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

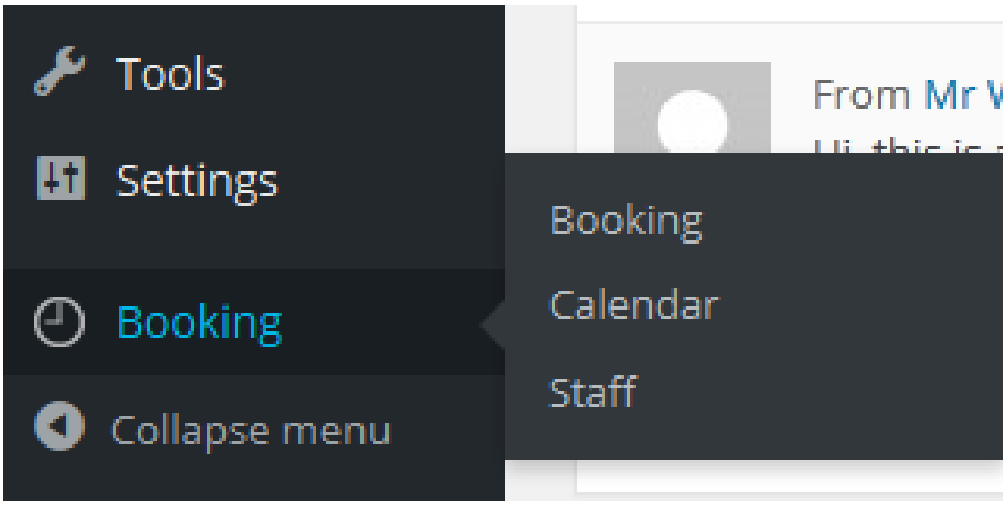
	Time	Name
◯	07:30 AM-05:30 PM	4 slots available

