

3.2 Create an appointment

1. Click **+ New booking** (or click an empty slot in the agenda — it opens prefilled with the date/time/column).
2. **Date and time:** the offered times respect the store hours, the staff schedule (2.8), the minimum lead time and conflicts. Unavailable ones appear struck through.
3. **Customer:** name + **phone and/or email** (at least one if you want the customer to get notifications). The customer is created/linked automatically on save.
4. **Booking details** (per agenda type):
 - *Per professional:* **service + professional**.
 - *Per service:* **service** (professional optional).
 - *Per space / table:* **space/table + party size**.
5. **Notes** (optional).
6. Save.

Multi-service (Per professional): add several services for the same customer; each can have a **different professional** (or "no preference"), chained **back-to-back**. It creates one booking per service, linked as a **group**.

Recurring: tick the repeat option (e.g. weekly) and the **end date**. (Multi-service bookings can't be recurring.)

“ ? `03-create-appointment.png` — Create form: customer, service, professional and the list of available times. Create appointment

“ ? `03-multi-service.png` — Multi-service booking with several services and professionals. Multi-service

“ ?? If you try to book outside the staff member's hours, or clashing with another booking, the form shows the error and **won't save** — fix the time/professional.

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