

CTTK

How to create Rooms



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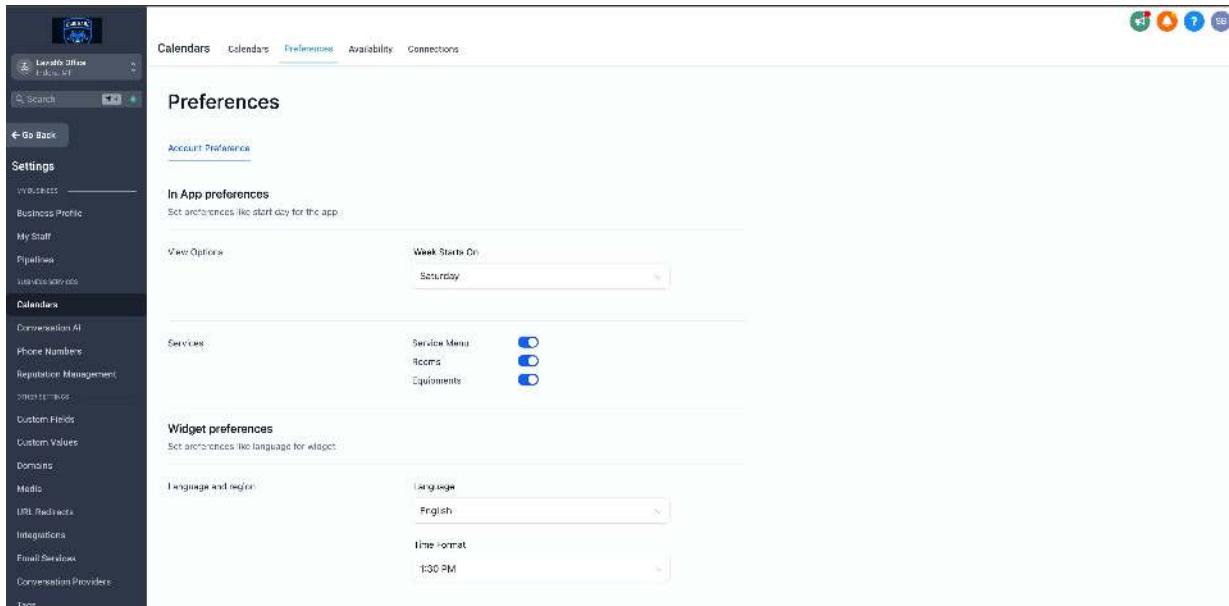
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How to create a Room?

1. Access Calendar Settings and Enable Rooms:

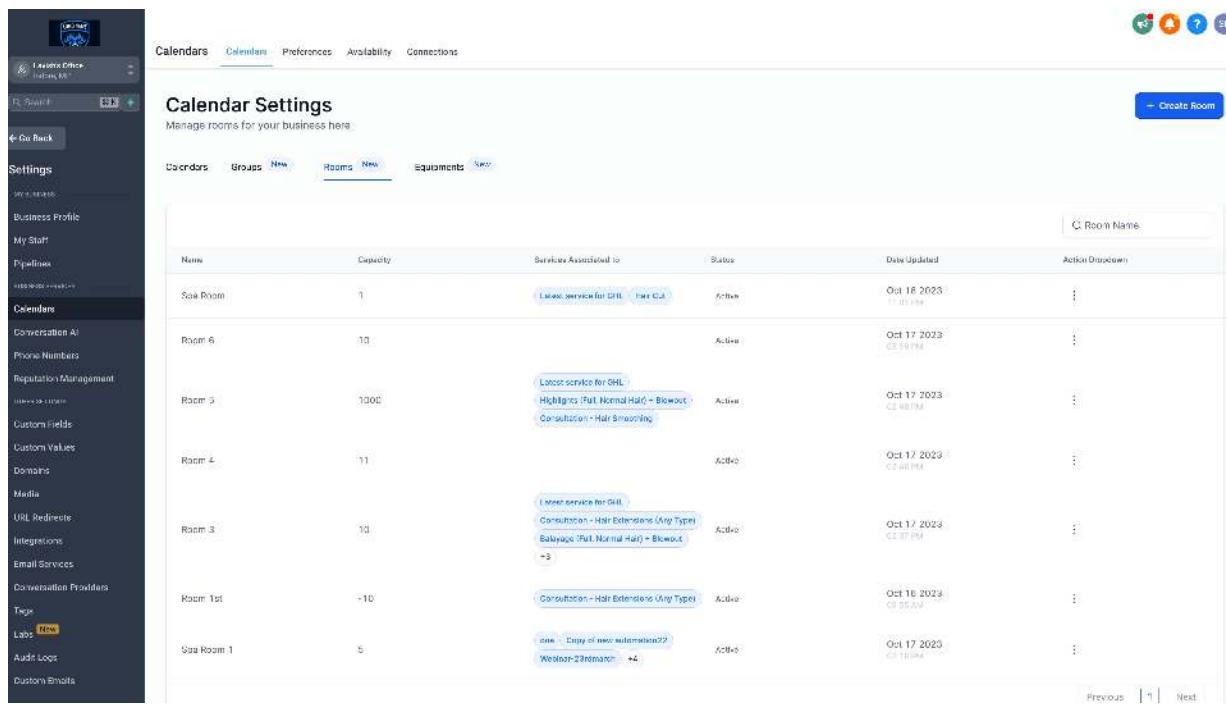
- Go to your account and navigate to Calendars > Calendar Settings.
- Under Preferences > In App Preferences, toggle on Rooms and Equipments.



