

## Important Content Update Message

We are currently updating the OP Help Center content for OP 20. We appreciate your patience as we continue to make these updates. To locate the version of your software, navigate to: **Help tab > About**.

## How can I only see my tasks on the Patient Tracking screen?

Last Modified on 02/05/2021 4:06 pm EST

At the top of the Tracking window there is a section where each user can select what tasks they wish to see. The options are All, Mine, or select a department from the drop-down.

- All: All outstanding tasks are displayed.
- Mine: Tasks for the departments you are a member are displayed.
- **Department**: Tasks for the selected department are displayed.

Tracking Schedule		
My View Office View		○ Calendar
Date:         Show         ● All         ○ Mine           1/19/2021         ↓         Billing         ▲	Expand grid	
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Pat.ID: 0	Tuesday January 19, 2021 Week# 3	

