Schedule Report Options

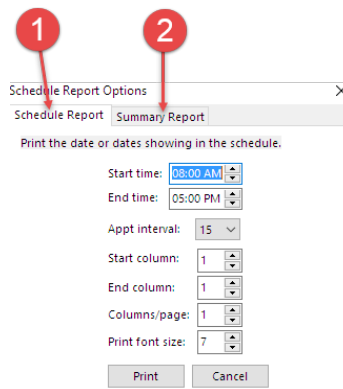Last Modified on 09/22/2021 2:37 pm EDT

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.

About Schedule Report Options

> **Path: Clinical, Practice Management, or Billing tab > Schedule button > Calendar radio button > Print button**

The Schedule Report Options window establishes the print settings for a report of the appointments that are currently displayed.

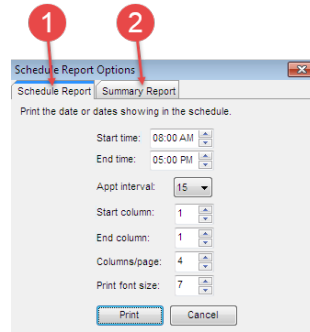## Schedule Report Options Map

Number	Section	Description
1	Schedule Report tab	The Schedule Report tab contains the print settings for the schedule report. You can: • Select the start and end times that you need to print the schedule. • Verify that the appointment interval is accurate. • Set the start column as the first provider you are seeing on the calendar. • Set the end column as the last provider calendar that you are seeing on your view.
2	Summary Report tab	The Summary Report tab prints out a list of how many appointment categories were scheduled for the date selected (well visit=6, sick visit=20, etc.).

Version 14.10

About Schedule Report Options

> **Path: Smart Toolbar > Schedule button (F7) > Print button**

The Schedule Report Options window establishes the print settings for a report of the appointments that are currently displayed.

Schedule Report Options Map

Number	Section	Description
1	Schedule Report tab	The Schedule Report tab contains the print settings for the schedule report. You can: • Select the start and end times that you need to print the schedule. • Verify that the appointment interval is accurate. • Set the start column as the first provider you are seeing on the calendar. • Set the end column as the last provider calendar that you are seeing on your view.
2	Summary Report tab	The Summary Report tab prints out a list of how many appointment categories were scheduled for the date selected (well visit=6, sick visit=20, etc.).