

# FLOW: adjusting Schedule Settings times

## 1 View Schedule

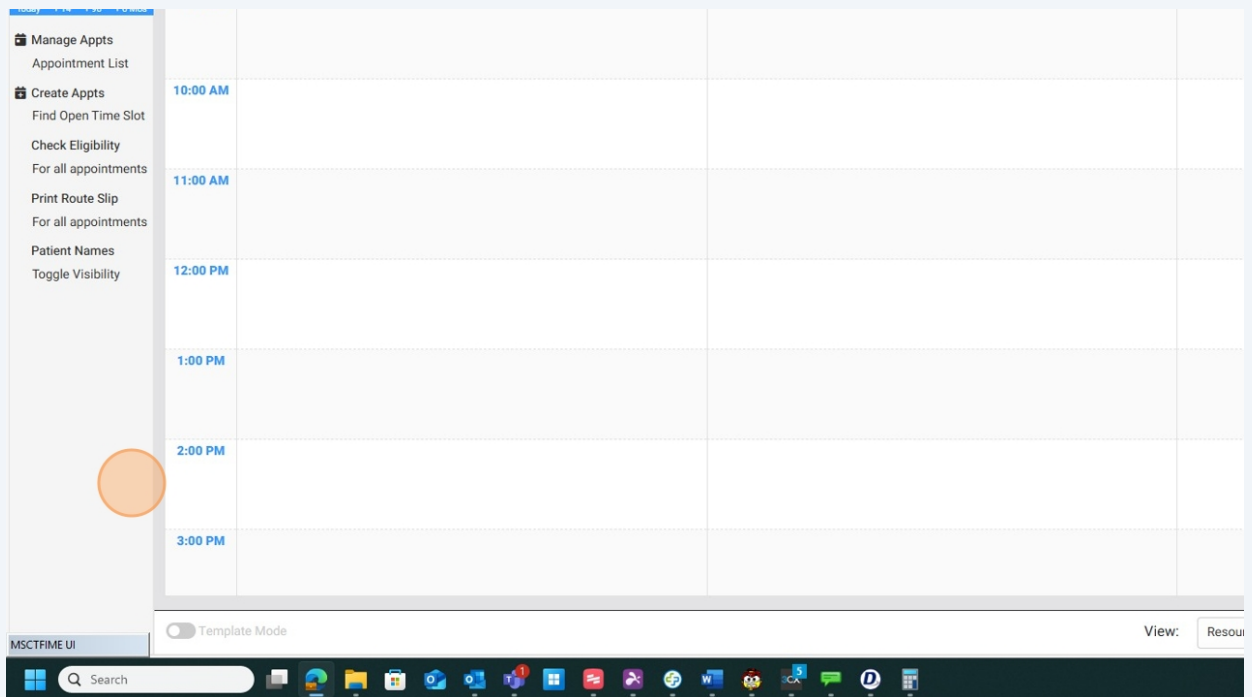
The screenshot shows the FLOW by Dentimax dashboard. At the top, there is a navigation bar with the FLOW logo and a 'Select Patient' dropdown. Below this is a sidebar with options: 'Homepage', 'Customize Page', and 'New Homepage'. The main dashboard area contains several widgets:

- Daily Patient Summary:** Shows 'No appointments today'. A calendar icon in the top navigation bar is highlighted with a red circle.
- Daily Revenue Goal:** Shows '\$0' current revenue and a 'Target \$0.00'. A progress bar is visible.
- Office Recall Percentage:** Shows 'No recalls set up'.
- Service Stats (7 days):** A donut chart and a list of services with counts and percentages:

