MINI-GUIDE: Set appointment colour themes for your calendar in Kitomba

Your Kitomba Calendar lets you see a whole lot of information at a glance by using different colours as a way to communicate information about the appointments booked for the day.
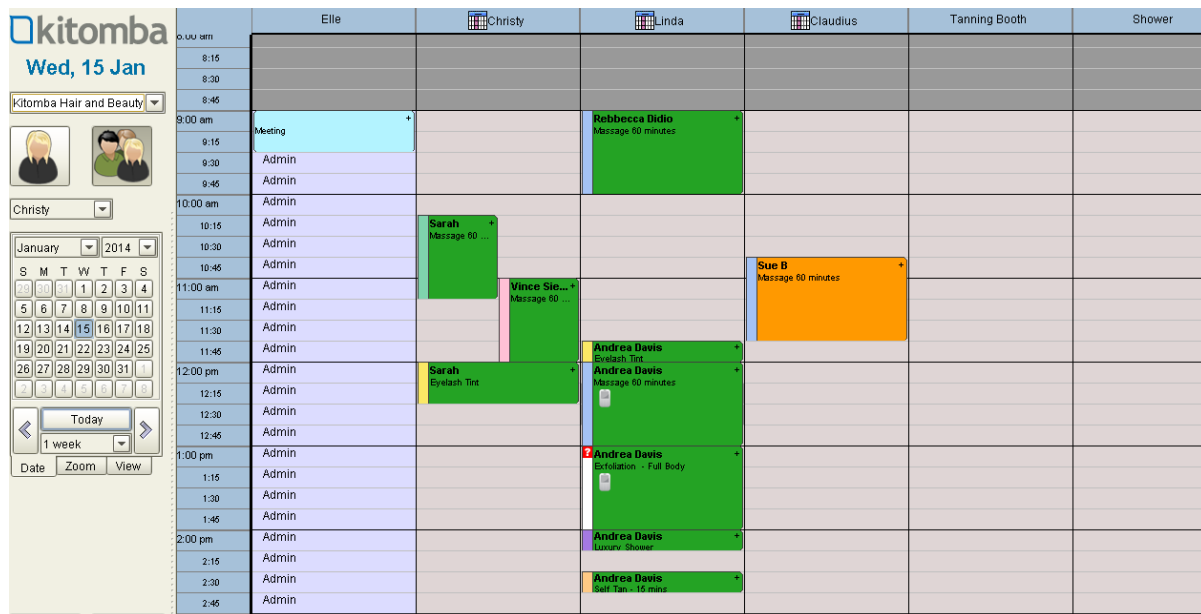
There are 3 options, each will change your appointment colours to tell you:

- the **status** of appointment
  or
- which **service** is booked
  or
- which **room or equipment** is booked

You can change this setting at any time. Choose the best way for your business by reviewing the options below.
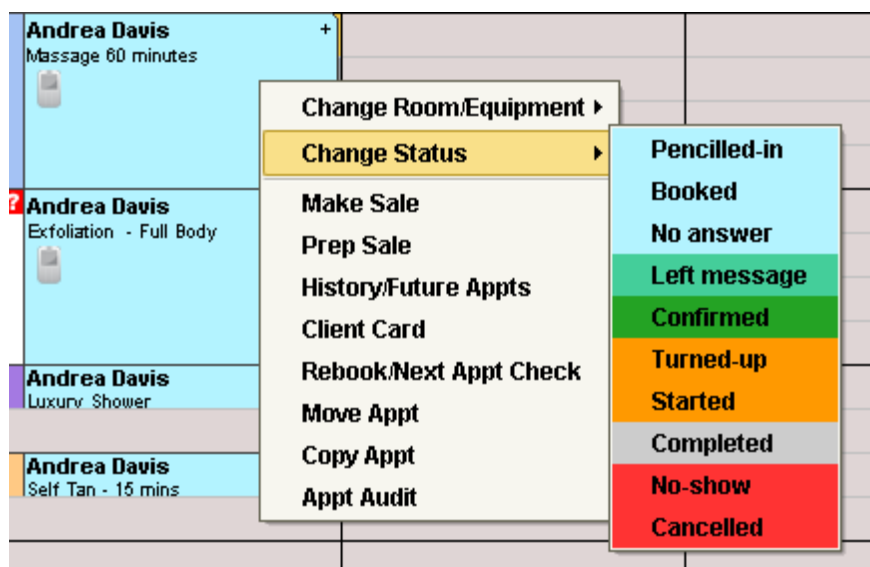
Status colours

In this example, the appointment colours reflect the appointment's **status**.

