

# Quick Reference Guide – Requesting a User Activity in PMP AWARxE

## MAPS Administrator Approval Required

1. Login to MAPS (<https://michigan.pmpaware.net/login>). If a password reset is needed, click **Reset Password**.
2. Navigate to **Menu > Insight > New Reports**. Select **User Activity Request**.
3. Enter the required search criteria, denoted with a red asterisk (\*).
4. Click **Run User Activity Request** button at the bottom of the screen to submit your request.

**Note:** A picklist will be displayed to identify the correct requestor being searched when searching by requestor name.

5. A message will display letting you know your request has been sent to the PMP administrator for approval.
6. Once the MAPS Administrator reviews your request, a notification will be sent via email notifying you if your request was approved or rejected.
7. If your request was approved, navigate to **Menu > Insight > Report History** to view your report.

**Note:** While viewing a report, you may download and/or print by clicking on the PDF button or by converting to a CSV (Microsoft Excel) file.

The screenshot shows the 'User Activity Request' form in the MAPS system. The form is titled 'User Activity Request' with a 'Back to New Insight Reports' link. It includes a 'Request Purpose' section with 'Case Number\*' and 'Case Comments\*' fields. Below this is the 'Request Criteria' section, which includes a 'Requestor\*' dropdown menu with a search field. The search criteria are: 'DEA Number' (selected), 'NPI Number', and 'Requestor Name'. There are also 'Request Date\*' fields for 'From' (04/15/2024) and 'To' (04/15/2025). At the bottom, there are checkboxes for 'Exclude Delegate' and 'Exclude Gateway Requests', and a 'Run User Activity Request' button.

### Search Tips

- **Request Dates** – The default search period is one (1) year. You may search up to a maximum time period of five (5) years.
- **All search records** will be generated if there is a matching DEA, NPI, or requestor name in a user's MAPS account.
- **No search records** (no results) will be found, and a banner will be displayed if there is no matching DEA, NPI, or requestor name in a user's MAPS account. Examples include an old DEA number or name change.

**Gateway** = Searches conducted via integration with an EMR/EHR or Pharmacy Management System