

Appointment Booking System - User Guide

by CedCommerce Technical Publications

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1. Overview

The **Appointment Booking System** add-on allows vendors to avail the features of online bookings for different business, such as appointments for Doctors, Movie and Event Tickets, Car or Bike Renting, and so on.

The key features of the Appointment Booking System add-on are as follows:

- Ability to create appointment booking type of products from the vendor panels.
- Vendors can create non-working rules.
- Ability to manage orders from the vendor panels.
- Allows customer to book Appointment Booking type of products online.

Note: For more information on Marketplace Booking and Reservations System, see the corresponding User Guide.

2. Manage Appointment Booking Products

A vendor can perform the following tasks:

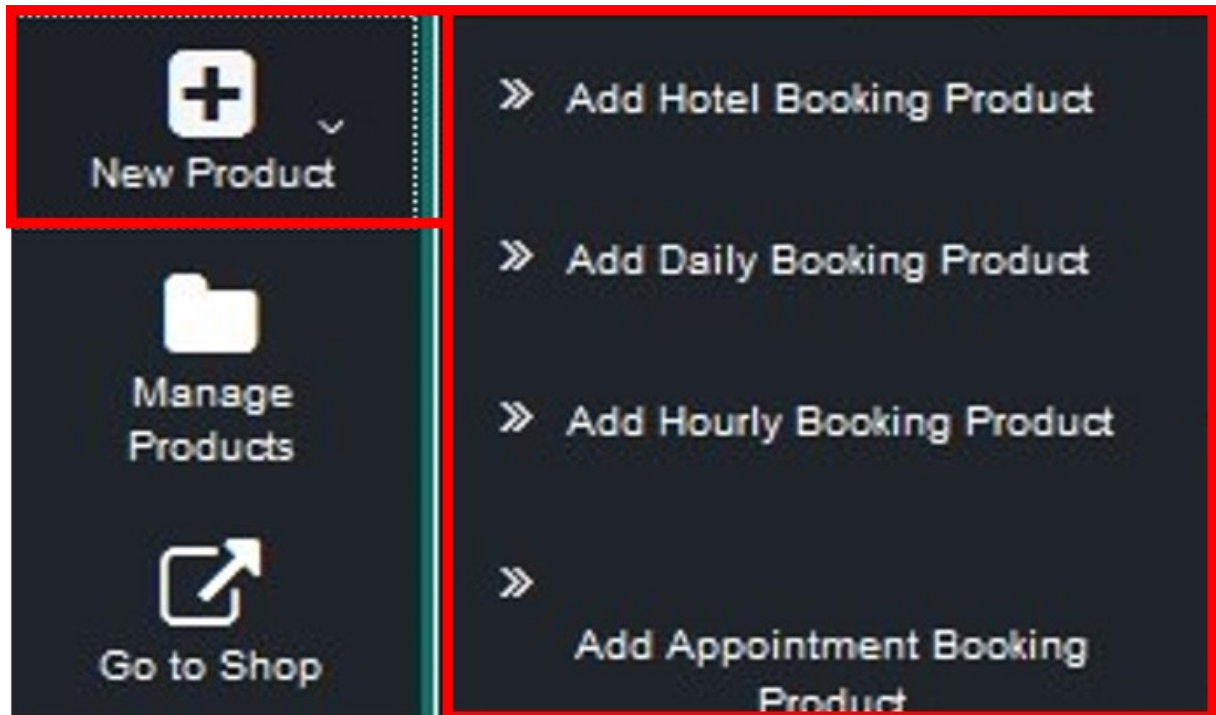
- Add a New Appointment Booking Products(#_Add_a_New)
- Add Non-working Rules(#_Add_Non-working_Rules)
- Edit the Existing Appointment Booking Products(#_Edit_an_Existing)

2.1. Add a New Appointment Booking Products

Vendor can add a new **Appointment Booking** product from the **New Product** page and also from the **Manage Product** page.

To add a new Appointment Booking type of products

1. Go to the **Vendor** panel.
2. On the left navigation bar, click the **New Product** menu.
The navigation menu appears as shown in the following figure:



3. Click **Add Appointment Booking Product**.

The **New Product** page appears as shown in the following figure:

Vendor Panel

New Product

← Back Save

Enable Product Yes

Attribute Set Appointment Booking

Product Name *

SKU *

Price * [Advanced Pricing](#)

Quantity [Advanced Inventory](#)

Stock Status In Stock

Categories Select...