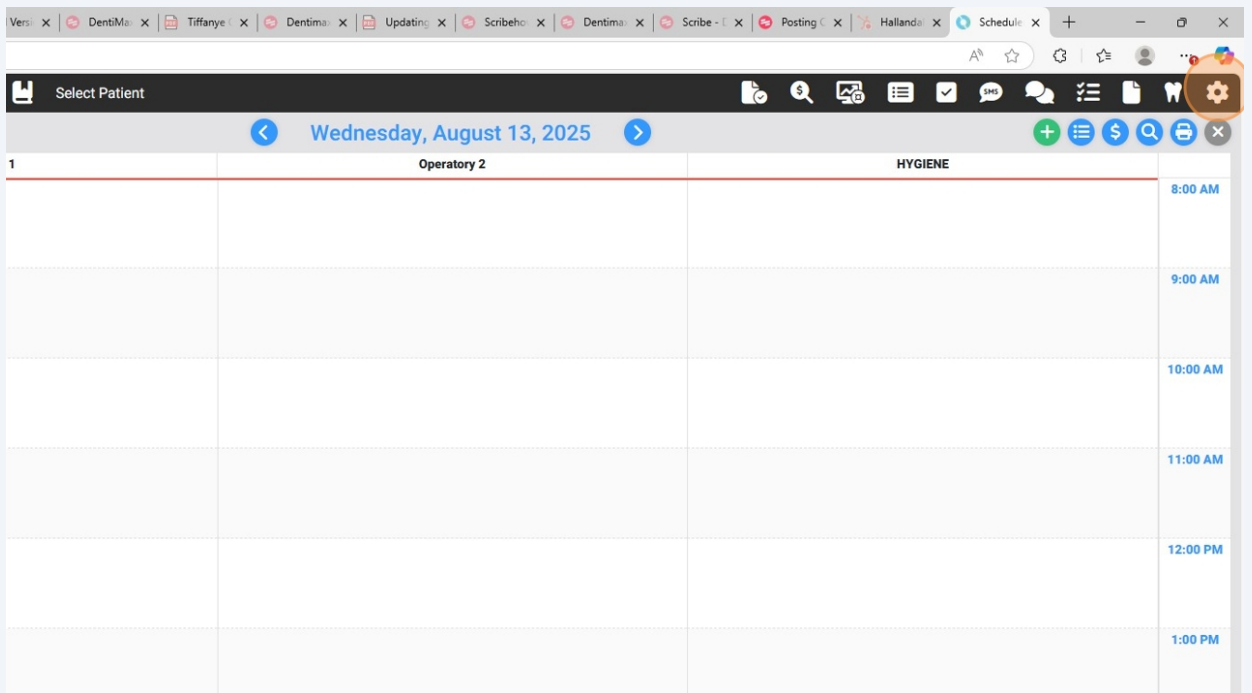
Periodontics:	24 (44%)	Conditions:	0 (0%)
Preventive:	12 (22%)	Prosthodontics, fixed:	0 (0%)
Restorative:	8 (15%)	Adjunct Serv:	0 (0%)
Diagnostic:	8 (15%)	Other:	0 (0%)
Endodontics:	2 (3.7%)		
Implant Serv:	0 (0%)		

Total: 54
- Practice Stats (YTD):**
  - Patients Seen: 3
  - New patients: 1
  - Services Provided: 9
  - Completed Appointments: 4
  - Missed Appointments: 0
  - Unscheduled Treatment: 0
- Daily Activities:** Shows two '0' values.
- Common Reports:** Shows a list icon.
- Helpful Resources:** Shows a red 'Rx' icon and a red exclamation mark.

## 2 If your line are showing large and not allowing your full schedule on the screen



## 3 Click the "gear" in the upper right



## 4 Click Setup

Wednesday, August 13, 2025

Operator 2

HYGIENE

Practice Setup

- User: Tiffanye Nichols
- User Profile Settings
- Account Settings
- Logout

9:00 AM

10:00 AM

11:00 AM

12:00 PM

1:00 PM

## 5 Click "Schedule Settings"

Practice Information

Schedule Settings

Data Settings

Reports

Statement Messages

Email Settings

Ledger Colors

Practice Name

Tiffanye

Street

123546 NE

Street 2

City

Gilbert

State

AZ

Postal Code

85297

Country

United States - US

Phone 1

(800) 704-8494

Phone 2

Fax

Bank Account

Practice Setup

- Practice Information
- User Access
- Security
- Providers
- Schedule Resources
- Required Fields
- Approve User Requests