SELECT THE EXPERT

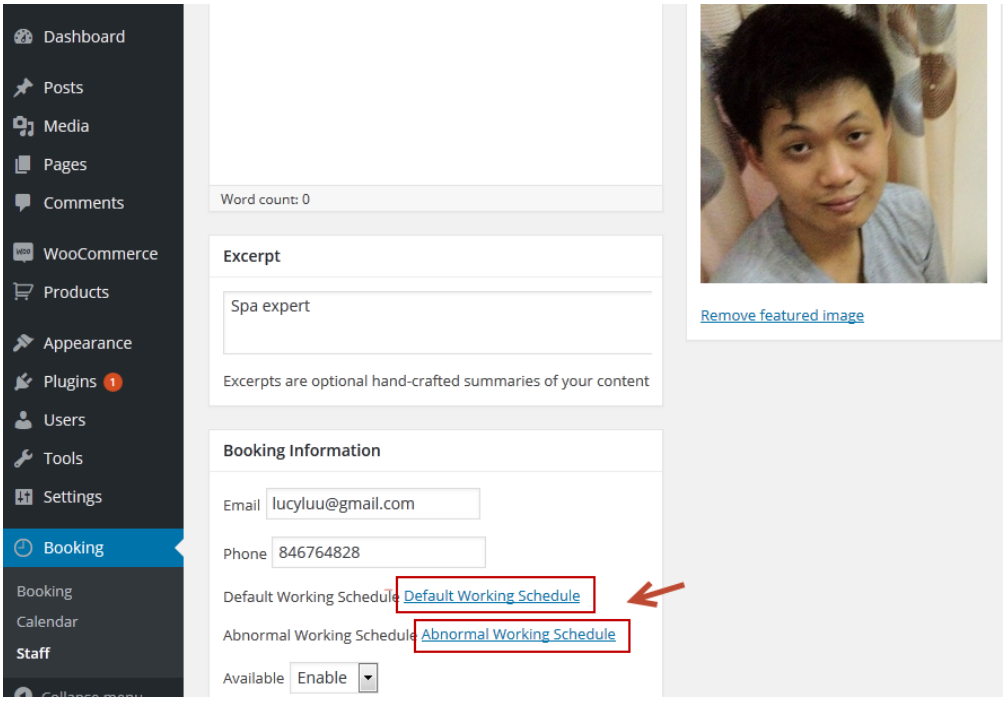
1 ADD TO CART

Add staffs

Add a new staff
You can add new staffs from **Booking Staff Add Staff**

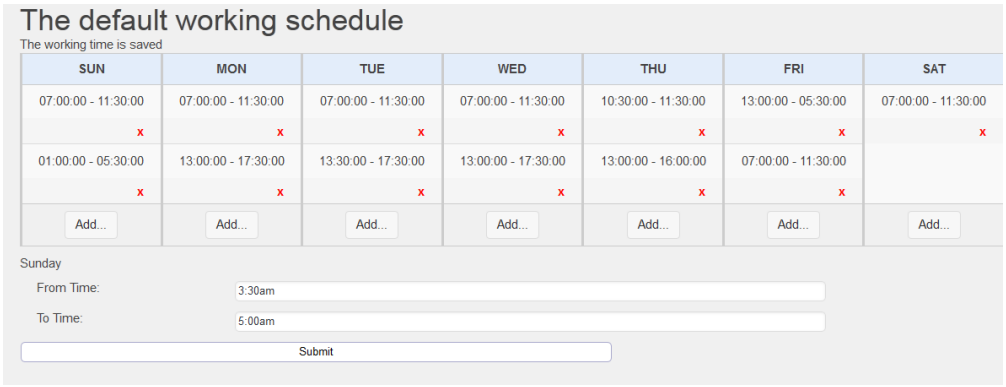


You can add name, avatar, email, description, phone number and working schedule.



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.

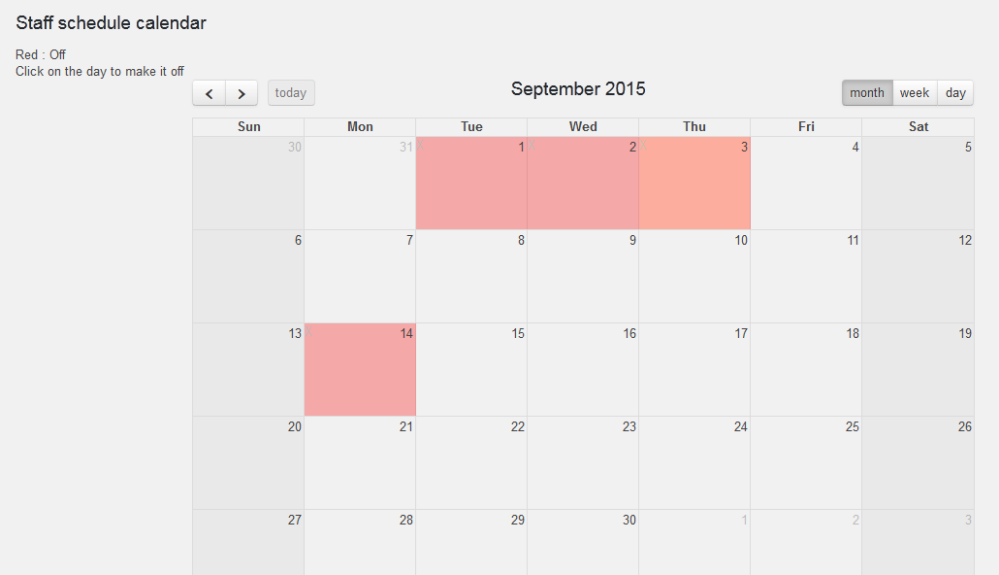


Click **Add button** on the week of day column you want to add new schedule. Select **From Time** and **To time**, then click **Submit**. If the system displays “The working time is saved” that means your submission is done.

