

CITK

Service Calendars - Auto Detailing

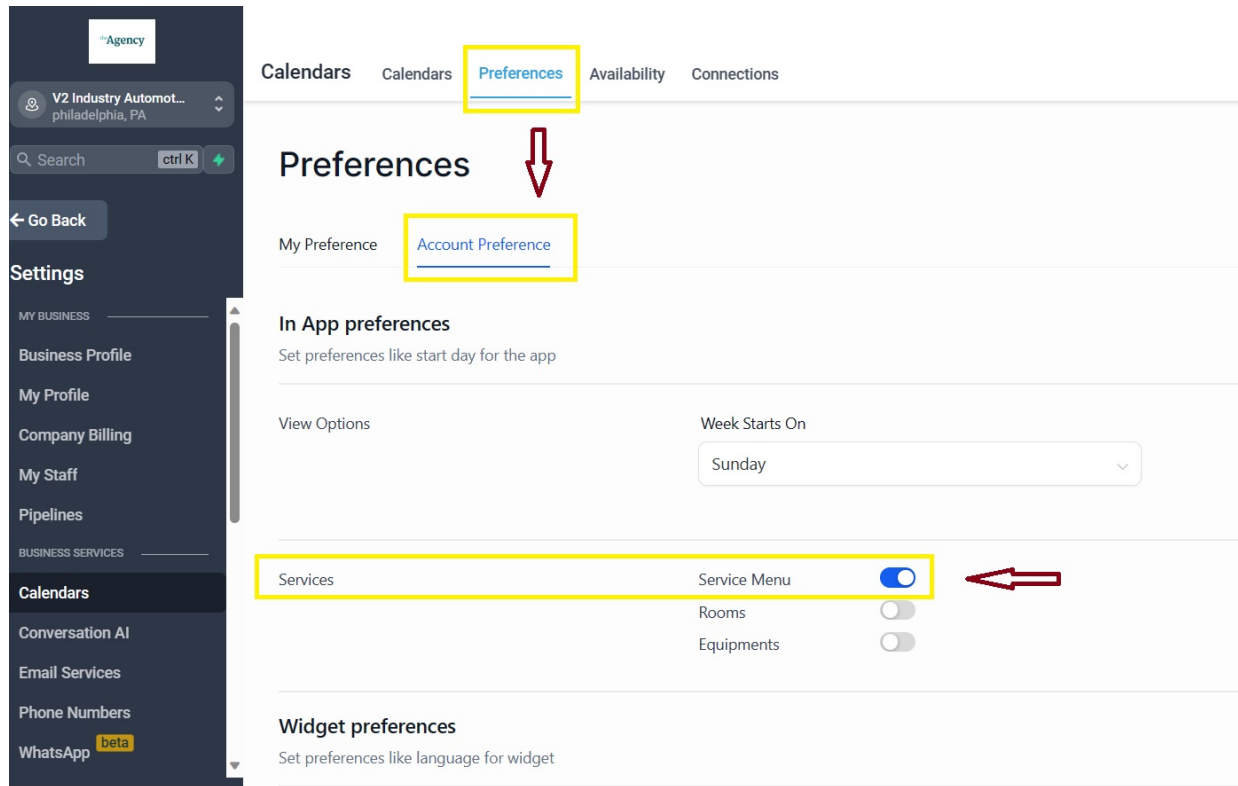


Recognizing the significance of Service Calendars becomes imperative when dealing with a range of services that necessitate diverse availabilities and resources. For Auto-detailing businesses offering different services, creating Service Calendars ensures effective scheduling and resource allocation.

