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Online Booking

How do you set up online booking?

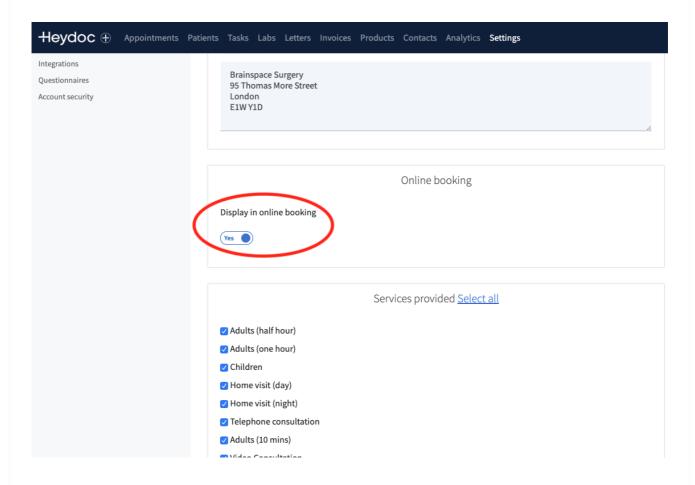
## How do you set up online booking?

Everything you need to know about setting up your online booking

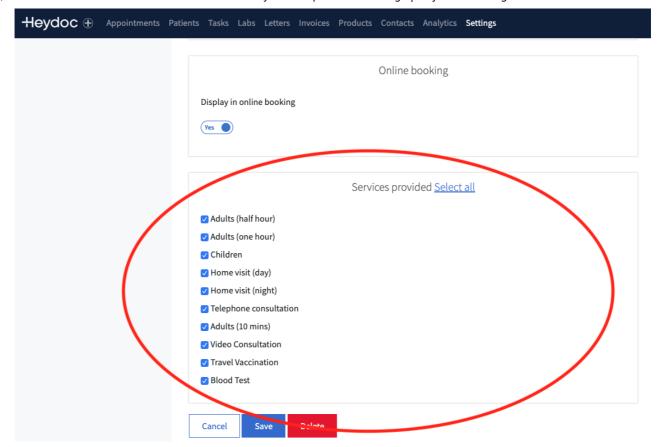


Written by Jessica Magri Updated over a week ago

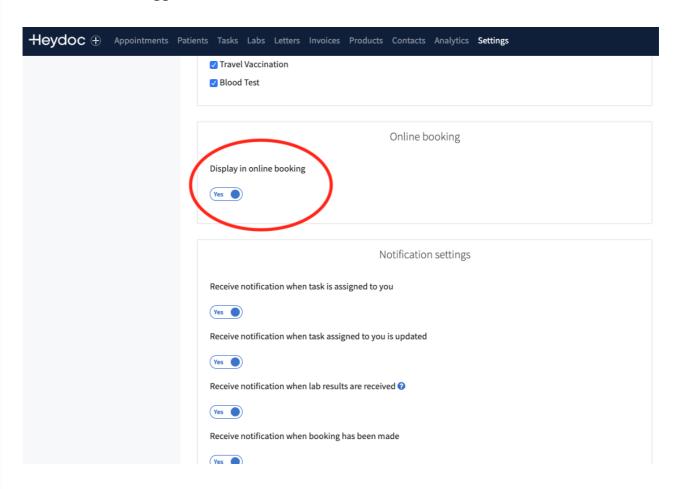
Firstly, ensure that your locations are switched on to display in Online booking. Click "Settings" at the top, then click "Locations" and enter the location you want to appear online and make sure the field below is ticked "Yes". Click "Save":



