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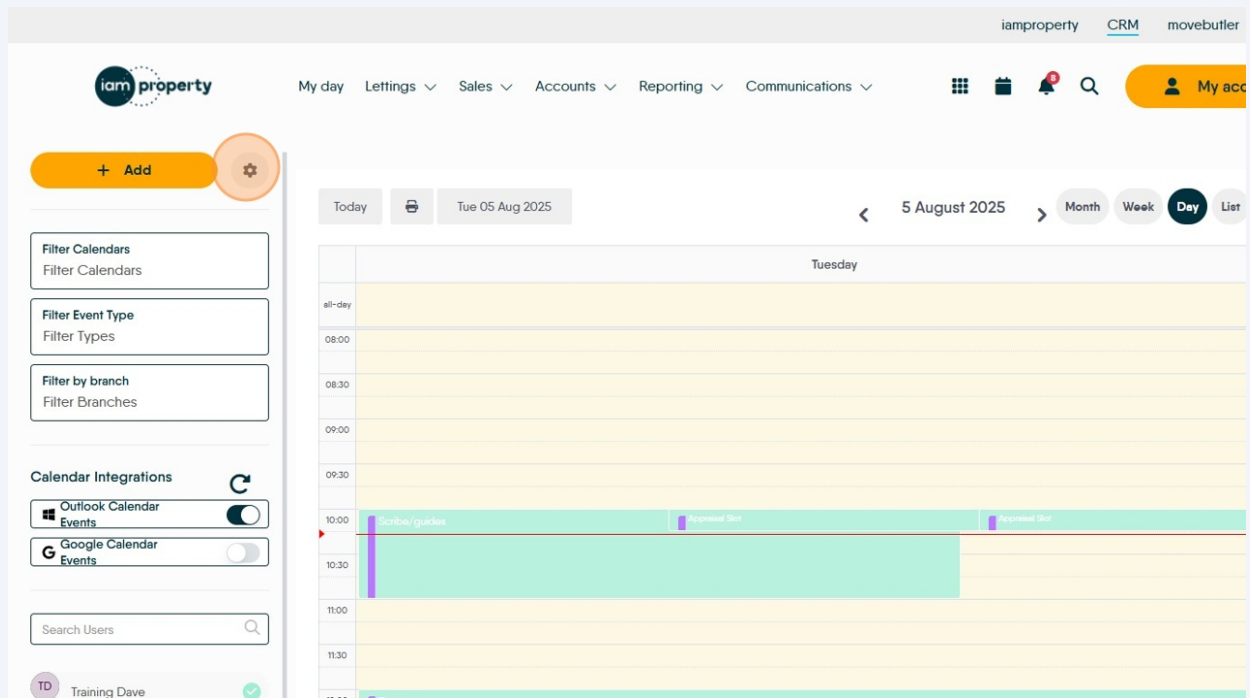
⚠️ Alert! Do Not use RED as the a colour for users. This colour is already used to show an Unconfirmed Viewing/Appraisal etc.
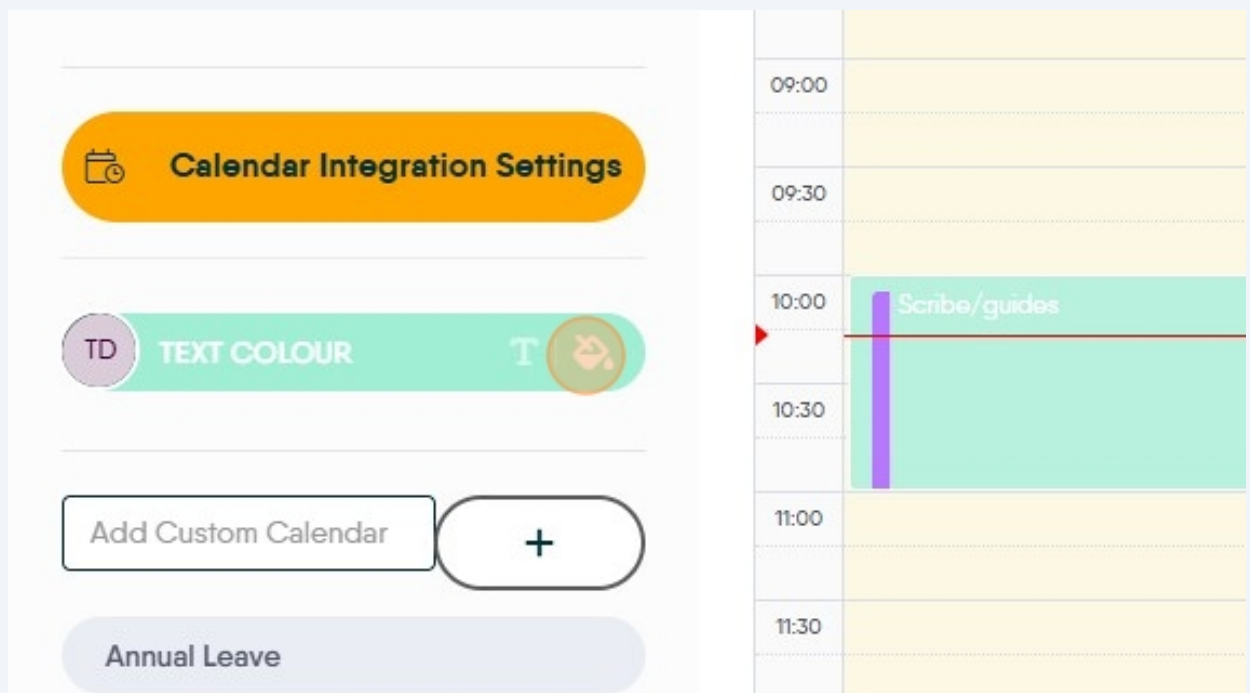
