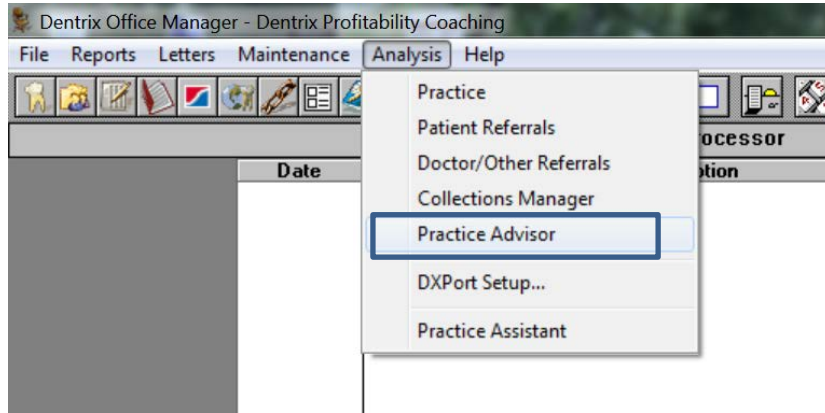
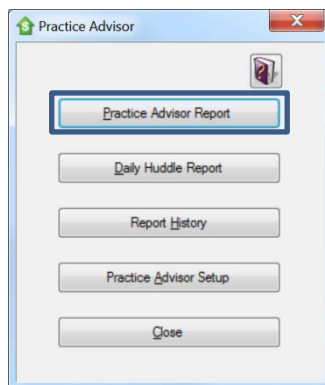


To generate the Practice Advisor Report:

1. Open the Office Manager
2. Choose Analysis | Practice Advisor **OR** click on the Practice Advisor icon.



3. Choose Practice Advisor Report



- Be sure all boxes are checked as displayed in the image below. Follow all suggestions provided below:

Generate Report As Of:
Choose the down arrow and select the last day of the previous month.

Production and Collections By:
Choose Entry Date

YTD Calculations By:
Choose Fiscal Year

Unfilled Hours Calculations:
Choose Exclude Double-Scheduled Time

Select Dentists, Select Hygienists, Select Billing Types:
Place a check mark in the All boxes.

Select Report Sections & Related Options:
Place a checkmark in each box (as shown)

Select Report Options
Place a checkmark in the box for:

- Include Recommendation Footnotes
- Include Cover Page of Options Selected

The screenshot shows the 'Practice Advisor Report' configuration window. It includes sections for 'Options', 'Production & Collections By', 'YTD Calculations By', 'Unfilled Hours Calculations', 'Select Report Sections & Related Options', and 'Select Report Options'. The 'All' checkbox is selected in the 'Select Dentists', 'Select Hygienists', and 'Select Billing Types' sections. In the 'Select Report Sections & Related Options' section, 'All' is selected under 'Production', 'Collections', 'New Patient Analysis', 'Continuing Care', and 'Schedule Management'. In the 'Select Report Options' section, 'Include Recommendation Footnotes' and 'Include Cover Page of Options Selected' are checked.

- Choose Preview at the bottom of the window
- The Processing Report window will appear. Leave it running until the Practice Advisor Report opens in a print preview. This process may take several minutes.
- Once the print preview opens you may choose the "X" in the upper right hand corner to close the report. The report will be stored as a permanent part of your database and can be retrieved at a later date.