

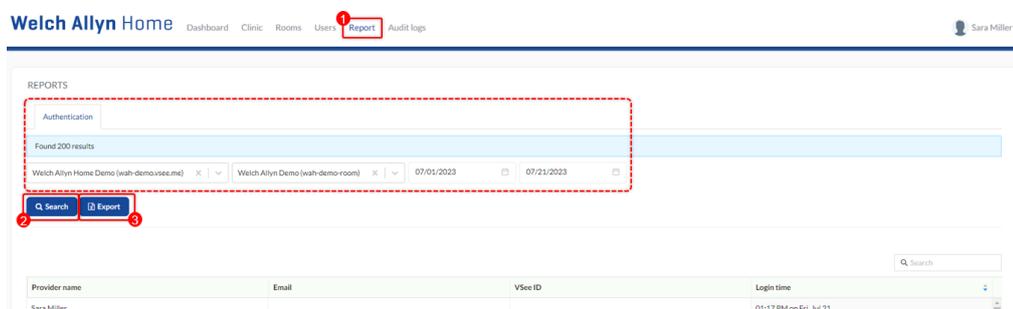
## Generating and Exporting a Report

Joel Barcillo - 2023-07-21 - Clinic Admin Guides

### Generating and Exporting a Report

You can generate and export a report for a particular clinic that you are an admin in by following the steps below:

1. From the Admin View, click on the **Report** tab.
2. Under Authentication, select the clinic and the time period where you would like to generate/export a report. Click on **Search** to initiate. The field below will populate with log data for Clinicians/Provider under the selected clinic and time period.
3. Once you have the information that you need, click on the **Export** button. It might take some time for the data to be converted and exported to a csv file depending on the amount of data.
4. A zip file containing the .csv file of the report will be downloaded.



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