Additional Setup

- Multicodes
- Alert Codes
- RX Templates
- Appt Templates
- Appt Types
- Claim Pre-edits
- Pt. Acknowledgments
- Online Forms
- Card Readers

Patient Communication

- Automated Messages
- Custom Templates
- Additional Settings
- SMS Opt-out
- Document Center

Patient Portal

- Settings

## 6 Verify your office hours are set until 5PM

Practice Information | **Schedule Settings** | Data Settings | Reports | Statement Messages | Email Settings | Ledger Colors

### Business Hours

Click the edit button to enable editing

Day	Status	Start Time	End time
Sunday	Closed	08:00 AM	05:00 PM
Monday	Open	08:00 AM	05:00 PM
Tuesday	Open	08:00 AM	05:00 PM
Wednesday	Open	08:00 AM	05:00 PM
Thursday	Open	08:00 AM	05:00 PM
Friday	Open	08:00 AM	05:00 PM
Saturday	Closed	08:00 AM	05:00 PM

### Displayed Appointment

Show Wait Times

Line	Field
Line 1	Mobile Phone
Line 2	Preferred Contact Method
Line 3	Preferred Scheduling Hours
Line 4	Age/Insurance
Line 5	Service Codes
Line 6	Note

### Scheduling Options

Time Interval: 3020 | Time Height (Pixels): 100

Appointment Flash Status: [Dropdown] | Appointment Flash Color: [Dropdown]

Do not schedule appointments more than [ ] days in advance.

Hide patient names on scheduler  
 Use procedures to determine length of appointments  
 Disable appointment conflict warning

### Rename Appointment Colors

Color Select: [Dropdown] | New Name: [Text Field] | [Rename Color]

## 7 Click to Edit

Practice Settings | Reports | Statement Messages | Email Settings | Ledger Colors

### End time

05:00 PM
05:00 PM
05:00 PM
05:00 PM
05:00 PM
05:00 PM
05:00 PM

### Displayed Appointment

Show Wait Times

Line	Field
Line 1	Mobile Phone
Line 2	Preferred Contact Method
Line 3	Preferred Scheduling Hours
Line 4	Age/Insurance
Line 5	Service Codes
Line 6	Note

### Dates Office Closed

Date	Description
No data to display	

### Rename Appointment Colors

Color Select: [Dropdown] | New Name: [Text Field] | [Rename Color]

[Edit]

## 8 Adjust the TIME HEIGHT and click save

**Business Hours**

Day	Status	Start Time	End Time
Sunday	Closed	08:00 AM	05:00 PM
Monday	Open	08:00 AM	05:00 PM
Tuesday	Open	08:00 AM	05:00 PM
Wednesday	Open	08:00 AM	05:00 PM
Thursday	Open	08:00 AM	05:00 PM
Friday	Open	08:00 AM	05:00 PM
Saturday	Closed	08:00 AM	05:00 PM

**Scheduling Options**

Time Interval: 30 | Time Height (Pixels): 100

Appointment Flash Status: [Dropdown] | Appointment Flash Color: [Dropdown]

Do not schedule appointments more than [ ] days in advance.

Hide patient names on scheduler

Use procedures to determine length of appointments

Disable appointment conflict warning

Show a warning when moving an appointment in the scheduler

Show cancelled appointments on the scheduler

US Postal Code Search

**Displayed Appointment**

Show Wait Times

Line 1: Mobile Phone | Line 2: Preferred Contact Method

Line 3: Preferred Scheduling Hours | Line 4: Age/Insurance

Line 5: Service Codes | Line 6: Note

**Rename Appointment Colors**

Color Select: [Dropdown] | New Name: [Text Field]

## 9 View your scheduler to view

**Business Hours**

Day	Status	Start Time	End Time
Sunday	Closed	08:00 AM	05:00 PM
Monday	Open	08:00 AM	05:00 PM
Tuesday	Open	08:00 AM	05:00 PM
Wednesday	Open	08:00 AM	05:00 PM
Thursday	Open	08:00 AM	05:00 PM
Friday	Open	08:00 AM	05:00 PM
Saturday	Closed	08:00 AM	05:00 PM

**Scheduling Options**

Time Interval: 30 | Time Height (Pixels): 55

Appointment Flash Status: [Dropdown] | Appointment Flash Color: [Dropdown]

Do not schedule appointments more than [ ] days in advance.

