How To: Use Broadcast Reporting
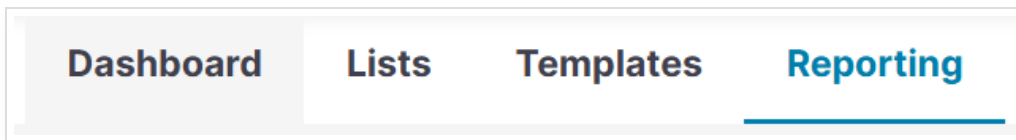
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Broadcast Reporting gives insights into how your Broadcast message performed with your patients.

Follow the steps below to use reporting in your practices.

Step 1:

From within Updox, click **Menu > Home > Broadcast** and navigate to the **Reporting** tab.

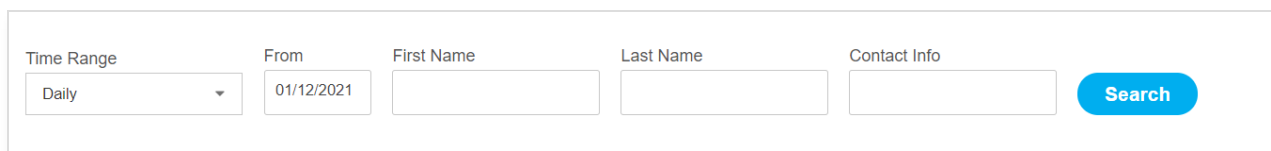| Dashboard	Lists	Templates	**Reporting**

Step 2:

You can choose from the following selections:

- **Time Range:** You can choose Daily to show one day, or Date Range to see reporting for multiple days.
- **From:** Select the day(s) to pull the report.
- **First Name:** Search for patient's first name to look for success or failure of the Broadcast message. Leaving this blank will pull all patients.
- **Last Name:** Search for patent's last name to look for success or failure of Broadcast message. Leaving this blank will pull all patients.
- **Contact Info:** You can search by email address or phone number. Leaving this blank will pull all patients.

Click 'Search' once you've made your selections.

Time Range	From	First Name	Last Name	Contact Info	
Daily	01/12/2021				**Search**

Step 3:

Data matching your criteria will be displayed within the report.

Broadcast Reporting
Use this tool to track sent broadcast messages.

Patient Name	Contact Info	Method	Sent	Status
Shafi, Moiz	mshafi@updox.com	EMAIL	2018-08-09 9:34am	Sent
Aperture, Glados	mshafi@updox.com	EMAIL	2018-08-09 9:37am	Sent
Aperture, Glados	mshafi@updox.com	EMAIL	2018-08-09 9:45am	Sent
Aperture, Glados	via Portal	PORTAL	2018-08-09 9:47am	Sent
Aperture, Glados	(614) 602-2586	SMS	2018-08-09 9:58am	Sent
Aperture, Glados	mshafi@updox.com	EMAIL	2018-08-23 2:12pm	Sent
Aperture, Glados	mshafi@updox.com	EMAIL	2018-08-23 2:13pm	Sent
Aperture, Glados	mshafi@updox.com	EMAIL	2018-08-23 2:17pm	Sent
Aperture, Glados	mshafi@updox.com	EMAIL	2018-08-23 2:19pm	Sent
Aperture, Glados	mshafi@updox.com	EMAIL	2018-08-23 2:19pm	Sent
Aperture, Glados	(614) 602-2586	PHONE	2018-08-23 2:22pm	Left msg
Aperture, Glados	(614) 602-2586	SMS	2018-08-23 2:21pm	Sent

The report will show you the patient's name, contact information, method in which the Broadcast was sent, the date and time the message was sent, and the status of the message.

Step 4:

You can click on a specific filter to narrow down your report, such as clicking on 'Delivered'.