

# 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 Upxox, click **Menu - Home - Broadcast 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 patient'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				<b>Search</b>

## Step 3:

Data matching your criteria will be displayed within the report.

### Broadcast Reporting

Use this tool to track sent broadcast messages.

Time Range

Date Range ▼

From: 08/01/2018 To: 01/12/2021

First Name

Last Name

Contact Info

[Search](#)

**Filters**

Total 533

**Delivered** 500

Answered 49

**Left msg** 14

Sent 437

Failed 33

Delivery error 33

Pending 0

500 results found

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 9:56am	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'.

Filters	
<b>Total</b>	<b>533</b>
<b>Delivered</b>	<b>500</b>
Answered	49
Left msg	14
Sent	437
<b>Failed</b>	<b>33</b>
Delivery error	33
<b>Pending</b>	<b>0</b>