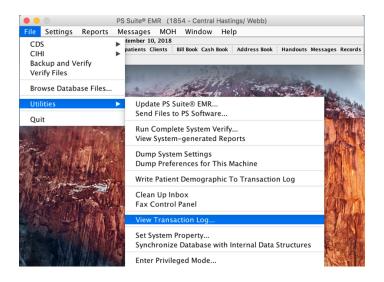
## How to Export TELUS EMR Transaction Log Data To Show Number of Days Worked

## September 23, 2018

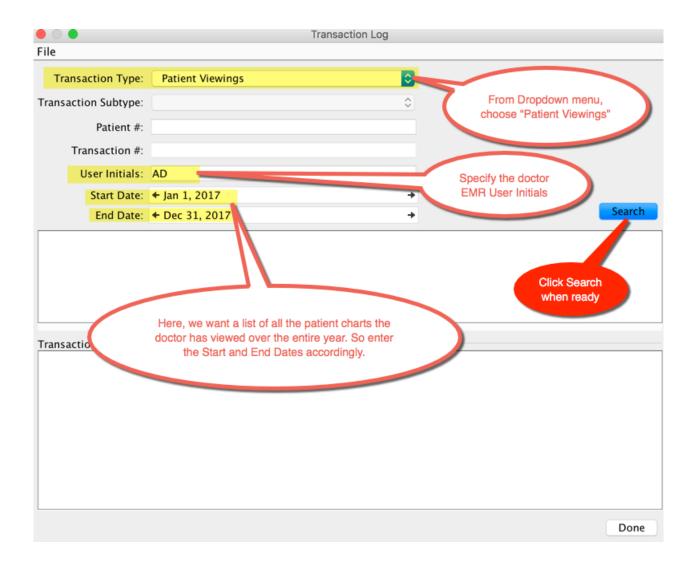
- Open TELUS EMR and go the EMRs main dashboard.
- Click File  $\rightarrow$  Utilities  $\rightarrow$  View Transaction Log



• This opens up the following window:

		Transaction Log	
File			Dropdown Menu with
Transaction Type:	API Access	<b>\$</b>	Many Options
Transaction Subtype:		٥	
Patient #:			
Transaction #:			Can Specify User
User Initials:			Initials, or leave blank
	← Sep 10, 2018	+	
End Date:	Sep 10, 2018	+	Search
Transaction Details	Can specify date ranges	<u>,</u>	
			Done

- One can choose from a variety of options that will report on the various types of EMR activities, as listed above. One can even specify Date Ranges and limit results to a Specific User.
- To specifically, export a list of all the dates and times a doctor opened charts throughout a year:
  - Specify the "User Initials" to the doctor's EMR User Initials.
  - If, for example, extracting data for the 2017 year, specify the Start Date as "Jan 1, 2017" and End Data as "Dec 31, 2017".



- NOTE: the search only pulls 1001 lines of data at a time. Need to repeated scroll down to the bottom and click "Fetch more towers" until that option is no longer available.
- For many doctor's, this search will generate 30,000 to 40,000 lines of data, or even more. So, you may end up having to scroll down and click "Fetch More rows" thirty to forty times.

		Transaction Log			
File					
Transaction Type:	Patient Viewings		٥		
Transaction Subtype:			٢		
Patient #:				g	
Transaction #:				Sandi Dominio me institute Piece Type	
User Initials:	AD			OMIT	
Start Date:	🗲 Jan 1, 2017		+	O III	
End Date:	← Dec 31, 2017		+	. BA	Search
Transaction ID Patient N	um Transaction Date	User Initials		Piece Type	SS
11834685	7950 Jan 9, 2017 08:11	AD (Adam Stewart, Doctor)		Patient Viewing	ffice.CHFH
11834693	9504 Jan 9, 2017 08:12	AD (Adam Stewart, Doctor)		Patient Vie*	Office.CHFH
11834706	7825 Jan 9, 2017 08:12	AD (Adam Stewart, Doctor)		Patient Viewings	Office.CHFH
11834720	3204 Jan 9, 2017 08:13	AD (Adam Stewart, Doctor)		Patient Viewings	CHEH
				<u>Fetc</u>	h more rows
Transfer Datalla		0			
Transaction Details					
			_		
	scroll down to Click "Fetch m For a typical doctor ov	pull 1001 lines of data at a last line and "Fetch more l hore rows" to pull the next " ver a year, there may be 30 eatedly scroll down to botto rows" about 30-40 times	Rows" wi 001 line ,000 to 4 om and c	ll appear. s of data. 40,000 lines here.	>
					Done

• When the "Fetch more rows" button no longer appears at the very bottom, you will know you have the full report. When pulling data for an entire year, the last row will usually have a transaction date in late December, corresponding to the end of the year.

• •	Trar	nsaction Log		
File				
Transaction Type:	Patient Viewings	0		
Transaction Subtype:		۵		
Patient #:			Scroll	lo bollom
Transaction #:			- Co	
User Initials:	AD			107
Start Date:	← Jan 1, 2017	+		
End Date:	← Dec 31, 2017	<b>→</b>		Search
Transaction ID	Patient Number Transaction Date	User Initials	Piece Type	
13696321	12633 Dec 30, 2017 12:53	AD (Adam Stewart, Doc		0.242.2.2
13696323	13758 Dec 30, 2017 12:53	AD (Adam Stewart, Doc	Patient Viewings	0.242.2.2
13696332	14318 Dec 30, 2017 12:56	AD (Adam Stewart, Doc	Patient Viewings	10.2 10.242.2.2
13696334	14382 Dec 30, 2017 12:56	AD (Adam Stewart, Doc	Patient Viewings	10.242.2. 10.242.2.2
13696658	6949 Dec 30, 2017 21:42	AD (Adam Stewart, Doc	Patient Viewings	10.242.2.3/10.242.2.3
13697194	1922 Dec 31, 2017 11:43	AD (Adam Stewart, Doc	Patient Viewings	10.242.2.3/10.242.2.3
Transaction Details		0		
	of last few lines correspond end of the year, correlating to search End Date.	) (	Once the FUL is complete, more rows" nu appears at t	"Fetch o longer
				Done

(See Next Page for next steps)

• Once <u>all</u> the data lines are showing, highlight one of the lines and "SELECT ALL", by pressing **Control+A** (or Command+A if using a Mac computer).

