# **Woocommerce Appointment Booking**

Thank you for purchasing our extension. If you have any questions that are beyond the scope of this document, do not hesitate to leave us an email via our email address below.

Created: 04/07/2015 | By: Magenest | Support Portal: http://servicedesk.izysync.com/servicedesk/customer/portal/94

# Introduction

Woocommerce Appointment Booking plugin is a plugin that allows your customers to book appointments for the services directly from your website. It is designed for service professionals like doctors, lawyer, consultants, therapists, tutors, instructors, singer, artist, photographers, stylists and others who need to schedule their time and date with clients through online.

Features:

- · Easy booking appointment with three steps: choose the day week via calendar, then fill the time and select the staff member finally
- Have extra tabs for booking products, such as: bookable time, book price range, staff members....
- Powerful at admin panel that allows manage staff members
- Allow export the bookings to csv
- Manage the bookings with Calendar view. Switch between the weekly, monthly and day view
- Manage your staff's availability and mark times when they're not available on staffs's calendars

#### Live demo here: http://magenest.com/stage/woodemo/demo2/wp-login.php

User name: magenest Pass: demo123

# **Booking Process**

First step of booking is to select service, choose the day of the week, choose available the time slot and select the staff

### Home / Rose Garden Day Packages



# Rose Garden Day Packages

# \$320.00

#### Start date

SELECT DATE								
09/10/2015								
SELECT TIME								
	Time	Name						
O	07:30 AM-05:30 PM	4 slots available						

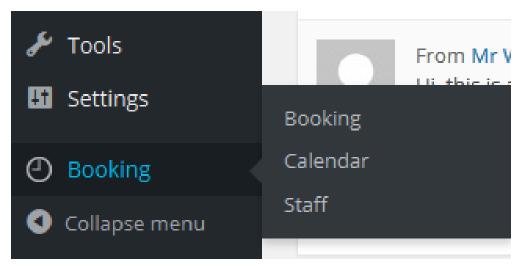


SELECT THE EXPERT

# Add staffs

#### Add a new staff

You can add new staffs from Booking Staff Add Staff



You can add name, avatar, email, description, phone number and working schedule.

<ul> <li>Dashboard</li> <li>         ✓ Posts     </li> <li>Media</li> <li>Pages</li> </ul>		1300
Comments	Word count: 0	NER
🔤 WooCommerce	Excerpt	
🛱 Products	Spa expert	Remove featured image
🔊 Appearance		-
🖆 Plugins 🚺	Excerpts are optional hand-crafted summaries of your content	
占 Users		
🖋 Tools	Booking Information	
Settings	Email lucyluu@gmail.com	
Booking	Phone 846764828	
Booking	Default Working Schedule	•
Calendar	Abnormal Working Schedule Abnormal Working Schedule	
Staff	Available Enable 💌	

The Default Working Schedule Click Default Working Schedule in staff detail page to set default working schedule for your staff, you also can go to there by go to staff management table, find person and click working calendar line in Default worktime column.

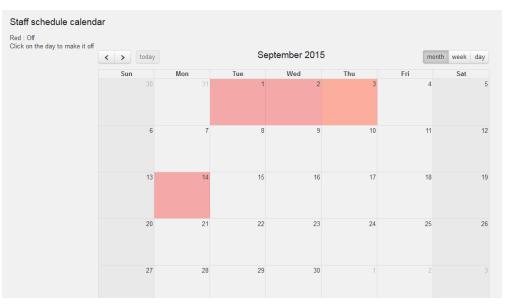
The default working schedule								
SUN	MON	TUE	WED	THU	FRI	SAT		
07:00:00 - 11:30:00	07:00:00 - 11:30:00	07:00:00 - 11:30:00	07:00:00 - 11:30:00	10:30:00 - 11:30:00	13:00:00 - 05:30:00	07:00:00 - 11:30:00		
x	x	x	x	x	x	x		
01:00:00 - 05:30:00	13:00:00 - 17:30:00	13:30:00 - 17:30:00	13:00:00 - 17:30:00	13:00:00 - 16:00:00	07:00:00 - 11:30:00			
x	x	x	x	x	x			
Add	Add	Add	Add	Add	Add	Add		
Sunday								
From Time:	3:30am							
To Time:	5:00am							
	5	Submit						

Click Add button on the week of day column you want to add new schedule. Select From Time and To time, then click Submit. If the system displays "The working time is saved" that means your submission is done.

#### **The Abnormal Working Schedule**

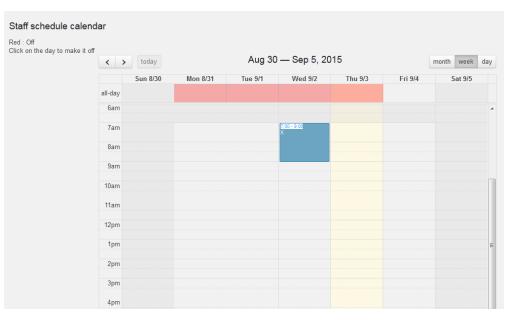
The non-working days and holidays can be specified not only for the whole company, but for each staff member as well. While creating a staff member account, the information about holidays is taken from the one indicated for the whole company. However, it can be changed later to comply with the staff member schedule. Timeslots for booking are based on the staff member schedule.

Navigate to the Staff tab on the Dashboard, select a person in staff management table, click on the **working calendar** line in schedule column or you can click on **The abnormal working schedule** line in staff detail page.



The calendar can be displayed in three modes: by months, by weeks and by days. To switch between the appearance modes, click on the appropriate button at the top of the calendar page.

