

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.

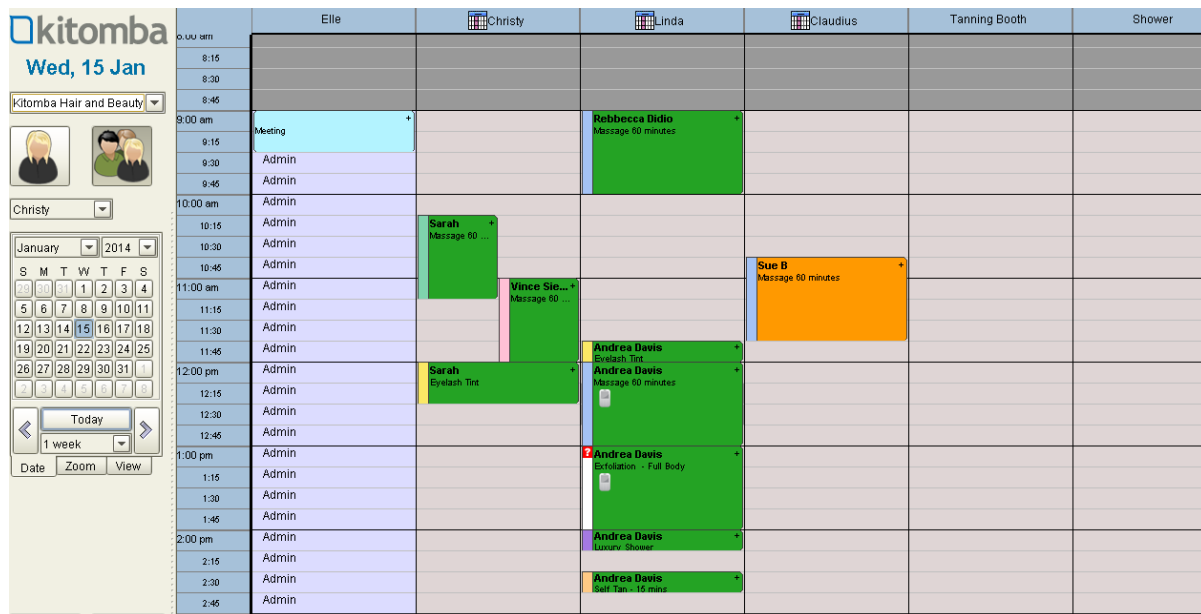
There are 3 options, each will change your appointment colours to tell you:

- 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.

