## **Enabling Appointment Templates in All Calendar Views**

07/24/2024 2:20 pm EDT

Appointment Templates are not limited to the daily, weekly, and monthly views in your calendar.

Daily Exam Rooms Doctor Weekly Mo	nthly
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You can also use Appointment Templates in the DrChrono Exam Rooms View and Doctor View. This setting is disabled by default. To enable this setting, mouse over the **Account** tab and select **Provider Settings**.



Within Account Settings, select the **General** tab. Under **Calendar Settings** find the **Appointment Templates in More Views** option and check the box the activate this setting.

Clinical	Patients	Reports	Billing	Account	Help	- <del>1</del> /~	×					
Account Settings												
Profile	General	Email	Medica	l Billing e	Rx Info	Service	es	Usage My Billing Sample Data Security Patient Pa	ayments			
Calendar Settings Use new dashboard homescreen Vuncheck to go straight to the calendar after logging in												
00	Show user satisfaction survey Vuncheck to opt out of user satisfaction surveys.											
Default Office				Primary Office				Default Office on Calendar				
Duration of Exam				30				Default duration of an exam in minutes				
	Dura	tion of Follo	w-up	0 15				Default duration of a follow-up exam in minutes				
E	xamroom Cale	pom Calendar Increments					~	Adjust minute increments on calendar				
Date ra	ange on Appoi	intment Tem	plate	late V If true date range can be set for Appointment Template (starting from - ending by).								
Appoint	tment Templat	tes in more v	views	Show appointment templates in Daily View, Doctor View and Weekly View								
	Allow Exan	n Room Ove	erlaps (	Allow appointments to overlap within an exam room								
	Global C	Overlap Che	cking [	Disallow overlapping appointments in any office or exam room								
	Appointm	ent Default	Color									
		Phonetic N	Name	Used by automated phone system to pronounce doctor's name								

Scroll down and click **Update Entire Profile** to save your settings.

Update Entire Profile