		Ti	ransaction Log		
File					
Transaction Type:	Patient Vie	ewings	<b></b>		
Transaction Subtype:			٥)		
Patient #:					
Transaction #:					
User Initials:	AD				
Start Date:	+ Jan 1, 201	.7	+		
End Date:	+ Dec 31, 2	017	+		Search
Transaction ID	Patient Number	Transaction Date	User Initials	Piece Type	IP Address
13696321		12633 Dec 30, 2017 12:53	AD (Adam Stewart	, Doc Patient Viewings	10.242.2.2/10.242.2.2
13696323		13758 Dec 30, 2017 12:53	AD (Adam Stewart	, Doc Patient Viewings	10.242.2.2/10.242.2.2
13696332		14318 Dec 30, 2017 12:56		, Doc Patient Viewings	10.242.2.2/10.242.2.2
13696334		14382 Dec 30, 2017 12:56	D (Adam Stewart	, Doc Patient Viewings	10.242.2.2/10.242.2.2
13696658		6949 Dec 30, 2017 21:42		, Doc Patient Viewings	10.242.2.3/10.242.2.3
13697194		1922 Dec 31, 2017 11:43	A dam Stewart	, Doc Patient Viewings	10.242.2.3/10.242.2.3
Transaction Details					
Patient View Log Entry					
Patient Number: 14318 Viewed by user: AD (Adam	Stewart, Doctor)				
Date Viewed: 2017-12-30					
Viewer IPAddress: 10.242.2	2.2/10.242.2.2		Click to highlight an	y one of the lines.	
			Then press Control	I+A to "Select All"	
			(Command+A on	Mac computers)	
					Done
					2.5.14

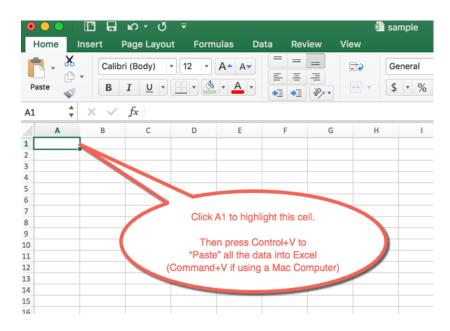
• This will highlight ALL the lines of data:

(See Next Page for next steps)

• Then press **Control+C** (Command+C if using a Mac computer) to COPY the data:

		Trans	saction Log		
File					
Transaction Type	Patient View	vings	0		
Transaction Subtype	:		٥		
Patient #	:				
Transaction #	:				
User Initials	: AD				
Start Date:	: 🗲 Jan 1, 2017		+		
End Date	+ Dec 31, 20	17	+		Search
Transaction ID	Patient Number	Transaction Date	User Initials	Piece Type	IP Address
13696321		12633 Dec 30, 2017 12:53	AD (Adam Stewart, Do	c Patient Viewings	10.242.2.2/10.242.2.2
13696323		13758 Dec 30, 2017 12:53	AD (Adam Stewart, Do		10.242.2.2/10.242.2.2
13696332		14318 Dec 30, 2017 12:56	AD (Adam Stewart, Do		10.242.2.2/10.242.2.2
13696334		14382 Dec 30, 2017 12:56	AD (Adam Stewart, Do		10.242.2.2/10.242.2.2
13696658		6949 Dec 30, 2017 21:42	AD (Adam Stewart, Do	c Patient Viewings	10.242.2.3/10.242.2.3
13697194		1922 Dec 31, 2017 11:43	D (Adam Stewart, Do	c Patient Viewings	10.242.2.3/10.242.2.3
Transaction Details Patient View Log Entry Patient Number: 12814 Viewed by user: AD (Adam Date Viewed: 2017-01-02 Viewer IPAddress: 10.242.	T09:24:42-05:00		ne data is highlighte to "Copy" all of th mand+ C if using a l	e data	
					Done

- Then open up a blank Excel spreadsheet:
  - Click in the first blank cell (A1) to highlight it
  - Press Control+V (Command+V if using a Mac) to PASTE the data into Excel



• Add Headers to the Columns, if desired:

•	) 🕘 🔵 🚺	38	<b>℃</b> . Q ±	1				💼 sample
Г	Home Ins	ert F	Page Layout	Formulas	Data	Review	View	
F	haste			2 • A•				Insert a Row at the top and Add Corresponding Headers to the Columns.
K4	3 🌲	× ×	$f_X$					
	Α	В	с	D	E	F		You may also have to
1	Transaction ID			User Initials			4	adjust the Column Widths
2	11797394	12814	2017-01-02 9:24				242.2.2	to see the data
3	11797399	13688						
4	11797406	1469	2017-01-02 9:29					
5	11797419	1718	-			-		
6	11797433	6690		•				
7	11797439	12305	2017-01-02 9:53	AD (Adam St I	Patient View	10.242.2.2/10	.242.2.2	
8	11797469	13677	2017-01-02 10:04	AD (Adam St I	Patient View	10.242.2.2/10	.242.2.2	
9	11797784	11479	2017-01-03 7:40	AD (Adam St	Patient View	AdamSOffice.	CHFHT2.loca	al/192.168.10.126
10	11797794	6810	2017-01-03 7:41	AD (Adam St	Patient View	AdamSOffice.	CHFHT2.loca	al/192.168.10.126
11	11797805	7478	2017-01-03 7:41	AD (Adam St I	Patient View	AdamSOffice.	CHFHT2.loca	al/192.168.10.126
12	11797818	6753	2017-01-03 7:42	AD (Adam St I	Patient View	AdamSOffice.	CHFHT2	
13	11797820	714	2017-01-03 7:43	AD (Adam St	Patient View	AdamSOffice.		
14	11797824	7524	2017-01-03 7:43	AP		A JamSOffi		
15	11797831	13606	2017-01-03 7:44	AD (Adam St	Patient .		Not	e that the dates and
16	11797843	7968	2017-01-03 7:45	AD (Adam St I	Patient View	Adams	times	all import into the same
17	11797848	11485	2017-01-03 7:45	AD (Adam St	Patient View	AdamSo		column/cell
18	11797898	805	2017-01-03 8:00	AD (Adam St I	Patient View	AdamSOn		
19	11797909	12288	2017-01-03 8:00	•				
20	11797912	12302	2017-01-03 8:00					
21	11797922	11479						a/192.108.10.126
22	11797928	7487		•				al/192.168.10.126
23	11797940	11479		•				al/192.168.10.126
24	11797949	11479						ocal/192.168.10.92
25	11797950	11479		•				ocal/192.168.10.92
26	11798153	11479	2017-01-03 8:16				CHFHT2.loca	al/192.168.10.126

Now, need to separate the dates and times into separate columns.
 Insert 3 blank columns to the right of the current "Date & Time" column:

