

# CITK

## Service Calendars - Auto Detailing



Recognizing the significance of Service Calendars becomes imperative when dealing with a range of services that necessitate diverse availabilities and resources. For Auto-detailing businesses offering different services, creating Service Calendars ensures effective scheduling and resource allocation.

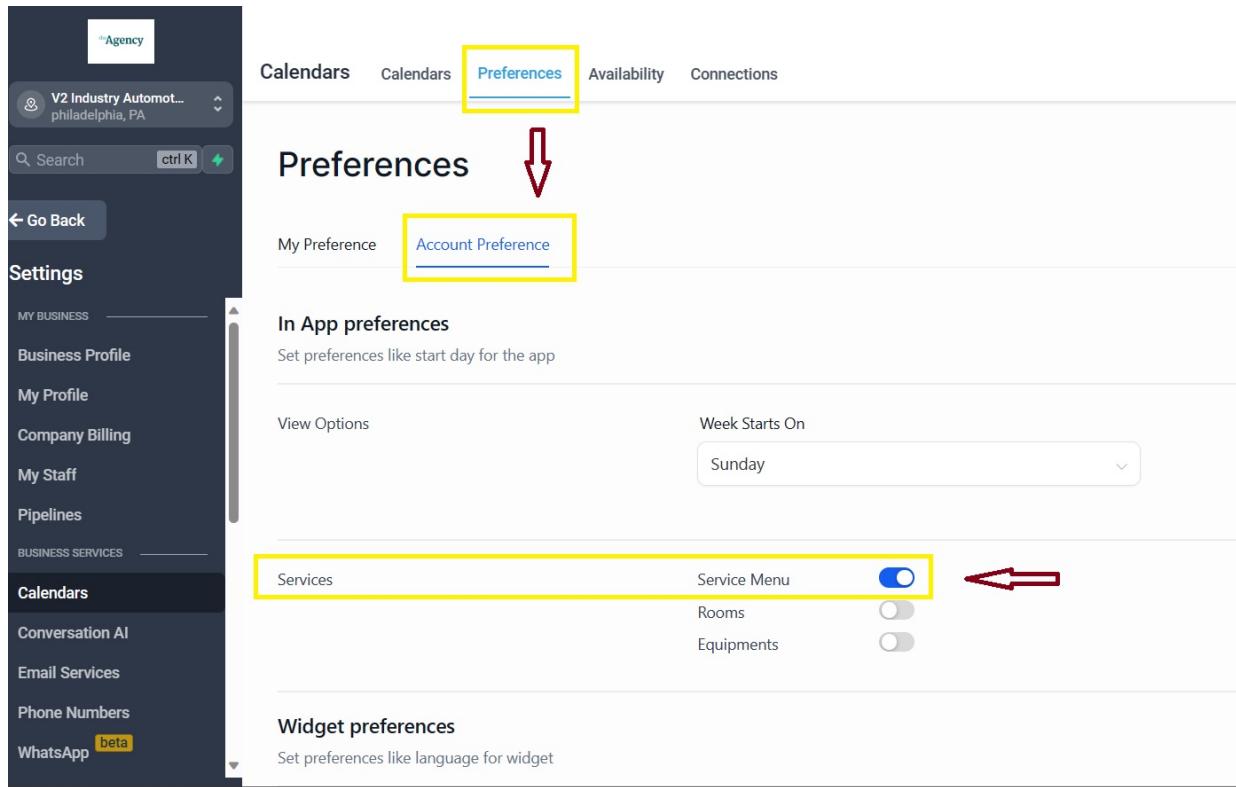
Let's explore the fundamental steps and the most effective techniques to set up and personalize service calendars.

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In order to start working on creating Service Menus and Service Calendars, you need to activate it from the "Account Preferences" in Calendar Settings. Once you've toggled the button to activate the Service Menu, scroll down and click on "Save Preferences" to save your changes. A new tab named "Service Menu" will now appear right next to Calendars and Groups.

