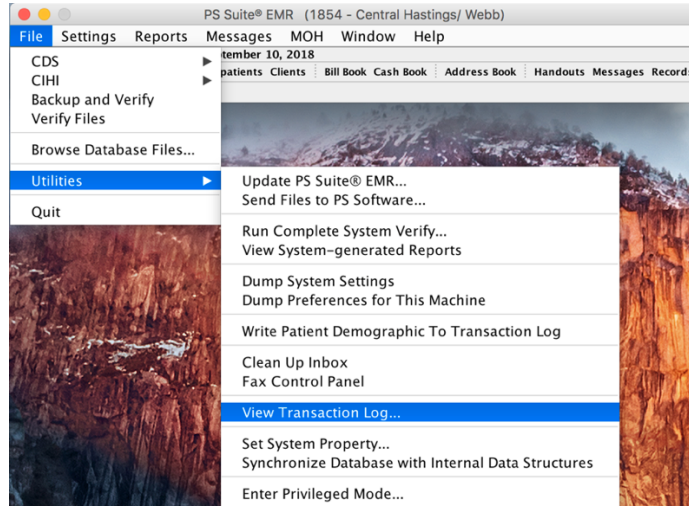


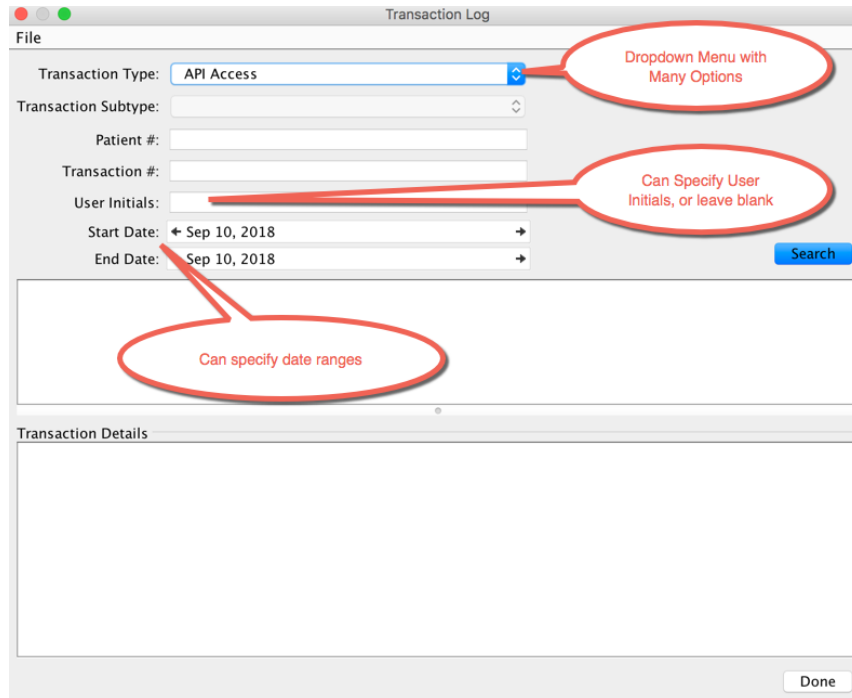
How to Export TELUS EMR Transaction Log Data To Show Number of Days Worked

September 23, 2018

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



- This opens up the following window:



- 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”.

The screenshot shows the 'Transaction Log' application window. The interface includes a 'File' menu, a 'Transaction Type' dropdown menu set to 'Patient Viewings', a 'Transaction Subtype' dropdown, and input fields for 'Patient #', 'Transaction #', and 'User Initials' (set to 'AD'). There are also date pickers for 'Start Date' (set to 'Jan 1, 2017') and 'End Date' (set to 'Dec 31, 2017'). A blue 'Search' button is located on the right side of the form. Below the form is a large empty area for transaction results, and a 'Done' button is at the bottom right.

Red callout boxes provide the following instructions:

- From Dropdown menu, choose "Patient Viewings"
- Specify the doctor EMR User Initials
- Click Search when ready
- Here, we want a list of all the patient charts the doctor has viewed over the entire year. So enter the Start and End Dates accordingly.

- NOTE: the search only pulls 1001 lines of data at a time. Need to repeatedly 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

Transaction Subtype:

Patient #:

Transaction #:

User Initials: AD

Start Date: Jan 1, 2017

End Date: Dec 31, 2017

Search

Transaction ID	Patient Num...	Transaction Date	User Initials	Piece Type	ss
11834685	7950	Jan 9, 2017 08:11	AD (Adam Stewart, Doctor)	Patient Viewing	Office.CHFH...
11834693	9504	Jan 9, 2017 08:12	AD (Adam Stewart, Doctor)	Patient View	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	Office.CHFH...

Fetch more rows...

Transaction Details

The Search will only pull 1001 lines of data at a time. Therefore, need to scroll down to last line and “Fetch more Rows” will appear.
 Click “Fetch more rows” to pull the next 1001 lines of data.
 For a typical doctor over a year, there may be 30,000 to 40,000 lines here.
 So, may need to repeatedly scroll down to bottom and click “Fetch more rows” about 30-40 times.

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.

Transaction Log

File

Transaction Type: Patient Viewings

Transaction Subtype:

Patient #:

Transaction #:

User Initials: AD

Start Date: Jan 1, 2017

End Date: Dec 31, 2017

Search

Transaction ID	Patient Number	Transaction Date	User Initials	Piece Type
13696321	12633	Dec 30, 2017 12:53	AD (Adam Stewart, Doc...	Patient Viewings 10.242.2.2
13696323	13758	Dec 30, 2017 12:53	AD (Adam Stewart, Doc...	Patient Viewings 10.242.2.2
13696332	14318	Dec 30, 2017 12:56	AD (Adam Stewart, Doc...	Patient Viewings 10.242.2.2
13696334	14382	Dec 30, 2017 12:56	AD (Adam Stewart, Doc...	Patient Viewings 10.242.2.3/10.242.2.3
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

Dates of last few lines correspond to the end of the year, correlating to search End Date.

Once the FULL search is complete, “Fetch more rows” no longer appears at bottom

Done

(See Next Page for next steps)

- Once all 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).
- This will highlight ALL the lines of data:

Transaction Log

File

Transaction Type: Patient Viewings

Transaction Subtype:

Patient #:

Transaction #:

User Initials: AD

Start Date: Jan 1, 2017

End Date: Dec 31, 2017

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	AD (Adam Stewart, Doc...	Patient Viewings	10.242.2.2/10.242.2.2
13696334	14382	Dec 30, 2017 12:56	AD (Adam Stewart, Doc...	Patient Viewings	10.242.2.2/10.242.2.2
13696658	6949	Dec 30, 2017 21:42	(Adam Stewart, Doc...	Patient Viewings	10.242.2.3/10.242.2.3
13697194	1922	Dec 31, 2017 11:43	A Adam Stewart, Doc...	Patient Viewings	10.242.2.3/10.242.2.3