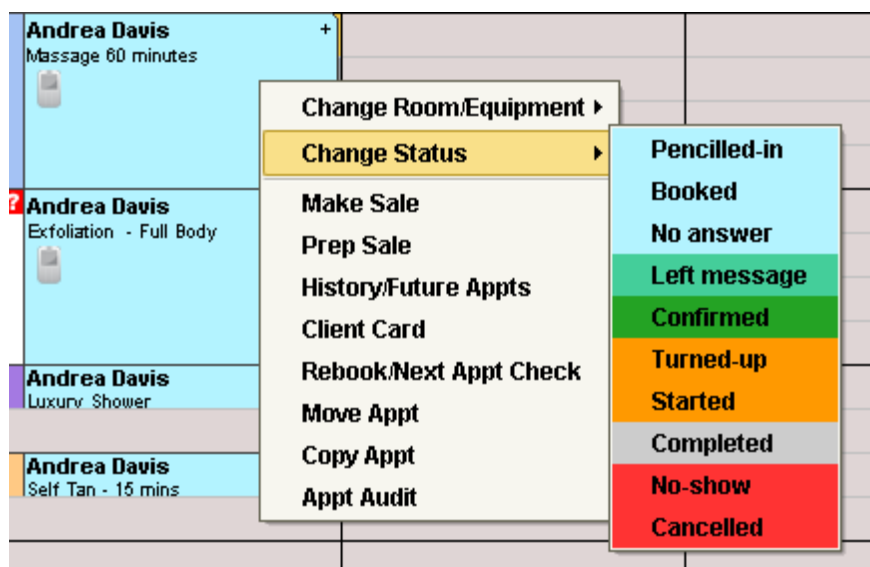
Status colours

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



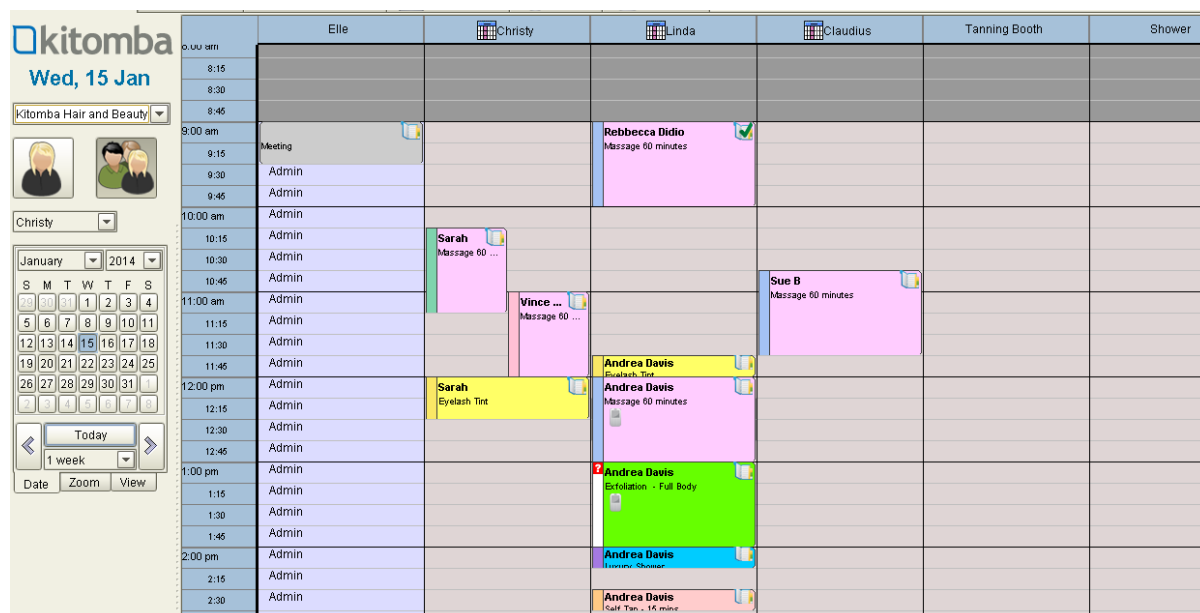
Time	Elle	Christy	Linda	Claudius	Tanning Booth	Shower
8:15						
8:30						
8:45						
9:00 am	Meeting		Rebecca Bido Massage 60 minutes			
9:15						
9:30	Admin					
9:45	Admin					
10:00 am	Admin					
10:15	Admin	Sarah Massage 60 ...				
10:30	Admin					
10:45	Admin					
11:00 am	Admin		Vince Sie... Massage 60 ...			
11:15	Admin					
11:30	Admin					
11:45	Admin					
12:00 pm	Admin	Sarah Eyelash Tint	Andrea Davis Massage 60 minutes			
12:15	Admin					
12:30	Admin					
12:45	Admin					
1:00 pm	Admin		Andrea Davis Exfoliation - Full Body			
1:15	Admin					
1:30	Admin					
1:45	Admin					
2:00 pm	Admin		Andrea Davis Massage 60 minutes			
2:15	Admin					
2:30	Admin					
2:45	Admin		Andrea Davis Salt Tan - 15 mins			

