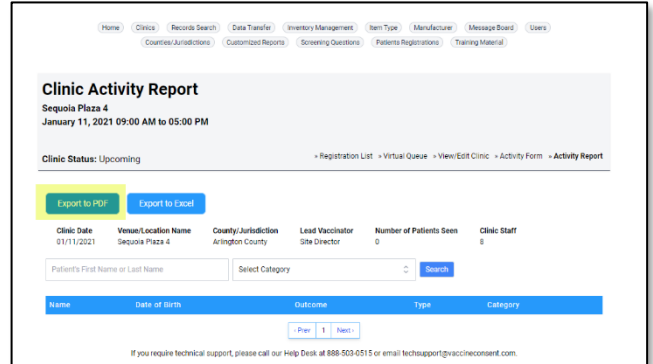


**Step 2: Save or Export a Clinic Activity Report to Your Computer and/or Export Data to a Spreadsheet**

a. To save as a **PDF**

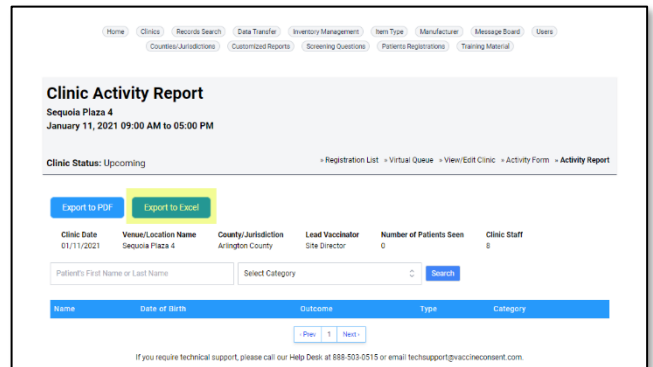
Click **Export in PDF**. A separate window will open displaying a PDF/print ready version of the activity report

Go to the toolbar of your internet browser and click **FILE > Export as PDF or Save As**. If using Google Chrome, go to toolbar and click **Print**. Then choose **Save as PDF**. Alternatively, hit **ctrl + S** and the option to save the file will appear



b. To export to **Excel...**

Click **Export to Excel**. An excel file will automatically be downloaded to your computer and saved in your **Downloads** folder



**Additional Resources**

- PrepMod User Manual
- PrepMod Clinic Activity Report
- PrepMod Clinic Day Tasks
- PrepMod Clinic Planning
- PrepMod In Clinic Handbook