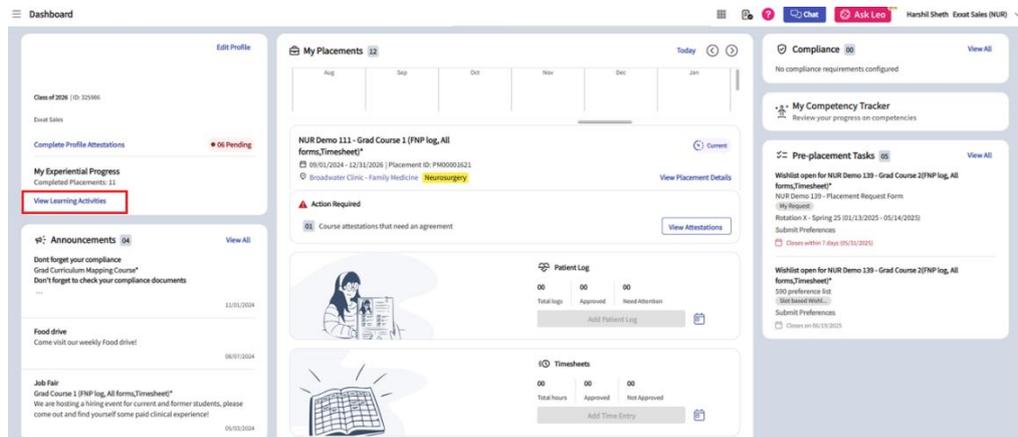
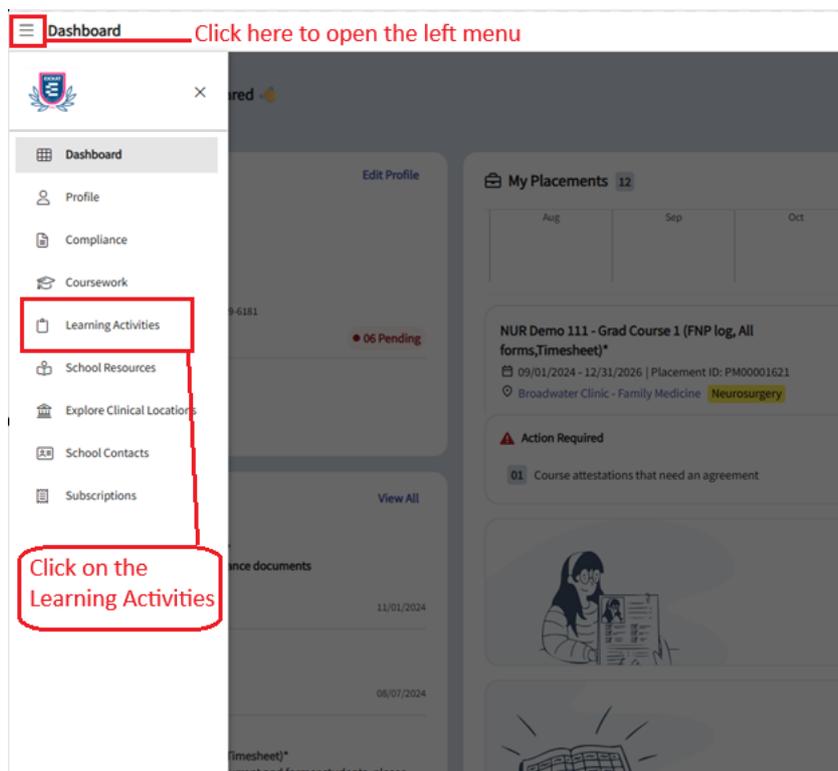


Student Guide for Generating a Patient Log Statistics Report in Exxat Prism

- **Step 1: Login to Exxat Prism**
- **Step 2: Navigate to Learning Activities From Dashboard**
(There are two ways to navigate to learning activities)
 - a. Click on the **View Learning Activities**



- b. From the left-hand menu, locate and click on **Learning Activities**.



- **Step 3: Open the Reports Tab**
 - a. Within the Learning Activities section, click on the **Reports** tab.



- **Step 4: Select Patient Log > Statistics Report**
 - a. Under the Reports tab, find and select **Patient Log Statistics Report** from the available options.

CATEGORY	REPORT	DESCRIPTION
Patient Log	Comprehensive Report for custom values	View comprehensive counts of custom values under diagnoses, procedures, medications or any other school defined tasks captured during patient logging
Patient Log	Optional Procedure Counts	View cumulative Optional Procedures counts across multiple courses and rotations.
Patient Log	Patient Log Aggregate Report	View log data aggregated across different criteria like courses, rotations, sites, locations and settings.
Patient Log	Raw Data	All patient log responses for selected rotation(s).
Patient Log	Required Diagnosis Counts	View cumulative Required Diagnosis counts across multiple courses and rotations.
Patient Log	Required Procedure Counts	View cumulative Required Procedures counts across multiple courses and rotations.
Patient Log	Statistics	Graphs showing patient encounters that you logged for selected rotation(s).
TimeOff	Raw Data TimeOff	All TimeOff Requests for selected rotation(s)
Timesheet	Hours by Category	View the total approved hours along with approved break time and approved time in each category logged by students in selected course(s)
Timesheet	Raw Data Timesheet	All Timesheet Requests for selected rotation(s)

- **Step 5: Apply Filters**
 - a. On the Statistics Report page, you will see filter options at the top of the screen.
 - b. Adjust the filters as needed to customize your report (e.g., Course, Rotation, Settings Status etc.).
 - c. Once you have selected the desired filters, click **View Statistics Tab**.

Apply the filters as per the requirements and click on View Statistics Tab.

Once the report generated click on the Export icon

- **Step 6: Export the Report**
 - a. After reviewing the report, click on the **Export** button located on the page.
 - b. The report will be downloaded in the **PDF** format.
 - c. Save the file to your preferred location on your device.

Note: Ensure that the filters you apply are accurate to get the correct data in your report.