Appointment status is used to indicate at what stage an appointment is at (e.g. booked, customer has arrived, appointment completed etc).

Service colours

In this example, the appointment colours are showing what **services** are booked. A colour can be set for each specific service in the 'Cards' section of Kitomba.
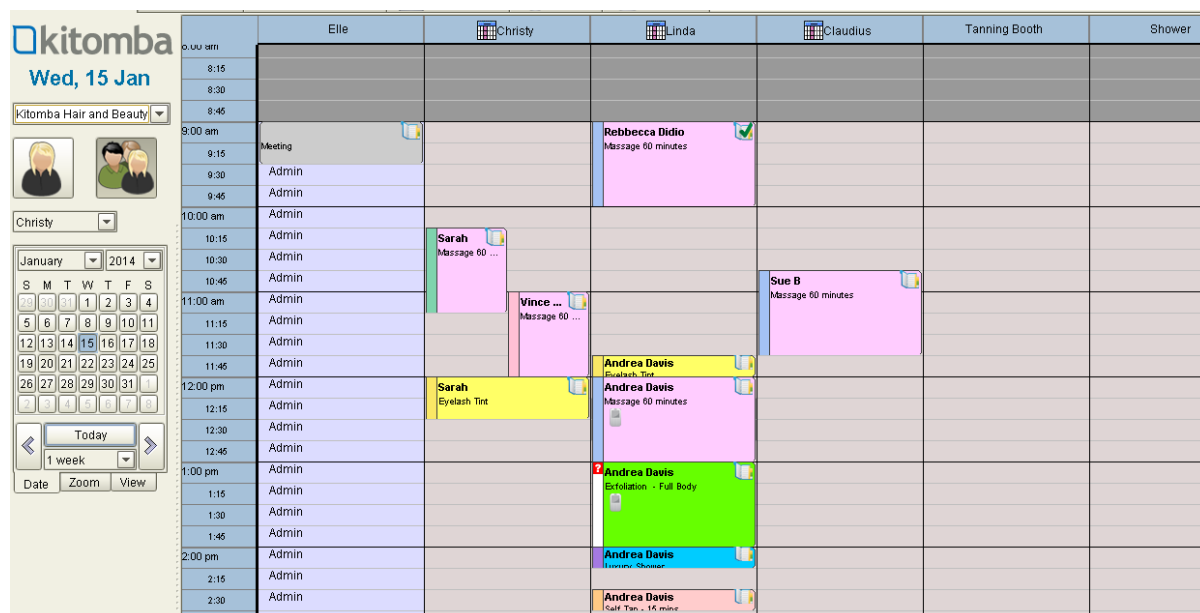
The coloured strips on the left-hand side of each appointment represent what room or equipment is booked for that appointment. If you don't have rooms/equipment set up, then you won't see these left-hand side colour bars.

