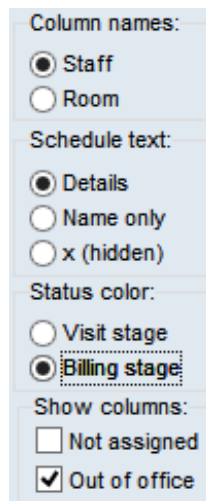


How do I display the Exclude Billing Complete checkbox on the Tracking Window?

Last Modified on 08/01/2018 4:15 pm EDT

To show Exclude Billing Complete on the Tracking window, you want the **Calendar** tab to be set to Billing Stage. Once selected, the Exclude Billing Complete checkbox will appear in the **Tracking** tab. To do this:

1. Click the **Sched** button.
2. Select the **Calendar** tab.
3. From the Calendar tab, select **Billing stage** in the Status color field.



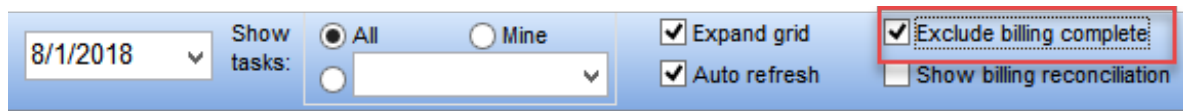
Column names:
☒ Staff
☐ Room

Schedule text:
☒ Details
☐ Name only
☐ x (hidden)

Status color:
☐ Visit stage
☒ **Billing stage**

Show columns:
☐ Not assigned
☒ Out of office

4. Click the **Tracking** tab. The Exclude Billing complete checkbox is visible.



8/1/2018 Show tasks: ☒ All ☐ Mine ☒ Expand grid ☒ **Exclude billing complete** ☐ Show billing reconciliation
☐ ☒ Auto refresh

5. Click the **Pref** button on the Smart Toolbar to save this as your preferred setting.