

Using The Practice Report

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As a Clinic Admin, opening the Admin Panel will show the Admin dashboard where you can see the widget for the Practice Report.

Admin View

Under the Admin view, you can see the following information:

- Total Active Providers
- Total Active Patients
- Patients Added This Period
- Total Readings This Period
- Practice Report
- Active Users

Date	New Patients	Active Patients	Total Readings
07-23	-	-	-
07-22	-	-	-
07-21	-	-	-
07-20	-	-	-
07-19	-	-	-
07-18	-	-	-

Practice Report

By default, it contains the following information:

- Date - Days for the past week and dates from 2 weeks ago
- New Patient - Shows the number of new patients who signed up on the clinic
- Active Patient - Shows the number of patients who have recently updated health readings
- Total Readings - Shows the overall number of readings recorded on the platform.

On the upper-right side of the widget, you will see three icons/buttons:

- Search Icon - Allows you to search for a particular patient

- Gear Icon - Shows options for how the widget is displayed (Color, Horizontal and Vertical Size)
- More Icon - Shows more actions for the widget:
 - Edit Title - Change the title for the widget
 - Export - Export the data displayed on the widget as a .csv file
 - Refresh - Refresh the widget
 - Columns - Select which columns will be displayed on the widget
 - Move - Click and drag this button to move the location for the widget.
 - Note: You can only move the widget on unoccupied slots that can fit the current size of the widget.
 - Remove - Remove the widget from the Admin view.
 - Note: You can restore the widget by clicking on Add Widget and selecting Clinic Report (the alternate name of the Practice report).



Date	New Patients	Active Patients	Total Readings
07-23	-	-	-
07-22	-	-	-
07-21	-	-	-
07-20	-	-	-
07-19	-	-	-
07-18	-	-	-

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