	А	В	С	D	E	F	G	Н	1	J
1	Transaction ID	Patient #	Date & Time				User Initials	Type of Task	IP Address	
2	11797394	12814	2017-01-02 9:24				AD (Adam St	Patient View	10.242.2.2/1	0.242.2.2
3	11797399	13688	2017-01-02 9:26				AD (Adam St	Patient View	10.242.2.2/1	0.242.2.2
4	11797406	1469	2017-01-02 9:29				AD (Adam St	Patient View	10.242.2.2/1	0.242.2.2
5	11797419	1718	2017-01-02 9:36				AD (Adam St	Patient View	10.242.2.2/1	0.242.2.2
6	11797433	6690	2017-01-02 9:49				AD (Adam St	Patient View	10.242.2.2/1	0.242.2.2
7	11797439	12305	2017-01-02 9:53				AD (Adam St	Patient View	10.242.2.2/1	0.242.2.2
8	11797469	13677	2017-01-02 10:04				AD (Adam St	Patient View	10.242.2.2/1	.0.242.2.2
9	11797784	11479	2017-01-03 7:40				AD (Adam St	Patient View	AdamSOffice	e.CHFHT2.local
10	11797794	6810	2017-01-03 7:41				AD (Adam St	Patient View	AdamSOffice	e.CHFHT2.local
11	11797805	7478	2017-01-03 7:41				AD (Adam St	Patient View	AdamSOffice	e.CHFHT2.local
12	11797818	6753	2017-01-03 7:42				AD (Adam St	Patient View	AdamSOffice	e.CHFHT2.local
13	11797820	714	2017-01-03 7:43				AD (Adam St	Patient View	AdamSOffice	e.CHFHT2.local
14	11797824	7524	2017-01-03 7:43				AD (Adam St	Patient View	AdamSOffice	e.CHFHT2.local
15	11797831	13606	2017-01-03 7:44				AD (Adam St	Patient View	AdamSOffice	e.CHFHT2.local
16	11797843	7968	2017-01-03 7:45				AD (Adam St	Patient View	AdamSOffice	e.CHFHT2.local
17	11797848	11485	2017-01-03 7:45				AD (Adam St	Patient View	AdamSOffice	e.CHFHT2.local
18	11797898	805	2017-01-03 8:00				AD (Adam St	Patient View	AdamSOffice	e.CHFHT2.local

	A	В	С	D	E	F	G	н	1	1	к
1	Transaction ID	Patient #	Date & Time	Dates	Time	AM/PM	User Initials	Type of Task	IP Address		
2	11797394	12814	2017-01-02 9:24				AD (Adam St	Patient View	10.242.2.2/1	0.242.2.2	
3	11797399	13688	2017-01-02 9:26				AD (Adam St	Patient View	10.242.2.2/1	.0.242.2.2	
4	11797406	1469	2017-01-02 9:29				AD (Adam St	Patient View	10.242.2.2/1	0.242.2.2	
5	11797419	1718	2017-01-02 9:36				(Adam St	Patient View	10.242.2.2/1	.0.242.2.2	
6	11797433	6690	2017-01-02 9:49				St	Patient V	100002/1	0.242.2.2	
7	11797439	12305	2017-01-02 9:53				AD p			12	
8	11797469	13677	2017-01-02 10:04				AD (Ad				
9	11797784	11479	2017-01-03 7:40				AD (	Add Hea	ders to the	se	192.168.10.12
10	11797794	6810	2017-01-03 7:41				AD	new blan	k Columns		192.168.10.12
11	11797805	7478	2017-01-03 7:41				AD		hown	, uo	192.168.10.12
12	11797818	6753	2017-01-03 7:42				AD (A				192.168.10.12
13	11797820	714	2017-01-03 7:43				AD (Adam				al/192.168.10.12
14	11797824	7524	2017-01-03 7:43				AD (Adam St	Pas		HT2.loc	al/192.168.10.12
15	11797831	13606	2017-01-03 7:44				AD (Adam St	Patient View	AdamSOffice	CHFHT2.loc	al/192.168.10.12
16	11797843	7968	2017-01-03 7:45				AD (Adam St	Patient View	AdamSOffice	CHFHT2.loc	al/192.168.10.12
17	11797848	11485	2017-01-03 7:45				AD (Adam St	Patient View	AdamSOffice	CHFHT2.loc	al/192.168.10.12
18	11797898	805	2017-01-03 8:00				AD (Adam St	Patient View	AdamSOffice	CHFHT2.loc	al/192.168.10.12
19	11797909	12288	2017-01-03 8:00				AD (Adam St	Patient View	AdamSOffice	CHFHT2.loc	al/192.168.10.12

• Add the headers to these new inserted Columns ("Dates", "Time", and "AM/PM"):

• Click to highlight the first Date & Time (cell C2):

	A	В	С	D	E	F	G	н	1	J
1	Transaction ID	Patient #	Date & Time	Dates	Time	AM/PM	User Initials	Type of Task	IP Address	
2	11797394	12814	2017-01-02 9:24				AD (Adam St	Patient View	10.242.2.2/1	0.242.2.2
3	11797399	13688	2017-01-02 9:26				AD (Adam St	Patient View	10.242.2.2/1	0.242.2.2
4	11797406	1469	2017-01-02 9:29				AD (Adam St	Patient View	10.242.2.2/1	0.242.2.2
5	11797419	1718	2017-01-02 9:36				AD (Adam St	Patient View	10.242.2.2/1	0.242.2.2
6	11797433	6690	2017-01-02 9:49				the first loss Ct	Patient View	10.242.2.2/1	0.242.2.2
7	11797439	12305	2017-01-02 9:53					"ow	10.242.2.2/1	0.242.2.2
8	11797469	13677	2017-01-02 10:04			Click to highlight	ght the first	"Date	242.2.2/1	0.242.2.2
9	11797784	11479	2017-01-03 7:40			&	Time"		SOffice	CHFHT2.lo
10	11797794	6810	2017-01-03 7:41						SOffice	CHFHT2.lo
11	11797805	7478	2017-01-03 7:41			i el cell C	2 shown he	re	mSOffice	CHFHT2.lo
12	11797818	6753	2017-01-03 7:42			1.0. 0011 01	2 3110 WIT 110		AdamSOffice	CHFHT2.lo
13	11797820	714	2017-01-03 7:43						AdamSOffice	CHFHT2.lo
14	11797824	7524	2017-01-03 7:43				AD (Adam St	Patient View	AdamSOffice	CHFHT2.lo
15	11797831	13606	2017-01-03 7:44				AD (Adam St	Patient View	AdamSOffice	CHFHT2.lo
16	11797843	7968	2017-01-03 7:45				AD (Adam St	Patient View	AdamSOffice	CHFHT2.lo
17	11797848	11485	2017-01-03 7:45				AD (Adam St	Patient View	AdamSOffice	CHFHT2.lo
18	11797898	805	2017-01-03 8:00				AD (Adam St	Patient View	AdamSOffice	.CHFHT2.lo

• Then SCROLL down all the way to the last row of data:

44375	13696146	14382	2017-12-30 9:15			AD (Adam St	Patient View	10.242.2.2/1	0.242.2.2
4376	13696281	6629	2017-12-30 12:35			AD (Adam St	Patient View	10.242.2.2/1	0.242.2.2
14377	13696297	247	2017-12-30 12:47			AD (Adam St	Patient View	10.242.2.2/1	0.242.2.2
4378	13696300	7077	2017-12-30 12:49			AD (Adam St	Patient View	10.242.2.2/1	0.242.2.2
4379	13696302	7825	2017-12-30 12:50			AD (Adam St	Patient View	10.242.2.2/1	0.242.2.2
4380	13696304	10231	2017-12-30 12:50			AD		14	0.242.2.2
4381	13696312	11429	2017-12-30 12:51			Scroll dow	n all the w	av until voi	2.2
14382	13696314	11486	2017-12-30 12:51						
4383	13696316	11898	2017-12-30 12:52			see the v	very last ro	w or data.	
4384	13696321	12633	2017-12-30 12:53						
4385	13696323	13758	2017-12-30 12:53			Note: 4	14,389 row	in this	
4386	13696332	14318	2017-12-30 12:56				example.		-12
4387	13696334	14382	2017-12-30 12:56						J.242.2.2
4388	13696658	6949	2017-12-30 21:42			AD (Adam St	Tauciumen	10.242.2.3/1	0.242.2.3
4389	13697194	1922	2017-12-31 11:43	_		AD (Adam St	Patient View	10.242.2.3/1	0.242.2.3
4390									
4391									
4392									
4393									
4394									
4395									
4396									

- Then PRESS <u>AND HOLD</u> SHIFT on your keyboard and then CLICK the very last "Date & Time" cell
  - This will automatically highlight all the cells of data in that column from C2 down to the last line.
  - It is important to do is precisely this way because sometimes other methods of highlighting the cells (like double-clicking the C2 border, or highlighting the entire column) results in the dates and times becoming incorrectly re-formatted:

44382	13696314	11486	2017-12-30 12:51	AD (Adam St Patient View 10.242.2.2/10.242.2.2
44383	13696316	11898	2017-12-30 12:52	AD (Adam St Patient View 10.242.2.2/10.242.2.2
4384	13696321	12633	2017-12-30 12:53	AD (Adam St Patient View 10.242.2.2/10.242.2.2
4385	13696323	13758	2017-12-30 12:53	AD (Adam St Patient View 10.242.2.2/10.242.2.2
4386	13696332	14318	2017-12-30 12:56	10.242.2.2/10.242.2.2
4387	13696334	14382	2017-12-30 12:56	2/10.242.2.2
44388	13696658	6949	2017-12-30 21:42	12.3
14389	13697194	1922	2017-12-31 11:43	Since already highlight top cell (C2), press
4390				AND HOLD the Shift button on keyboard,
4391				then click the last date & time to highlight
14392				ALL the cells form C2 down.
44393				
44394				
14395				
44396				
44397				

• Now, go to the "Data" tab or Menu, then click "Text to Columns":

Hom	e Inser	t Pa	ge Layout For	mulas Data	Peview	View			
From	🚱 From		Refresh	Connections	Z↓ A	t Filter	Clear	Text to	Remove Duplica
FileMake C2	A		Query * All	Edit Links				Columns	~
CZ	•				-	-			
_	A	В	с	D	E	F	G	н	
44347	13692554	7488	2017-12-29 9:12						10.242.2.2/10.242.
44348	13692557	7825	2017-12-29 9:12						10.242.2.2/10.242.
44349	13692562	9504	2017-12-29 9:13						10.242.2.2/10.242.
44350	13692572	12329	2017-12-29 9:15						10.242.2.2/10.242.
44351	13692574	12633	2017-12-29 9:15						10.242.2.2/10.242.
44352	13692579	12683	2017-12-29 9:15						10.242.2.2/10.242.
44353	13692583	8770	2017-12-29 9:16						10.242.2.2/10.242.
44354	13692958	8770	2017-12-29 10:22				AD (Adam St	Patient View	10.242.2.2/10.242.
44355	13693322	11429	2017-12-29 11:21						10.242.2.2/10.242.
44356	13693334	6552	2017-12-29 11:23				AD (Adam St	Patient View	10.242.2.2/10.242.
44357	13693373	9135	2017-12-29 11:30				AD (Adam St	Patient View	10.242.2.2/10.242.
44358	13693400	1499	2017-12-29 11:32				AD (Adam St	Patient View	10.242.2.2/10.242.
44359	13693403	6837	2017-12-29 11:32				AD (Adam St	Patient View	10.242.2.2/10.242.
44360	13693407	7077	2017-12-29 11:33				AD (Adam St	Patient View	10.242.2.2/10.242.
44361	13693435	7223	2017-12-29 11:36				AD (Adam St	Patient View	10.242.2.2/10.242.
44362	13693440	12009	2017-12-29 11:36				AD (Adam St	Patient View	10.242.2.2/10.242.
44363	13693451	12083	2017-12-29 11:37				AD (Adam St	Patient View	10.242.2.2/10.242.
44364	13696083	6552	2017-12-30 8:51				AD (Adam St	Patient View	10.242.2.2/10.242.
44365	13696086	6629	2017-12-30 8:52				AD (Adam St	Patient View	10.242.2.2/10.242.
44366	13696087	1365	2017-12-30 8:53				AD (Adam St	Patient View	10.242.2.2/10.242.
44367	13696099	1936	2017-12-30 8:59				AD (Adam St	Patient View	10.242.2.2/10.242.
44368	13696100	1936	2017-12-30 8:59						10.242.2.2/10.242.
44369	13696101	1936	2017-12-30 8:59						10.242.2.2/10.242.
44370	13696113	12833	2017-12-30 9:02						10.242.2.2/10.242.

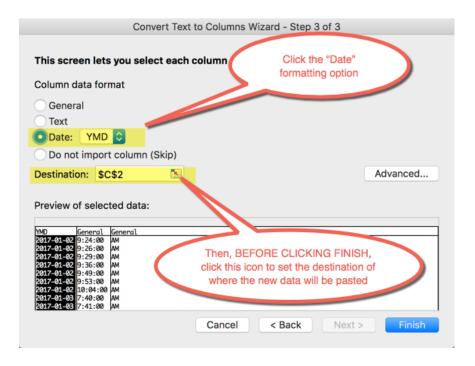
- This Pop-Up window appears.
  - Ensure "Delimited" is checked, and click "Next".

