

CITK

How to create Rooms



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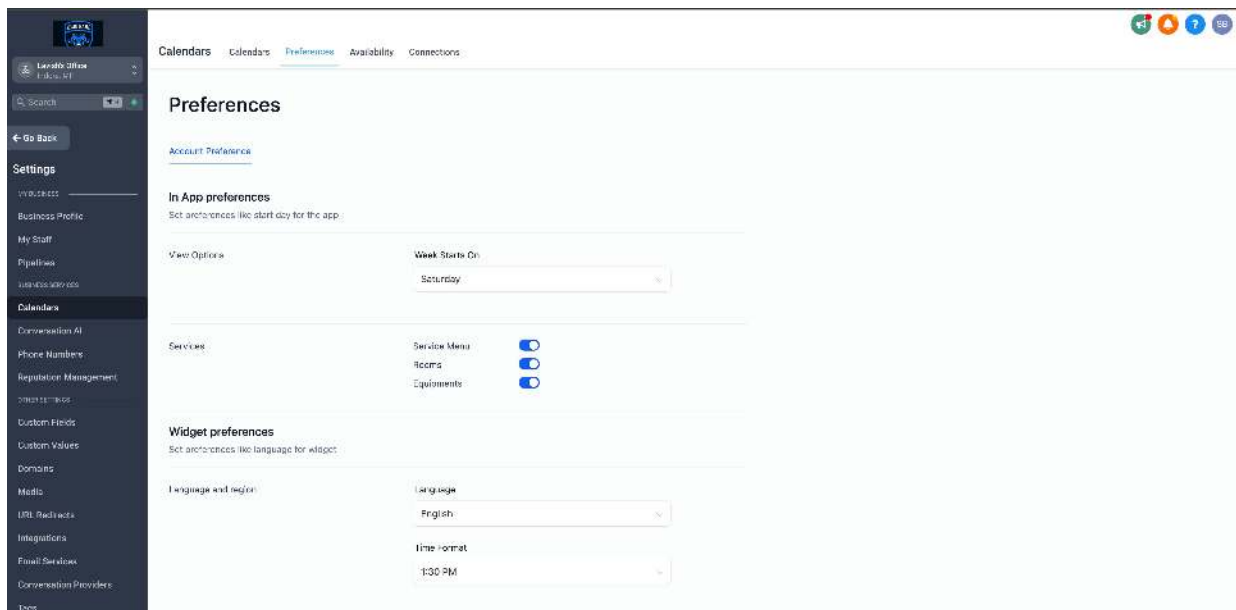
Related Articles

- [Rooms and Equipments](#)
- [How to create Equipments?](#)
- [Service Calendar](#)

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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The screenshot shows the 'Calendar Settings' page in the CITK interface. The left sidebar contains navigation options like 'Settings', 'Business Profile', 'My Staff', 'Pipelines', 'Calendars', 'Conversation AI', 'Phone Numbers', 'Reputation Management', 'Custom Fields', 'Custom Values', 'Domains', 'Media', 'URL Redirects', 'Integrations', 'Email Services', 'Conversation Providers', 'Tags', 'Logs', 'Audit Log', and 'Custom Emails'. The main content area is titled 'Calendar Settings' with a subtitle 'Manage rooms for your business here'. It features a 'Create Room' button and tabs for 'Calendars', 'Groups', 'Rooms', and 'Equipments'. The 'Rooms' tab is active, displaying a table of existing rooms.

Name	Capacity	Services Associated to	Status	Date Updated	Action Dropdown
Salon Room	1	Luxury service for GHL - Hair Cut	Active	Oct 16 2023 11:01 PM	
Room 6	10		Active	Oct 17 2023 03:19 PM	
Room 5	1000	Luxury service for GHL - Highlights (Full Normal Hair) - Blowout Consultation - Hair Smoothing	Active	Oct 17 2023 02:48 PM	
Room 4	11		Active	Oct 17 2023 02:48 PM	
Room 3	10	Luxury 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 08:55 AM	
Spa Room 1	5	spa - Copy of spa automation?? Wellness - Steam Bath - +4	Active	Oct 17 2023 07:13 PM	

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.

