


We are currently updating the OP Help Center content for the release of OP 19, which is a member of the certified OP 14 family of products. OP 19's official version is 14.19.1, which you may see in your software (such as in Help > About) and in the  Help Center tabs labeled 14.19. You may also notice that the version number in content and videos may not match the version of your software, and some procedural content may not match the workflow in your software. We appreciate your patience and understanding as we make these enhancements.

# Rooms & Resources

Last Modified on 06/27/2019 11:14 am EDT

Version 14.19

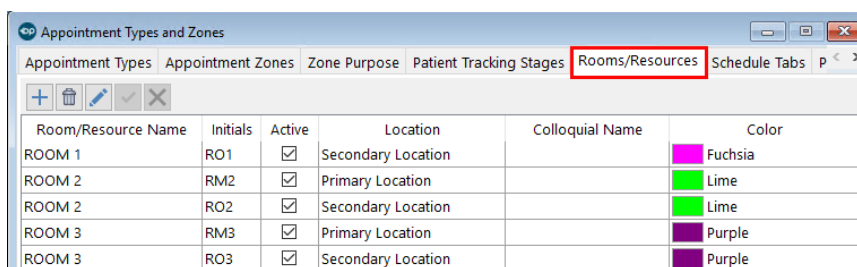
**Path: Practice Management tab > Appointments**

## Overview


Adding Rooms is a great way to know where a patient is located and determine what rooms are available. Follow the steps below to add Rooms or Resources.

## Adding Rooms/Resources

1. Navigate to the **Appointment Types and Zones** window by using the path above.
2. Click the **Rooms/Resources** tab.




| Room/Resource Name | Initials | Active                              | Location           | Colloquial Name | Color   |
|--------------------|----------|-------------------------------------|--------------------|-----------------|---------|
| ROOM 1             | RO1      | <input checked="" type="checkbox"/> | Secondary Location |                 | Fuchsia |
| ROOM 2             | RM2      | <input checked="" type="checkbox"/> | Primary Location   |                 | Lime    |
| ROOM 2             | RO2      | <input checked="" type="checkbox"/> | Secondary Location |                 | Lime    |
| ROOM 3             | RM3      | <input checked="" type="checkbox"/> | Primary Location   |                 | Purple  |
| ROOM 3             | RO3      | <input checked="" type="checkbox"/> | Secondary Location |                 | Purple  |

3. Click the **Add** button  .
4. Enter in the following information and click the **Save** button  when finished.

| Field                     | Description   |
|---------------------------|---|
| <b>Room/Resource Name</b> | The name of the room. If you have multiple locations each room name must be unique for each location. |
| <b>Initials</b>           | A short code used to identify the room (RM1, RM2).  |

| Active          | Description  |
|-----------------|--|
| Location        | This box should be automatically checked for new rooms being added. If a room is currently not being used, deselect the box. |
| Colloquial Name | In a multi-location office, select where this room is located. If you only have one location, you may omit this column.      |
| Color           | A nickname for the room.   |

## Editing Rooms/Resources

1. Navigate to the **Appointment Types and Zones** window by using the path above.
2. Click the **Rooms/Resources** tab.
3. Select the room or resource that you wish to modify and click the **Edit** button .
4. Modify the fields as needed.
5. If a room is no longer in use, deselect the **Active** column checkbox for that room. If names have just been re-purposed, change the **Room/Resource Name** rather than creating a new entry.
6. Click the **Save** button.