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 screenshot shows the Kitomba software interface. On the left, there's a sidebar with the Kitomba logo, the date 'Tue, 14 Jan', a dropdown for 'Stefs Salon', two profile icons, a dropdown for 'Bradley', a calendar for January 2014, and navigation buttons like 'Today', '1 week', 'Date', 'Zoom', and 'View'. The main area is a calendar grid for Tuesday, 14 Jan, with columns for 'Sarah', 'Bradley', and 'Tanning Booth'. The grid shows appointments from 11:30 am to 5:45 pm. Appointments are color-coded: pink for 'Paul Smith' (Massage 1 Hour), yellow for 'Gianni Versace' (Leg Wax), blue for 'Cindi Lauper' (Massage 1 Hour), green for 'Buddy Holly' (Leg Wax), red for 'Buddy Holly' (Self Tan - 15 minutes) and 'Nick Stevens' (Self Tan - 15 minutes), and light blue for 'Ben Murphy' (Massage 1 Hour). Some appointments have icons indicating status (e.g., a green 'N' icon for 'Completed').

Time	Sarah	Bradley	Tanning Booth
11:30			
11:45			
12:00 pm			
12:15			
12:30			
12:45			
1:00 pm	Paul Smith Massage 1 Hour	Gianni Versace Leg Wax	
1:15			
1:30		Cindi Lauper Massage 1 Hour	
1:45			
2:00 pm			
2:15	Buddy Holly Leg Wax		Buddy Holly Self Tan - 15 minutes
2:30	Buddy Holly Exfoliation - Full Body		Nick Stevens Self Tan - 15 minutes
2:45	Kate Staff ... Massage 1 Hour	Ben Murphy Massage 1 Hour	
3:00 pm			
3:15			
3:30			
3:45			
4:00 pm	Samuel L Jackson Exfoliation - Full Body	Sarah Staff member Massage 1 Hour	
4:15			
4:30			
4:45			
5:00 pm	Samuel L Jackson Exfoliation - Full Body		
5:15			
5:30			
5:45			

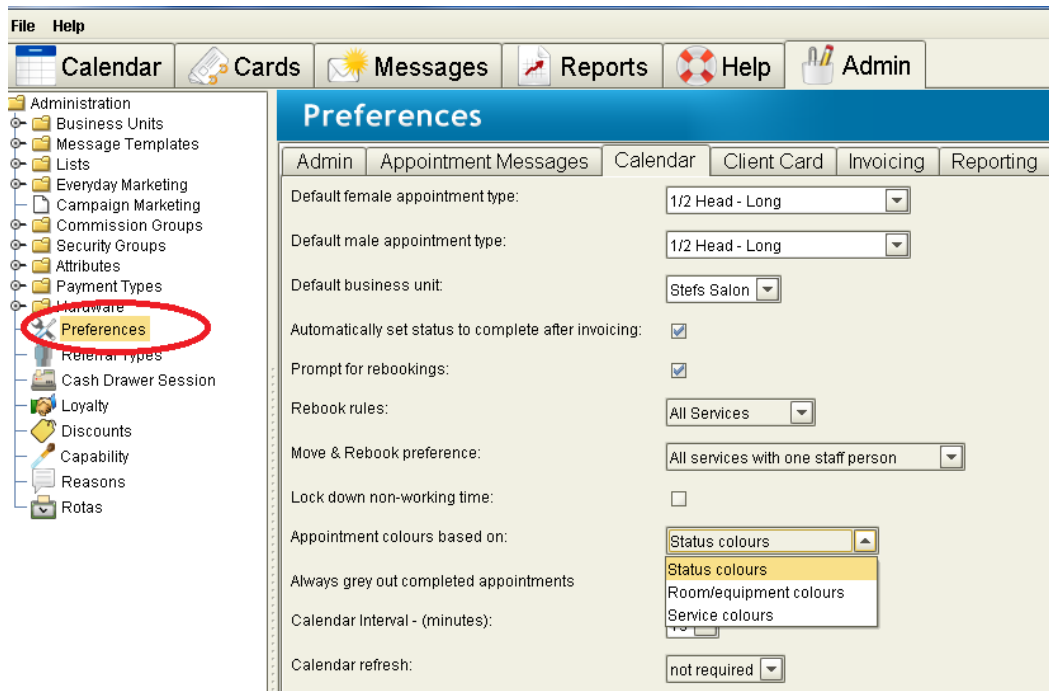
The appointment status and service are not indicated by any colours in this scenario. The colours indicate what room or equipment has been booked, and icons are used to indicate the status of the appointment (e.g. booked, completed etc).

