## Filter Calendar Views by Provider or Office

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You can filter calendar views by office or provider. All providers are initially unchecked, so you must select the desired provider before viewing their schedules.

- 1. Do one or both of the following:
  - Below **Doctors**, select the provider's checkbox to view their schedule.
  - Below **Offices**, select the office's checkbox to view its schedule.
- 2. Select Save Changes.



The selected filters are applied to the calendar. The image below shows the **Exam Rooms** view filtered by multiple providers and offices.