The Abnormal Working Schedule

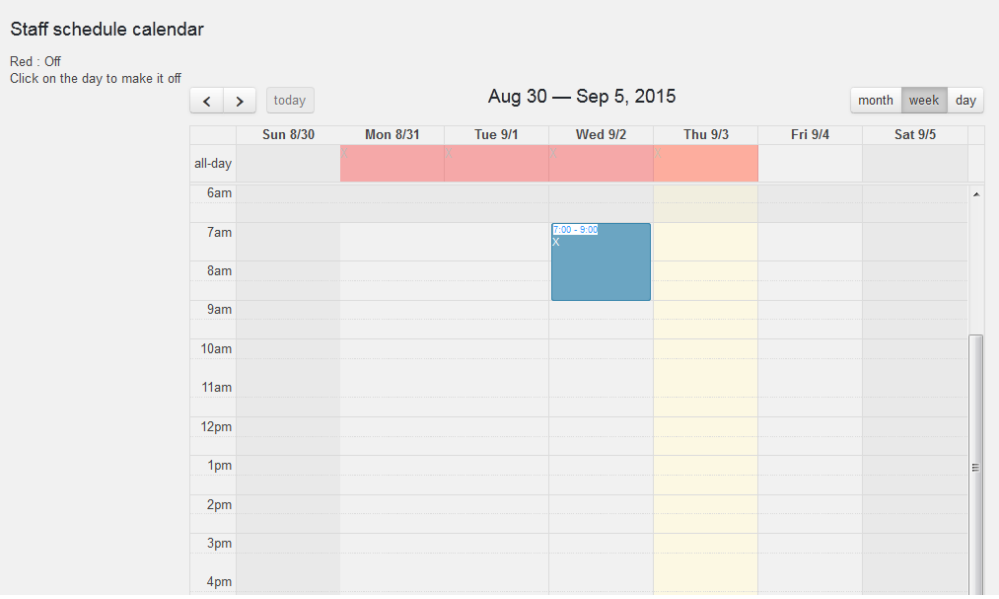
The non-working days and holidays can be specified not only for the whole company, but for each staff member as well. While creating a staff member account, the information about holidays is taken from the one indicated for the whole company. However, it can be changed later to comply with the staff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