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

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

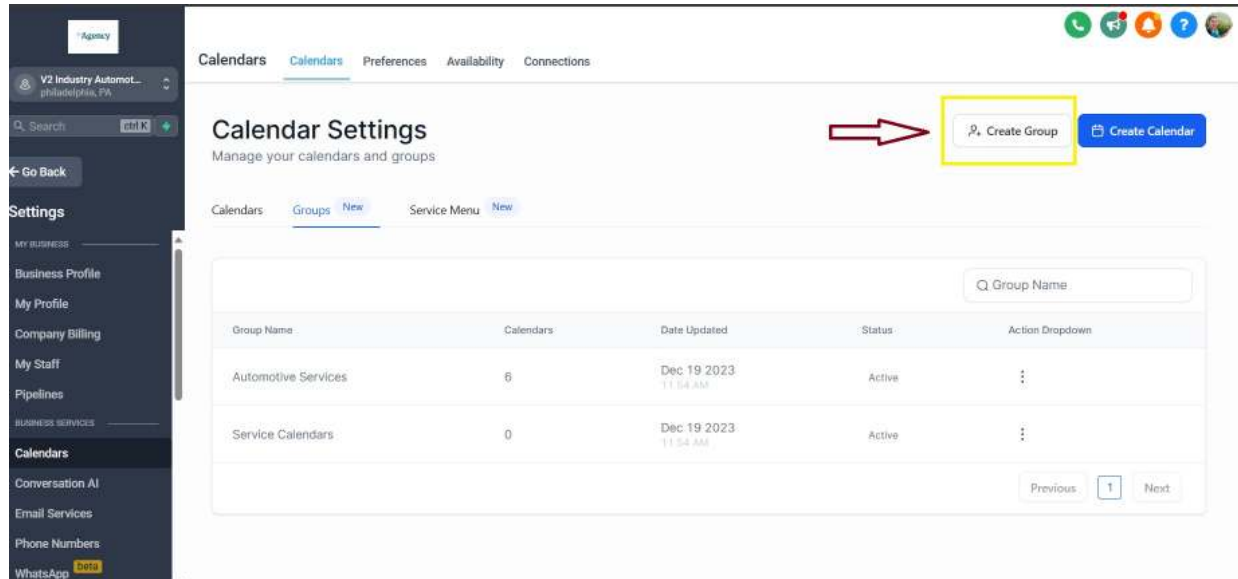


Creating Groups

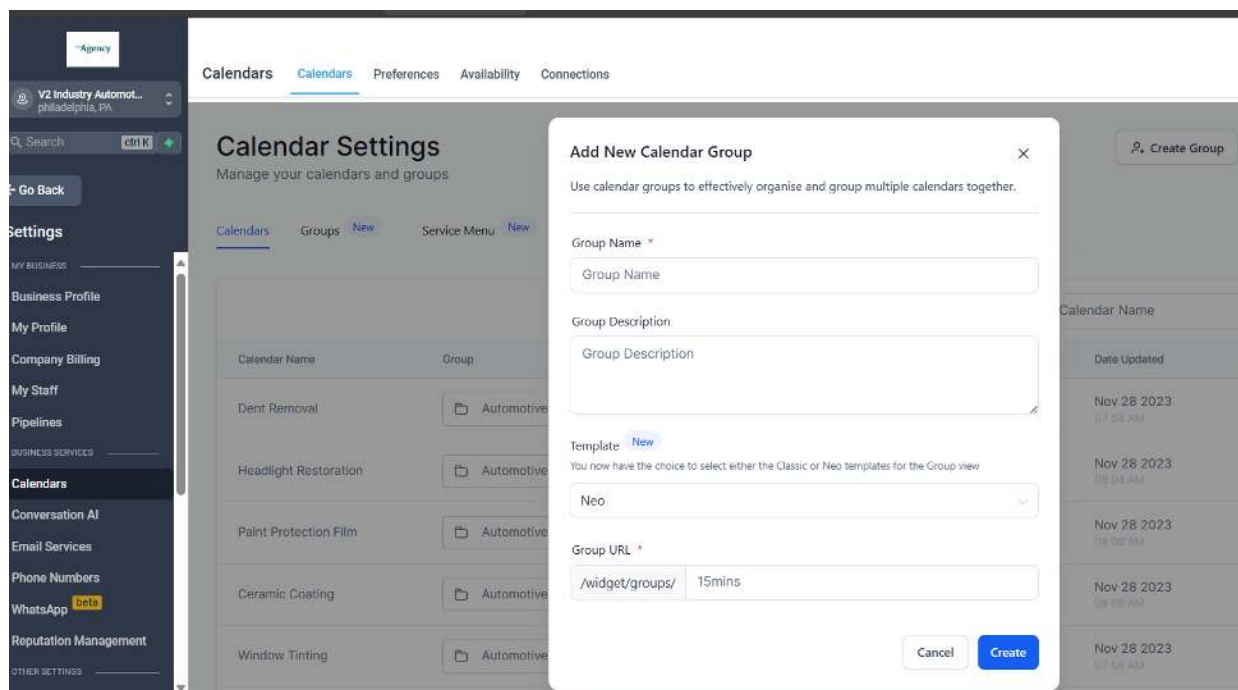
The fundamental structure of a well-organized service calendar involves the creation of groups. These groups serve as categorical containers for related services such as Dent Removal, Headlight Restoration, Ceramic Coating, and Window Tinting. Each group acts as an organizational unit, enhancing clarity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

