



How to: Navigate the Activity Feed

Overview

One of the many features included in your Luma Health package is the ability to view your Activity Feed within your Luma account. We will now take a deep dive into how the Activity Feed works and how you can benefit from this feature!

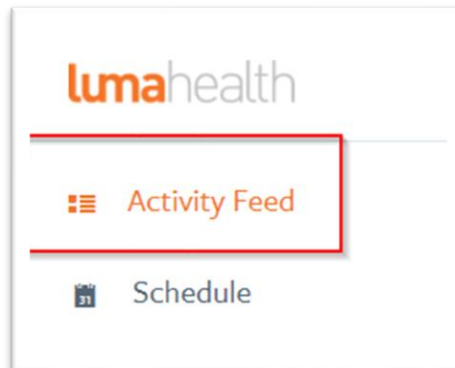
How do I navigate to the Activity Feed?

- Login to the Luma Health portal
- This is the first screen that you will see when you login to your Luma Account
 - You can also navigate back to the Activity Feed screen via the following methods:
 - Click on the *Luma Health* icon at the top right of your Luma screen



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- Click on the *Activity Feed* option from the left navigation bar



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What can I view on the Activity Feed screen?

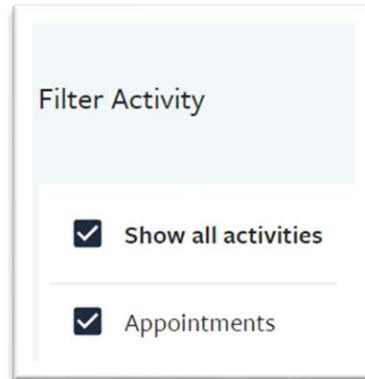
- When viewing the Activity Feed, you will be able see everything that is happening in your Luma account in chronological order.
 - Examples:
 - ❖ Patients cancelling their appointment through their Luma appointment reminder
 - ❖ Patients submitting Feedback after their appointment
 - ❖ Patients being added to the Waitlist
 - ❖ Patients receiving offers from the Waitlist



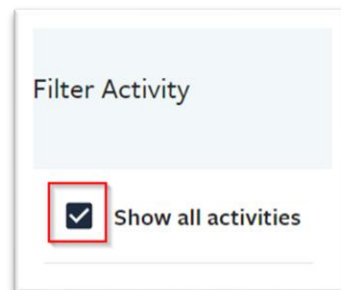
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How do I filter the Activity Feed?

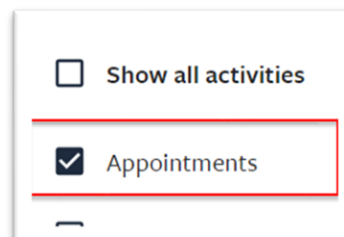
- You are also able to filter the data on your Activity Feed screen so that you are only returning the activity that you want to see.
 - The *Filter Activity* menu is at the right hand side of the Activity Feed screen.



- ❖ **By default, everything will show (as indicated by *Show all activities*).**
 - If you deselect the check box next to *Show all activities*, and then select the check box next to the feature that you want to see, it will limit your Activity Feed to only returning the information that you want to see.



- **Example:**
 - If I select *Appointments*, this will show any patients that have chosen to cancel their appointment through their Luma appointment reminder.



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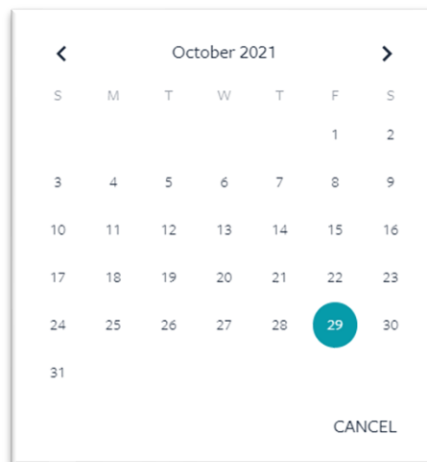
- In this example, I received a message that says *0 activities matched your filters. Please adjust your filters and try again.*

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- i.
- ii. This means that the feature that I selected did not return any results as there were no results to return.
- When choosing the *Appointments* feature in your Filters, it will only show you patients that have chosen to cancel as those create potentially actionable items for your practice.
 - i. Not all of your patients will call the office to reschedule so this allows you review these patients to follow up with them.
 - You can deselect a feature you have already chosen or select multiple features at a time.
- ❖ You will see a *Jump to Date* option at the bottom of your Filter Activity menu that allows you to jump back in time to select a day that you want to return data for.

Jump to Date >

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- When choosing this option, a calendar will appear for you to select the day you want to return data for.



- - i. You can use the arrows at the top of the calendar to navigate to a different month.



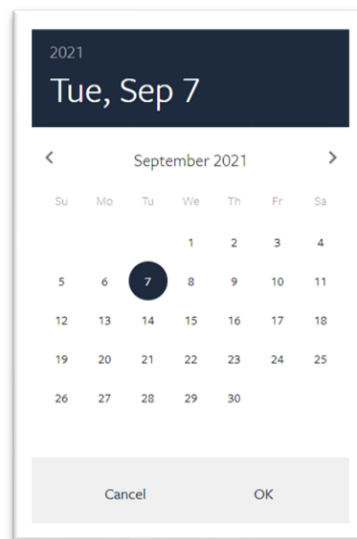
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How do I view different days on the Luma Schedule?

- You can change the day that you are looking at on your Schedule by clicking on the calendar icon at the top of the Schedule screen.



- This will open a calendar where you can select the day that you would like to view. Click on your preferred day and the schedule will change to reflect the activity for that day.



If you have any questions regarding the information included in this document, please contact helpdesk@tsihealthcare.com