

New Calendar FAQs

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How do I enable the new calendar?

You will need to enable the new calendar component after you take the 21.3 release. It will automatically be turned on after your roll-out date.

- 1. Navigate to Admin > Global Preferences > Schedule.
- 2. Under Calendar Component, select the Devex (new) radio button.

	Preferences: Aff	ects all use	rs on the	network.						×
ic	Colors & Font	Schedule	Special	Clinic Info.	Billing	Maintenance	Security	Portal	Demographics	Exit
	Elements to in	clude in ap	pointmen	t text:						
	Patient last name and first name only									
	Patient last and first name, plus any of the following:									
	Date	of birth								
	Do not us	e multiple o	alendars	(tabs) on [F7	Schedule] form.				
	Organize	*Appointme	ent Type"	drop down b	y departr	nent				
	Automati	cally reset vi	sit stage	when encour	nter note:	are opened				
	Consolida	ate appointi	nent remi	nders for sib	lings on	the same day				
	Disable Curbside in Add/Edit Appt. screen									
	Disable No Show appointment status from auto creating a miscellaneous note									
	Automatically set visit stage to "Waiting Room" on new appointments									
starting within this many minutes of the current time (0 = disable auto-checkin):							0	-		
	Cat the interest	1.6		a this set the set	-hadreda A					
	Note: Shorter	intervals ma	y result in	decreased o	overall sys	tem performan	ce.			
	5 10	15 20	25	30 35	40	45 50	55	60		
	- Calendar o	omponent:								
	OBI Tech (old)									

If I turn on the new calendar while other staff are logged in, will it effect them?

You can turn the new calendar one while other staff are also logged into OP, and they will not be affected. Currently logged in users would have to log off of OP, end all sessions and log back in to see the change.

Will the new calendar effect our schedule templates?

No, your Schedule Templates will not be impacted.

If an appointment is cancelled, can the physician see the appointment on the Tracking screen?

Yes, if an appointment is cancelled and the slot is open for another appointment, the original appointment is still visible on the Tracking screen with the Cancelled status.





Can I choose NOT to have the appointment slots labeled and still use the new calendar?

Yes. In the Schedule Settings you would choose not to have the timeslot names listed. See this Calendar Setup article for more details.

Can I still add a patient on a Do Not Book zone?

Yes, you will still be able to do add a patient on a Do Not Book zone. The functionality of how the zone purposes and protection has not changed.

What are the borders of color on the left and right side of the appointment?

Left side: Appointment Type

Right side: Background of the Appointment Zone

