

Calendar Settings Overview

1008 [TDO KB](#) August 11, 2026 [TDO software](#) 2.10K

Practice Wide:

Calendar Times and Colors

1. Setup > Program Setup > Calendar > Times and Colors

Calendar Times and Colors

Calendar Time Units: 15 Min

Working Hours

Begin: 08:00 AM

End: 05:00 PM

Calendar Visible Time

Start Time: 07:00 AM

End Time: 06:00 PM

Calendar Unit Colors

Working Hours:

Non-working Hours:

Current Time:

Pause level: For This Location

Refresh Interval: 1 Minute

Changes will apply when reopening Calendar

Cancel

Ok

Daily Multi Ops Views

Custom view 1:	Visible	Custom view 9:	Visible
Smith		Custom View 9	
Custom view 2:		Custom view 10	
Jones		Custom View 10	
Custom view 3:		Custom view 11	
All		Custom View 11	
Custom view 4:		Custom view 12	
Location A		Custom View 12	
Custom view 5:		Custom view 13	
Location B		Custom View 13	
Custom view 6:		Custom view 14	
Custom View 6		Custom View 14	
Custom view 7:		Custom view 15	
Custom View 7		Custom View 15	
Custom view 8:		Custom view 16	
Custom View 8		Custom View 16	

This is where the earliest and latest working times are set, visible time to extend the calendar as desired (I usually do 30-1 hour prior and 1 hour post). This is also where the names of the tabs that show across the top are designated.

Calendar Background Color Blocks

2. Setup > Program Setup > Calendar > Color Blocks

Monday-Friday view blocking off to very Friday from 1 pm blocking off noon to 4 pm for

Calendar Color Blocks

Calendar Background Color Blocks

Start time: 12:00 PM

Finish time: 01:00 PM

Color:

Operatories:

- Smith - Consult
- Smith - Tx
- Jones - Consult
- Jones - Tx

Weekdays:

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Save and click on the first record and click the arrow with the asterisk to make a new record or it will delete the record. Click on the first record and click the arrow with the asterisk to make a new record or it will delete the record.

Operator Names

☐ Operator Names tied to location

Select a row, click up or down and save to re-order

Up Down Save this order

Number	Name of Op	Hide	Location:
10	Smith - Consult	☐	AAA
20	Smith - Tx	☐	AAA
30	Jones - Consult	☐	BBB
40	Jones - Tx	☐	BBB
*		☒	AAA

Workstation Settings: click on the first record and select which columns should be visible (black)

Calendar

Smith Jones All Location A Location B Daily - 1 Op Weekly-by Op Monthly Day Detail Task List

New appointment AM PM Prime Search Time Wednesday, July 16, 2025 Today Smith - Consult Smith - Tx Jones - Consult

Images Patients Hide Calendar

July 2025

July 2025

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Earlier Appt Call List

Last Selected Patient

New Appt Check In/Out

Smith - Consult

Smith - Tx

7:00 AM

7:15 AM

7:30 AM

7:45 AM

8:00 AM

8:15 AM

8:30 AM

8:45 AM

9:00 AM

9:15 AM

9:30 AM

9:45 AM

10:00 AM

10:15 AM

10:30 AM

10:45 AM

11:00 AM

11:15 AM

11:30 AM

11:45 AM

User Specific Setting:

Appointment Format String

FormattingOption

Formatting Options

Select User: Allyson

Select Option: Appointment line 1

Prefix	Format Item	Suffix
	Patient Title	
	Patient First Name	
	Patient Last Name	
	New Patient	
	Patient AKA	

Set Current Option Defaults Set All Options Defaults

Copy settings to another user:

Copy Current Option Only Copy All Options

Close

Record: 1 of 5 Filtered Search

FormattingOption

Formatting Options

Select User: Allyson

Select Option: Appointment line 2

Prefix	Format Item	Suffix	Line Break
	For		
#	Tooth Number		
Ref Dr	Ref. Dr. First Name		
	Ref. Dr. Last Name		
	NoLatex		
*	Patient Balance Status		

Set Current Option Defaults Set All Options Defaults

Copy settings to another user:

Copy Current Option Only Copy All Options

Close

Record: 1 of 6 Filtered Search

FormattingOption

Formatting Options

Select User: Allyson

Select Option: Appointment Details

Prefix	Format Item	Suffix	Line Break
C	Patient Cell Phone		
H	Patient Home Phone		
Notes	Notes		
*			

Set Current Option Defaults Set All Options Defaults

Copy settings to another user:

Copy Current Option Only Copy All Options

Close

Record: 1 of 3 Filtered Search

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