

# DOCUTRACK REPORTS

**DOCUTRACK Reports is a report generating feature found in DocuTrack that allows management to view snapshots of vital document processing functions at your pharmacy.**

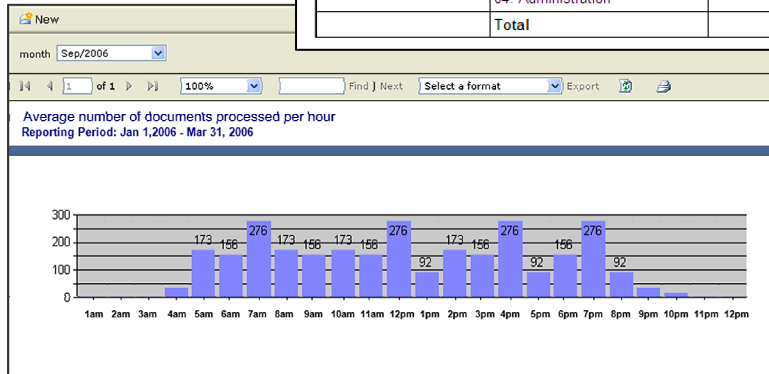
Learn which homes submit the highest volume of documents or which employees are 'cherry picking' through orders.

**Reports allow management to evaluate staffing levels and productivity.** This knowledge can then be used to better allocate staff and effectively manage resources.

**Reports can be scheduled and automatically emailed to designated staff members.** A user could schedule a monthly report to track and evaluate current employee productivity levels or monitor order growth volume by facility.

The chart below outlines each available report and its function:

Queue Document Count		
Folder	Queue	Document Count
Pharmacy		
	01. Order Entry	36
	02. RPh 1	52
	03. Pending / Clarification	5
	04. Administration	1
	<b>Total</b>	<b>94</b>



REPORT	FUNCTION	BENEFIT
Average number of documents processed per hour* <i>* pictured above</i>	View average number of documents received per hour – capability to narrow search criteria by document type	Better allocate and schedule resources based on incoming work load
Unedited document views by user – also known as the 'cherry picking' report	View how many documents employees are processing and which ones they are choosing to put on hold or pass over	Monitor and evaluate employee productivity levels
Documents received by source	View document count and type received from each facility	Monitor incoming volume trends specific to each facility
Documents processed by user date range summary	View the number of documents altered by a specific user	Monitor employee productivity; i.e. determine which employees are processing the most docs
Number of associations by user	View how many associations your technicians are completing	Determine individual employee productivity and pharmacy growth
Documents received by priority	View how many orders you are receiving based on priority	Make informed decisions, e.g. a high volume of STAT orders may indicate the need for additional EKits or cycle fill implementation
Queue document count* <i>* pictured above</i>	View how many documents are in each queue on your server	Constantly monitor which queues need additional attention or staffing
Delivery manifest reconciliation* <i>* works with most PIS interfaces</i>	View which delivery manifests have not been returned to the pharmacy	Confirms each order cycle has been completed from point of receipt to delivery