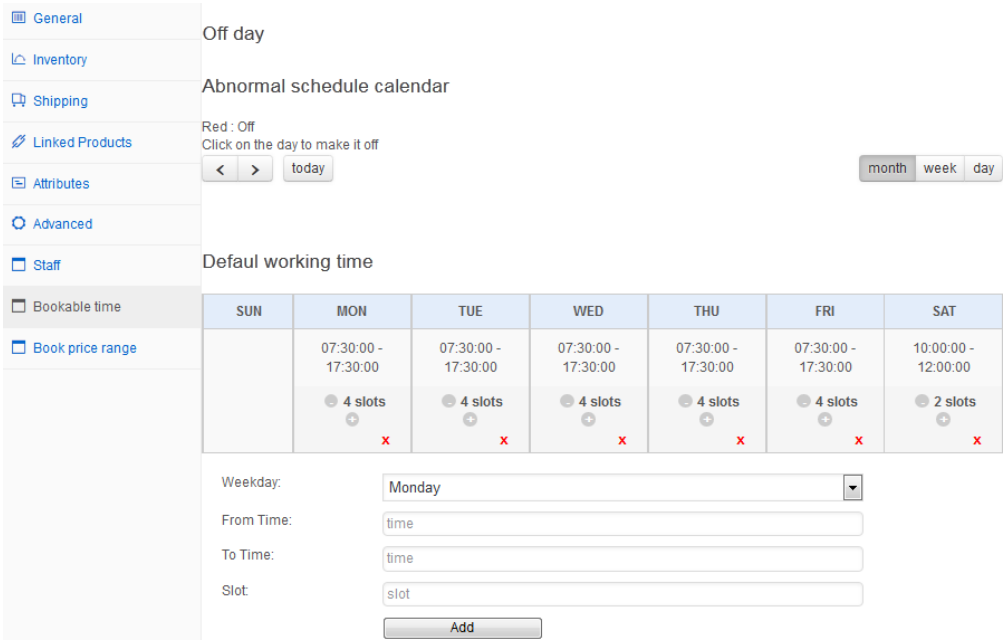
Add products

Add new product

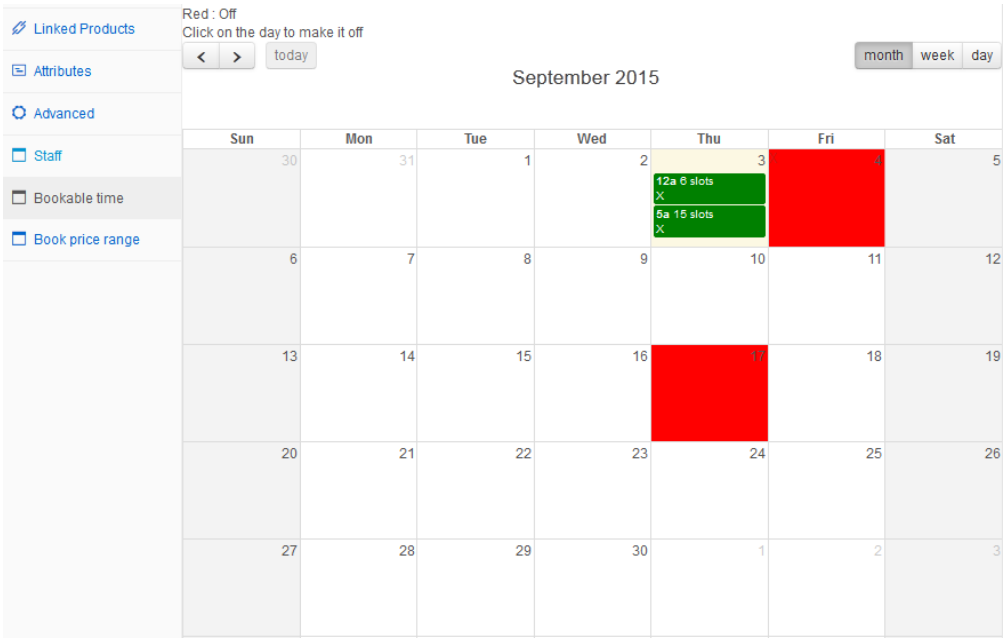
Go to **Product** **Add new product** button. Fill information as need and check **bookable product** type.

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.



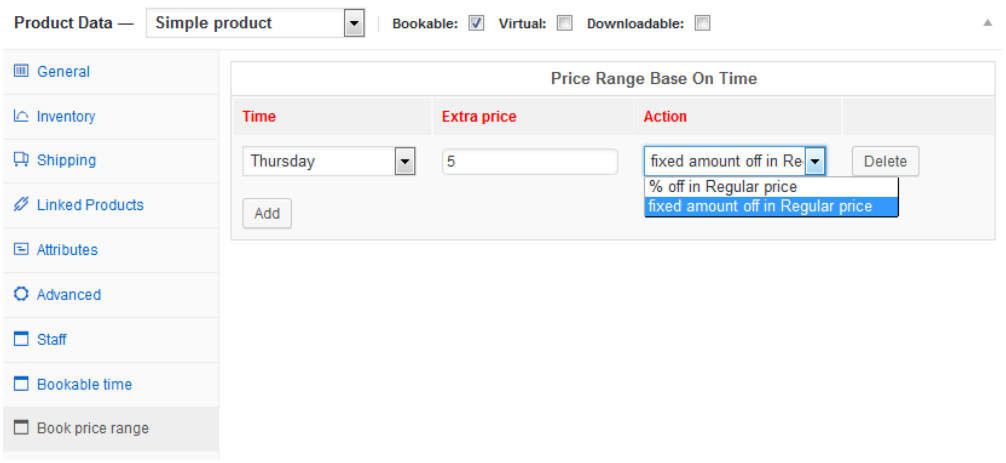
Product's abnormal schedule calendar runs like staff's abnormal schedule calendar. Click the date to mark it off in monthly view and add working time by click on the start time point then pull down to end time point in weekly and day view, the system will shown a box to require to fill slot quantity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