Room/equipment colours

The appointments in this example are coloured based on the **rooms and equipment** that are booked for the appointment time. This is usually the recommended setting if your business only offers services which take place with a bookable room/equipment.
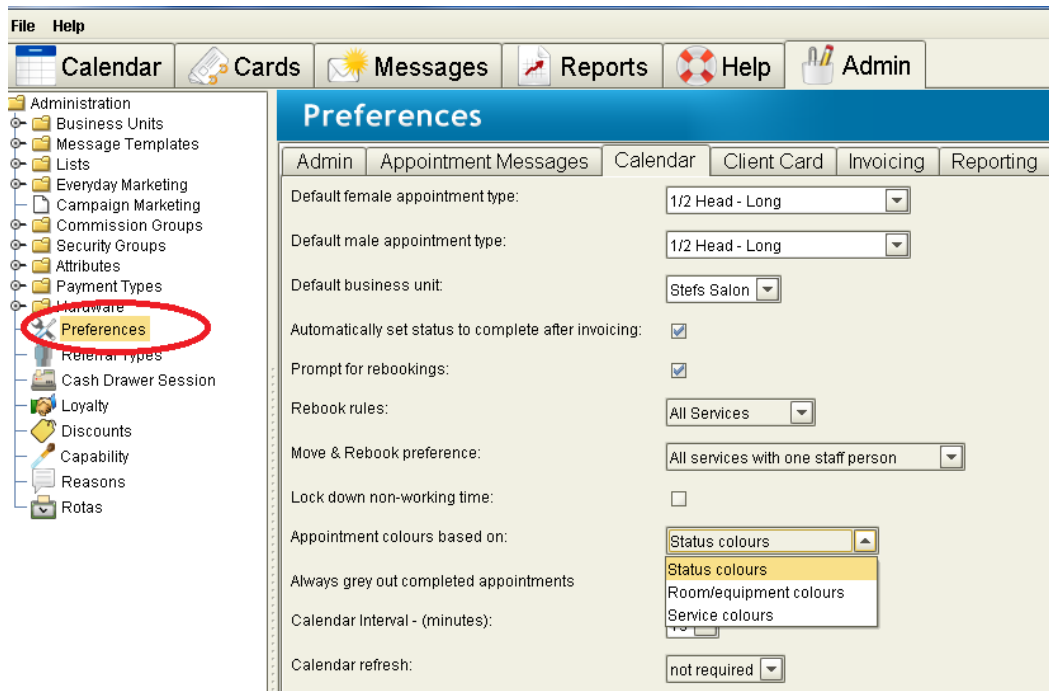

The appointment status and service are <u>not</u> indicated by any colours in this scenario. The colours indicate what room or equipment has been booked, and icons are used to indicate the status of the appointment (e.g. booked, completed etc).

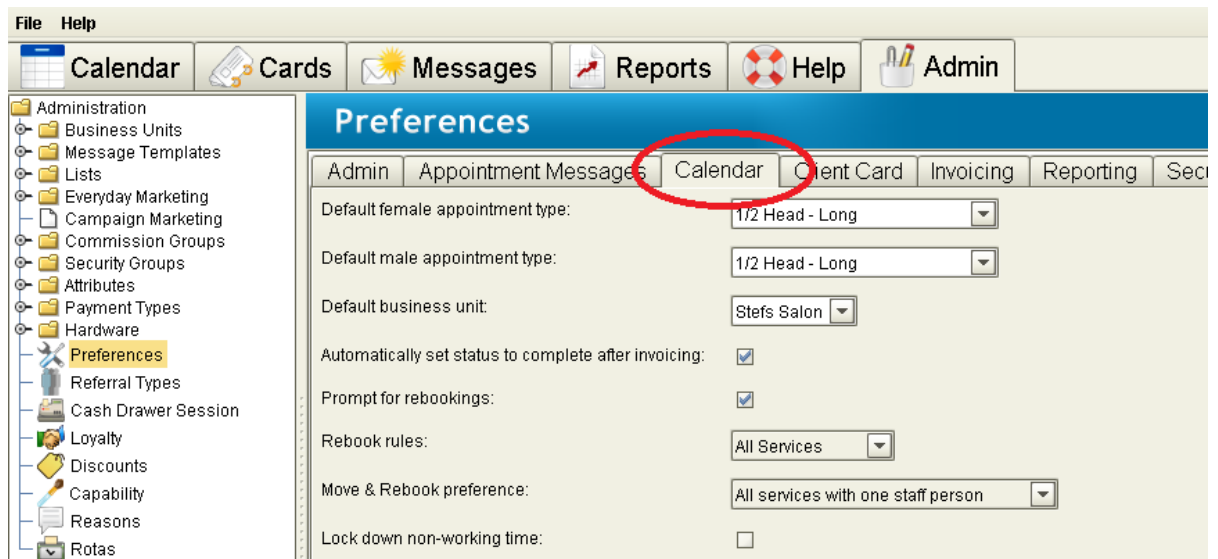## Set the theme for your appointment colours

1) Go to the **Admin** tab in Kitomba

2) Click on **Preferences**

3) Click on **Calendar**

4) Select your preferred option from the drop down menu **Appointments Based On**

5) Click **Save**

Your calendar will now show your appointment colours based on the setting you selected. You can change your setting at any time by following these steps and making a different selection.