Transaction Details

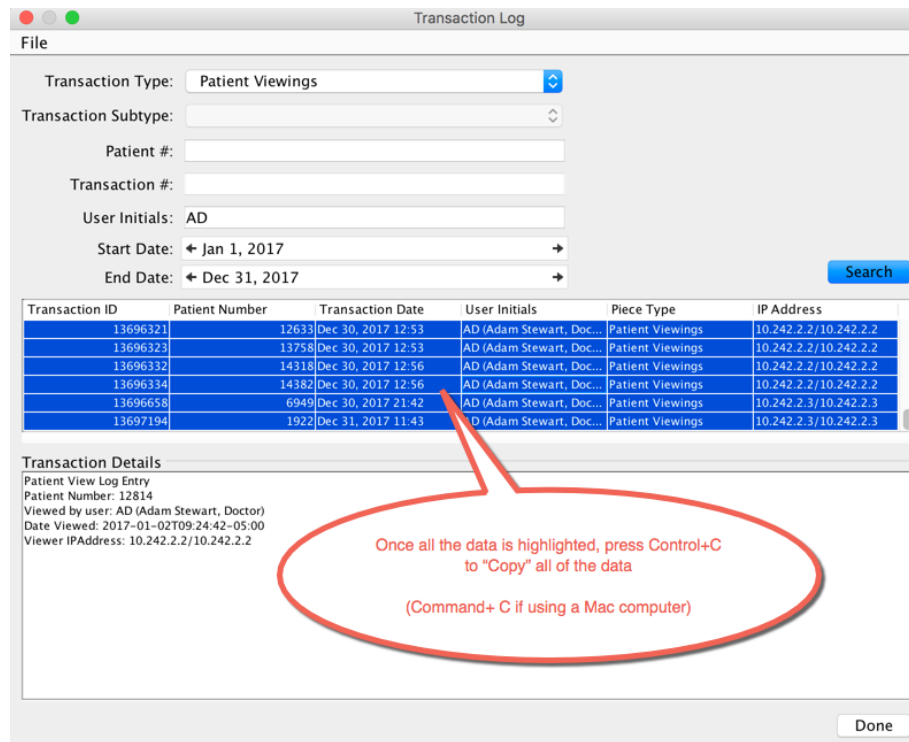
Patient View Log Entry
 Patient Number: 14318
 Viewed by user: AD (Adam Stewart, Doctor)
 Date Viewed: 2017-12-30T12:56:06-05:00
 Viewer IPAddress: 10.242.2.2/10.242.2.2

Done

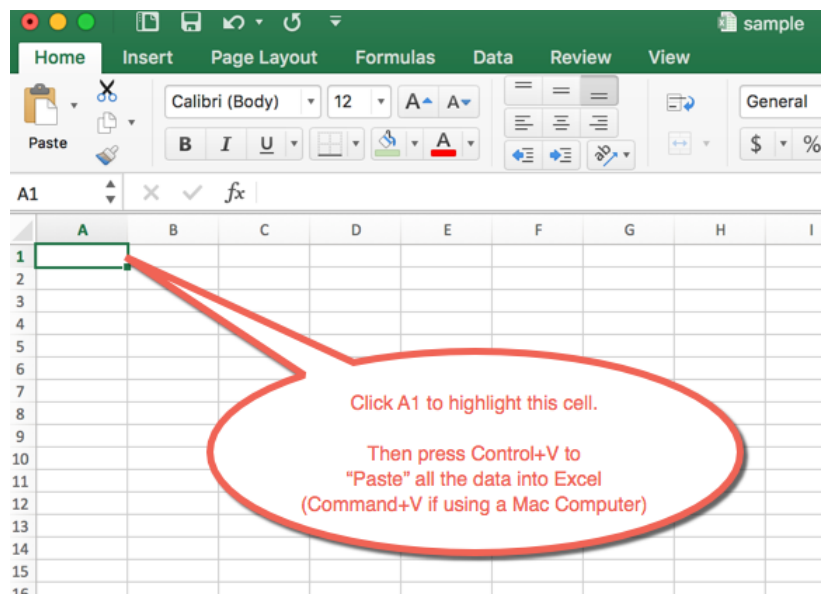
Click to highlight any one of the lines.
 Then press Control+A to "Select All"
 (Command+A on Mac computers)

(See Next Page for next steps)

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



- 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:

Insert a Row at the top and Add Corresponding Headers to the Columns.

You may also have to adjust the Column Widths to see the data

Note that the dates and times all import into the same column/cell

Transaction ID	Patient #	Date & Time	User Initials	Type of Task	IP Address
11797394	12814	2017-01-02 9:24	AD (Adam St	Patient View	10.242.2.2/10.242.2.2
11797399	13688	2017-01-02 9:26	AD (Adam St	Patient View	10.242.2.2/10.242.2.2
11797406	1469	2017-01-02 9:29	AD (Adam St	Patient View	10.242.2.2/10.242.2.2
11797419	1718	2017-01-02 9:36	AD (Adam St	Patient View	10.242.2.2/10.242.2.2
11797433	6690	2017-01-02 9:49	AD (Adam St	Patient View	10.242.2.2/10.242.2.2
11797439	12305	2017-01-02 9:53	AD (Adam St	Patient View	10.242.2.2/10.242.2.2
11797469	13677	2017-01-02 10:04	AD (Adam St	Patient View	10.242.2.2/10.242.2.2
11797784	11479	2017-01-03 7:40	AD (Adam St	Patient View	AdamSOoffice.CHFHT2.local/192.168.10.126
11797794	6810	2017-01-03 7:41	AD (Adam St	Patient View	AdamSOoffice.CHFHT2.local/192.168.10.126
11797805	7478	2017-01-03 7:41	AD (Adam St	Patient View	AdamSOoffice.CHFHT2.local/192.168.10.126
11797818	6753	2017-01-03 7:42	AD (Adam St	Patient View	AdamSOoffice.CHFHT2.local/192.168.10.126
11797820	714	2017-01-03 7:43	AD (Adam St	Patient View	AdamSOoffice.CHFHT2.local/192.168.10.126
11797824	7524	2017-01-03 7:43	AD (Adam St	Patient View	AdamSOoffice.CHFHT2.local/192.168.10.126
11797831	13606	2017-01-03 7:44	AD (Adam St	Patient View	AdamSOoffice.CHFHT2.local/192.168.10.126
11797843	7968	2017-01-03 7:45	AD (Adam St	Patient View	AdamSOoffice.CHFHT2.local/192.168.10.126
11797848	11485	2017-01-03 7:45	AD (Adam St	Patient View	AdamSOoffice.CHFHT2.local/192.168.10.126
11797898	805	2017-01-03 8:00	AD (Adam St	Patient View	AdamSOoffice.CHFHT2.local/192.168.10.126
11797909	12288	2017-01-03 8:00	AD (Adam St	Patient View	AdamSOoffice.CHFHT2.local/192.168.10.126
11797912	12302	2017-01-03 8:00	AD (Adam St	Patient View	AdamSOoffice.CHFHT2.local/192.168.10.126
11797922	11479	2017-01-03 8:01	AD (Adam St	Patient View	AdamSOoffice.CHFHT2.local/192.168.10.126
11797928	7487	2017-01-03 8:02	AD (Adam St	Patient View	AdamSOoffice.CHFHT2.local/192.168.10.126
11797940	11479	2017-01-03 8:02	AD (Adam St	Patient View	AdamSOoffice.CHFHT2.local/192.168.10.126
11797949	11479	2017-01-03 8:03	AD (Adam St	Patient View	ASTEWART-EX7.CHFHT2.local/192.168.10.92
11797950	11479	2017-01-03 8:03	AD (Adam St	Patient View	ASTEWART-EX7.CHFHT2.local/192.168.10.92
11798153	11479	2017-01-03 8:16	AD (Adam St	Patient View	AdamSOoffice.CHFHT2.local/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:

Transaction ID	Patient #	Date & Time				User Initials	Type of Task	IP Address
11797394	12814	2017-01-02 9:24				AD (Adam St	Patient View	10.242.2.2/10.242.2.2
11797399	13688	2017-01-02 9:26				AD (Adam St	Patient View	10.242.2.2/10.242.2.2
11797406	1469	2017-01-02 9:29				AD (Adam St	Patient View	10.242.2.2/10.242.2.2
11797419	1718	2017-01-02 9:36				AD (Adam St	Patient View	10.242.2.2/10.242.2.2
11797433	6690	2017-01-02 9:49				AD (Adam St	Patient View	10.242.2.2/10.242.2.2
11797439	12305	2017-01-02 9:53				AD (Adam St	Patient View	10.242.2.2/10.242.2.2
11797469	13677	2017-01-02 10:04				AD (Adam St	Patient View	10.242.2.2/10.242.2.2
11797784	11479	2017-01-03 7:40				AD (Adam St	Patient View	AdamSOoffice.CHFHT2.local/192.168.10.126
11797794	6810	2017-01-03 7:41				AD (Adam St	Patient View	AdamSOoffice.CHFHT2.local/192.168.10.126
11797805	7478	2017-01-03 7:41				AD (Adam St	Patient View	AdamSOoffice.CHFHT2.local/192.168.10.126
11797818	6753	2017-01-03 7:42				AD (Adam St	Patient View	AdamSOoffice.CHFHT2.local/192.168.10.126
11797820	714	2017-01-03 7:43				AD (Adam St	Patient View	AdamSOoffice.CHFHT2.local/192.168.10.126
11797824	7524	2017-01-03 7:43				AD (Adam St	Patient View	AdamSOoffice.CHFHT2.local/192.168.10.126
11797831	13606	2017-01-03 7:44				AD (Adam St	Patient View	AdamSOoffice.CHFHT2.local/192.168.10.126
11797843	7968	2017-01-03 7:45				AD (Adam St	Patient View	AdamSOoffice.CHFHT2.local/192.168.10.126
11797848	11485	2017-01-03 7:45				AD (Adam St	Patient View	AdamSOoffice.CHFHT2.local/192.168.10.126
11797898	805	2017-01-03 8:00				AD (Adam St	Patient View	AdamSOoffice.CHFHT2.local/192.168.10.126

- Add the headers to these new inserted Columns (“Dates”, “Time”, and “AM/PM”):

	A	B	C	D	E	F	G	H	I	J	K
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	10.242.2.2/10.242.2.2		
3	11797399	13688	2017-01-02 9:26				AD (Adam St	Patient View	10.242.2.2/10.242.2.2		
4	11797406	1469	2017-01-02 9:29				AD (Adam St	Patient View	10.242.2.2/10.242.2.2		
5	11797419	1718	2017-01-02 9:36				AD (Adam St	Patient View	10.242.2.2/10.242.2.2		
6	11797433	6690	2017-01-02 9:49				AD (Adam St	Patient View	10.242.2.2/10.242.2.2		
7	11797439	12305	2017-01-02 9:53				AD (Adam St	Patient View	10.242.2.2/10.242.2.2		
8	11797469	13677	2017-01-02 10:04				AD (Adam St	Patient View	10.242.2.2/10.242.2.2		
9	11797784	11479	2017-01-03 7:40				AD (Adam St	Patient View	192.168.10.128		
10	11797794	6810	2017-01-03 7:41				AD (Adam St	Patient View	192.168.10.128		
11	11797805	7478	2017-01-03 7:41				AD (Adam St	Patient View	192.168.10.128		
12	11797818	6753	2017-01-03 7:42				AD (Adam St	Patient View	192.168.10.128		
13	11797820	714	2017-01-03 7:43				AD (Adam St	Patient View	192.168.10.128		
14	11797824	7524	2017-01-03 7:43				AD (Adam St	Patient View	192.168.10.128		
15	11797831	13606	2017-01-03 7:44				AD (Adam St	Patient View	192.168.10.128		
16	11797843	7968	2017-01-03 7:45				AD (Adam St	Patient View	192.168.10.128		
17	11797848	11485	2017-01-03 7:45				AD (Adam St	Patient View	192.168.10.128		
18	11797898	805	2017-01-03 8:00				AD (Adam St	Patient View	192.168.10.128		
19	11797909	12288	2017-01-03 8:00				AD (Adam St	Patient View	192.168.10.128		

Add Headers to these new blank Columns as shown

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

	A	B	C	D	E	F	G	H	I	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	10.242.2.2/10.242.2.2	
3	11797399	13688	2017-01-02 9:26				AD (Adam St	Patient View	10.242.2.2/10.242.2.2	
4	11797406	1469	2017-01-02 9:29				AD (Adam St	Patient View	10.242.2.2/10.242.2.2	
5	11797419	1718	2017-01-02 9:36				AD (Adam St	Patient View	10.242.2.2/10.242.2.2	
6	11797433	6690	2017-01-02 9:49				AD (Adam St	Patient View	10.242.2.2/10.242.2.2	
7	11797439	12305	2017-01-02 9:53				AD (Adam St	Patient View	10.242.2.2/10.242.2.2	
8	11797469	13677	2017-01-02 10:04				AD (Adam St	Patient View	10.242.2.2/10.242.2.2	
9	11797784	11479	2017-01-03 7:40				AD (Adam St	Patient View	192.168.10.128	
10	11797794	6810	2017-01-03 7:41				AD (Adam St	Patient View	192.168.10.128	
11	11797805	7478	2017-01-03 7:41				AD (Adam St	Patient View	192.168.10.128	
12	11797818	6753	2017-01-03 7:42				AD (Adam St	Patient View	192.168.10.128	
13	11797820	714	2017-01-03 7:43				AD (Adam St	Patient View	192.168.10.128	
14	11797824	7524	2017-01-03 7:43				AD (Adam St	Patient View	192.168.10.128	
15	11797831	13606	2017-01-03 7:44				AD (Adam St	Patient View	192.168.10.128	
16	11797843	7968	2017-01-03 7:45				AD (Adam St	Patient View	192.168.10.128	
17	11797848	11485	2017-01-03 7:45				AD (Adam St	Patient View	192.168.10.128	
18	11797898	805	2017-01-03 8:00				AD (Adam St	Patient View	192.168.10.128	