**Calendars >> Calendar Settings >> Preferences >> Account Preference**

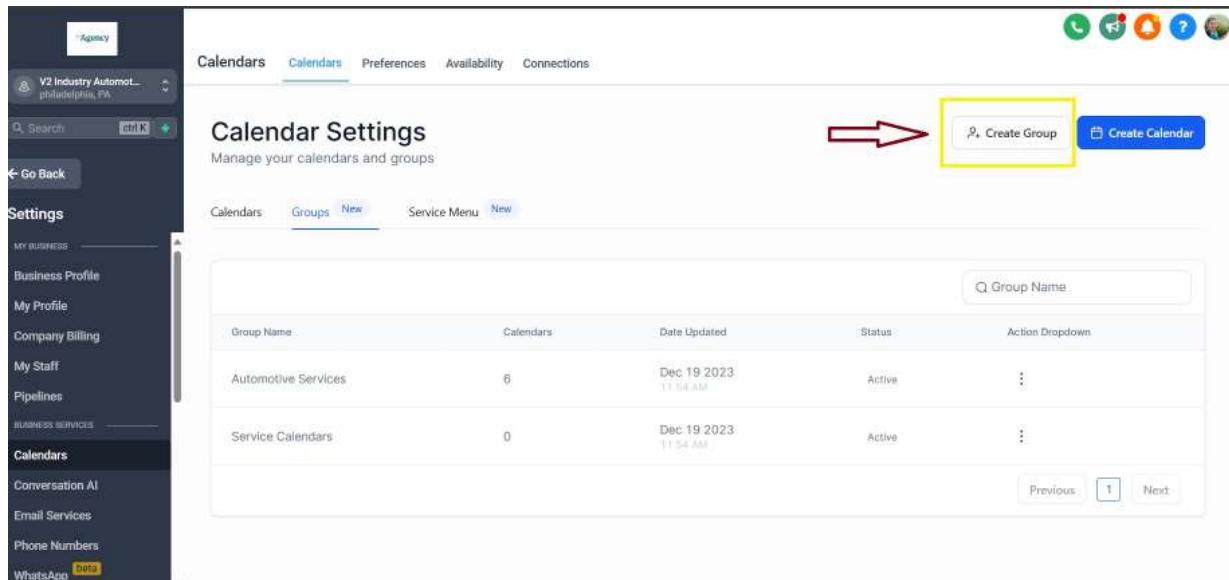


## Creating Groups

The fundamental structure of a well-organized service calendar involves the creation of groups. These groups serve as categorical containers for related services such as Dent Removal, Headlight Restoration, Ceramic Coating, and Window Tinting. Each group acts as an organizational unit, enhancing clarity and coherence.

