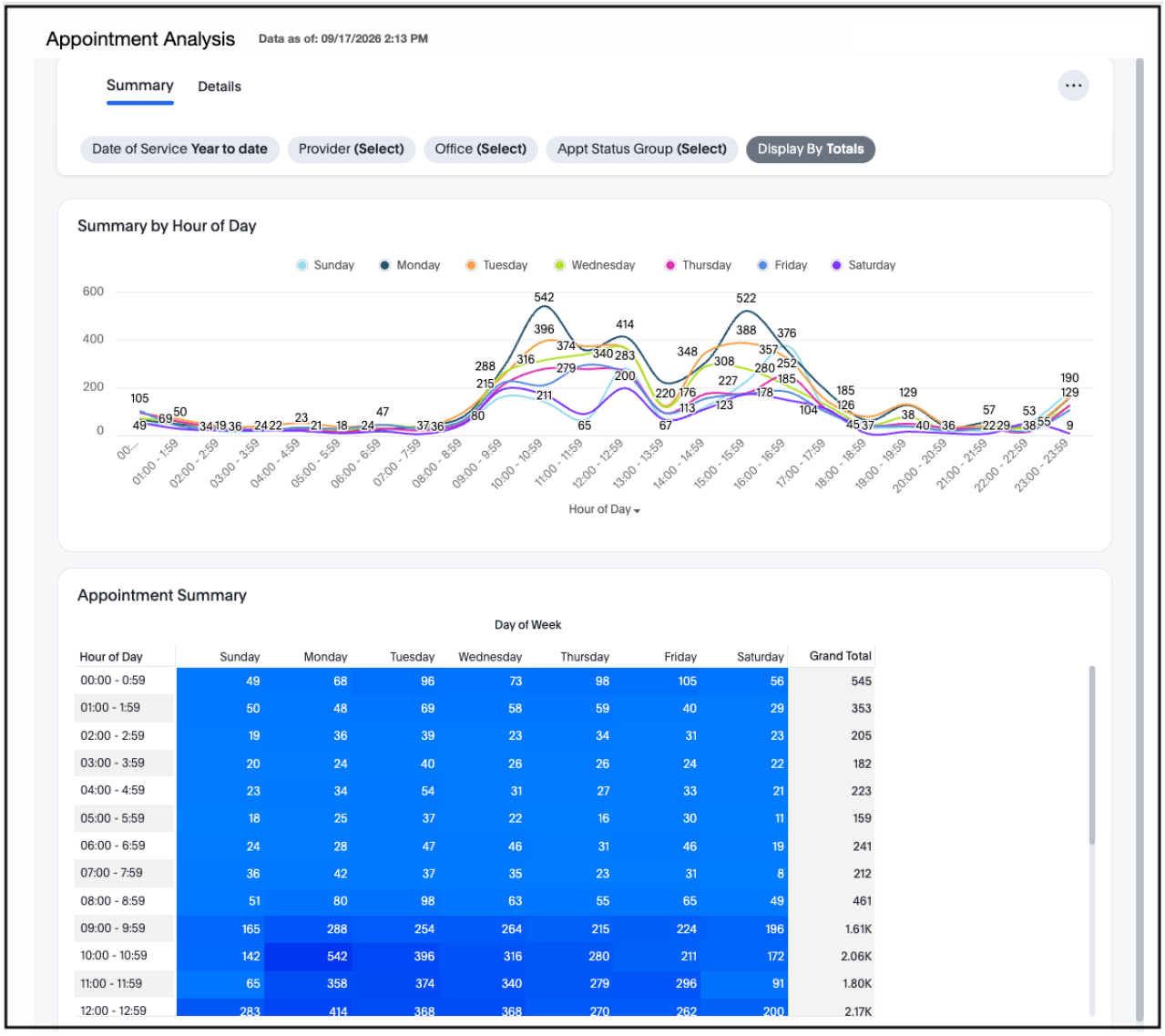
# Appointment Analysis Report

Last modified on 11/06/2026 12:15 pm EST

The Appointment Analysis Report provides detailed insights into your appointment data. It enables you to review trends, track performance, and identify opportunities for improvement. This report serves as a valuable tool for optimizing scheduling and enhancing overall operational efficiency.

