

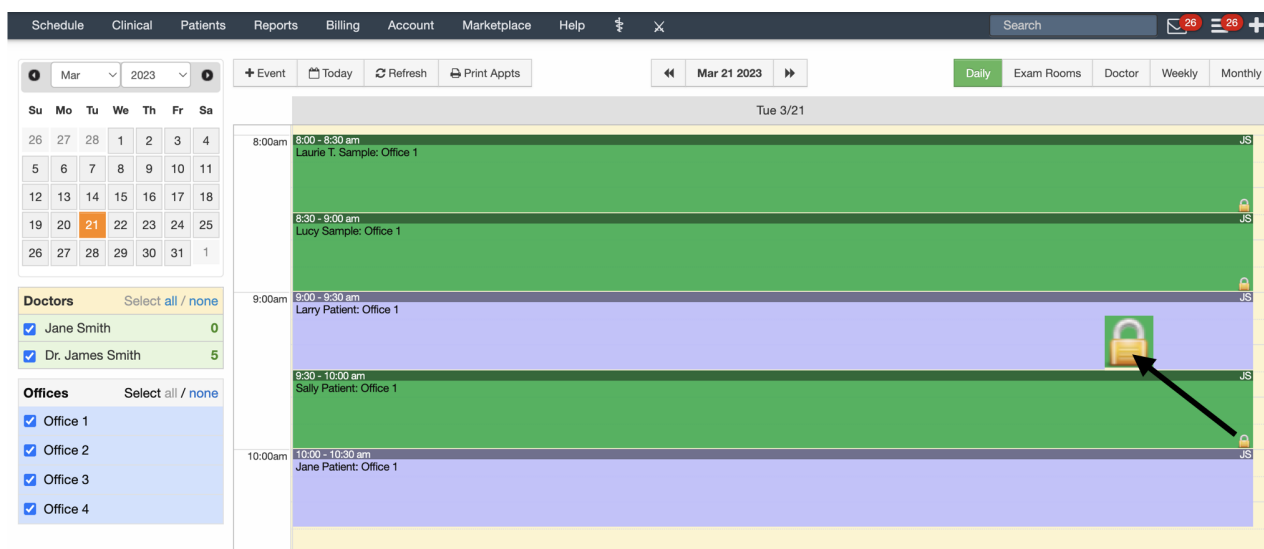
What do the lock and flag icons on my appointments mean?

09/10/2024 4:22 pm EDT

The lock icon (



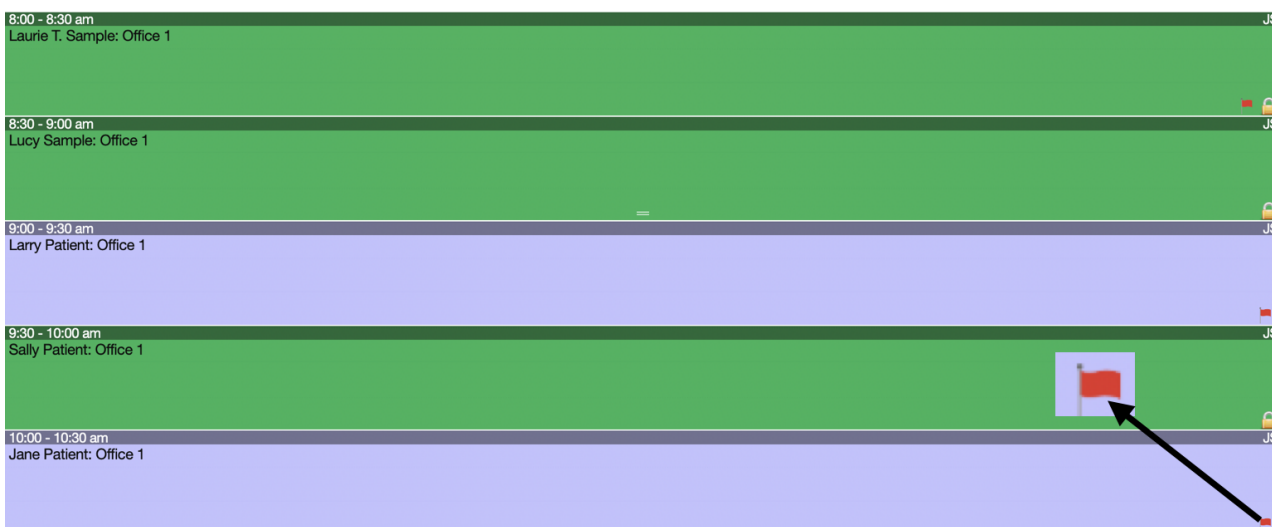
) on your appointments gives you a quick way to know if a clinical note has been locked without having to open the appointment to check. Once a note is locked, the icon will appear when viewing the schedule. For example, below we can see that notes for 3 of the appointments have been locked.



The flag icon (



) lets you know that you have assigned a flag to this patient. For more information on assigning flags to patients, see our article [here](#).



You can control whether or not the icons appear by going to **Account > Provider Settings**.

ACCOUNT SETTINGS

User Settings

Provider Settings

onpatient Settings

Account Setup

Custom Fields

Under the **General** tab, you check or uncheck the boxes to have the lock and/or flag icons appear.

Account Settings

- Profile
- General
- Email
- Medical Billing
- eRx Info
- Services
- Usage
- Sample Data
- Security

Calendar Settings

Display flag icon on appointment	<input checked="" type="checkbox"/>	Display Flag icon on appointments when a patient/appointment has flag(s) associated
Display lock icon on appointment	<input checked="" type="checkbox"/>	Display Lock icon on appointments when the clinical note is locked
Use new dashboard homescreen	<input 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="Office 2"/>	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

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

Update Entire Profile