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

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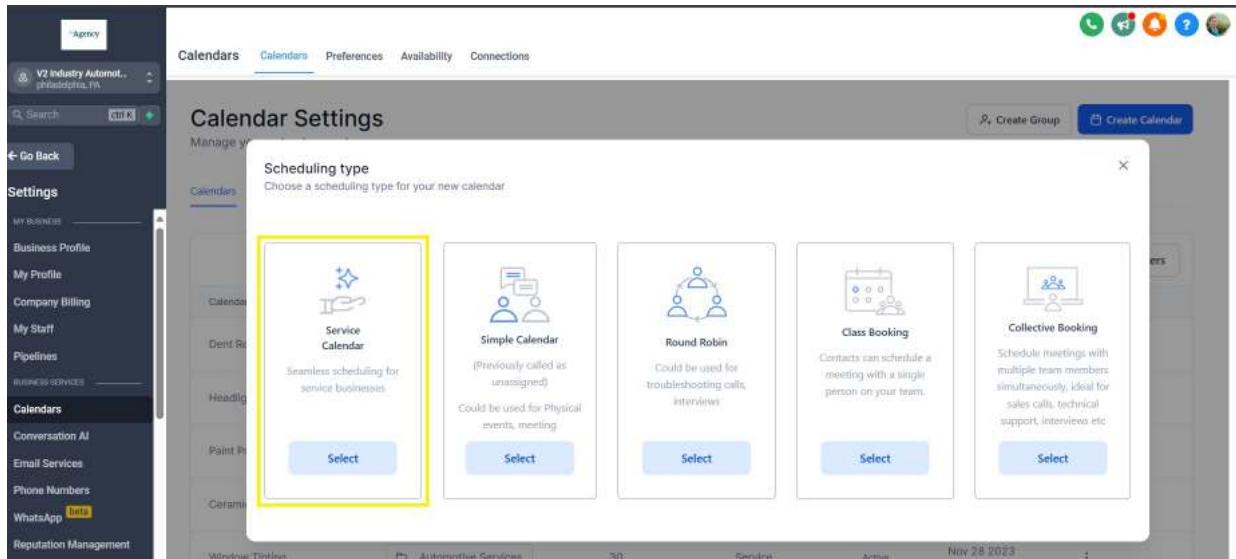
Add the **Group Name**, **Group Description**, and **Group URL** or unique SLUG, then click the blue **Create** button.