Summary | Save View | Details | Video Walkthrough

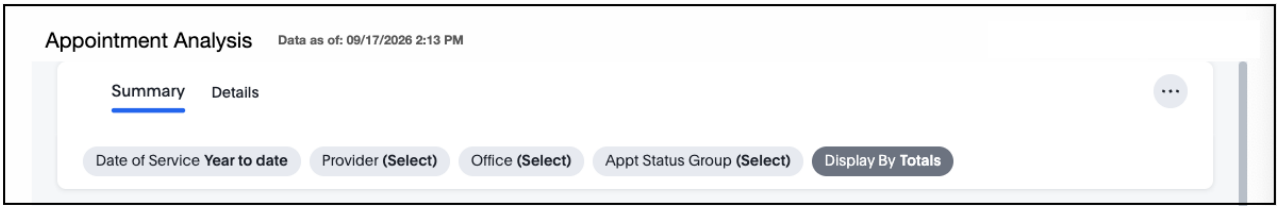
## Summary tab



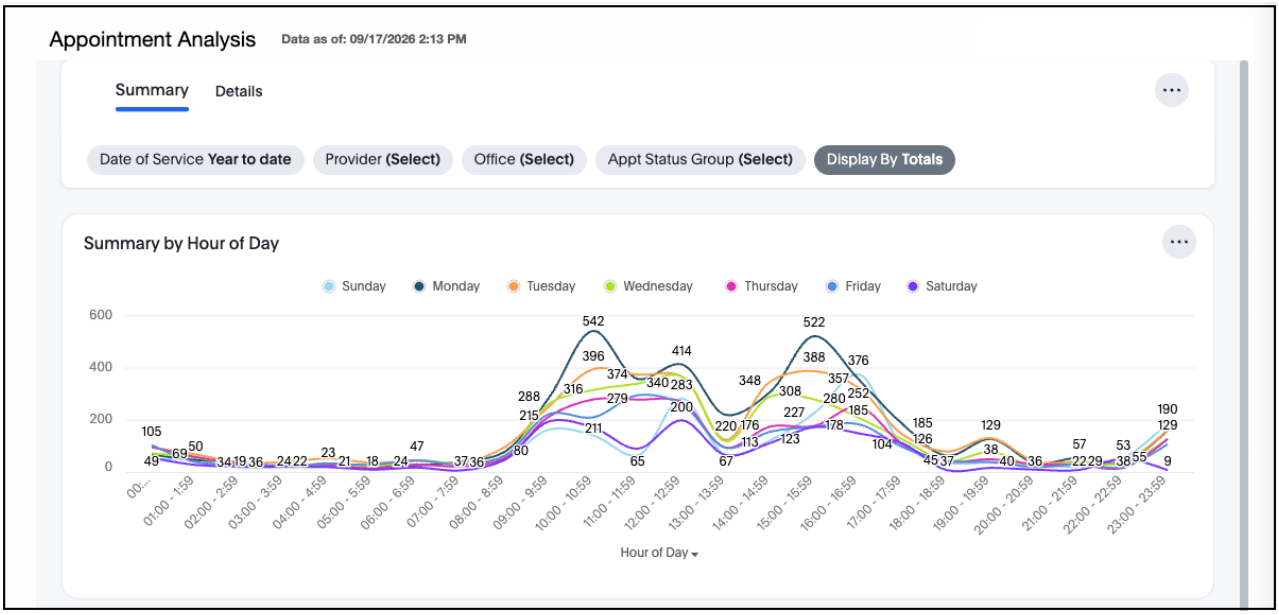

| Hour of Day | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Grand Total |
|---|---|---|---|---|---|---|---|---|
| 00:00 - 0:59 | 49 | 68 | 96 | 73 | 98 | 105 | 56 | 545 |
| 01:00 - 1:59 | 50 | 48 | 69 | 58 | 59 | 40 | 29 | 353 |
| 02:00 - 2:59 | 19 | 36 | 39 | 23 | 34 | 31 | 23 | 205 |
| 03:00 - 3:59 | 20 | 24 | 40 | 26 | 26 | 24 | 22 | 182 |
| 04:00 - 4:59 | 23 | 34 | 54 | 31 | 27 | 33 | 21 | 223 |
| 05:00 - 5:59 | 18 | 25 | 37 | 22 | 16 | 30 | 11 | 159 |
| 06:00 - 6:59 | 24 | 28 | 47 | 46 | 31 | 46 | 19 | 241 |
| 07:00 - 7:59 | 36 | 42 | 37 | 35 | 23 | 31 | 8 | 212 |
| 08:00 - 8:59 | 51 | 80 | 98 | 63 | 55 | 65 | 49 | 461 |
