


# Edit the Provider's Work Schedule

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You can edit a provider's work schedule on the General Management **Providers** page.

## Edit a provider's work schedule

1. Select **Account > Practice Management > General Management > Providers**.
2. Select **View**.


 Rearranging the provider in the table below alters the display order of the providers in the calendar.

Search by provider name, username | Role | Plan Type | 2-Factor Auth | [Sort Alphabetically](#)

Provider	Plan Type	2-Factor Auth	Action
<b>Hannah Provider</b> <span>Provider (System)</span> Username: hprovider   Email: hprovider@email.xyz Provider Type: No Second Clinical Signature Required	Employee		 <a href="#">View</a>
<b>Miguel Provider</b> <span>Custom</span> Username: mprovider   Email: mprovider@email.xyz Provider Type: No Second Clinical Signature Required	Hippocrates		<a href="#">View</a>

Showing 2 of 2 records You have reached the end.

3. Select **Edit** to open the **Edit Office Schedule** side panel.

**Work Schedule**  [Edit](#)

**Work Location**  
West Office | 123 West St, Anywhere, CA 99999

**Time Zone**  
(GMT-7:00) US - Pacific

4. Add or remove offices from availability from the **Office** menu.
5. Select **Save Changes**.

### Edit Office Schedule ✕

**Work Location**

Select offices to set up provider work location.

**Office**

West Office ✕

East Office

West Office

This is the time zone configured by the provider in their account settings.  
(GMT-7:00) US - Pacific

Cancel Save Changes

## View a provider's work location and time zone

Do one of the following to view the provider's work locations and their time zone.

- Select the down chevron icon .

Rearranging the provider in the table below alters the display order of the providers in the calendar.

Sort Alphabetically

Provider	Plan Type	2-Factor Auth	Action
<p><b>Hannah Provider</b> <span style="font-size: small; border: 1px solid #ccc; padding: 1px 5px;">Provider (System)</span></p> <p> Username: hprovider   Email: hprovider@email.xyz Provider Type: No Second Clinical Signature Required</p> <p><b>Work Location</b> West Office   123 West St, Anywhere, CA 99999</p> <p><b>Timezone</b> (GMT-7:00) US - Pacific</p>	Employee	<span style="color: red;">✕</span>	<a href="#" style="color: #007bff; text-decoration: none;">View</a>

- Select **View** to open the **Work Schedule** section.

**Work Schedule**  Edit

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**Work Location**  
West Office | 123 West St, Anywhere, CA 99999

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**Time Zone**  
(GMT-7:00) US - Pacific