

# Customized Follow-up Dates: Setting up your account

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## Setting up your Account

DrChrono has added a feature that will allow you to customize follow-up dates on an individual appointment basis. The standard default of 35 days will remain unless it is updated by an administrator on your account.

## Administrators

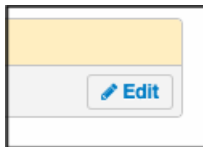
As an administrator on your DrChrono account, you can set the maximum number of days you would like to allow users to be able to set the next follow-up date.

Here is how you can set the limit:

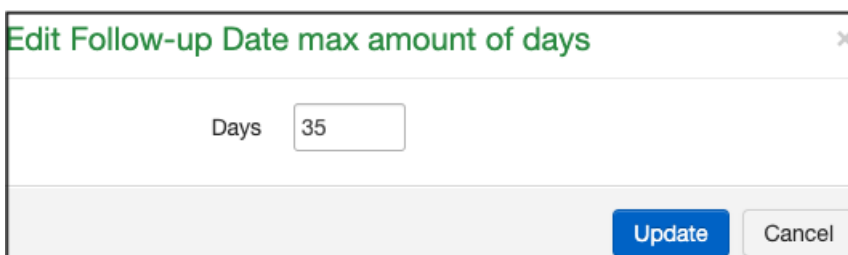
1. Navigate to **Account > Custom Fields**
  2. Select **Follow-Up Settings** from the menu on the left
- You will see a pre-populated entry with a default value of 35 days.

Follow-Up Date			
Name	Value	Updated Date	Created Date
Max amount of days	35 ←	Apr 19, 2023	Apr 19, 2023

- This figure can be updated by pressing the **Edit** button on the right.



- A pop-up will appear that will allow you to set the maximum number of days out that a follow-up date can be set. This number can be set between 1-90.

A screenshot of a pop-up form titled 'Edit Follow-up Date max amount of days'. The form has a white background and a grey border. At the top, the title is in green. Below the title, there is a label 'Days' followed by a text input field containing the number '35'. At the bottom right of the form, there are two buttons: a blue 'Update' button and a grey 'Cancel' button.

- Once you have entered a maximum number of days, press **Update**.
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