Convert Text to Columns Wizard - Step 1 of 3							
	ard has determined	-			our data.		
Delimited  Fixed width  Preview of sele	- Characters such - Fields are aligned				1.		
Preview of sele	24:00 AM						
3 2017-01-02 9: 4 2017-01-02 9: 5 2017-01-02 9: 6 2017-01-02 9: 7 2017-01-02 9: 8 2017-01-02 10 9 2017-01-03 7: 10 2017-01-03 7:	29:00 AM 36:00 AM 49:00 AM 53:00 AM :04:00 AM 40:00 AM						

• Ensure "Space" is the only option checked in the left side options, then click Next:

Convert	Text to Columns Wizard - Step 2 of 3
This serves late you get the s	
This screen lets you set the d	delimiters your data contains.
Delimeters	
Tab	Treat consecutive delimiters as one
Semicolon	Text qualifier:
Comma	
🗹 Space	
Other:	
Other:	
Other:	
Preview of selected data:	
Preview of selected data:	
Preview of selected data: 2017-01-02 9:24:00 AM 2017-01-02 9:26:00 AM 2017-01-02 9:29:00 AM 2017-01-02 9:36:00 AM	
Preview of selected data: 2017-01-02 9:24:00 AM 2017-01-02 9:26:00 AM 2017-01-02 9:29:00 AM 2017-01-02 9:36:00 AM 2017-01-02 9:49:00 AM 2017-01-02 9:53:00 AM	
Preview of selected data: 2017-01-02 9:24:00 AM 2017-01-02 9:26:00 AM 2017-01-02 9:29:00 AM 2017-01-02 9:36:00 AM 2017-01-02 9:49:00 AM	

- Change the column format to "Date" as shown below.
  - Then click the icon to change the "Destination":



• This will temporarily bring you back to the Excel spreadsheet, then set the destination to the first row in the blank "Dates" column:

	111	E Fro	om Text	i C	Proper	rties			×				
		rom Maker 📄 Ne	w Databa	se Query • Refr		nł	Z ↓ Sort	Filter	Advanced	Text to	Data V	alidation 🔻	2 What-If Analysis
	PILE	emaker Le tto	in Dutubu			-		Con	vert Text to Co	lumns Wiz	ard - Step	3 of 3	
sł	C2		×	fx 2017-01-02	2 9:24:00 AM	=\$D\$2							
		A	в	с	D	1	1	F	G	н	1	J	к
	1	Transaction ID	Patient #	Date & Time	Dates	Time	AM/I	РМ	User Initials	Type of Task	k IP Address		
	2	11797394	12814	2017-01-02 9:24					AD (Adam St	Patient View	10.242.2.2/1	10.242.2.2	
	3	11797399	13688	2017-01-02 9:26					AD (Adam St	Patient View	10.242.2.2/1	10.242.2.2	Click this
	4	11797406	1469	2017-01-02 9:29					AD (Adam St	Patient View	10.242.2.2/1	10.242.2.2	icon when
	5	11797419	1718	2017-01-02 9:36					AD (Adam St	Patient View	10.242.2.2/1	10.242.2.2	done 🦊
	6	11797433	6690	2017-01-02 9:49					AD /		2 2 4 2 2 2/1	0.242.2.2	
	7	11797439	12305	2017-01-02 9:53								12,2.2	
	8	11797469	13677	2017-01-02 10:04									
	9	11797784	11479	2017-01-03 7:40					Click to selec			le l	al/192.168.10.126
- 3	10	11797794	6810	2017-01-03 7:41					(D2 in	this exam	ple)	JC	al/192.168.10.126
	11	11797805	7478	2017-01-03 7:41									al/192.168.10.126
	12	11797818	6753	2017-01-03 7:42									al/192.168.10.126
re	13	11797820	714	2017-01-03 7:43					AD (Again as	I STATE TO BE	AdamSOffice	e.CHFHT2.loc	al/192.168.10.126
at	14	11797824	7524										al/192.168.10.126
	15	11797831	13606										al/192.168.10.126
	16	11797843	7968	2017-01-03 7:45					AD (Adam St	Patient View	AdamSOffice	e.CHFHT2.loc	al/192.168.10.126

• This brings back to the pop-up window, and click "Finish":

Convert Text	to Columns W	/izard - Step 3	of 3	
This screen lets you select each o	olumn and s	et the Data Fo	ormat.	
Column data format				
General Text ● Date: YMD ≎ Do not import column (Skip)				
Destination: =\$D\$2				Advanced
Preview of selected data:				
2017-01-02 91241:00 AM 2017-01-02 9125:00 AM 2017-01-02 9129:00 AM 2017-01-02 9129:00 AM 2017-01-02 9149:00 AM 2017-01-02 9153:00 AM 2017-01-02 71:40:00 AM 2017-01-03 7:41:00 AM				
	Cancel	< Back	Next >	Finish

- Dates, Times, and AM/PM have now been separated into their own columns:
  - The Dates still have "0:00" times shown. You can reformat the columns, but you do not need to do so. **Can simply leave as is.**

	А	В	С	D	E	F	G	н	
1	Transaction ID	Patient #	Date & Time	Dates	Time	AM/PM	User Initials	Type of Task	IP /
2	11797394	12814	2017-01-02 9:24	2017-01-02 0:00	9:24:00	AM	AD (Adam St	Patient View	10.
3	11797399	13688	2017-01-02 9:26	2017-01-02 0:00	9:26:00	AM	AD (Adam St	Patient View	10.
4	11797406	1469	2017-01-02 9:29	2017-01-02 0:00	9:29:00	AM	AD (Adam St	Patient View	10.
5	11797419	1718	2017-01-02 9:36	2017-01-02 0:00	9:36:00	AM	AD (Adam St	Patient View	10.
6	11797433	6690	2017-01-02 9:49	2017-01-02 0:00	9:49:00	AM	AD (Adam St	Patient View	10.
7	11797439	12305	2017-01-02 9:53	2017-01-02 0:00	9:53:00	AM	AD (Adam St	Patient View	10.
8	11797469	13677	2017-01-02 10:04	2017-01-02 0:00	10:04:00	AM			٩.
9	11797784	11479	2017-01-03 7:40	2017-01-03 0:00	7:40:00	AM			
10	11797794	6810	2017-01-03 7:41	2017-01-03 0:00	7:41:00	AM			2
11	11797805	7478	2017-01-03 7:41	2017-01-03 0:00	7:41:00	AM	Dates		2
12	11797818	6753	2017-01-03 7:42	2017-01-03 0:00	7:42:00	AM	Times		2
13	11797820	714	2017-01-03 7:43	2017-01-03 0:00	7:43:00	AM	AM/PN	1	2
14	11797824	7524	2017-01-03 7:43	2017-01-03 0:00	7:43:00	AM			
15	11797831	13606	2017-01-03 7:44	2017-01-03 0:00	7:44:00	AM have	now been	separated	2
16	11797843	7968	2017-01-03 7:45	2017-01-03 0:00	7:45:00	AB.4	o separate d		
17	11797848	11485	2017-01-03 7:45	2017-01-03 0:00	7:45:00	AM	o separate (	Joiumna	
18	11797898	805	2017-01-03 8:00	2017-01-03 0:00	8:00:00	AM			
19	11797909	12288	2017-01-03 8:00	2017-01-03 0:00	8:00:00	AM			Ja
20	11797912	12302	2017-01-03 8:00	2017-01-03 0:00	8:00:00	AM	AD (Adam St	Patient View	Ada
21	11797922	11479	2017-01-03 8:01	2017-01-03 0:00	8:01:00	AM	AD (Adam St	Patient View	Ada
22	11797928	7487	2017-01-03 8:02	2017-01-03 0:00	8:02:00	AM	AD (Adam St	Patient View	Ada
23	11797940	11479	2017-01-03 8:02	2017-01-03 0:00	8:02:00	AM	AD (Adam St	Patient View	Ada
24	11797949	11479	2017-01-03 8:03	2017-01-03 0:00	8:03:00	AM	AD (Adam St	Patient View	AST
25	11797950	11479	2017-01-03 8:03	2017-01-03 0:00	8:03:00	AM	AD (Adam St	Patient View	AST
26	11798153	11479	2017-01-03 8:16	2017-01-03 0:00	8:16:00	AM	AD (Adam St	Patient View	Ada

• The next step is to refine the list down to only show UNIQUE DATES.

