



myMPS

How to guide

Customising calendar display settings

To format the colours for the **Providers** and the **Branches**, click the  button above the calendar and click on '**Confirmation & reminders**', '**Display**' or '**Your Preferences**'.

Selecting the '**Display**' option under the calendar settings icon () will bring up the '**Calendar Settings - Display**' window. In this window you are able to customise the way that **myMPS** displays your calendar.

In the top section of the window, '**Colours - Providers**', you are able to select the colour that you would like for the provider tile or provider highlight as well as reorder how providers are displayed.

Applying the chosen colour as the '**Calendar tile background**' in the drop-down box will colour the whole appointment tile in your selected colour.

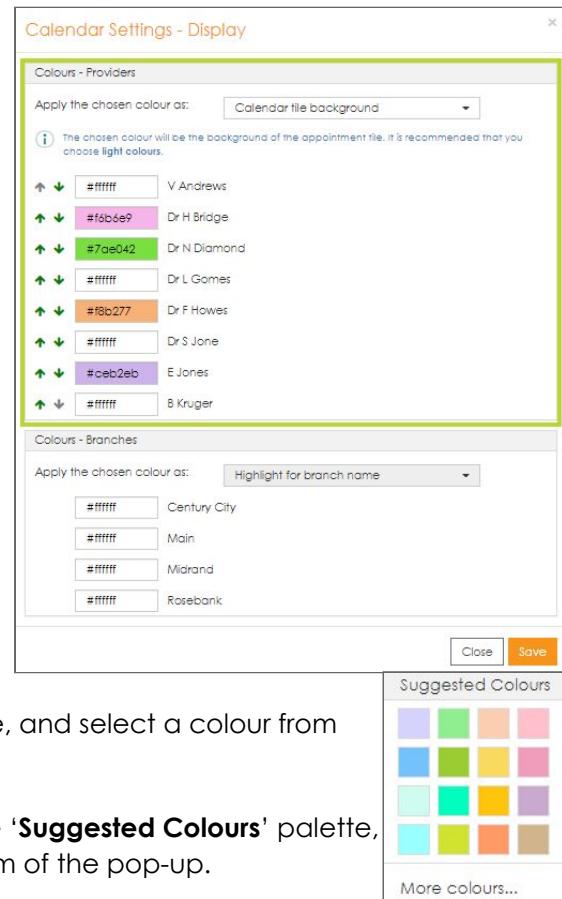


If, however, you choose to apply the chosen colour as the '**Highlight for provider name**', then just the provider name will be highlighted. Eg.



To select a colour for a specific provider, click on that provider's colour block next to their name, and select a colour from the palette that pops up.

Should you wish to pick a colour that is not on the '**Suggested Colours**' palette, click on the '**More colours...**' button at the bottom of the pop-up.

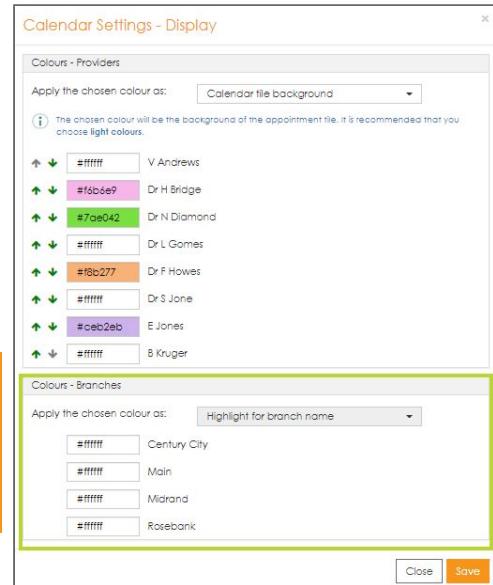


From the '**Colours - Providers**' section, you are also able to reorder your providers from the standard alphabetical order. To move a provider up or down in the list, click on the up () or down () arrow respectively.

In the '**Colours - Branches**' section, if you are a Multi-Branch practice, you are also able to colour your branches.

The process for colouring the branch name in the calendar is the same as that for the provider. Click the colour block next to the branch name and then select the colour you wish to use for your branch from the palette that pops up.

Note: These settings are set on a practice level, therefore the colouring and order will be applied across all users of the system linked to a particular practice.



Note: You are able to colour the provider tile or the provider name in the '**Colours - Providers**' section. Should you wish to colour the branch as well, you are only able to do the opposite of what you have done for provider. Eg. Should you colour the tile of the provider, then you can only highlight the branch name, or vice versa. This is the reason the drop-down box is greyed out under the '**Colours - Branches**' section.