# Print the Schedule

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Version 20.13

📢 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.

**Path: Clinical, Practice Management, or Billing tab > Schedule button > Calendar radio button**

## About

The Schedule in OP can be printed directly from the Calendar Schedule window. What's included in the printout is determined by the user initiating the print.

## Print the Schedule

1. Navigate to the Calendar Schedule by following the path above.
2. Select the Schedule that you want to print:

   a. If using multiple Schedule Tabs, select the**tab** for the Schedule you want to print.
   b. If you're in a multi-location Practice and have access to additional location Schedules, select the**location** from the drop-down. Once the location is selected, select the tab for the Schedule you want to print.

3. Click the **Print** button. The Schedule Report Options window is displayed.
4. Make selections in the window according to how you want your Schedule printout to be rendered.

   - **Start and End times**: These are the times that will begin and end your Schedule printout.
   - **Appt interval**: This should be set to the scheduling increments used by the Practice.
   - **Start and End columns**: The numeric values in these fields indicate which Provider schedules will be included in the printout, from left to right.

   💡 **Tip:** Changes to the Providers/Resources displayed on the Calendar and the order in which they're displayed can be made by following the instructions found **here**. Remember that Office View changes are displayed for all users, so be sure to confirm that changes are appropriate for all users prior to editing Office View.

   - **Columns/page**: Sets the number of columns to include on each printout page.
   - **Print font size**: Sets the size of the printout font.

5. Click the **Print** button.