

APPOINTMENT BOOK

WORDPRESS PLUGIN

The image shows two overlapping screenshots of the Appointment Book WordPress plugin interface. The background screenshot is the 'Add New Appointment Calendar' form, and the foreground screenshot is a preview of a calendar titled 'Consultation Call' for March 2016.

Add New Appointment Calendar Form:

- 1. Title field: Enter title here
- 2. Duration field: Set working hours, Duration: 30
- 3. Price per appointment field: Enter the duration in minutes for each session or schedule, Price per appointment: 1
- 4. Enable Schedule checkbox: Check to enable schedule
- 5. Add time button
- 6. Capacity field: Capacity: 2
- 7. Delete button

Consultation Call Calendar (MARCH 2016):

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
-	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	-	-	-

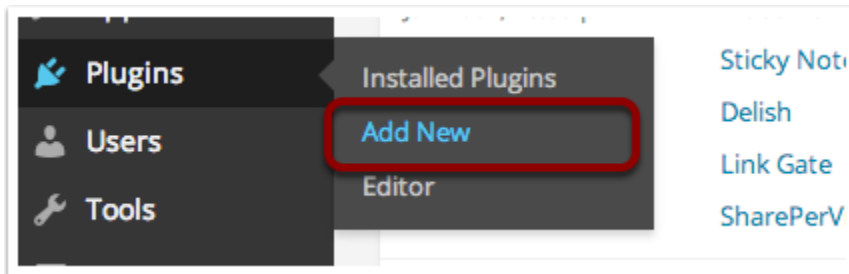
**Allow Your Visitors to Quickly and Easily
Schedule Appointments with you**

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Home of the free PLR downloads.