| 09:00 - 9:59 | 165 | 288 | 254 | 264 | 215 | 224 | 196 | 1.61K |
| 10:00 - 10:59 | 142 | 542 | 396 | 316 | 280 | 211 | 172 | 2.06K |
| 11:00 - 11:59 | 65 | 358 | 374 | 340 | 279 | 296 | 91 | 1.80K |
| 12:00 - 12:59 | 283 | 414 | 368 | 368 | 270 | 262 | 200 | 2.17K |

Parameters that can be adjusted to fit practice needs include:

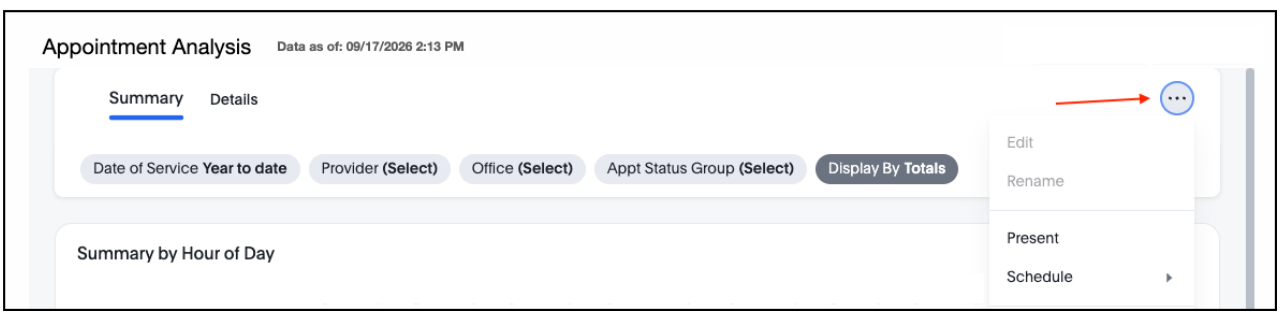
- **Date of Service** - Select a single date or date range
- **Provider** - Select a single, multiple, or all providers
- **Office** - Select a single, multiple, or all offices
- **Appointment Status** - Select a single, multiple, or all appointment statuses to include or exclude from the report
- **Display By** - Select how to display the information: by Totals or Averages