	A	В	С	D	E	F
1	Transaction ID	Patient #	Date & Time	Dates	Time	AM/PM
2	11797394	12814	2017-01-02 9:24	2010-01-02 0:00	9:24:00	AM
3	11797399	13688	2017-01-02 9:26	.017-01-02 0:00	9:26:00	AM
4	11797406	1469	2017-01-02 9:2	2017-01-02 0:00	9:29:00	AM
5	11797419	1718	2017-01-02	2017-01-02 0:00	9:36:00	AM
6	11797433	6690	2017-0 3:49	2017-01-02 0:00	9:49:00	AM
7	11797439	12305	20 22 9:53	2017-01-02 0:00	9:53:00	AM
8	1170		-02 10:04	2017-01-02 0:00	10:04:00	AM
9	01		7:40	2017-01-03 0:00	7:40:00	AM
10		k top of	14	2017-01-03 0:00	7:41:00	AM
11	Colu	umn (D1	in this	2017-01-03 0:00	7:41:00	AM
12		example	8) :42	2017-01-03 0:00	7:42:00	AM
13	1-		<b>J</b> 3 7:43	2017-01-03 0:00	7:43:00	AM
14	117978z+		2017-01-03 7:43	2017-01-03 0:00	7:43:00	AM
15	11797831	13606	2017-01-03 7:44	2017-01-03 0:00	7:44:00	AM

• Click the first line of the "Dates" column:

- Then, same method used in selecting all the dates and times above, scroll down to the very last line, then PRESS AND HOLD SHIFT, and click on the last last Date in order to highlight all the data cells in this column.
  - Note: the only difference from the first time is that in this case we are including the Header ("Dates") in the entire selection:

44380	13696304	10231	2017-12-30 12:50	2017-12-30 0:00	12:50:00 PM	AD (Adam St Patient View 10.242.2.2/1
44381	13696312	11429	2017-12-30 12:51	2017-12-30 0:00	12:51:00 PN	AD (Adam St Patient View 10.242.2.2/1
44382	13696314	11486	2017-12-30 12:51	2017-12-30 0:00	12:51:00 PN	M View 10.242.2.2/1
44383	13696316	11898	2017-12-30 12:52	2017-12-30 0:00	12:52:00 PN	4 0.242.2.2/1
44384	13696321	12633	2017-12-30 12:53	2017-12-30 0:00	12:53:00 PM	Scroll down to the last line of 2.2.2/1
44385	13696323	13758	2017-12-30 12:53	2017-12-30 0:00	12:53:00 P	data.
44386	13696332	14318	2017-12-30 12:56	2017-12-30 0:00	12:56:00	uala.
44387	13696334	14382	2017-12-30 12:56	2017-12-30 0:00	12:56:0	PRESS AND LIGUE ROLLIET
44388	13696658	6949	2017-12-30 21:42	2017-12-30 0:00	9:42:0	PRESS AND HOLD "SHIFT"
44389	13697194	1922	2017-12-31 11:43	2017-12-31 0:00		
44390						Then click the last "Date" to
44391						highlight all the cells of data in
44392						this column.
44393						
44394						
44395						
44396						

• Now, go to the "Data" tab or Menu, then click "Advanced" in the "Sort and Filter" options:

Hon	ne Inser	t Pag	ge Layout Fo	rmulas Data	Review	View			
9	-	HTML	2	Connections	a Art Ar	9	📡 Clear		Remove Duplicates
From	From	Text	Refresh	= Properties	Z J Sort	Filter	Advance		Data Validation 🔹
FileMak	er 📄 New	Database	Query * All	🖉 Edit Links	A + SUIT	Filter	Advance	Columns	🖉 Data Validation 🔻
D1	<b>↓</b> ×	√ f	a Dates						
	Α	В	С	D	E	F	G	н	I J
4347	13692554	7488	2017-12-29 9:12	2017-12-29 0:00	9:12:00	AM	AI d	am St Patient Vie	w 10.242.2.2/10.242.2.2
4348	13692557	7825	2017-12-29 9:12	2017-12-29 0:00	9:12:00	AM	A	am St Patient Vie	w 10.242.2.2/10.242.2.2
4349	13692562	9504	2017-12-29 9:13	2017-12-29 0:00	9:13:00	AM	A	am St Patient Vie	w 10.242.2.2/10.242.2.2
4350	13692572	12329	2017-12-29 9:15	2017-12-29 0:00	9:15:00	AM	A	am St Patient Vie	w 10.242.2.2/10.242.2.2
4351	13692574	12633	2017-12-29 9:15	2017-12-29 0:00	9:15:00	AM		iont Vie	w 10.242.2.2/10.242.2.2
4352	13692579	12683	2017-12-29 9:15	2017-12-29 0:00	9:15:00	A*			10.242.2.2/10.242.2.2
4353	13692583	8770	2017-12-29 9:16	2017-12-29 0:00	9:16:0				12.2.2/10.242.2.2
4354	13692958	8770	2017-12-29 10:22	2017-12-29 0:00	10:27	Unde	r the Data I	Menu, within	2.2/10.242.2.2
4355	13693322	11429	2017-12-29 11:21	2017-12-29 0:00	11:2	the "	Sort and Fil	ter" options,	2.2/10.242.2.2
4356	13693334	6552	2017-12-29 11:23	2017-12-29 0:00	11:23		click "Adva	anced"	.2.2/10.242.2.2
4357	13693373	9135	2017-12-29 11:30	2017-12-29 0:00	11:30:00				42.2.2/10.242.2.2
4358	13693400	1499	2017-12-29 11:32	2017-12-29 0:00	11:32:00	AM			w 10.242.2.2/10.242.2.2
4359	13693403	6837	2017-12-29 11:32	2017-12-29 0:00	11:32:00	AM		and Patient Vie	w 10.242.2.2/10.242.2.2
4360	13693407	7077	2017-12-29 11:33	2017-12-29 0:00	11:33:00	AM	AD (Ad	am St Patient Vie	w 10.242.2.2/10.242.2.2
4361	13693435	7223	2017-12-29 11:36	2017-12-29 0:00	11:36:00	AM	AD (Ad	am St Patient Vie	w 10.242.2.2/10.242.2.2
4362	13693440	12009	2017-12-29 11:36	2017-12-29 0:00	11:36:00	AM	AD (Ad	am St Patient Vie	w 10.242.2.2/10.242.2.2
4363	13693451	12083	2017-12-29 11:37	2017-12-29 0:00	11:37:00	AM	AD (Ad	am St Patient Vie	w 10.242.2.2/10.242.2.2
4364	13696083	6552	2017-12-30 8:51	2017-12-30 0:00	8:51:00	AM	AD (Ad	am St Patient Vie	w 10.242.2.2/10.242.2.2
4365	13696086	6629	2017-12-30 8:52	2017-12-30 0:00	8:52:00	AM	AD (Ad	am St Patient Vie	w 10.242.2.2/10.242.2.2
4366	13696087	1365	2017-12-30 8:53	2017-12-30 0:00	8:53:00	AM	AD (Ad	am St Patient Vie	w 10.242.2.2/10.242.2.2
4367	13696099	1936	2017-12-30 8:59	2017-12-30 0:00	8:59:00	AM	AD (Ad	am St Patient Vie	w 10.242.2.2/10.242.2.2
4368	13696100	1936	2017-12-30 8:59	2017-12-30 0:00	8:59:00	AM	AD (Ad	am St Patient Vie	w 10.242.2.2/10.242.2.2
4369	13696101	1936	2017-12-30 8:59	2017-12-30 0:00	8:59:00	AM	AD (Ad	am St Patient Vie	w 10.242.2.2/10.242.2.2
4370	13696113	12833	2017-12-30 9:02	2017-12-30 0:00	9:02:00	AM	AD (Ad	am St Patient Vie	w 10.242.2.2/10.242.2.2
4371	13696117	11429	2017-12-30 9:04	2017-12-30 0:00	9:04:00	AM	AD (Ad	am St Patient Vie	w 10.242.2.2/10.242.2.2
4372	13696131	5964	2017-12-30 9:09	2017-12-30 0:00	9:09:00	AM	AD (Ad	am St Patient Vie	w 10.242.2.2/10.242.2.2
4373	13696132	12381	2017-12-30 9:09	2017-12-30 0:00	9:09:00	AM	AD (Ad	am St Patient Vie	w 10.242.2.2/10.242.2.2
4374	13696138	13984	2017-12-30 9:10	2017-12-30 0:00	9:10:00	AM	AD (Ad	am St Patient Vie	w 10.242.2.2/10.242.2.2