2. Create a Room:

- Once you've enabled the feature, a new 'Rooms' tab will appear.
- Under the 'Rooms' tab > Click on Create Room.

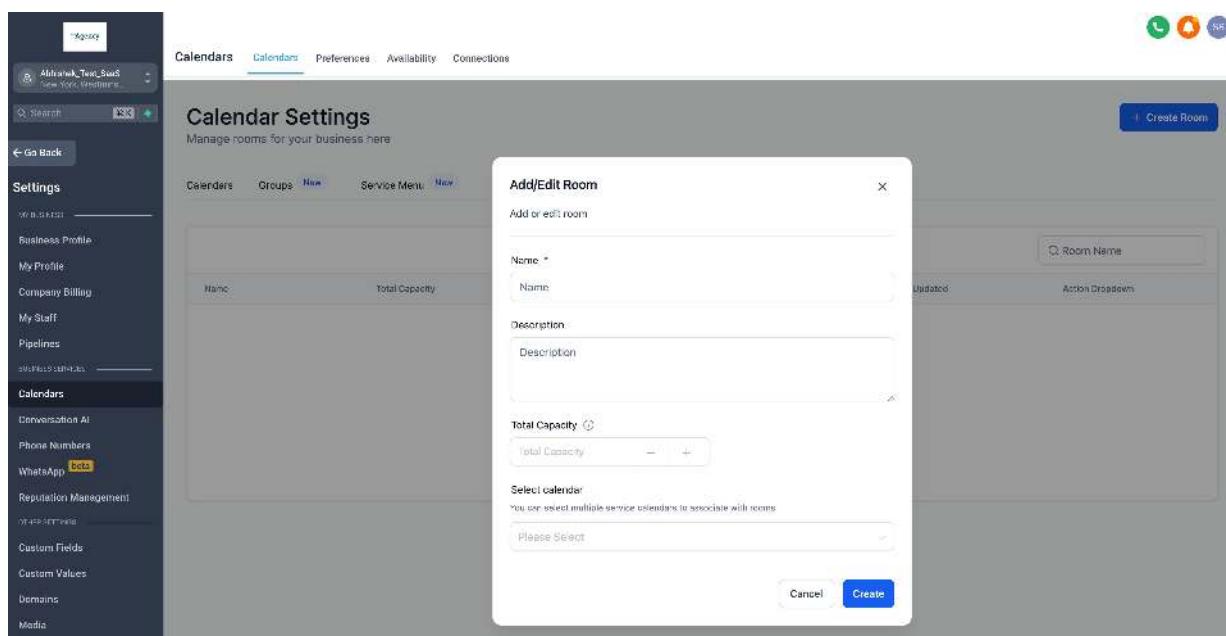
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Name	Capacity	Services Associated to	Status	Date Updated	Action Dropdown
Salon Room	1	Latest service for GHL - Hair Cut	Active	Oct 18 2023 07:01 PM	⋮
Room 6	10		Active	Oct 17 2023 08:34 PM	⋮
Room 5	1000	Latest service for GHL - Highlights (Full Normal Hair) - Blowout - Consultation - Hair Braiding	Active	Oct 17 2023 01:48 PM	⋮
Room 4	11		Active	Oct 17 2023 02:46 PM	⋮
Room 3	12	Latest service for GHL - Consultation - Hair Extensions (Any Type) - Balayage (Full Normal Hair) - Blowout - +3	Active	Oct 17 2023 02:37 PM	⋮
Room 1st	>10	Consultation - Hair Extensions (Any Type)	Active	Oct 16 2023 01:55 AM	⋮
Salon Room 1	5	new - Copy of new information29 - Webinar-2020-01-01	Active	Oct 17 2023 01:16 AM	⋮