Add price range

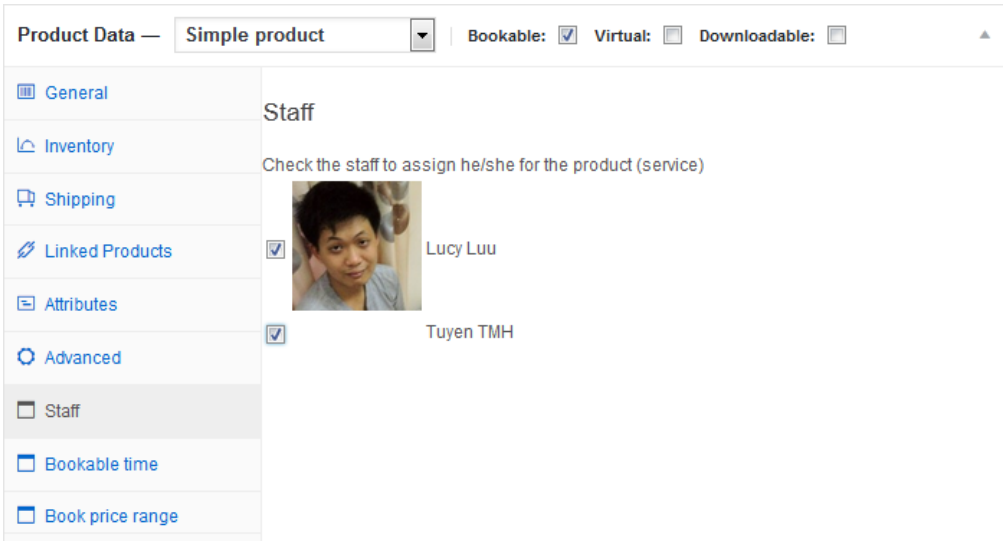
In order to add the price range for a product, navigate to **Price range tab**

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



Assign staffs

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



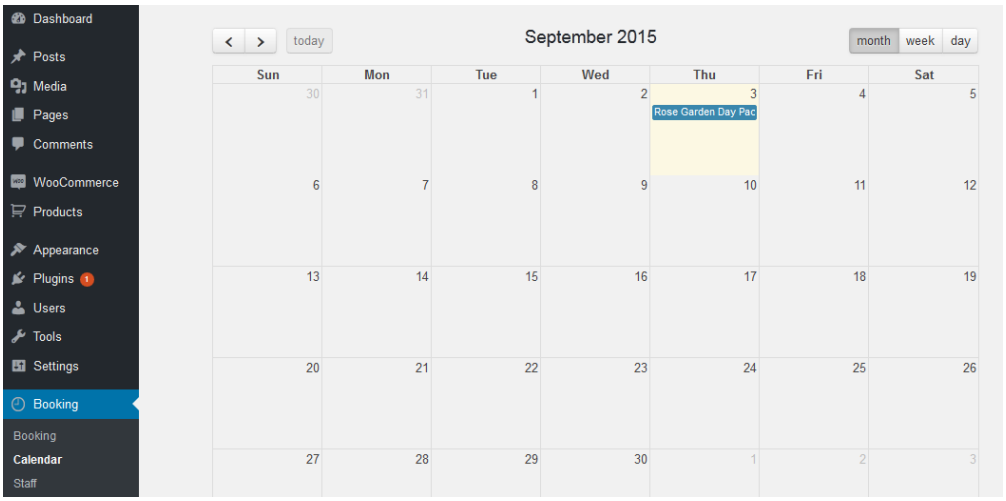
An important step is to indicate the schedule for the company, as well as for individual staff members. **Woocommerce Booking Appointment** offers the possibility to indicate product's bookable time.

