

Changing User Colour in CRM Calendar



This guide provides a step-by-step process for editing the users colours in CRM calendar. This is useful for clearly identifying job functions or just adding some personality to CRM.



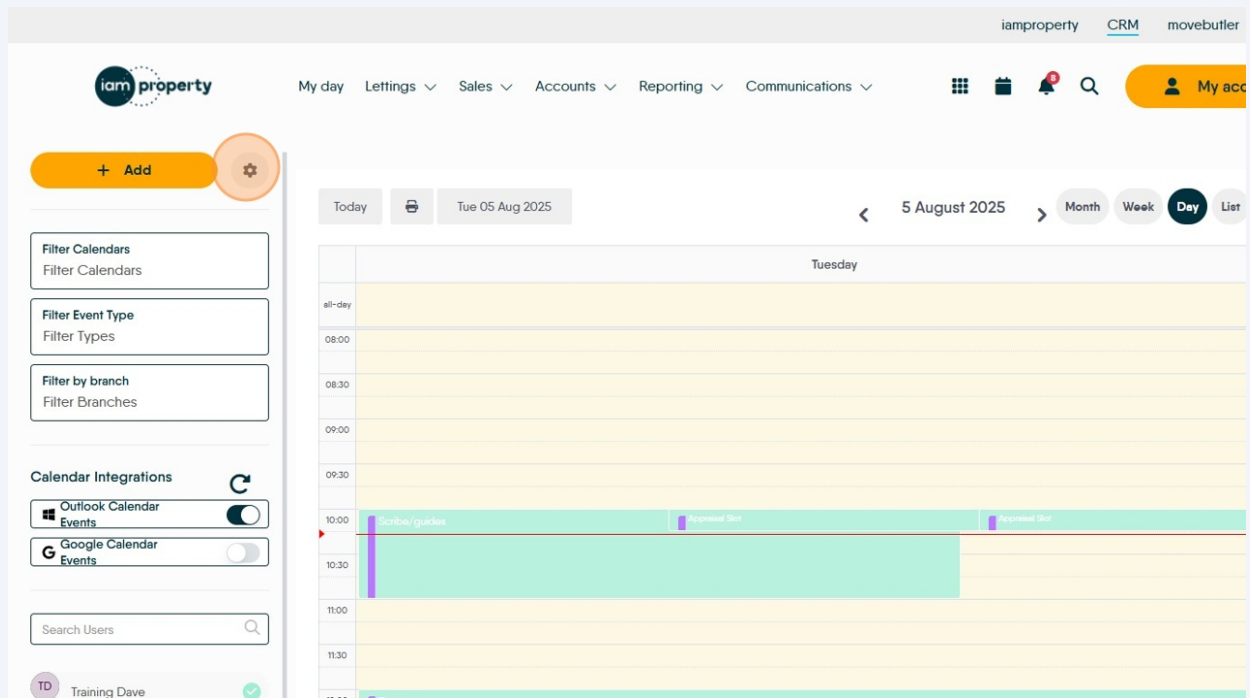
Alert! Do Not use RED as the a colour for users. This colour is already used to show an Unconfirmed Viewing/Appraisal etc.