1 Click "Calendar"

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.
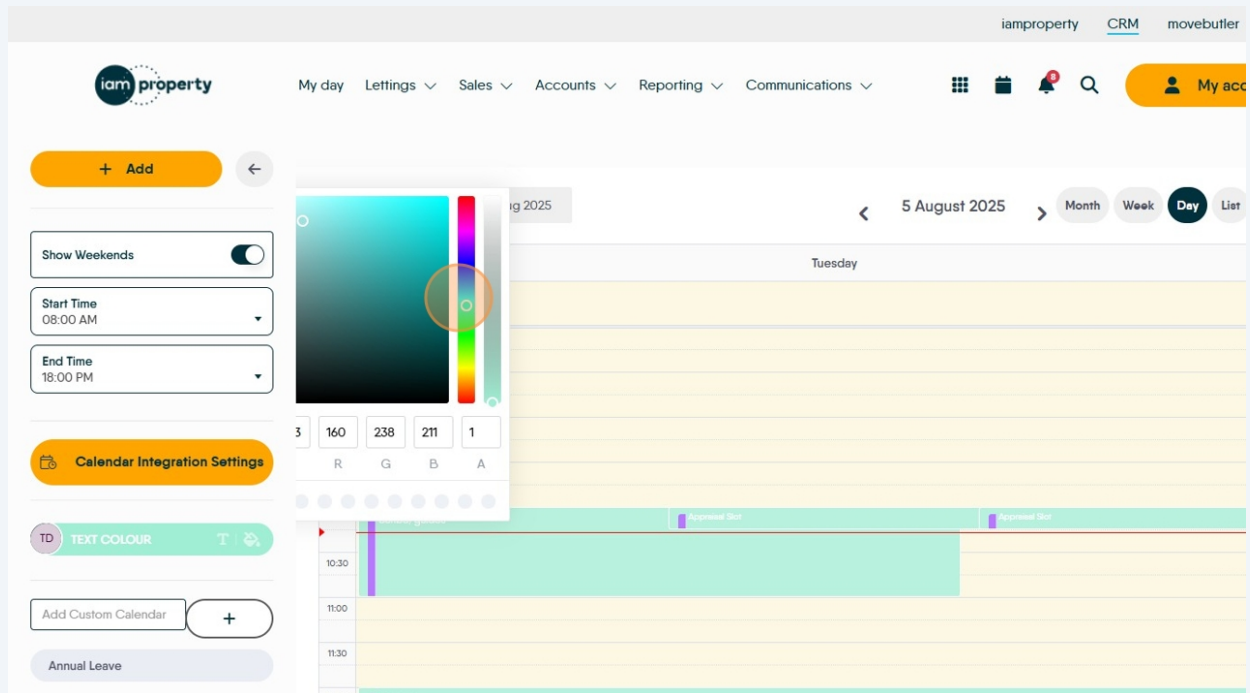
> ⓘ Tip! Try to avoid light colours and light coloured text as this makes the details difficult to view.