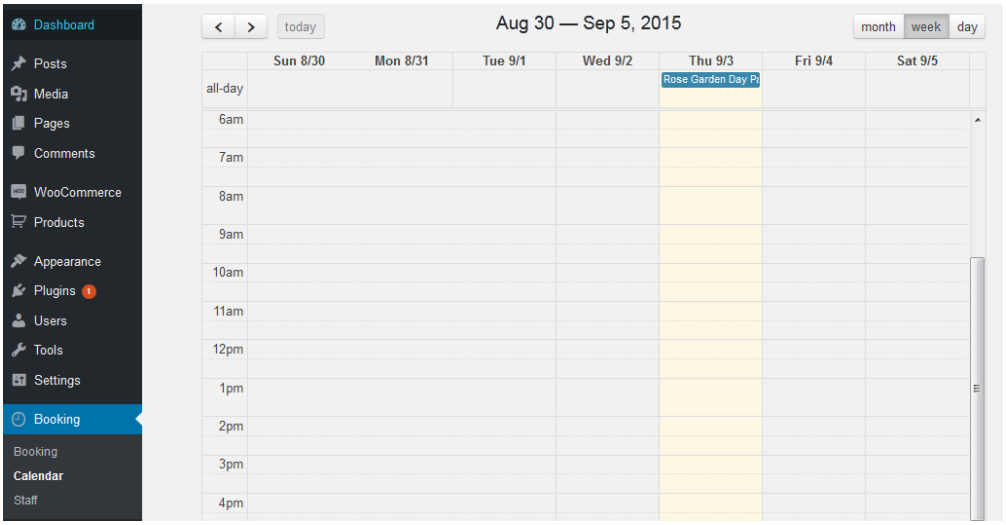
Calendar

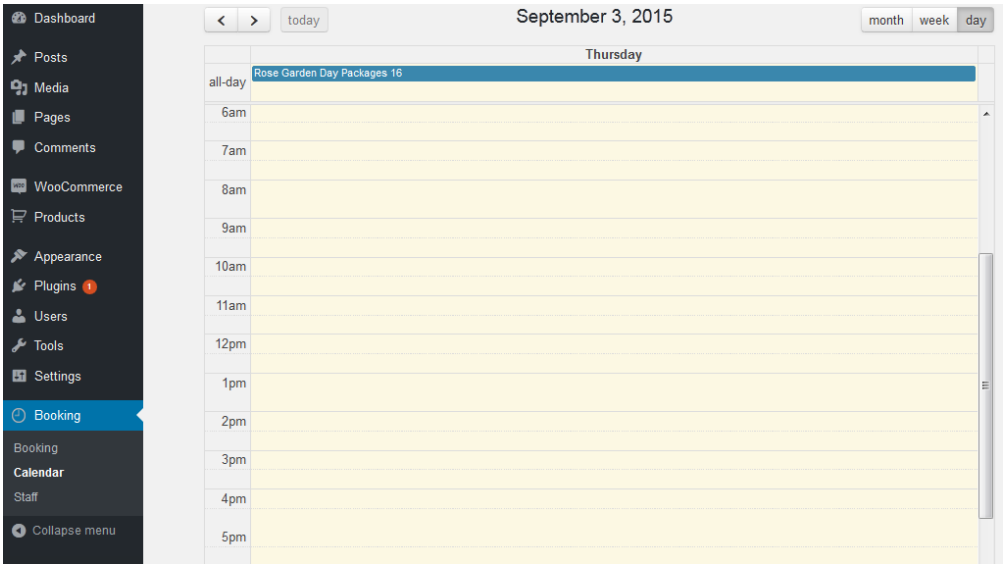
The calendar allows looking through the appointments schedule for the particular staffs.

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.







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