

Quick Guide: Health Tracking Appointment Search

Log onto Therap

1. Go to www.TherapServices.net

Secure Login

2. Click on
3. Enter your **Login Name**, **Password** and **Provider Code**

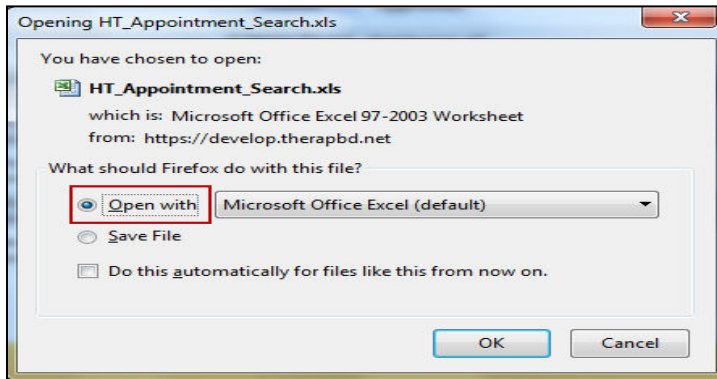
On your Dashboard, click on the **Search** link beside **Appointments** option under the 'Health Tracking' area.

Health Tracking	
Appointments	New Search Calendar View
Blood Glucose	New Search Report
Height/Weight	New Search Report

- Search for the appropriate appointment by using the different search parameters such as Program (Site), Individual or Appointment Date.
- Scroll down to the bottom of the page and click on the **Export to Excel** link

HTA-TICT- DCN2NBUHFDF7	a-60549	Aiden Lewis
Export to Excel Export to Detailed Excel New Search		

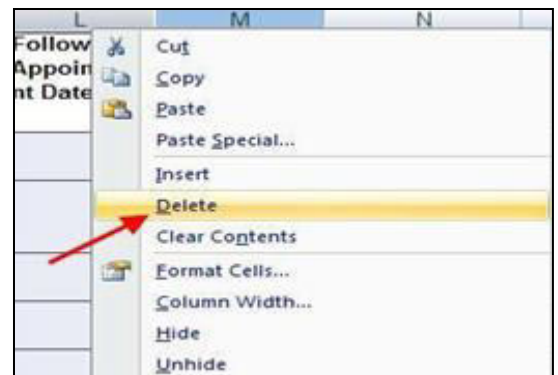
- Click **Open**



F	G	H
Appointment Date	Event Time	Appointment With
11/05/2015	01:51 am	
11/01/2015	01:24 am	Micheal Robins
10/25/2015	05:50 am	Joseph Morgan
10/25/2015	04:53 am	Samuel Rivera
10/20/2015	05:30 pm	Benjamin Murphy
		Kia Adams

- Delete unwanted columns.
 - Select the columns you want to delete by clicking on the column header.
 - You can also click and drag to select multiple columns.
- Right click on the mouse and select **Delete** to delete the columns that you have selected

F	G	H
Appointment Date	Event Time	Appointment With
11/05/2015	01:51 am	
11/01/2015	01:24 am	Micheal Robins
10/25/2015	05:50 am	Joseph Morgan
10/25/2015	04:53 am	Samuel Rivera
10/20/2015	05:30 pm	Benjamin Murphy
		Kia Adams



- Sort the columns first by **Date** and then by **Event Time** in ascending order. You can refer to our quick guide on sorting by clicking on the link below -

Click on **Print** to print the Appointments report. Click on **Print** to print the Appointments report.

