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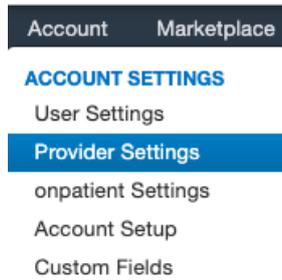
1. To change the default appointment color, first go to **Account** > **Provider Settings** and select the **General** tab.

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

Theme Colors

Standard Colors

Web Colors History

#ffc000   #000000

Theme Colors History

#c3d69b   #4b4b4b

Appointment Settings

Access to online scheduling	pointments via onpatient
Patient's Statement Balance	
Patient's Current Balance	
Claim's Billing Information	

Support ✏️

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.