myMPS
How to guide

Setting your calendar preferences

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

The '**Calendar Settings - Your Preferences**' window is broken up into 3 sections:

A: '**View**' - This allows you to choose if you would like a single doctor view or if you would like the list of providers displayed above the calendar.

When changing your view, if you select '**Single provider selection**' you will only be able to view one provider at a time on the calendar.
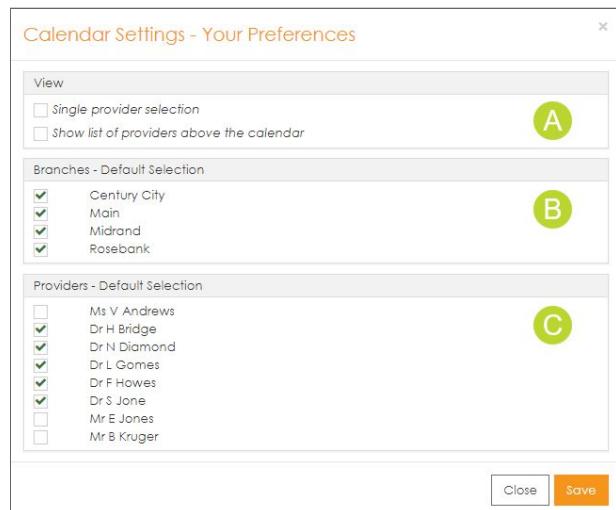
Selecting '**Show list of providers above the calendar**' will add a bar above the calendar with the list of providers that you have linked to your practice. When a provider is selected a ✔ will appear next to the name and the text will be bolded.

Eg.

B: '**Branches - Default Selection**' - This allows you to select which branches are displayed by default when you select the calendar.

You are able to select and deselect branches as normal, these are the branches that will be displayed by default when opening the calendar.

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C: '**Providers - Default Selection**' - This allows you to select which providers are displayed by default when you select the calendar. You are allowed to select a maximum of 5 providers.

You are able to select and deselect providers as normal, these are the providers that will be displayed by default when opening the calendar.

Note: These settings are set on a user level, therefore each user can make their own selections and set their own preferences.