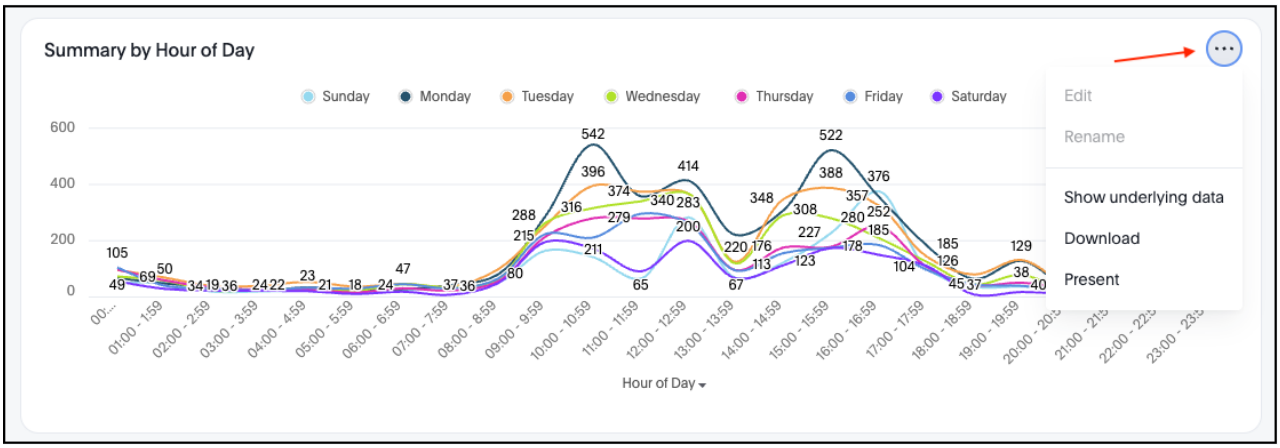

After the report parameters are set, a visual graph will populate.



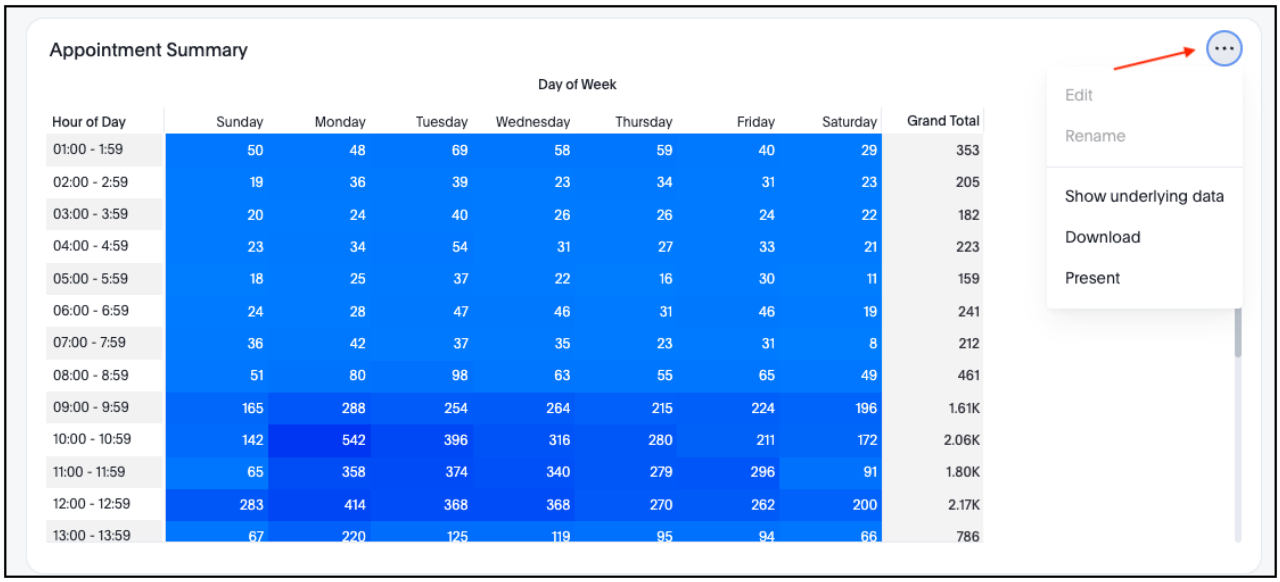

The three horizontal dots on the top right of the top Summary Panel will allow you to maximize the report on your screen as a presentation and schedule (or edit) the report to run on a preset cadence.



The three horizontal dots on the top right of the Summary by Hour of Day panel will allow you to drill down into underlying data, download the information, or maximize it on your screen as a presentation.



