

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.



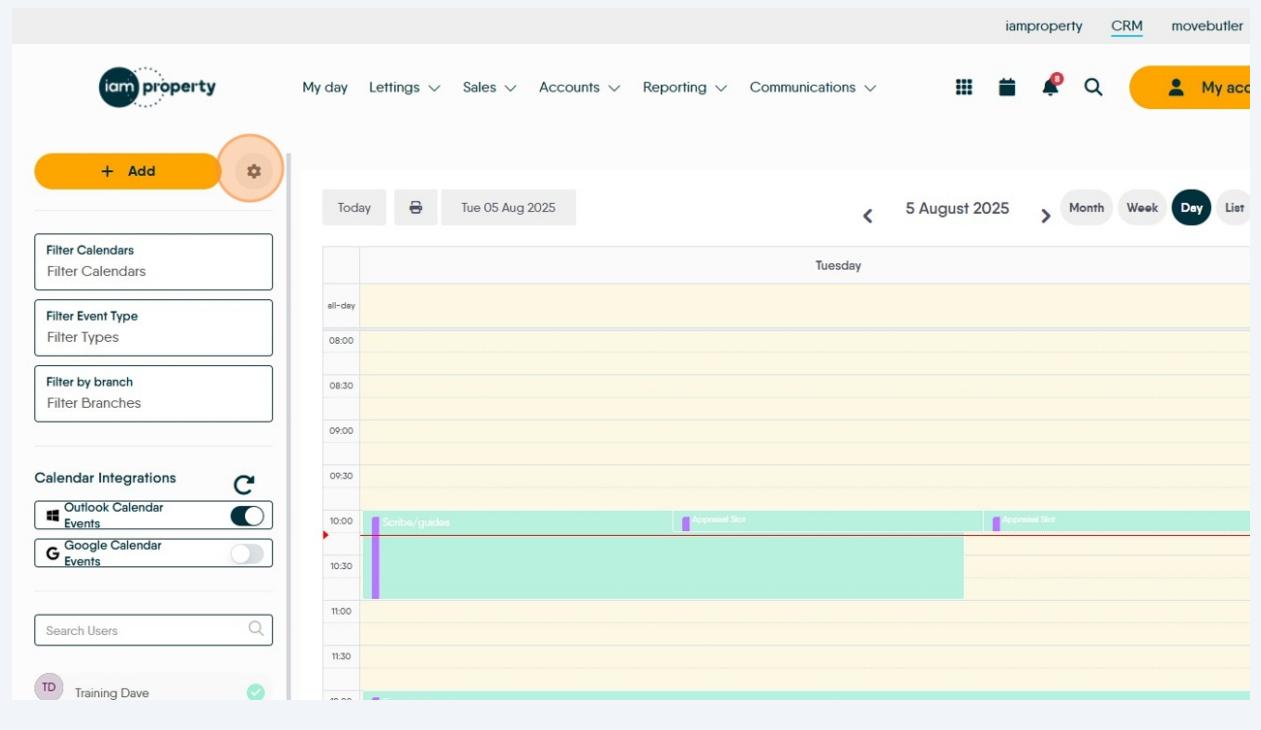
Alert! Do Not use RED as the a colour for users. This colour is already used to show an Unconfirmed Viewing/Appraisal etc.

- 1 Click "Calendar"

The screenshot shows the CRM interface with the following elements:

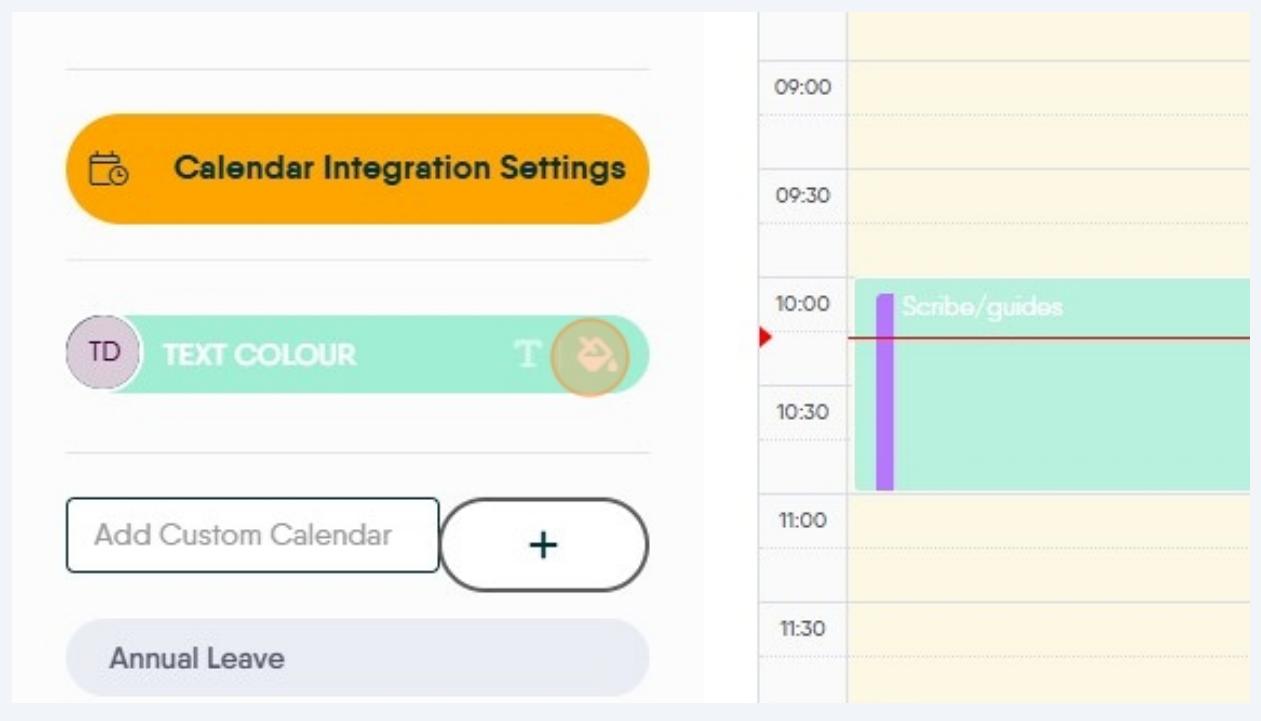
- Header:** iamproperty, CRM, movebutler, iamsold.
- Top Navigation:** My day, Lettings, Sales, Accounts, Reporting, Communications.
- Profile:** A circular profile picture with an orange border, a bell icon, and a search icon.
- User Account:** My account.
- Main Content:** The text "I come back, Training" is displayed.
- Buttons:** Add New Record, View property management, Visit help centre.
- Search Bar:** A search bar with a magnifying glass icon.
- Records:** A table with columns: Name, Status, Name, Priority, Start date, Due date.
- Rows:** Three rows of tasks: "Clean Windows" (Status: Not Started, Priority: High, Dates: 28/Jan/2025, 28/Jan/2025), "making tea" (Status: Not Started, Priority: High, Dates: 04/Feb/2025, 04/Feb/2025), and "test" (Status: Not Started, Priority: High, Dates: 13/May/2025, 13/May/2025).

2 Click here to access the configuration menu.



The screenshot shows the 'My day' section of the iam property software. On the left, there are three filter buttons: 'Filter Calendars', 'Filter Event Type', and 'Filter by branch'. Below these are 'Calendar Integrations' settings for 'Outlook Calendar Events' (on) and 'Google Calendar Events' (off). A 'Search Users' input field is also present. On the right is a calendar view for Tuesday, August 5, 2025. A yellow button with a paint can icon is highlighted, and a tooltip 'Click here to access the configuration menu.' is shown above it. The calendar shows a green event from 10:00 to 10:30 labeled 'Scribe/guides'.

