Initial System Setup

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This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

Steps in this section only need to be done once (in the initial set-up), not each time a new provider or session is added.

1. Setup Appointment Statuses.
2. Calendar Option Configuration.
3. Setup Calendar Views.
4. Click **Administration**
5. Click **Global Settings**
6. Drop down box to select the **Default Calendar View**
7. Click **Change**