

**Title:** ICP – Running User Task Summary Reports

**Page Number:** page 1 of 1

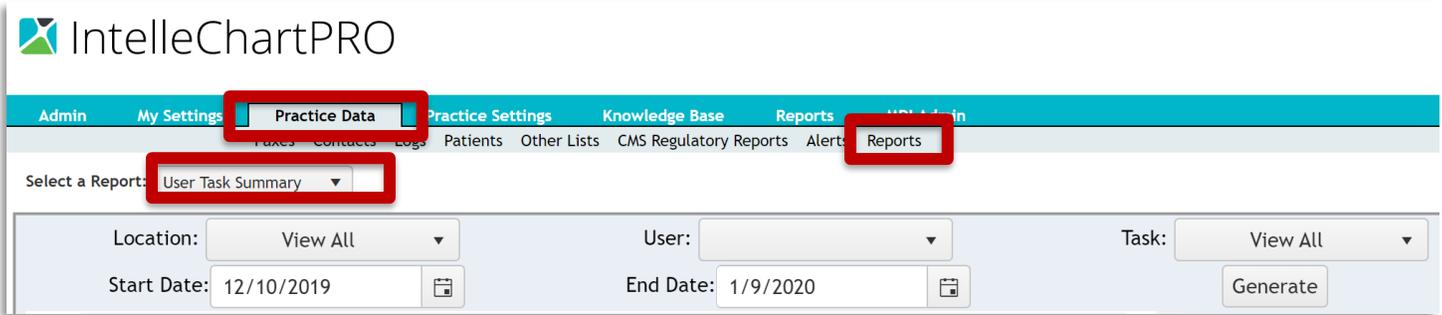
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**Purpose**

Help identify staffing patterns and needs on month-month basis, recognize individual skillset, create healthy competition among staff for self-improvement, and create new benchmarks for performance reviews by pulling user task reports that measure time efficiency. These reports only contain a month’s worth of data, backdating further will require custom reports that can be requested through support tickets.

1. Click Admin on upper right-hand corner of workflow page
2. Select Practice Data tab
3. Select Reports tab
4. Select User Task Summary report
5. Filter by location
6. Filter by User
7. Can filter by task (ex. Tech WU)
8. Select start and end date
9. Generate
10. Task Count and average will display
11. Can export into Excel



**Revision History**

Revision	Date	Changes	Requested By
V001	5/20/2020	Initial Release	