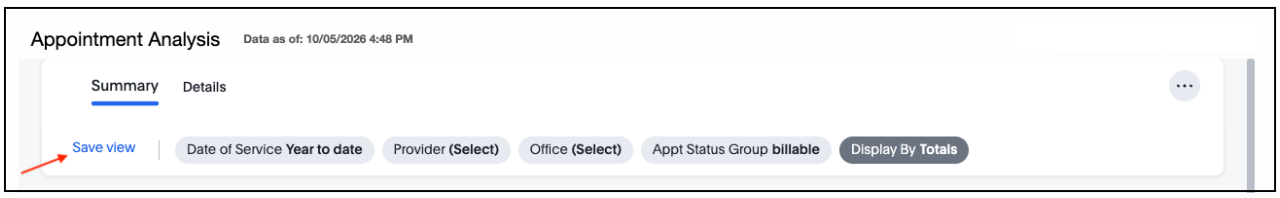

The three horizontal dots on the top right of the Summary by Hour of Day panel will allow you to drill down into underlying data, download the information, or maximize it on your screen as a presentation.




| Hour of Day | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Grand Total |
|---|---|---|---|---|---|---|---|---|
| 01:00 - 1:59 | 50 | 48 | 69 | 58 | 59 | 40 | 29 | 353 |
| 02:00 - 2:59 | 19 | 36 | 39 | 23 | 34 | 31 | 23 | 205 |
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| 09:00 - 9:59 | 165 | 288 | 254 | 264 | 215 | 224 | 196 | 1.61K |
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| 11:00 - 11:59 | 65 | 358 | 374 | 340 | 279 | 296 | 91 | 1.80K |
| 12:00 - 12:59 | 283 | 414 | 368 | 368 | 270 | 262 | 200 | 2.17K |
| 13:00 - 13:59 | 67 | 220 | 125 | 119 | 95 | 94 | 66 | 786 |

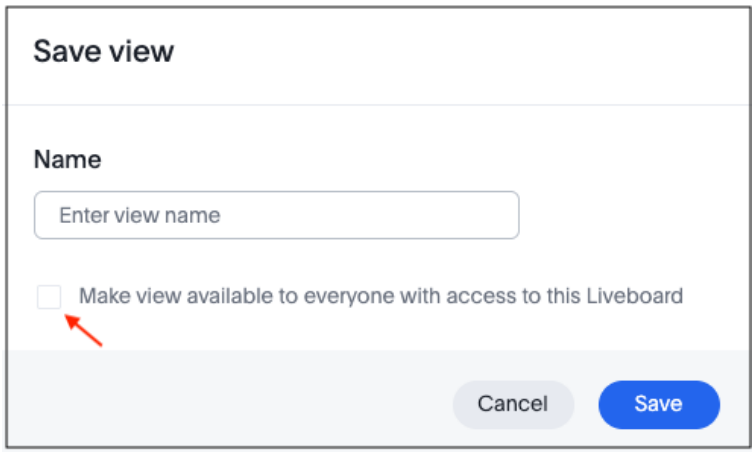
## Save View

To save the filters set, press **Save View** on the left side of the screen.



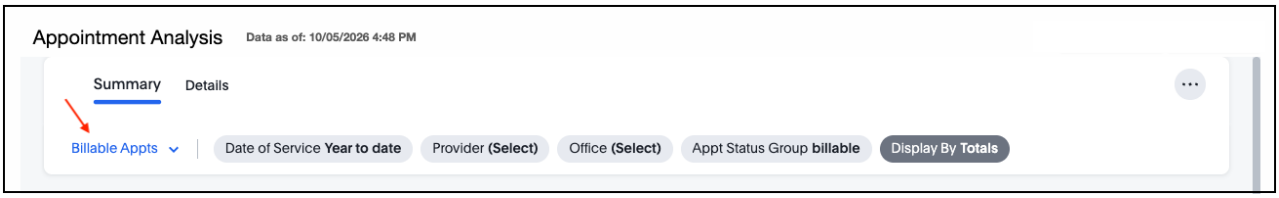

Enter a name for the view when prompted.  To share the view with colleagues, check the box next to **Make view**

