Download activity history report

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This guide helps you understand how to download a citizen's activity history report in Stella Care's Administration System.

What is the activity history report?

The activity history report is an Excel file containing all events and alerts from a citizen's devices within a selected time period.

The report shows when the device was online or offline, whether it left a geofence zone, and its battery status.

The file can be used for documentation, activity analysis, or technical troubleshooting.

How to download the activity history report

1. Go to "Citizens" in the navigation menu on the left side.
2. Click on the citizen whose history you want to download.
3. Find the device you want to view history for, and click the (□) icon in the "History" column.
4. A new window will open with the tab "Activity history."
5. Select the desired time period by entering dates in the "From" and "To" fields.
6. Click the pink "download" button.

The report will automatically be downloaded as an Excel file (.xlsx) containing all events for the selected period.

What the report contains

The Excel file includes:

- Alarm type (e.g., Availability, Geofence, Battery)
- Alarm status (online/offline, outside geofence, low battery, etc.)
- Handled by (if applicable)
- Time of the event

Tips

- Use the date fields to limit the period and avoid unnecessarily large files.
- The report can be opened in Microsoft Excel, Google Sheets, or similar programs.
- Make sure to store the file securely, as it may contain sensitive information.
- The activity history report can be used for documentation or when reviewing incidents.

Related Content

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