

Calendar Color Blocks

07/12/2024 12:56 pm CDT

Overview

Color blocks can be enabled to help you visualize the appointments on your calendar. You may find it helpful to glance at an appointment and tell by the color block which service is being provided or quickly tell how busy a Service Agent is in a month by how many times you spot their color block on the calendar.

The screenshot shows a calendar for July 2024 with a grid layout. The days of the week are labeled at the top: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. The calendar displays color blocks for several service agents: Stacey Fakename (green), Barb Dwyer (orange), Bella Notte (red), Ken Tucky (purple), John Doe (blue), and Brighton Early (yellow). Each color block is accompanied by a small icon and the agent's name. The calendar also includes a navigation bar at the top with options for Filter, navigation arrows, and view toggles (Month, Week, Day, Actions).

This article will review:

- [Settings and Navigation](#)
- [Adding Color Blocks to a Service Agent](#)
- [Adding Color Blocks to a Service](#)
- [Adding Color Blocks to a GeoZone](#)

Settings and Navigation

Enable color blocks to be displayed on the calendar views in **Control Panel > Scheduling** by checking the boxes for which color blocks you would like to see.

Calendar Options

- Service Color Blocks? Show service color blocks on calendar views instead of background colors
- Service Agent Color Blocks? Show service agent color blocks on calendar views
- Calendar GeoZone Color Blocks? Show GeoZone color blocks on daily calendar views
- Scheduling GeoZone Color Blocks? Show color blocks on route schedule calendars

When appointments are scheduled, the default background color is **white** for both the appointment and service agent.



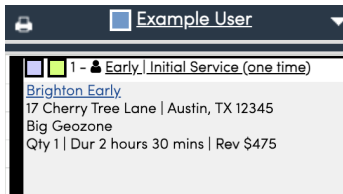
If you assign a color to the service or service agent, it will display as a background highlight by default.



If you want to differentiate between the color of services and agents when looking at the calendar, you can enable color blocks that will show for each appointment. Color blocks will display the Service first then the Agent, from left to right.

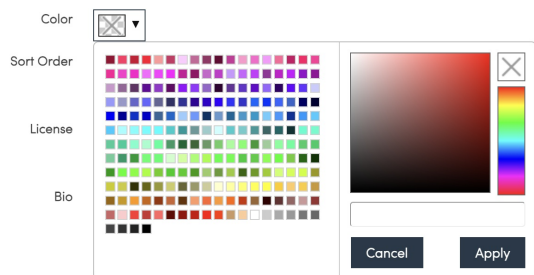


If enabled, the GeoZone color block will display on the daily calendar view. In this image you can see the service agent color is at the top next to the agent name. The Service is shown first (purple) then the GeoZone (green).



Adding Color Blocks to a Service Agent

When adding or editing a service agent, you can chose the color that will show on the calendar for the agent whenever that agent is selected for a service. This is done in **Control Panel > Service Agents**.



Adding Color Blocks to a Service

The Services scheduled can also have color blocks added that will reflect on the calendar. This is done in **Control Panel > Services**.

General

Name* Installation

Active

Description* System installation.

Color ▼

Confirmation

Confirmation Reminder

Confirmation Reminder?

#00ff19

Cancel Apply

Adding Color Blocks to a GeoZone

You can also have color blocks assigned to GeoZones on the map. This is done in **Maps > Services**.

Calendar Contacts Appointments **Maps** Campaigns Reports Store MarketPlace Help!

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Contacts Proposals Appointments Backlog **GeoZones**

Edit GeoZone

Name* My Territory

Description

Color ▼

Reporting

Constraint

Route Schedule

#0066cc

Cancel Apply

Map

Show Reporting Zones | Show Constraint Zones | Show Route Schedule Zones