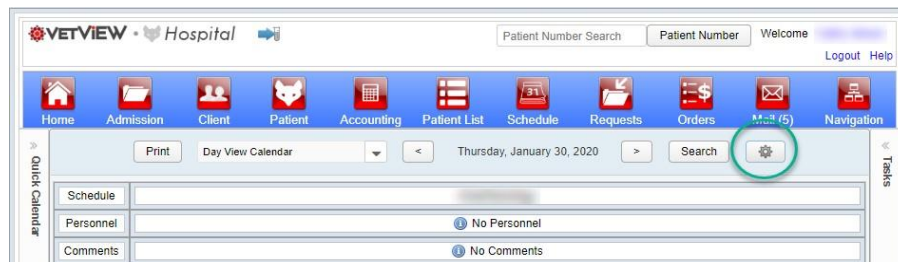


VetView 2.0 Cheat Sheet – Schedule Layout

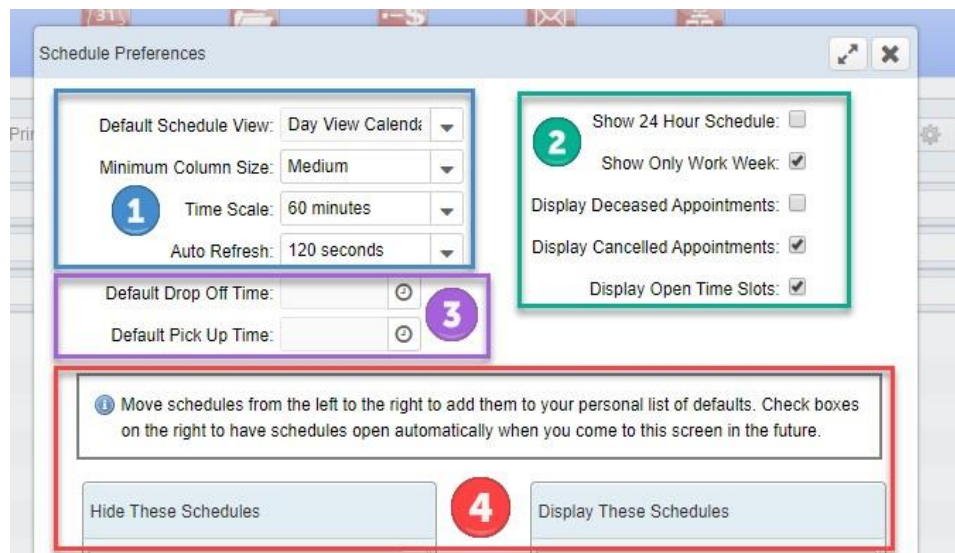
How do I set up my new user preferences on the Schedule screen?

Schedule User Preferences have been moved to a special window that can be opened by clicking on the **Gear Icon** at the top of the schedule screen.



On this window, you can set the following:

1. Default Schedule Views, Column Size, Time Scale, and Refresh rate
2. What days and hours to display, deceased or cancelled appointments, empty time slots or only scheduled appointments
3. Default drop off and pick up times (e.g. 7AM / 5PM) if your unit will use these fields
4. The schedules that will automatically load each time you open the schedule screen



How do I customize the layout of the schedule screen?

In addition, the layout of the schedule screen can be further customized by opening and closing the Quick Calendar and Tasks side panels. Click on the double arrow icon to open or close them. Drag the edge of an open panel to resize them. And then right click each panel to Save its position, and it will load that way the next time you open the screen.