Version 14.10

## Utilities > Manage Practice > Appointment Preferences

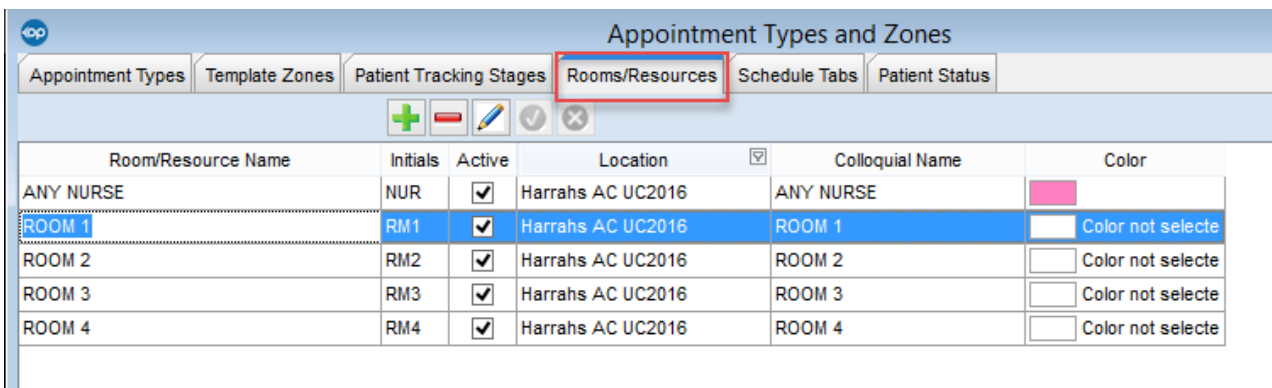
### Overview

Adding Rooms is a great way to know where a patient is located and determine what rooms are available. Follow the steps below to add Rooms or Resources.

### Adding Rooms

1. Click the **Utilities** button on the menu toolbar.
2. Select **Manage Practice**.
3. Select **Appointment Preferences**.
4. Select the tab for **Rooms**.
5. Click on the **Insert Record** button .
6. From here, enter in the following information, and click on the **Post Edit** button  to save your changes. When completed, exit by clicking the **Exit** button  in the upper right hand corner of the window.

| Field                     | Description   |
|---------------------------|---|
| <b>Room/Resource Name</b> | The name of the room. <b>If you have multiple locations each room name must be unique for each location.</b>                |
| <b>Initials</b>           | A short code used to identify the room (RM1, RM2).  |
| <b>Active</b>             | This box should be automatically checked for new rooms being added. If a room is currently not being used, uncheck the box. |
| <b>Location</b>           | In a multi-location office, select where this room is located. If you only have one location, you may omit this column.     |
| <b>Colloquial Name</b>    | A nickname for the room.  |
| <b>Color</b>              | You may select a color for your exam room if applicable for your practice workflow (this is not mandatory).                 |






The screenshot shows the 'Appointment Types and Zones' window with the 'Rooms/Resources' tab selected. The table below represents the data visible in the interface.

| Room/Resource Name | Initials | Active                              | Location          | Colloquial Name | Color                                  |
|--------------------|----------|-------------------------------------|-------------------|-----------------|--|
| ANY NURSE          | NUR      | <input checked="" type="checkbox"/> | Harrahs AC UC2016 | ANY NURSE       |  |
| ROOM 1             | RM1      | <input checked="" type="checkbox"/> | Harrahs AC UC2016 | ROOM 1          | <input type="text"/> Color not selecte |
| ROOM 2             | RM2      | <input checked="" type="checkbox"/> | Harrahs AC UC2016 | ROOM 2          | <input type="text"/> Color not selecte |
| ROOM 3             | RM3      | <input checked="" type="checkbox"/> | Harrahs AC UC2016 | ROOM 3          | <input type="text"/> Color not selecte |
| ROOM 4             | RM4      | <input checked="" type="checkbox"/> | Harrahs AC UC2016 | ROOM 4          | <input type="text"/> Color not selecte |

### Appointment Preferences: Rooms/Resources tab

## Editing Appointment Types

1. Select the tab for **Rooms**.
2. Click on an item that you wish to modify and click the **EditRecord** button .
3. Modify any of the fields as needed.
4. If a room is no longer in use, uncheck the **Active** column. If names have just been re-purposed, change the **Room/Resource Name** rather than creating a new entry.
5. Click the **Post Edit** button .
6. Click the Exit button .