Appointment Book User Guide

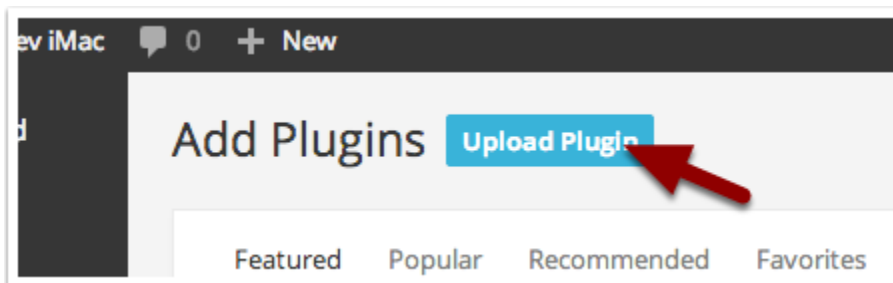
Installing a Plugin

To install a plugin, go to Plugins >> Add New



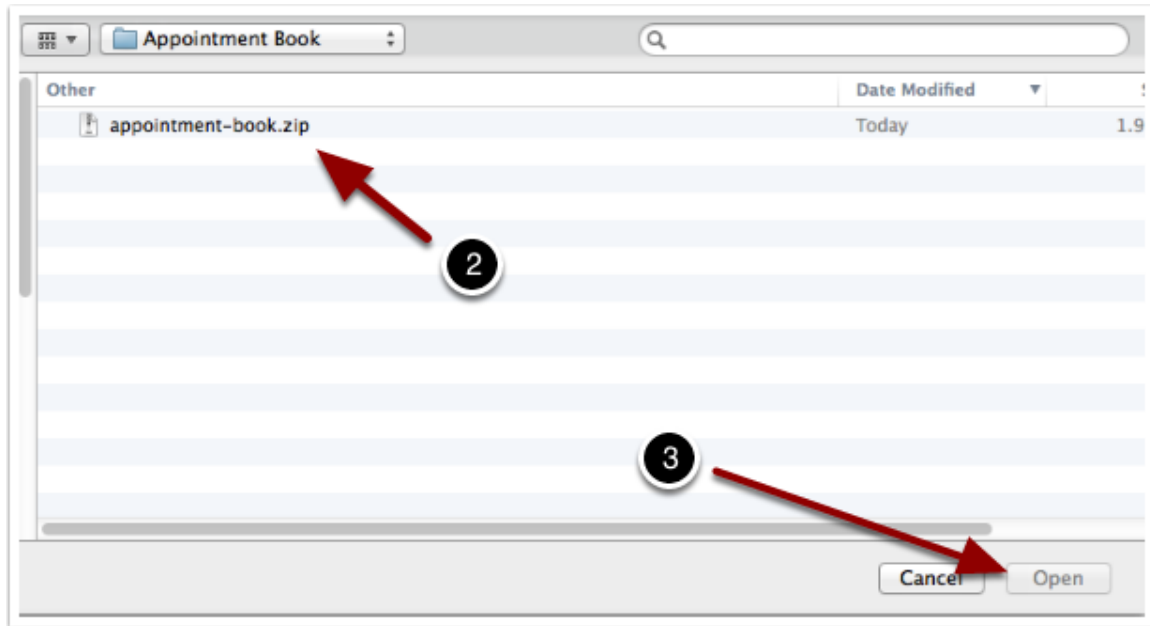
Upload plugin

Click Upload Plugin



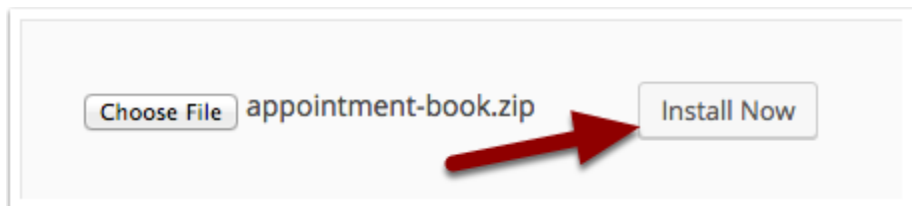
Choose Upload File

1. Click Choose File
2. Locate the zipped file of the plugin you'd like to install
3. Click Open



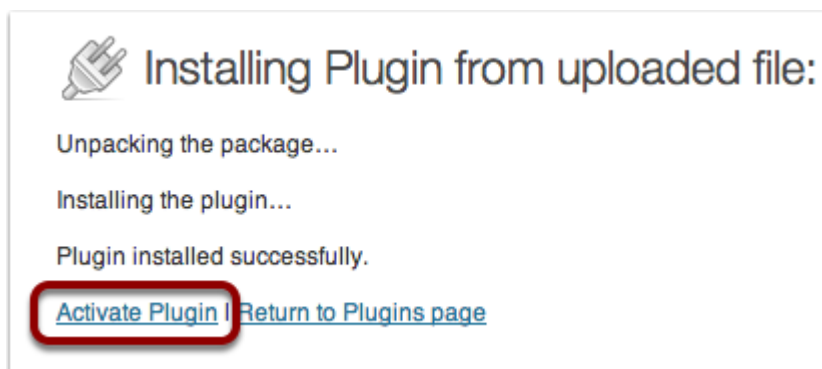
Install The Plugin

Click Install Now



Activate The Plugin

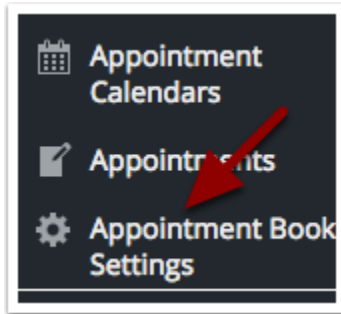
After successfully unpacking and installing the plugin, click *Activate Plugin*.



Appointment Book Settings

After activating the plugin, you will find an Appointment Book Settings menu on the left side.

Click on Appointment Book Settings to display all of your options.



Appointment Book Settings - General Settings

On the General Settings tab you will find the following settings that must be completed:

1. **Currency:** Define the currency. Use the Click Here link for supported currency and the codes.
2. **Currency Symbol:** Enter the currency symbol.
3. **Minimum Booking Day:** Enter minimum number of days required prior to appointment day.
4. **Maximum Advanced Booking:** Enter maximum number of days required prior to appointment day.
5. **Check to Allow Anonymous Booking:** Check this box to allow users to book without registering first. NOTE: If you leave this unchecked, it is important that you notify visitors that they will be required to create an account before scheduling an appointment.
6. **Checkout Page ID:** Enter the Page id where you put the checkout page shortcode. The checkout shortcode to add to a page is: [pm-appointment-book-review-page].
7. **Thank You Page ID:** Enter the Page id where you put the thank you page shortcode. The thank you shortcode to add to a page is: [pm-appointment-book-thank-you-page].
8. **User Bookings Page ID:** Enter the Page id where you put the user booking page shortcode. The bookings shortcode to add to a page

is: [pm-appointment-book-user-bookings]. This page will display all of the appointments for the logged in user.

