



Get the most out of



Setup for Online Booking User Guide

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Introduction

Parts of this will already be mentioned in the Appointments User Guide, however this is simply for online booking setup and **not** appointments.

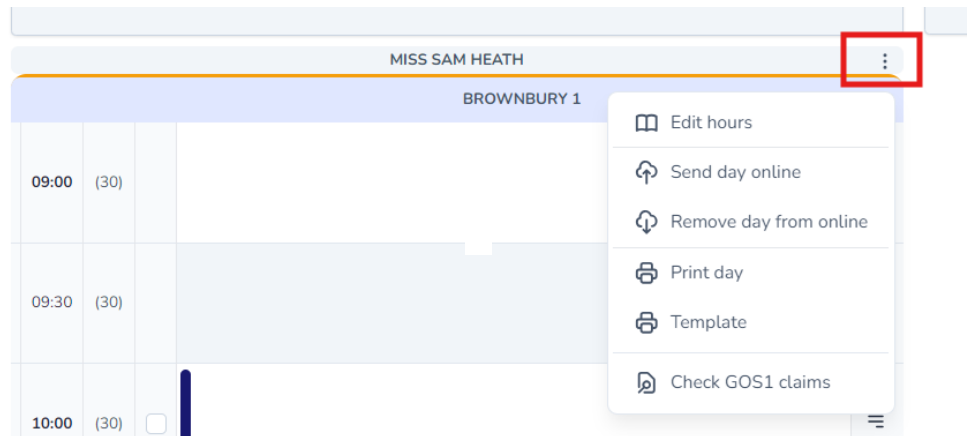
- Go to Appointments
- Look at the boxes which are placed between the slot duration and the space where the patients name would be.

MISS SAM HEATH					MISS SAM HEATH				
TUE 4TH NOV 2025					WED 5TH NOV 2025				
09:00	(30)	☐		≡	09:00	(30)	☐		≡
09:30	(30)	☐		≡	09:30	(30)	☐		≡
10:00	(30)	☐		≡	10:00	(30)	☐		≡
10:30	(30)	☐		≡	10:30	(30)	☐		≡
11:00	(30)	☐		≡	11:00	(30)	☐		≡

- When a box is selected (For specific slots) there will be two options at the top right of the screen under the appointment view boxes.
- One [Make Selected as Available online](#) and the other [Make selected as Non Bookable](#).
- The slot selected will then have a different default coloured line when it has been selected to go online.

MISS SAM HEATH				
TUE 4TH NOV 2025				
09:00	(30)		≡	0

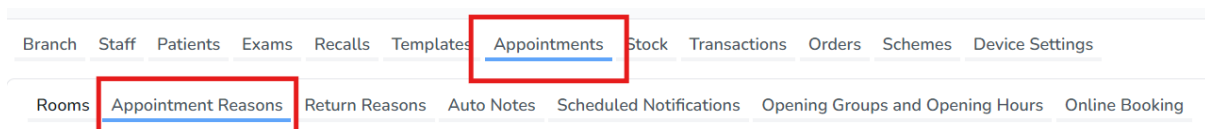
Do not forget the three dots as in the diagram below. Here will be the options to send an entire day online as well as removing the day, printing the diary for the day out



NEXT - Setting up the slots that will be available

Settings

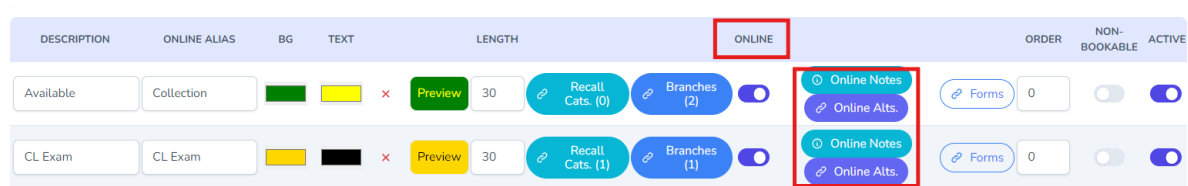
From the Appointments section, go to the Appointment reasons section.



Enter in the appointment type as per setting up the reason generally.

Additionally (*Most of this is in the appointments manual*)

- Enter an Alias, this is how the appointment will be described online.
- Select the colours
- Duration time etc (as per setting up appointment reasons)
- Click the Slide button under the column heading, **Online**
- Online Notes are just that
- Online Alternatives are alternative appointments that the patient can be selected. i.e if selecting Sight Test, an alternative might be Gold Exam



Online Booking

- URL to be used as a link on the practice website is on the top right of the screen just under the heading **Online Booking**.
- There is also an option to create a **QR Code** should they want that.
- Simply select a logo
- Colours for the background of the page
- Title – E.G “Welcome to our booking page”
- Redirection URL – Can put in a webpage that the practice might want the patient to go to when booking is complete.
- Disclaimer – An alert of some sort which will appear at the top of the booking screen
- Notes – Add notes to help the patients’ booking appointments Which will appear at the bottom of the initial booking screen.
- Select Branch or Branches to have this facility activated.

This is an example of the Disclaimer and the Notes option being used on the online booking screen. **1.** The Disclaimer and **2.** The Notes option from the link on the practices website.

