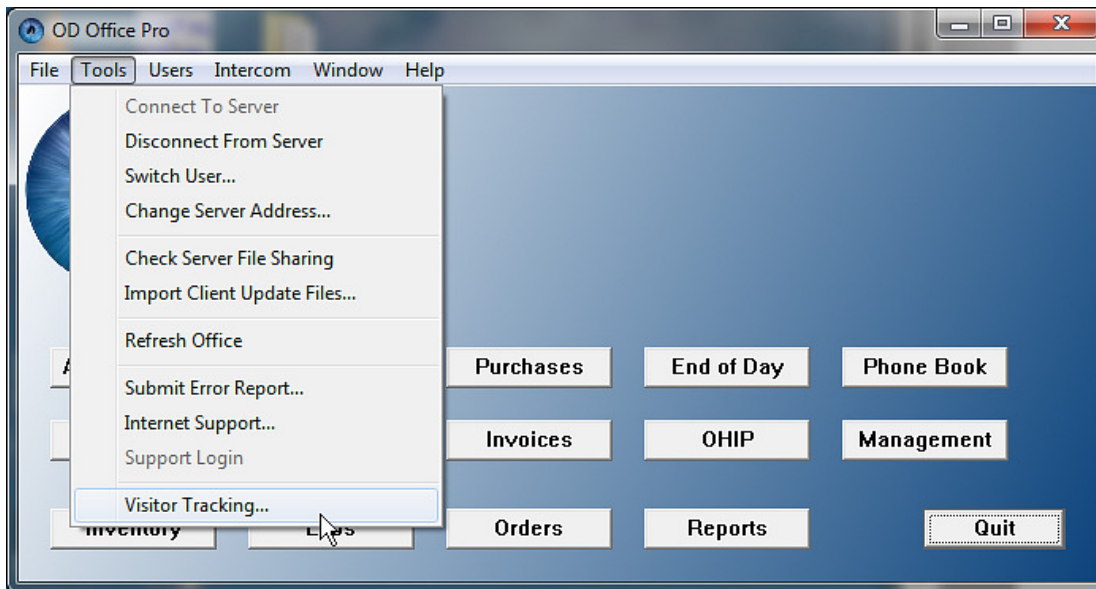


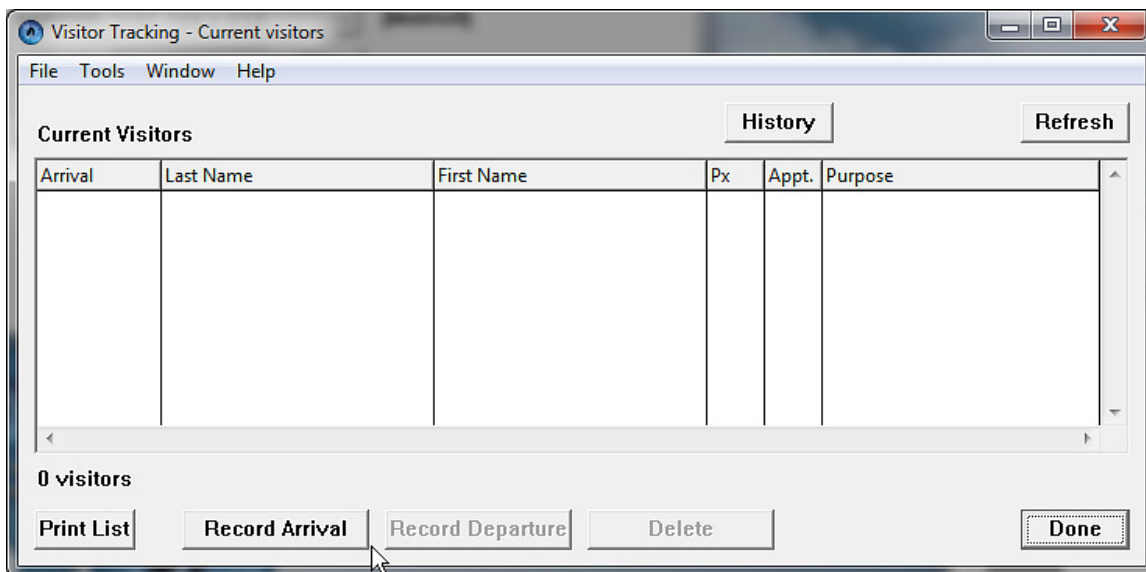
Visitor Tracking

A Visitor Tracking feature exists in the ODOOfficePro system, to permit users to record entry and departure times of all people (whether they be patients or not) that come into the office.

This feature can be launched from the ODOOfficePro **Launchpad**, from the Tools menu.



This will open the **Current Visitors** list.



This screen will display a list of all people that have been recorded. To record a new visitor, click the *Record Arrival* button, which will open the following window.

Visitor Entry Record

File Tools Window Help

Last Name First Name **Lookup**

Purpose

Arrival: 12:38 PM Departure: **Save** **Cancel**

From here, a patient can be looked up, by pressing the *Lookup* button. This will open the standard **Patient Search** window. If the visitor is NOT a patient at the office, their first and last name can be manually entered in the appropriate fields. Either way, the purpose of the visit can also be entered, for later reference. The time of arrival is automatically entered by the program.

Visitor Entry Record

File Tools Window Help

Last Name First Name **Lookup**

Swift Tom is Px

Purpose

Picking up glasses.