9. Click **Save Changes** when complete.

The screenshot shows the 'Appointment Book Settings' form with the 'General Settings' tab selected. The form contains several input fields and a checkbox, each with a numbered callout (1-9) indicating the sequence of steps to complete the setup. The fields are: Currency (1), Currency Symbol (2), Minimum booking day (3), Maximum advanced booking (4), Check to allow Anonymous booking (5), Checkout page ID (6), Thank you page ID (7), and User Bookings page ID (8). A red arrow points to the 'Save Changes' button, which is labeled with the number 9.

Appointment Book Settings

General Settings | Holidays | Mail | Payments

Currency **1** USD
Enter 3 letter currency code. [Click here](#) for supported currency.

Currency Symbol **2** \$
Enter currency Symbol.

Minimum booking day **3** 0
Enter minimum day from now for advance booking (ie: 3 means you can only book 3 days from now). Enter 0 for today.

Maximum advanced booking **4** 30
Enter Maximum days for advance booking (ie: 30 means you can only book up to 30 days from now.) Max is 365

Check to allow Anonymous booking ☐ Checking this will allow users to book without registering. **5**

Checkout page ID **6**
Enter page post id where you put the checkout page shortcode

Thank you page ID **7**
Enter page post id where you put the thank you page shortcode

User Bookings page ID **8**
Enter page post id where you put the user booking page shortcode

Save Changes **9**

Appointment Book Settings - Holidays

You will find the following settings under the Holidays tab:

- 1. Enter Holidays:** Click on the blank field next to add to bring up the calendar. Select the day(s) you would like to add as a holiday and click Add. Continue selecting holidays as necessary.
- 2. Holidays:** You will see the holidays you entered in the above step listed here in a comma separated list. You can also add or remove from the list here.

3. Click Save Changes when complete.

Appointment Book Settings

General Settings | **Holidays** | Mail | Payments

Enter Holidays **1** **Add**
Select date you want to add as Holiday and Click "Add".

Holidays **2**
Comma separated holidays.

Save Changes **3**

Appointment Book Settings - Mail

You will find the following settings under the Mail tab:

1. **Mail "from" name:** Enter the "from" name as it should appear in the emails.
2. **Mail "from" email:** Enter the "from" email address.
3. **Mail "to" Email:** Enter the "to" email where you want to send booking notifications.
4. **Admin Mail Subject:** Enter the email subject that will be used for bookings sent to the admin.
5. **User Mail Subject:** Enter the email subject that will be used for bookings sent to the user.
6. Click Save Changes when complete.

Appointment Book Settings

General Settings Holidays **Mail** Payments

Mail "from" name 1 *Enter "from" name.*

Mail "from" email 2 *Enter "from" email.*

Mail to Email 3 *Enter "to" email where you want to send notifications.*

Admin Mail Subject 4 *Enter Subject for Bookings (Sent to Admin)*

User Mail Subject 5 *Enter Subject for Bookings (Sent to User)*

6

Appointment Book Settings - Payments

You will find the following settings under the Payments tab:

1. **Enable Free Booking:** Check this box to enable users to book appointments without paying.
2. **Payment Label:** Enter the name to display for free booking.
3. **Enable PayPal Payments:** Check this box to enable user to pay via PayPal.
4. **PayPal Client ID:** Enter your PayPal Client ID.
5. **PayPal Secret Key:** Enter your PayPal Secret Key.
6. **PayPal Mode:** Enter the PayPal Payment Mode - Live or Sandbox (for testing).
7. Click Save Changes when complete.

Appointment Book Settings

General Settings
Holidays
Mail
Payments

Enable Free Booking

1

☐ Check to Enable Free Booking

Payment Label

2

Free Booking

Name to show for free booking

Enable Paypal Payments

3

☐ Check to Enable Paypal Payments

Paypal ClientID

4

To generate a ClientID and Secret key. [Click here.](#)
NOTE: Sandbox and Live Credentials are DIFFERENT.

