

Generate the Notifications Report

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The Notifications Report allows you to search for information about notifications sent within the last 13 months. You can specify a time frame of up to 31 days, as well as filter the results by type of notification, delivery method, whether the notification was sent or not, event, whether the notification was acknowledged or not, and the name, username, or email address of the person who sent the notification.

From: 07/12/2017 To 08/10/2017 (Any Type) (Any Method) (Any Acknowledgement) (Any Event) Name, username, etc.. Search Clear All

Time ^	Type ^	Method ^	Full Name ^	Username ^	Email ^	Event ^	Status Type ^	Acknowledged? ^
2017-08-04 14:11	Event Start	WEB	Associate	associate		Amber Alert 5 yo Male		No
2017-08-04 14:11	Event Start	WEB	Betty Wilson	citychild		Amber Alert 5 yo Male		No
2017-08-04 14:11	Event Start	WEB	Cape Coral Hospital User	CapeCoral2		Amber Alert 5 yo Male		No
2017-08-04 14:11	Event Start	WEB	EMSystems Demo	anywhere		Amber Alert 5 yo Male		No
2017-08-04 14:11	Event Start	WEB	Dave Christmas	generalthospital		Amber Alert 5 yo Male		No
2017-08-04 14:11	Event Start	WEB	Cape Coral Hospital User	coral		Amber Alert 5 yo Male		Yes

Records total: 6

The report is generated and visible in the system, but you can also export the report as a Microsoft® Excel® file. In the Excel file, the date range and region for your report are presented at the top. Meanwhile, the data appears in the same order as it was on the *Notifications Report* page in EMResource.

To generate the Notifications Report

1. In the main menu, click **Report** and then click **Notification Report**. The *Notifications Report* page opens.
2. Enter some or all of this information.

Field	Description	Valid Values
From	Initial date of notifications to include in the report.	Any date in the last 13 months. Entered as: mm/dd/yyyy.
To	Final date of notifications to include in the report.	Any subsequent date within 31 days of the From date. Entered as: mm/dd/yyyy.
Any Type	Type of notification.	<ul style="list-style-type: none">• Event• Event Start• Event Update• Event End• Expired Status• Forms• ICS• IPN• Status Change
Any Method	Method of notification delivery.	<ul style="list-style-type: none">• Email• Text• Pager• Voice• Web Page
Any Acknowledgement	Whether an acknowledgement of the notification was received in response from the notification recipient.	<ul style="list-style-type: none">• Acknowledged• Not Acknowledged
Any Sent	Whether the notification was sent or not.	<ul style="list-style-type: none">• Sent• Not Sent
Any Event	Events associated with the notification.	Events in the region during the specified time frame.

Name, username, etc.	Name, username, or email address of the person who sent the notification.	Full name of any user with rights to send notifications in EMResource.
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3. Click **Search**.
4. If you want to refine the search, enter different criteria and click **Search** again.
5. If you want to download the report, click **Export List**. The report is downloaded according to your browser settings.