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Appointment Booking System - User Guide

by CedCommerce Technical Publications

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:
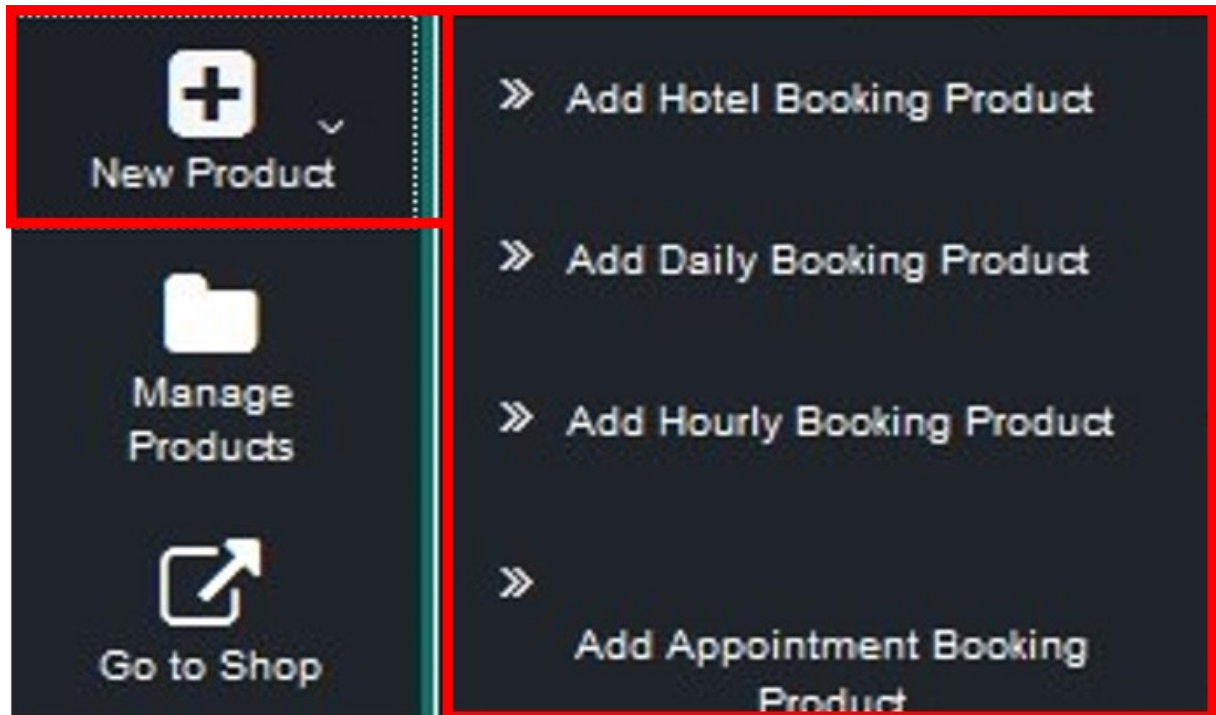
3. Click **Add Appointment Booking Product**.
   The **New Product** page appears as shown in the following figure:

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:

        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

Path: p

Booking Terms and Conditions
[global]

Show / Hide Editor

Path: p

Interval between slots *   5 min
[global]

Inventory per interval
[global]

Start Time *
[global]

End Time *
[global]

Service Type   Home Service
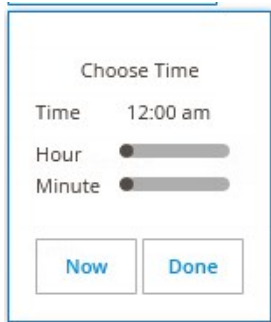[global]

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

Address   --Please select Address--
[global]

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.

Choose Time

Time   12:00 am

Hour

Minute

Now   Done

       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:

New Option

Option Type *

-- Please select --

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)
     .