**Calendars >> Calendar Settings >> Groups >> Create Group**

## Service Calendars - Auto Detailing : CITK



Calendars   **Calendars**   Preferences   Availability   Connections

**Calendar Settings**  
Manage your calendars and groups

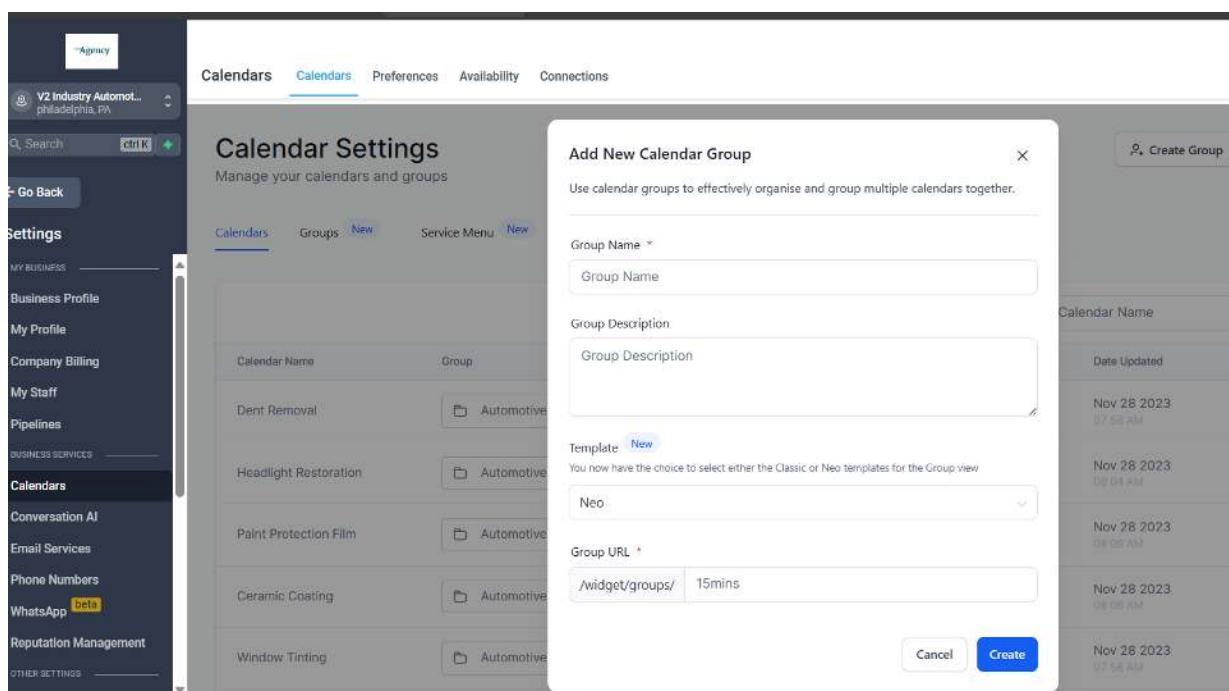
Group Name   Calendars   Date Updated   Status   Action Dropdown

Automotive Services	6	Dec 19 2023 11:54 AM	Active	⋮
Service Calendars	0	Dec 19 2023 11:54 AM	Active	⋮

Q Group Name

Previous   1   Next

Add the **Group Name**, **Group Description**, and **Group URL** or unique SLUG, then click the blue **Create** button.



Calendars   **Calendars**   Preferences   Availability   Connections

**Calendar Settings**  
Manage your calendars and groups

Group Name   Calendars   Date Updated

Dent Removal	Automotive	Nov 28 2023 07:58 AM
Headlight Restoration	Automotive	Nov 28 2023 08:04 AM
Paint Protection Film	Automotive	Nov 28 2023 08:08 AM
Ceramic Coating	Automotive	Nov 28 2023 08:08 AM
Window Tinting	Automotive	Nov 28 2023 08:16 AM

**Add New Calendar Group**

Use calendar groups to effectively organise and group multiple calendars together.

Group Name \*

Group Description

Template **New**

You now have the choice to select either the Classic or Neo templates for the Group view.