1 Click "Calendar"

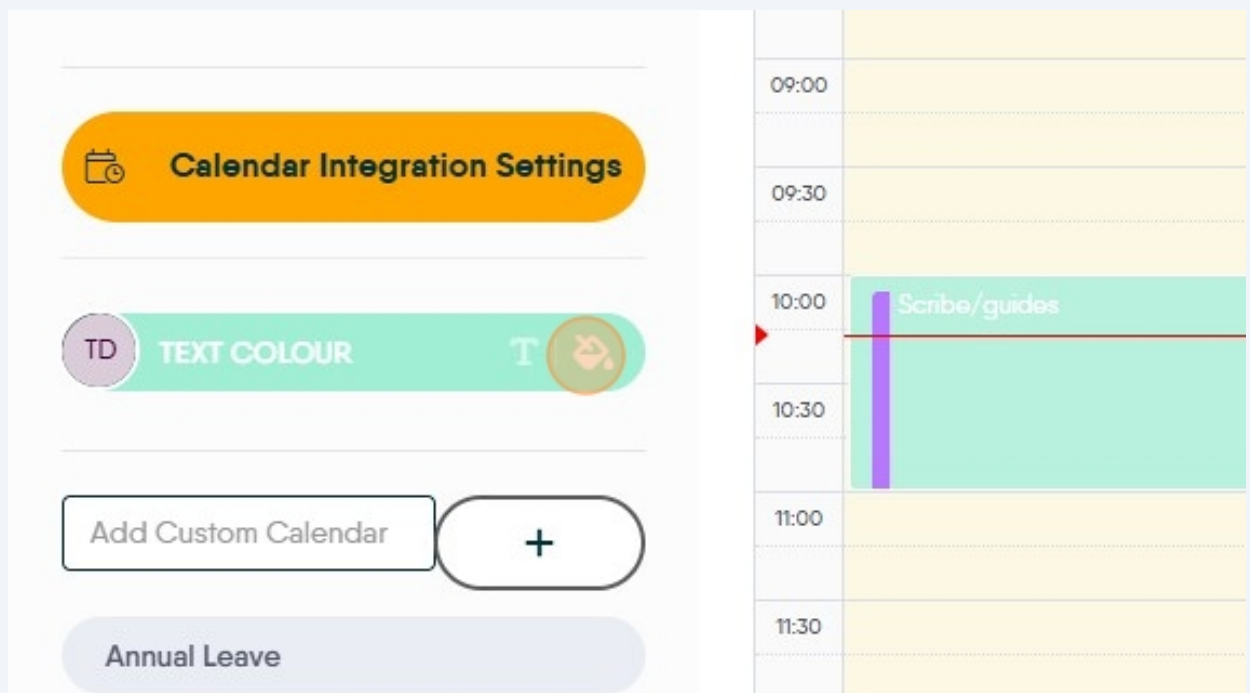
The screenshot shows the CRM interface. The top navigation bar includes links for 'iamproperty', 'CRM', 'movebutler', and 'iamsold'. Below this, a secondary navigation bar contains 'My day', 'Lettings', 'Sales', 'Accounts', 'Reporting', and 'Communications'. The 'Calendar' icon, represented by a calendar grid, is highlighted with an orange circle. To the right of the navigation bar is a 'My account' button. The main content area displays a welcome message 'I come back, Training' and a search bar. Below the search bar, there are two sections: 'My events' and 'My tasks'. The 'My tasks' section contains a table with the following data:

Status	Name	Priority	Start date	Due date
Not Started	<u>Clean Windows</u>	High	28/Jan/2025	28/Jan/2025
Not Started	<u>making tea</u>	High	04/Feb/2025	04/Feb/2025
Not Started	test	High	13/May/2025	13/May/2025

2 Click here to access the configuration menu.



3 Click here. The 'paint can' icon controls the colour of the background, the 'T' icon controls the colour of the text.

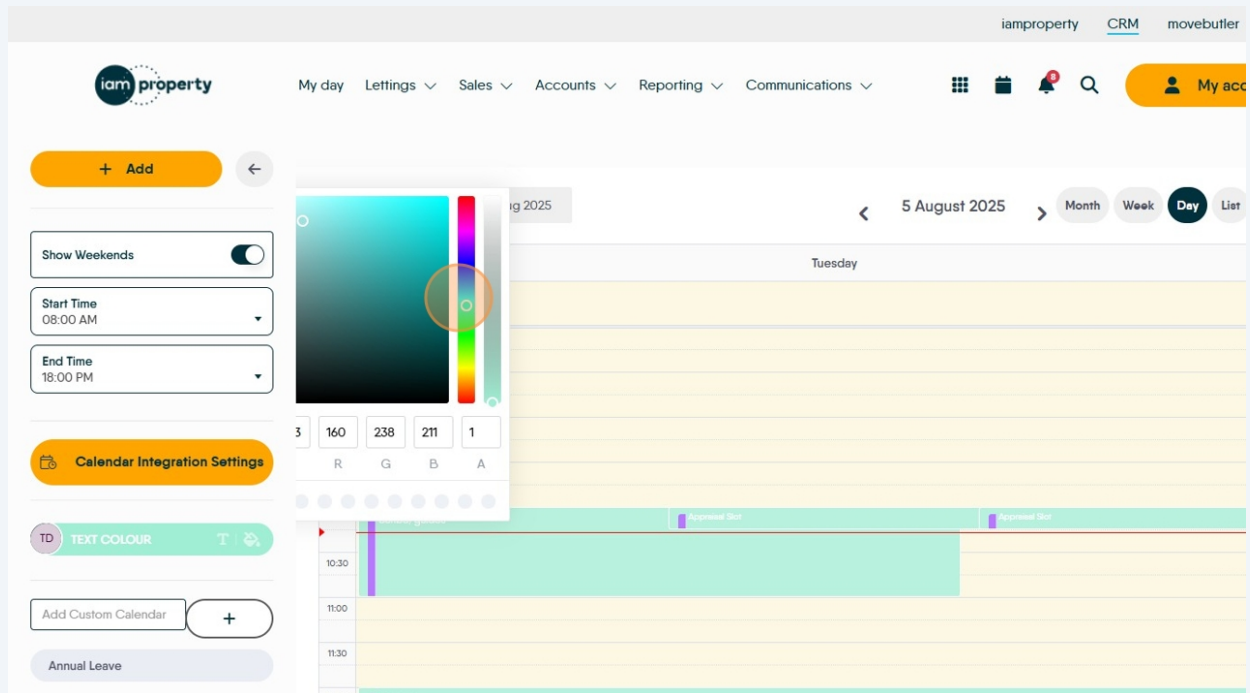




Tip! Try to avoid light colours and light coloured text as this makes the details difficult to view.