Click to highlight the first "Date & Time" i.e. cell C2 shown here

- 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	10.242.2.2/10.242.2.2	
44376	13696281	6629	2017-12-30 12:35				AD (Adam St	Patient View	10.242.2.2/10.242.2.2	
44377	13696297	247	2017-12-30 12:47				AD (Adam St	Patient View	10.242.2.2/10.242.2.2	
44378	13696300	7077	2017-12-30 12:49				AD (Adam St	Patient View	10.242.2.2/10.242.2.2	
44379	13696302	7825	2017-12-30 12:50				AD (Adam St	Patient View	10.242.2.2/10.242.2.2	
44380	13696304	10231	2017-12-30 12:50				AD (Adam St	Patient View	10.242.2.2/10.242.2.2	
44381	13696312	11429	2017-12-30 12:51				AD (Adam St	Patient View	10.242.2.2/10.242.2.2	
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	
44384	13696321	12633	2017-12-30 12:53				AD (Adam St	Patient View	10.242.2.2/10.242.2.2	
44385	13696323	13758	2017-12-30 12:53				AD (Adam St	Patient View	10.242.2.2/10.242.2.2	
44386	13696332	14318	2017-12-30 12:56				AD (Adam St	Patient View	10.242.2.2/10.242.2.2	
44387	13696334	14382	2017-12-30 12:56				AD (Adam St	Patient View	10.242.2.2/10.242.2.2	
44388	13696658	6949	2017-12-30 21:42				AD (Adam St	Patient View	10.242.2.3/10.242.2.3	
44389	13697194	1922	2017-12-31 11:43				AD (Adam St	Patient View	10.242.2.3/10.242.2.3	
44390										
44391										
44392										
44393										
44394										
44395										
44396										

Scroll down all the way until you see the very last row of data. Note: 44,389 rows in this example.

- Then PRESS AND HOLD 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:

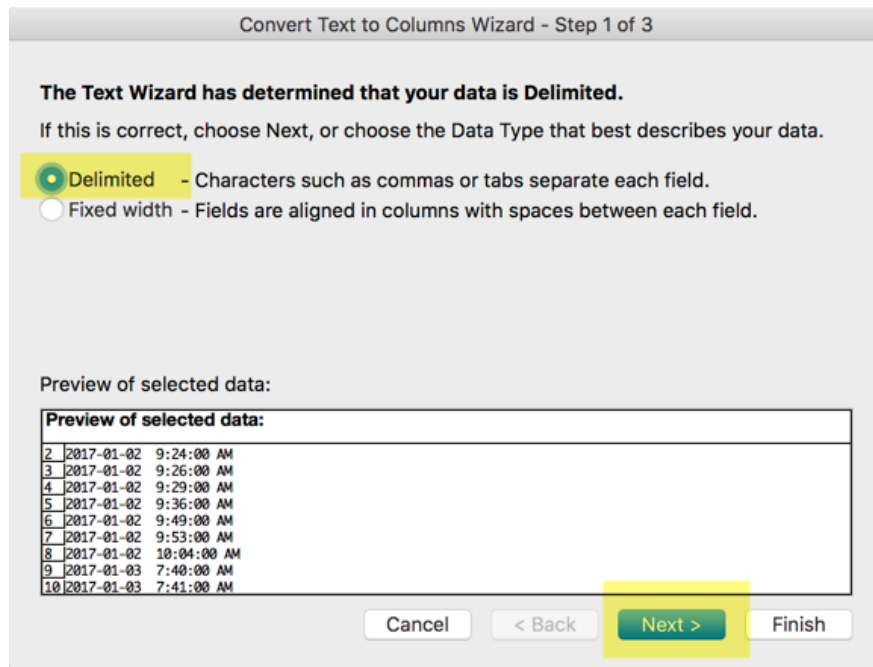
44382	13696314	11486	2017-12-30 12:51			AD (Adam St Patient View	10.242.2.2/10.242.2.2
44383	13696316	11898	2017-12-30 12:52			AD (Adam St Patient View	10.242.2.2/10.242.2.2
44384	13696321	12633	2017-12-30 12:53			AD (Adam St Patient View	10.242.2.2/10.242.2.2
44385	13696323	13758	2017-12-30 12:53			AD (Adam St Patient View	10.242.2.2/10.242.2.2
44386	13696332	14318	2017-12-30 12:56			AD (Adam St Patient View	10.242.2.2/10.242.2.2
44387	13696334	14382	2017-12-30 12:56			AD (Adam St Patient View	10.242.2.2/10.242.2.2
44388	13696658	6949	2017-12-30 21:42			AD (Adam St Patient View	10.242.2.2/10.242.2.2
44389	13697194	1922	2017-12-31 11:43			AD (Adam St Patient View	10.242.2.2/10.242.2.2
44390							
44391							
44392							
44393							
44394							
44395							
44396							
44397							

Since already highlight top cell (C2), press AND HOLD the Shift button on keyboard, then click the last date & time to highlight ALL the cells form C2 down.

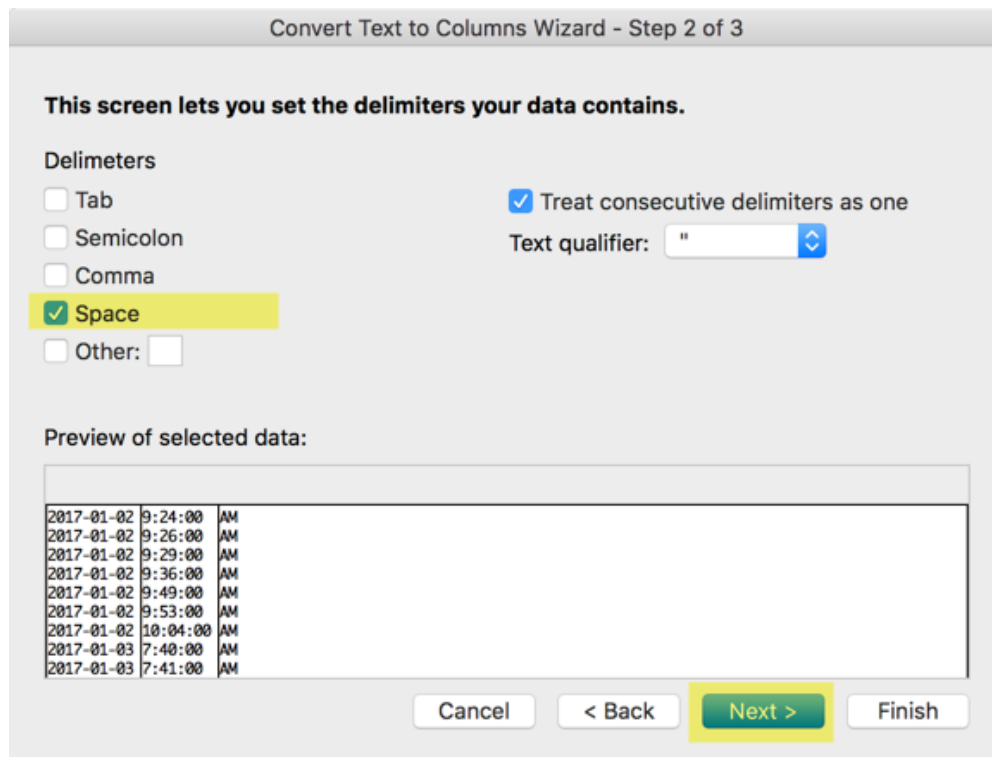
- Now, go to the “Data” tab or Menu, then click “Text to Columns”:

	A	B	C	D	E	F	G	H	I
44347	13692554	7488	2017-12-29 9:12				AD (Adam St Patient View	10.242.2.2/10.242.2.2	
44348	13692557	7825	2017-12-29 9:12				AD (Adam St Patient View	10.242.2.2/10.242.2.2	
44349	13692562	9504	2017-12-29 9:13				AD (Adam St Patient View	10.242.2.2/10.242.2.2	
44350	13692572	12329	2017-12-29 9:15				AD (Adam St Patient View	10.242.2.2/10.242.2.2	
44351	13692574	12633	2017-12-29 9:15				AD (Adam St Patient View	10.242.2.2/10.242.2.2	
44352	13692579	12683	2017-12-29 9:15				AD (Adam St Patient View	10.242.2.2/10.242.2.2	
44353	13692583	8770	2017-12-29 9:16				AD (Adam St Patient View	10.242.2.2/10.242.2.2	
44354	13692958	8770	2017-12-29 10:22				AD (Adam St Patient View	10.242.2.2/10.242.2.2	
44355	13693322	11429	2017-12-29 11:21				AD (Adam St Patient View	10.242.2.2/10.242.2.2	
44356	13693334	6552	2017-12-29 11:23				AD (Adam St Patient View	10.242.2.2/10.242.2.2	
44357	13693373	9135	2017-12-29 11:30				AD (Adam St Patient View	10.242.2.2/10.242.2.2	
44358	13693400	1499	2017-12-29 11:32				AD (Adam St Patient View	10.242.2.2/10.242.2.2	
44359	13693403	6837	2017-12-29 11:32				AD (Adam St Patient View	10.242.2.2/10.242.2.2	
44360	13693407	7077	2017-12-29 11:33				AD (Adam St Patient View	10.242.2.2/10.242.2.2	
44361	13693435	7223	2017-12-29 11:36				AD (Adam St Patient View	10.242.2.2/10.242.2.2	
44362	13693440	12009	2017-12-29 11:36				AD (Adam St Patient View	10.242.2.2/10.242.2.2	
44363	13693451	12083	2017-12-29 11:37				AD (Adam St Patient View	10.242.2.2/10.242.2.2	
44364	13696083	6552	2017-12-30 8:51				AD (Adam St Patient View	10.242.2.2/10.242.2.2	
44365	13696086	6629	2017-12-30 8:52				AD (Adam St Patient View	10.242.2.2/10.242.2.2	
44366	13696087	1365	2017-12-30 8:53				AD (Adam St Patient View	10.242.2.2/10.242.2.2	
44367	13696099	1936	2017-12-30 8:59				AD (Adam St Patient View	10.242.2.2/10.242.2.2	
44368	13696100	1936	2017-12-30 8:59				AD (Adam St Patient View	10.242.2.2/10.242.2.2	
44369	13696101	1936	2017-12-30 8:59				AD (Adam St Patient View	10.242.2.2/10.242.2.2	
44370	13696113	12833	2017-12-30 9:02				AD (Adam St Patient View	10.242.2.2/10.242.2.2	

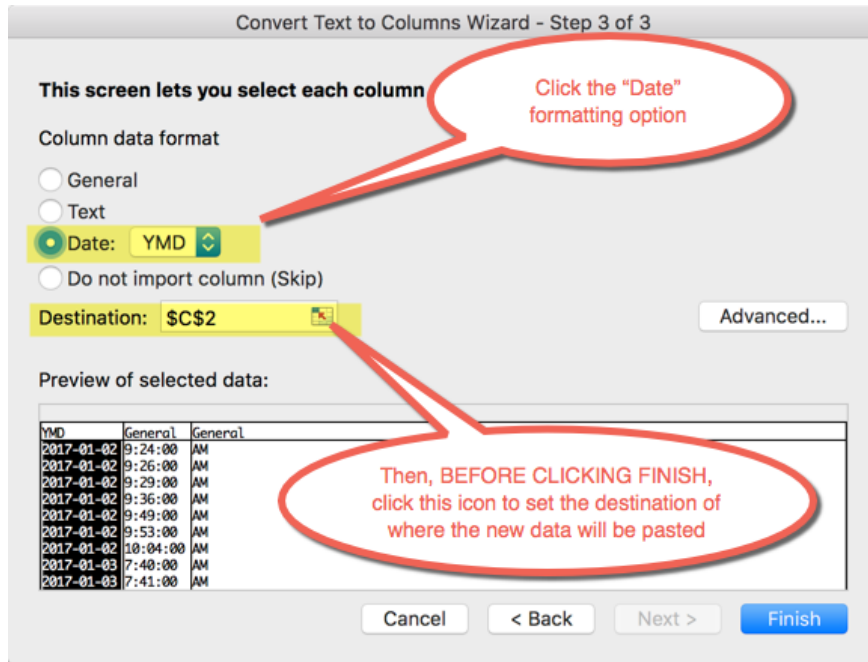
- This Pop-Up window appears.
 - Ensure “Delimited” is checked, and click “Next”.



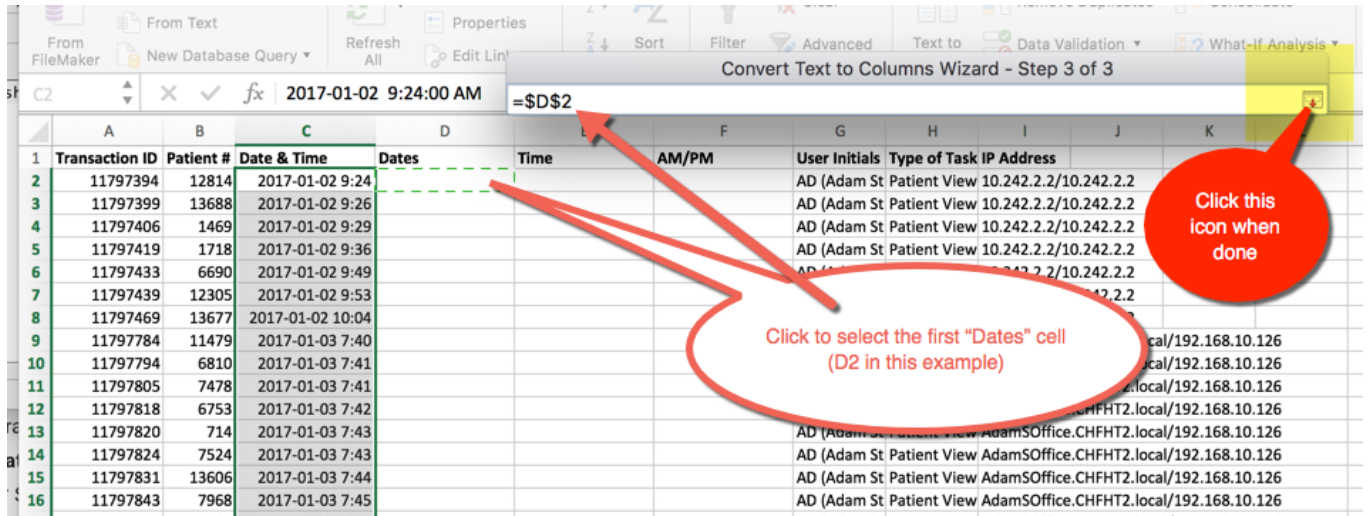
- Ensure “Space” is the only option checked in the left side options, then click Next:



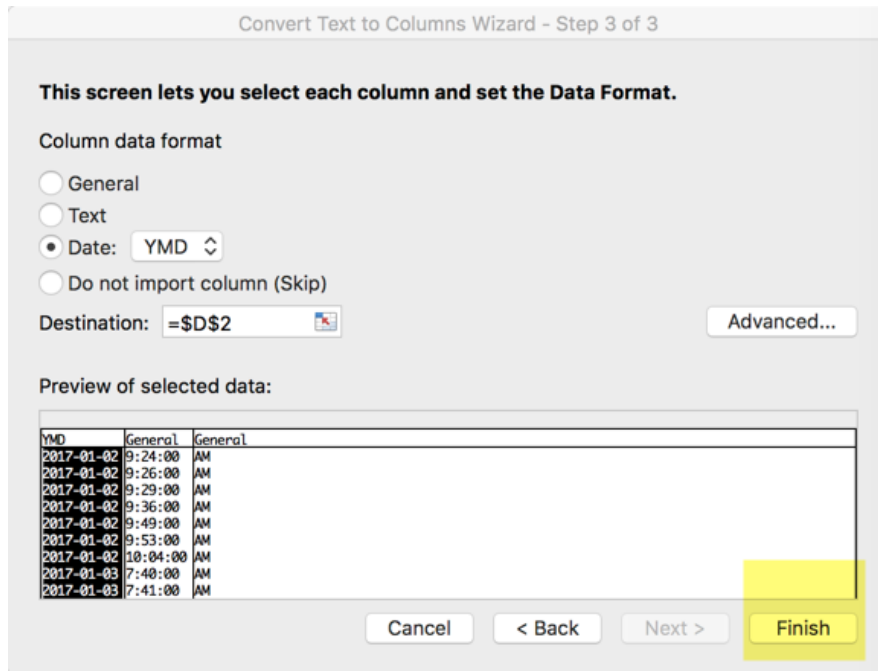
- Change the column format to “Date” as shown below.
 - Then click the icon to change the “Destination”:



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



- This brings back to the pop-up window, and click “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.**

	A	B	C	D	E	F	G	H
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		
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		
11	11797805	7478	2017-01-03 7:41	2017-01-03 0:00	7:41:00	AM		
12	11797818	6753	2017-01-03 7:42	2017-01-03 0:00	7:42:00	AM		
13	11797820	714	2017-01-03 7:43	2017-01-03 0:00	7:43:00	AM		
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		
16	11797843	7968	2017-01-03 7:45	2017-01-03 0:00	7:45:00	AM		
17	11797848	11485	2017-01-03 7:45	2017-01-03 0:00	7:45:00	AM		
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		
20	11797912	12302	2017-01-03 8:00	2017-01-03 0:00	8:00:00	AM	AD (Adam St	Patient View Adz
21	11797922	11479	2017-01-03 8:01	2017-01-03 0:00	8:01:00	AM	AD (Adam St	Patient View Adz
22	11797928	7487	2017-01-03 8:02	2017-01-03 0:00	8:02:00	AM	AD (Adam St	Patient View Adz
23	11797940	11479	2017-01-03 8:02	2017-01-03 0:00	8:02:00	AM	AD (Adam St	Patient View Adz
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 Adz

Dates
 Times
 AM/PM
 have now been separated
 into separate columns

- The next step is to refine the list down to only show **UNIQUE DATES**.
- Click the first line of the “Dates” column:

	A	B	C	D	E	F
1	Transaction ID	Patient #	Date & Time	Dates	Time	AM/PM
2	11797394	12814	2017-01-02 9:24	2017-01-02 0:00	9:24:00	AM
3	11797399	13688	2017-01-02 9:26	2017-01-02 0:00	9:26:00	AM
4	11797406	1469	2017-01-02 9:27	2017-01-02 0:00	9:29:00	AM
5	11797419	1718	2017-01-02 9:28	2017-01-02 0:00	9:36:00	AM
6	11797433	6690	2017-01-02 9:49	2017-01-02 0:00	9:49:00	AM
7	11797439	12305	2017-01-02 9:53	2017-01-02 0:00	9:53:00	AM
8	11797442	12305	2017-01-02 10:04	2017-01-02 0:00	10:04:00	AM
9	11797443	12305	2017-01-03 7:40	2017-01-03 0:00	7:40:00	AM
10	11797444	12305	2017-01-03 7:41	2017-01-03 0:00	7:41:00	AM
11	11797445	12305	2017-01-03 7:41	2017-01-03 0:00	7:41:00	AM
12	11797446	12305	2017-01-03 7:42	2017-01-03 0:00	7:42:00	AM
13	11797447	12305	2017-01-03 7:43	2017-01-03 0:00	7:43:00	AM
14	11797824	12305	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

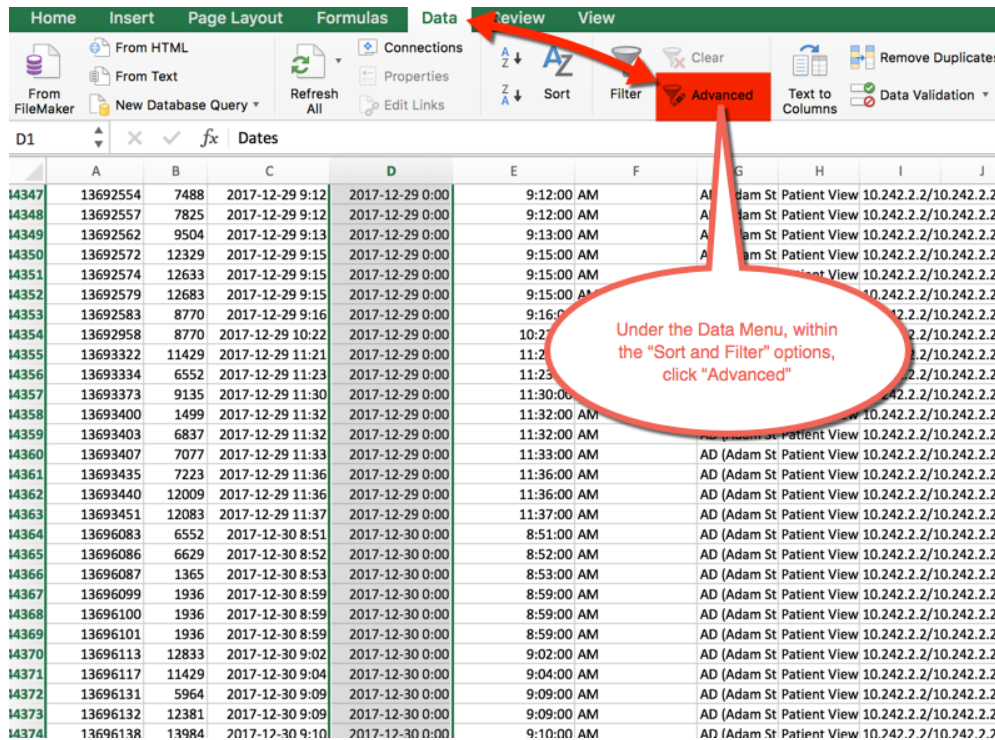
Click top of Dates Column (D1 in this example)

- 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:

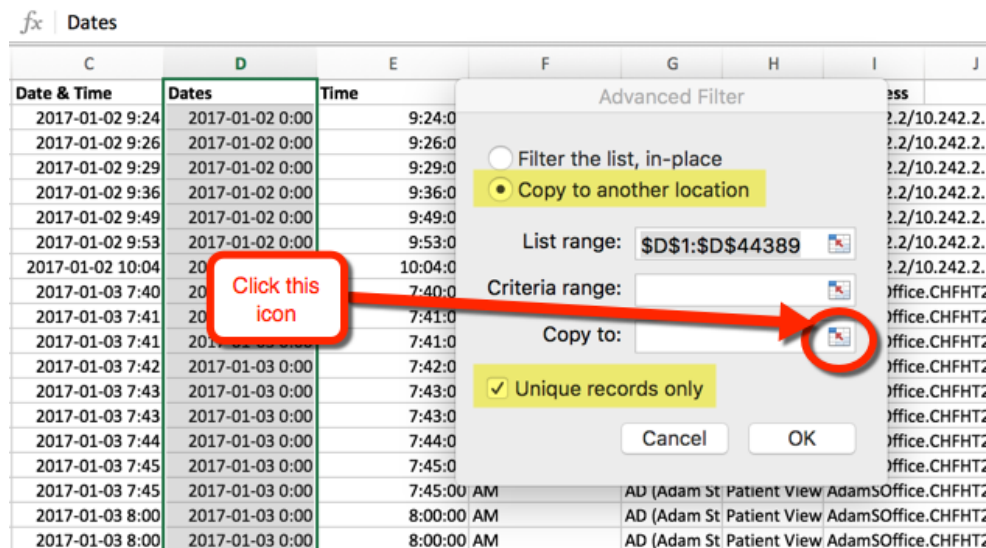
44380	13696304	10231	2017-12-30 12:50	2017-12-30 0:00	12:50:00	PM	AD (Adam St. Patient View 10.242.2.2/1
44381	13696312	11429	2017-12-30 12:51	2017-12-30 0:00	12:51:00	PM	AD (Adam St. Patient View 10.242.2.2/1
44382	13696314	11486	2017-12-30 12:51	2017-12-30 0:00	12:51:00	PM	AD (Adam St. Patient View 10.242.2.2/1
44383	13696316	11898	2017-12-30 12:52	2017-12-30 0:00	12:52:00	PM	AD (Adam St. Patient View 10.242.2.2/1
44384	13696321	12633	2017-12-30 12:53	2017-12-30 0:00	12:53:00	PM	AD (Adam St. Patient View 10.242.2.2/1
44385	13696323	13758	2017-12-30 12:53	2017-12-30 0:00	12:53:00	PM	AD (Adam St. Patient View 10.242.2.2/1
44386	13696332	14318	2017-12-30 12:56	2017-12-30 0:00	12:56:00	PM	AD (Adam St. Patient View 10.242.2.2/1
44387	13696334	14382	2017-12-30 12:56	2017-12-30 0:00	12:56:00	PM	AD (Adam St. Patient View 10.242.2.2/1
44388	13696658	6949	2017-12-30 21:42	2017-12-30 0:00	9:42:00	PM	AD (Adam St. Patient View 10.242.2.2/1
44389	13697194	1922	2017-12-31 11:43	2017-12-31 0:00			AD (Adam St. Patient View 10.242.2.2/1
44390							
44391							
44392							
44393							
44394							
44395							
44396							

Scroll down to the last line of data.
PRESS AND HOLD “SHIFT”
Then click the last “Date” to highlight all the cells of data in this column.

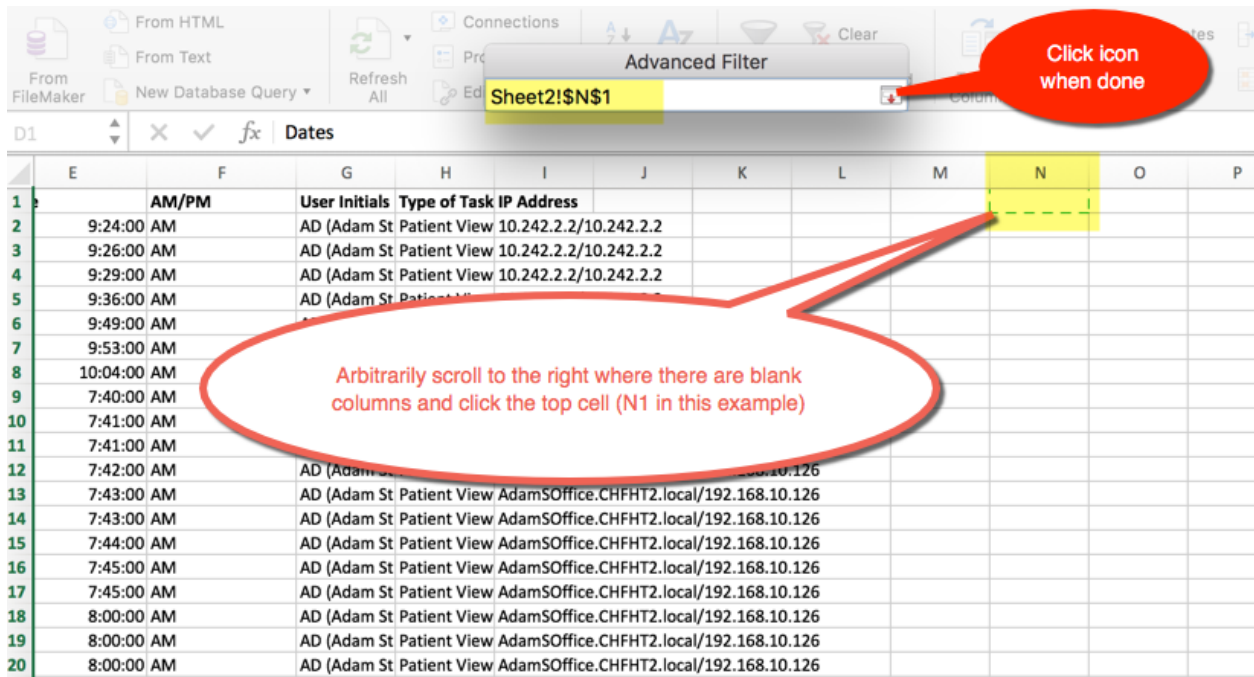
- Now, go to the “Data” tab or Menu, then click “Advanced” in the “Sort and Filter” options:



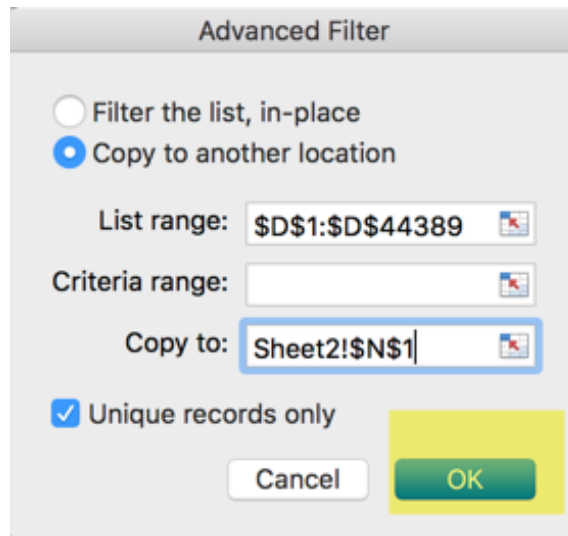
- A pop-up window will open.
 - Check the “Copy to another location option”
 - Check the “Unique Records Only” option
 - Then, check the icon in “Copy To:” to set the destination of where the data will be pasted to:



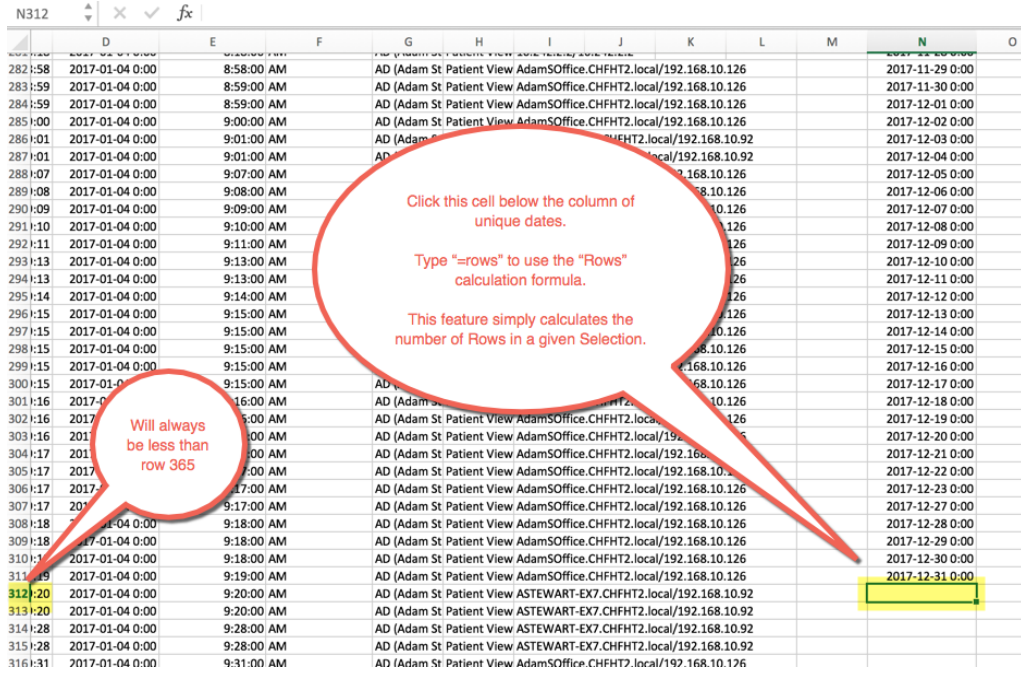
- Choose the destination where the new column will be pasted:



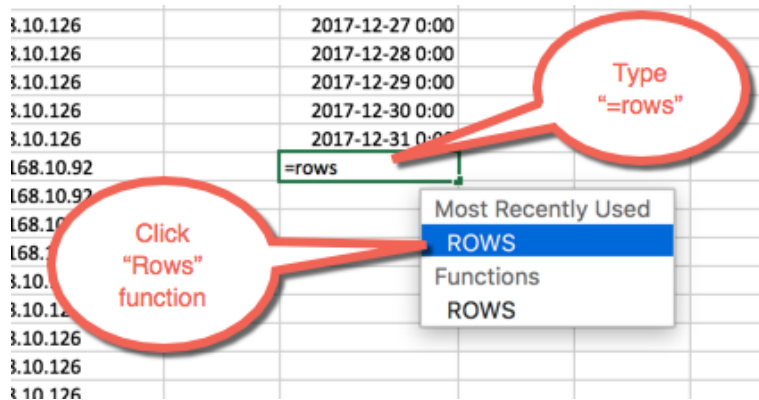
- Then click “OK”:



- 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 vived):



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

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.local/192.168.10.126	2017-12-22 0:00
IFHT2.local/192.168.10.126	2017-12-23 0:00
IFHT2.local/192.168.10.126	2017-12-27 0:00
IFHT2.local/192.168.10.126	2017-12-28 0:00
IFHT2.local/192.168.10.126	2017-12-29 0:00
IFHT2.local/192.168.10.126	2017-12-30 0:00
IFHT2.local/192.168.10.126	2017-12-31 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	
IFHT2.local/192.168.10.126	

Now, have to select all the relevant cells

- The easiest way is using the same technique as used above.
 - 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

P Address	Dates
.0.242.2.2/10.242.2.2	2017-01-02 0:00
.0.242.2.2/10.242.2.2	2017-01-03 0:00
.0.242.2.2/10.242.2.2	2017-01-04 0:00
.0.242.2.2/10.242.2.2	2017-01-05 0:00
.0.242.2.2/10.242.2.2	2017-01-06 0:00
.0.242.2.2/10.242.2.2	2017-01-07 0:00
.0.242.2.2/10.242.2.2	2017-01-08 0:00
Adam	2017-01-09 0:00
Adam	2017-01-10 0:00
Adam	2017-01-11 0:00
AdamSO	2017-01-12 0:00
AdamSOoffice	2017-01-13 0:00
AdamSOoffice.CHFHT2.local/192.168.10.126	2017-01-16 0:00
AdamSOoffice.CHFHT2.local/192.168.10.126	ROWS(array) :00
AdamSOoffice.CHFHT2.local/192.168.10.126	2017-01-18 0:00

Once you scroll to top of column, PRESS AND HOLD “SHIFT”,
Then click the top value
This will highlight all the rows.

- 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 2017

D	E	F	G	H	I	J	K	L	M	N
2017-01-04 0:00	9:17:00 AM	AD (Adam St Patient View AdamSOOffice.CHFHT2.local/192.168.10.126								2017-12-27 0:00
2017-01-04 0:00	9:18:00 AM	AD (Adam St Patient View AdamSOOffice.CHFHT2.local/192.168.10.126								2017-12-28 0:00
2017-01-04 0:00	9:18:00 AM	AD (Adam St Patient View AdamSOOffice.CHFHT2.local/192.168.10.126								2017-12-29 0:00
2017-01-04 0:00	9:18:00 AM	AD (Adam St Patient View AdamSOOffice.CHFHT2.local/192.168.10.126								2017-12-30 0:00
2017-01-04 0:00	9:19:00 AM	AD (Adam St Patient View AdamSOOffice.CHFHT2.local/192.168.10.126								2017-12-31 0:00
2017-01-04 0:00	9:20:00 AM	AD (Adam St Patient View ASTEWART-EX7.CHFHT2.local/192.168.10.92								310
2017-01-04 0:00	9:20:00 AM	AD (Adam St Patient View ASTEWART-EX7.CHFHT2.local/192.168.10.92								
2017-01-04 0:00	9:28:00 AM	AD (Adam St Patient View ASTEWART-EX7.CHFHT2.local/192.168.10.92								
2017-01-04 0:00	9:28:00 AM	AD (Adam St Patient View ASTEWART-EX7.CHFHT2.local/192.168.10.92								
2017-01-04 0:00	9:31:00 AM	AD (Adam St Patient View AdamSOOffice.CHFHT2.local/192.168.10.126								
2017-01-04 0:00	9:33:00 AM	AD (Adam St Patient View AdamSOOffice.CHFHT2.local/192.168.10.126								
2017-01-04 0:00	9:33:00 AM	AD (Adam St Patient View AdamSOOffice.CHFHT2.local/192.168.10.126								

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.