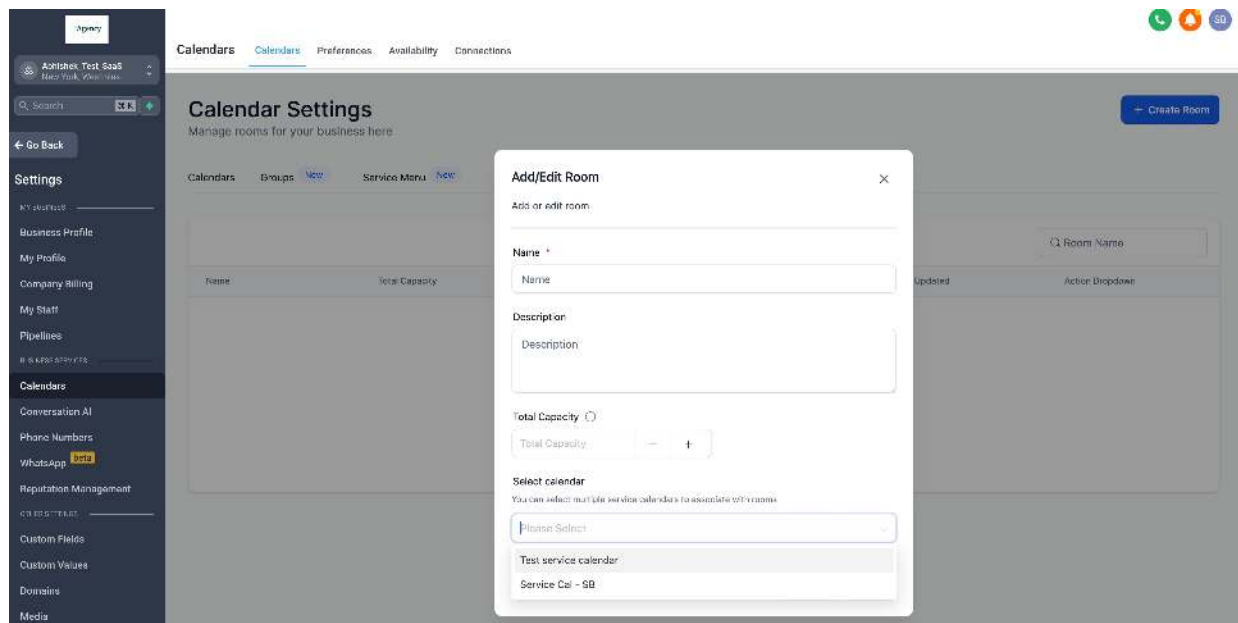
The screenshot shows the 'Add/Edit Room' modal form overlaid on the 'Calendar Settings' page. The modal has a title bar with a close button (X). It contains the following fields and controls:

- Add or edit room**: A text input field.
- Name ***: A text input field with a dropdown arrow.
- Description**: A text input field with a dropdown arrow.
- Total Capacity**: A text input field with a dropdown arrow.
- Select calendar**: A dropdown menu with the text 'Please Select'.
- Buttons**: 'Cancel' and 'Create' buttons at the bottom right.

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

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.

Book Appointment ×

Appointment Blocked off time

Calendar

Spa services

Select Room

Select Room

Sanity Room

new room

Facial and Massage Room

Team member

Calendar Default

Date & Time

Showing slots in this timezone: (Account Timezone)

GMT+05:30 Asia/Kolkata (IST)

☒ Standard ☐ Custom

Date Slot

Mon, Nov 6th, 2023 7:45 pm - 8:15 pm

Select Contact *

Search by name, email, phone or compa

Status : ☒ Confirmed

Cancel Book Appointment