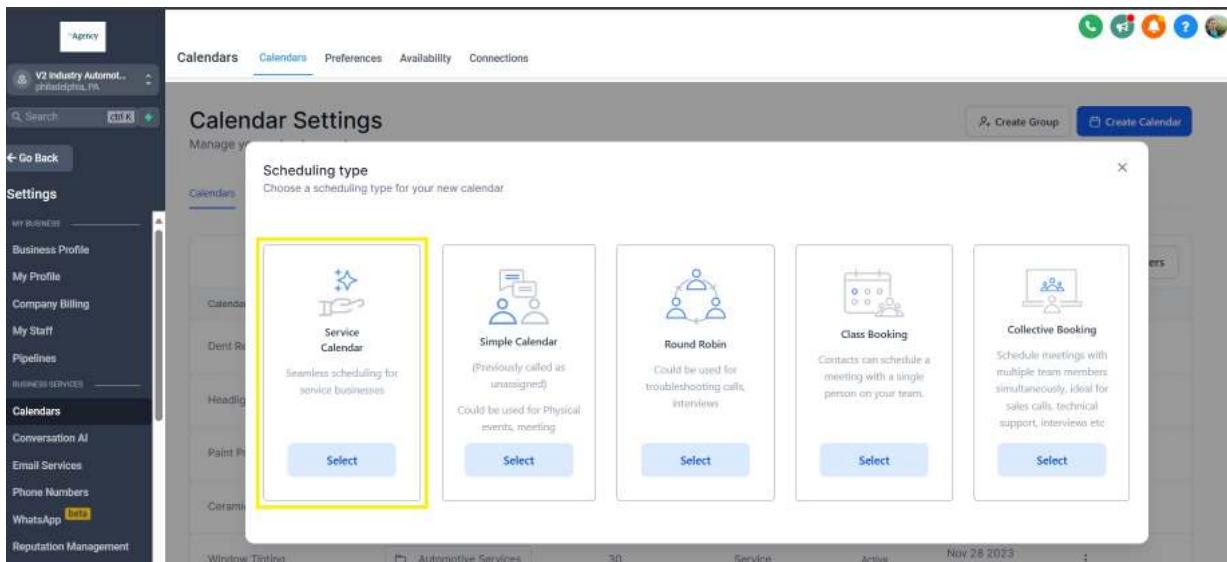
Group URL \*

Cancel   **Create**

## Configuring Service Calendars

## Service Calendars - Auto Detailing : CITK

Once the foundational group/s is established, the subsequent step is the creation of individual Service Calendars. This process outlines the setup of a new service calendar using Dent Removal as an example. The procedure includes Naming the calendar, selecting staff members, assigning a URL, and defining the service duration. Advanced settings, encompassing descriptions and group allocations, offer nuanced customization to adapt to specific business requirements.



### Please Note:

The Service Calendar will only be available upon activating the Service Menu under Account Preferences in Calendar Settings.(See first step)

Add the name of the service (ex., Dent Removal, Wheel Restoration, etc.), then Select a Staff Member that is assigned to that particular service. Add the Custom URL or unique SLUG then choose the duration of the service from the dropdown. Once done, click the blue Confirm button.

## Service Calendars - Auto Detailing : CITK

The screenshot shows the 'Calendars' section of the CITK platform. On the left, a sidebar lists various settings like 'Business Profile', 'My Staff', and 'Calendars'. The main area shows a list of existing service calendars: 'Dent Removal', 'Headlight Restoration', 'Paint Protection Film', 'Ceramic Coating', and 'Window Tinting', all grouped under 'Automotive Services'. A modal window titled 'New Calendar' is open, prompting for a 'Service name' (e.g. 'Outbound reach'), a 'Select Staff Member' (a dropdown showing 'Please Select'), a 'Custom URL' (e.g. '/widget/bookings/ my-calendar'), and a 'Service duration' (e.g. '30 mins'). The 'Advanced Settings' button is visible at the bottom of the modal. The background shows a list of recent calendar entries with dates and times.

### Please Note:

Staff members can be added by going to Settings >> My Staff >> Add Employee.

This should be done first as the calendar won't allow you to save or press the blue confirm button unless you choose a staff member from the dropdown.

## Adjusting Calendar Settings

Advanced settings are explored further, encompassing detailed adjustments such as adding descriptions, allocating calendars to specific groups, and customizing appointment titles. This level of customization allows businesses to tailor their service calendars to suit their unique needs, ensuring seamless integration with existing workflows.

You can edit the Service Calendar you created by clicking on the three dots next to it and by choosing Edit from the options.

## Service Calendars - Auto Detailing : CITK

The screenshot displays the CITK software interface for managing service calendars. On the left, a vertical sidebar lists various business management options like 'Business Profile', 'My Staff', and 'Calendars'. The 'Calendars' section is currently selected. The main content area shows the 'Calendar Settings' page, where a list of service calendars is displayed. The 'Dent Removal' service is selected, and a context menu is open, with the 'Edit' option highlighted with a yellow box and a red arrow. Below this, the 'Edit - Dent Removal' dialog is open, showing service details such as 'Service name' (Dent Removal), 'Description' (a brief text about dent removal), 'Group' (Automotive Services), and 'Custom IRI' (a URL for booking). The 'Edit' button in the dialog is also highlighted with a yellow box.

## Adding Images and further customization

Images are included within service calendars to elevate the user experience. This step involves uploading visually relevant images for each service, providing clients with a visually appealing representation. Additional customization options, including enabling rescheduling and canceling, contribute to creating a polished and user-friendly service calendar.

