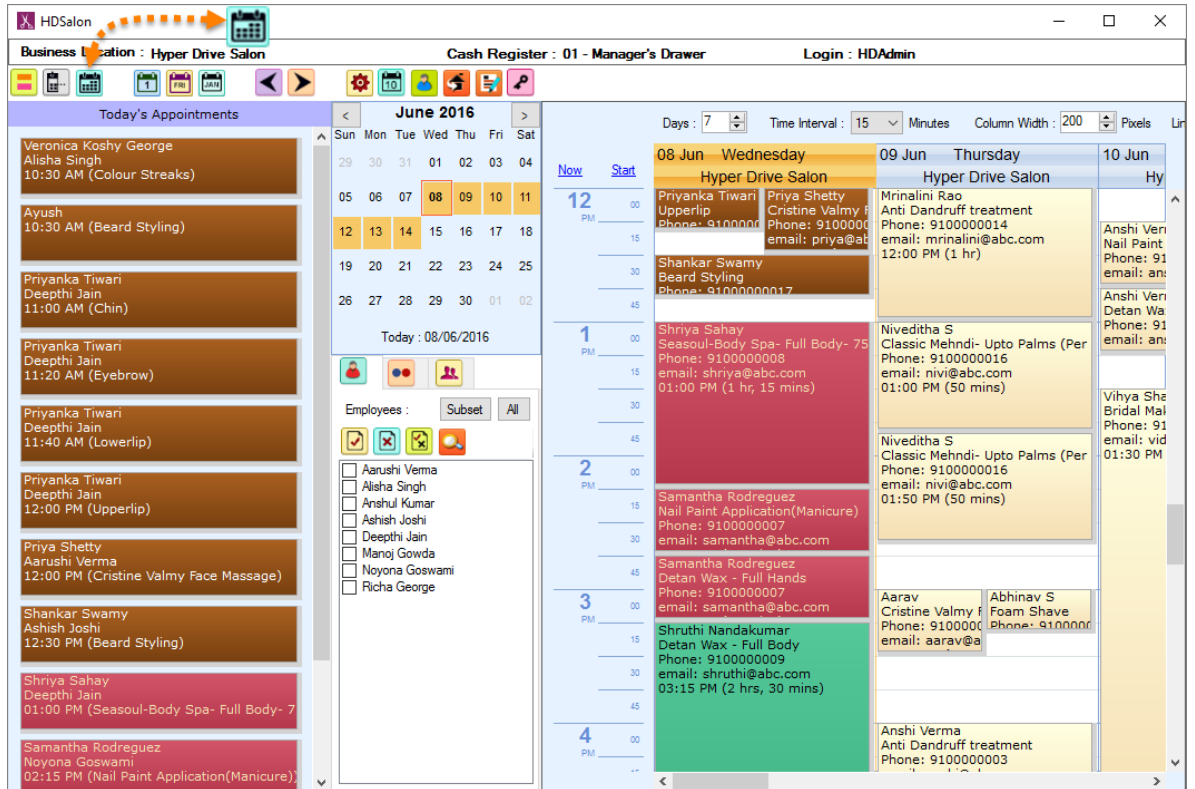


# How to change colors for appointment status?



To change the colors of appointments status, please follow the steps below:

1. Run **HDSalon**
2. Click on **Calendar Settings**  toolbar button



The screenshot displays the HDSalon software interface. The top menu bar includes 'Business Location: Hyper Drive Salon', 'Cash Register: 01 - Manager's Drawer', and 'Login: HDAdmin'. The main window is divided into several sections:

- Today's Appointments:** A list of appointments for the current day, including names, times, and services. For example, 'Veronica Koshy George' at 10:30 AM for 'Colour Streaks'.
- Calendar:** A monthly calendar for June 2016, with the 8th of June highlighted. Below it, a daily view for 08/06/2016 shows a grid of time slots.
- Appointment Details:** A detailed view of appointments for 08 Jun (Wednesday) and 09 Jun (Thursday). Each appointment card shows the employee name, service, time, and contact information. For instance, 'Priyanka Tiwari' is scheduled for 'Upperlip' at 12:00 PM.
- Employees:** A list of employees with checkboxes, including Aarushi Verma, Alisha Singh, Anshul Kumar, Ashish Joshi, Deepthi Jain, Manoj Gowda, Noyona Goswami, and Richa George.

3. In **Appointments Calendar Settings** window, select the status for which changes are to be made.





Appointments Calendar Settings

Status :  
Blocked  
Break  
Cancelled  
CheckedIn  
**Completed**  
Confirmed  
No Show  
Off  
Overdue  
Pending

Status Settings  
Display As : Completed  
Change Font...  
Verdana,8.25,style=Regular

Top Color: #AA6020  
Bottom Color: #774010  
Text Color: #FFFFFF

Actions  
Action Text:  
Block Time Slot  
Cancel  
Check In  
Confirm  
Copy  
Cut  
Delete  
Make Invoice  
Modify

Display As : Block Time Slot

View  
 Day View  Week View  Month View  Today View

Text Template:  
{{Customer}}  
{{APPOINTMENTTITLE}}  
{Phone: [CustomerMobileNumber]}  
{email: [CustomerEmail]}  
{{StartTime}} ({{Duration}})

Sample Data...