Paypal Secret key

5

Enter your paypal Secret key.

Paypal Mode

6

Sandbox Payment

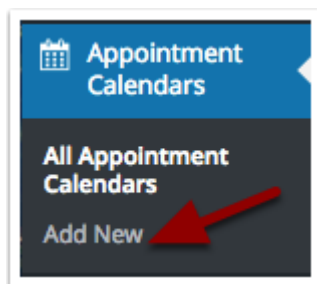
Select mode. (Sandbox for testing payments)

Save Changes

7

Adding Appointment Calendars

Click on Add New to create a calendar. You can create multiple calendars.



1. **Title:** Enter Calendar Title
2. **Duration:** Set the duration of the appointments.
3. **Price per appointment:** Enter the cost of each appointment if they are not free.

4. Check **Enable Schedule** to enable the schedule for a given day.
5. Click **Add Time** to enter in a time that is available for appointments.
6. Enter in **Capacity** if more than one appointment is available at a given time.
7. Click **Delete** to remove a specific time.
8. Click **Publish** when complete.

The screenshot shows the 'Add New Appointment Calendar' form. It includes a title field (1), a 'Set working hours' section with duration (2) and price (3) inputs, a table for enabling the schedule (4) and adding times (5). The table has columns for Time, Capacity (6), and Delete? (7). A 'Publish' button (8) is highlighted with a red arrow. The right sidebar contains options for 'Publish', 'Big Welcome', and 'Shareaholic'.

Add New Appointment Calendar

Enter title here (1)

Appointment Book Calendar

Set working hours

Duration: 30 (2)

Price per appointment: 1 (3)

☒ **Enable Schedule** (4)
Check to enable schedule every Monday

Time	Capacity	Delete?
08:00	2 (6)	Delete (7)
08:30	1	Delete
09:00	1	Delete
13:00	1	Delete

Add time (5)

Publish

Save Draft Preview

Status: Draft Edit

Visibility: Public Edit

Publish immediately Edit

8 → Publish

Big Welcome

Display welcome screen

No

Shareaholic

☐ Hide Share Buttons

☐ Hide Related Content

☐ Exclude from Related Content

☐ Do not include Open Graph tags

View Your Calendar

After you add your appointment calendar with available times, you will be able to preview what your visitors see:

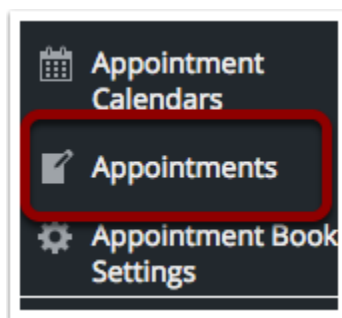
Consultation Call

MARCH 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
-	1	2	3	4	5	6
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28	29	30	31	-	-	-

Viewing Appointments

Click on Appointments in the left menu to view your appointments.



To view appointment details, click on the appointment title.

Appointments							
All (2) Pending (1) Completed (1)		<input type="text"/> Search Appointments					
Bulk Actions ▾		Apply	All dates ▾	Filter	2 items		
<input type="checkbox"/>	Title	Date	Status	Appointment Date	No. of Appointments	Appointment Time	Contact Number
<input type="checkbox"/>	Appointment - 359	Last Modified 10 mins ago	completed	03/21/2016	1	13:00	123456789
<input type="checkbox"/>	Appointment - 358 — Pending	Last Modified 14 mins ago	pending	03/21/2016	1	08:00	123456789
<input type="checkbox"/>	Title	Date	Status	Appointment Date	No. of Appointments	Appointment Time	Contact Number
Bulk Actions ▾		Apply	2 items				

To Cancel Appointments

You can cancel your appointments from the user booking page you created using the shortcode: [pm-appointment-book-user-bookings]. On this page you will see a list of all of the appointments you have. Click on Cancel to cancel the appointment and click on okay to confirm. You will then see a success message that the appointment was indeed cancelled.

Appointments Booked

ID	Date	Time	Total Price	Status	Action
Appointment - 359	03/21/2016	13:00	\$1	completed	Cancel
Appointment - 358	03/21/2016	08:00	\$1	pending	Cancel

[\(Edit\)](#)