- A pop-up window will open.
  - Check the "Copy to another location option"
  - Check the "Unique Records Only" option
  - Then, check the icon in "Copy To:" to set the destination of where the data will be pasted to:

С	D	E	F	G	Н	1		J
Date & Time	Dates	Time	Ad	vanced Fil	ter		255	
2017-01-02 9:24	2017-01-02 0:00	9:24:0					2.2/1	0.242.2
2017-01-02 9:26	2017-01-02 0:00	9:26:0		the set of a			2.2/1	0.242.2
2017-01-02 9:29	2017-01-02 0:00	9:29:0	Filter the lis	st, in-place	)		2.2/10	0.242.2
2017-01-02 9:36	2017-01-02 0:00	9:36:0	Copy to an	other locat	tion		2.2/10	0.242.2
2017-01-02 9:49	2017-01-02 0:00	9:49:0					2.2/10	0.242.2
2017-01-02 9:53	2017-01-02 0:00	9:53:0	List range:	\$D\$1:\$D	\$44389		2.2/1	0.242.2
2017-01-02 10:04		10:04:0					2.2/10	0.242.2
2017-01-03 7:40	20 Click this	7:40:0	Criteria range:				)ffice	.CHFHT
2017-01-03 7:41	20 icon	7:41:0				0	)ffice	.CHFHT
2017-01-03 7:41	2017 01 00 0.00	7:41:0	Copy to:		-		)ffice	.CHFHT
2017-01-03 7:42	2017-01-03 0:00	7:42:0					)ffice	.CHFHT
2017-01-03 7:43	2017-01-03 0:00	7:43:0	Unique reco	ords only			)ffice	.CHFHT
2017-01-03 7:43	2017-01-03 0:00	7:43:0					)ffice	.CHFHT
2017-01-03 7:44	2017-01-03 0:00	7:44:0		Cancel	OK	<	)ffice	CHFHT
2017-01-03 7:45	2017-01-03 0:00	7:45:0					)ffice	.CHFHT
2017-01-03 7:45	2017-01-03 0:00	7:45:00	AM	AD (Adam St	Patient Vie	w AdamS	Office	CHFHT:
2017-01-03 8:00	2017-01-03 0:00	8:00:00	AM	AD (Adam St	Patient Vie	w AdamS	Office	.CHFHT
2017-01-03 8:00	2017-01-03 0:00	8:00:00	AM	AD (Adam St	Patient View	w AdamS	Office	CHEHT

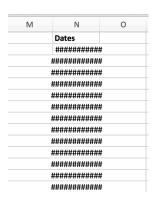
• Choose the destination where the new column will be pasted:

Fro	m	rom Text	Refre				ed Filter				cicon I done	
FileMa	aker 🗋 N	ew Database Q	uery 🔻 🛛 All	e Ed	Sheet2!\$N\$	1			- colum			/
D1	*	$\times \checkmark f_x$	Dates									
	E	F	G	н	I	J	К	L	м	N	0	P
1		AM/PM	User Initials	Type of Task	IP Address				i.			
2	9:24:00	AM	AD (Adam St	Patient View	10.242.2.2/10	.242.2.2						
3	9:26:00	AM	AD (Adam St	Patient View	10.242.2.2/10	.242.2.2						
4	9:29:00	AM	AD (Adam St	Patient View	10.242.2.2/10	.242.2.2						
5	9:36:00	AM	AD (Adam St	Patient 1								
6	9:49:00	AM										
7	9:53:00	AM										
8	10:04:00	AM	Arbitra	arily scroll t	o the right v	vhere the	re are blank					
9	7:40:00	AM	colum	ns and click	the top cel	l (N1 in th	nis example)					
.0	7:41:00											
1	7:41:00							and the second sec				
2	7:42:00		AD (Adams									
3	7:43:00						1/192.168.10.12					
14	7:43:00						1/192.168.10.12					
5	7:44:00		•				1/192.168.10.12					
6	7:45:00						1/192.168.10.12					
7	7:45:00		1				1/192.168.10.12					
8	8:00:00		•				1/192.168.10.12					
19	8:00:00						1/192.168.10.12					
20	8:00:00	AM	AD (Adam St	Patient View	AdamSOffice.0	UEUT2 loca	1/102 169 10 12	6				

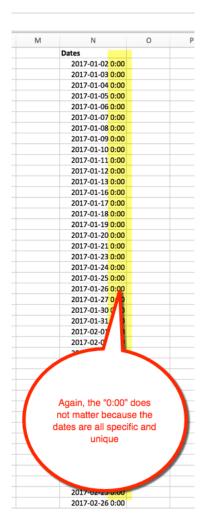
• Then click "OK":

