

The **Activity Report** creates a comma-delimited file (.csv) that contains data for all cases that were created or updated within a selected date range. The .csv file can be used in a spreadsheet program such as Excel.

**Note:** For privacy reasons, only requesting providers, specialists (or their delegates), and triage assigners can create an Activity Report.

1. To launch the report function, click **Reports** in the left navigation panel.

A Case Reports panel appears with the following defaults:

- Start and end dates are for the current date.
- The role is the one assigned to the user credentials you logged in with.

2. To identify a customized **Date Range**, use the **Start Date** and **End Date** calendars to select your desired dates.

3. To identify a specific **Role** for which you want to report activity, select either 'Specialist', 'Requester', or 'Triage Assigner'.

4. To generate the report, click **Generate Report**.

A dialog box appears asking how you want to handle the 'csv' file to be created.

5. Open the file in a spreadsheet program or save it, as you desire.

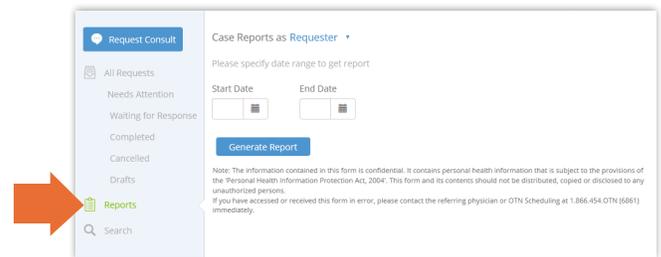


Figure 1: Case Reports panel

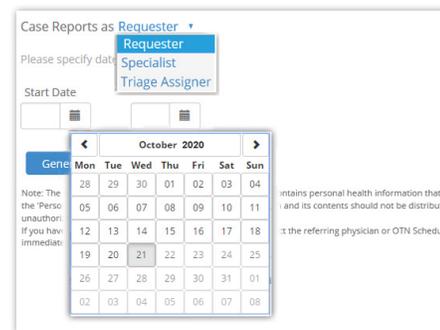


Figure 2: Report options - role and dates

	A	B	C	D	E	F	G	H	I	J	K
1	CaseId	Priority	Requester	Referrer	Referrer	Referrer	Specialist	Specialist	Specialist	Specialist	Specialist
2	26136036	Routine	20201017	Smiley	Robinson	12346	Anaesthesiology	Florence	Nighting		
3	26136059	Routine	20201017	Smiley	Robinson	12346	Anaesthesiology	Florence	Nighting		
4	26140169	Routine	20201017	Smiley	Robinson	12346	Anaesthesiology	Florence	Nighting		
5	26148253	Routine	20201017	Smiley	Robinson	12346	Anaesthesiology	Florence	Nighting		
6	26154207	Routine	20201017	Smiley	Robinson	12346	Anaesthesiology	Florence	Nighting		
7	26154543	Routine	20201017	Smiley	Robinson	12346	Anaesthesiology	Florence	Nighting		

Figure 3: My Activity Report .csv file

For technical issues, contact OTN Technical Support at 1-855-654-0888 or [techsupport@otn.ca](mailto:techsupport@otn.ca)

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