# **VISIT NOTE** REMINDERS

### Tools > Reports > Employees > Visit Note Reminders

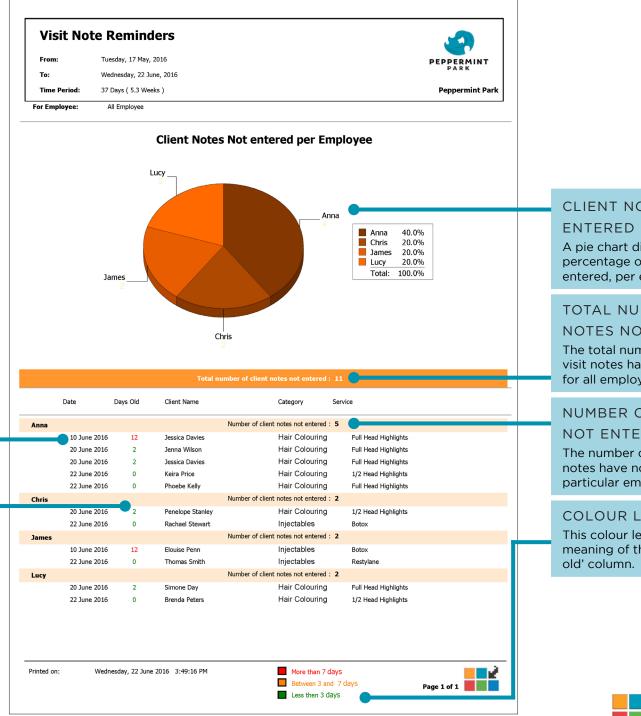
The Visit Note Reminders report displays a list of clients whose visit notes have not yet been updated for a service they've had. The report is organised in a way that allows you to easily view particular employees, and the number of visit notes that they each need to complete. This report only includes 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.

#### DATE

The date when the service requiring notes was completed.

#### DAYS OLD

The number of days since the service was completed.



## 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

