



Appointment Scheduler

***User Guide
Version 2.0***



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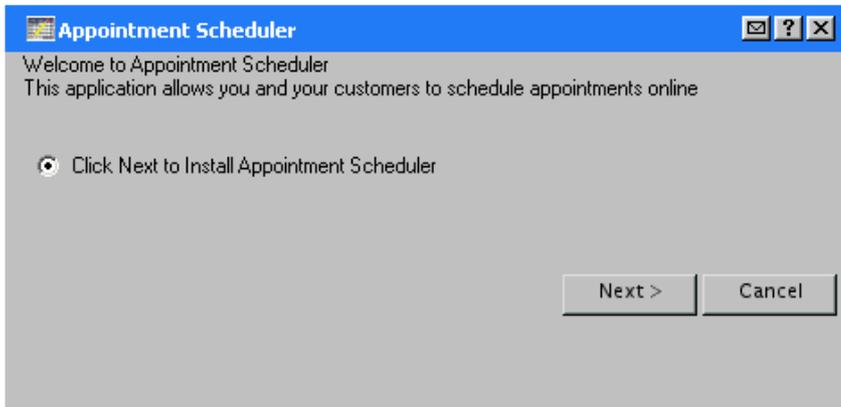
1 Introduction

The Appointment Scheduler allows users or their customers to schedule appointments online.

2 Installing Appointment Scheduler

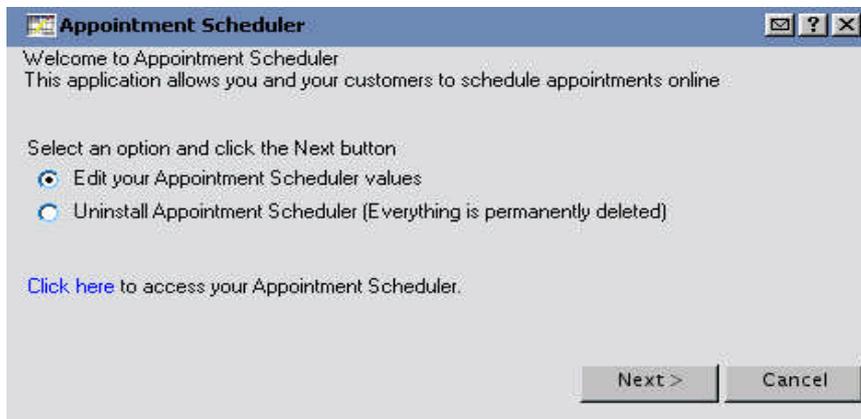
TO INSTALL APPOINTMENT SCHEDULER:

1. On the Appointment Scheduler dialog, click **Next**.



2. Select one of the following options:

- Edit your Appointment Scheduler values.
- Uninstall Appointment Scheduler (Everything is permanently deleted).



3. Click **Next**.

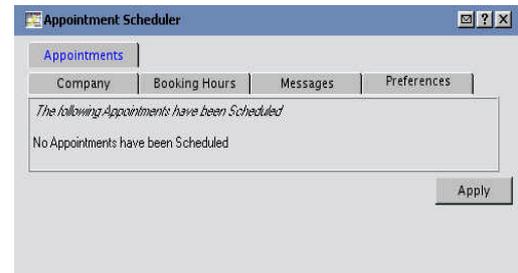
After installation of the Appointment scheduler will offer list the following options:

- Appointments
- Company
- Booking Hours
- Messages
- Preferences

3 Appointment Scheduler Features & Functions

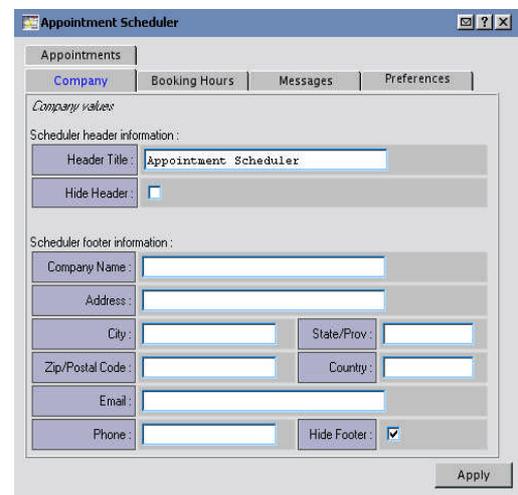
Appointments

- Lists the users scheduled appointments.



Company

- Presents the users company information.