**available to everyone with access to this Liveboard**.



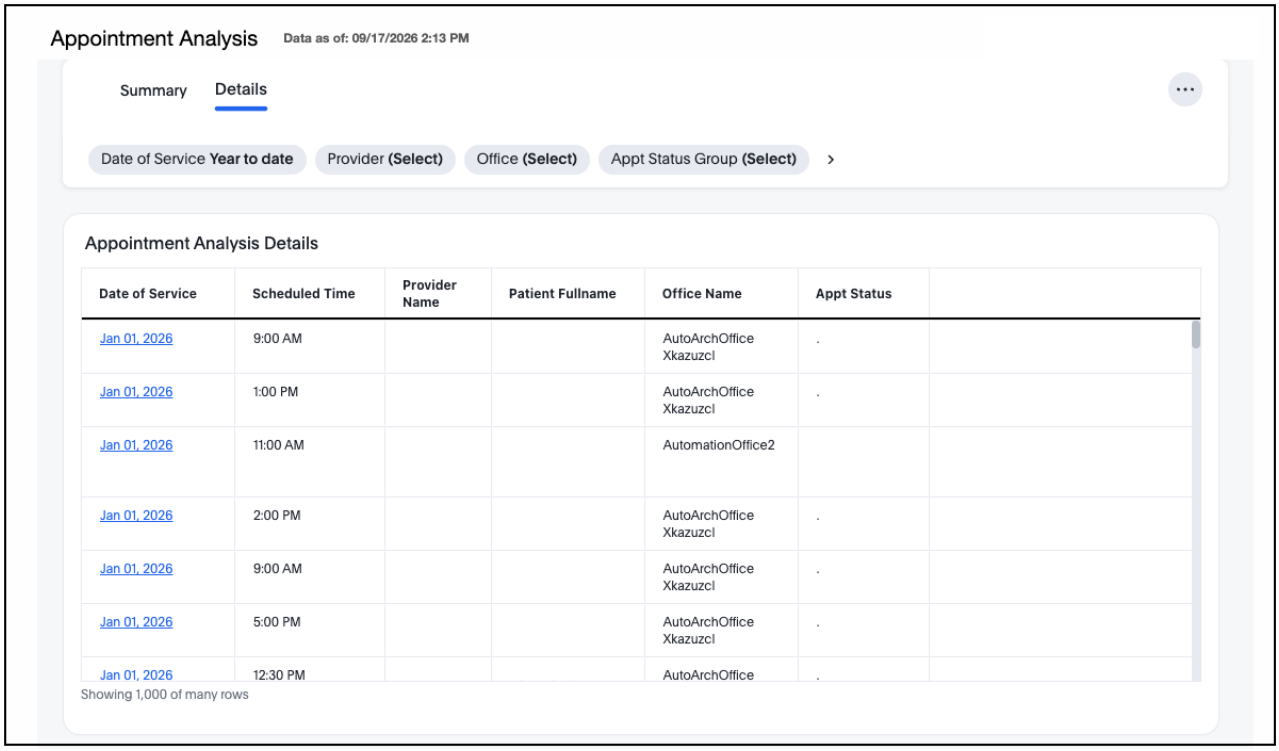

Saved views preserve all filter selections, including date type and grouping. They do not save a specific date range.

To rerun the report, select it from the left side of the screen. If it is not showing, press the down arrow for additional saved views.

