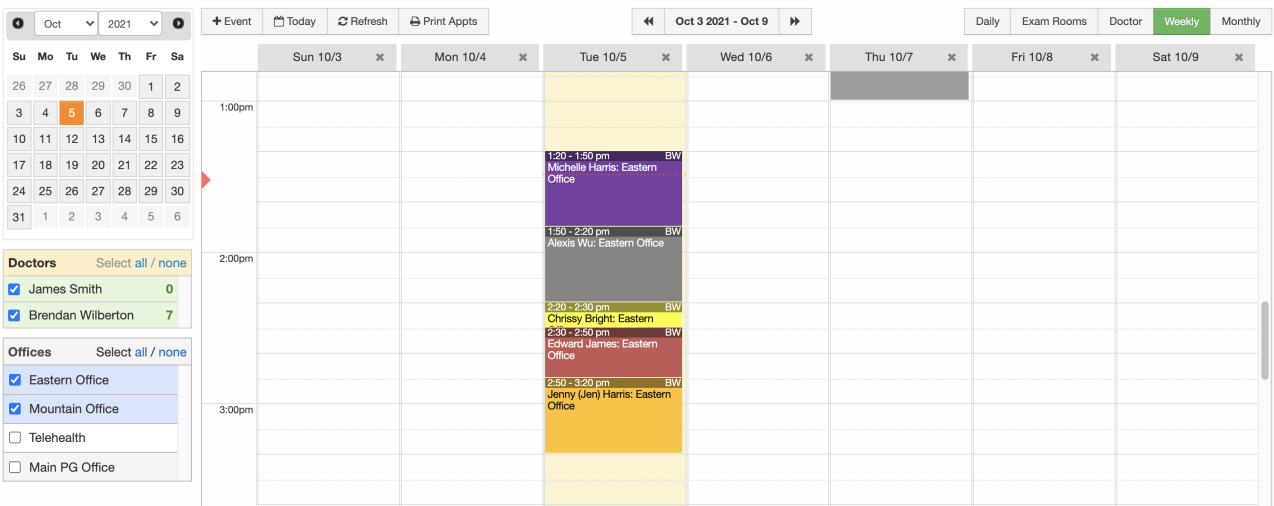# How do I color code an appointment?

07/08/2024 8:02 pm EDT

1. To color code an individual appointment, first open an existing appointment window or schedule a new appointment.

2. Once you have opened up the appointment window, find the **Color** field on the right half of the page. You can select the color from the colors available.

Select **Save** or **Save & Close** to save the appointment with the new color. Now, when you go back to your schedule, you can see the color reflected in your calendar.
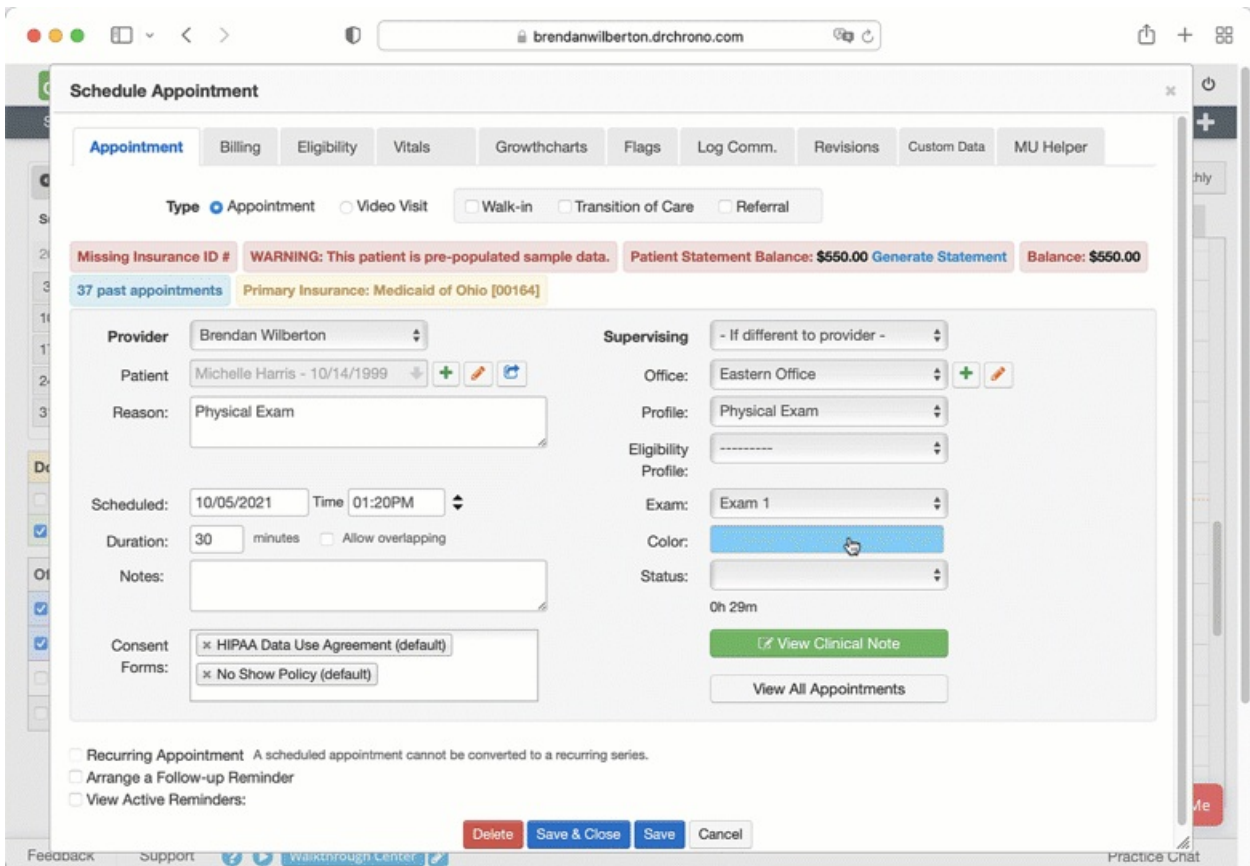
Note: You can also set a Default Appointment Color or set colors for specific types of appointments using Appointment Profiles.