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

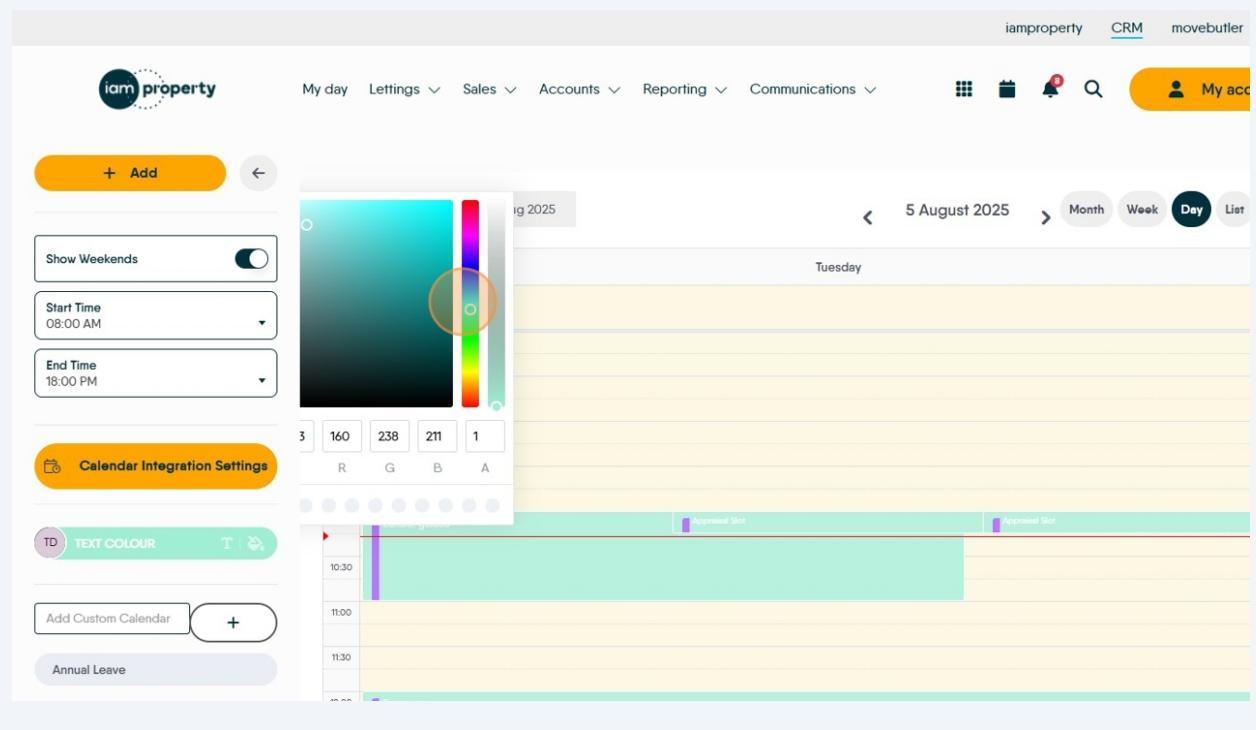


The screenshot shows the 'Calendar Integration Settings' interface. It features a 'TEXT COLOUR' section with a purple 'TD' button and a green 'T' button with a paint can icon. Below this are buttons for 'Add Custom Calendar' and a plus sign, and a 'Annual Leave' button. To the right is a calendar view for Tuesday, August 5, 2025, showing the 'Scribe/guides' event from 10:00 to 10:30 with a purple background and white text.