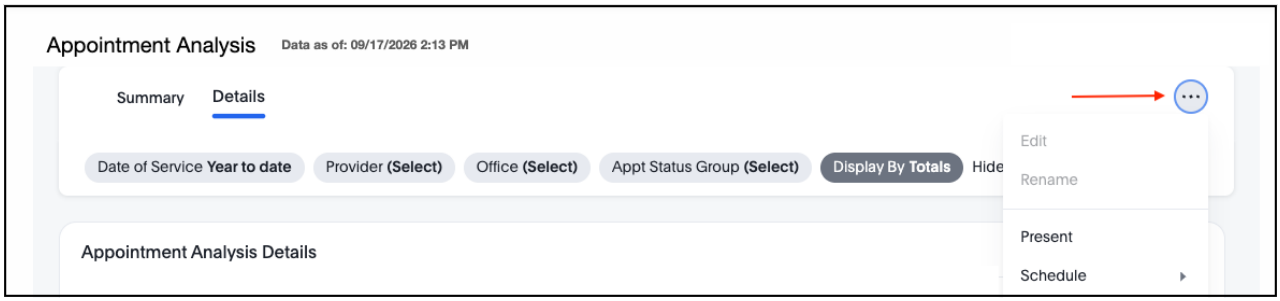



## Details

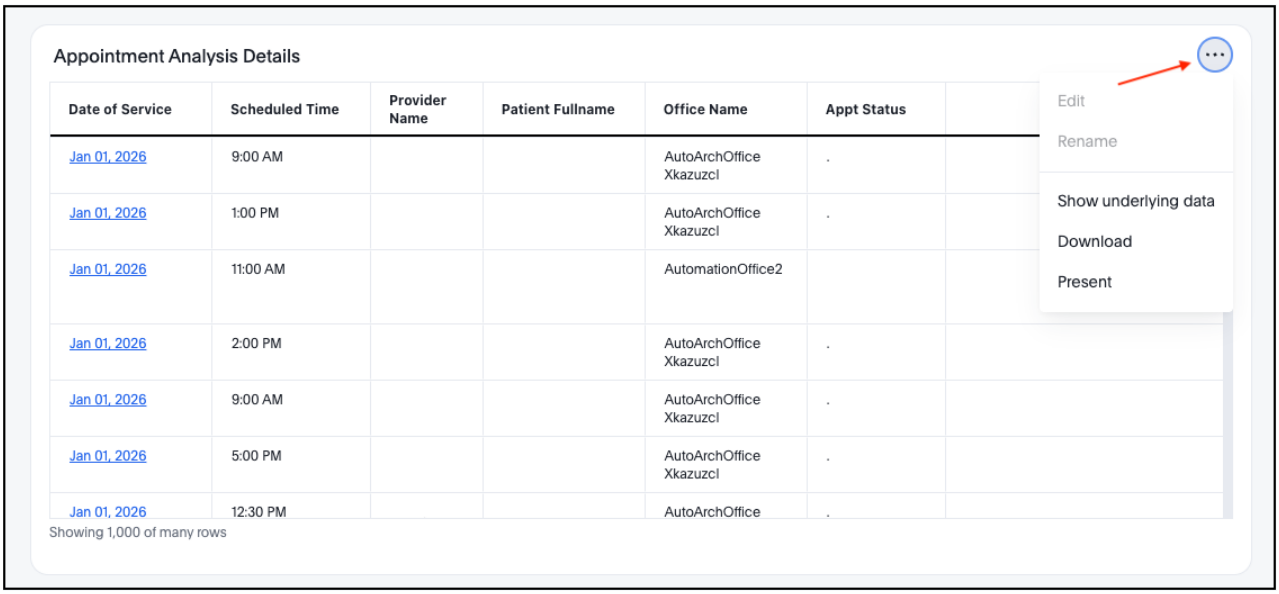
The Details tab displays additional information based on the parameters you selected. It provides a deeper view of the data that supports the report's results. This allows for more comprehensive analysis and informed decision-making.




The three horizontal dots on the top right of the top Details Panel will allow you to maximize the report on your screen as a presentation and schedule (or edit) the report to run on a preset cadence.




The three horizontal dots on the top right of the Appointment Analysis Details panel will allow you to drill down into underlying data, download the information, or maximize it on your screen as a presentation.




## Video Walkthrough