Configuring Service Calendars

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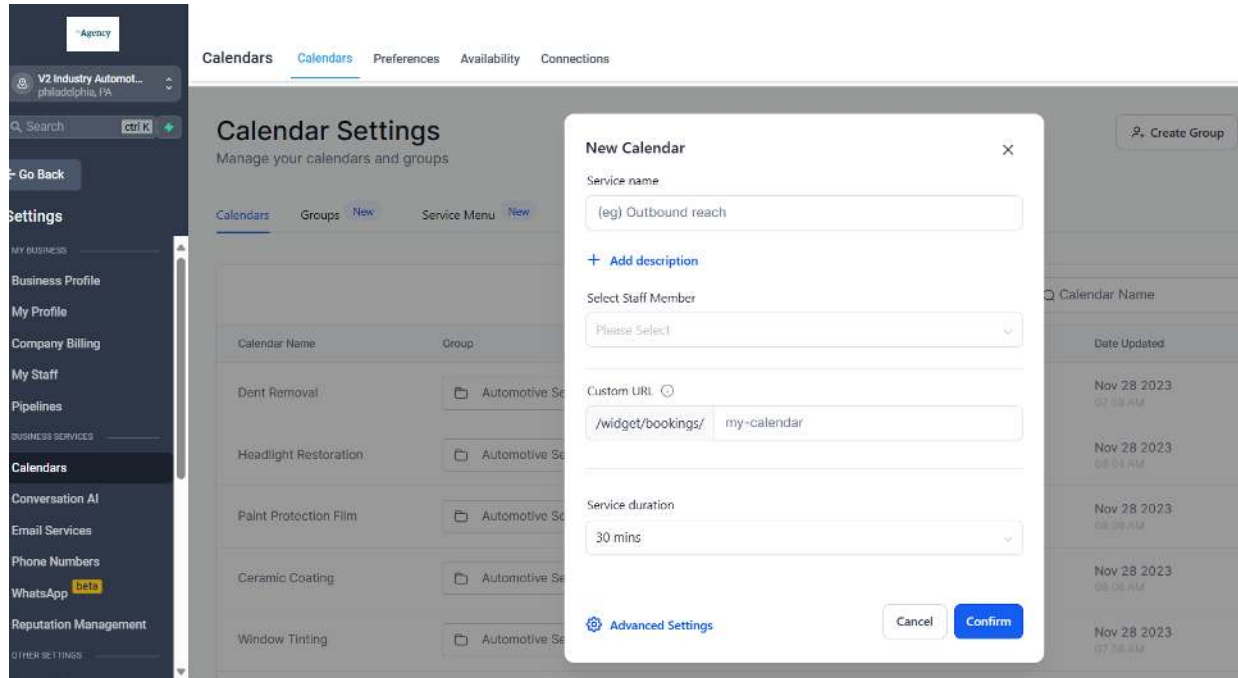
Once the foundational group/s is established, the subsequent step is the creation of individual Service Calendars. This process outlines the setup of a new service calendar using Dent Removal as an example. The procedure includes Naming the calendar, selecting staff members, assigning a URL, and defining 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.



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 d

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.

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The screenshot displays the CITK Service Calendars interface. On the left is a dark sidebar with navigation options: Agency, V2 Industry Automot..., Search, Go Back, Settings, MY BUSINESS, Business Profile, My Profile, Company Billing, My Staff, Pipelines, BUSINESS SERVICES, Calendars, Conversation AI, Email Services, Phone Numbers, WhatsApp (Beta), and Reputation Management.

The main content area is titled 'Calendar Settings' with the subtitle 'Manage your calendars and groups'. It includes tabs for 'Calendars', 'Groups', 'Now', and 'Service Menu'. A table lists the following services:

Calendar Name	Group	Duration (mins)	Calendar Type	Status	Date Updated	Action Dropdown
Dent Removal	Automotive Services	30	Service	Active	Nov 28 2023 07:55 AM	[Edit] [Duplicate] [Share] [Move to Group] [Deactivate Calendar] [Delete Calendar]
Headlight Restoration	Automotive Services	60	Service	Active	Nov 28 2023 08:04 AM	
Paint Protection Film	Automotive Services	60	Service	Active	Nov 28 2023 08:09 AM	
Ceramic Coating	Automotive Services	60	Service	Active	Nov 28 2023 08:06 AM	

An 'Edit - Dent Removal' form is shown below the table. It contains the following fields:

- 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.
- Group: Automotive Services
- Custom URL: /widget/bookings/ dentremovalservicecalendar
- Appointment Invite title: {{contactName}}

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.