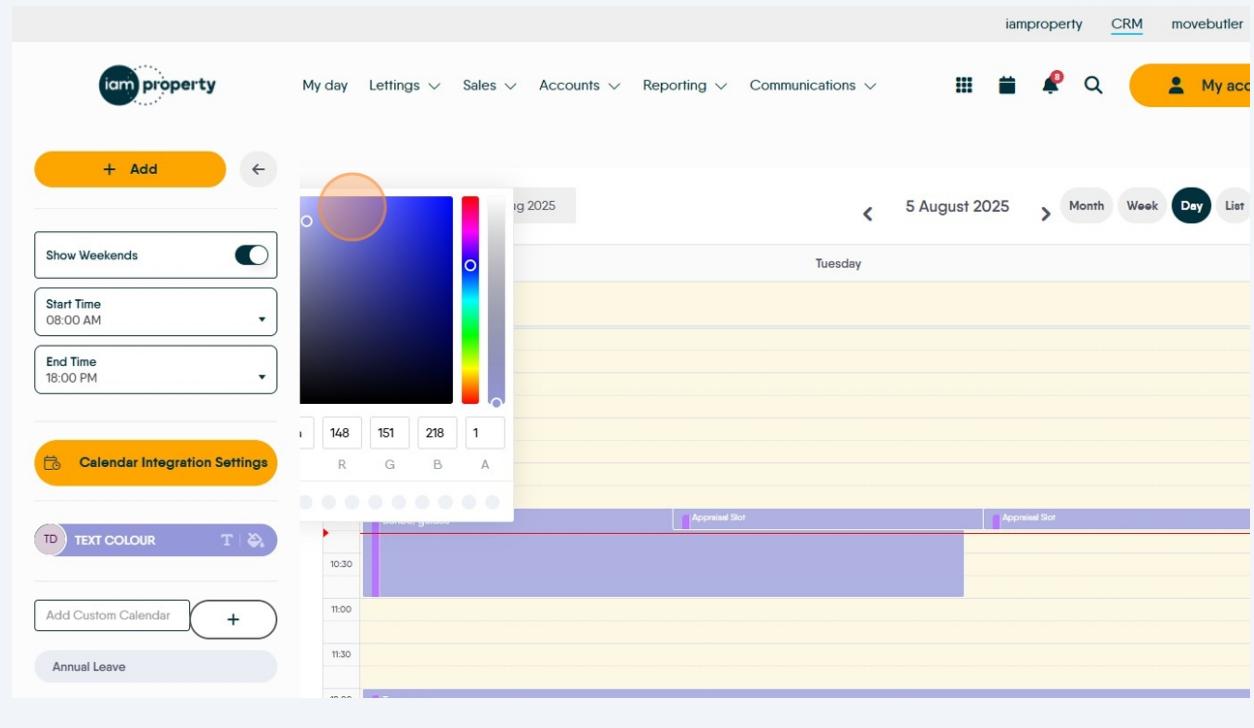


Tip! Try to avoid light colours and light coloured text as this makes the details difficult to view.

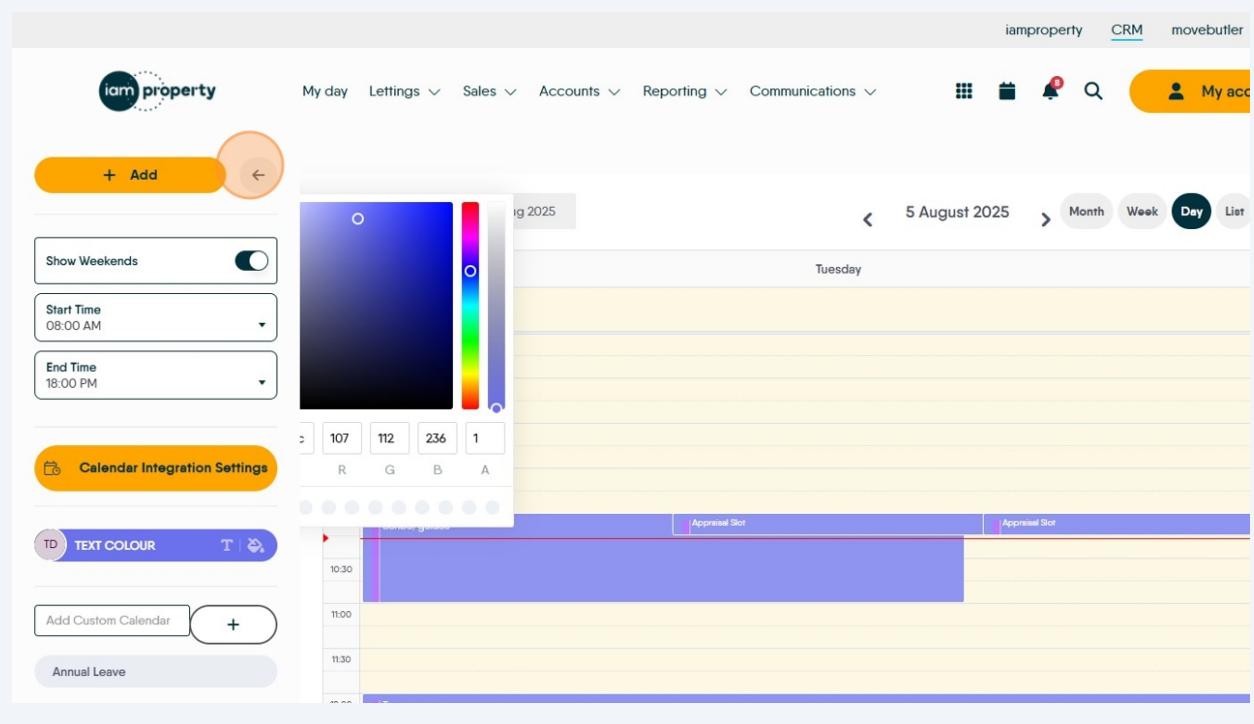
4 Click here to select the colour.