Hide patient names on scheduler

**Displayed Appointment**

Show Wait Times

Line 1: Mobile Phone | Line 2: Preferred Contact Method

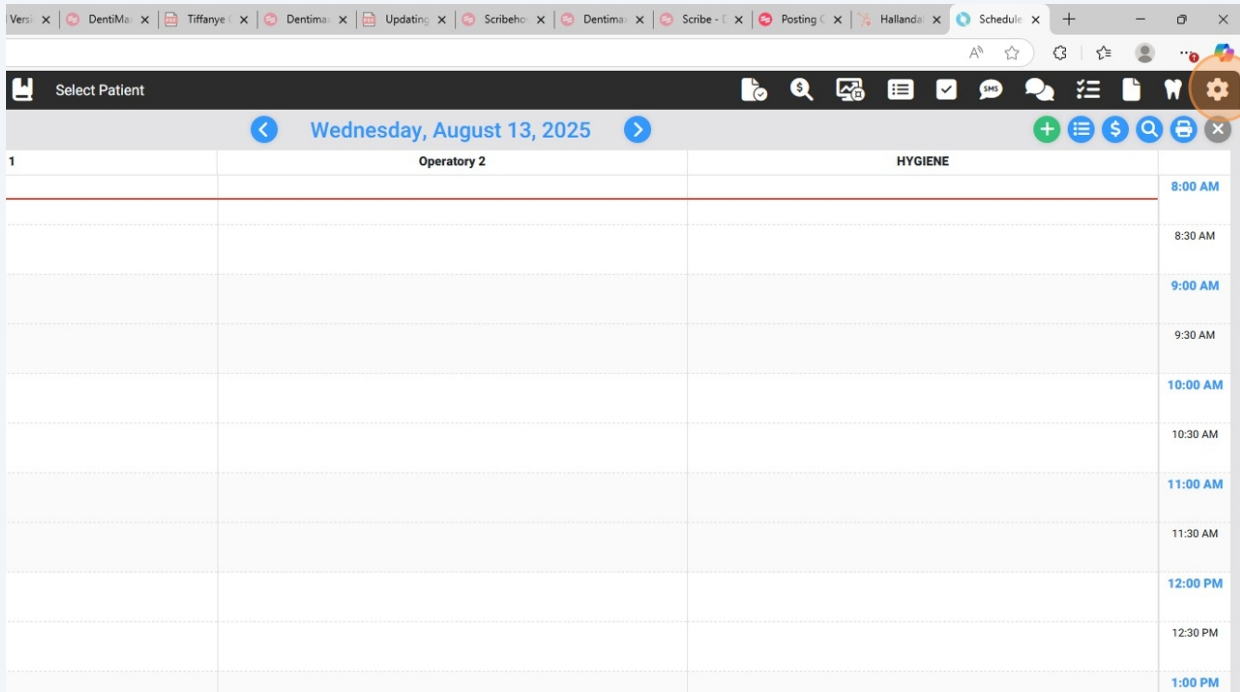
Line 3: Preferred Scheduling Hours | Line 4: Age/Insurance

