

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.


Adding, Removing, or Reordering Columns

Last Modified on 11/14/2019 3:02 pm EST

Version 14.19

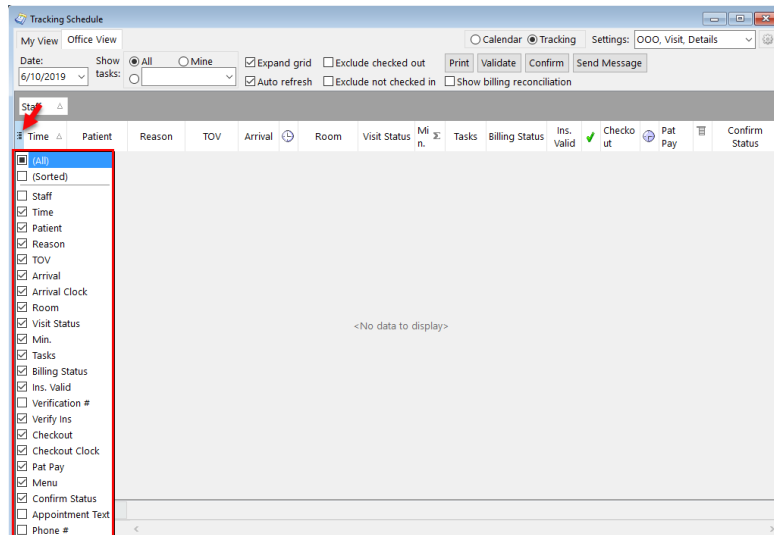
In OP, you may find the need to add, remove, or reorder columns to simplify how you view data.

Add or Removing Columns

Across OP, you will see the column selection function (). This function button provides you with the option to add and remove columns. Simply click the **Column Selection** button to see a list of available columns for the grid where you are working.

- To add columns, select the checkbox corresponding to that column header.
- To remove columns, deselect the corresponding checkbox.

In the below image, you will see all of the available columns to be added to the Tracking window. Notice the checked boxes are visible in the grid and the unchecked boxes are not visible. After selecting the columns to be visible, you can click the **Save Active Form** button in the **Personalize** tab to save this view as a preference.

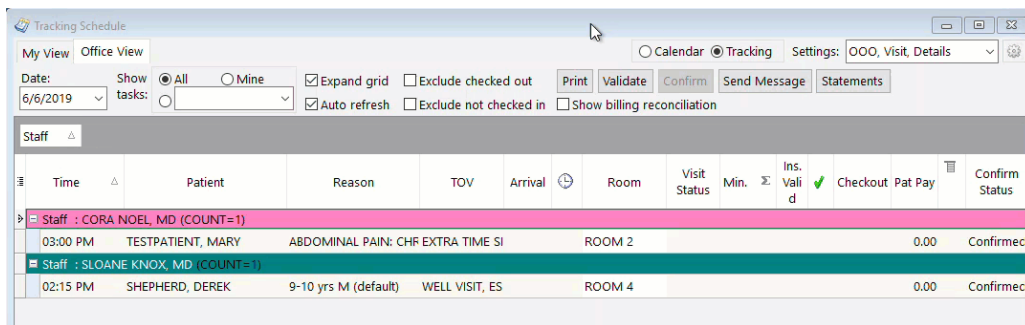


Note: Notice that this grid is grouped by Staff. This can still be added to the columns by selecting the corresponding checkbox.

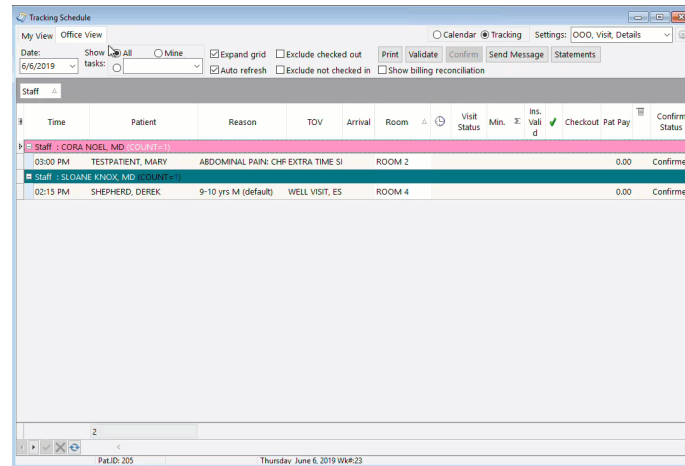
Reordering Columns

There are two ways to reorder columns in OP:

- Click and hold the column header that you would like to move. Then, while holding down your mouse button, drag and drop where you would like the column to be placed. The drop location will be indicated by small green arrows.



- While in the available column list, you can drag and drop column headings up or down in the listing. The small green arrows will confirm your placement.



