Instructions for running the MEMBER APPOINTMENT ACTIVITY Reports – For Coaches

<mark>Description:</mark> This report shows all contacts and tutoring sessions that were entered into the Care4 platform by the staff person who entered them.

- This report ONLY shows young people for whom contacts were entered. If a contact was not entered, the young person will NOT show up in the report.
- If the contact was NOT attached to the one of the following foundation cases, it will not show up in the report:
    - Coaching Enrollment & Contacts
    - Middle School Enrollment & Contacts
    - Targeted Services

<mark>Instructions on how to run the report:</mark>
1. Click on **MY WORK** on the left-hand menu
2. Click on **REPORTS** from the center menu

| My Coachload | Contacts & Documents | Employment Info | Reports | Basic Staff Info |

3. Click on **REPORTS** along the bottom of the page

Charts   Reports

4. Click on the Launch button below **MEMBER APPOINTMENT ACTIVITY**

Member Appointment Activity
Summary of your own appointments over time.

| ✕ | Primary Parameter ⬍ | Secondary Parameter ⬍ | Preset Dates ⊗ ⬍ | From 📅 | To 📅 | Launch ⌄ |

5. **PRIMARY PARAMETER**: Select your name from the drop-down list
6. **SECONDARY PARAMETER**: *ignore this field*
7. **PRESET DATES**: Only use this if it has an option for the month you want to view (i.e. PREVIOUS MONTH); otherwise leave it blank and use the FROM DATE and TO DATE fields below
8. **FROM DATE**: Enter the first day of the month you want to view
9. **TO DATE**: Enter the last day of the month you want to view
10. Click on the **Launch** button
11. The report will populate on your screen
12. Click on the down arrow to the right of Launch and select **DOWNLOAD EXCEL** to export the data to Excel