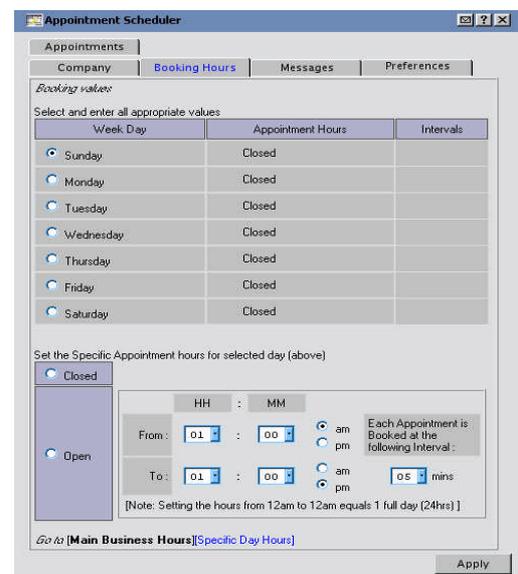
Booking Hours

- Allows the end-user to choose their operating hours.

Main Business Hours

- Main business hours can be specified. To manage business hours take the following steps:

1. Click on the Week Day you wish to modify.
2. Click **Open**.
3. Specify a time.
4. Specify the interval between appointments.
5. Click **Apply**.



4 Editing Available Appointment Times

1. Click on the [+] icon for the Weekday you wish to modify.
2. Uncheck the times you wish to remove from the schedule.
3. Click **Apply**.

Special Day Hours

To specify Special Day Hours please take the following steps:

1. Click on Special Day Hours.
2. Click on the date.
3. Select either Closed or Open (Specify Time and interval).
4. Click **Apply**.

Messages

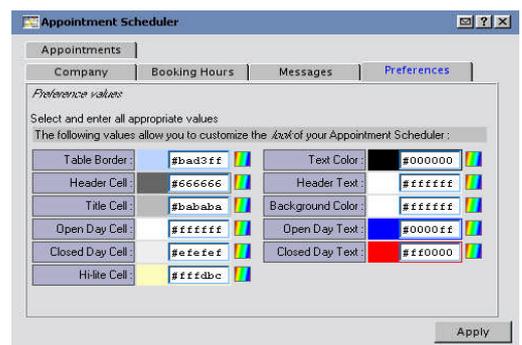
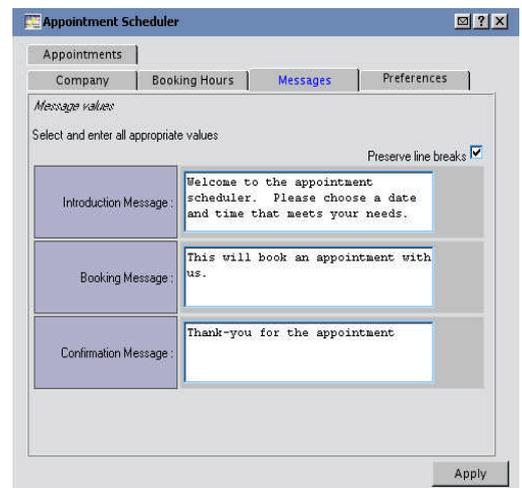
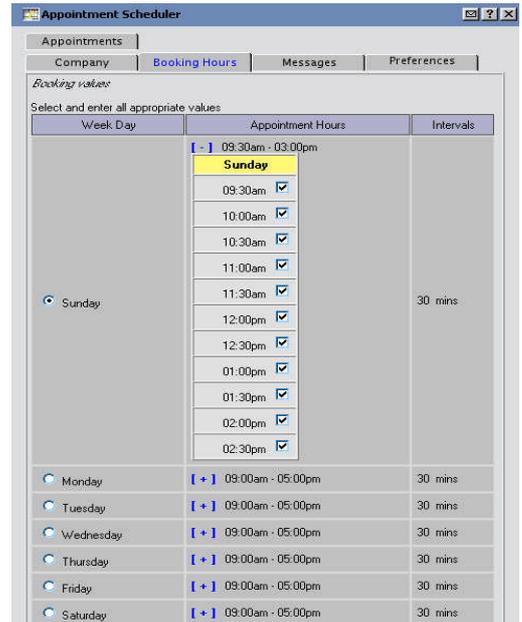
- Allows the end-user to input Introduction, Booking, and Confirmation messages.

Creating Messages

1. Customize Introduction Message, Booking Message, and Confirmation Message.
2. Click **Apply**.

Preferences

- Allows the end-user to change the color preferences of the application.



