




# NEW CALENDAR CHECKLIST



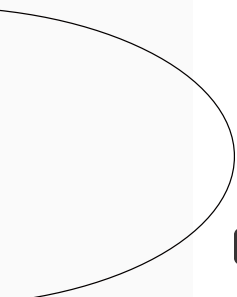
## SINGLE LOCATION PRACTICES

Navigate to **Schedule** > Click **Settings** drop-down

### UPDATE NEW SCHEDULE SETTINGS

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- Multiple locations:** *This checkbox is not applicable for single location practices. No Action Needed.*
  - Timeslot names:** This checkbox is selected by **default**.
    - If your schedule is color-coded using appointment zones, selecting this will display the zone name as well as the color in each appointment slot.
    - Deselect this checkbox if you do not want to view the zone names.
  - Appointment hints:** This checkbox is selected by **default**.
    - This will enable a popup when you hover over an appointment that displays the complete text of the appointment details.
    - Deselect this checkbox if you do not want to have the pop-up appear.

### (OPTIONAL) STREAMLINE YOUR CALENDAR VIEW

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- Hide Appointment Status section:** Select the checkboxes to hide appointments with the below statuses:
    - **No Show**
    - **Cancelled**
    - **Cancelled Same Day**
  - Out of Office:**
    - Select this checkbox to show columns for providers or staff who are usually listed on the selected tab but do not have office hours scheduled on the selected date.

Update the Schedule Settings Enhancements for each schedule tab you have. Some practices have none, while others have several.

