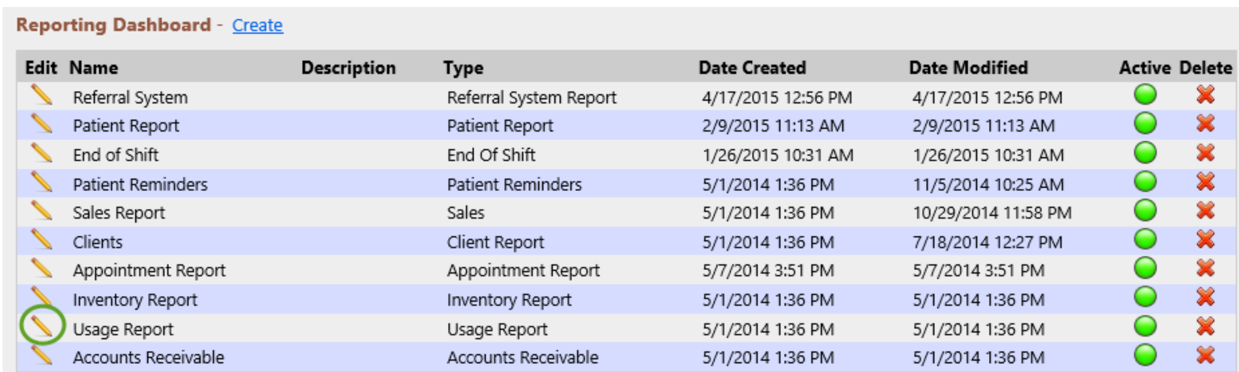
eVetPractice

Services Reports

<u>Objective:</u> To obtain service frequencies and current list prices.

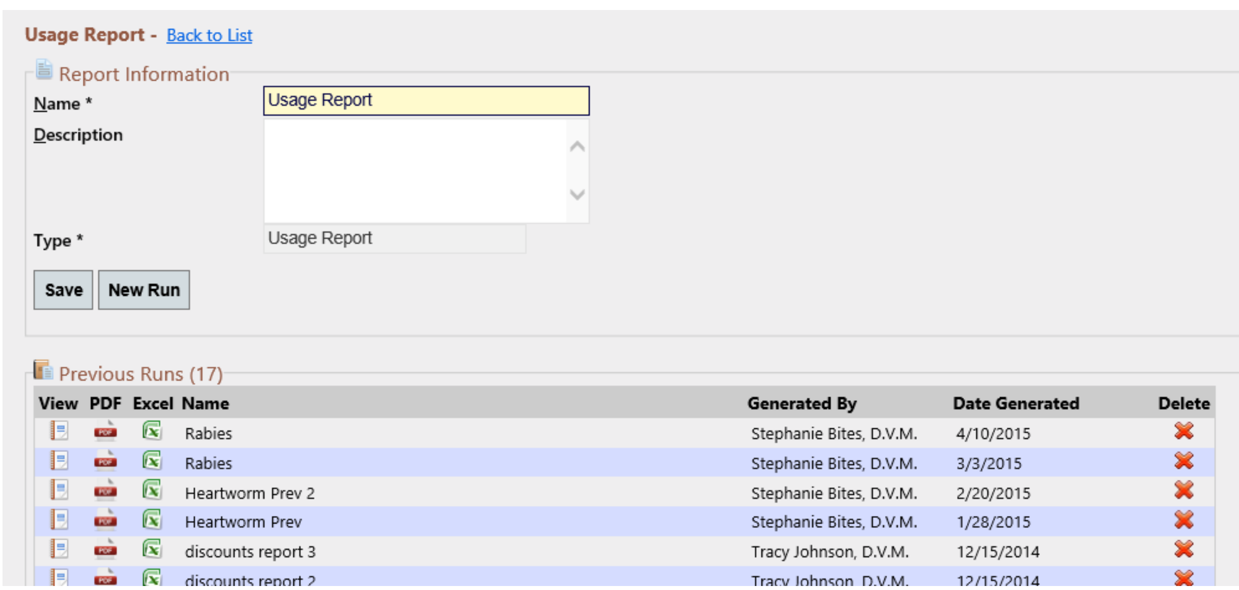
To run and/or edit the usage report click on the edit pencil next to it:



Reporting Dashboard - Create

Edit	Name	Description	Type	Date Created	Date Modified	Active	Delete
	Referral System		Referral System Report	4/17/2015 12:56 PM	4/17/2015 12:56 PM		
	Patient Report		Patient Report	2/9/2015 11:13 AM	2/9/2015 11:13 AM		
	End of Shift		End Of Shift	1/26/2015 10:31 AM	1/26/2015 10:31 AM		
	Patient Reminders		Patient Reminders	5/1/2014 1:36 PM	11/5/2014 10:25 AM		
	Sales Report		Sales	5/1/2014 1:36 PM	10/29/2014 11:58 PM		
	Clients		Client Report	5/1/2014 1:36 PM	7/18/2014 12:27 PM		
	Appointment Report		Appointment Report	5/7/2014 3:51 PM	5/7/2014 3:51 PM		
	Inventory Report		Inventory Report	5/1/2014 1:36 PM	5/1/2014 1:36 PM		
	Usage Report		Usage Report	5/1/2014 1:36 PM	5/1/2014 1:36 PM		
	Accounts Receivable		Accounts Receivable	5/1/2014 1:36 PM	5/1/2014 1:36 PM		

From this screen you will have the option to change the name and description of the report, run a new report, and view previous reports:



Usage Report - Back to List

Report Information

Name * Usage Report

Description

Type * Usage Report

Save New Run

Previous Runs (17)

View	PDF	Excel	Name	Generated By	Date Generated	Delete
			Rabies	Stephanie Bites, D.V.M.	4/10/2015	
			Rabies	Stephanie Bites, D.V.M.	3/3/2015	
			Heartworm Prev 2	Stephanie Bites, D.V.M.	2/20/2015	
			Heartworm Prev	Stephanie Bites, D.V.M.	1/28/2015	
			discounts report 3	Tracy Johnson, D.V.M.	12/15/2014	
			discounts report 2	Tracy Johnson, D.V.M.	12/15/2014	

CREATING A NEW RUN

- Click on New Run (as shown in the figure above)
- Give that report a name. After it is run it will show up in the Previous Runs section with the name you give it.
- Enter the date range in which you would like to see treatment usage. The date range is the only required filter. Use the same date range as your Profit and Loss Statement.
- Next there are several optional filters. Hovering over the blue question mark icon next to each of these filters will give you more information on each of them.
- Now you can select which treatments you would like to include on the report from your packages, inventory items, procedures, and labs.
    - Inventory items, procedures, and labs are sorted by category for your convenience.
    - Once you have selected all your filters and selected treatments, click Generate.

The file will take a moment to generate. Once it is finished you will be taken to a screen where you can download the file as a PDF file, Excel file, or view the results in the webpage by scrolling down. Your filters will also be shown on this page:

Save the file as an Excel file, if possible. However, we can use a PDF too.