


# OP 21.3 - Set Calendar Display Preferences

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

Thank you for choosing to enable the New Calendar View! We value this opportunity and accept any feedback your practice has to ensure the delivery of user-friendly tools and workflows.




Don't wait until you're required to implement the new Calendar in 2024 to start taking advantage of all of the benefits that the improved Calendar has to offer! We recommend [attending one of our webinars](#), divided by and tailored for **single-** and **multi-location practices**. This more tailored education will help you learn about and navigate the new OP Calendar, as it applies directly to how your practice interacts with the Calendar in OP.

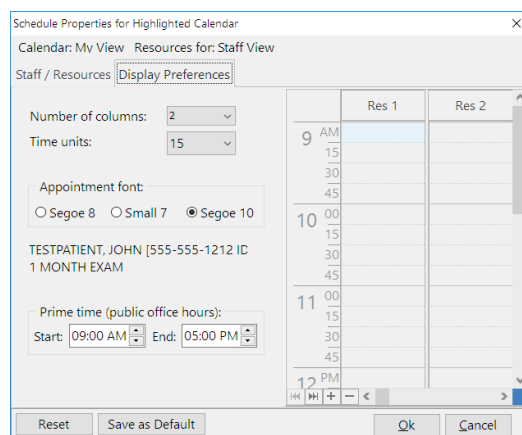
There are several dates and times available. Please see the [Upcoming Webinars](#) page to register!

## 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.



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.

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