# Service Calendars - Auto Detailing : CITK

Agency

V2 Industry Automot... philadelphia, PA

Search ctrl K

Go Back

Settings

MY BUSINESS

Business Profile

My Profile

Company Billing

My Staff

Pipelines

BUSINESS SERVICES

Calendars

Conversation AI

Email Services

Phone Numbers

## Edit - Dent Removal

Service Details

Availability

Forms & Payment

Notifications & Additional Options

Customizations

Quick Tip

To include both the contact's name and the appointment user's name in the meeting title, use the following format: {{contact.name}} X {{appointmentUser.name}}

Service logo

Widget shape:

Square  Circle

Service name

Dent Removal

Description

Have those annoying dents been bothering you every time you look at your car? It's time to give your vehicle the care it deserves with our top-notch Dent Removal service.

Agency

V2 Industry Automot... philadelphia, PA

Search ctrl K

Go Back

Settings

MY BUSINESS

Business Profile

My Profile

Company Billing

My Staff

Pipelines

BUSINESS SERVICES

Calendars

## Edit - Dent Removal

Service Details

Availability

Forms & Payment

Notifications & Additional Options

Customizations

Quick Tip

To change the language settings of widget follow these steps: Settings >> Calendars >> Preferences >> Account Preferences

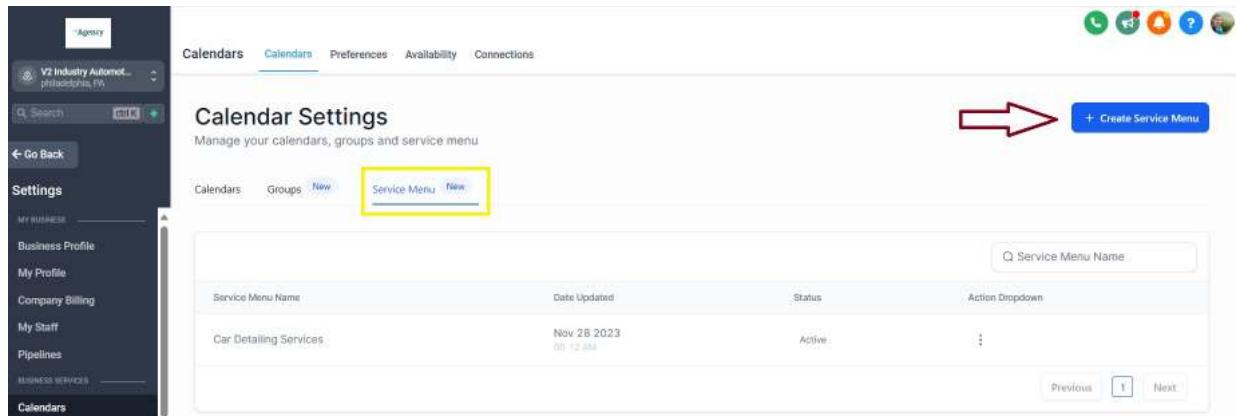
Service Cover Image

Select an image which would be shown on the services menu for this service

The final phase involves the creation of service menus that showcase selected service calendars. This section underscores the significance of arranging services within the menu.

1.

