Create a New Schedule Tab

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Version 14.19

Our new Multi-Location Calendar updates are here! Please see the **OP 21.3 Calendar Articles** for an overview of the changes. Practices can configure OP to **switch to the new calendar** and explore its features.

Path: Practice Management tab > Appointments > Schedule Tabs tab

Overview

Learn how to create additional Schedule Tabs at the top of the Calendar Schedule/Tracking Schedule window by following these steps. By adding additional tabs, users can have separate, yet specific views of the calendar.

Create a New Schedule Tab

1. Navigate to the Appointment Type and Zones window: **Practice Management tab > Appointments**.
2. Click the **Schedule Tabs** tab.
3. If not already checked, select the checkbox to **Use schedule tabs.**
4. Click the **Add** button and add the information explained in the table below.

Tab Name	Enter the name of the tab as you would like it to appear in the schedule.
Description	Enter a brief description stating the tab's intended use.
User-Spec?	If checked, individual users can customize this tab. This checkbox should not be selected for tabs, such as Office View, where changes to the properties should not be made.
Location	If a multi-location practice, choose the location where this schedule tab should be seen. If single location, this may be left blank.
Archived	If checked, the respective tab will not appear on the Calendar.
Sort	Determines the order of the schedule tabs (from left to right) when multiple tabs are created. To default a particular tab to be shown when you open the schedule, position it with a sort of 1.

5. Click the **Save** button to save your new tab.

Version 14.10

Utilities > Manage Practice > Appointment Preferences

Overview

Learn how to create additional tabs at the bottom of the Schedule and Practice workflow window by following these steps. Additional tabs is a way to have multiple but separate schedules views on the calendar.

Creating Schedule Tabs

1. Click the **Utilities** button on the menu toolbar.
2. Select **Manage Practice**.
3. Select **Appointment Preferences**.
4. Click the **Schedule Tabs** tab.

5. Select the checkbox that states, **Use schedule tabs** to see the tabs at the bottom of the Schedule and Practice Workflow window.
6. Click on the **Insert Record** button and add the following. After you have completed the line, click on the **Post Edit** button to save. Exit by clicking the **Exit** button in the upper right-hand corner of your form.

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