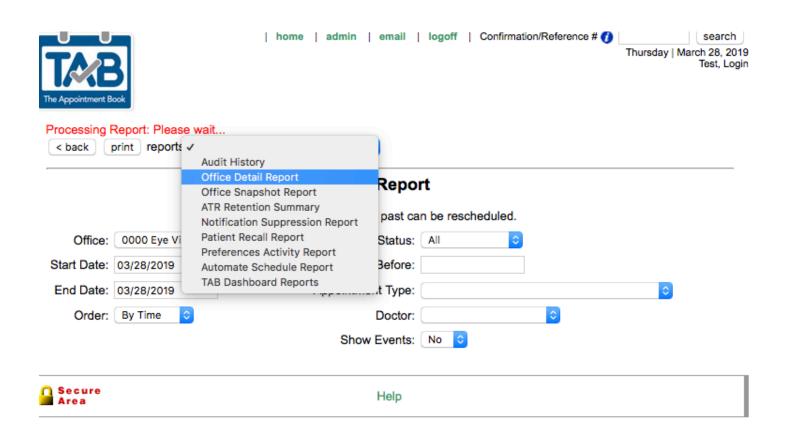# ONLINE APPOINTMENTS

Office Detail Report
- "No show" rate (Confirmation & Completions section)
- Patient email address capture rate
- Same day appointments (Appointments section)
- Next Eye Exams confirmed - "Moved to Appt Book" (Next Eye Exams Scheduled Last Year section)
- Next Eye Exams for next year "Added for the future" (Next Eye Exams Pre-Appointments)

Follow these simple steps to access the Office Detail Report:
1. From the home page of TAB, click on the "reports" button at the top of the screen
2. Choose the "Office Detail Report" from the top dropdown menu
3. Enter Start and End Dates for the Report (note timeframe constraints on this screen)
4. Click on "refresh"

To print this report, click the "print" button at the top of the report after completing steps above

| home | admin | email | logoff | Confirmation/Reference # ⓘ [   ] | search |

Thursday | March 28, 2019
Test, Login

TAB
The Appointment Book

Processing Report: Please wait...

[< back] [print] [reports ✓]

| Audit History
| **Office Detail Report**
| Office Snapshot Report   **Report**
| ATR Retention Summary
| Notification Suppression Report   past can be rescheduled.
| Patient Recall Report   Status: [All   ◇]
Office: [0000 Eye Vi]
| Preferences Activity Report
Start Date: [03/28/2019] Automate Schedule Report   Before: [   ]
| TAB Dashboard Reports
End Date: [03/28/2019]   Type: [◇]

Order: [By Time ◇]   Doctor: [◇]

Show Events: [No ◇]

🔒 **Secure Area**   Help

Once the report processing is complete, Summary Reports will be visible and you can scroll down to the Online Appointments Section of the Reports:

Online Appointments

Total Online Exams	60
• Glasses	35
• Contacts	25
New Patients Scheduled Online	23
• Percent New Patients Scheduled Online (Out of Total Online Exams)	38.33 %
Existing Patients Scheduled Online	37
• Percent Existing Patients Scheduled Online (Out of Total Online Exams)	61.67 %
Confirmed for Future Date	0
Total Online Cancelled	8
• Confirmed via Email (Then Cancelled)	8
• Not Confirmed via Email (Then Cancelled)	0
Checked-in	44
Percent of Exams Scheduled Online (Out of Total Scheduled Exams) ⓘ	19.29 %

New Patient % Online Appts

Online Appts %