Global Settings Configuration

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

We now need to set some options via Global Settings. Follow these steps:

1. Click **Administration**.

2. Select Global Settings from menu.

3. Complete the fields using the table below as a reference.

4. Click **Change** after editing each item.

Field	Description	Examples
Auto Cancel Appointments On Transfer	If True, when an appointment is rebooked, change the status of the appointment to the value as defined by "Cancel Status Appointment On Transfer"	TRUE
Cancel Status Appointment On Transfer	select an appointment status when rebooking an appointment. This could be *rescheduled* or *Cancelled*, depending on how you want to report on cancelled and rescheduled appointments.	Cancelled Rescheduled
Default Calendar View	Set which calendar view displays when the calendar is first loaded. This is a global setting for all users.	All Providers

Please Note:

From the CR version 6.92 or higher these settings are available under administration -> appointment ->calendar options.