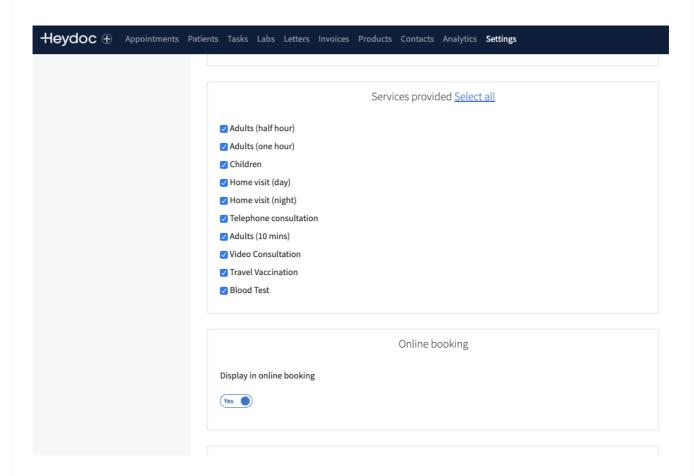
You will also have to select the services provided by each location:



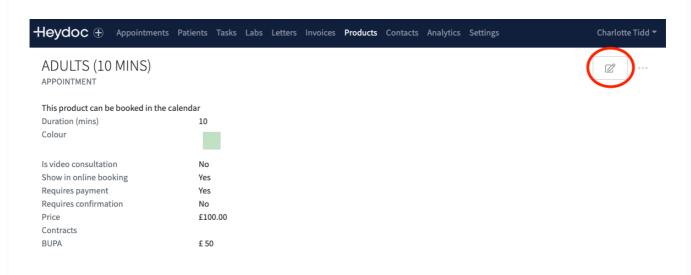
Next, click "Users" and click the user you want to appear in your online booking and make sure this field below is toggled "Yes":



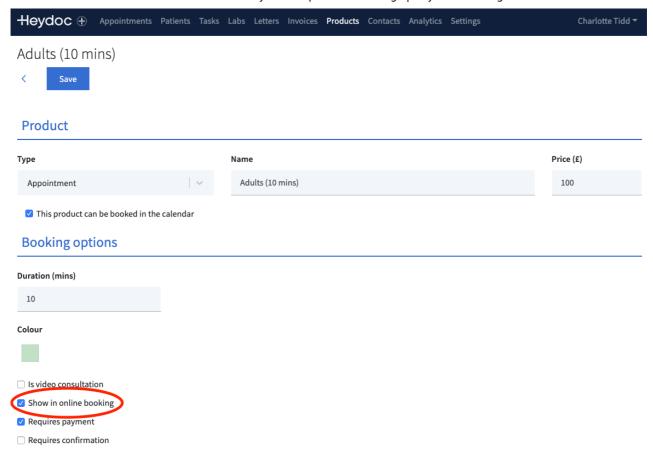
You will also have to select the services provided by each user so that only relevant appointment types can be booked with each practitioner:



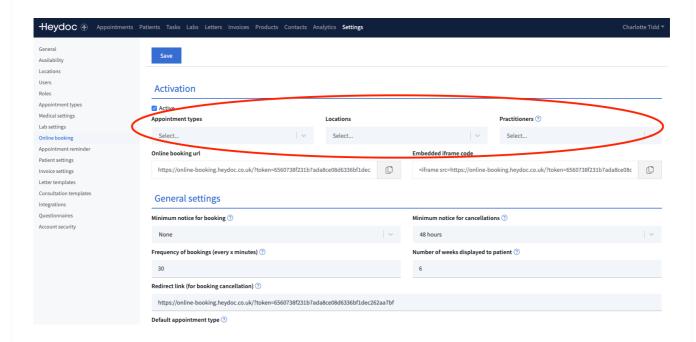
Now go to "Products", select the bookable product and click the edit button as below:



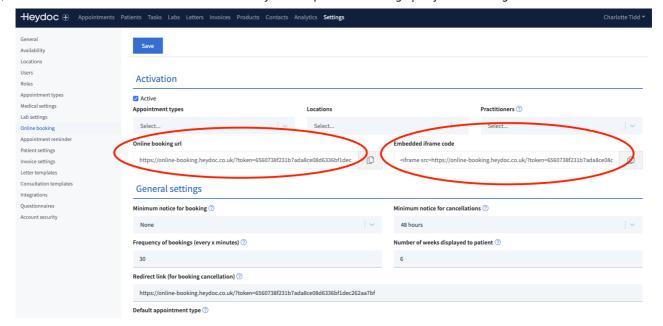
Select the tick box "Show in online booking" and click "Save":



