



Vision Computer Programming Services, Inc.

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Activity Report

1. Click on Reports on the Main Menu
2. Click on the Activities tab
3. Click on Activity Reports
4. On the Universal Selection Engine – Time Frame choice click on Attended Any Activity at least 1 day between ___/___/___ and ___/___/___ (beginning to end of each week or month) or any other selection options needed
5. Click the Print USE Selections on Rpt checkbox at the bottom of the screen so your choices on the Universal Selection Engine will be available at a later time
6. Click Continue at the bottom of the screen
7. On the Activity Reports screen fill in the From and To dates as needed
8. Choose Organization Summary
9. Optionally turn on the Show Unit Detail where activity occurred checkmark – this will list each activity for each unit
10. Select the Activities needed – click the Select All button on the right side to turn on all Activities
11. Select the Classifications on the left if all Activities in a Classification are needed
12. Turn on the Display Average Session Attendance checkmark which will show averages
13. Fill in a Report Subtitle (Optional) box if needed
14. Click on Preview

Vision's Membership Registration									
Activity Summary (Organization Summary with Unit Detail)									
4/01/2018 to 6/30/2018									
Activity Classification	Activity	Unit	Sessions	Unduplicated Members	Named Member Visits	Other Member Visits	Non Member Visits	Total Visits	Average Session Attendance
Academic Success									
	Computer Lab	01	59	76	2,336	0	0	2,336	39.59
	Total for Computer Lab		59	76	2,336	0	0	2,336	39.59
	Power Hour	01	44	76	2,339	0	0	2,339	53.16
		02	44	0	0	0	0	0	0.00
	Total for Power Hour		88	76	2,339	0	0	2,339	26.58
Total for: Academic Success			147	76	4,675	0	0	4,675	31.80
General Attendance									
	General Attendance	01	59	77	4,153	0	0	4,153	70.39
		02	59	3	45	0	0	45	0.76
	Total for General Attendance		118	80	4,198	0	0	4,198	35.58
Total for: General Attendance			118	80	4,198	0	0	4,198	35.58
Meals									
	Snack - AM	01	15	76	550	0	0	550	36.67
		02	15	3	24	0	0	24	1.60
	Total for Snack - AM		30	79	574	0	0	574	19.13
	Snack - PM	01	59	76	2,859	0	0	2,859	48.46
		02	15	3	30	0	0	30	2.00
	Total for Snack - PM		74	79	2,889	0	0	2,889	39.04
Total for: Meals			104	79	3,463	0	0	3,463	33.30

Vision's Membership Registration
Activity Summary (Organization Summary with Unit Detail)
 4/01/2018 to 6/30/2018

Activity Classification	Unit	Sessions	Unduplicated Members	Named Member Visits	Other Member Visits	Non Member Visits	Total Visits	Average Session Attendance
Sports, Fitness & Recreation								
Softball	01	15	76	430	0	0	430	28.67
Total for Softball		15	76	430	0	0	430	28.67
Triple Play - Daily Challenges	02	15	3	26	0	0	26	1.73
Total for Triple Play - Daily Challenges		15	3	26	0	0	26	1.73
Total for: Sports, Fitness & Recreation		30	79	456	0	0	456	15.20
Grand Totals		399	80	12,792	0	0	12,792	32.06

Total Count of Activities: 7
 Total Count of Activities with Attendance: 7

USE Section Criteria Selected on USE

Time Frame : All Members

- Sessions = how many times the activity was scheduled in the chosen time frame
- Unduplicated Members = count of unique members that attended
- Named Member Visits = count of times the Unduplicated members attended
- Other Member Visits and Non Member Visits = a number entered in the Session Details screen for a specific activity – go to Activities on the Main Menu, double click on an Activity and fill in a number in the Other Members or Non-Members Served
- Total Visits = total of Named Member Visits, Other Member Visits and Non Member Visits
- Average Session Attendance = average attendance for the chosen time frame