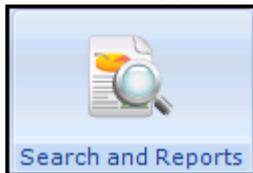


Patient Facing Services – How many patients have registered?

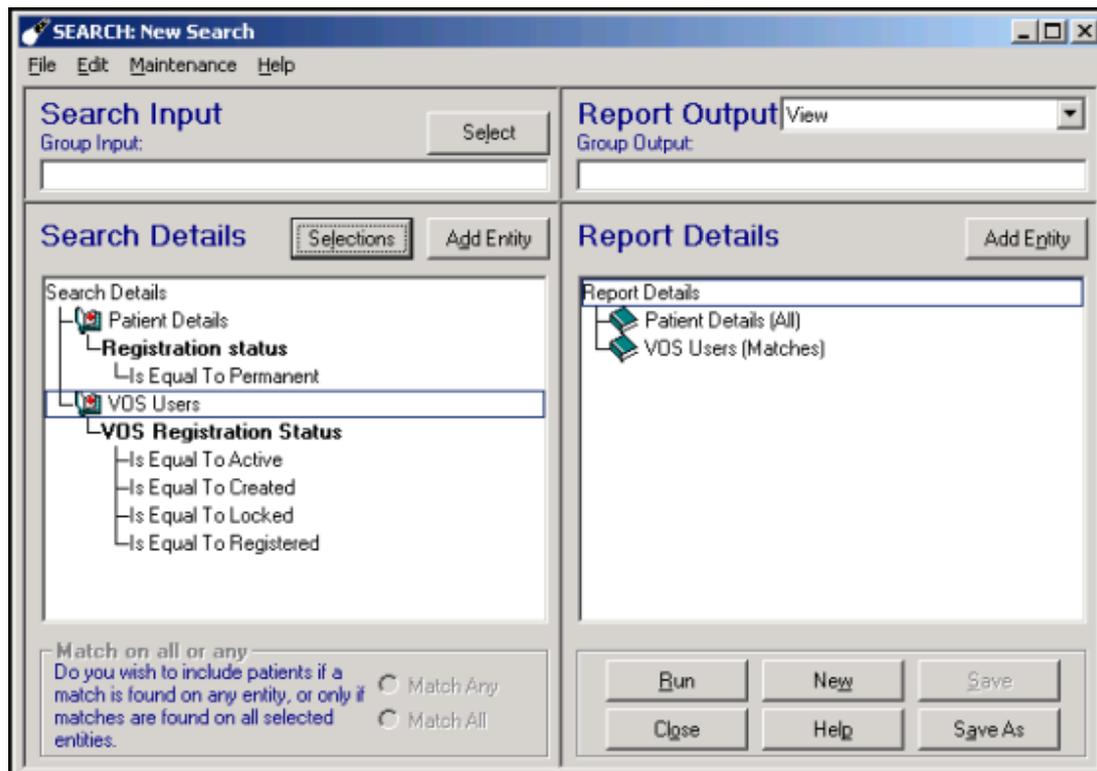
To find out how many of your patients have registered for online services you can run the following search:

1. From the **Vision 3 Front Screen**, select **Reporting - Search and Reports**



2. Select **New Ad-Hoc Search and Reporting**  and the **Search: New Search** screen displays.
3. Highlight **Patient Details** on the left and select **Selections**.
4. Select **Registration Status** from the list on the left and then select **Permanent** from the right.
5. Select **OK**.
6. Now, select **Add Entity** above the **Report Details** pane to open the **Select from Group** screen.
7. Open the **Miscellaneous Searchable Entities** folder and select **VOS Users**.
8. Select **OK**.
9. Highlight **VOS Users** in **Search Details** and select **Selections**.
10. The **Criteria Select** screen displays, double click on **VOS Registration Status** and then select **Active, Created, Locked** and **Registered**.

11. Select **OK**:



12. Select **Run** to display the search results.