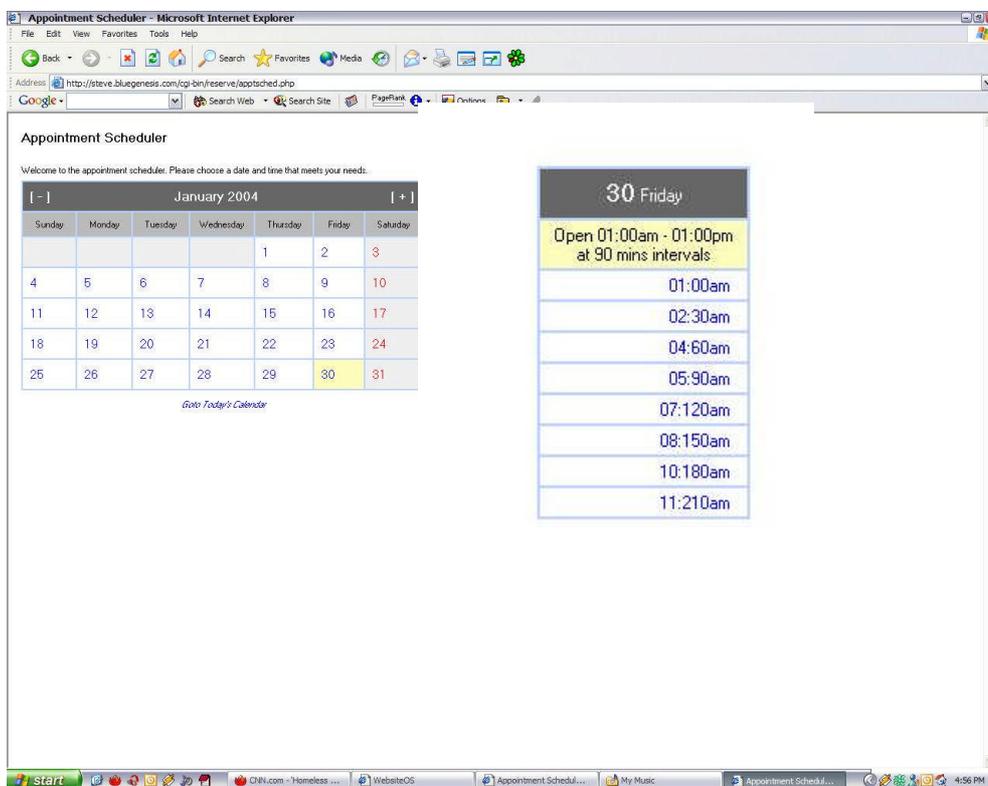
Changing Colors

- You have two options when modifying colors. (Hex Color [i.e. #bad3ff] or color icon.  .
- Once the color preference is selected or filled in click **Apply** to save the changes.

5 Additional Information

As the Appointment Scheduler is in its first release, there are known issues that are presently under review for the next release. At the moment, here is a list of known issues that we are correcting:

- When setting up the hours to schedule an appointment, I set it to 1am to 1pm as the default for the application. The time interval for appointments for each one was then set to 90 minutes. When attempting to add an appointment to the specific date (Friday), the appointment times that were placed on the right side of the screen were incorrect. This also happens when you set time intervals for 70 and 80 minutes. The time stamp is also incorrect when you go to view all the appointment that have been scheduled in the WebsiteOS panel for the Appointment Scheduler (Time shows as 11:210a for example).



- If you set the time for booking from 12am to 12am on one day, when you view the scheduler, it will show no appointment slots available for that day.
- Set Saturday appointment times from 12am to 1155pm. 1 hour slot times were also set up, but when viewed in scheduler, only shows time slots for the PM. No slots from 12 am to 11 am are available. See example below:

- When you have set a specific day's scheduling information such as time available to book an appointment and also the length of each appointment, the values are not saved. So that when you go back into the Appointment Scheduler settings in the WebsiteOS and click on a specific day of the week, the settings are back to the default. (1am to 1pm at 5min intervals).
- Specific Day Hour option: When selecting the time slots that you would not like available during a specific day, when hitting Apply after de-selecting the slots, they show up as being checked when the screen refreshes itself.
- If you select another day to put specific hours into it, and then go back to the one you had just finished with, it will show the slots that you have left blank for no one to schedule during. The box on the calendar also shows as Blue to specify that the day has specific hours, but it does not when you first set the specific hours for that day.
- When you go to set specific Day Hours on the Booking Hours Tab, it automatically loads calendar for December 2003, instead of the current month.

17 Saturday	
Open 12:00am - 11:55pm at 60 mins intervals	
	12:00pm
	01:00pm
	02:00pm
	03:00pm
	04:00pm
	05:00pm
	06:00pm
	07:00pm
	08:00pm
	09:00pm
	10:00pm
	11:00pm

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