


VISIT NOTE REMINDERS

Tools > Reports > Employees > Visit Note Reminders

The Visit Note Reminders report displays a list of clients whose visit notes have not yet been updated for a service they've had. The report is organised in a way that allows you to easily view particular employees, and the number of visit notes that they each need to complete. This report only includes services that require visit notes, and displays the date when the service was completed, the number of days since the service. The first page of the report contains a pie chart, which shows the percentage of total notes that need to be entered by each employee. This report will assist you in remembering which clients you need to enter visit notes for. Ideally, this report should be empty at the end of each day.

Visit Note Reminders

From: Tuesday, 17 May, 2016
To: Wednesday, 22 June, 2016
Time Period: 37 Days (5.3 Weeks)
For Employee: All Employee


Peppermint Park

Client Notes Not entered per Employee

Anna	40.0%
Chris	20.0%
James	20.0%
Lucy	20.0%
Total:	100.0%

Total number of client notes not entered : 11

Date	Days Old	Client Name	Category	Service
Anna Number of client notes not entered : 5				
10 June 2016	12	Jessica Davies	Hair Colouring	Full Head Highlights
20 June 2016	2	Jenna Wilson	Hair Colouring	Full Head Highlights
20 June 2016	2	Jessica Davies	Hair Colouring	Full Head Highlights
22 June 2016	0	Keira Price	Hair Colouring	1/2 Head Highlights
22 June 2016	0	Phoebe Kelly	Hair Colouring	Full Head Highlights
Chris Number of client notes not entered : 2				
20 June 2016	2	Penelope Stanley	Hair Colouring	1/2 Head Highlights
22 June 2016	0	Rachael Stewart	Injectables	Botox
James Number of client notes not entered : 2				
10 June 2016	12	Elouise Penn	Injectables	Botox
22 June 2016	0	Thomas Smith	Injectables	Restylane
Lucy Number of client notes not entered : 2				
20 June 2016	2	Simone Day	Hair Colouring	Full Head Highlights
22 June 2016	0	Brenda Peters	Hair Colouring	1/2 Head Highlights


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■ More than 7 days

■ Between 3 and 7 days

■ Less than 3 days

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CLIENT NOTES NOT ENTERED PER EMPLOYEE
A pie chart displaying the percentage of notes that were not entered, per employee.

TOTAL NUMBER OF CLIENT NOTES NOT ENTERED
The total number of services where visit notes have not been entered for all employees.

NUMBER OF CLIENT NOTES NOT ENTERED
The number of services where visit notes have not been entered for a particular employee.

COLOUR LEGEND
This colour legend indicates the meaning of the colours in the 'days old' column.

DATE
The date when the service requiring notes was completed.

DAYS OLD
The number of days since the service was completed.