Set the theme for your appointment colours

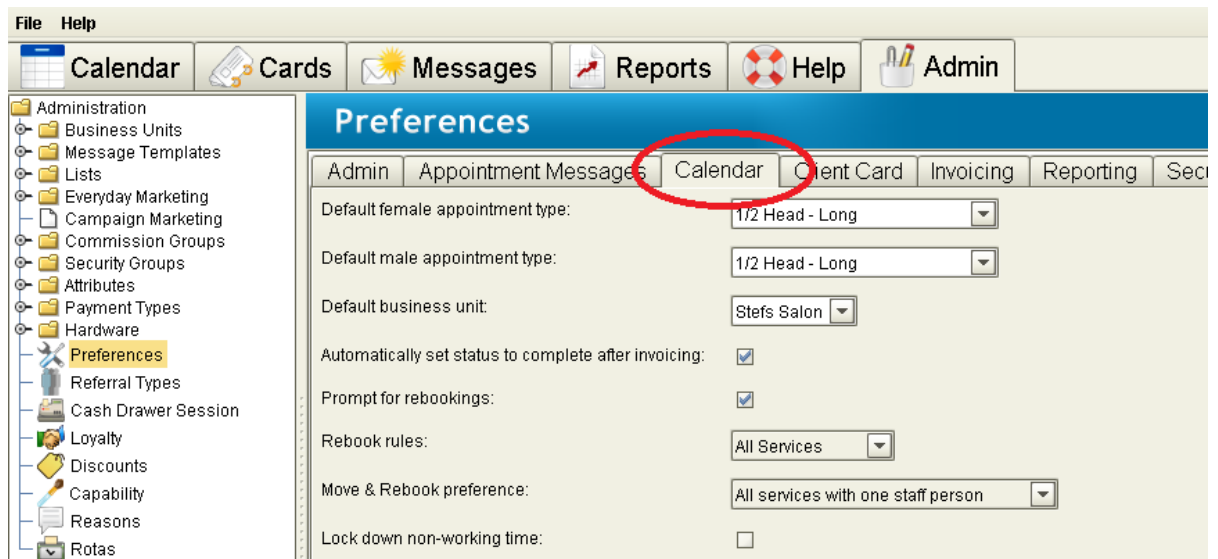
- 1) Go to the **Admin** tab in Kitomba



- 2) Click on **Preferences**



- 3) Click on **Calendar**



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

The screenshot shows the 'Preferences' window with the 'Calendar' tab selected. The 'Appointment colours based on:' dropdown menu is open, and the 'Status colours' option is highlighted. A red circle is drawn around the dropdown menu.

Setting	Value
Default female appointment type:	1/2 Head - Long
Default male appointment type:	1/2 Head - Long
Default business unit:	Stefs Salon
Automatically set status to complete after invoicing:	<input checked="" type="checkbox"/>
Prompt for rebookings:	<input checked="" type="checkbox"/>
Rebook rules:	All Services
Move & Rebook preference:	All services with one staff person
Lock down non-working time:	<input type="checkbox"/>
Appointment colours based on:	Status colours
Always grey out completed appointments	<input type="checkbox"/>
Calendar Interval - (minutes):	15
Calendar refresh:	not required
Suppress 'Move Appointment' confirmation pop up:	<input type="checkbox"/>

- 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.