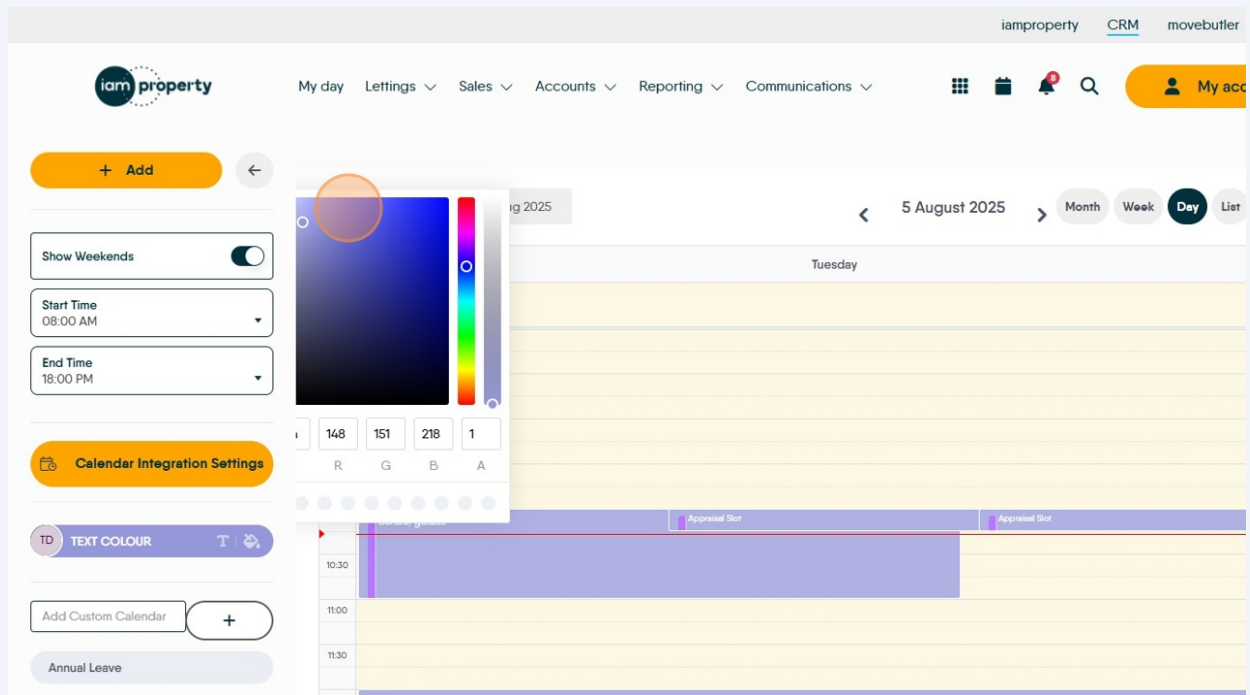
4

Click here to select the colour.