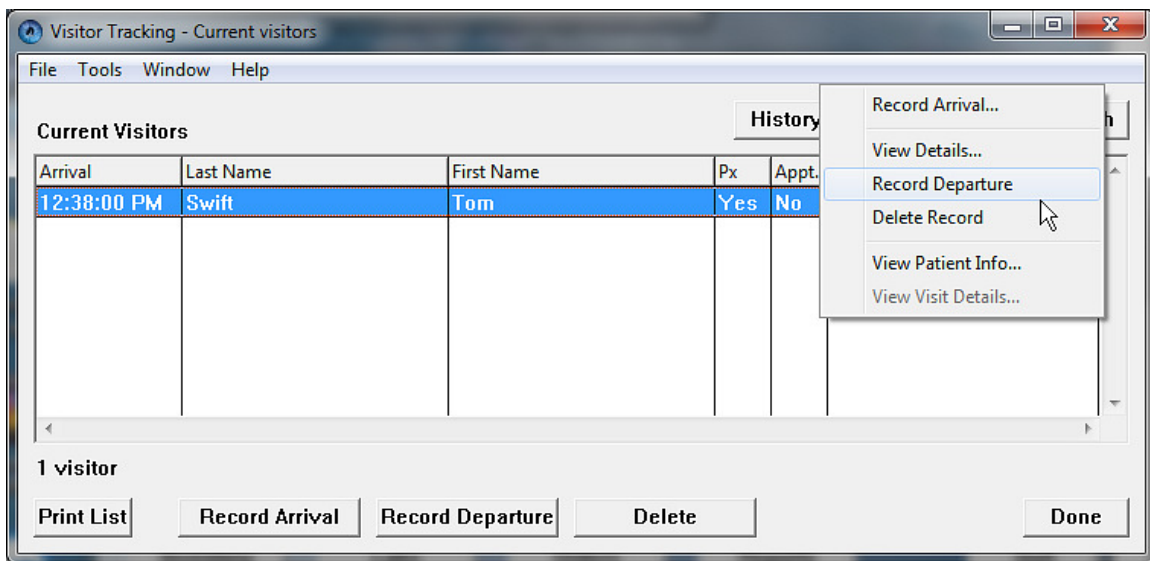
Arrival: 12:38 PM Departure: **Save** **Cancel**

If the visitor is an existing patient, and the **Lookup** button is used, this window will disable the name fields, but will show a label indicating the visitor "is Px".

IMPORTANT NOTE: If a patient has arrived for a scheduled appointment, the normal arrival process will automatically create a record, so the above step would not be required, in that scenario.

There is a *Refresh* button at the top right of the window. This will cause the window to update itself with any new arrivals.

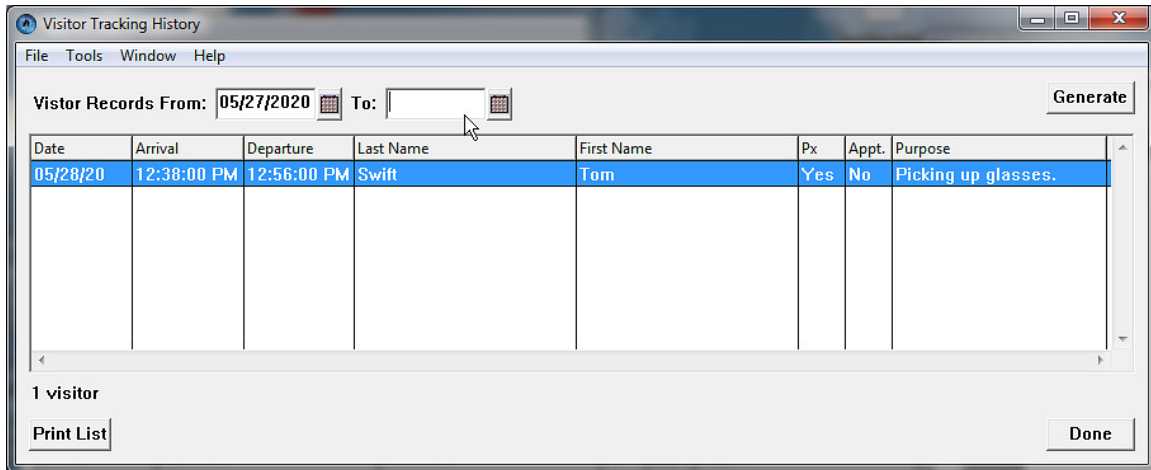
Regardless of how a visitor was recorded as having arrived, to record their departure, the specific record should be highlighted in the **Current Visitors** list. The *Record Departure* button can then be pressed, or the user can right-click on the item, and select *Record Departure*. There is also a *Delete* button available, in case an entry was recorded erroneously. If the record needs to be edited, the user can either double-click on the record, or right-click, and select *View Details*.



Once a visitor has been recorded as departed, that record will be removed from the **Current Visitors** list (since, of course, that person is no longer in the office).

A *Print List* button has been provided, to create a printed record of the people currently in the office.

There is also a History button at the top of the **Current Visitors** list (and there is a Tools menu option as well). This will open the **Visitor History** window.



This window provides the user with the option of selecting a date range (the current date will be entered by default), in order to see the list of people that visited during that time. Once the date range has been specified, pressing the *Generate* button, will get the requested results.

This window also offers a *Print List* button, to print out the list.

On both of the list windows, there are columns (labeled *Px*) which indicate whether or not the person described in each record is a Patient. This will be set to Yes, if the *Lookup* button was used when creating a new arrival, or if the Patient was marked as arrived for a scheduled appointment.

There are also columns (labeled *Appt.*) which indicate whether or not the record was automatically created by the appointment arrival process.