Line 5: Service Codes | Line 6: Note

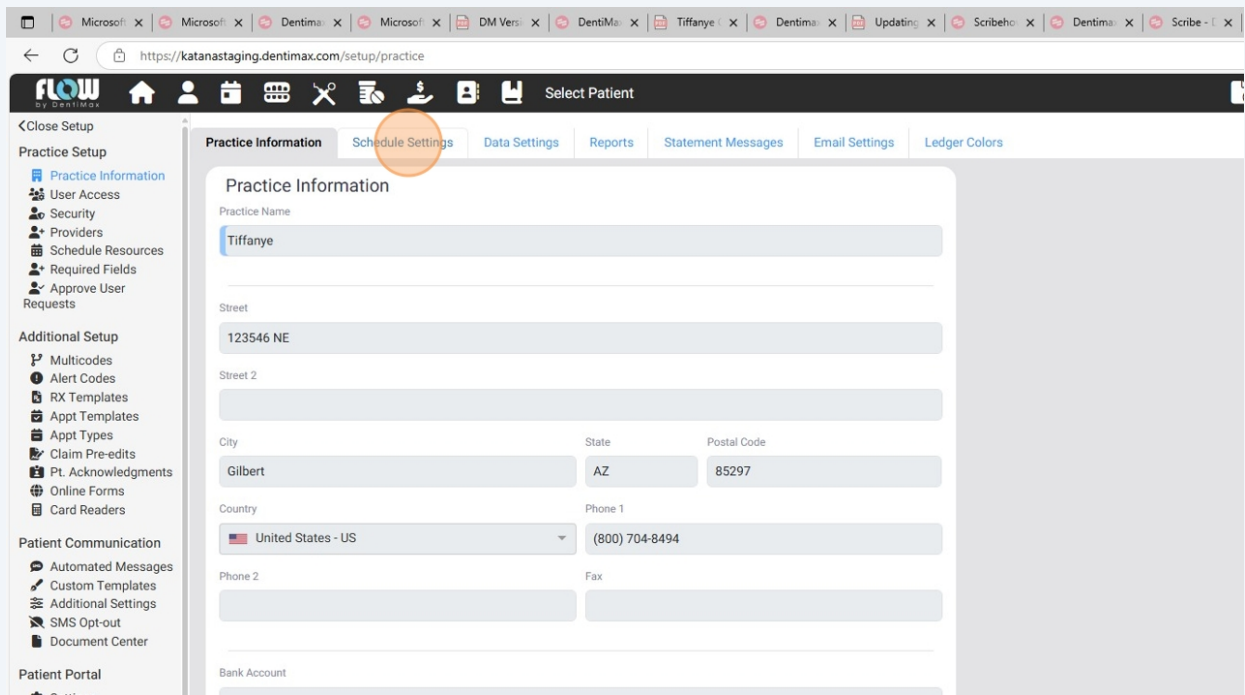
**Rename Appointment Colors**

Color Select: [Dropdown] | New Name: [Text Field]

10 Click "⚙"



11 Go back to scheduler settings again and adjust as needed until you have the view you want.



12

43 seems to be a good number to fill the screen for an 8-5 schedule.

The screenshot shows a scheduling software interface with a sidebar on the left and a main content area on the right. The sidebar contains various menu items categorized into sections like 'User Access', 'Additional Setup', 'Patient Communication', 'Patient Portal', and 'Accounting Setup'. The main content area is divided into several panels:

- Schedule Overview:** A table showing the schedule for each day of the week. The days are Sunday (Closed), Monday (Open), Tuesday (Open), Wednesday (Open), Thursday (Open), Friday (Open), and Saturday (Closed). Each day has a 'Start Time' and 'End Time' field, both set to 08:00 AM and 05:00 PM respectively. There are circular icons next to the time fields.
- Show Wait Times:** A section with a checked checkbox and a table with 6 lines. Line 1 has 'Mobile Phone' and 'Preferred Contact Method'. Line 3 has 'Preferred Scheduling Hours' and 'Age/Insurance'. Line 5 has 'Service Codes' and 'Note'.
- Scheduling Options:** A panel with several settings:
  - Time Interval:** A dropdown menu with '30' selected.
  - Time Height (Pixels):** A dropdown menu with '55' selected, circled in orange. A tooltip above it says 'Default 25, Min 10, Max 100'.
  - Appointment Flash Status:** A dropdown menu.
  - Appel:** A dropdown menu.
  - Do not schedule appointments more than:** A text input field followed by 'days in advance'.
  - Checkboxes:** Several checkboxes are present, some checked and some unchecked, such as 'Hide patient names on scheduler', 'Use procedures to determine length of appointments', 'Disable appointment conflict warning', 'Show a warning when moving an appointment in the scheduler', 'Show cancelled appointments on the scheduler', and 'US Postal Code Search'.
- Rename Appointment Colors:** A panel with a 'Color Select' dropdown and a 'New Name' text input field.