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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 {appointment.user.name}

Service Details

These are the details which will be shown in the calendar list page.

Service logo

Widget shape:

☒ Square ☐ Circle

Remove logo

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

Customizations

Configure Additional Preferences

Service Cover Image New

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

Remove image

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.

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Agency

V2 Industry Automot...
photoncycles, inc.

Search

Go Back

Settings

MY BUSINESS

Business Profile

My Profile

Company Billing

My Staff

Pipelines

BUSINESS SERVICES

Calendars

Calendars | Calendars | Preferences | Availability | Connections

Calendar Settings

Manage your calendars, groups and service menu

Calendars | Groups | New | **Service Menu** | New

+ Create Service Menu

Q Service Menu Name

Service Menu Name	Date Updated	Status	Action Dropdown
Car Detailing Services	Nov 28 2023 09:12 AM	Active	

Previous | 1 | Next

2.

Agency

V2 Industry Automot...
photoncycles, inc.

Search

Go Back

Settings

MY BUSINESS

Business Profile

My Profile

Company Billing

My Staff

Pipelines

BUSINESS SERVICES

Calendars

Calendars | Calendars | Preferences | Availability | Connections

New Service Menu

Create a personalized service menu for your customers in just a few clicks

Close Save

Service Menu Details

Select Services

Arrange your services

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.