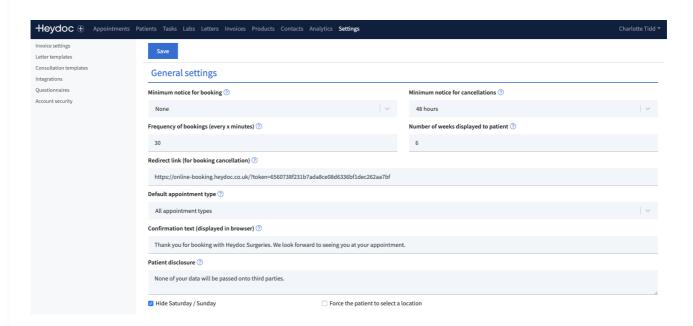
Now click "Online booking". Use the fields in the "URL generator" section to customise your URL/iframe code:



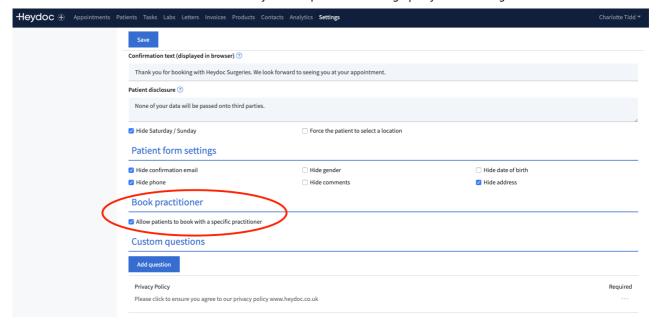
You can then generate different URLs and iframe codes as circled below:



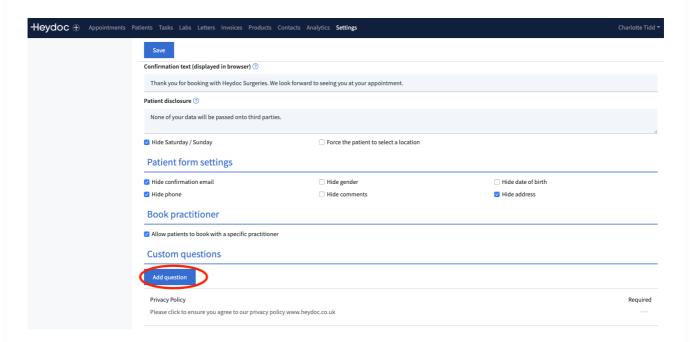
Fill in the "General settings". Each point is explained directly on the page by clicking the blue "?" icon near the title:



To allow practitioners to be booked online you need to make sure the field below is ticked:



You can also add a tick box to your online booking by clicking the blue "Add question" button:

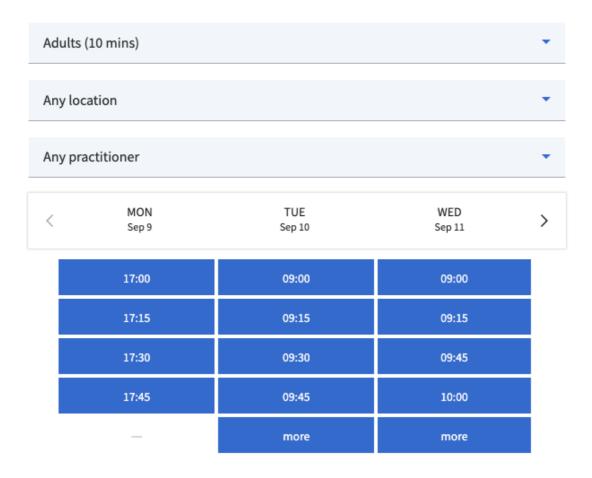


This will bring up the following page. Enter the title and the question or statement text. If you want to make the tick box compulsory for a patient to make a booking, ensure that 'Required' is ticked:

## Add question Title Text Privacy Policy Please click to ensure you agree to our privacy policy www.heydoc.co.uk Required Required

Once you've inserted your URL into the backend of your website you should see a booking portal similar to the one below, the prospective patient will be able to choose the type of appointment, the practitioner and the time/date according to what is available:

## Book an appointment



Did this answer your question?



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