

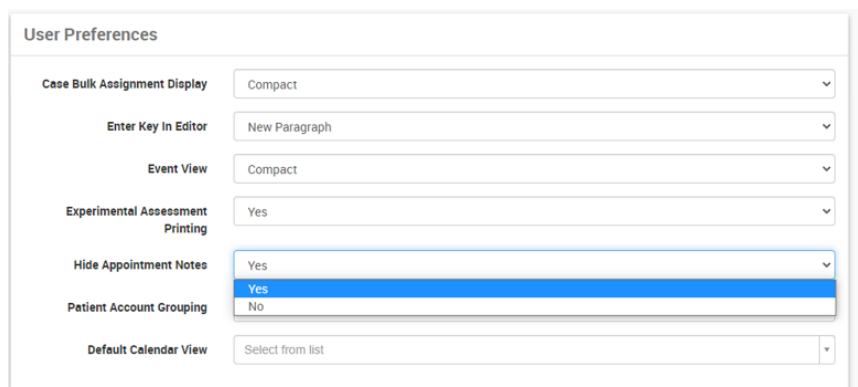
Hide or Display Appointment Notes for Provider's Dashboard

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This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

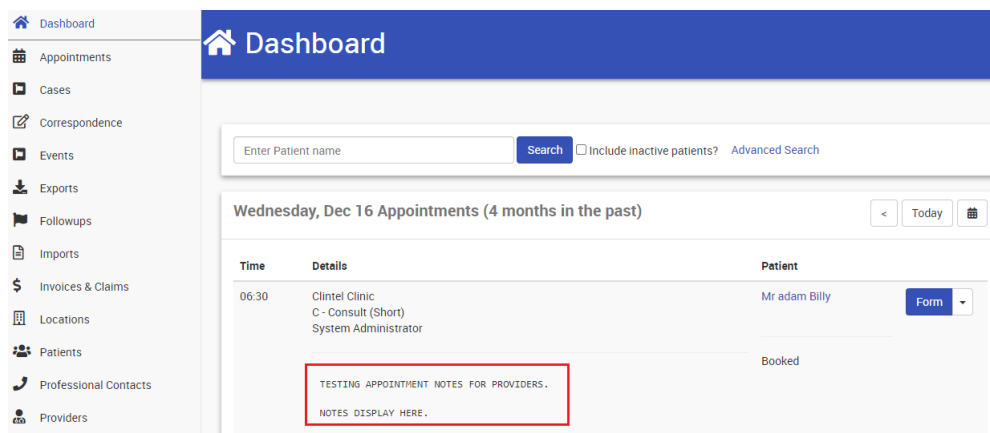
This functionality enables providers to display or hide the appointment notes from their dashboard view.

1. Click **Administration**.
2. Select **Users & Groups** from menu.
3. Select **Users**.
4. Find the user whom you wish to hide/display the appointment notes, select **Edit** button.
5. Under the section **User Preferences**:
 - Set Hide Appointment Notes: Yes - Notes will not appear in the Provider's Dashboard
 - Set Hide Appointment Notes: No - Note will appear in the Provider's Dashboard, see example below.
6. Select **Update User** button.



The screenshot shows the 'User Preferences' form. The 'Hide Appointment Notes' dropdown menu is open, showing 'Yes' and 'No' options. The 'No' option is highlighted in blue, indicating it is the selected value. Other visible options include 'Case Bulk Assignment Display' (Compact), 'Enter Key In Editor' (New Paragraph), 'Event View' (Compact), 'Experimental Assessment Printing' (Yes), 'Patient Account Grouping' (No), and 'Default Calendar View' (Select from list).

Example: Option No - Notes will appear in the Provider's Dashboard.



The screenshot shows the Provider's Dashboard. The left sidebar contains a menu with options: Dashboard, Appointments, Cases, Correspondence, Events, Exports, Followups, Imports, Invoices & Claims, Locations, Patients, Professional Contacts, and Providers. The main content area displays a search bar with 'Enter Patient name' and a 'Search' button. Below the search bar, there is a section titled 'Wednesday, Dec 16 Appointments (4 months in the past)' with navigation buttons for '<', 'Today', and a calendar icon. The appointment table has columns for Time, Details, and Patient. The first row shows an appointment at 06:30 for Clintel Clinic, C - Consult (Short), System Administrator, with patient Mr adam Billy. A red box highlights the text 'TESTING APPOINTMENT NOTES FOR PROVIDERS. NOTES DISPLAY HERE.' under the 'Details' column. A 'Form' button is visible next to the patient name.