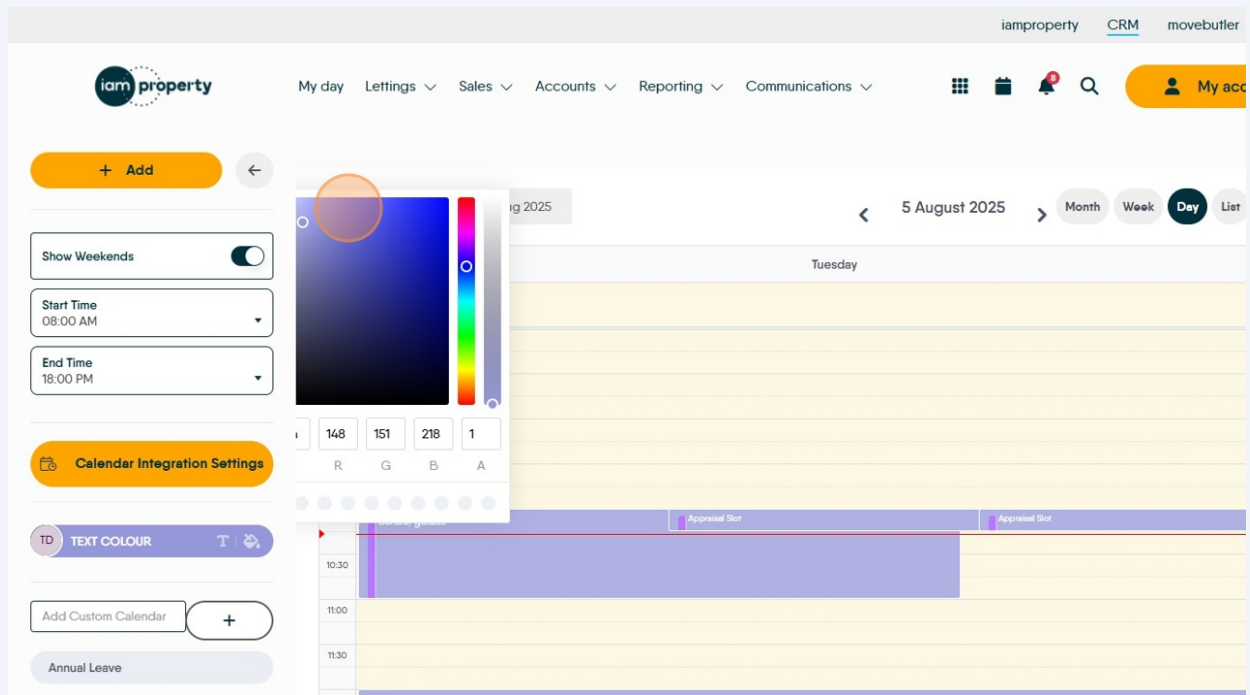
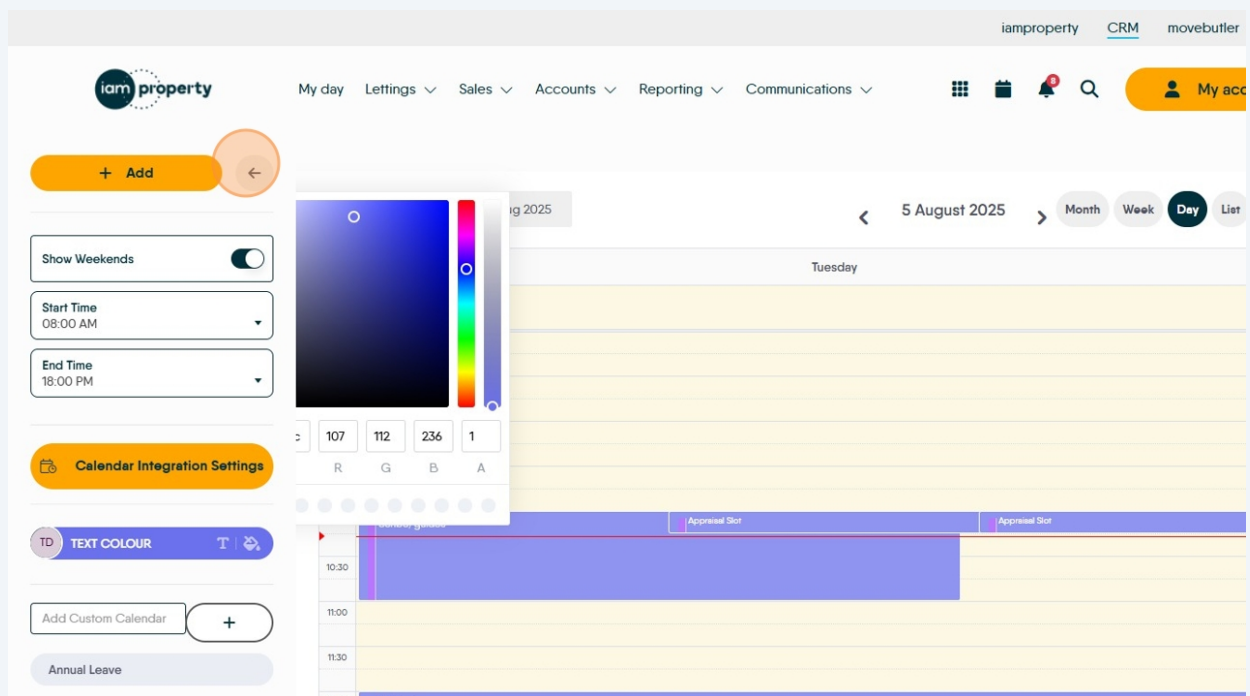**4** Click here to select the colour.

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