


2.2 Choose the agenda type

This is the **most important setting**: it controls how bookings are structured and how the agenda is drawn. Go to **Store setup ? Agenda**.

Type	Best for	The agenda shows	The booking asks for
Per table (TimeSlot)	restaurants	horizontal Gantt, 1 row per table	table + party size
Per professional (ByStaff)	barbershops, salons, clinics	columns per professional	service + professional
Per space (ByLocation)	courts, rooms, escape rooms	columns per space	space (+ party size)
Per service (ByService)	treatments with no fixed pro	columns per service	service (pro optional)

1. Click the right **card**.
2. Set:
 - **Slot duration** (e.g. 15 min barbershop, 30 min clinic, 60 min restaurant or padel) — the time "grid".
 - **Minimum lead time** — minutes before a slot where an online booking is still accepted (e.g. 120 = no booking for less than 2 h away).
 - **Daily cap** of online bookings (leave empty = no cap).
 - **Max days ahead** — how far out one can book (e.g. 60 = two months).
3. Save.

“ ?  — Agenda page with the four agenda-type cards and the config fields. Agenda type

“ ?? **Changing the agenda type** on a running store changes how existing bookings are displayed. Avoid switching with a full agenda.