Visitor Tracking

A Visitor Tracking feature exists in the ODOfficePro 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 ODOfficePro Launchpad, from the Tools menu.

🕐 OD Office Pro						
File	Tools Users Intercom Window Help					
	Connect To Server Disconnect From Server Switch User Change Server Address Check Server File Sharing Import Client Update Files					
	Refresh Office	Durchacec	End of Day	Dhane Baak		
_	Submit Error Report	Fulcilases	Lind of Day	Phone Dook		
	Internet Support Support Login	Invoices	OHIP	Management		
	Visitor Tracking Inventory Lyss	Orders	Reports	Quit		

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

Visitor Tracking - Current visitors										
	File Tools Window Help									
	Current Visit	ors		History	Refresh					
ł.	Arrival	Last Name	First Name	Px Appt.	Purpose					
L										
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					-					
	•			1 1						
	0 visitors									
	Print List	Record Arrival	Record Departure	Delete	Done					

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*.

Visitor Tracking	- Current visitors	and the second	-	
File Tools Win				
Current Visitor	Current Visitors			Record Arrival h
Arrival	Last Name	First Name	Px Appt.	Record Departure
12:38:00 PM	Swift	Tom	Yes No	Delete Record
				View Patient Info View Visit Details
<				
, 1 visitor				
Print List	Record Arrival R	ecord Departure	Delete	Done

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.

(🕑 Visitor Tracking History								
	File Tools Window Help								
	Vistor Records From: 05/27/2020 To: Generate							rate	
L	Date	Arrival	Departure	Last Name	First Name	Px	Appt.	Purpose	^
	05/28/20	12:38:00 PM	12:56:00 PM	Swift	Tom	Yes	No	Picking up glasses.	
									-
	1. delter								
	Print List							Don	ne

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.