# Service Calendars - Auto Detailing : CITK



Calendars   **Calendars**   Preferences   Availability   Connections

**Calendar Settings**  
Manage your calendars, groups and service menu

Calendars   Groups   New   **Service Menu**   New

Service Menu Name   Date Updated   Status   Action Dropdown

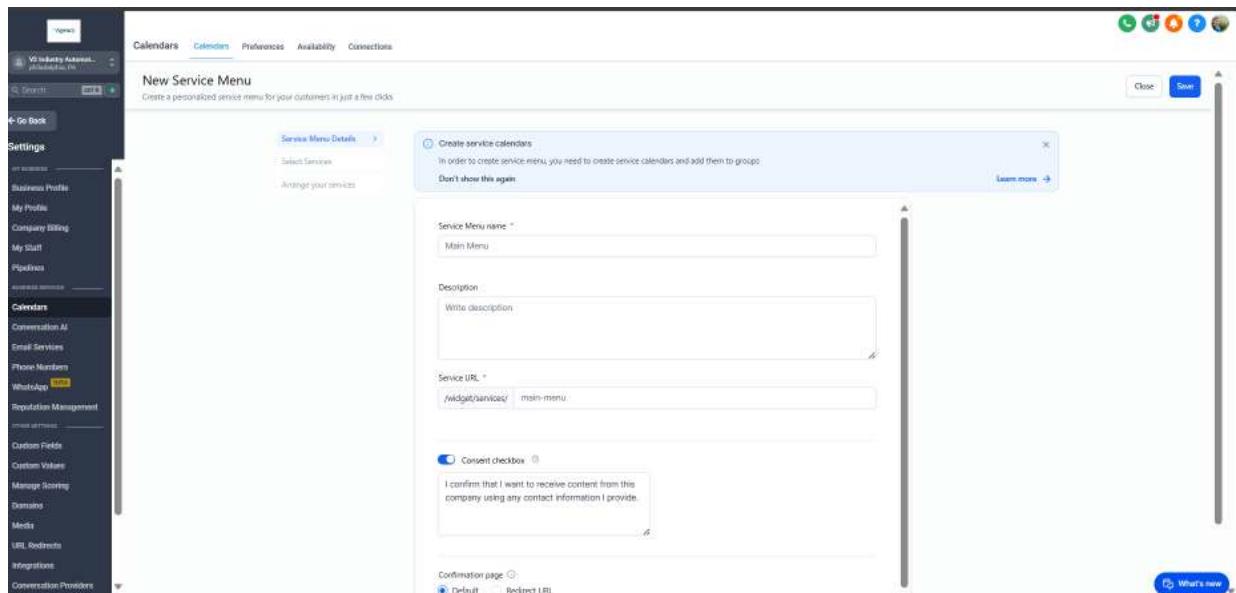
Service Menu Name	Date Updated	Status	Action Dropdown
Car Detailing Services	Nov 28 2023 03:12:00	Active	⋮

Service Menu Name:  Car Detailing Services

Previous:  Next:

**+ Create Service Menu**

2.



Calendars   **Calendars**   Preferences   Availability   Connections

**New Service Menu**  
Create a personalized service menu for your customers in just a few clicks

**Service Menu Details**    Create service calendars  
In order to create service menu, you need to create service calendars and add them to groups.  
Don't show this again:  Learn more

Service Menu name:  Main Menu

Description:  Write description

Service URL:  /widget/services/ main-menu

Consent checkbox:  I confirm that I want to receive content from this company using any contact information I provide.

Confirmation page:  Default    Redirect URL

**What's new**

3.

# Service Calendars - Auto Detailing : CITK

4.

5.

Now, when you give your customers the link to your Service Menu, it should look like this.

# Service Calendars - Auto Detailing : CITK

## Car Detailing Services

**Automotive Services**

**AUTOMOTIVE SERVICES**



**Dent Removal**  
Have those annoying dents been bothering you every time you look at your car? It's time to give your vehicle the care it deserves with our top-notch Dent Removal...

⌚ 30 mins [Book](#)



**Headlight Restoration**  
Ready to see the road more clearly and ensure your safety? Contact us or book your Headlight Restoration appointment directly from this calendar.

⌚ 1 hr [Book](#)



**Paint Protection Film**  
Your car deserves the best protection, and we're here to deliver it. Let us safeguard your investment with our top-tier Paint Protection Film.

⌚ 1 hr [Book](#)



**Ceramic Coating**  
It's a protective, nanotechnology-based layer that offers unmatched durability and gloss. This innovative coating bonds with your car's paint, providing a shiel...

⌚ 1 hr [Book](#)



**Window Tinting**  
Have you ever thought about having your windows tinted? Not only does tint enhance the aesthetics of your ride, but it also provides a cooler and more...

⌚ 30 mins [Book](#)



**Wheel Restoration**  
Scratches, scuffs, and corrosion can diminish the overall look of your car and take away from its appeal. The good news is that we're here to restore the shin...

⌚ 1 hr [Book](#)

Mastery of service calendars within High Level is crucial for businesses offering a diverse range of services. This detailed guide ensures that users can adeptly create, customize, and present their Service Calendars, providing a streamlined experience for both businesses and clients. Armed with this knowledge, businesses can optimize their scheduling processes and elevate customer satisfaction.