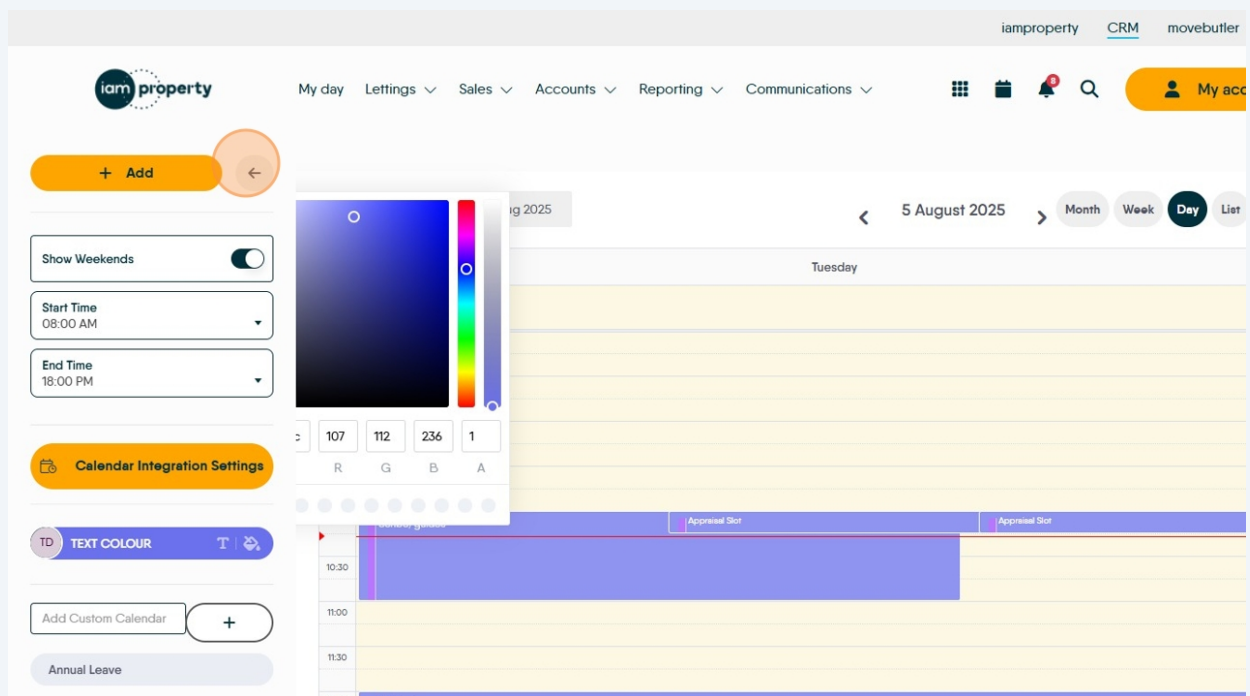
5

Click here to make fine adjustments to your selected colour. As the colour is changed you can see the change on the screen.



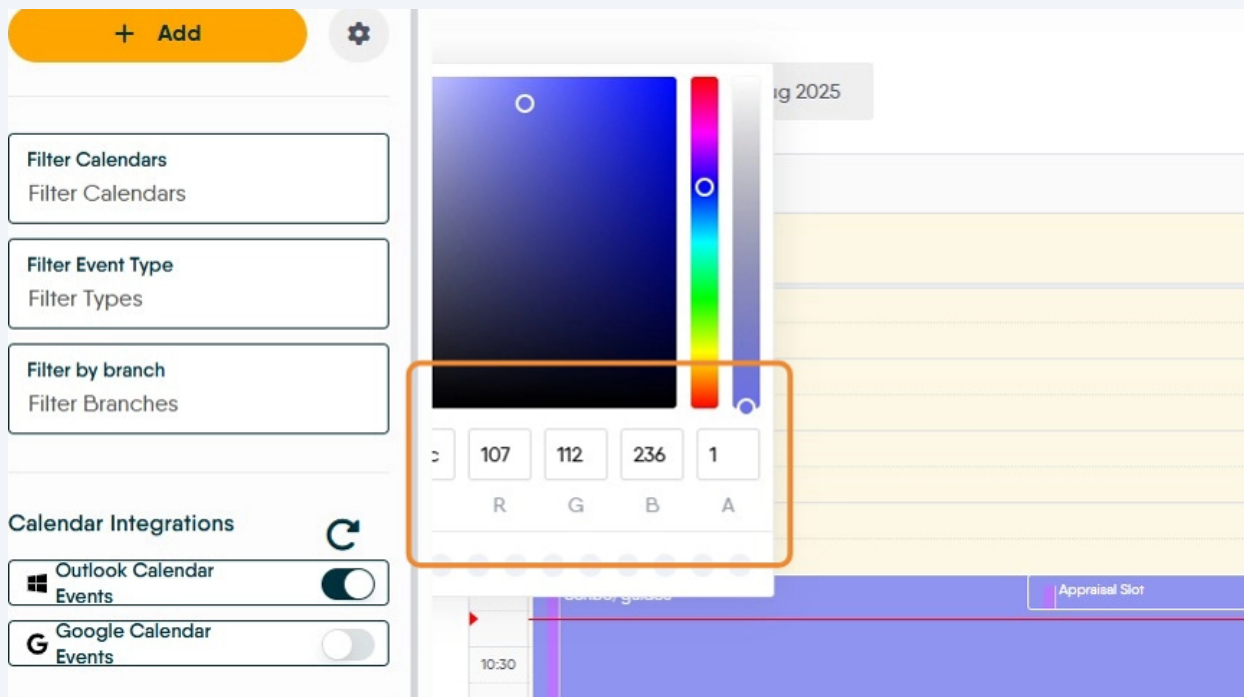
6

Click here to exit the configuration screen.



7

If a very specific colour is required and you know the RGB numbers for the colour add them here (in the highlighted box)



8

The calendar for the user will now show in the newly created colour.