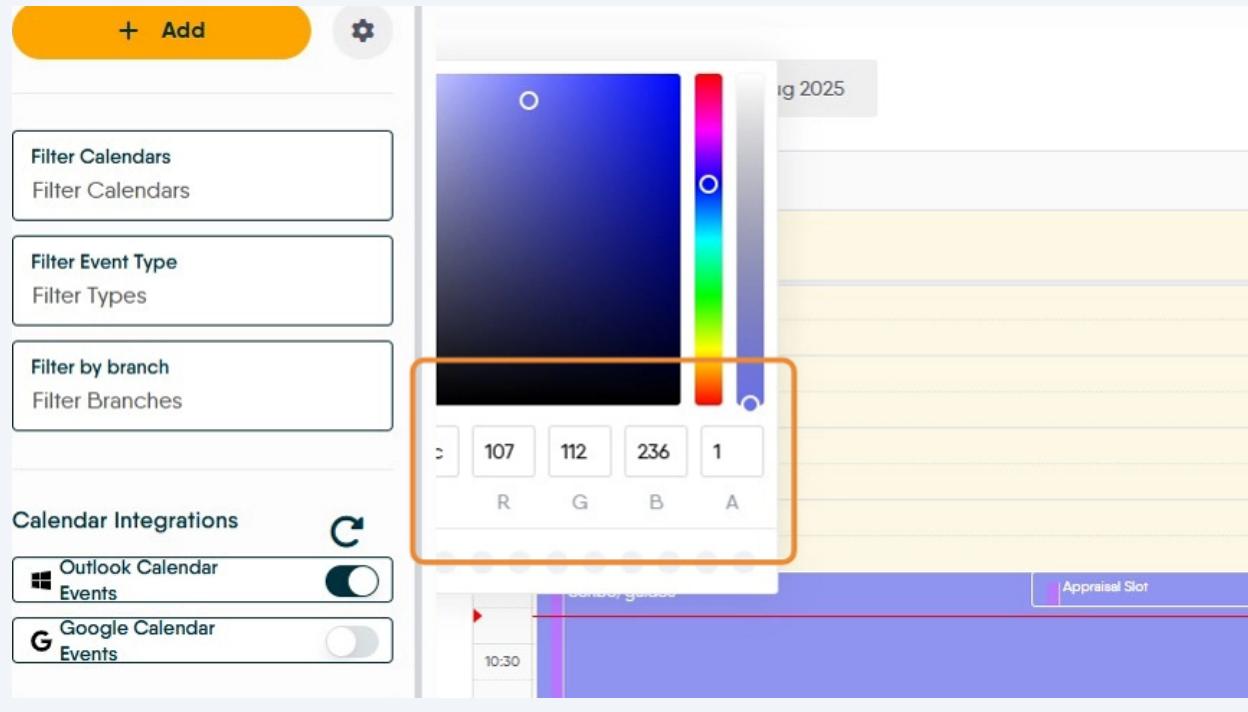
5 Click here to make fine adjustments to your selected colour. As the colour is changed you can see the change on the screen.



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.