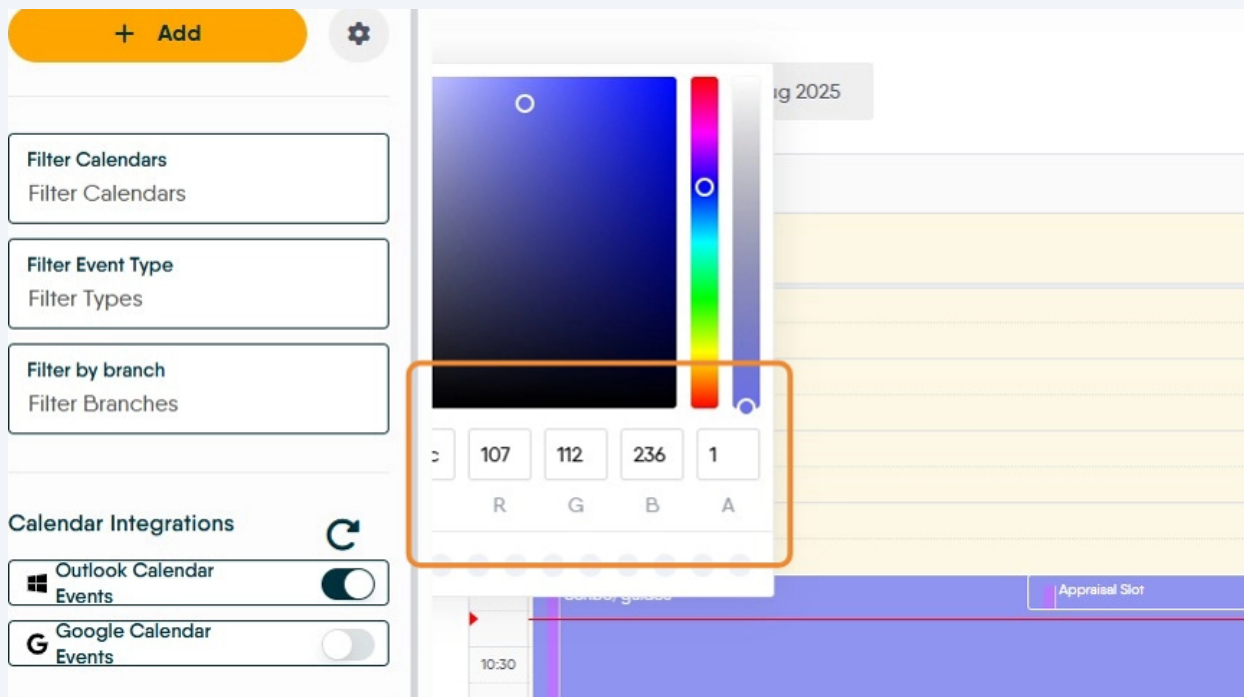

6 Click here to exit the configuration screen.

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.

Individual Users colours show here