Version 14.10

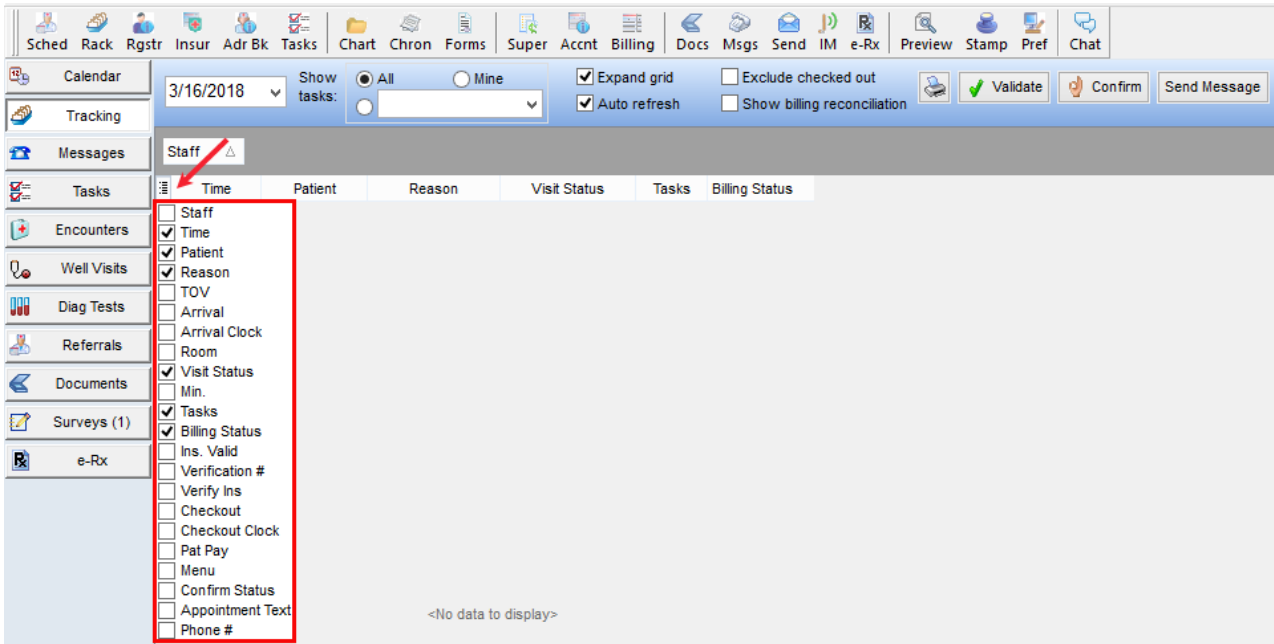
In OP 14 you may find the need to add, remove, or reorder columns to simplify how you view data.

Add or Removing Columns

Across OP, you will see the column selection function (☰). This function button provides you with the option to add and remove columns. Simply click the **Column Selection** button to see a list of available columns for the grid where you are working.

- To add columns, select the checkbox corresponding to that column header.
- To remove columns, deselect the corresponding checkbox.

In the below image, you will see all of the available columns to be added to the Tracking window. Notice the checked boxes are visible in the grid and the unchecked are not visible. After selecting the columns you would like to be visible, you may click the **Pref** button on the Smart Toolbar to save this view as a preference.



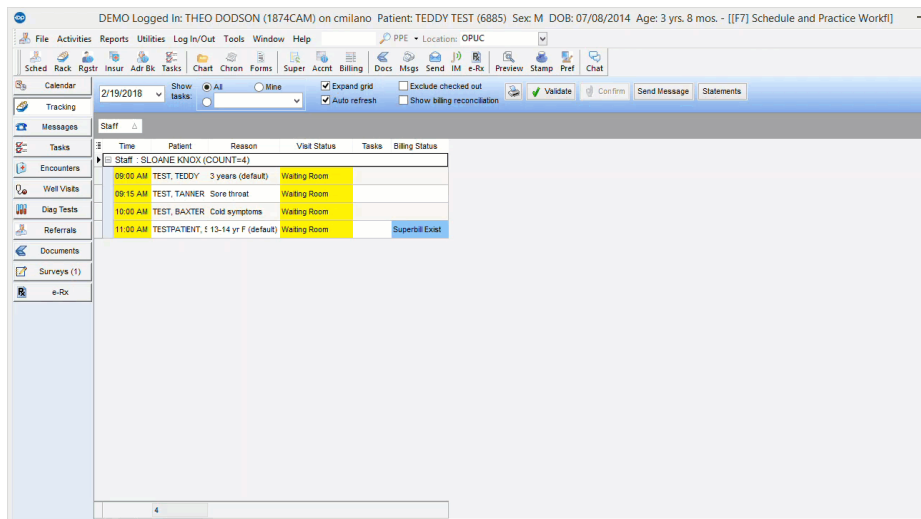
The screenshot shows the Office Practicum interface with a grid view. The 'Staff' column is selected, and the 'Staff' checkbox in the left-hand menu is highlighted with a red box. The grid currently displays no data.

Note: You will notice that 'Staff' appears to be how this grid is grouped. This can still be added to the columns by clicking the corresponding checkbox.

Reordering Columns

There are two ways to reorder columns in OP.

1. Click and hold the column header that you would like to move.
2. While holding down your mouse button, drag and drop where you'd like the column to be placed. The drop location will be indicated by small green arrows.



The screenshot shows the Office Practicum interface with a grid view. The 'Staff' column is highlighted in yellow. The grid displays patient data for 2/19/2018.

Time	Patient	Reason	Visit Status	Tasks	Billing Status
09:00 AM	TEST, TEDDY	3 years (default)	Waiting Room		
09:15 AM	TEST, TANNER	Sore throat	Waiting Room		
10:00 AM	TEST, BAXTER	Cold symptoms	Waiting Room		
11:00 AM	TESTPATIENT, S 13-14 yr F (default)	Waiting Room		Superbill Exist	

- While in the available column list, you can drag and drop column headings up or down in the listing. The small green arrows will confirm your placement.

