


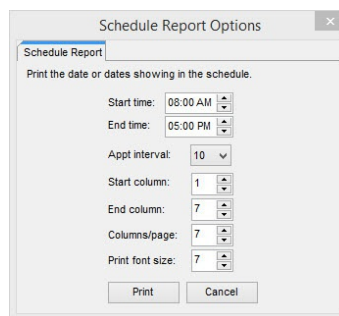
Important Content Update Message

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.

How do I print a Schedule Template?

Last Modified on 02/12/2020 12:38 pm EST

1. Navigate to the Schedule Template Editor (**Utilities > Manage Practice > Schedule Templates**).
2. Select the Staff member whose Schedule Template you would like to print.
3. Select the Template you would like to print.
4. Click the **Print** button . The Schedule Report Options window will open.



5. Complete the following:
 - **Start and End times:** the time range that you want to include on the Schedule Template printout.
 - **Appt interval:** the intervals in which you want to print. If your template is set to 10 minute intervals, set this field to also be 10 minute intervals.
 - **Start and End columns:** the columns are numbered by the day of the week. For example, if you choose 1 in the Start column field, Sunday will be the first column on the schedule template printout. The End column is the last column that will be included on the Schedule Template printout.
 - **Columns/page:** this is the number of columns (days) that appear on a page when the Schedule Template is printed out.

Note: To print a full week on one page, enter the following:

- **Start column:** 1 (to start on Sunday)
- **End column:** 7 (to end on Saturday)
- **Columns/page:** 7

6. Click **Print**.