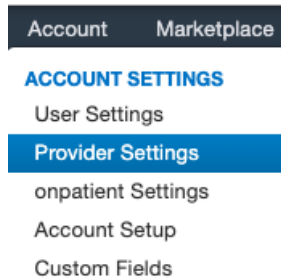


How can I change the default appointment color?

07/24/2024 3:25 pm EDT

1. To change the default appointment color, first go to **Account > Provider Settings** and select the **General** tab.



2. From this page, under **Calendar Settings** you can select an **Appointment Default Color** for appointments that do not have a color assigned. Select the color from the options. Or for more selection, click **Web Colors** and choose your color.

Calendar Settings

Use new dashboard homescreen	<input checked="" type="checkbox"/>	Uncheck to go straight to the calendar after logging in
Show user satisfaction survey	<input checked="" type="checkbox"/>	Uncheck to opt out of user satisfaction surveys.
Default Office	<input type="text" value="Eastern Office"/>	Default Office on Calendar
Duration of Exam	<input type="text" value="30"/>	Default duration of an exam in minutes
Duration of Follow-up	<input type="text" value="15"/>	Default duration of a follow-up exam in minutes
Examroom Calendar Increments	<input type="text" value="10"/>	Adjust minute increments on calendar
Date range on Appointment Template	<input checked="" type="checkbox"/>	If true date range can be set for Appointment Template (starting from - ending by).
Appointment Templates in more views	<input checked="" type="checkbox"/>	Show appointment templates in Daily View, Doctor View and Weekly View
Allow Exam Room Overlaps	<input type="checkbox"/>	Allow appointments to overlap within an exam room
Global Overlap Checking	<input type="checkbox"/>	Disallow overlapping appointments in any office or exam room
Appointment Default Color	<input type="color" value="#ffc000"/>	
Phonetic Name	<input type="text" value="*****"/>	Used by automated phone system to pronounce doctor's name

Appointment Settings

Access to online scheduling	<input type="checkbox"/>	appointments via onpatient
Patient's Statement Balance	<input type="checkbox"/>	
Patient's Current Balance	<input type="checkbox"/>	
Claim's Billing Information	<input type="checkbox"/>	

Support 

Theme Colors



Standard Colors



Web Colors History

Theme Colors History

3. When finished, scroll down and select **Update Entire Profile** to save your default color.

Update Entire Profile

You can always [Change the Color](#) of an individual appointment or set up colors for a specific type of appointment using [Appointment Profiles](#).