Visibility Catalog, Search

Set Product as New From To

Booking General Information ⌵

Content ⌵

Images And Videos ⌵

Search Engine Optimization ⌵

Related Products, Up-Sells, and Cross-Sells ⌵

Product in Websites ⌵

Design ⌵

Schedule Design Update ⌵

Gift Options ⌵

4. In the **Attribute Set** list, select **Appointment Booking**.
5. In the **Product Name** box, enter the name of the product.
6. In the **Price** box, enter a value.
7. Click the **Advanced Inventory** link.

The **Advanced Inventory** page appears as shown in the following figure:

Advanced Inventory

Done

Manage Stock [global] No ▾
 Use Config Settings

Minimum Qty Allowed in Shopping Cart [global] 1
 Use Config Settings

Maximum Qty Allowed in Shopping Cart [global] 10000
 Use Config Settings

Use Deferred Stock Update [global] Yes ▾
 Use Config Settings

a. In the **Manage Stock** list, select **No**.

b. Click the **Done** button.

The Advanced Inventory page is closed and the view moves back to the New Product page.

8. In the **Categories** list, select the check box associated with the **Booking** option, and then click the **Done**

9. Enter the values in other fields of the required tabs.

10. Click the **Booking General Information** tab, and enter the values in the required fields.

The tab is expanded and the relevant fields appear as shown in the following figure:

Booking General Information



Booking Policy
[global]

Show / Hide Editor

Rich text editor interface with a toolbar containing various text and formatting options. The editor area is currently empty. Below the editor, the text "Path: p" is visible.

Booking Terms and Conditions
[global]

Show / Hide Editor

Rich text editor interface with a toolbar containing various text and formatting options. The editor area is currently empty. Below the editor, the text "Path: p" is visible.

Interval between slots *
[global] 5 min

Inventory per interval
[global]

Start Time *
[global]

End Time *
[global]

Service Type
[global] Home Service

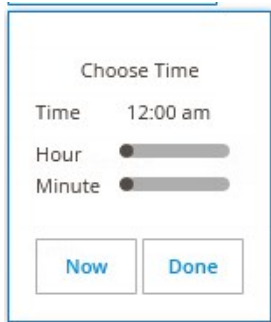
Buffer time between two slots
[global] --Please select buffer time--

Address
[global] --Please select Address--

Non working rule

Add Non working rules

11. In the **Interval between slots** list, select the required option.
Enter the time interval between the slots.
12. Click the **Start Time** box.
A dialog box appears.



- a. Select and drag the pointer on the **Hour** and **Minute** time bar, as shown in the following figure:
Tip : Click the **Now** button to enter the current time.
- b. Click the **Done** button.
13. Similarly, Click the **End Time** box, and enter the end time.
14. In the **Service Type** list, select the required option.
15. In the **Buffer time between two slots** list, select the buffer time.
16. In the **Address** list, select the required address.
Based on the selected address, the location map appears below the **Address** list.
17. Click the **Save** button.

2.2. Add Non-working Rules

While creating or managing the appointment booking type product, the admin can create non-working rules for the product. Admin can hide the availability of product in a various way.

The admin can create the following two types of non-working rules:

- Date
- Days

Open the **New Product** page or the created product page to add non-working rules to the product.

To add non-working rules

1. In the **Attribute Set** list, select **Appointment Booking**.
2. In the right panel, click the **Booking General Information** tab.
The relevant fields appear.
3. Under **Non-working rule**, click the **Add Non-working rule** button.
The **New Option** tab appears as shown in the following figure:

a. Under **New Option**, in the **Option Type** list, do one of the following **step i)** or **step ii)**:

i. Select **Date**.

Note : If the **Date** option is selected, then the **Start Date** and the **End Date** fields appear as shown in the following figure . Follow the steps from **(1)**(#AddExcludeDates) to **(5)**(#Enddate)

i. Click the **Add Exclude Dates** button.

