

OP 21.3 - Set Calendar Display Preferences


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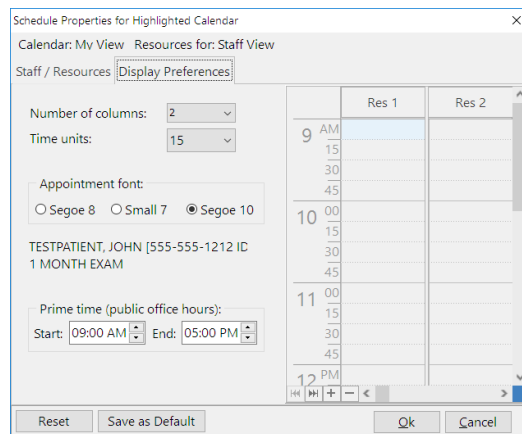
The content listed here is transitional documentation and is subject to change.

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** tab 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.



Schedule Properties for Highlighted Calendar

Calendar: My View Resources for: Staff View

Staff / Resources: **Display Preferences**

Number of columns: 2

Time units: 15

Appointment font:
 Segoe 8 Small 7 Segoe 10

TESTPATIENT, JOHN [555-555-1212 ID
1 MONTH EXAM

Prime time (public office hours):
Start: 09:00 AM End: 05:00 PM

Res 1 Res 2

9 AM
15
30
45
10 00
15
30
45
11 00
15
30
45
12 PM

Reset Save as Default Ok Cancel

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.
 - **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.
 - **Prime time (public office hours)**
7. Click the **OK** button to save the display preferences.