Preview:  
Customer Name  
Appointment Title  
Phone: (800) 555-1212  
email: Customer@Customer.com  
05:39 PM (30 mins)

Reset  
Reset to Installation Default  
Reset to System Default

General  
Working Hours in Day View  
Start Time : 09:30 AM  
End Time : 05:30 PM  
Week Start Day in Week View:  
Sunday  
 Show Employee Information On Mouse Over  
 Show Appointment Details On Mouse Over

Selection  
Top Color: #FFA040  
Bottom Color: #54B8E6  
Text Color: #FFFFFF

Visit Selection  
Top Color: #FFFF32  
Bottom Color: #379AC8  
Text Color: #000000




Set As System Default  Set For Only My Login  
OK Cancel

#### 4. Change **Top color** for the status

- i. Click on the color box next to **Top Color**

Status Settings

Display As : Completed  
Change Font...  
Verdana,8.25,style=Regular

Top Color:  #AA6020  
Bottom Color:  #774010  
Text Color:  #FFFFFF

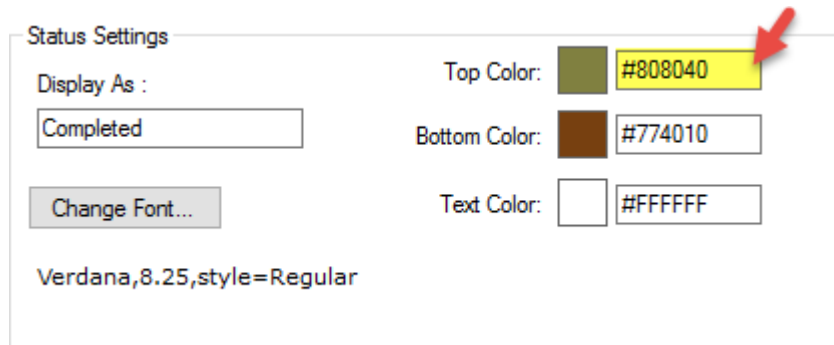


- ii. Choose a color from color palette

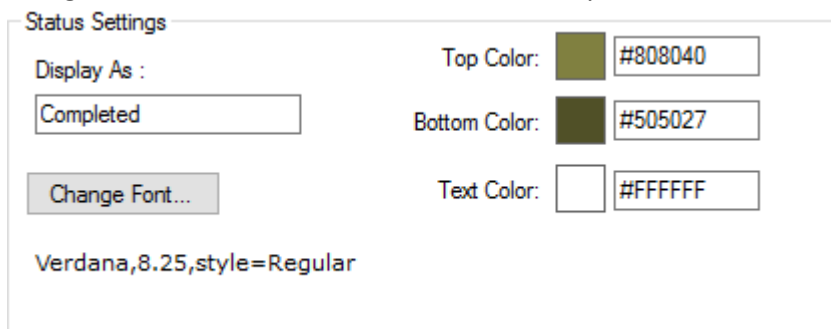


- iii. Click on **OK**

- iv. Or, if the Color code in RGB format is known, the same can be entered directly



5. Change the **Bottom Color** and **Text Color** similarly.



6. Preview the changed color for the selected status



**Appointments Calendar Settings**

Status :  
Blocked  
Break  
Cancelled  
CheckedIn  
**Completed**  
Confirmed  
NoShow  
Off  
Overdue  
Pending

Status Settings  
Display As : Completed  
Top Color: #808040  
Bottom Color: #505027  
Text Color: #FFFFFF  
Change Font...  
Verdana,8.25,style=Regular

Actions  
Action Text:  
Block Time Slot  
Cancel  
Check In  
Confirm  
Copy  
Cut  
Delete  
Make Invoice  
Modify  
Display As : Block Time Slot

View  
 Day View  Week View  Month View  Today View

Text Template:  
{{Customer}}  
{{APPOINTMENTTITLE}}  
{Phone: [CustomerMobileNumber]}  
{email: [CustomerEmail]}  
{{StartTime}} ({{Duration}})

Preview:  
Customer Name  
Appointment Title  
Phone: (800) 555-1212  
email: Customer@Customer.com  
05:47 PM (30 mins)

Reset  
Reset to Installation Default  
Reset to System Default

General  
Working Hours in Day View  
Start Time : 09:30 AM  
End Time : 05:30 PM  
Week Start Day in Week View: Sunday  
 Show Employee Information On Mouse Over  
 Show Appointment Details On Mouse Over  
Selection  
Top Color: #FFA040  
Bottom Color: #54B8E6  
Text Color: #FFFFFF  
Visit Selection  
Top Color: #FFFF32  
Bottom Color: #379AC8  
Text Color: #000000

Set As System Default  Set For Only My Login  
OK Cancel

7. Choose whether the changes are applicable to all users, or only for your login.
  - i. **Set As System Default:** Choose this if you want to save changes for all users.
  - ii. **Set For Only My Login:** Choose this if you want to save the changes only for your login.

Preview:  
Customer Name  
Appointment Title  
Phone: (800) 555-1212  
email: Customer@Customer.com  
05:47 PM (30 mins)

Reset  
Reset to Installation Default  
Reset to System Default

Set As System Default  Set For Only My Login  
OK Cancel

8. Click on **OK**.