3. Provide Room Details:

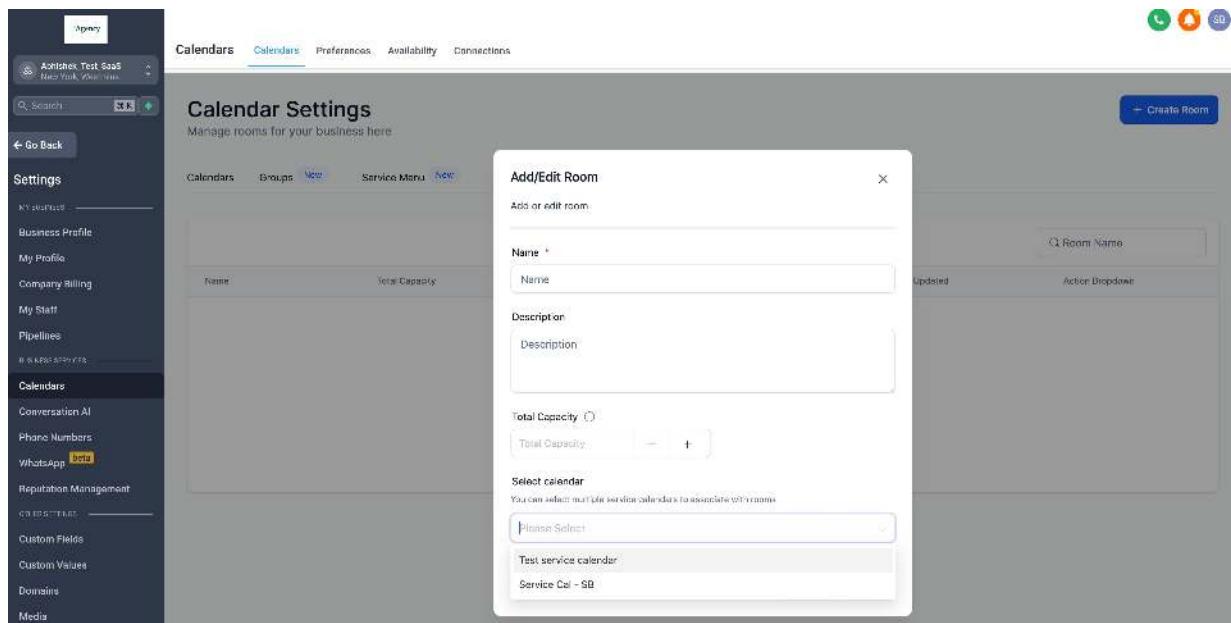
- To create a room, enter the following information:
 - Room Name: Assign a unique name to the room.
 - Description: Briefly describe the room's purpose.
 - Room Capacity: Specify the maximum number of appointments that can be scheduled in the room simultaneously. This determines how many bookings can overlap in the same room.



4. Associate Calendars:

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- Select the calendars that are associated with this room. Whenever an appointment is booked on any of the associated calendars, the room will also be booked automatically.
 - For example, if you have two service calendars, such as 'Body Massage' and 'Head Massage,' both associated with the same room called 'The Massage Room,' specifying a room capacity of 2 means that two appointments can take place simultaneously.
 - If one appointment is already booked on one calendar, users can still book another appointment for the same time slot in either calendar. However, if two appointments are already booked, there will be no available slots. This considers both user availability and room availability to ensure efficient scheduling.



By following these steps, you can efficiently create and configure rooms in your scheduling system. This ensures a seamless booking process and effective resource allocation.

Additional Information

1. Rooms and Equipment Details:

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- Find your rooms and equipment details within the **appointment modal - details view**.
- This ensures you can now easily identify which room has been assigned to a particular appointment and which equipment is being used or has been booked in conjunction with the appointment.
- This feature simplifies the management of appointments, making it more informative and streamlined.

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John Doe

Thu, Nov 9, 2023 , 3:45 pm - 4:15 pm

Appointment

 Appointment Owner
SPA STAFF 1

 John Doe
Primary Contact 

 Calendar
Spa services

 Source
Booking Widget

 Booked By
-

 Room
Facial and Massage Room

 Equipment
Facial Kit

 View Activity Log →

Status :  Confirmed 

Dec 18, 2023,  

2. Room Selection for Service Calendars

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- In the **in-app appointment modal**, for service calendar appointments, we have introduced a **room dropdown** option during the appointment creation or booking process.
- This empowers you to choose the specific room you want to book alongside your appointment. It offers greater flexibility and control over the booking process.
- With this process, you can effortlessly allocate the right room for your appointments, ensuring optimal resource utilization.