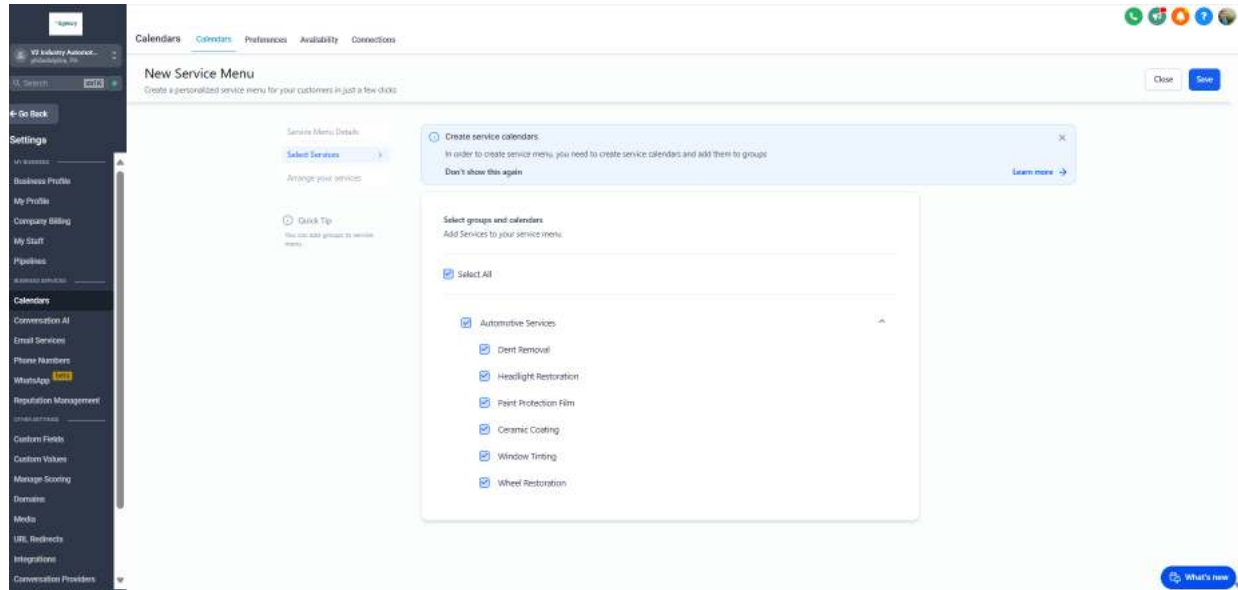
Confirmation page

Default Redirect URL

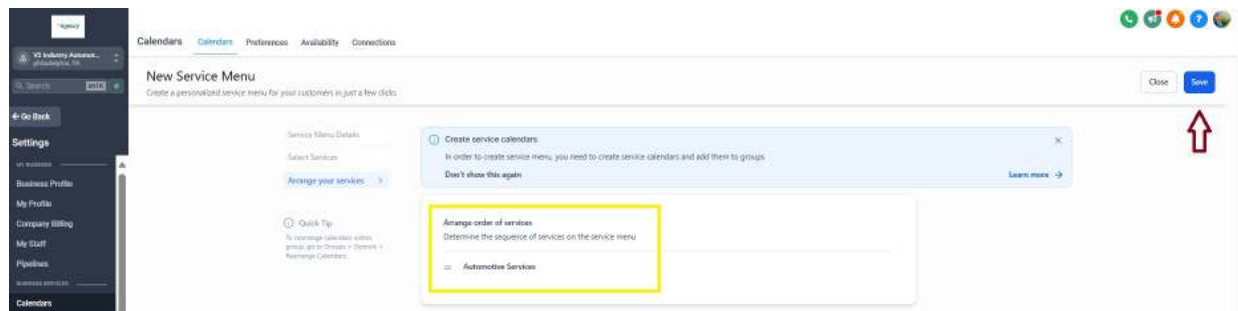
What's new

3.

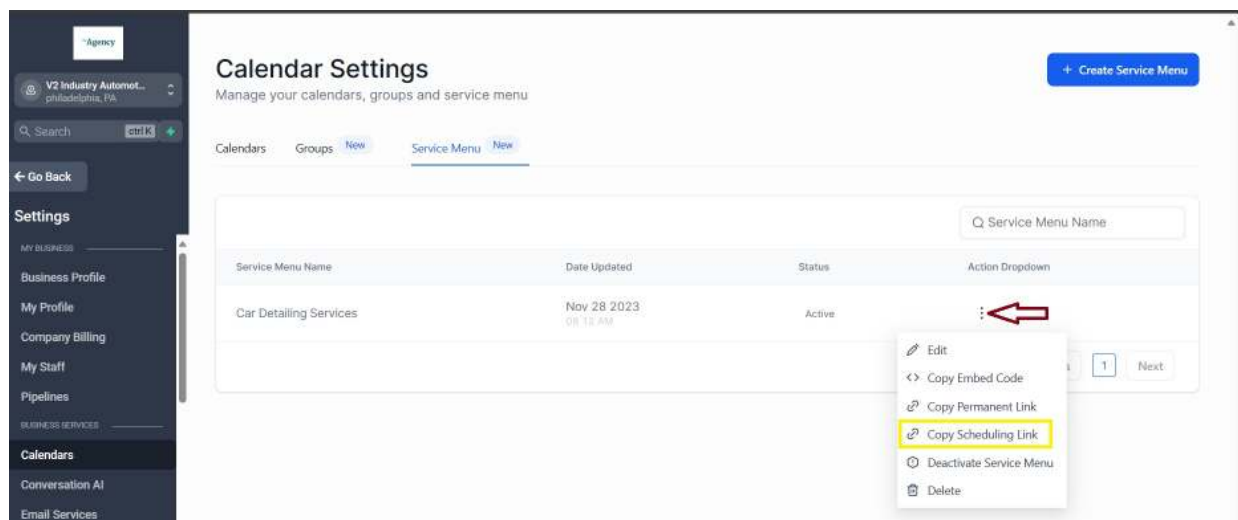
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4.



5.



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

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 Remova...

🕒 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.