Click on the day in the calendar to make it off.



You can add staff's working time in weekly view and day view calendar by click the mouse at a time point, this is considered as the start time, then pull down to a time point that is considered to the end time.

#### Add products

#### Add new product

Go to Product Add new product button. Fill information as need and check bookable product type.

#### Add schedule time

To define working hours for product navigate to the **Bookable time tab**. In **Default working time**, it is required to specify the start and end working time and slot quantity for each week day, then click **Add button** to submit. You can edit the schedule by click "X" symbol to cancel and "+", "-" symbols to change slot quantity.

I General	Off day										
Inventory	on duy										
🕀 Shipping	Abnormal schedule calendar										
Ø Linked Products	Red : Off Click on the day to make it off										
E Attributes	today										
O Advanced											
Staff	Defaul wor	king time									
Bookable time	SUN	MON	TUE	WED	THU	FRI		SAT			
Book price range		07:30:00 - 17:30:00	07:30:00 - 17:30:00	07:30:00 - 17:30:00	07:30:00 - 17:30:00	07:30:00 - 17:30:00		10:00:00 12:00:00			
		<ul> <li>4 slots</li> </ul>	0	• 4 slots	• 4 slots	• 4 slots		C 2 slot	S		
		>	( X	x	x	×			x		
	Weekday:		Monday			•					
	From Time:		time								
	To Time:		time								
	Slot		slot								
		[	Add								

Product's abnormal schedule calendar runs like staff's abnormal schedule calendar. Click the date to mark it off in monthly view and add working time by click on the start time point then pull down to end time point in weekly and day view, the system will shown a box to require to fill slot quantity at this time.

Ø Linked Products	Red : Off Click on the day to m	ake it off					
Attributes	< > today		Se	ptember 201	5	mol	nth week day
O Advanced							
Staff	Sun 30	Mon 31	Tue 1	Wed 2	Thu 3	Fri 4	Sat 5
Bookable time				×	12a 6 slots X 5a 15 slots		
Book price range		7	0	0	x 40	44	40
	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	1	2	

#### Add price range

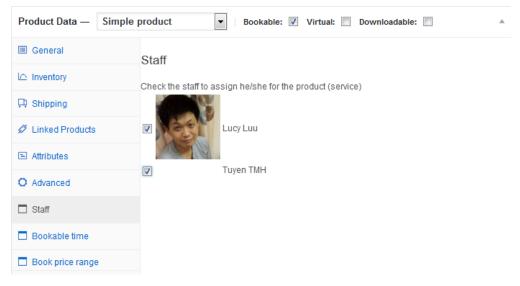
In order to add the price range for a product, navigate to Price range tab

In Action field, select action of discount: % discount off and fix amount off then fill the value off in Extra price field

Product Data —	Simple p	roduct 👻	Book	able: 🔽 Virtual:	Downlo	badable:			
I General		Price Range Base On Time							
L Inventory		Time		Extra price		Action			
🕂 Shipping		Thursday	•	5		fixed amount off in Re	Delete		
Ø Linked Products		Add				% off in Regular price fixed amount off in Regular	price		
E Attributes									
O Advanced									
Staff									
Bookable time									
Book price range	9								

#### Assign staffs

In order to assign a staff member to a product, click on the staff tab and check the desired staff member.



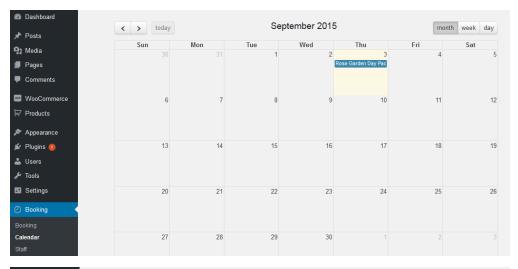
An important step is to indicate the schedule for the company, as well as for individual staff members. **Woocommerce Booking Appointment** offers the possibility to indicate product's bookable time.

#### Calendar

The calendar allows looking through the appointments schedule for the particular staffs.

In order to open the calendar, go to Booking Calendar tab

The calendar can be displayed in three modes: by months, by weeks and by days. To switch between the appearance modes, click on the appropriate button at the top of the calendar page.



Dashboard	< >	today		Aug 30	— Sep 5, 20	)15		month week	day
📌 Posts		Sun 8/30	Mon 8/31	Tue 9/1	Wed 9/2	Thu 9/3	Fri 9/4	Sat 9/5	
9 Media	all-day					Rose Garden Day Pa			
📕 Pages	6am								· · · · · · · · · · · · · · · · · · ·
Comments	7am								
WooCommerce	8am								
Products	9am								
✗ Appearance ✗ Plugins <ul><li>Ø</li></ul>	10am								
Lusers	11am								
🖋 Tools	12pm								
5 Settings	1pm								E
Booking	2pm								
Booking Calendar	3pm								
Staff	4pm								

🚳 Dashboard	< > today	September 3, 2015	month week day
🖈 Posts		Thursday	
<b>9</b> ] Media	all-day Rose Garden Day Packages 1	6	
📕 Pages	6am		
Comments	7am .		
wooCommerce	8am		
Products	9am		
🔊 Appearance	10am		
🖆 Plugins 🚺			
👗 Users	11am		
🖋 Tools	12pm		
5 Settings	1pm		E
Booking	2pm		
Booking Calendar	3pm		
Staff	4pm		
Collapse menu	5pm		

If you have want the further features that is not supported in current version, do not hesitate to contact us.