Start Date   End Date

Add Exclude Dates

     i. Click the **Add Exclude Dates** button.
      The Dates boxes appear as shown in the following figure:

Start Date   End Date

Add Exclude Dates

     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:

3. In the **Edit** column, click the **Edit** link associated with the product that the user wants to edit.
   The product page appears.
4. 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.


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:
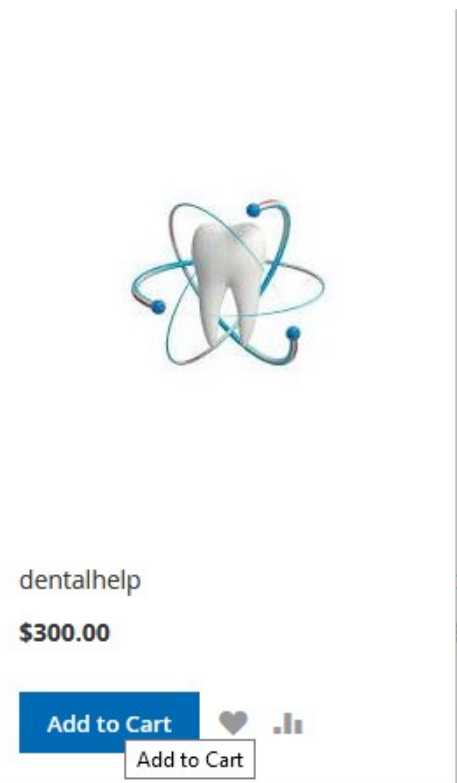
4. Click the **Add to Cart** button.
   The Product is added to the cart.
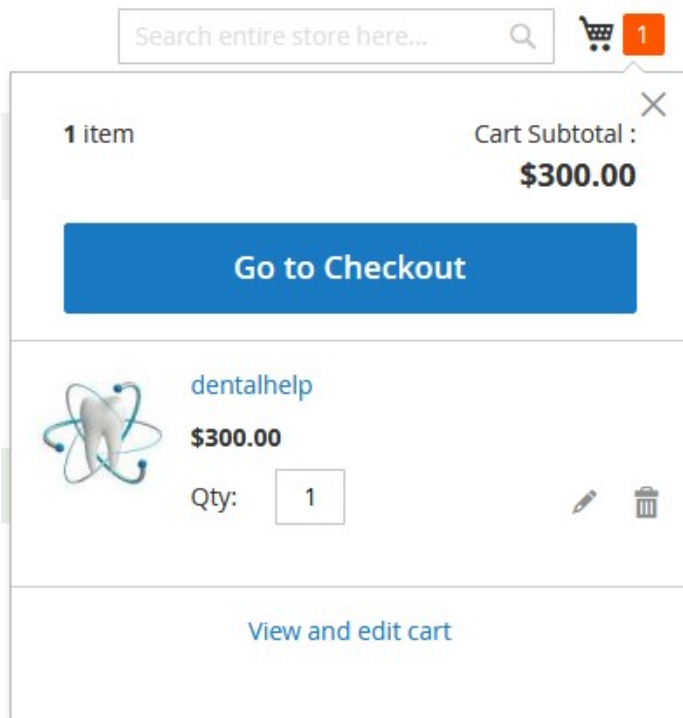   Once the product is added to the cart, the user can check out to book the product by paying the amount of
   the product.
5. Click the **Cart**

   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:

LUMA

✓ ——— ② ———

Shipping · Review & Payments

Shipping Address

Email Address *

vendor@gmail.com ⑦

You can create an account after checkout.

First Name *

Vendor1_FN

Last Name *

Vendor1_LN

Company

Street Address *

grrgd gghdh h th gg g

City *

ggg ggdg

State/Province *

Georgia ∨

Zip/Postal Code *

12345

Country *

United States ∨

Phone Number *

⑦

Order Summary

1 Item in Cart ∧

dentalhelp $300.00
Qty: 1

Shipping Methods

◉ **$5.00**   Fixed   Flat Rate

[Next]

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

8. Click the **Place Order** button.
   The Booking confirmation is displayed as shown in the following figure:

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.