



Exporting Student Logs from Exxat

Version	Date	Description of Change
1.0	12/5/2019	Original guide

In your final semester of clinicals, you should export all of your logs out of Exxat. Retain them for your records. You may be asked in the future to provide evidence of hours, procedures, or other items recorded on your logs.

You can export a cumulative history of your logs from the Patient Log Report to Excel. Additionally, there are multiple options to export or save as PDF other views of the information.

Navigation

- ❖ Log into Exxat at apps.exxat.com
- ❖ Navigate to “Patient Log Report” using the menu on the left side
- ❖ Use the filters to generate your report
 - For rotation, select all your courses to get a cumulative record
 - For graphs, use “All Selected”
 - For all other fields, no entry is necessary
 - Click Search

Patient Log Report - Mouse Mickey

Help Print

Rotation **Select all courses**
Mock Session1

Setting
Nothing selected

Type of Log
Nothing selected

Date of Visit
Start Date to End Date

Graphs **Select all graphs**
All Selected

SEARCH CLEAR

- ❖ Export your logs
 - Use the carat to expand the “Grid” section
 - Under “Tools” select “Export”
 - It will export a complete record of all your logs to Excel
 - Save the Excel file for your records





GRID

Tools 2

Export

Rotation	CaseNo	Date of Visit	Type	Status	View
Mock Session1	2012-PE-035	10/14/2019	Patient Log	✓	
Mock Session1	2019-PE-025	04/01/2019	Procedure Log	🔒	
Mock Session1	2019-PE-029	04/01/2019	Patient Log	🔒	Locked
Mock Session1	2019-PE-028	03/31/2019	Patient Log	🔒	Locked
Mock Session1	2019-PE-026	03/30/2019	Patient Log	✓	
Mock Session1	2018-PE-024	03/15/2019	Patient Log	✓	

❖ Additional options

- Create a PDF of the graphical views of your patient log data
 - Follow steps above to generate a Patient Log Report
 - Use the “Print” button at the top of the page
 - Choose the option “Save to PDF” as your destination to save a PDF for your records

Patient Log Report - Mouse Mickey

Help Print

Rotation: Mock Session1

Setting: Nothing selected

Type of Log: Nothing selected

Date of Visit: Start Date to End Date

Graphs: All Selected

SEARCH CLEAR

Patient Log Report - Mouse Mickey

Mock Session1

Site Name: 22 4th St

Setting: Endometrial Medication

Total Logs entered for all Rotations: 28

Total Logs Entered (per type): Patient Log: 27 Procedure Log: 1

Total No. of Procedures performed in Logs: Patient Log: 17 Procedure Log: 1

Total Unique Patients seen: 18

Total No. of Days spent seeing the patients: Patient: 9 hour 50 minutes Procedure: 9 hour 36 minutes

Total Time spent: Patient: 9 hour 22 minutes Procedure: 9 hour 12 minutes

Total Revenue (Hours): 17 hour 36 minutes

Average Time spent with Patients: 7 hour 26 minutes

Total Time spent with Patients, Preceptor and Other Health Care Professionals: 1 hour 00 minutes

Average Patients Load per Day: 1.00

Group Encounters: 0

Intervention Minutes: 0

Clinical Setting Types: 0

Patients Admitted: 0

Established Patient's Impaired: 0 patients Established Patient's Outpatient: 1 patients

Not Established Patient's Preceptor: 0 patients New Patient's Impaired: 0 patients New Patient's Outpatient: 1 patients

New Patient's Total: 2 patients

Rotations: (Mock Session1)

Print 18 pages

Destination: Save as PDF

Pages: All

Layout: Landscape

More settings





- Export or Save to PDF each subsection
 - You have options to Print (use the Save to PDF method above) or Export to Excel each of the subsections within the Patient Log Report
 - Example:

The screenshot shows a software interface with a blue header bar labeled 'ACUTE CARE'. Below the header is a search bar and a 'Print' button, which is circled in red. The main content is a table with the following data:

Parameters	Min. Procedure Req.	Observed	Assisted	Performed
Abdominal Paracentesis	0	7	1	0
Abscesses—Incision and Drainage:	0	1	0	0
Aerosol/Inhalation Administration (Nebulizer)	0	1	0	0
Arterial Catheter Access	0	1	0	0

