

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.

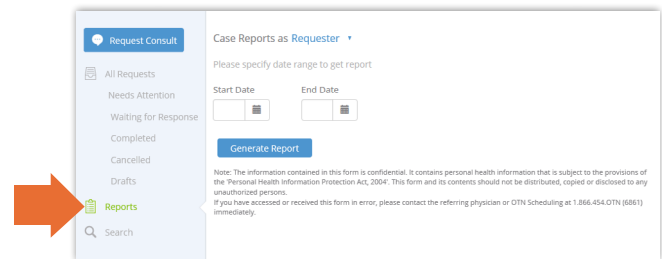


Figure 1: Case Reports panel

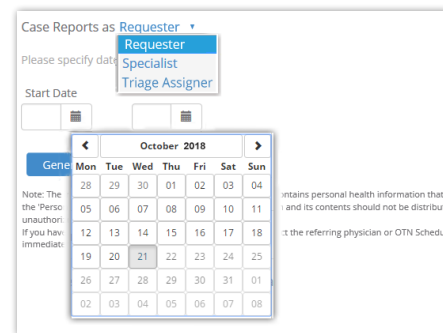


Figure 2: Report options - role and dates

CaseId	Priority	Requester	Referrer	Referrer	Referrer	Specialist	Specialist	Specialist	Specialist	Specialist
26136036	Routine	20181017	Smiley	Robinson	12346	Anaesthesiology	Florence	Nighting		
26136059	Routine	20181017	Smiley	Robinson	12346	Anaesthesiology	Florence	Nighting		
26140169	Routine	20181017	Smiley	Robinson	12346	Anaesthesiology	Florence	Nighting		
26148253	Routine	20181017	Smiley	Robinson	12346	Anaesthesiology	Florence	Nighting		
26154207	Routine	20181017	Smiley	Robinson	12346	Anaesthesiology	Florence	Nighting		
26154543	Routine	20181017	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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