The Dates boxes appear as shown in the following figure:

ii. In the **Start Date** box, click the **Calendar**



icon.

iii. Select the required date from the **Calendar**.

Note : Enter the date from when the non-working period has to begin.

iv. Similarly, in the **End Date** box, click the **Calendar**.

v. Select the required date from the **Calendar**.

Note : Enter the date, when the non-working period has to end.

b. Select **Days**.

Note : If the **Days** option is selected, then the **Days** fields appears as shown in the following figure. Follow the steps **(1)** and **(2)**.

- i. In the **Days** list, select the required day.
The **Type** field appears as shown in the following figure:

- ii. In the **Type** list, select **Full day** or **Interval**.
Note : If the **Interval** option is selected, then the **Start Date** and the **End Date** fields appear as shown in the following figure. Follow the steps from **(1)** (#AddExcludeDates) to **(5)**(#Enddate)

- 4. Click the **Save** button.

2.3. Edit an Existing Appointment Booking Product

To edit an existing booking product

1. Go to the **Vendor**
2. On the left navigation bar, click **Manage Products**.
The **Manage Products** page appears as shown in the following figure:

Vendor Panel

Manage Product

Search [Reset Filter](#) Add Product

Actions 8 records found 20 per page 1 of 1

	Product Id	Name	Type	Price	Qty	Status	Edit
<input type="checkbox"/>	4	vendor appointment	Booking	100.0000	11.0000	Approved (Enabled)	Edit
<input type="checkbox"/>	9	vhotel	Booking	10.0000	10.0000	Approved (Enabled)	Edit
<input type="checkbox"/>	10	dfdf	Booking	323.0000	20.0000	Approved (Enabled)	Edit
<input type="checkbox"/>	11	rest hotel	Booking	100.0000	8.0000	Approved (Enabled)	Edit
<input type="checkbox"/>	13	vappointment	Booking	20.0000	7.0000	Approved (Enabled)	Edit
<input type="checkbox"/>	21	zadsazxd	Booking	2.0000	221.0000	Approved (Enabled)	Edit
<input type="checkbox"/>	22	HotelBooking_1	Booking	23.0000	23.0000	Approved (Enabled)	Edit
<input type="checkbox"/>	36	vendor product hour booking	Booking	77.0000	67.0000	Approved (Enabled)	Edit

- In the **Edit** column, click the **Edit** link associated with the product that the user wants to edit. The product page appears.
- Make the changes required, and then click the **Save** button.

3. Front-end View

Front-end view is a view of the shop URL from where the front-end users can book the products or purchase the products by using the customer login or without login. Whereas, a vendor can access the vendor shop URL by clicking the **Go to Shop** option on the left navigation bar of the Vendor panel.

Vendor or users can avail the features of online bookings for different business, such as appointments for Doctors, Movie and Event Tickets, Car or Bike Renting, and so on.

Default welcome msg! CsMarketplace I am a Vendor Sign In or Create an Account **Bookings** Appointment

Search entire store here...

3.1. Appointment Booking

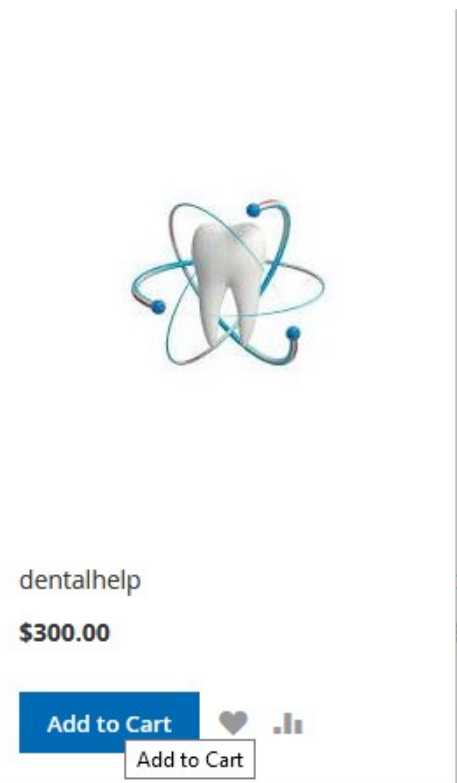
To book the Appointment Booking type product