Adv	anced Filter	
Filter the list Copy to ano		
List range:	\$D\$1:\$D\$44389	
Criteria range:		
Copy to:	Sheet2!\$N\$1	
🗹 Unique reco	rds only	
C	Cancel	

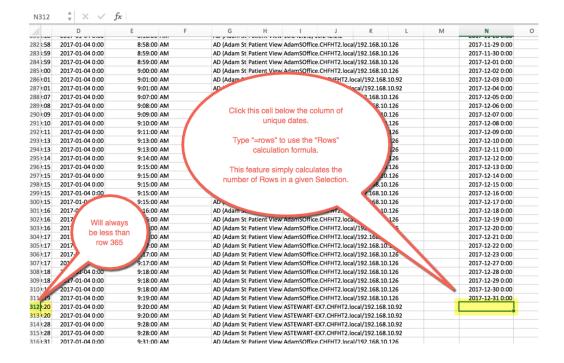
- The data will past to the new column, including the Header.
  - Often, it will look this this because the column width is too narrow:



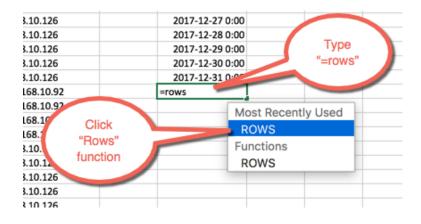
- Simply adjust the column width so all the data is shown.
  - This column has been refined down to now only show UNIQUE DATES once:



- Scroll down to the last line of this new "Dates" Column (Column "N" in this example).
  It will be row 365 or less because there only 365 unique dates per year.
- Then, click to highlight the cell BELOW that column:



Use the "Rows" function here to calculate the number of rows above (which, in this case, equals the number of unique dates through the year that a chart was viwed):



• Then, have to select/highlight the cells in question:

	2017 12 17 0.00
IFHT2.local/192.168.10.126	2017-12-18 0:00
IFHT2.local/192.168.10.126	2017-12-19 0:00
IFHT2.local/192.168.10.126	2017-12-20 0:00
IFHT2.local/192.168.10.126	2017-12-21 0:00
IFHT2, Ic	2017-12-22 0:00
IFH7	2017-12-23 0:00
F Now, have to select all the	2017-12-27 0:00
F select all the	2017-12-28 0:00
IFA relevant cells	2017-12-29 0:00
IFHT2.	2017-12-30 0:00
FHT2.localy	117-12-31 0:00
CHFHT2.local/192.168.10.92	=ROWS()
CHFHT2.local/192.168.10.92	ROWS(array)
CHFHT2.local/192.168.10.92	
CHFHT2.local/192.168.10.92	
FUT3 lass1/103 100 10 130	i i

- The easiest way is using the same technique as used above.
  - o Click to select the cell above the "Rows" cell
  - Then Scroll UP to the top of the column
  - Then PRESS AND HOLD "SHIFT"
  - Then click the top value of the column

1	1	К	L	M	N	C
P Address					Dates	
.0.242.2.2/10	0.242				2017-01-02 0:00	
.0.242.2.2/					2017-01-03 0:00	
.0.242.2	Once you	scroll to to	op of 🦷		2017-01-04 0:00	
.0.247		PRESS A	•	-	2017-01-05 0:00	
.0.2		"SHIFT",			2017-01-06 0:00	
.0.2 .0.7	HOLL	, or in 1 ,			2017-01-07 0:00	
.0.					2017-01-08 0:00	
da	I nen click	Then click the top value			2017-01-09 0:00	
dar					2017-01-10 0:00	
dam.	This will h	ighlight all	the		2017-01-11 0:00	
damSC	r i i i i i i i i i i i i i i i i i i i	ows.			2017-01-12 0:00	
damSOffic					2017-01-13 0:00	
damSOffice	Chi		-10		2017-01-16 0:00	
damSOffice	CHFHT2.locat	ROWS(array) :00				
damSOffice	CHFHT2.local	2017-01-18 0:00				

## • Then simply press "ENTER"

- The result shows the number of unique dates (rows)
  - In this case, 310 unique days
  - i.e. in this example, the doctor opened at least one chart on 310 different days in in 2017

Edit Links	Z ↓ Sort F	Filter 🏾 😽 Advanced	Text to Columns	🖉 Data Vali	dation *	What-If Analysis 🔻		Subtotal				
<i>f</i> x   =ROWS(N2:N311)												
D	E	F	н	I.	J	к	L	м	N			
2017-01-04 0:00	9:17:00 AM	AD (Adam St	Patiens	AdamSOffice	.CHFHT2.lo	cal/192.168.1	0.126		2017-12-27 0:00			
2017-01-04 0:00	9:18:00 AM	AD (Adam St	Patient View	Adamoo	CHEHT2.lo	cal/192.168.1	0.126		2017-12-28 0:00			
2017-01-04 0:00	9:18:00 AM	AD (Adam St	Patient View	AdamSOffice	CHFHTZ.IN	102 168.1	0.126		2017-12-29 0:00			
2017-01-04 0:00	9:18:00 AM	AD (Adam St	Patient View	AdamSOffice	.CHFHT2.lo	cal/192.168.1	Trans.		2017-12-30 0:00			
2017-01-04 0:00	9:19:00 AM	AD (Adam St	Patient View	AdamSOffice	.CHFHT2.lo	cal/192.168.1	0.126		2017-12-31 0:00			
2017-01-04 0:00	9:20:00 AM	AD (Adam St	Patient View	ASTEWART-	X7.CHFHT2	.local/192.168	.10.92	_	310			
2017-01-04 0:00	9:20:00 AM	AD (Adam St	Patient View	ASTEWART-	X7.CHFHT2	.local/192.168	.10.92					
2017-01-04 0:00	9:28:00 AM	AD (Adam St	Patient View	ASTEWART-	X7.CHFHT2	.local/192.168	.10.92					
2017-01-04 0:00	9:28:00 AM	AD (Adam St	Patient View	ASTEWART-	X7.CHFHT2	.local/192.168	.10.92					
2017-01-04 0:00	9:31:00 AM	AD (Adam St	Patient View	AdamSOffice	.CHFHT2.lo	cal/192.168.1	0.126					
2017-01-04 0:00	9:33:00 AM	AD (Adam St	Patient View	AdamSOffice	.CHFHT2.lo	cal/192.168.1	0.126					
2017-01-04 0:00	9:33:00 AM	AD (Adam St	Patient View	AdamSOffice	CHFHT2.lo	cal/192.168.1	0.126					

## The above process and the final result show how many different days through the year a specific doctor opens at least one chart.

Once familiar with the process, it takes only about 5 minutes, per physician, to extract this data and determine the final result.