

Productivity Dashboard Email Subscription Instructions

1. After navigating to the [Productivity Dashboard](#), select the tab you would like to have a routine automated email subscription.
 - a. If necessary, select the filters for a customized view. For example, if I have admin access but I would like to receive emails for the daily estimated productivity for my division I would select “Show Productivity by Radiologist”, “Reading Site A”, and “Division B.”
2. Click “View:” at the top left-hand corner of the screen. In the pop-up box, name the view and click save. (tip: you can select “Make it my default” if you wish to have this as your default view).

The screenshot shows the Productivity Dashboard interface. At the top, there is a navigation bar with the breadcrumb "Explore / Mass General / ... / ProductivityDashboard / Daily Productivity Dash". Below this is a toolbar with icons for "Data Details", "Edit", and "View: Original" (which is highlighted with a red box). The main content area is titled "Report Definitions" and contains three tabs: "Historical Productivity", "Daily Estimated Productivity" (which is selected), and "Prelim to Fir". On the left side, there is a filter panel with the following sections:

- Show Productivity by**: Radio buttons for "Division" and "Radiologist" (selected).
- Division Determined by**: Radio buttons for "Radiologist's Home Division" (selected), "Exam's Worklist Division", and "Exam's Worklist Division".
- Date Range**: Radio buttons for "Yesterday" (selected), "Previous 4 Weeks", and "Previous 4 Weeks".
- Date**: A date picker showing "2024-06-04, Tue".
- Reading Site**: A dropdown menu showing "MGH".
- Division**: A dropdown menu showing "CARDIOVASCULAR".
- Modality**: A dropdown menu showing "(All)".
- Staff Level**: A dropdown menu showing "ATTENDING".
- Radiologist**: A dropdown menu showing "(All)".
- Accession Count**: A slider ranging from 0 to 252.

The main content area displays the title "Estimated Productivity by Radiologist: RVUs by Modality" and the subtitle "Last Data Update: 6/4/2024 (Updated Daily) Data Range: User Input (Default 1 Day - 6/4/2024)". Below this is a table with columns: "Reading Site", "Division", "Staff Level", "Radiologist", "Modality", "CT", "CT PET", "MR", "US", and "Gran Tot". The table shows data for "MGH", "CARDIOVASCULAR", "ATTENDING", and "BALIVAN.MIMIT". A "Custom Views" pop-up box is open, showing the "Save Custom View" dialog. The "Name this view" field contains "Daily Estimated Productivity MGH CV". There are checkboxes for "Make it my default" and "Make visible to others". The "Save" button is highlighted with a red box. Below the "Save Custom View" dialog, there is a section for "My Views" showing "Nothing saved yet" and a section for "Other Views" showing "Original (default)" and "Viator, Melissa".

3. Click “Watch” then “Subscriptions” at the top right-hand corner. In the pop-up box, check “Subscribe me.” Make sure the “Include” field is for “This View” (the view you just created) and check “Don’t send if view is empty.” Optional, type a message for the email. Select a schedule for the email (i.e. every day at 8:30AM).

Data Guide

Watch

Created by h

Daily Estimated Productivity

Prelim to Final Metrics

Clinically Significant Results

Radiologist: RVUs by Modality

Viator, Melis

Subscribe

Subscribe Users

Viator, Melissa X

☒ Subscribe me

Include

This View

☒ Don't send if view is empty

Format

Image

Subject

Daily Productivity Report

Message (Optional)

Add a custom message

Frequency

On Selected Schedule

Schedule

Every Day @ 8:30AM

Manage Subscriptions

Cancel

Subscribe

4. To manage subscriptions, click “Watch”, “Subscriptions”, “Manage Subscriptions” to view, modify, or remove any subscriptions.

Viator, Melissa

User: partners.org/mv005 Site role: Creator Last sign in: Jun 5, 2024, 11:52 AM mviator@mgb.org

Content 2 Alerts 0 Custom Views 2 Subscriptions 1 Performance Collections 0 Settings

Select All

Has a subscription to	Actions	Subject	Schedule	Subscribed by	Last update	Next update
Daily Estimated Productivity MGH CV	...	Daily Productivity Report	Every Day @ 8:30AM - All days of the week, at 8:30 AM (UTC-05:00) America/New_Y...	Viator, Melissa	Never	Jun 6, 2024, 8:30 AM