Set Calendar Display Preferences

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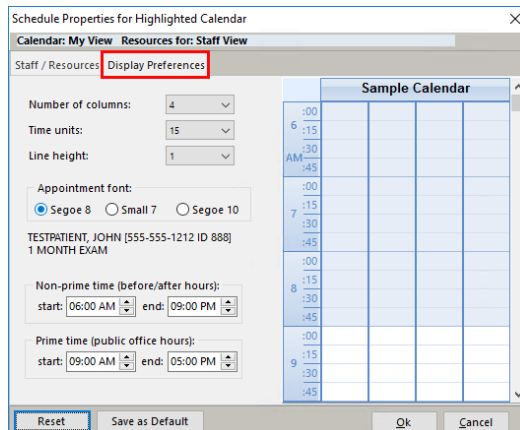
📢 Our new Multi-Location Calendar updates are here! Please see the **OP 21.3 Calendar Articles** for an overview of the changes. Practices can configure OP to **switch to the new calendar** and explore its features.

Overview

After adding staff, providers, or rooms/resources to the calendar view, you can decide how the calendar will be displayed by setting Display Preferences.

Set Calendar Display Preferences

1. In the **Clinical**, **Practice Management**, or **Billing** tab, click the **Schedule** button.
2. Select the **Calendar View** tab for which you will add staff or resources.
3. Ensure that the **Calendar** radio button is selected so that you are viewing the **Calendar Schedule** window.
4. Click the **Schedule Properties** button ⚙ . The **Schedule Properties for Highlighted Calendar** window opens to the **Staff/Resources** tab indicating the Calendar tab and Resource selection.
5. Click the **Display Preferences** tab.

6. As you complete the following fields, the **Sample Calendar** displays the settings:

   - **Number of columns:** the number of column that are displayed on the calendar. If you select 3 providers to be displayed, ensure you have at least 3 selected here.
   - **Time Units:** this should be set to match the units in which appointments are scheduled in your practices. For example, if your appointments are scheduled in 15 minute increments, select **15** here.
   - **Line Height:** this determines how wide (2) or narrow (1) the lines on the calendar are displayed.
   - **Appointment font:** this determines the size of the font on the calendar. A preview is displayed below the Appointment font section of the window. If you select a different radio button option, you will be alerted to close the schedule and reopen it to see the change.
   - **Non-prime time (before/after hours)**
   - **Prime time (public office hours)**

7. Click the **OK** button to save the display preferences.