Schedule Properties for Highlighted Calendar

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Version 14.19

> This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

> Our new Multi-Location Calendar updates are here! Please see the **OP 21.3 release notes** for an overview and a list of the known minor issues, which our development teams are actively working to resolve. We plan to release these fixes soon!
> In the interim, practices can
> - Configure OP to **switch to the new calendar** and explore its features, *or*
> - Take no action and continue using the current one until the fixes are released.
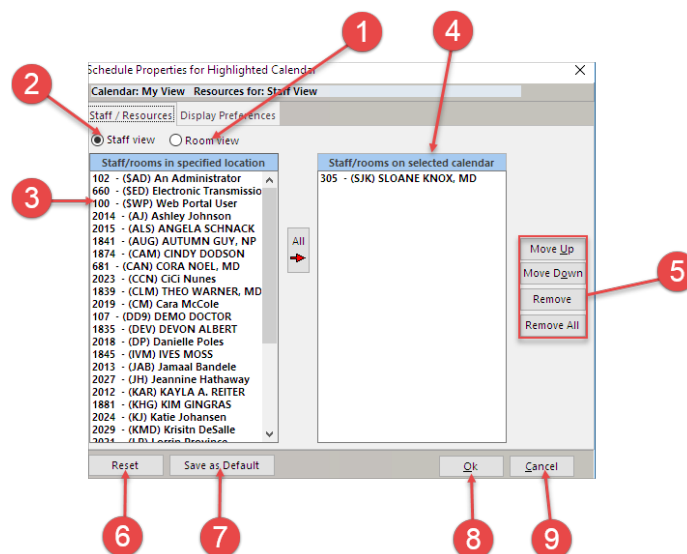
About Schedule Properties for Highlighted Calendar

> **Path: Clinical, Practice Management or Billing tab > Schedule button > Calendar radio button > Settings (Gear button)**

The Schedule Properties for the Highlighted Calendar window contains two tabs, Staff/Resources and Display Preferences, that determine which Providers or Resources are displayed on the selected calendar tab (My View, Office View, etc.) and how it's displayed. The selections made in the Staff/Resources tab carry over to the Tracking Schedule view. For multi-location practices, all property setup applies only to the calendar for the Practice location as selected in the upper left-hand corner of the calendar window.
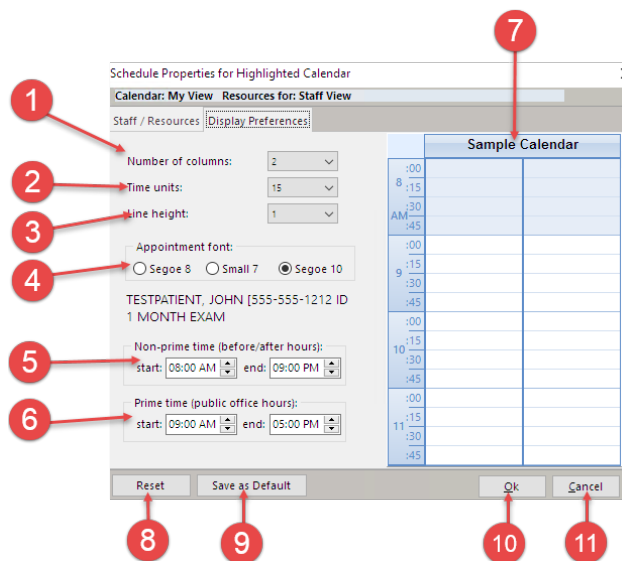
Staff/Resources Tab Map

The Staff/Resources tab organizes what and how the resources on each calendar tab is displayed.

Number	Section	Description
1	Room View	The Room View displays the rooms that appear on the selected calendar view tab. The values that appear on the calendar are located in the Staff/rooms on the selected calendar column.
2	Staff View	Staff View displays the staff that will appear on the selected calendar view tab. The values that appear on the calendar are located in the Staff/rooms on the selected calendar column.
3	Staff/rooms in specified location	The Staff/Rooms in Specified Location displays the complete list of staff and rooms.
4	Staff/rooms on selected calendar	The Staff/Rooms on Selected Calendar displays the staff and rooms that appear on the selected calendar tab. Staff and rooms can be added, removed, and reorganized in this column.
5	Organize buttons	The organize buttons move and remove the staff/rooms in the Staff/rooms on the selected calendar column.
6	Reset button	The **Reset** button restores the properties for the selected calendar to the default settings (described below). All additions, removals, and arrangements are removed if they were not set as the default list. The reset applies to both Staff/Resources and Display Preferences tabs.
7	Save as Default button	The **Save as Default** button saves the current entries in both the Staff/Resource and Display Preferences tabs.
8	OK button	The **OK** button saves the changes and closes the window.
9	Cancel button	The **Cancel** button closes the window without saving any changes.

Display Preferences Tab Map

The Display Preferences tab configures how the calendar is displayed.

Number	Section	Description

1	Number of columns	The Number of columns field sets the number of columns to display on the Calendar window.
2	Time Units	The Time Units field sets the duration for the scheduled appointments.
3	Line Height	The Line Height field sets the number of appointment lines to display in the Calendar view.
4	Appointment Font	The Appointment font field sets the preferred font size of appointment lines in the calendar view.
5	Non-Prime Time (before/after hours)	The Non-Prime Time field sets the earliest and latest time the Calendar view can be opened for the scheduled appointments.
6	Prime Time (public office hours)	The Prime Time field sets the start and end times of the office hours of operation.
7	Calendar Sample	The Calendar Sample displays how the calendar is viewed based upon the selections made in the Display Preferences tab.
8	Reset button	The **Reset** button restores the properties for the selected calendar to the default settings (described below). All additions, removals, and arrangements are removed if they were not set as the default list. The reset applies to both Staff/Resources and Display Preferences tabs.
9	Save as Default button	The **Save as Default** button saves the current entries in both the Staff/Resource and Display Preferences tabs.
10	OK button	The **OK** button saves the changes and closes the window.
11	Cancel button	The **Cancel** button closes the window.