

### Important Content Update Message

We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

# Adjusting Column Width

Last Modified on 11/13/2019 4:19 pm EST

Version 14.19

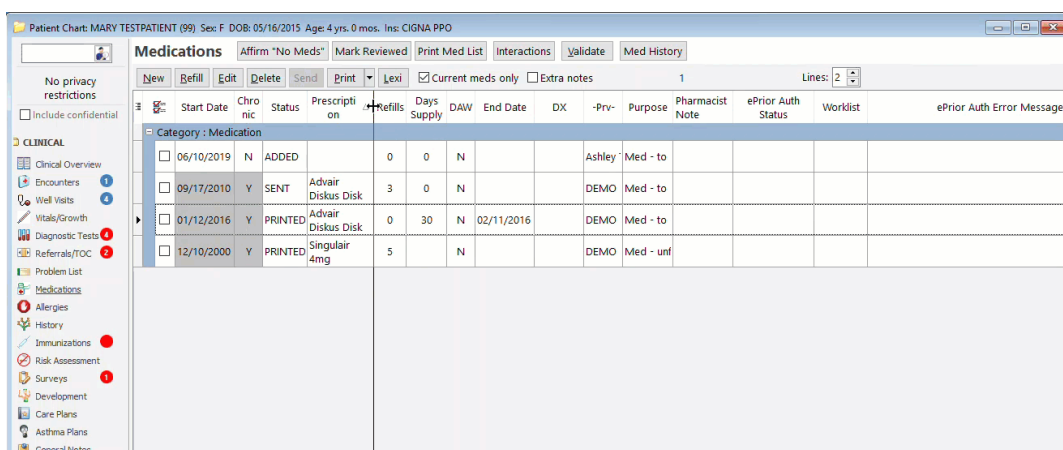
## Adjusting Column Width

In OP, you have the ability to manage how you view certain windows by adjusting the column width. The image below provides an example of how to adjust column width.

1. Locate the column you would like to adjust.
2. Hover in the column header bar until you see the double sided black arrow.
3. Drag the column until the width suits your needs.



**Note:** You can also double-click the right grid line of the column header to auto-expand the column width. This adjusts the width to the maximum allowable based on the content in that column.



	Start Date	Chronic	Status	Prescription	Refills	Days Supply	DAW	End Date	DX	-Prv-	Purpose	Pharmacist Note	ePrior Auth Status	Worklist	ePrior Auth Error Message
<input type="checkbox"/>	06/10/2019	N	ADDED		0	0	N				Ashley Med - to				
<input type="checkbox"/>	09/17/2010	Y	SENT	Advair Diskus Disk	3	0	N				DEMO Med - to				
<input type="checkbox"/>	01/12/2016	Y	PRINTED	Advair Diskus Disk	0	30	N	02/11/2016			DEMO Med - to				
<input type="checkbox"/>	12/10/2000	Y	PRINTED	Singular 4mg	5		N				DEMO Med - unf				

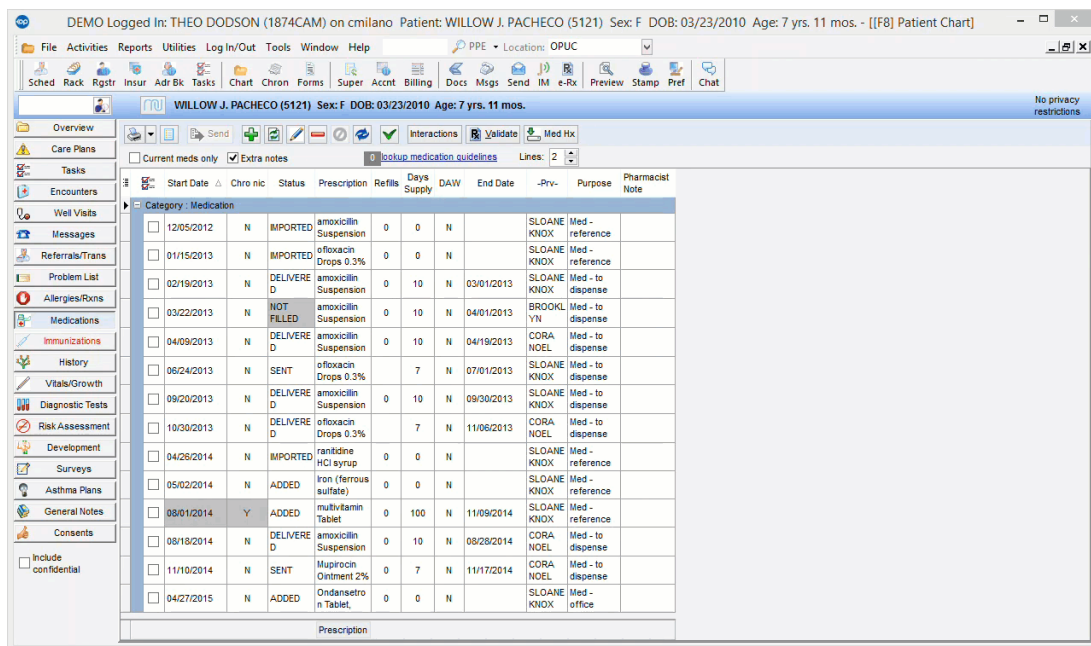
Version 14.10

## Adjusting Column Width

In the OP software, you have the ability to manage how you view certain windows by adjusting the column width. The image below provides an example of how to adjust column width.

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Start Date	Chronic	Status	Prescription	Refills	Days Supply	DAIW	End Date	-Prv-	Purpose	Pharmacist Note
12/05/2012	N	IMPORTED	amoxicillin Suspension	0	0	N		SLOANE KNOX	Med - reference	
01/15/2013	N	IMPORTED	ofloxacin Drops 0.3%	0	0	N		SLOANE KNOX	Med - reference	
02/19/2013	N	DELIVERED	amoxicillin Suspension	0	10	N	03/01/2013	SLOANE KNOX	Med - to dispense	
03/22/2013	N	NOT FILLED	amoxicillin Suspension	0	10	N	04/01/2013	BROOKLYN	Med - to dispense	
04/09/2013	N	DELIVERED	amoxicillin Suspension	0	10	N	04/19/2013	CORA NOEL	Med - to dispense	
06/24/2013	N	SENT	ofloxacin Drops 0.3%	0	7	N	07/01/2013	SLOANE KNOX	Med - to dispense	
09/20/2013	N	DELIVERED	amoxicillin Suspension	0	10	N	09/30/2013	SLOANE KNOX	Med - to dispense	
10/30/2013	N	DELIVERED	ofloxacin Drops 0.3%	0	7	N	11/06/2013	CORA NOEL	Med - to dispense	
04/26/2014	N	IMPORTED	ranitidine HCl syrup	0	0	N		SLOANE KNOX	Med - reference	
05/02/2014	N	ADDED	Iron (ferrous sulfate)	0	0	N		SLOANE KNOX	Med - reference	
08/01/2014	Y	ADDED	multivitamin Tablet	0	100	N	11/09/2014	SLOANE KNOX	Med - reference	
08/19/2014	N	DELIVERED	amoxicillin Suspension	0	10	N	08/29/2014	CORA NOEL	Med - to dispense	
11/10/2014	N	SENT	Mupirocin Ointment 2%	0	7	N	11/17/2014	CORA NOEL	Med - to dispense	
04/27/2015	N	ADDED	Ondansetron Tablet	0	0	N		SLOANE KNOX	Med - office	