1. On the **Bookings** menu, click **Appointment**.

The page appears as shown in the following figure:

The search criteria for the appointment booking are as follows:

- **Filter By Price:** Drag the pointer on the Filter By Price bar.
 - **Location:** Select the required location.
 - **Check In:** Click the field to enter the Check In date.
 - **Check Out:** Click the field to enter the Check Out date.
 - **Select Service:** Select one of the following type of service.
 - Home Service
 - Customer Service
2. Enter the values in the required fields, and then click the **Search** button.
Available products based on the search criteria are displayed.
3. Move the cursor over the Appointment booking product to select it.
The view of the selected product appears as shown in the following figure:



4. Click the **Add to Cart** button.

The Product is added to the cart.

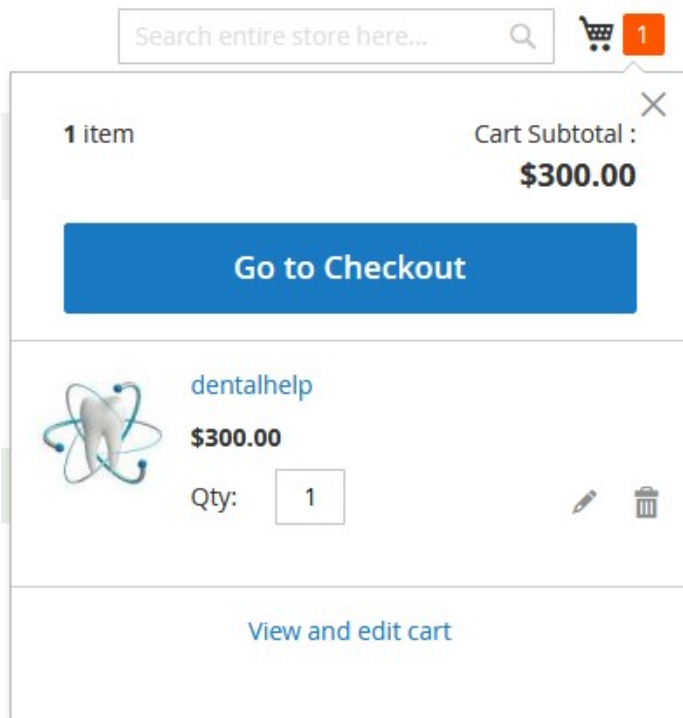
Once the product is added to the cart, the user can check out to book the product by paying the amount of the product.

5. Click the **Cart**



icon.

The dialog box appears as shown in the following figure:



6. Click the **Go to Checkout** button.
The page appears as shown in the following figure:



[Sign In](#)



Shipping Address

Email Address *
 ?
You can create an account after checkout.

First Name *

Last Name *

Company

Street Address *

City *

State/Province *


Zip/Postal Code *

Country *

Phone Number *
 ?

Order Summary

1 Item in Cart ^

	dentalhelp Qty: 1	\$300.00
---	----------------------	----------

Shipping Methods

- \$5.00
- Fixed
- Flat Rate

Next

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7. Enter the values in the required fields, and then click the **Next** button. The page appears as shown in the following figure:

Shipping ✓ Review & Payments ✓

Payment Method:

Check / Money order

My billing and shipping address are the same

Vendor1_FN Vendor1_LN
grrgd gghdh h th gg g,
ggg ggdg, Georgia 12345
United States
4324545324


[Apply Discount Code](#) ▾

Place Order

Order Summary

Cart Subtotal	\$300.00
Shipping Flat Rate - Fixed	\$5.00
Order Total	\$305.00

1 Item in Cart ^

 dentalhelp Qty: 1	\$300.00
--	----------

Ship To: ✎

Vendor1_FN Vendor1_LN
grrgd gghdh h th gg g,
ggg ggdg, Georgia 12345
United States
4324545324

Shipping Method: ✎

Flat Rate - Fixed

8. Click the **Place Order** button.

The Booking confirmation is displayed as shown in the following figure:

Booking

Your order # is: 000000186.

We'll email you an order confirmation with details and tracking info.

Continue Shopping

The order is booked and an automated e-mail consisting of order confirmation and the details along with the tracking information is sent to the users.